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For specific enrollment dates, consult the class schedule or the calendar on the website, www.actx.edu.

**Fall Term 2003**
- August 18 ........ Faculty return
- August 25 ........ Classes begin
- September 1 .... Labor Day holiday-College closed
- November 26 ...... No evening classes
- November 27-30 ... Thanksgiving holidays-College closed
- December 8-11 .... Final exams
- Dec. 20-Jan. 4 ... Christmas Holidays (Limited services)

**Mid-Winter Session 2003**
- December 15 ...... Classes begin
- December 24-28 .... Christmas Holidays-College closed
- January 1-4 ........ New Year’s Holidays-College closed
- January 6 .......... Final exams

**Spring Term 2004**
- Dec. 20-Jan. 4 ..... Christmas Holidays (Limited services)
- January 5 .......... College offices open
- January 12 ........ Faculty return
- January 19 ....... Dr. Martin Luther King, Jr. Holiday-College closed
- January 20 .......... Classes begin
- March 15-21 ...... Spring Break for students and faculty
- March 18-21 ...... Spring Break-College closed
- April 9 .......... Good Friday-classes do not meet
- May 10-13 ........ Final exams
- May 14 .......... Commencement

**May Session 2004**
- May 14 ............ Classes begin
- May 28 ............ Final Exams
- May 29-31 ........ Memorial Day Holiday-College closed

**May Session** classes meet on the following days:
- May 14, 15, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27, and 28

**Summer Session I 2004**
- May 29-31 ........ Memorial Day Holiday-College closed
- June 2 ........ Classes begin
- July 5 .......... Independence Day Holiday
- July 7 .......... Final exams

**Summer Session II 2004**
- July 12 .......... Classes begin
- August 12 .......... Final exams
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 (and where) you want them—mornings, afternoons, evenings, even on weekends and on the internet. 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 instructional 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.
An Overview

Mission
Amarillo College, a public community college, is dedicated to providing educational, cultural and community services and resources to enhance the quality of life for the diverse population in the service area.

Goals
1. Maximize student access.
2. Guide students toward educational success
3. Provide quality general education
4. Provide quality transfer education
5. Provide quality technical education
6. Provide quality workforce development opportunities
7. Promote employee professional growth and equity
8. Manage institutional resources effectively and efficiently
9. Develop alternative resources for the institution
10. Serve as a community enrichment resource

Advantages
- Outstanding Faculty – 65 percent of instructors hold a master’s degree; 12 percent of instructors have earned a doctoral degree.
- Individual Attention – Average lecture class size—20 students. Even smaller labs offer the best in hands-on training.
- Transferability – Students can begin their college work at AC and transfer to institutions offering similar programs of study without loss of time or credit.
- Convenient Scheduling – Morning, afternoon, evening and weekend classes, plus courses on television, distance learning courses and courses on the World Wide Web.
- Choice and Variety – More than 160 different programs of study in areas of business, communications, technologies, health occupations, fine arts, social sciences, and sciences and engineering.

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 East Campus (formerly Amarillo Technical Center) continues a 25-year history of meeting the region’s technical education needs.

Amarillo College served more than 9,200 credit students in Fall 2002. During the 2001-2002 academic year, 31,209 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 East Campus, 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.

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;
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.

Board of Regents
John D. Hicks, Dr. Dale A. Roller, Larry K. Patterson, Carroll M. Forrester
Terms expire 2004
Lisa Cherry, Dr. Neal D. Nossaman, Dr. David C. Woodburn
Terms expire 2006
Frank O. Nelson, Sharon Oeschger
Terms expire 2008

Central Administration
Dr. R.E. Byrd .................. Vice President and Dean of Instruction
J.R. Couser .................. Dean of Student Services
Victor Fite .................. Dean of Information Technology Services
Danita McAnally ........... Director of Institutional Effectiveness and Advancement
Joyce Herring .... General Manager, KACV/TV & FM Vice President for Business Affairs
Damaris Schlong ........... Chief Administrative Officer, Workforce Development
Renée Vincent ............... Executive Director, Moore County Campus

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 American Association of Community Colleges,
- the American Technical Education Association,
- the Association of Texas Colleges and Universities,
- the National Council for Occupational Education,
- the National Council of Instructional Administrators,
- the Southern Association of Colleges and Schools, Commission on Colleges,
- the Texas Administrators of Continuing Education for Community/Junior Colleges,
- the Texas Association of Community Colleges,
- the Texas Association of School Boards,
- the Texas Community College Teachers Association, and
- the Texas Junior College Association.
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, 61 Broadway - 33rd Floor, New York, NY 10006, (212) 363-5555) and the State Board of Nurse Examiners.
The Automotive Technology program is certified by the Automotive Service Excellence, a national institute.
The Aviation Maintenance program is certified by the Federal Aviation Administration.
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 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 accredited 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 Radiation Therapy and Radiologic Technology programs are accredited by the Joint Review Committee on Education in Radiologic Technology.
The Physical Therapist Assistant program is accredited by the Commission on Accreditation of Physical Therapy Education.
The Respiratory Care and Surgical Technology programs are accredited by the Committee on Allied Health Education and Accreditation.
The Theatre 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.
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, trusts, 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.
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.

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<td>English I-IV</td>
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<tr>
<td>Mathematics</td>
<td>2</td>
<td>Algebra/Geometry</td>
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<tr>
<td>Science</td>
<td>2</td>
<td>Courses to be selected from State Board of Education-approved courses, excluding applied and introductory courses. Appropriate courses include: Physical Science, Biology I and II, Chemistry I and II, Physics I and II</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4</td>
<td>United States History (1), U.S. Government (1/2), World History Studies (1), World Geography (1), Economics (1/2)</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3</td>
<td>Levels I-III proficiency of the same language, Health credit minimum, Fine Arts credit minimum</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
<td>1 credit</td>
</tr>
<tr>
<td>Computer Science</td>
<td>0-1</td>
<td>Demonstrated proficiency at Level I</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>18 1/2</strong></td>
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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.

Testing

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 exempt. For testing exemptions see TASP exemptions on the following page. Tests include TASP, QUICK TASP and the state-approved alternative test: 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, Room 101. See the Testing Services Information Guide for details.

TASP: Texas Academic Skills Program

The Texas Academic Skills Program is a diagnostic assessment for
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 SAT test 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 TASS test: Writing scale score 1770, Reading TLI 89, Math TLI 86.
  - Possess a bachelor’s degree from a regionally accredited institution of higher education.
  - Be a non-degree or non-certificate-seeking student 55 years of age or older by the first day of the semester. Students in this category, who seek college credit for enrichment purposes only, will be required to sign a statement of understanding of TASP requirements. Should students in this category decide to seek a degree or non-waived certificate, they will be subject to TASP testing requirements specified above for NONEXEMPT students.
  - Blind and received credit for at least three (3) hours of college-level work prior to the fall of 1995.
  - Enrolled on a temporary basis in a Texas public institution of higher education.
  - Enrolled in a certificate program of one year or less (42 or fewer semester credit hours or the equivalent).
  - A citizen of a country other than the United States and are not seeking a degree.
  - Within the last two years, graduated from a public high school or an accredited private high school in any state with the recommended or advanced curriculum and a minimum grade point average of 3.5 on a 4.0 scale.
  - Stationed in Texas serving on active duty as a member of the armed forces of the United States. As long as no college-level credit is acquired outside of the designated certificate curriculum, students in certificate programs where TASP status change will remain subject to the original requirement of the catalog of entry until the five-year graduation limit expires.

Students who provide false information to Amarillo College about TASP testing or scores will be subject to immediate withdrawal and forfeiture of tuition and fees.

TEST DATES
Amarillo College serves as a test center for TASP testing, which is available six times per year on dates set by the Texas Higher Education Coordinating Board, in cooperation with National Evaluation Systems. Amarillo College also serves as a special accommodation test center for students who have requested and documented exceptional testing needs. In addition, AC provides TASP testing on alternate dates for students whose religious practices prevent Saturday testing.

TASP test dates for 2003–2004 are:

- Sept. 13, 2003
- Nov. 8, 2003
- March 6, 2004
- April 24, 2004
- June 19, 2004
- July 31, 2004

Advance registration and payment are required for the TASP test. Registration materials and additional information about TASP are available from Testing Services, Student Service Center, Room 101.

TESTING REQUIREMENTS FOR CERTIFICATE PROGRAMS
Certificate programs of 42 semester credit hours or less may be waived from TASP requirements. Certificates of 43 or more semester credit hours are usually subject to TASP requirements. Students enrolled in a TASP-waived certificate are not subject to TASP testing and regulations as long as no college level credit is acquired outside of the designated curriculum.

Testing requirements for certificate programs vary. Each TASP-waived certificate program has minimum testing requirements. Contact the program advisor or
Testing Services for information. An exception to this requirement is the Child Development Administrator Credential Option certificate.

New Student Orientation
All new college students who are enrolled in eight or more hours are required to complete a New Student Orientation session which is designed to promote student success. Students may attend Badger Boot Camp, which is offered in the summer, or one of several two-hour sessions throughout the semester, or successfully complete College Success Techniques (SPCH 1171) or Strategies for Learning (Reading 0103). The orientation reviews services and activities and offers success techniques, as well as an opportunity to ask questions. Students who do not meet this requirement will not be allowed to re-enroll until the requirement is met. Reservations for orientation may be made by contacting the Student Activities Office in the basement of the College Union Building. Transfer students who have successfully completed 12 or more hours should contact the Student Activities Office for exemption.

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 ACcess Division staff. 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 Division staff.

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 official transcript from the last school attended.
- Transfer students who are not on academic suspension at the last institution attended 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.

FORMER AC STUDENTS
- Former Amarillo College students who have not attended other colleges or universities will be admitted with submission of application forms.
- Former students who have been out less than one year will be considered as a continuing student and not required to submit application forms.

INTERNATIONAL STUDENT ADMISSIONS
Students seeking permission to enter the United States on an F-1 student visa authorized by Amarillo College, or students who wish to change their temporary visa to F-1 must document that all the following requirements are met.
- Must have a sponsor, relative or advocate from Amarillo or the Amarillo College service area that will assist the applicant in meeting admissions requirements and provide support upon arrival and for the duration of their studies. Name, address, and contact information must be provided to the College.
- Evidence of graduation from high school or its equivalent. This document must be an original certified by an official from that school or educational organization that sanctions the school. If the document is not in English, a certified translation
must accompany the document.

- Official transcripts from each college or university attended. The transcript must be an original certified by an official of the school or the educational organization that sanctions the school. If the transcript is not in English, a certified translation must accompany the document. 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
    P. O. Box 745
    Old Chelsea Station
    Milwaukee, WI 53202-0970
    www.ece.org
  - Education Credential Services
    P. O. Box 9970
    New York, NY 10113-0745
    www.wes.org

- Minimum TOEFL (Test of English as a Foreign Language) – www.toefl.org - scores of 213 on the computer-based test or 550 on the written version of the test. Official scores must be reported directly from the testing agency, Educational Testing Services, to Amarillo College. When registering for the TOEFL, list institution code 6006 to designate Amarillo College as a school to receive the test results from your exam. Scores which are too old to be sent directly from ETS will not be accepted. Amarillo College does NOT issue student visas for enrollment in our ESL (English as a Second Language) classes. Note: Students who have not earned at least three college-level credits prior to Sept. 1, 1989 will be required to test for math, reading in English, and writing in English prior to enrollment. Failure to achieve a passing score on any section of this test will result in remediation mandated by Texas law. See the TASP (Texas Academic Skills Program) section of the Amarillo College web site for more information about mandatory testing and remediation.

- The results of a current physical exam documenting the student is in good health, fit to travel, and free of communicable disease.

- World Health Organization Immunization record showing current immunizations for measles/mumps/rubella.

- Financial records documenting sufficient funds to travel to the United States and pursue an educational program. Bank records should be in the form of a letter signed by a bank official verifying that sufficient funds are on deposit to support the student for up to three years of study. If the student’s local sponsor or advocate wishes to pledge support, an Affidavit of Support form will be provided by Amarillo College and must be completed with a notarized signature.

- A $1,000 (U.S.) tuition deposit must be received by Amarillo College before a student visa will be authorized. The funds should be sent in the form of a bank check or money order payable to Amarillo College. The tuition and fees for the first semester of enrollment will be paid from these funds. Any balance after first semester tuition and fees are paid will be refunded to the student. If the applicant enters the U.S. on a visa authorized by Amarillo College but fails to enroll, the tuition deposit will be forfeited. Students who do not use the visa to enter the U.S. will be eligible for a refund of their tuition deposit.

Application Deadlines: All requirements listed above must be met and documented by the deadlines below in order for Amarillo College to issue an authorization for a student visa.

- Fall Semester – July 15
- Spring Semester – Nov. 15
- Summer – visas are not authorized for summer enrollment

INTERNATIONAL TRANSFER STUDENT ADMISSIONS

F1 Visa holders seeking admission to Amarillo College as a transfer student must document that all the following requirements are met:

- Must document good standing with the International Student Coordinator at their former school. A transfer student form may be obtained from the Registrar’s Office. This form should be completed by the International Student Coordinator/Advisor at the former school and sent directly to the AC Registrar’s Office.

- Must have a sponsor, relative or advocate from Amarillo or the Amarillo College service area that will assist the applicant in meeting admissions requirements and provide support upon arrival and for the duration of their studies. Name, address, and contact information must be provided to the College. The requirement will be waived if the student has maintained status at former school(s) for the preceding 12 months.

- Official transcripts from each college or university attended. International transcripts must be an original certified by an official of the school or the educational organization that sanctions the school. If the transcript is not in English, a certified translation must accompany the document. 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 and Education Credential Services (see addresses shown under preceding section)

- Minimum TOEFL (Test of English as a Foreign Language - www.toefl.org) scores of 213 on the computer-based test or 550 on the written version of the test. Official scores must be reported directly from the testing agency, Educational Testing Services, to Amarillo College. When registering for the TOEFL, list institution code 6006 to designate Amarillo College as a school to receive the test results from your exam. Scores which are too old to be
Application Deadlines: All requirements listed above must be met and documented by the deadlines below in order for Amarillo College to issue an I-20 for transfer.

Fall Semester – Aug. 10
Spring Semester – Dec. 10
Summer – I-20s are not authorized for summer transfer

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, Radiation Therapy, Radiography, Radio-Television, Respiratory Care, Surgical Technology, Truck Driving Academy 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.

TRUCK DRIVING ACADEMY STUDENTS
- Students seeking admission to the Truck Driving Academy 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 “W” 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. The student must have permission of the instructor and the department chair in order to audit a class. Having received 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. 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 census date for each semester or term. Refer to the Class Schedule for this date. Permission of the instructor 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, students must consult an academic advisor. Students may add a course only with the approval of the academic advisor. If a fee is required, the
charge is paid at the Assistance Center or other campus Service Centers. No add is official until the student submits the appropriate form to the Assistance Center.

WITHDRAWING FROM A COURSE
It is the responsibility of the student to officially drop or withdraw from a course. Failure to withdraw may result in a grade of “F” for the course. A grade of “W” will be given for student-initiated withdrawals that are submitted on or before the withdrawal deadline for the traditional 16-week schedule (Nov. 18 in the Fall semester and April 22 in the Spring semester).* Students may obtain an Academic Schedule Change Form from an academic advisor, the Advising Center, or the Assistance Center.

Withdrawal requests will not be accepted by telephone. Changes are not official until completed forms are submitted to the Assistance Center.

*Certain classes meet outside the traditional 16-week schedule. Please contact the Registrar’s Office for more information.

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 AC.

Tuition and Fees

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. Exceptions are listed later in this section.

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 17 years of age or under, 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 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 17 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 educa-
tional institution shall be classified as a resident stu-
dent 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 educa-
tional 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 with sufficient documen-
tation of intent to establish of a domicile in Texas,
a nonresident student may be reclassified as a resi-
dent 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 citi-
zen has the same privilege of qualifying for resident
status for fee purposes under this Act as has a citizen
of the United States.

Aliens living in the United States under a visa permit-
ting permanent residence and those permitted by Con-
gress 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 pur-
poses as do citizens of the United States.

(Note: Only a permanent resident may file with the
Federal immigration authorities a declaration of inten-
tion 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,
unless eligible for HB 1403 Section 2 (see following
section on Exceptions).

**Exceptions**

**MILITARY PERSONNEL AND VETERANS**

Statute: Section 54.058 Military personnel are classi-
fied as provided by this section in the following man-
ner. A person who is an officer, enlisted person, se-
lectee 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 offi-
cer, 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**

Texas residents (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 the above
listed exception, and who can provide conclusive evi-
dence supporting the exception, should contact the As-
sistance Center in person or the START Center by
phone.

**UNDocumented aliens**

A student may be eligible for Texas resident status
according to HB 1403, Section 2 if the student:

- graduated from a public or private high school or
  received the equivalent of a high school diploma in
  this state;
- resided in this state for at least three years as of
  the date the person graduated from high school or
  received the equivalent of a high school diploma
  at 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 the above
listed exception, and who can provide conclusive evi-
dence supporting the exception, should contact the As-
sistance Center in person or the START Center by
phone.

**UNDOCUMENTED ALIENS**

A student may be eligible for Texas resident status
according to HB 1403, Section 2 if the student:

- graduated from a public or private high school or
  received the equivalent of a high school diploma in
  this state;
- resided in this state for at least three years as of
  the date the person graduated from high school or
  received the equivalent of a high school diploma
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 (non-refundable) 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.

### SENIOR CITIZEN TUITION WAIVER POLICY

A Senior Citizen is defined as “any person 65 years of age or older.” Tuition will be waived on eligible courses on a SPACE AVAILABLE basis; however, the class must reach its minimum paying enrollment, but not its maximum, for the policy to apply. Proof of age and photo identification are required, and the student must pay all course/lab fees.

### 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 service fee.

Students who intend to withdraw from Amarillo College must present the withdrawal form to the Assistance or Service Centers 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.
TUITION SCHEDULE
The tuition and basic fees schedule was not available at the time of printing due to the uncertainty of State of Texas budget appropriations to Amarillo College.

You can get this information from the current Class Schedule, the Amarillo College website (www.actx.edu) or from AC personnel at any campus.

LABORATORY FEES

Accounting ........................ $20.00
   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-
      2305-2313-2317-2335-2341
   IMED 1211-1316-1345-2315-2345

Art (Ceramics Art) ...... $24.00
   ARTS 2346-2347

Astronomy .......... $18.00
   PHYS 1111-1112

Auto Collision Technology .... $24.00
   ABDR 1327-1349-1431-1441-1442-1455-2402-
      2441-2449-2453

Automotive Technology .... $24.00
   AUMT 1307-1310-1316-1319-1345-1353-1357-
      2305-2309-2313-2315-2323-2325-2331-2334
   DEMR 1301
   ABDR 1327

Aviation Maintenance .... $18.00
   AERM 1240-1241-1243-1247-1253-1254
   1314-1315-1344-1345-1349-1350-1351-1372-
      1373-1374-1466-2231-2233-2341-2351-2352-2447
   AERM 1303-1391 ........ $24.00
   AVNC 1343 ........ $24.00
   DFTG 2442 ........ $24.00

Basic Academic Skills ...... $20.00
   BAS (R,M,W) 0101-0103-0202-0203

Biology ................ $18.00
   BIOL 1108-1109-1406-1407-1411-1413-2106-2374-
      2401-2402-2404-2421-2428
   BITC 1401-1402
   CHEM 0201 ........ $10.00

Business Administration ..... $20.00
   BUSI 2471

Chemistry .......... $18.00
   CHEM 1105-1111-1112-1375-1405-1406-1419-
      2223-2225

Computer Information Systems .... $20.00
   BCIS 1301-1405-1432-2431-2432
   COSC 1301-1415-1430-2425-2430
   IMED 1416-2415
   ITNW 2454
   ITSC 1313-1402-1407-1411-2437
   ITSE 1414-2347-2409-2435-2459

Criminal Justice
   (Law Enforcement Academy) .... $24.00
   CJLE 1506-1512-1518-1524

Dentist Aide ........ $24.00
   DNT 1241-1249-1415

Dental Hygiene ... $24.00
   DHYG 1260-1261-1304-1319-2261-2360

Diesel Mechanics Technology .... $24.00
   DEMR 1229-1242-1301-1313-1317-1323-1406-
      1421-1442-1449-2331-2334-2432
   ELMT 1305
   AUMT 1307

Drafting ........ $10.00
   DFTG 1305-1309-1317-1325-1333-1348-
      1352-1354-1358-1370-1372-1376-1391-2310-
      2332-2336-2340

Electronics Engineering Technology .... $6.00
   CETT 2248-2249-2439
   SMFT 1343-2335-2343

Electronics Systems Technology .... $24.00
   CETT 1329-1341-1345-1405-1405-1425-2335
   LOTT 1301
   CPMT 1311-1343-1345-1349-2333-2337-
      2349

Emergency Medical Services Professions .... $12.00
   EMSP 1438-1455-1456-1501-2135-2430-2434-
      2444

Engineering ........ $16.00
   ENGR 1171-1173-1304-1307-1372-2171-2301-
      2302-2405

English ........ $15.00
   ENGL 0301-0302-1301-1302-2311

English As A Second Language .... $10.00
   ESL 0311-0321-0331-0341

Fire Protection Technology .... $24.00
   FIRS 1301-1319-1329-1413
   FIRT 2474-2475

French ........ $10.00
   FREN 1411-1412-2311-2312

Geology ........ $18.00
   GEOL 1103-1104-1473

German ........ $10.00
   GERM 1411-1412-2311-2312

Hazardous Materials Technology .... $6.00
   EPCT 1343

Health Physics Technology .... $6.00
   OSHT 2372-2373-2374

Home Economics ........ $20.00
   HECO 1320-1325
<table>
<thead>
<tr>
<th>Program</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<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>Instrument &amp; Control Technology</td>
<td>$20.00</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>Nuclear Medicine</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>Paralegal Studies</td>
<td>$20.00</td>
</tr>
<tr>
<td>Pharmacy Technology</td>
<td>$6.00</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>Radio-Television Production</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>
<tr>
<td>Respiratory Care</td>
<td>$24.00</td>
</tr>
<tr>
<td>Safety and Environmental Technology</td>
<td>$6.00</td>
</tr>
<tr>
<td>Spanish</td>
<td>$10.00</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>$20.00</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>$24.00</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>$24.00</td>
</tr>
</tbody>
</table>

Notes:
- Cost includes all necessary courses for each program.
- Additional programs and courses may be available.
- Course numbers are indicative of specific courses within each program.
- Some programs may have additional requirements beyond the courses listed.
**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/c clinical.

<table>
<thead>
<tr>
<th>Program</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Development/Early Childhood</td>
<td>$24.00</td>
</tr>
<tr>
<td>Dentist Aide</td>
<td>$12.00</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>$12.00</td>
</tr>
<tr>
<td>Electronics Technology</td>
<td>$24.00</td>
</tr>
<tr>
<td>Mortuary Science</td>
<td>$24.00</td>
</tr>
<tr>
<td>Medical Laboratory Technology</td>
<td>$24.00</td>
</tr>
<tr>
<td>Medical Data Specialist</td>
<td>$24.00</td>
</tr>
<tr>
<td>Nursing (Associate Degree)</td>
<td>$4.00</td>
</tr>
<tr>
<td>Nursing (Vocational)</td>
<td>$4.00</td>
</tr>
<tr>
<td>Occupational Therapy Assistant</td>
<td>$24.00</td>
</tr>
<tr>
<td>Pharmacy Technology</td>
<td>$24.00</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>$12.00</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>$8.00</td>
</tr>
<tr>
<td>Respiratory Care</td>
<td>$8.00</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>$8.00</td>
</tr>
<tr>
<td><strong>GENERAL FEES</strong> (not required of all students)</td>
<td><strong>$15.00</strong></td>
</tr>
<tr>
<td><strong>Posting Fee</strong> - Credit for Licensure (per course)</td>
<td><strong>$5.00</strong></td>
</tr>
</tbody>
</table>

**Graduation - Special Order Diploma** $10.00

**Late Registration** $10.00

**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)

**Paralegal Studies** $40.00

**Physical Education**
- PHED classes held at Carter Fitness Center and Russell Hall $15.00
- PHED classes held at Downtown Athletic Club and Gold’s Gym $90.00
- PHED classes held at Downtown Athletic Club $90.00
- PHED classes held at Carter Fitness Center and Russell Hall $37.50
- PHED classes held at Downtown Athletic Club $50.00

**Travel and Tourism** $45.00

**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 sixth day of class for full-length courses and by third class day for Summer will be refunded 100 percent of their mandatory tuition and fees. 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 sixth day of classes for full-length courses and by third class day for Summer will have their tuition and mandatory fees refunded according to the following schedule:

**Fall and Spring Semesters**
- During first 5 class days: 100 percent
- During 6th through 15th class days: 70 percent
- During 16th through 20th class days: 25 percent
- After the 20th class day: None

**Summer Semesters**
- During the first 2 class days: 100 percent
- During the 3rd through 5th class days: 70 percent
- During the 6th class day: 25 percent
- After the 6th 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 are 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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td></td>
</tr>
<tr>
<td>Drawing</td>
<td>$15.00 - $150.00</td>
</tr>
<tr>
<td>Ceramics</td>
<td>$15.00 - $25.00</td>
</tr>
<tr>
<td>Painting</td>
<td>$75.00 - $350.00</td>
</tr>
<tr>
<td>Automotive Collision Repair</td>
<td>$1,550.00</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>$1,115.00 - $1,775.00</td>
</tr>
<tr>
<td>Aviation Technology</td>
<td>$950.00 - $1,610.00</td>
</tr>
<tr>
<td>Dentist Aide</td>
<td>$400.00</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>Diesel Mechanics Technology</td>
<td>$1,115.00 - $1,775.00</td>
</tr>
<tr>
<td>Drafting</td>
<td>$600.00</td>
</tr>
<tr>
<td>Electronics</td>
<td></td>
</tr>
<tr>
<td>Engineering Technology</td>
<td>$25.00 - $100.00</td>
</tr>
<tr>
<td>Electronic Systems Technology</td>
<td>$300.00</td>
</tr>
<tr>
<td>Geology</td>
<td>$20.00 - $50.00</td>
</tr>
<tr>
<td>Industrial Maintenance</td>
<td>$200.00</td>
</tr>
<tr>
<td>Instrument and Control Technology</td>
<td>$250.00</td>
</tr>
<tr>
<td>Interior Design</td>
<td>$300.00 - $600.00</td>
</tr>
<tr>
<td>Machining Technology</td>
<td>$2,200.00</td>
</tr>
<tr>
<td>Medical Data Special</td>
<td>$75.00</td>
</tr>
<tr>
<td>Medical Laboratory Technology</td>
<td>$600.00 - $800.00</td>
</tr>
<tr>
<td>Microbiology</td>
<td>$15.00</td>
</tr>
<tr>
<td>Mortuary Science</td>
<td>$60.00 - $300.00</td>
</tr>
<tr>
<td>Nuclear Medicine</td>
<td>$200.00 - $400.00</td>
</tr>
<tr>
<td>Nursing</td>
<td></td>
</tr>
<tr>
<td>ADN</td>
<td>$350.00 - $800.00</td>
</tr>
<tr>
<td>Vocational</td>
<td>$300.00 - $800.00</td>
</tr>
<tr>
<td>Office Administration</td>
<td>$15.00 - $45.00</td>
</tr>
<tr>
<td>Photography - Equipment**</td>
<td>$200.00 - $2,500.00</td>
</tr>
<tr>
<td>Supplies (per semester)**</td>
<td>$60.00 - $300.00</td>
</tr>
<tr>
<td>Radiography</td>
<td>$300.00 - $600.00</td>
</tr>
<tr>
<td>Respiratory Care</td>
<td>$75.00 - $150.00</td>
</tr>
<tr>
<td>Welding</td>
<td>$150.00 - $200.00</td>
</tr>
</tbody>
</table>

**Not supplied by Amarillo College Bookstore
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 or any financial aid 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.
Emergency Loans are for educational and related expenses, bear no interest, and require repayment within 30 days. The maximum emergency loan is $50. Application can be made at the Financial Aid Office. "Pending" is not an eligible program.

Types

MAJOR PROGRAMS
Federal regulations require that in order for a degree or certificate program to be eligible for Title IV funds, the program must consist of at least 24 semester hours and have Department of Education approval. The Amarillo College Catalog lists programs of less than 24 semester hours; however, students who enroll in these majors will not be eligible for Title IV funds. "Pending" is not an eligible program.

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. Application can be made at the Financial Aid Office.

Emergency Loans are for educational and related expenses, bear no interest, and require repayment within 30 days. The maximum emergency loan is $50. Application can be made at the Financial Aid Office. The Federal Family Education Loan Program permits students who are eligible to obtain low-interest loans from a lending institution. The Free Application for Federal Student Aid (FAFSA) must be filed prior to applying for a loan.

FEDERAL WORK-STUDY AND STUDENT WORKERS
The Federal Work-Study Program and Institutional Work Study provides jobs for students on campus. Students must be enrolled at least half-time, and for Federal Work Study establish need by filling out the Free Application for Federal Student Aid (FAFSA).

HAZELWOOD ACT
Veterans who were residents of Texas at the time of enlistment in the Armed Forces, 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 a veteran who would have qualified for $750 exemption through Hazelwood received a $200 Pell Grant, the student could receive an exemption for $550. 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 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 29 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 Texas Rehabilitation Commission, 5809 S. Western, Amarillo, Texas 79109.

How to Apply for Financial Aid
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.

Federal, State and College regulations concerning financial aid can change from year to year. 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.

The instructions provided on these forms must 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 applying for financial aid to submit the following:

- The Free Application for Federal Student Aid to the processor.
- The Amarillo College Scholarship Application to the Foundation Office, Room 206, College Union Building 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 any institution that disbursers Federal Title IV student aid (grants, loans and federal work study) to establish, publish and observe a Satisfactory Academic Progress Policy (SAP). SAP is a standard for measuring whether a student is maintaining satisfactory progress in his or her course of study. A student’s total academic record at Amarillo College is used to measure satisfactory progress even if the student did not previously receive aid. Student financial aid as defined in this policy applies to Federal Title IV and state aid.

ELIGIBILITY

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

- Graduated from an accredited high school, pass a GED, or pass an approved U.S. Department of Education test (the approved test used by Amarillo College is the TABE test);
- Declare a major in a degree or certificate program of no less than 24 semester hours;
- Previous academic history at Amarillo College must reflect a 2.0 grade point average (GPA) and completion of 80 percent of the courses for which they have enrolled.
- The number of hours attempted cannot exceed 150 percent of the published length of the student’s major (please see Maximum Time Frame).

MAINTAINING ELIGIBILITY

To maintain eligibility, a student must meet the following criteria:

- Not have completed 150 percent or more of the number of hours required for their declared degree program (please see Maximum Time Frame).
- Maintain a GPA of 2.0 or better.
- Complete the enrollment status for which the student is funded:

<table>
<thead>
<tr>
<th>Funding At</th>
<th>Must Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>12+ semester hours</td>
</tr>
<tr>
<td>Three-quarter time</td>
<td>9-11 semester hours</td>
</tr>
<tr>
<td>Half-time</td>
<td>6-8 semester hours</td>
</tr>
<tr>
<td>Less-than-half time</td>
<td>at least 1 semester hours</td>
</tr>
</tbody>
</table>

For Grant Recipients:

Enrollment status is based upon the number of semester hours a student is enrolled by the twelfth class date. Students can add and drop classes up to the twelfth class date and receive funding for the number of hours in which they are enrolled.

For recipients of 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.

INELIGIBILITY

Students may lose eligibility to receive financial aid if the student:

- Does not complete the hours for which they are funded (dropping classes);
- Drop below a 2.0 GPA.

The first semester in which one of the above situations occurs, the student will go on Financial Aid Probation. Once on probation, the student can receive Title IV financial aid for the following or future semesters, but must complete all classes funded for and maintain a 2.0 GPA. Failure to complete hours or maintain a 2.0 GPA while on Financial Aid Probation will result in the student going on Financial Aid Suspension at the end of the semester. Students on Financial Aid Suspension may NOT receive Federal Title IV funding or state funds.

Completing 150 percent of your degree or certificate program will always result in a student going 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, the 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).
2003 - 2004 Student Budget  
9 Months  
Full-time (15 hours)  

<table>
<thead>
<tr>
<th>In-District</th>
<th>Out-of-District</th>
<th>Foreign/Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition/Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall $422.00</td>
<td>$589.00</td>
<td>$1,023.00</td>
</tr>
<tr>
<td>Spring $422.00</td>
<td>$589.00</td>
<td>$1,023.00</td>
</tr>
<tr>
<td>Subtotal $844.00</td>
<td>$1,178.00</td>
<td>$2,046.00</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall $552.00</td>
<td>$552.00</td>
<td>$552.00</td>
</tr>
<tr>
<td>Spring $552.00</td>
<td>$552.00</td>
<td>$552.00</td>
</tr>
<tr>
<td>Subtotal $1,104.00</td>
<td>$1,104.00</td>
<td>$1,104.00</td>
</tr>
<tr>
<td>Total $1,948.00</td>
<td>$2,282.00</td>
<td>$3,150.00</td>
</tr>
</tbody>
</table>

INDIRECT COSTS  
I. Living at home  
| Room $539.00 | $539.00 | $539.00 |
| Board $1,629.00 | $1,629.00 | $1,629.00 |
| Trans. $1,103.00 | $1,386.00 | $1,386.00 |
| Subtotal $3,271.00 | $3,554.00 | $3,554.00 |

II. Living at home with dependent(s)  
| Room $1,324.00 | $1,324.00 | $1,324.00 |
| Board $2,019.00 | $2,019.00 | $2,019.00 |
| Trans. $1,386.00 | $1,386.00 | $1,386.00 |
| Subtotal $4,729.00 | $4,729.00 | $4,729.00 |

III. Not living at home  
| Room $2,701.00 | $2,701.00 | $2,701.00 |
| Board $2,261.00 | $2,261.00 | $2,261.00 |
| Trans. $1,457.00 | $1,457.00 | $1,457.00 |
| Subtotal $6,419.00 | $6,419.00 | $6,419.00 |

IV. Living in on-campus housing  
| Room $3,263.00 | $3,263.00 | $3,263.00 |
| Board $2,267.00 | $2,267.00 | $2,267.00 |
| Trans. $1,019.00 | $1,019.00 | $1,019.00 |
| Subtotal $6,549.00 | $6,549.00 | $6,549.00 |

GRAND TOTALS  
I $6,387.00 | $7,004.00 | $7,872.00
II $7,845.00 | $8,179.00 | $9,047.00
III $9,535.00 | $9,869.00 | $10,737.00
IV $9,665.00 | $9,999.00 | $10,867.00

ADJUSTMENT: 
For child care if indicated on General Application: one child $2,590; two children $4,707; three children $7,225; four children add $1,228 per child. No child care for less than half time. Tuition costs are subject to change.

REPEATED COURSES  
Any course in which an F, I, W, X, N or AU is received does not count as a completed course. Students may receive funding for repeated courses; however, both the repeated course and the original course will be counted towards 150 percent of the declared degree or certificate.

REMEDIAL/DEVELOPMENTAL COURSES  
Students required to enroll in remedial or developmental courses are eligible for financial aid as long as the total number of remedial developmental hours attempted does not exceed 30 semester hours.

FINANCIAL AID SUSPENSION  
Students must first make an appeal to the Financial Aid Review Committee. Criteria that may influence the committee's decision include: class attendance, completion of assignments, substantiated academic progress in courses required for a degree, unusual circumstances, use of campus supportive services, and timely response to Financial Aid Office contracts.

Students in good academic standing may appeal the Financial Aid Review Committee's decision regarding their financial aid suspension through the Amarillo College Financial Aid Appeals Committee. Written procedures are available in the Financial Aid Office.

Students on financial aid suspension, for reasons other than Maximum Time Frame, may remove themselves from financial aid suspension if they successfully complete 6 consecutive semester hours with no drops and a 2.0 GPA for those 6 semester hours.

During the time a student is attempting to complete credit hours to remove themselves from suspension, any class in which an F, I, W, X, N or AU will negate all hours attempted to this point. Therefore, the student would begin the above process again to remove themselves from suspension.

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 awards 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 arrangements 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 two forms:
- A charge to the appropriate grant or loan account
- A check payable to the student

All checks payable to the student will be mailed. 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.

**REFUNDS**

A refund policy which states how the College treats refunds to Title IV recipients is available in the Financial Aid Office. According to the provisions of the Higher Education Amendments of 1998, if a student withdraws or stops attending classes on or before the 60 percent point of the period of enrollment (Pell Grant, SEOG, Stafford Loan, and Title IV portion of LEAP) funds awarded to the student must be returned. The calculation of the return of these funds may result in the student owing a balance to Amarillo College and/or the Federal Government.

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

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### 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><strong>Grants</strong></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 (FAFSA)</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>LEAP (Leveraging Educational Assistance Partnership Program (formerly SSIG))</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>TEXAS (Texas Excellence Access and Success)</td>
<td>2.5 GPA to continue award, financial need, enrolled at least 3/4 time, Texas resident</td>
<td>$635 per semester</td>
<td>Inquire at Financial Aid Office</td>
</tr>
<tr>
<td>TEXAS II (Toward Excellence, Access and Success II)</td>
<td>Estimated family contributions below $2000, financial need, enrolled at least half-time, Texas resident</td>
<td>$635 per semester</td>
<td>Inquire at Financial Aid Office</td>
</tr>
<tr>
<td><strong>Loans</strong></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 Master Promisory Note</td>
</tr>
<tr>
<td><strong>Employment</strong></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><strong>Scholarships</strong></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.
Definitions and Explanations

Units of Credit – Semester Hours
Academic credit at Amarillo College is granted on the basis of 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 Numbering Guideline
- The first digit of the number indicates the classification of the course: 1 – freshman, 2 – sophomore, 0 – developmental.
- The second digit indicates the number of semester hours credit the course carries.
- The last two digits indicate the course sequence. Thus English 1301 would be the first English course in the sequence.

Semester Load
The minimum semester load for full-time status in a fall, spring or summer semester is 12 credit hours. Students who wish to enroll in more than 21 hours must have advisor approval.

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.

Academic Freedom for Students
Students shall be free to be guided by scholarly research, study the substance of a given discipline, examine pertinent data, question assumptions, take reasoned exception to information and views offered in the classroom, and reserve judgment about matters of opinion.

Academic Standing
Students must meet academic standards in work completed at Amarillo College each semester. For academic standing calculation, Mid-Winter is included with the Spring semester and May Term is included with Summer. 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 (including May term) in a given year will be considered as one semester.
CONDITIONS
- A student on probation is required to participate in a one-hour probation seminar, AChoice, to be eligible for registration.
- 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 is removed from academic probation when a 2.0 grade-point average or better is earned on all work attempted at Amarillo College during the semester that the student is on 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 semester. For purposes of determining academic suspension, all course work taken during the summer terms (including May term) in a given year will be considered as one semester.

CONDITIONS
Academic suspension is effective for at least one semester. The summer term may serve as a suspension semester.
- A student, who is on suspension from Amarillo College or any other college, may attend an informational meeting and apply to enter the Suspension-Waiver program during his semester of suspension. If accepted into the program, the student is allowed to attend classes that semester as long as he/she meets the Suspension-Waiver program requirements.
- A student who is on suspension from Amarillo College, may choose to not attend classes during his/her one semester of suspension.

REMOVAL
- After the suspension semester, the student is eligible for readmission to Amarillo College the next semester on academic probation.

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

The ACCESS Division main office 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
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, for TASP remediation, and for specific certificate programs such as law enforcement, LVN math, and fire academy, and
- language study for ESL students.
ACCESS also operates learning centers at the North Branch YMCA, the East Campus, and the Moore County Campus.

SERVICES FOR STUDENTS WITH DISABILITIES
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. 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
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
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 help.

Adult Student Program
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. 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.

Advising and Counseling Services

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 East Campus, Counseling Services are located in the James A. Bird Administration Building. Counseling services are also available on the West Campus, Lecture Hall, Room 102 and the Moore County Campus.

General Advising Services

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

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.

Career Planning and Placement Services

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, software and electronic resources
- 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.

Class Cancellations

INCLEMENT WEATHER

If Amarillo College campuses are closed or classes canceled due to inclement weather, an official announcement will be made through the Amarillo College website (www.actx.edu) as well as all local television and radio stations. The College’s main phone number, website 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.

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. No university is required to accept in excess of 66 semester credit hours in transfer from a community college. A university may accept more than 66 semester credit hours by choice, but cannot be compelled to do so. All students who may 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 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 qualify as a dispute the course(s) in question 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 Commissioner 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
This 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 Tech-Prep coordinator at Amarillo College.

College Credit by Examination
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. More information about these exams can be found on the Amarillo College website, www.actx.edu.

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 the local public school administration, 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 Math 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 experiences:

- 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 identi-
fying 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 department chairs for further
information.

EXTERNAL LEARNING EXPERIENCE
An External Learning Experience (ELE) is a compe-
tency-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 work-
place setting. There are four types of External Learn-
ing 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 Experi-
ence, 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 experi-
ce, 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 expe-
rience 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 relations skills.

Community Link Outreach Services
Amarillo College Community Link provides services
targeted to disadvantaged populations; those whose
lack of educational achievement, minimal employment
potential, limited English proficiency, or other difficul-
ties, present major barriers to the achievement of indi-
vidual goals. Community Link is located at 2412 N.
Grand (NE 24th and Grand), 381-8968. Se habla Español.
- Computer classes taught in an English/Spanish
  bilingual format
- GED and ESL classes
- Career, residency and financial aid information
- Cultural events

Distance Education
The Distance Education Program provides access to
Amarillo College courses and support services for stu-
dents 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 commit-
ment. Currently, students may take telesourses, online
courses over the Internet, or interactive video courses.
These courses offer flexibility to students who have
time and distance constraints.

TELECOURESES
Students may take a variety of college-credit courses
via telecommunications (television or radio)—“Tele-
courses.” Telecourses require that students view pro-
grams 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, an 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 three interactive video classrooms linked to other colleges and universities, as well as to area independent school districts.

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.

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.

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 grade once earned and recorded cannot be removed. If a student repeats a course one or more times, the highest grade is the one counted toward fulfillment of degree requirements.

<table>
<thead>
<tr>
<th>Grade Points</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A ............ Excellent</td>
<td>4 grade points</td>
</tr>
<tr>
<td>B ............ Good</td>
<td>3 grade points</td>
</tr>
<tr>
<td>C ............ Average</td>
<td>2 grade points</td>
</tr>
<tr>
<td>D ............ Poor</td>
<td>1 grade point</td>
</tr>
<tr>
<td>F ............ Failure</td>
<td>0 grade points</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 highest 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 highest 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 highest 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. Requests for grade changes made more than six months after the initial grade determina-
tion must also be approved by the division chair and Dean of Instruction. Grade changes will not be made without sufficient justification.

Guarantee for Job Competency

Amarillo College guarantees that recipients of an Associate of Applied Science degree or Certificate of Completion will possess 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.

Honors

LISTS

A scholastic honors list will be published after the end of each (fall and spring) 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 nondisclosure form to the Registrar’s Office prior to the twelfth class day.

PROGRAM

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 the Honors Program coordinator in Parcells Hall, Room 403.

Police Department

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.

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 Student Rights and Responsibilities publication for the complete request procedure.

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 or other campus Service Centers. 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 services and academic information by use of touchtone phone and internet applications. Security of these services and records will be protected by a Personal Identification Number (PIN). Students are responsible for maintaining their PIN and are encouraged to change their PIN if confidentiality or access is a concern. The PIN can be changed in person with proper identification or online with proper access. The same PIN will allow access to both phone and internet services.

The AC Library Network

The AC Library Network consists of four campus libraries and several affiliate library collections across the Amarillo College complex. The Lynn Library is a clearinghouse for processing the materials and resources purchased by the Library Network for the following Public Service locations.

- Lynn Library on the Washington Street Campus
- East Library on the East Campus located in the Resource Building
- Moore County Campus Library located in the campus building
- West Campus Library Alcove located in D Building – Open Computer Lab

The centralized administration of the AC Library Network (located in the Lynn Library) contracts with ven-
The Amarillo College Library Network staff and administration seeks to provide resources and services to the students and faculty involved in AC classes and programs no matter where the instruction takes place or how the instruction is delivered, be it in the traditional classroom or through the Distance Education program.

The Amarillo College Library Network offers resources (public access computers, printers, paper and digital books and periodicals that support every discipline in the college. A virtual library at http://library.actx.edu provides campus or home access to currently enrolled students and currently employed faculty through the library-provided proxy server (call Reference at 371-5403 for more information).

The Amarillo College Library Network affiliates, such as the Nursing Resource Center on the West Campus, the Natural History Museum on the Washington Street Campus and the Heritage Center/Digital Archive developing in the Lynn Library provide unique resources that can be obtained in the libraries or through the Internet.

The Amarillo College Library Network is a member of the following library consortia that provide cost-effective access to shared materials:

- The Harrington Library Consortium is an integrated, automated resource-sharing library system shared by 54 libraries in the Panhandle of Texas. The AC Library Network requests and shares resources with these Panhandle libraries through an online system. If books or scholarly articles not held in any of the Panhandle libraries are requested, the Library Network can ask Texas universities to share their collections through the TexShare online system. Membership in the OCLC worldwide network allows the Library Network to obtain books, non-print, and scholarly articles from many libraries across the nation and the continent.

The Lynn Library, Washington Street Campus, is the centralized Administrative, Public and Technical Support Center for all AC library campuses and satellite collections. It supports the College’s curriculum focusing on students’ study and research needs. The faculty and library staff select materials for various courses of study. These materials are organized into multiple collections at the Lynn Library, the Moore County Campus Library; the East Campus Library, the West Campus Library Alcove, and satellite collections in the Nursing Resource Center Reference Collection; the Natural History Museum Reference Collection; the Fine Arts Reference Collection; the Senior College Art History Reference Alcove; and the Engineering Reference alcoves.

More than 89,000 paper and electronic items are available in a number of formats at these outlets: print and electronic (books and periodicals), microforms, compact disks, audio and video tapes, computer data-bases, and computer programs are available for immediate checkout either in the library or online through the virtual library. Hundreds of computers across the AC complex are connected to the Internet through AC labs in libraries, through library satellite locations and through public access sites. All of these computers can access the virtual library on campus as well as off campus through the AC Library Network proxy server.

Students can ask for research assistance and help with using the online virtual library or Internet searching at all libraries and satellite locations. Instructional tours and orientations are scheduled for any class no matter where it is held. Any student can reserve time with library staff at any outlet to receive small-group or individualized instruction for any research project. Emphasis is centered on identification of sources (monographs, serials, reports, and bibliographies), retrieval of full-text information, quality resources and use of research tools, such as the PAC (public access catalog), online subject-specific databases, and Internet search centers.

The Library FIRST Center located in the Lynn Library provides assistance to faculty in all facets of design, development, implementation and training on online courses. The Center uses the WebCT course management program to build the online courses. Staff are available for one-on-one assistance to full and part-time faculty Monday through Friday.

EAST CAMPUS LIBRARY

The East Campus Library is served by the AC Library Network Administrative and Technical Services components. On site, it provides Public Services (circulation, reference, reserve desk, interlibrary loan, and library instruction) to meet the instructional, informational, and recreational needs of students, faculty, and staff based at the East Campus, including the most comprehensive collection of technical and vocational references in northwest Texas. In addition to books, magazines, newspapers, music cassettes, and instructional audio/visual materials, the Library has access to all the resources of the AC virtual library and the Harrington Library Consortium. The library has computers, microfiche, photocopiers and audio/visual equipment for faculty and student use on that campus.

MOORE COUNTY CAMPUS LIBRARY

The Amarillo College Moore County Campus Library is also served by the AC Library Network Administrative and Technical Services components. On site, it provides a small physical collection served by the Public Services of circulation, reference, reserve desk, interlibrary loan, and library instruction to meet the instructional and informational needs of students and faculty attending classes on the Moore County Campus in Dumas. All electronic resources and services available on the Washington Street Campus in Amarillo are available on this campus through the Internet and the various contractual arrangements forged by the library administrative component of the AC Library Network. Multiple computers in labs on campus can also access the virtual library through Internet connec-
The West Campus Library Alcove, located in Building D, is a temporary location until the new Northwest Branch Library is completed east of Building A. This cooperative venture between Amarillo College and the City of Amarillo will provide rich resources for the students and faculty on the West Campus.

Testing Services
Testing Services, located in the Student Service Center, Room 101, offers a variety of services to students, prospective students, and instructors including standardized testing, make-up testing, instructional support such as 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 or the Amarillo College website for details.

Workforce Development

Business & Industry Center
The 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, and computer training. This 31,215 square-foot facility is dedicated to workforce training for business and industry.

Continuing Education
Amarillo College offers numerous unique 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
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 at any Amarillo College campus or at off-campus sites. 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
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

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.

Criminal Justice Programs

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.

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

Refunds will be given in full if the request is made in person at the Assistance Center or other campus Service Centers 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.
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 of 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.

Graduation Rates

The most recent graduation rate information for Amarillo College may be obtained from the College website at http://www.actx.edu/GRS.htm. A paper copy of this information is available from the Dean of Student Services, Student Service Center, Room 228.

Reportable Criminal Offense Statistics

Criminal offense statistics for Amarillo College may be obtained at http://ope.ed.gov/security/instldcrime.asp?criteria=c, or by contacting the Dean of Student Services Office, Student Service Center, Room 228.

Sex Offender Information

Information on registered sex offenders in the State of Texas may be obtained at http://records.txdps.state.tx.us/soSearch/default.cfm.

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
Equal Opportunity Policy

Amarillo College is an equal opportunity community college. 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, as amended, Section 504, Title VI, and Age Discrimination Act of 1978. For information about your rights or grievance procedures, contact the Director of Human Resources who has been designated the compliance coordinator for Title IX of the Educational Amendments of 1972, as amended, and Title II, of the Americans with Disabilities Act and the related regulations.

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, classification, full- or part-time status, previous institution attended, participation in officially recognized activities, 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 census day of each semester.

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 Dean of Student Services 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, mumps, tetanus, and poliomyelitis 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 en-
couraged to contact your family physician, the county health department, or the Immunization Division of the Texas Department of Health.

**Student Health 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.

**Important Information about Bacterial Meningitis**

The 77th Texas Legislature requires that all public institutions of higher education notify all new students about bacterial meningitis and to obtain confirmation from the students that they received the information. This information is provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast—so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

**WHAT ARE THE SYMPTOMS?**

- High fever
- Severe headache
- Rash or purple patches on skin
- Vomiting
- Light sensitivity
- Stiff neck
- Confusion and sleepiness
- Nausea
- Lethargy
- Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

**HOW IS BACTERIAL MENINGITIS DIAGNOSED?**

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.

Early diagnosis and treatment can greatly improve the likelihood of recovery.

**HOW IS THE DISEASE TRANSMITTED?**

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

**WHAT ARE THE POSSIBLE CONSEQUENCES OF THE DISEASE?**

- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Gangrene
- Coma
- Convulsions

**CAN THE DISEASE BE TREATED?**

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
  - Those living in close quarters
  - College students 25 years old or younger
- Vaccinations are effective against four of the five most common bacterial types that cause 70 percent of the disease in the U.S. (but does not protect against all types of meningitis).
- Vaccinations take 7–10 days to become effective, with protection lasting three to five years.
- The cost of vaccine varies, so check with your health care provider.
- Vaccination is very safe—most common side effects are redness and minor pain at injection site for up to two days.
- Vaccination is available from local health care providers.

**HOW CAN I FIND OUT MORE INFORMATION?**

- Contact your own health care provider.
- Contact your local or regional Texas Department of Health office at 655–7151.

**$1,000 Tuition Rebates**

The Texas Education Code provides for tuition rebates of up to $1,000 to undergraduate students who complete their baccalaureate degree with a minimum of “excess” courses. You may qualify for this rebate if:

- you enrolled for the first time in the Fall of 1997 or later;
- you request your rebate for your first baccalaureate degree received from a Texas public university;
- you were a resident of Texas while attempting all of your course work at Texas public institutions;
- you attempted no more than three semester credit hours in excess of the minimum required for your degree.
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. 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 Travel
Modes of transportation used for student travel shall include, but not be limited to, cars, vans, and buses. Travel arrangements for student groups shall be made in accordance with administrative regulations. A driver who is transporting students in College District-owned or leased vehicles must:

- Be an employee of the District.
- Hold a valid driver’s license appropriate for the vehicle to be driven. A driver of a commercial motor vehicle must have a commercial driver’s license.
- Have an acceptable driving record.

The driver shall ensure that the number of passengers does not exceed the designed capacity of the vehicle and that each passenger is secured by a safety belt, if provided.
A driver shall not drive for more than two consecutive hours without taking a 10-minute break or relief from driving, and shall not drive for more than 10 hours in a 24-hour period without a six-hour break from driving.

**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.

**Student Housing**

**RESIDENCE HALL**
The Residence Hall is located at the East Campus just east of the Amarillo International Airport. Food is served in the cafeteria in the Student Activity Center, centrally located on the East Campus mall. No college or public transportation is available between campuses.

**DEPOSIT**
$135 deposit per student

Due to changing economic conditions, all rental rates are subject to change without notice. For current rates please contact the Supervisor of the Residence Hall.

The East Campus Residence Hall offers the following:

- Private bedroom, furnished, no cooking facilities
- Private bedroom, furnished, cooking facilities

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 and they must be vacated on the last class day prior to such breaks.

Students who need special accommodations during breaks should contact the Supervisor of the Residence Hall. Students will be assessed a fee for remaining in the Residence Hall over break.

**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 Handbook contains specific regulations; failure to comply could result in permanent dismissal from campus housing. Apartments are inspected regularly.

**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.

Residence Hall deposits may be withheld to cover the cost of repairs, replacement of lost items, overdue rent, extra cleaning, damages, etc.

Returning students have priority in Residence Hall assignments. The East Campus Residence Hall Office will contact each applicant to confirm reservations.

When capacity is reached, additional applicants will be notified in writing of unavailability of space.

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 Residence Hall Office. Mail should be addressed to: East Campus, 1900 F Ave., Amarillo TX 79111.

**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 East Campus Cafeteria. Students dining at the Washington Street and West Campus cafeterias must pay by cash or check.
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.

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.

Completion Time
Generally students completing 15 semester credit hours each semester will be able to complete a certificate of completion within one academic year and an associate degree in two academic years.

General Degree Requirements
• Completion of admission 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,
  • Satisfactory completion of the competencies set forth in the syllabus for each course specified for the particular degree or certificate 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.
• Completion of at least 18 semester credit hours required 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 Oct. 6-10 for students completing requirements in the fall semester, Feb. 9-20 for students completing requirements in the spring or summer semesters.
• Must satisfy all requirements of the Texas Academic Skills Program (TASP).

**Multiple Associate Degrees**

Students who wish to pursue an additional associate degree should consult with their academic advisor.

- A student who has received an Associate in Arts (AA) degree may earn an Associate in Science (AS) degree in a different discipline, or any Associate in Applied Science (AAS) degree, but not another AA.
- A student who has received an AS degree may earn an AA in a different discipline, or any AAS degree, but not another AS degree.
- A student who has received an AA or AS degree in a specific discipline may not concurrently or subsequently be awarded an associate degree in General Studies or Liberal Arts.
- A student may choose to officially relinquish an AA or AS degree in order to apply previously earned hours to a different associate degree.
- In those disciplines where both an AA and AS are available, a student must choose one and may not receive both an AA and an AS degree in the same discipline.
- A student may earn only the degree designated for a given curriculum.
- A student who has received an AAS degree may earn an additional AA or AS or another AAS in a different major area.
- A double major will not be permitted within an AAS degree but multiple options may be completed within a specific discipline.
- The multiple degree policy applies whether the student is pursuing two degrees concurrently or sequentially.

**Declaration of Major**

Students who wish to pursue an associate degree or certificates of completion must declare a major and should consult with their academic advisor. Under the guidelines listed below, a student may pursue a degree or certificate in a major field of study.

- Major refers to a program of study concentrating in a discipline and related disciplines. Within some majors there may be options or areas of specialization. In the following pages “majors” are presented as curriculum plans which outline the requirements for a degree or certificate in the respective “major”. For example there is a “curriculum plan” for each “major” such as Aviation Maintenance Technology. Each curriculum plan sets out the requirements for a major and the respective degree.
- Students are encouraged to declare a major as soon as a decision is made regarding their preferred field of study. This declaration will aid in proper advising and encourage student success.
- A student who changes majors will be required to graduate under the requirements in effect at the time of the change.

- A student who has been continuously enrolled in a specific degree or certificate major may choose to graduate under the requirements for that same major in a more recent catalog by changing their catalog year. Enrollment in at least one semester or summer session during the selected catalog year must be documented.
- A student may not declare a major that has been deleted from our curriculum without permission of the academic dean. Prior enrollment while major was active must be documented.
- A double major will not be permitted in Certificates of Completion and AAS degrees. Students who complete all requirements will be awarded additional Certificates of Completion or AAS degrees.
- A double major will not be permitted for either an AA or AS degree if the degree has one or more options. Multiple options may be completed.
- Declaration of Major at Amarillo College
  - A student must be enrolled during or after the academic year that major is in effect.
  - A student cannot declare a major that is not active 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. 12 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. Continuously enrolled students who have not graduated within five years must meet the graduation requirements in effect at the time of their next enrollment.

**General Education**

General education, as distinguished from professional or vocational education, provides a broad-based educational experience. General education courses promote those skills, understandings, attitudes, and values which will equip students for effective, responsible, productive living.

The General Education program is structured so that all degrees require a core of courses with each of the following areas represented: Fine Arts/Humanities, Social/Behavioral Sciences, Natural Sciences/Mathematics. The courses required for the AA and AS degrees constitute the core curriculum as required by the State of Texas.

**GENERAL EDUCATION COMPETENCIES**

Completion of a degree program at Amarillo College will demonstrate student competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computer as specified below:

- **Reading Skills:** analyzes and interprets a variety of printed materials
- **Written Communication Skills:** organizes and expresses written ideas coherently and appropriately
- **Oral Communication Skills:** organizes and expresses spoken ideas coherently and appropriately
- Fundamental Mathematical Skills: performs basic mathematical computations
- Basic Computer Literacy Skills: uses computer technology to communicate, solve problems, and acquire information
- Human and Social Understanding Skills: thinks critically about social and global issues, examines diverse perspectives, and understands the principles of democracy
- Problem-Solving and Decision-Making Skills: searches for and tests solutions using analytical and intuitive abilities
- Aesthetic Appreciation Skills: knows and appreciates interpretations, ideas, and values expressed in human imagination and thought
- Critical Thinking Skills: seeks, organizes, assimilates, synthesizes, and uses information to solve real-world problems.

### 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.

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.

The certificate and AAS curricula requirements are based on the professional judgment of the faculty and advisory committee 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. The General Education component in each curriculum plan is designed to meet the state core curriculum requirement. Other course requirements are 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 AS degree under the General Studies curriculum.

<table>
<thead>
<tr>
<th>GENERAL EDUCATION REQUIREMENTS</th>
<th>AA and AS Degrees</th>
<th>AAS Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 1301: Freshman Comp. I</td>
<td>3</td>
<td>3</td>
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<tr>
<td>ENGL 1302: Freshman Comp. II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Speech Communication*</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social/Behavioral Sciences</strong></td>
<td></td>
<td>3</td>
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<tr>
<td>HIST 1301/1302: History of the</td>
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<td></td>
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<tr>
<td>United States I/II</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>GOVT 2305: Govt of the U.S.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GOVT 2306: Govt of Texas and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>the U.S.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Elective*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Natural Science/Mathematics</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics*</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science*</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td><strong>Humanities/Fine Arts</strong></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Humanities*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Visual and Performing Arts*</td>
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<tr>
<td><strong>Lifetime Fitness</strong></td>
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<tr>
<td>Any PHED course numbered</td>
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<tr>
<td>1101-1122</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>42</td>
<td>15</td>
</tr>
</tbody>
</table>

These requirements constitute the core curriculum as required by the State of Texas.

*As specified in individual curricula or selected from the following list.

The General Education requirements for the AA and AS degrees as displayed in the preceding chart make up the “Core Curriculum” as required by the State of Texas. Amarillo College’s 42 credit hour core will transfer to any Texas state college or university and satisfy 42 credit hours of that institution’s core curriculum requirement. Likewise, course credits totaling less than 42 credit hours will transfer and count towards the core curriculum requirements at the receiving institution in the appropriate categories.
**GENERAL EDUCATION COURSE LIST**

*Courses appearing in two categories will satisfy the requirement for only one.*

### Communication

<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>ENGL 1302</td>
<td>Freshman Composition II</td>
</tr>
<tr>
<td>SPCH 1315</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>SPCH 1318</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>SPCH 1321</td>
<td>Business and Professional Speaking</td>
</tr>
</tbody>
</table>

### Mathematics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1314</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MATH 1316</td>
<td>Trigonometry</td>
</tr>
<tr>
<td>MATH 1324</td>
<td>Mathematics for Business Decisions I</td>
</tr>
<tr>
<td>MATH 1325</td>
<td>Mathematics for Business Decisions II</td>
</tr>
<tr>
<td>MATH 1342</td>
<td>Statistics</td>
</tr>
<tr>
<td>MATH 1348</td>
<td>Analytic Geometry</td>
</tr>
<tr>
<td>MATH 2413</td>
<td>Calculus I</td>
</tr>
<tr>
<td>MATH 2414</td>
<td>Calculus II</td>
</tr>
<tr>
<td>MATH (or any MATH course for which the above math courses are a prerequisite)</td>
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</tr>
</tbody>
</table>

### Natural Sciences

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>BIOL 2306</td>
<td>Environmental Science Lab</td>
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<td>BIOL 2106</td>
<td>Environmental Science</td>
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<tr>
<td>BIOL 1308</td>
<td>Life Science I</td>
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<tr>
<td>BIOL 1108</td>
<td>Life Science Lab</td>
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<tr>
<td>BIOL 1309</td>
<td>Life Science II</td>
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<tr>
<td>BIOL 1109</td>
<td>Life Science II Lab</td>
</tr>
<tr>
<td>BIOL 1411</td>
<td>Botany</td>
</tr>
<tr>
<td>BIOL 1413</td>
<td>Zoology</td>
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<tr>
<td>BIOL 1406</td>
<td>Biology I</td>
</tr>
<tr>
<td>BIOL 1407</td>
<td>Biology II</td>
</tr>
<tr>
<td>BIOL 2421</td>
<td>Microbiology</td>
</tr>
<tr>
<td>BIOL 2401</td>
<td>Human Anatomy and Physiology</td>
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<tr>
<td>BIOL 2402</td>
<td>Human Anatomy and Physiology II</td>
</tr>
<tr>
<td>BIOL 2404</td>
<td>Human Physiology</td>
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<td>CHEM 1305</td>
<td>Introductory Chemistry I</td>
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<tr>
<td>CHEM 1105</td>
<td>Introductory Chemistry I Lab</td>
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<tr>
<td>CHEM 1406</td>
<td>General Organic and Biological Chemistry</td>
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<tr>
<td>CHEM 1405</td>
<td>Essentials of Chemistry I</td>
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<tr>
<td>CHEM 1419</td>
<td>Introductory Organic Chemistry</td>
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<tr>
<td>CHEM 1311</td>
<td>Principles of Chemistry I</td>
</tr>
<tr>
<td>CHEM 1111</td>
<td>Principles of Chemistry I Lab</td>
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<td>CHEM 1312</td>
<td>Principles of Chemistry II</td>
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<td>CHEM 1112</td>
<td>Principles of Chemistry II Lab</td>
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<tr>
<td>CHEM 2323</td>
<td>Organic Chemistry I</td>
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<tr>
<td>CHEM 2223</td>
<td>Organic Chemistry I Lab</td>
</tr>
<tr>
<td>CHEM 2325</td>
<td>Organic Chemistry II Lab</td>
</tr>
<tr>
<td>CHEM 2225</td>
<td>Organic Chemistry II Lab</td>
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</table>

### Arts

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ARTS 1301</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>ARTS 1303</td>
<td>Art History I</td>
</tr>
<tr>
<td>ARTS 1304</td>
<td>Art History II</td>
</tr>
<tr>
<td>ARTS 1311</td>
<td>Design I</td>
</tr>
<tr>
<td>ARTS 2356</td>
<td>Fundamentals of Photography</td>
</tr>
<tr>
<td>COMM 1336</td>
<td>Introduction to Radio-Television Production</td>
</tr>
<tr>
<td>DRAM 1310</td>
<td>Introduction to Theater</td>
</tr>
<tr>
<td>DRAM 1351</td>
<td>Acting I</td>
</tr>
<tr>
<td>DRAM 2366</td>
<td>America Cinema</td>
</tr>
<tr>
<td>HUMA 1315</td>
<td>Survey of Art and Music</td>
</tr>
<tr>
<td>MUSI 1306</td>
<td>Music Appreciation</td>
</tr>
<tr>
<td>MUSI 1310</td>
<td>American Music</td>
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</table>

### Social Sciences

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>PSYC 2301</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSYC 2302</td>
<td>Psychology of Human Relations</td>
</tr>
<tr>
<td>PSYC 2308</td>
<td>Child Psychology</td>
</tr>
<tr>
<td>PSYC 2315</td>
<td>Human Behavior and Personal Adjustment</td>
</tr>
<tr>
<td>SOCIO 1301</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SOCIO 1306</td>
<td>Marriage and the Family</td>
</tr>
<tr>
<td>SOCIO 2319</td>
<td>Modern Social Problems</td>
</tr>
</tbody>
</table>

### Lifetime Fitness

*Any PHED course numbered 1101-1122.*
### ACCOUNTING ASSOCIATE

Program Advisor: Mike Glasscock, 371-5249 (glasscock-mr@actx.edu) 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*

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<tr>
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<th>ENGL 1301: Freshman Composition I</th>
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<tr>
<td>Social/Behavioral</td>
<td>GOVT 2305: Government of the U.S.</td>
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<td>Humanities/Fine Arts*</td>
<td>MATH 1333: Contemporary Mathematics (or any MATH*)</td>
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</table>

#### MAJOR COURSE REQUIREMENTS

| ACCT 2301/2302: Accounting Principles I and II |
| ACNT 1311: Introduction to Computerized Accounting |
| ACNT 1329: Payroll and Business Tax Accounting |
| ACNT 2303: Intermediate Accounting I |
| ACNT 2309: Cost Accounting |

#### RELATED COURSE REQUIREMENTS

| BCIS 1301: Microcomputer Applications |
| BUSI 1301: Introduction to Business |
| BUSI 2301: Business Law I |
| BUSI 2371: Principles of Management |
| BCIS 1405: Business Computer Applications |
| ECON 2301: Principles of Economics I |
| ECON 2302: Principles of Economics II |
| POFT 1325: Business Math and Machine Applications |

#### ELECTIVES or Practicum

| ENGL 1301: Freshman Composition I |
| SPCH 1321: Business and Professional Speaking |

**TOTAL**

| 64 |

---

**CERTIFICATE OF COMPLETION**

**Major Code - ACNT.CERT**

This is a TASP waived certificate. Refer to the section **"Testing Requirements for Certificate Programs"** for other testing requirements and contact the Testing Center or the Program Advisor.

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.

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| BUSI 1301: Introduction to Business |
| BUSI 2301: Business Law I |
| BUSI 2371: Principles of Management |
| BCIS 1405: Business Computer Applications |
| ECON 2301: Principles of Economics I |
| ECON 2302: Principles of Economics II |
| POFT 1325: Business Math and Machine Applications |

| ENGL 1301: Freshman Composition I |
| SPCH 1321: Business and Professional Speaking |

**TOTAL**

| 31 |

### ACCOUNTING ASSOCIATE

Program Advisor: Mike Glasscock, 371-5249 (glasscock-mr@actx.edu) 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.

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| BUSI 2371: Principles of Management |
| BCIS 1405: Business Computer Applications |
| ECON 2301: Principles of Economics I |
| ECON 2302: Principles of Economics II |
| POFT 1325: Business Math and Machine Applications |
| SPCH 1321: Business and Professional Speaking |

**TOTAL**

| 64 |

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**CERTIFICATE OF COMPLETION**

**Major Code - ACNT.CERT**

This is a TASP waived certificate. Refer to the section **"Testing Requirements for Certificate Programs"** for other testing requirements and contact the Testing Center or the Program Advisor.

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.

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| BUSI 2301: Business Law I |
| BUSI 2371: Principles of Management |
| BCIS 1405: Business Computer Applications |
| ECON 2301: Principles of Economics I |
| ECON 2302: Principles of Economics II |
| POFT 1325: Business Math and Machine Applications |
| SPCH 1321: Business and Professional Speaking |

| ENGL 1301: Freshman Composition I |
| SPCH 1321: Business and Professional Speaking |

**TOTAL**

| 31 |

### ACCOUNTING ASSOCIATE

Program Advisor: Mike Glasscock, 371-5249 (glasscock-mr@actx.edu) or contact the Business Division, 371-5269

**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.

#### GENERAL EDUCATION REQUIREMENTS*

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<tr>
<td>Humanities/Fine Arts*</td>
<td>MATH 1348: Analytic Geometry</td>
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<tr>
<td>Mathematics/Natural Sciences</td>
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<tr>
<td>PHYS 1301/1101: College Physics I/Lab</td>
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<tr>
<td>PHYS 1302/1102: College Physics II/Lab</td>
<td></td>
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</tr>
</tbody>
</table>

**TOTAL**

| 64 |

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**ARCHITECTURE**

**PRE-ARCHITECTURE**

Program Advisor: Dr. Kathryn Wetzel, 371-5097 (wetzel-kc@actx.edu) or contact the Sciences and 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.

#### GENERAL EDUCATION REQUIREMENTS*

<table>
<thead>
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<th>ENGL 1301: Freshman Composition I</th>
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</table>

**TOTAL**

| 64 |

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*Please see pages 42–43 for General Education Requirements and Course List**Please see pages 10–11 for Testing Requirements for Certificate Programs
**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

**Optional Courses:**
- **ENGR 1304**: Engineering Graphics
- **ENGR 1372**: Computer Graphics
- **ARTS 1303**: Art History I
- **ARTS 1304**: Art History II
- **HECO 1325**: Interior Design

**Program Advisors:**
- Bill Burrell, 371-5282 (burrell-wm@actx.edu)
- Ken Pirtle, 371-5271 (pirtle-kd@actx.edu)

**ASSOCIATE IN SCIENCE**

**Program Code**: ARTS.AS

**GENERAL EDUCATION REQUIREMENTS**  ........ 42

**Communication**
- **ENGL 1301**: Freshman Composition I
- **ENGL 1302**: Freshman Composition II
- **SPCH**

**Social/Behavioral Sciences**
- **HIST 1301**: History of the U.S. I
- **HIST 1302**: History of the U.S. II
- **GOVT 2305**: Government of the U.S.
- **GOVT 2306**: Government of Texas and the U.S.

**Humanities/Fine Arts**
- **ARTS 1304**: Art History II

**Mathematics/Natural Sciences**
- **MATH**
- **Natural Sciences**

**Lifetime Fitness**
- Any PHED course numbered 1101-1122

**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, Graphic Design, or Digital Art.

**Art**
- **ARTS 2317**: Painting II
- **ARTS 2324**: Drawing IV

**Graphic Design**
- **ARTS 2313/2314**: Design Communication I and II

**Digital Art**
- **ARTS 2348/2349**: Digital Art I and II

**TOTAL** ..................................... 69

**ART – GRAPHIC DESIGN**

**Program Advisors:**
- Steven Cost, 345-5546 (cost-s@actx.edu)
- Pete Gonzalez, 345-5547 (gonzalez-p@actx.edu)

**ASSOCIATE IN APPLIED SCIENCE**

**Program Code**: ARTC.AAS

**MAJOR REQUIREMENTS**  ..................... 36

**ARTS 1311**: Design I
**ARTS 1316/1317**: Drawing I and II
**ARTS 2323/2324**: Drawing III and IV
**ARTC 1325**: Introduction to Computer Graphics
**ARTC 1327**: Typography
**ARTC 2317**: Typographic Design
**ARTC 1353**: Computer Illustration
**ARTC 2305**: Digital Painting and Imaging
**ARTC 2335**: Portfolio Development
**ARTC 2311**: History of Communication Graphics

**SPECIALTY OPTIONS**  ..................... 17–18

Students should select one of the following specialty options:

**Print Media**
- **ARTC 1313/2313**: Digital Publishing I and II
- **ARTS 2313/2314**: Design Communication I and II
- **ARTS 2316**: Painting I
- **ARTS 2356**: Fundamentals of Photography I

**Multimedia**
- **IMED 1316/2315**: Web Page Design I and II
- **IMED 1211**: Storyboard
- **IMED 2356**: Fundamentals of Photography I
- **IMED 1345/2345**: Interactive Multimedia I and II

**Animation**
- **IMED 1211**: Storyboard
- **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** ..................................... 68–69

*Please see pages 42–43 for General Education Requirements and Course List

**Please see pages 10–11 for Testing Requirements for Certificate Programs
ART – GRAPHIC DESIGN
Program Advisors: Steven Cost, 345-5546 (cost-s@actx.edu) or Pete Gonzalez, 345-5547 (gonzalez-p@actx.edu) or contact the Language, Communication and Fine Arts Division, 371-5267

CERTIFICATE OF COMPLETION
Major Code - ARTC.CERT.GD
This is a TASP waived certificate. Refer to the section “Testing Requirement for Certificate Programs”** for other testing requirements and contact the Testing Center or the Program Advisor.
Prepares students for entry level employment in a graphic design print media position.

MAJOR REQUIREMENTS
- ARTC 1325: Introduction to Computer Graphics
- ARTC 1327: Typography
- ARTC 2317: Typographic Design
- ARTC 1353: Computer Illustration
- ARTC 2305: Digital Painting and Imaging
- ARTC 2311: History of Communication Graphics
- ARTS 1316: Drawing I
- ARTS 1317: Drawing II
- ARTC 2335: Portfolio Development
- ARTS 1311: Design I
- COMM 2327: Introduction to Advertising

TOTAL

ART – GRAPHIC DESIGN MULTIMEDIA
Program Advisors: Steven Cost, 345-5546 (cost-s@actx.edu) or Pete Gonzalez, 345-5547 (gonzalez-p@actx.edu) or contact the Language, Communication and Fine Arts Division, 371-5267

CERTIFICATE OF COMPLETION
Major Code - ARTC.CERT.MM
This is a TASP waived certificate. Refer to the section “Testing Requirement for Certificate Programs”** for other testing requirements and contact the Testing Center or the Program Advisor.
Prepares students for entry level employment in a graphic design multimedia position.

MAJOR REQUIREMENTS
- IMED 1211: Storyboard
- ARTC 1325: Introduction to Computer Graphics
- IMED 1345/2345: Interactive Multimedia I and II
- ARTC 1327: Typography
- ARTC 2305: Digital Painting and Imaging
- IMED 1316/2315: Web Page Design I and II
- ARTS 1311: Design I
- ARTS 1316: Drawing I
- ARTC 2335: Portfolio Development

TOTAL

AUTOMOTIVE TECHNOLOGY
Program Advisor: Henry Wyckoff, 335-4209 (wyckoff-ha@actx.edu) 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*
- ENGL 1301: Freshman Composition I
- SPCH*
- Social/Behavioral Science*
- Humanities/Fine Arts
- Humanities*
- Mathematics/Natural Sciences
  - MATH 1333: Contemporary Mathematics (or any MATH*)

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

PROGRAM REQUIREMENTS

TOTAL

*Please see pages 42-43 for General Education Requirements and Course List
**Please see pages 10-11 for Testing Requirements for Certificate Programs
AUTOMOTIVE TECHNOLOGY
Program Advisor: Henry Wyckoff, 335-4209 (wyckoff-ha@actx.edu) or contact the Transportation Department, 335-4370

CERTIFICATES OF COMPLETION
Major Code - BELOW
These are TASP waived certificates. Refer to the section “Testing Requirement for Certificate Programs” for other testing requirements and contact the Testing Center or the Program Advisor.

POWER TRAIN
Major Code - AUMT.CERT.PTRN
Prepares students to be an Automotive Technician with an expertise in the following areas.

TRANSPORTATION CORE REQUIREMENTS ...... 15
MAJOR REQUIREMENTS ....................... 27
AUMT 2305: Theory of Automotive Engines
AUMT 1319: Automotive Engine Repair
AUMT 2323: Theory of Automatic Transmissions and Transaxle
AUMT 2325: Automatic Transmissions and Transaxle
AUMT 2309: Manual Drive Train and Axle Theory
AUMT 2313: Manual Drive Trains and Axles
AUMT 2315: Theory of Engine Performance and Analysis I
AUMT 2331: Theory of Engine Performance and Analysis II
AUMT 2334: Engine Performance Analysis II
TOTAL ...................................... 42

CHASSIS AND BODY
Major Code - AUMT.CERT.CHSS
Prepares students to be an Automotive Technician with an expertise in the following areas.

TRANSPORTATION CORE REQUIREMENTS ...... 15
MAJOR REQUIREMENTS ....................... 12
AUMT 1345: Automotive Heating and Air Conditioning
AUMT 1353: Automotive Electrical Systems Theory
AUMT 1316: Suspension and Steering
AUMT 1357: Automotive Brake Systems
TOTAL ...................................... 27

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

TRANSPORTATION CORE REQUIREMENTS ...... 15
MAJOR REQUIREMENTS ....................... 12
AUMT 1353: Automotive Electrical Systems Theory
AUMT 2331: Theory of Engine Performance Analysis II
DEMR 1313: Fuel Systems
DEMR 2334: Advanced Diesel Tune-up and Troubleshooting
TOTAL ...................................... 27

AVIATION MAINTENANCE TECHNOLOGY
Program Advisor: Dennis Moseley, 335-4381 (moseley-dm@actx.edu) or Joe Gandy, m 335-4382 (gandy-jm@actx.edu) or or contact the ManufacturingTechnologies 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
Communications
ENGL 1301: Freshman Composition I
SPCH*
Mathematics/Natural Sciences
MATH 1333: Contemporary Mathematics (or any MATH*)
Social/Behavioral Science*
Humanities/Fine Arts
Humanities*
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
EPCT 1307: Introduction to Environmental Safety and Health
QCTC 1341: Statistical Process 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 Power Units
AERM 2351: Aircraft Turbine Engine Overhaul
AERM 2352: Aircraft Powerplant Inspection
AERM 2447: Aircraft Reciprocating Engine Overhaul
EPCT 1307: Introduction to Environmental Safety and Health
QCTC 1341: Statistical Process Control
TOTAL ........................................ 63-64

*Please see pages 42-43 for General Education Requirements and Course List

**Please see pages 10-11 for Testing Requirements for Certificate Programs
AVIATION MAINTENANCE TECHNOLOGY
AEROSPACE MANUFACTURING
Major Code - AERM.CERT.AERO
Program Advisor: Mark Aldred, 335-4343 (aldred-mr@actx.edu)
Prepares and qualifies students to be proficient in the skills required for aerospace and aircraft manufacturing careers.

MAJOR COURSE REQUIREMENTS
AERM 1254: Aircraft Composites
AERM 1303: Shop Practices - Aerospace Manufacturing
AERM 1391: Special Topics: Fasteners
AVNC 1343: Aircraft Electrical and Electronic Systems Installation
DFTG 2442: Aeronautical Drafting
EPCT 1307: Introduction to Environmental Safety & Health
QCTC 1341: Statistical Process Control
TECM 1303: Technical Mathematics
TOTAL: 24

Optional Courses:
AERM 1101: Introduction to Aviation
AERM 1380: Cooperative Education: Aircraft Mechanic/Technician Airframe

CERTIFICATES OF COMPLETION
Major Codes - BELOW
Program Advisor: Dennis Moseley, 335-4381 (moseley-dm@actx.edu) or Joe Gandy, 335-4382 (gandy-jm@actx.edu) or contact the Manufacturing Technologies Department, 335-4309

These are TASP waived certificates. Refer to the section "Testing Requirement for Certificate Programs" for other testing requirements and contact the Testing Center or the Program Advisor.

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

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

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 1349: Hydraulic, Pneumatic, and Fuel 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
Major Code - AERM.CERT.PM
Prepares and qualifies students to take the General and Powerplant section of the FAA Licensing Exams.

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 (baumann-rw@actx.edu) or contact the Science and Engineering Division, 371-5091

ASSOCIATE IN SCIENCE
Major Code - BIOL.AS
This curriculum has a combination of 15 credit hours of sophomore level courses or courses requiring prerequisite(s).

GENERAL EDUCATION REQUIREMENTS*
Communication
ENGL 1301: Freshman Composition I
ENGL 1302: Freshman Composition II
SPCH*
Social/Behavioral Sciences
HIST 1301: History of the U.S. I
HIST 1302: History of the U.S. II
GOVT 2305: Government of the U.S.
GOVT 2306: Government of Texas and the U.S.
Social/Behavioral Sciences* Elective
Humanities/Fine Arts
Humanities*
Fine Arts*

*Please see pages 42-43 for General Education Requirements and Course List
**Please see pages 10-11 for Testing Requirements for Certificate Programs
Mathematics/Natural Sciences
  MATH 1314: College Algebra or higher level math
  BIOL 1406: Biology I
  BIOL 1407: Biology II

Lifetime Fitness
  Any PHED course numbered 1101-1122

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

Optional courses:
  BIOL 1411: Botany
  BIOL 1413: Zoology
  BITC 1401: Biotechnology I: Biotech Lab Instrumentation
  BITC 1402: Biotechnology II: Biotech Lab Methods and Techniques
  BIOL 2306: Environmental Science Lab
  BIOL 2106: Environmental Science Lab
  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 2289/2389: Special Topics in Biology

Business Administration

Program Advisor: Margaret Kelso 371-5243 (kelso-mm@actx.edu) 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.

General Education Requirements*

  Communication
    ENGL 1301: Freshman Composition I
    ENGL 1302: Freshman Composition II
    SPCH 1321: Business and Professional Speaking
  Humanities/Fine Arts
    Humanities
      Literature*
      Fine Arts*
  Lifetime Fitness
    Any PHED course numbered 1101-1122

Total

  42

Major Course Requirements

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

Recommended Courses

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

Total

  63

Business Information Systems

Program Advisor: Duane Lintner, 371-5211 (lintner-dd@actx.edu) 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.

General Education Requirements*

  Communication
    ENGL 1301: Freshman Composition I
    ENGL 1302: Freshman Composition II
    SPCH 1321: Business and Professional Speaking
  Humanities/Fine Arts
    Humanities
      Literature*
      Fine Arts*
  Lifetime Fitness
    Any PHED course numbered 1101-1122

Total

  42

Major Course Requirements

  ACCT 2301: Accounting Principles I
  ACCT 2302: Accounting Principles II
  BCIS 2415: Programming Techniques and Logic Design II
  BCIS 1405: Business Computer Applications
  COSC 1415: Programming Techniques and Logic Design I
  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 (graff-me@actx.edu) or contact the Sciences and 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. MATH 2413: 3 hours satisfy General Education Requirements; additional hour will satisfy chemistry major transfer to four-year institutions.

GENERAL EDUCATION REQUIREMENTS* .......... 43

SEMESTER HOURS

Communication
ENGL 1301: Freshman Composition I
ENGL 1302: Freshman Composition II
SPCH* 

Social/Behavioral Sciences
HIST 1301: History of the U.S. I
HIST 1302: History of the U.S. II
GOVT 2305: Government of the U.S.
GOVT 2306: Government of Texas and the U.S.
Social/Behavioral Sciences* Elective

Humanities/Fine Arts
Humanities*
Fine Arts*

Mathematics/Natural Sciences
MATH 2413: Calculus I#
PHYS 2425: Principles of Physics I
PHYS 2426: Principles of Physics II

Lifetime Fitness
PHED course numbered 1101-1122

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 ...................... 10

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

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

Optional courses:
MATH 1348: Analytic Geometry
MATH 2414: Calculus II
CHEM 1311/1111: Principles I and Lab
CHEM 1312/1112: Principles II and Lab
CHEM 2289/2389: Academic Cooperative in Chemistry

CHILD DEVELOPMENT/EARLY CHILDHOOD

Program Advisor: Mary Clare Munger, 356-3688 (munger-mc@actx.edu) 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.

SEMESTER HOURS

GENERAL EDUCATION REQUIREMENTS* .......... 18

SEMESTER HOURS

Communication
ENGL 1301: Freshman Composition I
SPCH 1318: Interpersonal Communication

Humanities/Fine Arts
SOCI 2319: Minority Studies

Mathematics/Natural Sciences
MATH 1333: Contemporary Mathematics (or any MATH*)

Social/Behavioral Sciences
TECA 1303: Family and the Community
TECA 1311: Introduction to Early Childhood Education
TECA 1318: Nutrition, Health, and Safety
CDEC 1319: Child Guidance
CDEC 1321: The Infant and Toddler
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 2326: Administration of Programs for Children I
CDEC 2328: Administration of Programs for Children II

MAJOR COURSE REQUIREMENTS .................. 45

CDEC 1196: Special Topics in Administration for Young Children
CDEC 1264: Practicum (Observation Techniques)
CDEC 1294: Special Topics in Advanced Child Care Practices
TECA 1303: Family and the Community
TECA 1311: Introduction to Early Childhood Education
TECA 1318: Nutrition, Health, and Safety
CDEC 1319: Child Guidance
CDEC 1321: The Infant and Toddler
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 2326: Administration of Programs for Children I
CDEC 2328: Administration of Programs for Children II

RELATED REQUIRED COURSE .................... 3

COSC 1301: Computer Concepts

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

CERTIFICATES OF COMPLETION

TASP-waived certificate: At a minimum, a state-approved reading assessment is required, however, other testing may be required. Contact the Testing Center or Program Advisor for specific testing information, and see "Testing Requirements for Certificate Programs".

CDEC PARAPROFESSIONAL
Major Code - CDEC.CERT.PARA

This program is designed for Title I Aides or paraprofessionals working or planning to work in public schools.

MAJOR COURSE REQUIREMENTS .................. 40

CDEC 1196: Special Topics in Administration for Young Children
CDEC 1264: Practicum (Observation Techniques)
CDEC 1294: Special Topics in Advanced Child Care Practices
TECA 1303: Family and the Community
TECA 1311: Introduction to Early Childhood Education
CDEC 1313: Curriculum Resources for Early Childhood
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 2341: The School Age Child  

**TOTAL** ........................................ 40

**CDEC PROVIDER**  
Major Code – CDEC.CERT.PRVD  

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

**SEMMESTER HOURS**  
**MAJOR COURSE REQUIREMENTS** ............... 36  
CDEC 1264: Practicum (Observation Techniques)  
CDEC 1294: Special Topics in Advanced Child Care Practices  
TECA 1303: Family and the Community  
TECA 1311: Introduction to Early Childhood Education  
TECA 1318: Nutrition, Health and Safety  
CDEC 1319: Child Guidance  
CDEC 1321: The Infant and Toddler  
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)  

**TOTAL** ........................................ 36

**CDEC ADMINISTRATOR**  
Major Code – CDEC.CERT.ADMIN  

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

**SEMMESTER HOURS**  
**MAJOR COURSE REQUIREMENTS** ............... 42  
CDEC 1196: Special Topics in Administration for Programs for Young Children  
CDEC 1264: Practicum (Observation Techniques)  
CDEC 1294: Special Topics in Advanced Child Care Practices  
TECA 1303: Family and the Community  
TECA 1311: Introduction to Early Childhood Education  
TECA 1318: Nutrition, Health and Safety  
CDEC 1319: Child Guidance  
CDEC 1321: The Infant and Toddler  
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)  

**TOTAL** ........................................ 42

**CDA CREDENTIAL OPTION**  
Major Code – CDEC.SHC.T.CDA

Students completing this program will be awarded a departmental certificate. 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.  

CDEC 1294: Special Topics in Advanced Childcare Practices  
TECA 1354: Child Growth and Development  
CDEC 2264: Practicum (Advanced Child Care Practices)  

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

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**  
Program advisor: Duane Lintner, 371-5211 (lintner-d@actx.edu) or contact the Computer Information Systems Department, 371-5238  

**ASSOCIATE IN APPLIED SCIENCE**  
Major Codes – 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: AS/400 Application Development, Microcomputer Specialist, Software Systems and Networking, Systems Programming, and World Wide Web Software Development.

All major course requirements are to be taken in the order approved by the students’ Individual CIS Advisor. The student must have a grade of C or higher in all required courses in order to progress to the next level of the program. To remain eligible for enrollment in subsequent CIS courses, a student may repeat a particular CIS course only once and may repeat only two CIS courses.

**SEMMESTER HOURS**  
**GENERAL EDUCATION REQUIREMENTS** ........ 15  
Communication  
ENGL 1301: Freshman Composition I  
SPCH 1315: Public Speaking  
SPCH 1321: Business and Professional Speaking  

Humanities/Fine Arts*  
Mathematics/Natural Sciences  
MATH 1324: Math for Business Decisions I  

Social/Behavioral Sciences  
ECON 2301: Principles of Economics I  

**MAJOR COURSE REQUIREMENTS** ............... 25  
ITSE 1301: Microcomputer Applications  
BUSI 1301: Introduction to Business  
BCIS 1405: Business Computer Applications  
COSC 1415: Programming Techniques and Logic Design I  
BCIS 1421: Internet/Web Page Development  
ITSC 1407: UNIX Operating System I  
ITSE 2409: Introduction to Database Programming  

**MAJOR OPTIONS** ...................... 30–32  
Students should select a program concentration in AS/400 Application, Microcomputer Specialist, Software Systems and Networking Development, Systems Programming, or World Wide Web Software Development.

**Please see pages 42–43 for General Education Requirements and Course List**  
**Please see pages 10–11 for Testing Requirements for Certificate Programs**
AS/400 APPLICATION DEVELOPMENT
Major Code - COSC.AAS.AS400
BCIS 1432: COBOL/400 Programming
BCIS 2390: Systems Analysis I
BCIS 2432: COBOL/400 Programming II
ITSC 1402: Computer Control Language
ITSE 1414: Introduction to RPG Programming
ITSE 2347: Advanced Database Programming
ITSE 2435: Advanced RPG Programming
ITSC 1411: AS/400 Operating Systems I

MICROCOMPUTER SPECIALIST
Major Code - COSC.AAS.MICRO
ACNT 1311: Introduction to Computerized Accounting
ACCT 2301: Accounting Principles I
BCIS 1432: COBOL/400 Programming
ITSE 1414: Introduction to RPG Programming
BCIS 2390: Systems Analysis I
BUSI 2471: Statistics
ENGL 2311: Technical Writing
ITSC 2345: Application Problem Solving

SOFTWARE SYSTEMS AND NETWORKING
Major Code - COSC.AAS.NTWRK
ITSC 1402: Computer Control Language
ITSC 2435: Application Problem Solving
BCIS 2431: Visual Basic Programming
BCIS 2390: Systems Analysis I
BCIS 2430: Programming Techniques and Logic Design II
CPMT 1349: Computer Networking Technology
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
ITSC 1411: AS/400 Operating Systems I
ITSC 2437: UNIX Operating System II
ITSE 2409: Introduction to Database Programming

SYSTEMS PROGRAMMING
Major Code - COSC.AAS.SYSPR
COSC 2425: Computer Organization and Assembly Language Programming
ITSC 1402: Computer Control Language
ITSC 2351: Microsoft Windows NT Core Technologies
ITSC 1411: AS/400 Operating Systems I
ITSE 2347: Advanced Database Programming

WORLD WIDE WEB SOFTWARE DEVELOPMENT
Major Code - COSC.AAS.WWW
BCIS 2390: Systems Analysis I
COSC 2430: Programming Techniques and Logic Design II
CPMT 1349: Computer Networking Technology
ENGL 2311: Technical Writing
IMED 1416: Web Page Design I
IMED 2425: Web Page Design II
ITNW 2454: Internet / Intranet Server
ITSC 2437: UNIX Operating System II
MATH 1325: Math for Business Decisions II

COMPUTER INFORMATION SYSTEMS
Program advisor: Duane Lintner, 371-5211 (linterp-dd@actx.edu) or contact the Computer Information Systems Department, 371-5238

CERTIFICATE OF COMPLETION
Major Code - COSC.CERT
This is a TASP waived certificate. Refer to the section "Testing Requirement for Certificate Programs" for other testing requirements and contact the Testing Center or the Program Advisor.

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.

SEASON HOURS
GENERAL EDUCATION REQUIREMENTS* .......... 42
ENGL 1301: Freshman Composition I
ENGL 1302: Freshman Composition II
MATH* Mathematics/Natural Sciences
SPCH* Humanities/Fine Arts
HIST 1301: History of the U.S. I
HIST 1302: History of the U.S. II

TOTAL ............ 70-72
*Please see pages 42-43 for General Education Requirements and Course List

**Please see pages 10-11 for Testing Requirements for Certificate Programs
MAJOR CORE REQUIREMENTS .............. 15
CRIJ 1301: Introduction to Criminal Justice
CRIJ 1306: Court Systems and Practices
CRIJ 1310: Fundamentals of Criminal Law
CRIJ 2313: Correctional Systems and Practices
CRIJ 2328: Police Systems and Practices

RELATED COURSE REQUIREMENTS ............ 9
COSC 1301: Computer Concepts
The student must choose two classes from the following list or other SOPHOMORE level electives as approved by the advisor:
CRIJ 1307: Crime in America
CRIJ 2314: Criminal Investigation
CRIJ 2323: Legal Aspects of Law Enforcement
CRIJ 2301: Community Resources in Corrections

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

CRIJ 2328: Police Systems and Practices

MAJOR REQUIREMENTS ..................... 19
CRIJ 1301: Introduction to Criminal Justice
CRIJ 1306: Court Systems and Practices
CRIJ 1310: Fundamentals of Criminal Law
CRIJ 2313: Correctional Systems and Practices
CJCR 1491: Correctional Officer I
CJCR 1391: Correctional Officer II

MAJOR COURSE REQUIREMENTS ............. 19
CRIJ 1301: Introduction to Criminal Justice
CRIJ 1306: Court Systems and Practices
CRIJ 1310: Fundamentals of Criminal Law
CRIJ 2313: Correctional Systems and Practices
CRIJ 2328: Police Systems and Practices

CRIJ 2323: Legal Aspects of Law Enforcement
CRIJ 2301: Community Resources in Corrections

MAJOR REQUIREMENTS ..................... 15
CRIJ 1301: Introduction to Criminal Justice
CRIJ 1306: Court Systems and Practices
CRIJ 1310: Fundamentals of Criminal Law
CRIJ 2313: Correctional Systems and Practices
CRIJ 2328: Police Systems and Practices

MAJOR COURSE REQUIREMENTS ............. 19
CJCR 1491: Correctional Officer I
CRIJ 1307: Crime in America
CRIJ 1391: Correctional Officer II
CRIJ 2314: Criminal Investigation
CRIJ 2323: Legal Aspects of Law Enforcement
CRIJ 2301: Community Resources in Corrections

*Please see pages 42-43 for General Education Requirements and Course List

**Please see pages 10-11 for Testing Requirements for Certificate Programs
clock hours and will enable students who complete all 4 classes to sit for the state licensing (TCLEOSE) 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

RELATED COURSE REQUIREMENTS ............ 9
COSC 1301: Computer Concepts

The student must choose two classes from the following list or other SOPHOMORE level electives as approved by the advisor:
CRIJ 1307: Crime in America
CRIJ 2323: Legal Aspects of Law Enforcement
CRIJ 2314: Criminal Investigation
CRIJ 2301: Community Resources in Corrections

TOTAL ................................... 62

CRIMINAL JUSTICE LAW ENFORCEMENT
Program Advisor: Sondra Beighle, 354-6049 (beighle-sk@actx-edu) or contact Criminal Justice Programs, 354-6081

CERTIFICATE OF COMPLETION
Major Code – CJLE.CERT.LE

This is a TASP waived certificate. Refer to section “Testing Requirement for Certificate Programs”** for other testing requirements and contact the Testing Center or the Program Advisor.

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.

MAJOR REQUIREMENTS ...................... 20
The following four classes are the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) 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 (TCLEOSE) 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

TOTAL ................................... 20

DENTAL HYGIENE
Program Advisor: Donna Cleere, 354-6064 (cleere-dk@actx-edu) 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 higher 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.

GENERAL EDUCATION REQUIREMENTS* ........ 31
Communication
ENGL 1301: Freshman Composition I
SPCH 1318: Interpersonal Communications

Humanities/Fine Arts
SOCI 2319: Minority Studies

Mathematics/Natural Sciences
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II
BIOL 2421: Microbiology
CHEM 1406: General Organic and Biological Chemistry
MATH 1333: Contemporary Mathematics or College Algebra

Social/Behavioral Sciences
PSYC 2301: General Psychology

MAJOR COURSE REQUIREMENTS .............. 41
DHYG 1207: General and Dental Nutrition
DHYG 1215: Community Dentistry
DHYG 1123: 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
DHYG 2201: Contemporary Dental Hygiene Care I
DHYG 2261: Clinical - Dental Hygienist IV
DHYG 2331: Contemporary Dental Hygiene Care II
DHYG 2360: Clinical - Dental Hygienist III

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

DENTIST AIDE
Program Advisor: Dana Scott, 356-3616 (scott-dc@actx.edu) or contact the Allied Health Division, 354-6055

CERTIFICATE OF COMPLETION
Major Code – DNTA.CERT

This is a TASP waived certificate. Refer to the section “Testing Requirement for Certificate Programs”** for other testing requirements and contact the Testing Center or the Program Advisor.

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.

*Please see pages 42-43 for General Education Requirements and Course List

**Please see pages 10-11 for Testing Requirements for Certificate Programs
Students seeking admission into the Dentist Aide program must file a specific program application form and complete additional admission procedures as required.

**Please see pages 42-43 for General Education Requirements and Course List**

**Please see pages 10-11 for Testing Requirements for Certificate Programs**

### SEMESTER HOURS

**MAJOR COURSE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DNTA 1166</td>
<td>Practicum - Dental Assistant I</td>
</tr>
<tr>
<td>DNTA 1167</td>
<td>Practicum - Dental Assistant II</td>
</tr>
<tr>
<td>DNTA 1241</td>
<td>Dental Laboratory Procedures</td>
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<td>DNTA 1345</td>
<td>Preventive Dentistry</td>
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<tr>
<td>DNTA 1249</td>
<td>Dental Radiology Techniques</td>
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<tr>
<td>DNTA 1251</td>
<td>Dental Office Management</td>
</tr>
<tr>
<td>DNTA 1301</td>
<td>Dental Materials</td>
</tr>
<tr>
<td>DNTA 1205</td>
<td>Dental Radiology</td>
</tr>
<tr>
<td>DNTA 1311</td>
<td>Dental Science</td>
</tr>
<tr>
<td>DNTA 1415</td>
<td>Chairside Assisting</td>
</tr>
<tr>
<td>DNTA 1453</td>
<td>Dental Assisting Applications</td>
</tr>
</tbody>
</table>

**RELATED REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSC 1301</td>
<td>Computer Concepts</td>
</tr>
<tr>
<td>POFT 1302</td>
<td>Business Communications I</td>
</tr>
<tr>
<td>SPCH 1318</td>
<td>Interpersonal Communications</td>
</tr>
</tbody>
</table>

**TOTAL**

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>36</td>
</tr>
</tbody>
</table>

### DENTISTRY

(see Biology)

### DIESEL MECHANICS TECHNOLOGY

Program Advisor: Henry Wyckoff, 335-4209 (wyckoff-ha@actx.edu) or contact the Transportation Department, 335-4370

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEMR 1301</td>
<td>Shop Safety and Procedures</td>
</tr>
<tr>
<td>AUMT 1307</td>
<td>Automotive Electrical Systems</td>
</tr>
<tr>
<td>DEMR 1323</td>
<td>HVAC Troubleshooting and Repair</td>
</tr>
<tr>
<td>ABDR 1327</td>
<td>Suspension Systems</td>
</tr>
<tr>
<td>AUMT 1310</td>
<td>Automotive Brake Systems</td>
</tr>
</tbody>
</table>

**BASIC MECHANIC**

**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.

**SEMESTER HOURS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFTG 1305</td>
<td>Technical Drafting</td>
</tr>
<tr>
<td>DFTG 1309</td>
<td>Basic Computer-Aided Drafting</td>
</tr>
<tr>
<td>DFTG 1317</td>
<td>Architectural Drafting-Residential</td>
</tr>
<tr>
<td>DFTG 1333</td>
<td>Mechanical Drafting</td>
</tr>
<tr>
<td>DFTG 2319</td>
<td>Intermediate Computer-Aided Drafting</td>
</tr>
<tr>
<td>DFTG 1370</td>
<td>Microstation I</td>
</tr>
<tr>
<td>DFTG 1372</td>
<td>Microstation II</td>
</tr>
<tr>
<td>DFTG 2340</td>
<td>Solid Modeling/Design</td>
</tr>
<tr>
<td>DFTG 2332</td>
<td>Advanced Computer-Aided Drafting</td>
</tr>
<tr>
<td>IND 1301</td>
<td>Basic Elements of Design</td>
</tr>
</tbody>
</table>

**TOTAL**

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>28</td>
</tr>
</tbody>
</table>

**Optional Courses:**

- CVOP 1105: CDL Written Skills
- CVOP 1301: CDL Driving Skills

### TRANSPORTATION CORE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td>Freshman Composition</td>
</tr>
<tr>
<td>SPCH*</td>
<td></td>
</tr>
<tr>
<td>MATH 1314</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MATH 1314</td>
<td>College Algebra</td>
</tr>
</tbody>
</table>

### DRAFTING

Program Advisor: Norma Newkirk, 335-4331 (newkirk-nk@actx.edu) 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**

<table>
<thead>
<tr>
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<th>Course Title</th>
</tr>
</thead>
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<td>Advanced Computer-Aided Drafting</td>
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<td>IND 1301</td>
<td>Basic Elements of Design</td>
</tr>
</tbody>
</table>

**TOTAL**

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

**Optional Courses:**

- CVOP 1105: CDL Written Skills
- CVOP 1301: CDL Driving Skills
- DEMR 1380: Coop Ed - Diesel Engine Mechanic/Repairer
- CVOP 1105: CDL Written Skills
- CVOP 1301: CDL Driving Skills

**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</td>
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<tr>
<td>SPCH*</td>
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**SEMESTER HOURS**

<table>
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</tbody>
</table>

**TOTAL**

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

**DIESEL TECHNICIAN**

**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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEMR 1406</td>
<td>Diesel Engine I</td>
</tr>
<tr>
<td>DEMR 1449</td>
<td>Diesel Engine II</td>
</tr>
<tr>
<td>DEMR 1313</td>
<td>Fuel Systems</td>
</tr>
<tr>
<td>DEMR 2334</td>
<td>Advanced Diesel Tune-Up and Troubleshooting</td>
</tr>
<tr>
<td>DEMR 2432</td>
<td>Electronic Controls</td>
</tr>
<tr>
<td>DEMR 2348</td>
<td>Failure Analysis</td>
</tr>
<tr>
<td>DEMR 2331</td>
<td>Advanced Brake Systems</td>
</tr>
</tbody>
</table>

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
<tr>
<td>IND 1301</td>
<td>Basic Elements of Design</td>
</tr>
</tbody>
</table>

**MAJOR COURSE OPTIONS**

Choose 5 of the following courses:

- DFTG 1325: Technical Reading and Sketching
- DFTG 1344: Pipe Drafting
- DFTG 1348: Topographical Drafting
- DFTG 2328: Architectural Drafting - Commercial
- DFTG 1358: Electrical/Electronics Drafting
- DFTG 1359: Landscape Drafting
- DFTG 1376: 3D Rendering
- DFTG 1391: Special Topics in Drafting
- DFTG 1392: Special Topics in Architectural Drafting

**Please see pages 42-43 for General Education Requirements and Course List**

**Please see pages 10-11 for Testing Requirements for Certificate Programs**
DFTG 1305: Technical Drafting
DFTG 1317: Architecture Drafting - Residential
DFTG 1333: Mechanical Drafting
DFTG 2319: Intermediate Computer-Aided Drafting
DFTG 1370: Microstation I
DFTG 1372: Microstation II
DFTG 1325: Technical Reading and Sketching
COSC 1301: Computer Concepts

TOTAL ................................... 27

AUTOCAD SPECIALIST
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.

SEMMESTER HOURS
MAJOR REQUIREMENTS ........................... 15
DFTG 1309: Basic Computer-Aided Drafting
DFTG 2319: Intermediate Computer-Aided Drafting
DFTG 2340: Solid Modeling/Design
DFTG 2332: Advanced Computer-Aided Drafting
DFTG 2336: Computer-Aided Drafting Programming

TOTAL ................................... 15

EDUCATION
(Secondary Education)

Students seeking Texas teacher certification at the secondary level should major in the subject area in which they desire to teach using the major codes listed below. Students who have not yet determined a teaching field should follow the Education degree plan (Major Code GENS.AS.ED) listed above. Major Codes are as follows and students must be advised by Education program advisor.

Program Advisor: Mindy Adams, 371-5188 (adams-mr@actx.edu) or contact the Sciences and Engineering Division, 371-5091

ASSOCIATE IN SCIENCE
Major Code - GENS.AS.ED

Students seeking Texas teacher certification at the above listed levels should follow the general education requirements, and consult with the program advisor for major course requirements. Courses will vary according to subject concentration area. Students should plan their program to match the specific requirements of the senior institution of their choice.

GENERAL EDUCATION REQUIREMENTS*

Communication
ENGL 1301: Freshman Composition I
ENGL 1302: Freshman Composition II
SPCH 1315: Public Speaking

Social/Behavioral Sciences
HIST 1301: History of the U.S. I
HIST 1302: History of the U.S. II
GOVT 2305: Government of the U.S.
GOVT 2306: Government of Texas and the U.S.

Social/Behavioral Sciences* Elective

Humanities/Fine Arts
Humanities*
Fine Arts*

Mathematics/Natural Sciences
Math*
Natural Sciences*

Lifetime Fitness
Any PHED course numbered 1101-1122

MAJOR REQUIRED COURSES ................. 20

TOTAL ................................... 62

EDUCATION
(Secondary Education)

Students seeking Texas teacher certification at the secondary level should major in the subject area in which they desire to teach using the major codes listed below. Students who have not yet determined a teaching field should follow the Education degree plan (Major Code GENS.AS.ED) listed above. Major Codes are as follows and students must be advised by Education program advisor.

Program Advisor: Mindy Adams, 371-5188 (adams-mr@actx.edu) or contact the Sciences and Engineering Division, 371-5091

Major ............................... Major Code
Art ................................ ARTS.AS.ED
Biology or Science Composite ........ BIOL.AS.ED
Business ................................ BUSI.AS.ED
Chemistry ............................. CHEM.AS.ED
Computer Sciences ..................... COSC.AS.ED
English or Spanish ..................... ENGL.AA.ED
Mathematics .......................... MATH.AS.ED
Physical Education
(Sports Exercise Science) ............. PHED.AS.ED
Social Science (Social Studies) ....... SOCS.AS.ED
ELECTRONIC SYSTEMS TECHNOLOGY

Program Advisor: Jack B. Stanley, 371-5274 (stanley-jb@actx.edu) or contact the Sciences and 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* .......... 18
Communication
ENGL 1301: Freshman Composition I 4
SPCH* 3
Humanities/Fine Arts*
MATH 1314: College Algebra 3
Natural Science* Elective 4
Social and Behavioral Sciences
Social/Behavioral Sciences* Elective 1

MAJOR REQUIREMENTS .......................... 30
CETT 1403: DC Circuits 4
CETT 1405: AC Circuits 4
CETT 1425: Digital Fundamentals 4
CETT 1329: Solid State Devices 4
CETT 1341: Solid State Circuits 4
CETT 1345: Microprocessors 4
CPMT 1349: Computer Networking Technology 4
LOTT 1301: Introduction to Fiber Optics 4
QTC 1303: Quality Control 4

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 up-grading, maintaining, and repairing on a variety of personal computers.

CETT 2335: Advanced Microprocessors 4
CPMT 1311: Introduction to Computer Maintenance 4
CPMT 1345: Computer Systems Maintenance 4
CPMT 1347: Computer System Peripherals 4
CPMT 2333: Computer Integration 4
CPMT 2337: Microcomputer Interfacing 4

Electronics Application Specialist ............... 19
This option allows the student, to take courses for a more broad-based electronics program.

CETT 2335: Advanced Microprocessors 4
CPMT 1311: Introduction to Computer Maintenance 4
CPMT 1347: Computer System Peripherals 4
CPMT 2337: Microcomputer Interfacing 4
EECT 2435: Telecommunications 4
INTC 1305: Introduction to Electronic Instrumentation 4

TOTAL .............................................. 66-67

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

ELECTRONIC SYSTEMS TECHNOLOGY

Program Advisor: Jack B. Stanley, 371-5274 (stanley-jb@actx.edu) or contact the Sciences and Engineering Division, 371-5091

CERTIFICATES OF COMPLETION

Major Codes - BELOW

GENERAL ELECTRONICS SYSTEMS ASSISTANT
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.

SEMESTER HOURS

MAJOR REQUIREMENTS .......................... 30
CETT 1403: DC Circuits 4
CETT 1405: AC Circuits 4
CETT 1425: Digital Fundamentals 4
CETT 1329: Solid State Devices 4
CETT 1341: Solid State Circuits 4
CETT 1345: Microprocessors 4
CPMT 1349: Computer Networking Technology 4
LOTT 1301: Introduction to Fiber Optics 4
QTC 1303: Quality Control 4

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

MICROCOMPUTER SERVICE SPECIALIST
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 Electronics Systems Assistant as approved by the department chair.

SEMESTER HOURS

MAJOR REQUIREMENTS .......................... 41
CETT 1403: DC Circuits 4
CETT 1425: Digital Fundamentals 4
CETT 1329: Solid State Devices 4
CETT 1341: Solid State Circuits 4
CETT 1345: Microprocessors 4
CPMT 2333: Computer Integration 4
CPMT 2337: Microcomputer Interfacing 4

TOTAL .............................................. 41

ELECTRONICS APPLICATION SPECIALIST
Major Code - EECT.CERT.EAS

This certificate allows the student to take courses for a more broad based electronics program.

*Please see pages 42-43 for General Education Requirements and Course List
**Please see pages 10-11 for Testing Requirements for Certificate Programs
Through this program the student will become competent in automating access to the network, corporate security strategies, and handling routine hardware maintenance. Students may earn one of three speciality areas: Cisco, Microsoft NT, or General Networking.

GENERAL EDUCATION REQUIREMENTS*

**Please see pages 42-43 for General Education Requirements and Course List**

MAJOR REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CETT 1403</td>
<td>DC Circuits</td>
</tr>
<tr>
<td>CETT 1425</td>
<td>Digital Fundamentals</td>
</tr>
<tr>
<td>CETT 1301</td>
<td>Computer Concepts</td>
</tr>
<tr>
<td>COSC 1301</td>
<td>Computer Concepts</td>
</tr>
<tr>
<td>CPMT 1343</td>
<td>Computer Architecture</td>
</tr>
<tr>
<td>CPMT 1347</td>
<td>Computer Systems Peripherals</td>
</tr>
<tr>
<td>CPMT 2349</td>
<td>Advanced Computer Networking Technology</td>
</tr>
<tr>
<td>ITCC 1302</td>
<td>Cisco I: Local Area Networks and Protocols</td>
</tr>
<tr>
<td>ITNW 2317</td>
<td>Network Security</td>
</tr>
<tr>
<td>LOTT 1301</td>
<td>Introduction to Fiber Optics</td>
</tr>
<tr>
<td>QCTC 1303</td>
<td>Quality Control</td>
</tr>
</tbody>
</table>

TOTAL 38

MAJOR OPTIONS

**Please see pages 42-43 for General Education Requirements and Course List**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITCC 1306</td>
<td>Cisco II: Basic Router Configuration</td>
</tr>
<tr>
<td>ITCC 1342</td>
<td>Cisco III: Local Area Management (LAN)</td>
</tr>
<tr>
<td>ITCC 1346</td>
<td>Cisco IV: Wide Area Management (WAN)</td>
</tr>
<tr>
<td>ITNW 2301</td>
<td>Administering Microsoft Windows NT</td>
</tr>
<tr>
<td>ITNW 2305</td>
<td>Network Administration for Novell NetWare</td>
</tr>
</tbody>
</table>

TOTAL 9

ELECTRONICS SYSTEMS TECHNOLOGY

NETWORKING TECHNOLOGY OPTION

Program Advisor: Jack Stanley, 371-5274 (stanley-jb@actx.edu) or contact the Sciences and Engineering Division, 371-5091

ASSOCIATE IN APPLIED SCIENCE

Major Code - CETT.AAS.NET

Major Codes - BELOW

**Please see pages 10-11 for Testing Requirements for Certificate Programs**

MAJOR REQUIREMENTS

<table>
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<th>Course Code</th>
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<tbody>
<tr>
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<td>CPMT 1347</td>
<td>Computer Systems Peripherals</td>
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<td>CPMT 2349</td>
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<td>LOTT 1301</td>
<td>Introduction to Fiber Optics</td>
</tr>
<tr>
<td>QCTC 1303</td>
<td>Quality Control</td>
</tr>
</tbody>
</table>

TOTAL 41

The student must choose one of the following specialties:

**Please see pages 42-43 for General Education Requirements and Course List**

Cisco Specialist

ITCC 1306: Cisco II: Basic Router Configuration
ITCC 1342: Cisco III: Local Area Management (LAN)
ITCC 1346: Cisco IV: Wide Area Management (WAN)

General Networking Specialist

ITCC 1306: Cisco II: Basic Router Configuration
ITNW 2301: Administering Microsoft Windows NT
ITNW 2305: Network Administration for Novell NetWare

TOTAL 41

ELECTRONICS ENGINEERING TECHNOLOGY

PROGRAM ADVISOR: Jack Stanley, 371-5274 (stanley-jb@actx.edu) or contact the Sciences and 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 Ac--
Semester Hours

**GENERAL EDUCATION REQUIREMENTS**

| Communications | ENGL 1301: Freshman Composition I  
SPCH 1318: Interpersonal Communication |
| Humanities/Fine Arts |  |
| Mathematics/Natural Sciences | MATH 1314: College Algebra  
PHYS 1301/1101: College Physics I/Lab |
| Social/Behavioral Sciences | Social and Behavioral Sciences* Elective |

**MAJOR COURSE REQUIREMENTS**

| CETT 1403: DC Circuits  
CETT 1405: AC Circuits  
CETT 1425: Digital Fundamentals  
CETT 1329: Solid State Devices  
CETT 1345: Microprocessors  
CETT 2248/2249: Research and Project Design 1 and 2  
CETT 2439: Amplifier Analysis  
EECT 2439: Communications Circuits  
MATH 1316: Trigonometry  |

**RELATED REQUIRED COURSES**

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

**TOTAL**

**SEMESTER HOURS**

**68-71**
MAJOR COURSE REQUIREMENTS .......................... 40
EMSP 1147: Pediatric Advanced Life Support
EMSP 1149: Pre-Hospital Trauma Life Support
EMSP 1163: Clinical - Emergency Medical Technology/Technician
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
EMSP 2444: Cardiology
EMSP: Elective
ELECTIVE .................................................... 3
TOTAL ....................................................... 66

EMERGENCY MEDICAL SERVICES PROFESSIONS
Program Advisor: Dave Bulla, 354-6077 (bulladk@actx.edu) or contact the Allied Health Division, 354-6055

CERTIFICATE OF COMPLETION
Major Code - EMSP.CERT
This program is designed for students who wish to earn a Certificate of Completion in addition to completing the academic, clinical, and field internship requirements for certification through the Texas Department of Health as a Paramedic. Successful completion also meets eligibility requirements for the National Registry of EMT’s Paramedic examination process. Successful completion of selected course work satisfies the academic, clinical and field internship requirements for prospective certification with the Texas Department of Health and the National Registry of EMT’s as an Emergency Medical Technician (EMT) Basic, or EMT Intermediate.

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 requirements prior to course enrollment.

MAJOR COURSE REQUIREMENTS ...................... 37
EMSP 1147: Pediatric Advanced Life Support
EMSP 1149: Pre-Hospital Trauma Life Support
EMSP 1163: Clinical - Emergency Medical Technology/Technician
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
EMSP 2444: Cardiology

RELATED REQUIRED COURSES ...................... 11
Mathematics/Natural Sciences
MATH *
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II

TOTAL ....................................................... 48

ENGINEERING
Program Advisor: Dr. Kathryn Wetzel, 371-5097 (wetzelmk@actx.edu) or Sciences and 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. MATH 2413: 3 hours satisfy General Education Requirements; additional hour will satisfy engineering major transfer to four-year institutions.

GENERAL EDUCATION REQUIREMENTS* ........ 43
Communication
ENGL 1301: Freshman Composition I
ENGL 1302: Freshman Composition II
SPCH 1321: Business and Professional Speaking

Social/Behavioral Sciences
HIST 1301: History of the U.S. I
HIST 1302: History of the U.S. II
GOVT 2305: Government of the U.S.
GOVT 2306: Government of Texas and the U.S.

Humans/Fine Arts
Humans* Fine Arts*

Mathematics/Natural Sciences
MATH 2413: Calculus I#
PHYS 2425: Principles of Physics I
PHYS 2426: Principles of Physics II

Lifetime Fitness
Any PHED course numbered 1101-1122

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/Lab

RECOMMENDED COURSES ......................... 6
Optional Courses:
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 1303/1103: Physical Geology and Lab

*Please see pages 42-43 for General Education Requirements and Course List
**Please see pages 10-11 for Testing Requirements for Certificate Programs
ENGINEERING COMPUTER SCIENCE
Program Advisor: Mark Usnick, 371-5239 (usnick-mc@actx.edu) or contact the Sciences and Engineering Division, 371-5091

ASSOCIATE IN SCIENCE
Major Code - ENGR.AS.COMPSC
Provides the first two years of a four year Bachelor of Science degree in computer science, software engineering, or computer engineering. #MATH 2413: 3 hours satisfy General Education Requirements; additional hour will satisfy engineering computer science major transfer to four-year institutions.

SEMESTER HOURS
GENERAL EDUCATION REQUIREMENTS* .......... 43
Communication
ENGL 1301: Freshman Composition I
ENGL 1302: Freshman Composition II
SPCH 1321: Business and Professional Speaking
Social/Behavioral Sciences
HIST 1301: History of the U.S. I
HIST 1302: History of the U.S. II
GOVT 2305: Government of the U.S.
GOVT 2306: Government of Texas and the U.S.
Social/Behavioral Sciences* Elective
Humanities/Fine Arts
Humanities*
Fine Arts*
Mathematics/Natural Sciences
MATH 2413: Calculus I
PHYS 2425: Principles of Physics I
PHYS 2426: Principles of Physics II
Lifetime Fitness
Any PHED course numbered 1101-1122
MAJOR COURSE REQUIREMENTS .............. 27
MATH 2318: Linear Algebra
MATH 2305: Discrete Math
MATH 2320 Differential Equations
MATH 2414: Calculus II
MATH 2415: Calculus III
ENGR 1371/1171: Introductory Software Development/Lab
ENGR 1373/1173: Introduction to Computer Science I/Lab
ENGR 2371/2171: Introduction to Computer Science II/
Lab
COSC 2425: Computer Organization and Assembly
Language Programming
TOTAL .................................... 70
Student will be advised of other courses based on the university to which they plan to transfer.
Optional courses:
MATH 2320: Differential Equations
CETT 1425: Digital Fundamentals
ENGR 2405: Electrical Circuits

ENGLISH
Program Advisor: Margie Waguespack, 371-5185 (waguespack-mc@actx.edu) or Dwight Huber, 371-5180 (huber-dw@actx.edu) or contact the Language, Communication, and Fine Arts Division, 371-5267

ASSOCIATE IN ARTS
Major Code - ENGL.AA

SEMESTER HOURS
GENERAL EDUCATION REQUIREMENTS* ........ 42
Communication
ENGL 1301: Freshman Composition I
ENGL 1302: Freshman Composition II
SPCH 1315: Public Speaking

*Please see pages 42-43 for General Education Requirements and Course List
**Please see pages 10-11 for Testing Requirements for Certificate Programs
Social/Behavioral Sciences
- HIST 1301: History of the U.S. I
- HIST 1302: History of the U.S. II
- GOVT 2305: Government of the U.S.
- GOVT 2306: Government of Texas and the U.S.

Humanities/Fine Arts
- Humanities
- ENGL 2322: Masterworks of English Literature
- Fine Arts*

Mathematics/Natural Sciences
- MATH*
- Natural Sciences*

Lifetime Fitness
Any PHED course numbered 1101–1122

MAJOR COURSE REQUIREMENTS ................. 9–11
- Literature course* in addition to ENGL 2322
- Modern Language (French, German or Spanish)

RECOMMENDED COURSES ...................... 9–11
Students will be advised for other courses based on the university to which they plan to transfer

TOTAL ........................................... 62

ENVIRONMENTAL HEALTH TECHNOLOGY
(See Safety and Environmental Technology)

FIRE PROTECTION TECHNOLOGY
Program Advisor: Jim Clements, 335–4204 (clements-jf@actx.edu) 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 firefighter or as a fire protection technician in industry. The courses will aid the professional firefighter in achieving promotion and advancement within his profession. Volunteer firefighters will find the courses beneficial in upgrading their service to the community.

Licensed firefighters may be awarded an equivalent of 24 semester hours credit for completion of an approved Texas Commission on Fire Protection Academy. (See courses with #)

GENERAL EDUCATION REQUIREMENTS* ....... 21–22
Communications
- ENGL 1301: Freshman Composition I
- SPCH*

Humanities/Fine Arts
- Humanities*

Mathematics/Natural Sciences
- MATH*
- CHEM 1305: Introductory Chemistry I and
- CHEM 1419: Introductory Organic Chemistry
- or
- CHEM 1311: Principles of Chemistry I and
- CHEM 1312: Principles of Chemistry II

Social/Behavioral Sciences
- GOVT 2306: Government of Texas and the U.S.

MAJOR COURSE REQUIREMENTS ................. 45
- FIRT 1309: Fire Administration I
- FIRT 1331: Firefighting Strategies and Tactics I

*Please see pages 42–43 for General Education Requirements and Course List

**Please see pages 10–11 for Testing Requirements for Certificate Programs

TOTAL ........................................... 66–67
Optional courses:
Any course listed under “Fire Protection Technology” in course descriptions.

FIRE PROTECTION – BASIC FIREFIGHTER
Program Advisor: Jim Clements, 335–4204 (clements-jf@actx.edu) or contact the Fire Protection Technology Department, 335–4274

CERTIFICATE OF COMPLETION
Major Code – FIRS.CERT
This is a TASP waived certificate. Refer to the section “Testing Requirement for Certificate Programs”** for other testing requirements and contact the Testing Center or the Program Advisor.

Students seeking to enter this program must fulfill special admission requirements including diagnostic testing. Consult with the program advisor.

The program will prepare students to become certifiable as Basic Firefighters in the State of Texas. Volunteer firefighters will find the courses beneficial in upgrading their service to the community.

MAJOR COURSE REQUIREMENTS ................. 31
- FIRS 1171: Firefighter Orientation
- FIRS 1301: Firefighter Certification I
- FIRS 1407: Firefighter Certification II
- FIRS 1413: Firefighter Certification III
- FIRS 1319: Firefighter Certification IV
- FIRS 1323: Firefighter Certification V
- FIRS 1329: Firefighter Certification VI
- FIRS 1433: Firefighter Certification VII
- EMSP 1501: Emergency Medical Technician – Basic
- EMSP 1163: Clinical - Emergency Medical Technology/Technician

TOTAL ........................................... 31

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, 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 and Counseling Center for course advisement.

### SEMESTER HOURS

**GENERAL EDUCATION REQUIREMENTS** | 42
---|---

**Communication**
- ENGL 1301: Freshman Composition I
- ENGL 1302: Freshman Composition II
- SPCH*

**Social/Behavioral Sciences**
- HIST 1301: History of the U.S. I
- HIST 1302: History of the U.S. II
- GOVT 2305: Government of the U.S.
- GOVT 2306: Government of Texas and the U.S.

**Humanities/Fine Arts**
- Humanities *
- Fine Arts*

**Mathematics/Natural Sciences**
- Math*
- Natural Sciences*

**Lifetime Fitness**
- Any PHED course numbered 1101-1122

**ELECTIVES** | 20
---|---

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.

**TOTAL** | 62
---|---

### SEMESTER HOURS

**Communication**
- ENGL 1301: Freshman Composition I
- ENGL 1302: Freshman Composition II
- SPCH*

**Social/Behavioral Sciences**
- HIST 1301: History of the U.S. I
- HIST 1302: History of the U.S. II
- GOVT 2305: Government of the U.S.
- GOVT 2306: Government of Texas and the U.S.

**Humanities/Fine Arts**
- Humanities *
- Fine Arts*

**Mathematics/Natural Sciences**
- Math*
- Natural Sciences*

**Lifetime Fitness**
- Any PHED course numbered 1101-1122

**MAJOR COURSE REQUIREMENTS** | 12
---|---

GEOL 1303/1103: Physical Geology and Lab
GEOL 1304/1104: Historical Geology and Lab
MATH 2414: Calculus II

**RECOMMENDED COURSES** | 12
---|---

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

**TOTAL** | 67
---|---

Optional courses:
- MATH 1348: Analytic Geometry
- CHEM 1311/1111: Principles I and Lab
- CHEM 1312/1112: Principles II and Lab
- GEOL 2289/2389: Academic Cooperative in Geology

**HAZARDOUS MATERIALS TECHNOLOGY**
(See Safety and Environmental Technology)

### SEMESTER HOURS

**Communication**
- ENGL 1301: Freshman Composition I
- ENGL 1302: Freshman Composition II
- SPCH 1315: Public Speaking

**Social/Behavioral Sciences**
- HIST 1301: History of the U.S. I
- HIST 1302: History of the U.S. II
- GOVT 2305: Government of the U.S.
- GOVT 2306: Government of Texas and the U.S.

**Humanities/Fine Arts**
- Humanities *
- Fine Arts*

**Mathematics/Natural Sciences**
- MATH*
- Natural Sciences*

**Lifetime Fitness**
- Any PHED course numbered 1101-1122

**MAJOR COURSE REQUIREMENTS** | 3-21
---|---

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.

RECOMMENDED COURSES .................. 3-21
Major advisor will assist in the selection of appropriate courses to fit your senior institution. (Two of which will be sophomore level or courses requiring prerequisites.)

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

HUMAN SCIENCES
(CHILD DEVELOPMENT/EARLY CHILDHOOD)
Program Advisor: Jerry Moller, 371-5297 (moller-je@actx.edu) or contact the Behavioral Studies Division, 371-5296

ASSOCIATE IN SCIENCE
Major Code - HUSC.AS.TECA

This degree provides basic courses for the first two years of a four-year curriculum leading to a Bachelor of Science in Human Sciences or Bachelor of Science in interdisciplinary studies with a major in Child Development/Early Childhood. Students should plan their program to match the specific requirements of the senior institution of choice. The student must consult with the major advisor for course selection.

GENERAL EDUCATION REQUIREMENTS* .......... 42

Communication
ENGL 1301: Freshman Composition I
ENGL 1302: Freshman Composition II
SPCH 1315: Public Speaking

Social/Behavioral Sciences
HIST 1301: History of the U.S. I
HIST 1302: History of the U.S. II
GOVT 2305: Government of the U.S.
GOVT 2306: Government of Texas and the U.S.
PSYC 2308: Child Psychology

Humanities/Fine Arts
Humanities
ENGL 2322: Masterworks of English Literature
Fine Arts*

Mathematics/Natural Sciences
MATH*
Natural Sciences*

Lifetime Fitness
Any PHED course numbered 1101-1122

MAJOR COURSE REQUIREMENTS .......... 19-20
TECA 1303: Family and the Community
TECA 1311: Introduction to Early Childhood
TECA 1318: Nutrition, Health, and Safety
TECA 1354: Child Growth and Development
HECO 1322: Principles of Nutrition

One Course from the following:
CDEC 1319: Child Guidance
CDEC 1321: Infant and Toddler
CDEC 1358: Creative Arts for Early Childhood
CDEC 1359: Children with Special Needs

RECOMMENDED COURSE .................. 3

Major advisor will assist in the selection of appropriate courses to fit your senior institution. (Must be sophomore level or course requiring prerequisites.)

TOTAL ............................... 64-65

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.

INDUSTRIAL MAINTENANCE TECHNOLOGY
Program Advisor: Kim Hays, 335-4366 (hays-kt@actx.edu) or contact the Manufacturing Technologies 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, and Refrigeration.

GENERAL EDUCATION REQUIREMENTS* .... 15

Communications
ENGL 1301: Freshman Composition I
SPCH*

Social/Behavioral Science*
Humanities/Fine Arts
Humanities*

Mathematics/Natural Sciences
MATH 1333: Contemporary Mathematics (or any MATH*)

MAJOR COURSE REQUIREMENTS ............. 25
CETT 1405: AC Circuits
ELMT 1373: Maintenance Concepts
ELMT 1377: Mechanical Components
ENTC 1349: Reliability and Maintainability
EPCT 1307: Intro to Environmental Safety and Health
IEIR 1306: Electric Motors
IEIR 1310: Motor Controls
IEIR 1312: Distribution Systems

MAJOR OPTIONS ....................... 21-22
The student must choose one of the following specialties:
Electromechanical Technician ................. 22

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 1425: Digital Fundamentals
ELMT 1301: Basic Programmable Logic Controllers
ELMT 1305: Basic Fluid Power
ELMT 2337: Electronic Troubleshooting, Service and Repair
ELMT 2371: Industrial Electronics
ELMT 2373: Pumps

ENTC 2377: Thermography and 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
INDUSTRIAL MAINTENANCE TECHNOLOGY
Program Advisor: Kim Hays, 335-4366 (hays-kt@actx.edu) or contact the Industrial and Manufacturing Technologies Department, 335-4390

CERTIFICATES OF COMPLETION
Major Code - BELOW
These are TASP waived certificates. Refer to the section "Testing Requirement for Certificate Programs" for other testing requirements and contact the Testing Center or the Program Advisor.

INDUSTRIAL MAINTENANCE
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.

SEMESTER HOURS
MAJOR COURSE REQUIREMENTS .......... 25
CETT 1405: AC Circuits
ELMT 1373: Maintenance Concepts
ELMT 1377: Mechanical Components
ENTC 1349: Reliability and Maintainability
EPCT 1307: Intro to Environmental Safety and Health
IEIR 1306: Electric Motors
IEIR 1310: Motor Controls
IEIR 1312: Distribution Systems

TOTAL .................................... 25

ELECTROMECHANICAL
Major Code - IMRT.CERT.ELMT
Prepares individuals with the necessary skills to install, operate, troubleshoot and maintain electromechanical equipment and systems.

SEMESTER HOURS
MAJOR COURSE REQUIREMENTS .......... 40
CETT 1405: AC Circuits
ELMT 1301: Basic Programmable Logic Controllers
ELMT 1305: Basic Fluid Power
ELMT 1373: Maintenance Concepts
ELMT 1377: Mechanical Components
ELMT 2337: Electronic Troubleshooting, Service, and Repair
ELMT 2371: Industrial Electronics
ELMT 2373: Pumps
ENTC 1349: Reliability and Maintainability
EPCT 1307: Intro to Environmental Safety and Health
IEIR 1306: Electric Motors
IEIR 1310: Motor Controls
IEIR 1312: Distribution Systems

TOTAL .................................... 40

Optional Courses:
ELMT 1391: Special Topics in Electromechanical Technology/Technician
ELMT 2380: Cooperative Education-Electromechanical Technology/Technician

HEATING, AIR CONDITIONING, AND REFRIGERATION
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.

SEMESTER HOURS
MAJOR COURSE REQUIREMENTS .......... 40
CETT 1405: AC Circuits
ELMT 1373: Maintenance Concepts
ELMT 1377: Mechanical Components
ENTC 1349: Reliability and Maintainability
EPCT 1307: Intro to Environmental Safety and Health
HART 1371: Residential Air Conditioning
HART 1372: Commercial Refrigeration
HART 1375: Gas and 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 .................................... 40

Optional Courses:
ELMT 1391: Special Topics in Electromechanical Technology/Technician
ELMT 2380: Cooperative Education-Electromechanical Technology/Technician

INSTRUMENT and CONTROL TECHNOLOGY
Program Advisor: Jack Stanley, 371-5274 (stanley-jb@actx.edu) or contact Electronics Technology, 371-5972

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.

SEMESTER HOURS
GENERAL EDUCATION REQUIREMENTS* .......... 18
Communication
ENGL 1301: Freshman Composition I
SPCH*
Humanities/Fine Arts*
Math 1314: College Algebra
Natural Sciences*
Social/Behavioral Sciences*
Social/Behavioral Sciences* Elective

MAJOR REQUIREMENTS ....................... 18
CETT 1403: DC Circuits
CETT 1405: AC Circuits
CETT 1425: Digital Fundamentals
CETT 1345: Microprocessors
ENTC 1305: Introduction to Electronic Instrumentation

MAJOR OPTIONS .......................... 27
The student must choose one of the following specialties:
Instrument and Control Technology ........... 27
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 instruments and controls in a variety of industrial settings.

*Please see pages 42-43 for General Education Requirements and Course List
**Please see pages 10-11 for Testing Requirements for Certificate Programs
INTC 1301: Principles of Industrial Measurements
INTC 1309: Critique of Instrument and Control
INTC 1312: Introduction to Instrumentation Technology
INTC 1315: Control Valves
INTC 1348: Analytical Instrumentation
INTC 1355: Unit Operations
INTC 1356: Instrumentation Calibration
INTC 1358: Flow and Measurement Calibration
INTC 2336: Distributed Control and Programmable Logic

Telecommunication Technology .......................... 27
This program is designed to provide a student with a solid foundation in electronics and the field of communications by computer, voice and video that are utilized in industrial workplaces. The students will receive training to prepare them for entry level positions in manufacturing or commercial service settings.
CETT 1329: Solid State Devices
CETT 1341: Solid State Circuits
CSIR 1355: Industry Certification (F.C.C.)
EECT 2433: Telephone Systems
EECT 2435: Telecommunications
EECT 2439: Communications Circuits
EECT 1380: Cooperative Education-Electrical, Electronic and Communications Engineering Technology/Technician

Telecommunication Specialist
Major Code - CETT.CERT.TEL
Prepares students to be able to install, operate, trouble-shoot and maintain telecommunication equipment in a variety of industrial settings.
MAJOR REQUIREMENTS ................................. 42
CETT 1403: DC Circuits
CETT 1405: AC Circuits
CETT 1425: Digital Fundamentals
CETT 1329: Solid State Devices
CETT 1345: Microprocessors
CPMT 1349: Computer Networking Technology
CSIR 1355: Industry Certification (F.C.C.)
EECT 2433: Telephone Systems
EECT 2435: Telecommunications
EECT 2439: Communications Circuits
INTC 1305: Introduction to Electronic Instrumentation
LOTT 1301: Introduction to Fiber Optics

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

INTC and CONTROL TECHNOLOGY
Program Advisor: Jack Stanley, 371-5274 (stanley-jb@actx.edu) or contact Electronic Technology, 371-5972

CERTIFICATES OF COMPLETION
Major Code - BELOW
This is a TASP waived certificate. Refer to the section "Testing Requirements for Certificate Programs"* for other testing requirements and contact the Testing Center or the Program Advisor.

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.

MAJOR REQUIREMENTS ................................. 42
CETT 1403: DC Circuits
CETT 1405: AC Circuits
CETT 1425: Digital Fundamentals
CETT 1345: Microprocessors
INTC 1301: Principles of Industrial Measurements
INTC 1305: Introduction to Electronic Instrumentation
INTC 1312: Introduction to Instrumentation Technology

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

CONSTRUCTION TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE
Major Code - INDS.AAS
This curriculum in Interior Design provides a balance of technical, creative, and business training necessary for a career in the Interior Design profession. It takes the students through the process of actual residential and non-residential jobs, with emphasis on presentation and specifying.
The pre-professional program consists of four semesters and two summers of study in Interior Design and related courses and 15 semester hours of liberal arts. This qualifies the graduate to enter the profession as an Interior Design assistant or technician.

GENERAL EDUCATION REQUIREMENTS* .......... 15
Communications
ENGL 1301: Freshman Composition I
SPCH*
Humanities/Fine Arts
Humanities*
Mathematics/Natural Sciences
MATH*
Social/Behavioral Science
PSYC*

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

*Please see pages 42-43 for General Education Requirements and Course List

**Please see pages 10-11 for Testing Requirements for Certificate Programs
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

Optional Course:
INDS 1391: ST-Design and Restyle

INTERIOR DESIGN
Program Advisor: Norma Newkirk, 335-4331 (newkirknk@actx.edu) or contact the Interior Design Department, 335-4330

PROFESSIONAL CERTIFICATE
Major Code – INDS.CERT.PRO
Prerequisite: AAS 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 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 (newkirnk@actx.edu) or contact the Interior Design Department, 335-4330

CERTIFICATE OF COMPLETION
Major Code – INDS.CERT

This is a TASP waived certificate. Refer to the section "Testing Requirements for Certificate Programs" for other testing requirements and contact the Testing Center or the Program Advisor.

This certificate introduces the student to the basics of the Interior Design field. Individuals completing this course of study are qualified to enter the workforce 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.

MAJOR REQUIREMENTS ..................... 24
INDS 1301: Basic Elements of Design
INDS 1315: Materials, Methods and Estimating

*Please see pages 42-43 for General Education Requirements and Course List

**Please see pages 10-11 for Testing Requirements for Certificate Programs
Students will be advised on all recommended courses based upon the catalog at the university where student intends to transfer (two of which will be sophomore level or courses requiring prerequisites).

TOTAL ............................................. 62-66

MACHINING TECHNOLOGY

Program Advisor: Bob Hubbard, 335-4396 (hubbard-bw@actx.edu) or Mark Woodard, 335-4397 (woodard/ml@actx.edu) 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.

GENERAL EDUCATION REQUIREMENTS* .......... 15
Communications
ENGL 1301: Freshman Composition I
SPCH*
Social/Behavioral Sciences*
Mathematics/Natural Sciences
MATH 1333: Contemporary Mathematics (or any MATH*)

Humanities/Fine Arts

Humanities*

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:
MCHN 1366: Practicum-Machining Technology
MCHN 1380: Cooperative Education-Machining Technology

MACHINING TECHNOLOGY

Program Advisor: Bob Hubbard, 335-4396 (hubbard-bw@actx.edu) or Mark Woodard, 335-4397 (woodard/ml@actx.edu) or contact the Manufacturing Technologies Department, 335-4390

CERTIFICATE OF COMPLETION
Major Codes - BELOW

These are TASP waived certificates. Refer to the section "Testing Requirements for Certificate Programs" for other testing requirements and contact the Testing Center or the Program Advisor.

BASIC MACHINE SHOP OPERATOR
Major Code - MCHN.CERT.BMSO

This course is designed to prepare students to enter the machining industry with the basic skills to set up and operate basic shop machines.

MAJOR COURSE REQUIREMENTS ............... 16
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

TOTAL ............................................. 16

CNC OPERATOR
Major Code - MCHN.CERT.CNCO

The CNC Operator curriculum is designed to prepare the student for employment in the machining/manufacturing industry with basic skills to set up, program, and operate CNC machines.

MAJOR COURSE REQUIREMENTS ............... 17
MCHN 1317: Machine Shop Blueprint Reading
INMT 1345: Computer Numerical Controls
INMT 1376: Computer Numerical Controls II
INMT 2374: Advanced Computer Numerical Controls

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

MACHINE SHOP OPERATOR
Major Code - MCHN.CERT.MSO

This course is designed to prepare students to enter the machining or manufacturing industry with the basic skills to set up and operate basic shop machines while maintaining strict tolerances.

MAJOR COURSE REQUIREMENTS ............... 17
MCHN 1305: Metals and Heat Treatment
MCHN 1317: Machine Shop Blueprint Reading
MCHN 1391: Special Topics in Machining
MCHN 2433: Advanced Lathe Operations
MCHN 2437: Advanced Milling Operations

TOTAL ............................................. 33

MACHINE TECHNOLOGY
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.

MAJOR COURSE REQUIREMENTS ............... 26
MCHN 1305: Metals and Heat Treatment
MCHN 1317: Machine Shop Blueprint Reading
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 ............................................. 42

*Please see pages 42-43 for General Education Requirements and Course List

**Please see pages 10-11 for Testing Requirements for Certificate Programs
MANAGEMENT - BUSINESS MANAGEMENT

Program Advisors: Anne Nail, 371-5265 (nail-ah@actx.edu) or Susan Burks, 371-5261 (burks-sg@actx.edu) 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 four-year institution. Students seeking a Bachelor of Business Administration degree with a major in Management should follow the Business Administration degree plan.

GENERAL EDUCATION REQUIREMENTS* .......... 15

Semester Hours

Communication
ENGL 1301: Freshman Composition I .......... 3
SPCH 1321: Business and Professional Speaking .......... 3

Humanities/Fine Arts*

Mathematics/Natural Sciences
MATH 1333: Contemporary Mathematics (or any MATH*) .......... 4

Social/Behavioral Sciences
ECON 2301: Principles of Economics I .......... 4

MAJOR COURSE REQUIREMENTS ............... 37

Semester Hours

HRPO 1311: Human Relations .......... 3
BMGT 1301: Supervision .......... 3
BMGT 1305: Communications in Management .......... 3
HRPO 2301: Human Resources Management .......... 3
MRKG 1311: Principles of Marketing .......... 3
BMGT 2305: Advanced Communications in Management .......... 3
BCIS 1405: Business Computer Applications .......... 3
ACCT 2301: Accounting Principles I .......... 3
BMGT 2303: Problem Solving and Decision Making .......... 3

RELATED COURSE REQUIREMENTS ............ 9-15

Semester Hours

Student will choose one of the following options:

Business Management
BCIS 1301: Microcomputer Applications .......... 3
Students will select 3-6 hours from the following:
BMGT 1377: Professional Image Development .......... 3
BUSG 2309: Small Business Management-Entrepreneurship .......... 3
BUSI 2371: Principles of Management .......... 3
Students will also select 0-6 hours from the following:
BMGT 1373: Professional Image Development .......... 3
BMGT 1307: High Performance Work Teams .......... 3
BMGT 2303: Problem Solving and Decision Making .......... 3
BUS 1313: Investments .......... 3
BUS 2301: Business Law I .......... 3

# (For an emphasis in Entrepreneurship, student may take both Small Business Operations and Small Business Management-Entrepreneurship)

Marketing Management
COMM 2327: Introduction to Advertising .......... 3
BUSI 1311: Fundamentals of Salesmanship .......... 3
BCIS 1301: Microcomputer Applications .......... 3

Students may select an additional 0-6 hours from the following:
BMGT 1373: Professional Image Development .......... 3
BUSG 1315: Small Business Operations .......... 3
BUSG 2309: Small Business Management-Entrepreneurship .......... 3
BUSI 2371: Principles of Management .......... 3
BMGT 1307: High Performance Work Teams .......... 3
BMGT 2303: Problem Solving and Decision Making .......... 3

Convenience Store Management
BMGT 1171: Customer Service .......... 3
BMGT 1373: Professional Image Development .......... 3
BMGT 2377: Convenience Store Operations .......... 3

Students will select an additional 3-6 hours from the following:
BUSG 1315: Small Business Operations .......... 3
BMGT 1307: High Performance Work Teams .......... 3
BMGT 2303: Problem Solving and Decision Making .......... 3
BCIS 1301: Microcomputer Applications .......... 3

ELECTIVE ......................... 3

TOTAL .................................. 64-70

MANAGEMENT - BUSINESS MANAGEMENT

Program Advisors: Anne Nail, 371-5265 (nail-ah@actx.edu) or contact the Business Division, 371-5269

CERTIFICATES OF COMPLETION

Major Codes - BELOW

This is a TASP waived certificate. Refer to the section "Testing Requirements for Certificate Programs"* for other testing requirements and contact the Testing Center or the Program Advisor.

ONE-YEAR CERTIFICATE OPTIONS

For students who wish to gain a general limited background required for many entry level business-related positions.

BUSINESS MANAGEMENT
Major Code - BMGT.CERT

GENERAL EDUCATION REQUIREMENTS* .......... 6

Semester Hours

ENGL 1301: Freshman Composition I .......... 3
SPCH 1321: Business and Professional Speaking .......... 3

MAJOR COURSE REQUIREMENTS ............... 24-25

Semester Hours

HRPO 1311: Human Relations .......... 3
BMGT 1301: Supervision .......... 3
BMGT 1305: Communications in Management .......... 3
BUSG 1315: Small Business Operations .......... 3
or
BUSG 2309: Small Business Management-Entrepreneurship .......... 3
or
BUSI 2371: Principles of Management .......... 3
BMGT 2331: Principles of Quality Management .......... 3
POFT 1325: Business Math and Machine Application .......... 3
or
ACCT 1303: Introduction to Accounting I: Office Personnel .......... 3
or
BMGT 1377: Professional Image Development .......... 3
ACCT 2301: Accounting Principles I .......... 3
BMGT 1307: High Performance Work Teams .......... 3
BMGT 1382: Cooperative Education .......... 3
BMGT 1383: Cooperative Education .......... 3
COSC 1301: Computer Concepts .......... 3
or
BCIS 1405: Business Computer Applications .......... 3

TOTAL .................................. 30-31

*Please see pages 42-43 for General Education Requirements and Course List

**Please see pages 10-11 for Testing Requirements for Certificate Programs
CONVENIENCE STORE MANAGEMENT
Major Code – BMGT.SHCT.CNVS

SEMESTER HOURS
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
PHTC 1325: Business Math and Machine Application
COSC 1301: Computer Concepts
BCIS 1405: Business Computer Applications

TOTAL ............................................. 34-35

MANAGEMENT SHORT-TERM
Major Code – BMGT.SHCT.MGMT

This is a TASP waived certificate. Refer to the section “Testing Requirements for Certificate Programs” for other testing requirements and contact the Testing Center or the Program Advisor.

For students who wish to gain a basic understanding of management skills and techniques. Students completing this program will be awarded a departmental certificate. 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.

SEMESTER HOURS
HRPO 1311: Human Relations
BMGT 1301: Supervision
BMGT 1305: Communications in Management

TOTAL ............................................. 9

CONVENIENCE STORE MANAGEMENT SHORT-TERM
Major Code – BMGT.SHCT.CNVS

This is a TASP waived certificate. Refer to the section “Testing Requirements for Certificate Programs” for other testing requirements and contact the Testing Center or the Program Advisor.

For students who wish to gain a basic understanding of management skills and techniques required for successful management of convenience or other retail stores. Students completing this program will be awarded a departmental certificate. 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.

SEMESTER HOURS
BMGT 1171: Customer Service
HRPO 1311: Human Relations
BMGT 1301: Supervision
BMGT 1305: Communications in Management

TOTAL ............................................. 10

MARKETING MANAGEMENT
(See Management)

MASS COMMUNICATION
Program Advisor: Dr. Paul Matney, 371-5226 (matney-jp@actx.edu) or Lana Jackson, 371-5292 (jackson-lc@actx.edu) or contact the Language, Communication and Fine Arts Division, 371-5267

ASSOCIATE IN SCIENCE
Major Code – COMM.AS.MCOMM

Designed to satisfy the first two years of a four year program at senior institutions which offer degrees in advertising/public relations, journalism, mass communication and radio-television. Students may complete a major in each of the above academic areas.

SEMESTER HOURS
GENERAL EDUCATION REQUIREMENTS* .......... 42
Communication
ENGL 1301: Freshman Composition I
ENGL 1302: Freshman Composition II
SPCH*
Social/Behavioral Sciences
HIST 1301: History of the U.S. I
HIST 1302: History of the U.S. II
GOVT 2305: Government of the U.S.
GOVT 2306: Government of Texas and the U.S.
Social/Behavioral Sciences* Elective
Humanities/Fine Arts
Humanities*
Fine Arts*
Mathematics/Natural Sciences
MATH*
Natural Sciences*
Lifetime Fitness
Any PHED course numbered 1101-1122

MAJOR OPTIONS .................................. 18-19
Students should select a program option in one of the following areas:
Advertising/Public Relations
COMM 1307: Mass Media Survey
COMM 1336: Introduction to Radio-TV Production
COMM 2311: News Reporting and Writing I
COMM 2327: Introduction to Advertising
RTVB 1329: Writing for Electronic Media
Students must take one of the following courses:
ARTC 1325: Introduction to Computer Graphics – Print
ARTS 2356: Fundamentals of Photography I
PHTC 1349: Photo Digital Imaging I
Journalism
COMM 1307: Mass Media Survey
COMM 1129, 1130, 2129, 2130: Publications
ARTC 1325: Introduction to Computer Graphics – Print
COMM 2311: News Reporting and Writing I
COMM 2315: News Reporting and Writing II
COMM 2305: News Editing and Design
Mass Communication
Students should select 6 courses from the following list:
COMM 1307: Mass Media Survey
COMM 1335: Survey of Electronic Media
COMM 1336: Introduction to Radio-TV Production
ARTC 1325: Introduction to Computer Graphics – Print
COMM 2311: News Reporting and Writing I
COMM 2315: News Reporting and Writing II
COMM 2327: Introduction to Advertising
COMM 2332: Broadcast News
ARTS 2356: Fundamentals of Photography I
RTVB 1329: Writing for Electronic Media

*Please see pages 42-43 for General Education Requirements and Course List
**Please see pages 10-11 for Testing Requirements for Certificate Programs
Radio-Television
COMM 1307: Mass Media Survey
COMM 1335: Survey of Electronic Media
COMM 1336: Introduction to Radio/TV Production
COMM 2331: Announcing for Radio-Television
ARTC 1325: Intro. to Computer Graphics - Print

RECOMMENDED COURSES .......................... 1-3
Students will be advised for other courses based on the university to which they plan to transfer.

TOTAL .................................................. 62–64

MATHEMATICS
Program Advisor: John Pool, 371-5325 (pool-jr@actx.edu) or contact the Sciences and Engineering Division, 371-5091
#MATH 2413: 3 hours satisfy General Education Requirements; additional hour will satisfy mathematics major transfer to 4-year institution.

ASSOCIATE IN SCIENCE
Major Code - MATH.AS

GENERAL EDUCATION REQUIREMENTS*  ........... 43
Communication
ENGL 1301: Freshman Composition I
ENGL 1302: Freshman Composition II
SPCH*
Social/Behavioral Sciences
HIST 1301: History of the U.S. I
HIST 1302: History of the U.S. II
GOVT 2305: Government of the U.S.
GOVT 2306: Government of Texas and the U.S.
Humanities/Fine Arts
Humanities*
Fine Arts*
Mathematics/Natural Sciences
MATH 2413: Calculus I#
PHYS 2425: Principles of Physics I and
PHYS 2426: Principles of Physics II
or both
CHEM 1311/1111: Principles of Chemistry I and
CHEM 1312/1112: Principles of Chemistry II
Lifetime Fitness
Any PHED course numbered 1101–1122

MAJOR COURSE REQUIREMENTS ..................... 11
MATH 2414: Calculus II
MATH 2415: Calculus III
MATH 2320: Differential Equations

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

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

Optional courses:
MATH 2318: Linear Algebra
COSC 1317: Computer Programming for Engineers and Scientists
GERM 1411/1412: German for Beginners I
FREN 1411/1412: French for Beginners I

*Please see pages 42–43 for General Education Requirements and Course List

MEDICAL DATA SPECIALIST
Program Advisor: Judy Massie, 354–6058 (massie-je@actx.edu) or contact the Allied Health Division, 354–6055

CERTIFICATE OF COMPLETION
Major Code - MDSP.CERT
This is a TASP waived certificate. Refer to the section "Testing Requirements for Certificate Programs" for other testing requirements and contact the Testing Center or The Program Advisor.

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 higher 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.

GENERAL EDUCATION REQUIREMENTS* .......... 32
SPNL 1201: Health Care Spanish
HPRS 1205: Medical Law/Ethics for Health Professionals
MDCA 1220: Administrative Procedures I
MDCA 1221: Administrative Procedures II
MDCA 1242: Medical Insurance I
MDCA 1243: Medical Insurance II
POFM 1264: Practicum
MDCA 1302: Human Disease/Pathophysiology
MRMT 1307: Medical Transcription Fundamentals
POFM 1313: Medical Terminology I
POFM 1333: Pharmacology for Office Personnel
POFM 2323: Medical Terminology II
MRMT 2333: Advanced Medical Transcription

RELATED REQUIRED COURSES ..................... 9
ENGL 1301: Freshman Composition I
SPCH 1318: Interpersonal Communication
POFI 2301: Word Processing

TOTAL .................................................. 41

MEDICAL LABORATORY TECHNOLOGY
Program Advisor: Janet Bohacheff, 354–6059 (bohacheff-jm@actx.edu) 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, clinic 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 higher 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.

**GENERAL EDUCATION REQUIREMENTS**

**SEMESTER HOURS**

**Communication**

ENGL 1301: Freshman Composition I
SPCH 1318: Interpersonal Communication

**Humanities/Fine Arts**

Humanities*  
Literature*
Fine Arts*

**Mathematics/Natural Sciences**

BIOL 2421: Microbiology
CHEM 1406: General Organic and Biological Chemistry
CHEM 1311: Principles of Chemistry I AND CHEM 1111: Principles of Chemistry I Laboratory
MATH 1333: Contemporary Mathematics OR MATH 1314 College Algebra

**Social/Behavioral Sciences**

HIST 1301: History of the U.S. I
HIST 1302: History of the U.S. II
GOVT 2305: Government of the U.S.
GOVT 2306: Government of Texas and the U.S.

**REQUIRED COURSES**

SPNL 1201: Health Care Spanish
POFM 1313: Medical Terminology I

**TOTAL**

62–66
MUSI 1308: Introduction to Music Literature I
MUSI 1116/1211: Elementary Ear-Training and Theory I

MAJOR COURSE REQUIREMENTS
Lifetime Fitness

MAJOR COURSE REQUIREMENTS
Music
Program Advisor: Dr. Jim Rauscher, 371-5350 (rauscher-jf@actx.edu) or contact Janice Easterday, (easterday-js@actx.edu) Fine Arts administrative assistant, in the Fine Arts Office, 371-5340

ASSOCIATE IN SCIENCE
Major Code - MUSI.AS

GENERAL EDUCATION REQUIREMENTS*

Communication
ENGL 1301: Freshman Composition I
ENGL 1302: Freshman Composition II
SPCH*

Social/Behavioral Sciences
HIST 1301: History of the U.S. I
HIST 1302: History of the U.S. II
GOVT 2305: Government of the U.S.
GOVT 2306: Government of Texas and the U.S.

Humanities/Fine Arts
Fine Arts
MUSI 1309: Introduction to Music Literature II

Mathematics/Natural Sciences
MATH*
Natural Sciences*

Lifetime Fitness
Any PHED course numbered 1101-1122

MAJOR COURSE REQUIREMENTS
MUSI 1308: Introduction to Music Literature I
MUSI 1116/1211: Elementary Ear-Training and Theory I
MUSI 1117/1212: Elementary Ear-Training and Theory II
MUSI 2116/2211: Advanced Ear-Training and Theory I
MUSI 2117/2212: Advanced Ear-Training and Theory II
MUSI (Ensembles)

(One ensemble per semester for 4 semesters)
MUAP 12XX, 12XX, 22XX, 22XX

(Instrument/Voice)

(4 semesters private instruction in the student’s major area)

Piano (4 semesters)

(Students may take MUSI 1181 and 1182, Piano Class I and II, plus 2 semesters of private piano instruction; or students with sufficient keyboard skills may opt to take 4 semesters of private piano instruction. If piano is declared as the major instrument, then the student must choose another instrument or voice as a secondary area of applied study.)

TOTAL

63

MUSI 1309: Introduction to Music Literature II
MUSI 1315: Introduction to Music Literature III
MUSI 2116/2211: Advanced Ear-Training and Theory I
MUSI 2117/2212: Advanced Ear-Training and Theory II
MUSI (Ensembles)

(One ensemble per semester for 4 semesters)
MUAP 12XX, 12XX, 22XX, 22XX

(Instrument/Voice)

(4 semesters private instruction in the student’s major area)

Piano (4 semesters)

(Students may take MUSI 1181 and 1182, Piano Class I and II, plus 2 semesters of private piano instruction; or students with sufficient keyboard skills may opt to take 4 semesters of private piano instruction. If piano is declared as the major instrument, then the student must choose another instrument or voice as a secondary area of applied study.)

TOTAL

67#

*Please see pages 42-43 for General Education Requirements and Course List
### RELATED REQUIRED COURSES
- POFM 1313: Medical Terminology
- SCIT 1320: Physics for Allied Health

**TOTAL**

### NURSING – ASSOCIATE DEGREE NURSING (ADN)

Program Advisor: Sheryl Mueller, 354–6010 (muellerss@actx.edu) 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 the 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 License. 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 grade of C or higher 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.

### SEMESTER HOURS

**GENERAL EDUCATION REQUIREMENTS**

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<thead>
<tr>
<th>Category</th>
<th>Course Code</th>
<th>Description</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td><strong>Communication</strong></td>
<td>ENGL 1301</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities/Fine Arts</strong></td>
<td>SPCH*</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics/Natural Sciences</strong></td>
<td>MATH 1333</td>
<td>Contemporary Math (or any Math*)</td>
<td>3</td>
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<td></td>
<td>BIOL 2401</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
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<tr>
<td></td>
<td>BIOL 2402</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
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<td></td>
<td>BIOL 2421</td>
<td>Microbiology</td>
<td>3</td>
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<tr>
<td><strong>Social/Behavioral Sciences</strong></td>
<td>PSYC 2301</td>
<td>General Psychology</td>
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**TOTAL**

### RELATED REQUIRED COURSE

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<tr>
<th>Course Code</th>
<th>Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>HECO 1322</td>
<td>Principles of Nutrition</td>
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**MAJOR COURSE REQUIREMENTS**

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<tr>
<th>Course Code</th>
<th>Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>RNSG 1209</td>
<td>Introduction to Nursing</td>
<td>4</td>
</tr>
<tr>
<td>RNSG 1105</td>
<td>Nursing Skills I</td>
<td>3</td>
</tr>
<tr>
<td>RNSG 1301</td>
<td>Pharmacology in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>RNSG 1331</td>
<td>Principles of Clinical Decision Making</td>
<td>3</td>
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**TOTAL**

### ADVANCED PLACEMENT OPTION (ADN)

GENERAL EDUCATION REQUIREMENTS* and RELATED REQUIRED COURSE (same as above) ... 30

MAJOR COURSE REQUIREMENTS

<table>
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<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNSG 2307</td>
<td>Transition to Nursing</td>
<td>4</td>
</tr>
<tr>
<td>HPRS 2200</td>
<td>Pharmacology for Health Professionals</td>
<td>4</td>
</tr>
<tr>
<td>RNSG 1301</td>
<td>Pharmacology in Nursing</td>
<td>4</td>
</tr>
<tr>
<td>RNSG 1115</td>
<td>Health Assessment</td>
<td>4</td>
</tr>
<tr>
<td>RNSG 2201</td>
<td>Care of Children and Families</td>
<td>4</td>
</tr>
<tr>
<td>RNSG 2260</td>
<td>Clinical–Care of Children and Families</td>
<td>4</td>
</tr>
<tr>
<td>RNSG 1248</td>
<td>Concepts of Clinical Decision-Making</td>
<td>4</td>
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<tr>
<td>RNSG 2211</td>
<td>Management of Client Care</td>
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<tr>
<td>RNSG 2231</td>
<td>Advanced Concepts of Adult Health</td>
<td>4</td>
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<tr>
<td>RNSG 2262</td>
<td>Clinical–Advanced Concepts of Adult Health</td>
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<tr>
<td>RNSG 2241</td>
<td>Advanced Concepts of Clinical Decision-Making</td>
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<tr>
<td>RNSG 2221</td>
<td>Management of Client Care</td>
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<tr>
<td>RNSG 2263</td>
<td>Clinical–Management of Client Care</td>
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</tr>
<tr>
<td>RNSG 1110</td>
<td>Introduction to Community–Based Nursing</td>
<td>4</td>
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<tr>
<td>RNSG 2163</td>
<td>Clinical–Community–Based Nursing</td>
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</table>

**TOTAL**

### ARTICULATED CREDIT

Articulated credit will be granted for the following courses upon successful completion of RNSG 2307: Transition to Nursing:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Hours</th>
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<tr>
<td>RNSG 1209</td>
<td>Introduction to Nursing</td>
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<td>RNSG 1105</td>
<td>Nursing Skills I</td>
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<td>RNSG 1331</td>
<td>Principles of Clinical Decision Making</td>
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<td>RNSG 1362</td>
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<tr>
<td>RNSG 1251</td>
<td>Care of the Childbearing Family</td>
<td>3</td>
</tr>
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<td>RNSG 1260</td>
<td>Clinical–Care of the Childbearing Family</td>
<td>3</td>
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<tr>
<td>RNSG 2213</td>
<td>Mental Health Nursing</td>
<td>3</td>
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<td>RNSG 2161</td>
<td>Clinical–Mental Health Nursing</td>
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<td>RNSG 1248</td>
<td>Concepts of Clinical Decision-Making</td>
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<td>RNSG 2261</td>
<td>Clinical–Concepts of Clinical Decision-Making</td>
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<tr>
<td>RNSG 2201</td>
<td>Care of Children and Families</td>
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<td>RNSG 2260</td>
<td>Clinical–Care of Children and Families</td>
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<td>Advanced Concepts of Adult Health</td>
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<td>Clinical–Community–Based Nursing</td>
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</table>

**TOTAL**

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*Please see pages 42-43 for General Education Requirements and Course List

**Please see pages 10–11 for Testing Requirements for Certificate Programs**
NURSING (PRE-NURSING)
Program Advisor: Dr. Robert Bauman, 371-5093 (bauman- rw@actx.edu) or contact the Sciences and Engineering Division, 371-5091

ASSOCIATE IN SCIENCE
Major Code - RNSG.AS

GENERAL EDUCATION REQUIREMENTS* .......... 42
Communication
ENGL 1301: Freshman Composition I
ENGL 1302: Freshman Composition II
SPCH*
Social/Behavioral Sciences
HIST 1301: History of the U.S. I
HIST 1302: History of the U.S. II
GOVT 2305: Government of the U.S.
GOVT 2306: Government of Texas and the U.S.
PSYC 2301: General Psychology
Humanities/Fine Arts
Humanities*
Fine Arts*
Mathematics/Natural Sciences
MATH 1314: College Algebra
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II
Lifetime Fitness
Any PHED course numbered 1101-1122

MAJOR COURSE REQUIREMENTS ................. 17
CHEM 1405: Essentials of Chemistry I
CHEM 1305 AND CHEM 1105: Introductory Chemistry I and lab
BIOL 2421: Microbiology
HECO 1322: Nutrition
PSYC 2308: Child Psychology
SOCI 1301: Social Principles and Institutions

RECOMMENDED COURSES ....................... 7
Students will be advised for other courses based on the university to which they plan to transfer.

TOTAL ........................................... 66
Optional courses:
COSC 1301: Computer Concepts
CHEM 1419: Introductory Organic Chemistry

NURSING - VOCATIONAL NURSING
Program Advisor: Delores Thompson, 354-6018 (thompson-d@actx.edu) or contact the Vocational Nursing Department, 354-6015

CERTIFICATE OF COMPLETION
Major Code - VNSG.CERT

This is a TASP-validated certificate. Refer to the section “Testing Requirements for Certificate Programs” for other testing requirements and contact the Testing Center or the Program Advisor.

Students completing the curriculum are qualified to take the State Board examination for the Vocational Nursing license. 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 grade of C or higher 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.

OCCUPATIONAL THERAPY
(PRE-OCCUPATIONAL THERAPY)
Program Advisor: Virginia Gass, 354-6079 (gass- vr@actx.edu) or contact the Allied Health Division, 354-6055

ASSOCIATE IN SCIENCE
Major Code - OTHA.AS

GENERAL EDUCATION REQUIREMENTS .......... 42
Communication
ENGL 1301: Freshman Composition I
ENGL 1302: Freshman Composition II
SPCH 1315: Public Speaking
SPCH 1321: Business and Professional Speaking
Social/Behavioral Sciences
HIST 1301: History of the U.S. I
HIST 1302: History of the U.S. II
GOVT 2305: Government of the U.S.
GOVT 2306: Government of Texas and the U.S.
Social/Behavioral Sciences* Elective

*Nursing (Pre-Nursing) students are advised to consult the nursing advisor for additional information. **Please see pages 10-11 for Testing Requirements for Certificate Programs.
Humanities/Fine Arts
- Humanities
- Fine Arts

Mathematics/Natural Sciences
- MATH 1314: College Algebra
- BIOL 2401: Human Anatomy and Physiology I
- BIOL 2402: Human Anatomy and Physiology II

Lifetime Fitness
- Any PHED course numbered 1101-1122

MAJOR COURSE REQUIREMENTS

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<td>Biology I</td>
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<td>CHEM 1311</td>
<td>Principles of Chemistry I</td>
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<td>CHEM 1111</td>
<td>Principles of Chemistry I Lab</td>
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<tr>
<td>CHEM 1312</td>
<td>Principles of Chemistry II</td>
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<tr>
<td>PHYS 1301</td>
<td>College Physics I</td>
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<td>College Physics I Lab</td>
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<td>MATH 1316</td>
<td>Trigonometry</td>
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<td>PSYC 2308</td>
<td>Child Psychology</td>
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<td>PSYC 2315</td>
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<td>PSYC 2314</td>
<td>Life-Span Development Psychology</td>
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<tr>
<td>PSYC 2319</td>
<td>Social Psychology</td>
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</table>

TOTAL

OCCUPATIONAL THERAPY ASSISTANT

Program Advisor: Virginia Gass, 354-6079 (gass-vr@actx.edu) 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 of 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 higher 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 18 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

OFFICE ADMINISTRATION/BUSINESS EDUCATION

Program Advisor: Delores Behrens, 371-5253 (behrens-da@actx.edu) 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.

SEMESTER HOURS

GENERAL EDUCATION REQUIREMENTS*
OFFICE ADMINISTRATION
Program Advisor: Delores Behrens, 371-5253 (behrends-da@actx.edu) 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
Communication
ENGL 1301: Freshman Composition I
SPCH*

Humanities/Fine Arts*
Mathematics/Natural Sciences
MATH 1333: Contemporary Mathematics (or any MATH*)

Social/Behavioral Sciences*+
+GOVT 2306: Government of Texas and the U.S.
must be taken as the Social or Behavior Sciences requirement listed under General Education Requirements for Legal Secretary majors.

RELATED COURSE REQUIREMENTS .......... 32
ACCT 1303: Introduction to Accounting I: Office Personnel#
ITSW 2331: Advanced Word Processing
POFI 2301: Word Processing
POFT 1301: Business English
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 ITSC 2302: Integrated Software Applications instead of ACCT 1303: Introduction to Accounting I: Office Personnel.

###Students must have POFT 1329: Keyboarding and Document Formatting skills or instructor approval before enrolling in POFT 2301: Document Formatting and Skillbuilding.

MAJOR COURSE REQUIREMENTS ............... 20-21
Student must choose one of the following specialties:

Administrative Secretary ............... 20-21
ITSW 1304: Introduction to Spreadsheets
POFT 1319: Records and Information Management I
ITSC 1309: Integrated Software Applications I
POFT 2331: Desktop Publishing for the Office
POFT 1345: Shorthand/Notetaking I
POFT 2343: Shorthand/Notetaking II
POFT 2264 or POFT 2364: Practicum or Elective

Legal Secretary ...................... 20-21
BUSI 2301: Business Law I
ITSW 1304: Introduction to Spreadsheets
POFT 2331: Desktop Publishing for the Office
POFT 1305: Legal Terminology
POFT 1313: Medical Terminology I
POFT 1345: Shorthand/Notetaking I
POFT 2264 or POFT 2364: Practicum or Elective

Medical Secretary ...................... 20-21
HPRS 1205: Medical Law/Ethics for Health Professionals
MDCA 1221: Administrative Procedures II
MDCA 1242: Medical Insurance I
POFT 1319: Records and Information Management I
ITSC 1309: Integrated Software Applications I
POFT 1313: Medical Terminology I
POFT 1345: Shorthand/Notetaking I
POFT 2264 or POFT 2364: Practicum or Elective

Office Assistant ...................... 20-21
BCIS 1301: Microcomputer Applications
BMGT 1301: Supervision
ITSW 1304: Introduction to Spreadsheets
POFT 1319: Records and Information Management I
ITSC 1309: Integrated Software Applications I
POFT 2331: Desktop Publishing for the Office
POFT 2264 or POFT 2364: Practicum or Elective

TOTAL ........................................ 67-68

OFFICE ADMINISTRATION INFORMATION
MANAGEMENT SPECIALIST
Program Advisor: Delores Behrens, 371-5253 (behrends-da@actx.edu) 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
Communication
ENGL 1301: Freshman Composition I
SPCH*

Humanities/Fine Arts*
Mathematics/Natural Sciences
MATH*

Social/Behavioral Sciences*

MAJOR COURSE REQUIREMENTS ..................... 57
ACCT 2301: Accounting Principles I
ACCT 2302: Accounting Principles II
BCIS 1301: Microcomputer Applications
BCIS 1405: Business Computer Applications
COSC 1415: Programming Techniques and Logic Design I
CPMT 1347: Computer Systems Peripherals
CPMT 1349: Computer Networking Technology
ITSC 1407: UNIX Operating System I
ITSE 2409: Introduction to Database Programming
ITSC 1304: Introduction to Spreadsheets
POFT 1319: Records and Information Management I
POFT 2331: Desktop Publishing for the Office
POFT 1301: Business English
POFT 1309: Administrative Office Procedures I
POFT 2203: Speed and Accuracy Building
POFT 2312: Business Communications II

*Please see pages 42-43 for General Education Requirements and Course List
**Please see pages 10-11 for Testing Requirements for Certificate Programs
POFT 2333: Advanced Document Formatting and Skillbuilding
POFT 2264 or POFT 2364: Practicum or Elective
TOTAL ........................................ 71-72

**OFFICE ADMINISTRATION PROFESSIONAL CERTIFICATE**

Program Advisor: Delores Behrens, 371-5253 (behrens-da@actx.edu) 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 Administration Professional Certificate with Specialties. The Office Administration Professional Certificate with Specialties may be completed in fifteen 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**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>SEMESTER HOURS</th>
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<tr>
<td>ACNT 1303</td>
<td>Introduction to Accounting I: Office Personnel</td>
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<tr>
<td>ITSW 2331</td>
<td>Advanced Word Processing</td>
<td>20-21</td>
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<tr>
<td>POFI 2301</td>
<td>Word Processing</td>
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</tr>
<tr>
<td>POFI 2301</td>
<td>Business English</td>
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<td>Administrative Office Procedures I</td>
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<td>Professional Development for Office Personnel</td>
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<td>Business Math and Machine Applications</td>
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<td>Document Formatting and Skillbuilding##</td>
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<td>POFI 2312</td>
<td>Business Communications II</td>
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<tr>
<td>POFI 2333</td>
<td>Advanced Document Formatting and Skillbuilding</td>
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##Student must have POFI 1329: Keyboarding and Document Formatting skills or instructor approval before enrolling in POFI 2301: Document Formatting and Skillbuilding.

**RELATED COURSE REQUIREMENTS**

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<th>Course Code</th>
<th>Course Title</th>
<th>SEMESTER HOURS</th>
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<td>Introduction to Accounting I: Office Personnel</td>
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<tr>
<td>ITSW 1304</td>
<td>Introduction to Spreadsheets</td>
<td>20-21</td>
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<tr>
<td>POFI 2319</td>
<td>Records and Information Management I</td>
<td>20-21</td>
</tr>
<tr>
<td>ITS 1309</td>
<td>Integrated Software Applications I</td>
<td>20-21</td>
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<tr>
<td>POFI 2331</td>
<td>Desktop Publishing for the Office</td>
<td>20-21</td>
</tr>
<tr>
<td>POFI 1345</td>
<td>Shorthand/Notetaking I</td>
<td>20-21</td>
</tr>
<tr>
<td>POFI 2264  or POFI 2364</td>
<td>Practicum or Elective</td>
<td>20-21</td>
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<table>
<thead>
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<th>Course Title</th>
<th>SEMESTER HOURS</th>
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<tbody>
<tr>
<td>BUSI 2301</td>
<td>Business Law I</td>
<td>20-21</td>
</tr>
<tr>
<td>ITSW 1304</td>
<td>Introduction to Spreadsheets</td>
<td>20-21</td>
</tr>
<tr>
<td>POFI 2331</td>
<td>Desktop Publishing for the Office</td>
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</tr>
<tr>
<td>POFI 1305</td>
<td>Legal Terminology</td>
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<tr>
<td>POFI 1313</td>
<td>Medical Terminology I</td>
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<td>Practicum or Elective</td>
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*Please see pages 42-43 for General Education Requirements and Course List

**Medical Secretary**

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<td>MDCA 1221</td>
<td>Administrative Procedures II</td>
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<td>Records and Information Management I</td>
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<tr>
<td>MDCA 1209</td>
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<td>BUSI 2301</td>
<td>Business Law I</td>
<td>20-21</td>
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<td>ITSW 1304</td>
<td>Introduction to Spreadsheets</td>
<td>20-21</td>
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<td>Desktop Publishing for the Office</td>
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<td>Practicum or Elective</td>
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</tr>
</tbody>
</table>

*Please see pages 10-11 for Testing Requirements for Certificate Programs

**OFFICE TECHNOLOGY**

Program Advisor: Delores Behrens, 371-5253 (behrens-da@actx.edu) or contact the Business Division, 371-5269

**CERTIFICATE OF COMPLETION**

Major Code – OFAD.CERT

This is a TASP-waived certificate. Refer to the section "Testing Requirement for Certificate Programs" for testing requirements and contact the Testing Center or the Program Advisor.

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.

**MAJOR COURSE REQUIREMENTS**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>SEMESTER HOURS</th>
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<tbody>
<tr>
<td>ACNT 1303</td>
<td>Introduction to Accounting I: Office Personnel</td>
<td>32</td>
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<tr>
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<td>Advanced Word Processing</td>
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<td>Word Processing</td>
<td>20-21</td>
</tr>
<tr>
<td>POFI 1301</td>
<td>Business English</td>
<td>20-21</td>
</tr>
<tr>
<td>POFI 1309</td>
<td>Administrative Office Procedures I</td>
<td>20-21</td>
</tr>
<tr>
<td>POFI 2333</td>
<td>Advanced Document Formatting and Skillbuilding</td>
<td>20-21</td>
</tr>
</tbody>
</table>

##Student must have POFI 1329: Keyboarding and Document Formatting skills or instructor approval before enrolling in POFI 2301: Document Formatting and Skillbuilding.

**RELATED COURSE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>SEMESTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACNT 1303</td>
<td>Introduction to Accounting I: Office Personnel</td>
<td>20-21</td>
</tr>
<tr>
<td>ITSW 1304</td>
<td>Introduction to Spreadsheets</td>
<td>20-21</td>
</tr>
<tr>
<td>POFI 2319</td>
<td>Records and Information Management I</td>
<td>20-21</td>
</tr>
<tr>
<td>ITS 1309</td>
<td>Integrated Software Applications I</td>
<td>20-21</td>
</tr>
<tr>
<td>POFI 2331</td>
<td>Desktop Publishing for the Office</td>
<td>20-21</td>
</tr>
<tr>
<td>POFI 1345</td>
<td>Shorthand/Notetaking I</td>
<td>20-21</td>
</tr>
<tr>
<td>POFI 2343</td>
<td>Shorthand/Notetaking II</td>
<td>20-21</td>
</tr>
</tbody>
</table>

**OPTOMETRY**

(See Biology)

**PARALEGAL STUDIES**

Program Advisor: Debbie Bailey, 345-5522 (bailey-da@actx.edu) 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 higher is required for satisfactory completion of all Paralegal Studies (LGLA prefix) courses.

**Please see pages 42-43 for General Education Requirements and Course List

**Please see pages 10-11 for Testing Requirements for Certificate Programs**
Students having education, training, or experience in word processing or keyboarding are encouraged to earn credit by examination for courses listed as RELATED COURSE REQUIREMENTS.

**GENERAL EDUCATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication</strong></td>
<td>15</td>
</tr>
<tr>
<td>ENGL 1301: Freshman Composition I</td>
<td></td>
</tr>
<tr>
<td>SPCH*</td>
<td></td>
</tr>
<tr>
<td><strong>Humanities/Fine Arts</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics/Natural Sciences</strong></td>
<td></td>
</tr>
<tr>
<td>MATH 1333: Contemporary Mathematics or any MATH*</td>
<td></td>
</tr>
<tr>
<td><strong>Social/Behavioral Sciences</strong></td>
<td></td>
</tr>
<tr>
<td>PSYC*</td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION ELECTIVES**

- GOVT 2306: Government of Texas and the U.S.
- ENGL 1302: Freshman Composition II

**MAJOR COURSE REQUIREMENTS**

- LGLA 1301: Legal Research and Writing
- LGLA 1307: Introduction to Law and the Legal Professions
- LGLA 1309: Cognitive Skills for the Legal Profession
- LGLA 1345: Civil Litigation
- LGLA 1351: Contracts
- RELE 1311: Law of Contracts
- LGLA 1343: Bankruptcy
- LGLA 1353: Wills, Trusts, and Probate Administration
- LGLA 1355: Family Law
- LGLA 2303: Torts and Personal Injury
- LGLA 2305: Interviewing and Investigating
- LGLA 2307: Law Office Management
- LGLA 2313: Criminal Law and Procedure
- LGLA 2335: Advanced Civil Litigation
- LGLA 2266: Practicum - Paralegal/Legal Assistant
- POFL 1305: Legal Terminology

**RELATED COURSE REQUIREMENTS**

- ITSW 2331: Advanced Word Processing
- POFI 2301: Word Processing
- POFT 2301: Document Formatting and Skillbuilding

**OTHER RELATED REQUIREMENTS**

- COSC 1301: Computer Concepts

**TOTAL**

- 71-72

**Optional course:**

- LGLA 1366/2366: Practicum Specialty

(See Program Advisor for details.)

**PHARMACY TECHNOLOGY**

Program Advisor: John Smoot, 354-6069 (smoot-je@actx.edu) or contact the Allied Health Division, 354-6055

**CERTIFICATE OF COMPLETION**

Major Code - PHRA.CERT

This is a TASP waived certificate. Refer to the section "Testing Requirement for Certificate Program**" for other testing requirements and contact the Testing Center or the Program Advisor.

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. Graduates will be prepared to take the Pharmacy Technology Certification Board exam. Applications for the PTCB exam are required to have a high school diploma or GED and must have no felony convictions. All of the major requirement courses are to be

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**Please see pages 42-43 for General Education Requirements and Course List**

**Please see pages 10-11 for Testing Requirements for Certificate Programs**
taken in a sequential order or at the advisement of the department major advisor. A grade of C or higher 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 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.

**MAJOR COURSE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHRA 1301</td>
<td>Introduction to Pharmacy</td>
</tr>
<tr>
<td>PHRA 1309</td>
<td>Pharmaceutical Mathematics</td>
</tr>
<tr>
<td>PHRA 1404</td>
<td>Pharmacotherapy and Disease Process</td>
</tr>
<tr>
<td>PHRA 1306</td>
<td>Computerized Drug Delivery System I</td>
</tr>
<tr>
<td>PHRA 1345</td>
<td>Intravenous Admixture and Sterile Compounding</td>
</tr>
<tr>
<td>PHRA 1166</td>
<td>Practicum</td>
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**RELATED REQUIRED COURSES**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>POFM 1313</td>
<td>Medical Terminology I</td>
</tr>
<tr>
<td>POFM 2323</td>
<td>Medical Terminology II</td>
</tr>
<tr>
<td>COSC 1301</td>
<td>Computer Concepts</td>
</tr>
</tbody>
</table>

**TOTAL**

| Hours | 26 |

**PHOTOGRAPHY**

Program Advisor: Kenneth Pirtle, 371-5271 (purtle-kd@actx.edu) or contact the Language, Communication and 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), light meter, flash unit and tripod. Except for certain specialized projects students will provide their own film, photographic paper and processing supplies.

**SEMESTER HOURS**

<table>
<thead>
<tr>
<th>COMMUNICATION</th>
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<tbody>
<tr>
<td>ENGL 1301: Freshman Composition I</td>
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<tr>
<td>ENGL 1302: Freshman Composition II</td>
</tr>
<tr>
<td>SPCH*</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIAL/BEHAVIORAL SCIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1301: History of the U.S. I</td>
</tr>
<tr>
<td>HIST 1302: History of the U.S. II</td>
</tr>
<tr>
<td>GOVT 2305: Government of the U.S.</td>
</tr>
<tr>
<td>GOVT 2306: Government of Texas and the U.S.</td>
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</table>

<table>
<thead>
<tr>
<th>HUMANITIES/FINE ARTS</th>
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</thead>
<tbody>
<tr>
<td>Humanities*</td>
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<tr>
<td>Fine Arts*</td>
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<tr>
<th>MATHEMATICS/NATURAL SCIENCES</th>
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<tbody>
<tr>
<td>MATH*</td>
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<tr>
<td>Natural Sciences*</td>
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<table>
<thead>
<tr>
<th>LIFETIME FITNESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any PHED course numbered 1101-1122</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 | 63-65 |

**PHOTOGRAPHY**

Program Advisor: Kenneth Pirtle, 371-5271 (purtle-kd@actx.edu) or contact the Language, Communication and 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

**SEMESTER HOURS**

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**RECOMMENDED COURSES**

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

**TOTAL**

| Hours | 63-65 |

**PHOTOGRAPHY**

Program Advisor: Kenneth Pirtle, 371-5271 (purtle-kd@actx.edu) or contact the Language, Communication and Fine Arts Division, 371-5267

**ASSOCIATE IN SCIENCE**

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**

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<td>ENGL 1301: Freshman Composition I</td>
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<table>
<thead>
<tr>
<th>LIFETIME FITNESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any PHED course numbered 1101-1122</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 | 63-65 |

*Please see pages 42–43 for General Education Requirements and Course List

**Please see pages 10–11 for Testing Requirements for Certificate Programs**
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**

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Communication</td>
<td>18</td>
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<tr>
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<td>Mathematics/Natural Sciences</td>
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<tr>
<td>Social/Behavioral Sciences</td>
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</table>

**MAJOR COURSE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 2356: Fundamentals of Photography I</td>
<td></td>
</tr>
<tr>
<td>PHTC 1313: History of Photography</td>
<td></td>
</tr>
<tr>
<td>PHTC 1345/2345: Illustrative Photography I</td>
<td></td>
</tr>
<tr>
<td>PHTC 1341/2341: Color Photography I</td>
<td></td>
</tr>
<tr>
<td>PHTC 1353/2353: Portrait Photography I</td>
<td></td>
</tr>
<tr>
<td>PHTC 1349/2349: Photo Digital Imaging I</td>
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</tr>
<tr>
<td>PHTC 2343: Portfolio Development</td>
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</table>

**RELATED REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>COMM 1307: Mass Media Survey</td>
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</tr>
<tr>
<td>COMM 2327: Introduction to Advertising</td>
<td></td>
</tr>
<tr>
<td>COSC 1301: Computer Concepts</td>
<td></td>
</tr>
<tr>
<td>ARTC 1325: Introduction to Computer Graphics</td>
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</tbody>
</table>

**TOTAL**

**68-69**

**PHOTOGRAPHY**

Program Advisor: Kenneth Pirtle, 371-5271 (pirtle-kd@actx.edu) or contact the Language, Communication and Fine Arts Division, 371-5267

**CERTIFICATE OF COMPLETION**

**Major Code - PHTC.CERT**

This is a TASP waived certificate. Refer to the section "Testing Requirement for Certificate Program" for other testing requirements and contact the Testing Center or the Program Advisor.

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**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 2356: Photography I</td>
<td></td>
</tr>
<tr>
<td>ARTS 2357: Photography II</td>
<td></td>
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<tr>
<td>PHTC 1345: Illustrative Photography I</td>
<td></td>
</tr>
<tr>
<td>PHTC 2345: Illustrative Photography II</td>
<td></td>
</tr>
<tr>
<td>PHTC 1341: Color Photography I</td>
<td></td>
</tr>
<tr>
<td>PHTC 2341: Color Photography II</td>
<td></td>
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<tr>
<td>PHTC 1353: Portrait Photography I</td>
<td></td>
</tr>
<tr>
<td>PHTC 2353: Portrait Photography II</td>
<td></td>
</tr>
<tr>
<td>PHTC 1349: Photo Digital Imaging I</td>
<td></td>
</tr>
<tr>
<td>PHTC 2349: Photo Digital Imaging II</td>
<td></td>
</tr>
<tr>
<td>PHTC 2343: Portfolio Development</td>
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</tbody>
</table>

**RELATED COURSE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 2327: Introduction to Advertising</td>
<td></td>
</tr>
<tr>
<td>COMM 1337: Television Production</td>
<td></td>
</tr>
<tr>
<td>ARTC 1325: Introduction to Computer Graphics</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

**42**

**PHYSICAL EDUCATION**

Program Advisor: Craig Clifton, 371-5299 (clifton-ch@actx.edu) 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**

**GENERAL EDUCATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>42</td>
</tr>
<tr>
<td>Humanities/Fine Arts</td>
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<tr>
<td>Mathematics/Natural Sciences</td>
<td></td>
</tr>
<tr>
<td>Social/Behavioral Sciences</td>
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</table>

**MAJOR COURSE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHED 1101: Lifetime Fitness</td>
<td></td>
</tr>
<tr>
<td>PHED 1301: Foundation of Physical Education</td>
<td></td>
</tr>
<tr>
<td>PHED 1306: Standard First Aid and CPR</td>
<td></td>
</tr>
<tr>
<td>HECO 1322: Principles of Nutrition</td>
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</tbody>
</table>

**RECOMMENDED COURSES**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major advisor will assist student in selection of appropriate courses required by senior institution of choice. (Must be sophomore level or courses requiring prerequisites.)</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

**64**

*Please see pages 42-43 for General Education Requirements and Course List

**Please see pages 10-11 for Testing Requirements for Certificate Programs**
PHYSICAL THERAPIST ASSISTANT
Program Advisor: Kelly Jones, 354–6043 (jones-kj@actx.edu) 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 higher 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* ........... 23
Communication
ENGL 1301: Freshman Composition I
SPCH 1318: Interpersonal Communication

Humanities/Fine Arts*

Mathematics/Natural Sciences
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II
MATH 1333: Contemporary Mathematics (or any MATH*)

Social/Behavioral Sciences
PSYC 2301: General Psychology

MAJOR COURSE REQUIREMENTS ............... 42
PTHA 1160: Clinical I
PTHA 1229: Applied Physical Principles
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 1431: 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 .................. 6
POFM 1313: Medical Terminology I
PSYC 2314: Life-Span Development Psychology

TOTAL ........................................... 71

PHYSICAL THERAPY
(PRO-PTHERAPY)
Program Advisor: Kelly Jones, 354–6043 (jones-kj@actx.edu) 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 master’s 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
ENGL 1301: Freshman Composition I
ENGL 1302: Freshman Composition II
SPCH 1315: Public Speaking
or
SPCH 1321: Business and Professional Speaking

Social/Behavioral Sciences
HIST 1301: History of the U.S. I
HIST 1302: History of the U.S. II
GOVT 2305: Government of the U.S.
GOVT 2306: Government of Texas and the U.S.
PSYC 2301: General Psychology

Humanities/Fine Arts
Humanities*
Fine Arts *

Mathematics/Natural Sciences
MATH 1316: Trigonometry
BIOL 1406: Biology I
BIOL 1407: Biology II

Lifetime Fitness
Any PHED course numbered 1101–1122

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
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 (maddox-dw@actx.edu) or contact the Sciences and 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. #MATH 2413: 3 hours satisfy General Education Requirements; additional hour will satisfy physics major transfer to four-year institutions.

GENERAL EDUCATION REQUIREMENTS* ........ 43
Communication
ENGL 1301: Freshman Composition I

*Please see pages 42–43 for General Education Requirements and Course List

**Please see pages 10–11 for Testing Requirements for Certificate Programs
ENGL 1302: Freshman Composition II
SPCH*

**Social/Behavioral Sciences**
HIST 1301: History of the U.S. I
HIST 1302: History of the U.S. II
GOVT 2305: Government of the U.S.
GOVT 2306: Government of Texas and the U.S.

**Humanities/Fine Arts**
Humanities*
Fine Arts*

**Mathematics/Natural Sciences**
MATH 2413: Calculus I
CHEM 1311/1111: Principles of Chemistry I
CHEM 1312/1112: Principles of Chemistry II

**Lifetime Fitness**
Any PHED course numbered 1101-1122

**MAJOR COURSE REQUIREMENTS** ............. 11
PHYS 2425/2426: Principles of Physics I and II
COSC 1317: Computer Programming for Engineers and Scientists

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

**TOTAL** .................................... 66
Optional courses:
MATH 1328: Analytic Geometry
MATH 2414: Calculus II
CHEM 2323/2223: Organic Chemistry I
CHEM 2325/2225: Organic Chemistry II
PHYS 2289/2389: Academic Cooperative in Physics

**PSYCHOLOGY**
Program Advisor: Jerry Moller, 371-5292 (moller-je@actx.edu) 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.

**GENERAL EDUCATION REQUIREMENTS*** ........ 42
Communication
ENGL 1301: Freshman Composition I
ENGL 1302: Freshman Composition II
SPCH 1315: Public Speaking
SPCH 1321: Business and Professional Speaking

Social/Behavioral Sciences
HIST 1301: History of the U.S. I
HIST 1302: History of the U.S. II
GOVT 2305: Government of the U.S.
GOVT 2306: Government of Texas and the U.S.

Humanities/Fine Arts
Humanities
ENGL 2331: Literature of the Non-Western World

**Fine Arts**
(Choose one of the following:)
HUMA 1315: Survey of Art and Music
HUMA 1302: Humanities II
ARTS 1303: Art History I
ARTS 1304: Art History II
MUSI 1306: Music Appreciation
DRAM 1310: Introduction to Theater

Math
MATH 1314: College Algebra
MATH 1324: Mathematics for Business Decisions

**Mathematics/Natural Sciences**
(Any 2 courses, 8 hours, from approved list excluding PHYS 1311/1111 and PHYS 1312-1112)

**Lifetime Fitness**
Any PHED course numbered 1101-1122

**MAJOR COURSE REQUIREMENTS** ............. 12
PSYC 2301: General Psychology
PSYC 2319: Social Psychology
PSYC 2315: Human Behavior and Personal Adjustment

**RECOMMENDED COURSES** ................. 3
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 (tackitt-tm@actx.edu) 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 higher is required for satisfactory completion of all courses. To continue in the program, a student may repeat a RADT/RADR course only once 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.

*Please see pages 42-43 for General Education Requirements and Course List
**Please see pages 10-11 for Testing Requirements for Certificate Programs
GENERAL EDUCATION REQUIREMENTS* .......... 15

Communication
ENGL 1301: Freshman Composition I
SPCH 1318: Interpersonal Communication

Humanities/Fine Arts*
Mathematics/Natural Sciences
MATH 1333: Contemporary Mathematics (or any MATH*)

Social/Behavioral Sciences*  

MAJOR COURSE REQUIREMENTS .............. 54
RADR 1142: Quality Assurance in Radiation Therapy
RADT 1167: Practicum II
RADR 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 2271: Technical Procedures III
RADT 2266: Practicum IV
RADT 2267: Practicum VI
RAD 2313: Radiation Biology and Protection
RADT 2366: Practicum V
RADT 2401: Oncology I
RADT 2403: Oncology II
RADT 2407: Dosimetry I
RADT 2409: Dosimetry II

RELATED REQUIRED COURSES ............... 6
POFM 1313: Medical Terminology I
SCIT 1320: Physics for Allied Health

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

RADIOGRAPHY
Program Advisor, Bill Crawford, 354-6070 (crawford-be@actx.edu) 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 higher 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.

*Please see pages 42-43 for General Education Requirements and Course List
MAJOR COURSE REQUIREMENTS ........................... 9
COMM 1337: Television Production
COMM 2303: Radio Production I
RTVB 1329: Writing for Electronic Media

MAJOR OPTION REQUIREMENTS ............................ 35
Student must choose one of the following options:

BROADCAST PRODUCTION
Major Code - RTVB.AAS.BP
RTVB 1447: Audio/Radio Production II

RTVB 2337: TV Production Workshop I
COMM 1307: Mass Media Survey
COMM 1335: Survey of Electronic Media
COMM 2322: Broadcast News
RTVB 2339: Broadcast Sales
ARTC 1325: Introduction to Computer Graphics-Print
COSC 1301: Computer Concepts
RTVB 2164 or 2264 or 2364: Practicum

ELECTIVES

BROADCAST SALES AND MARKETING:
Major Code - RTVB.AAS.BSM
HRPO 1311: Human Relations
MRKG 1311: Principles of Marketing
BUSI 1311: Fundamentals of Salesmanship
COMM 1307: Mass Media Survey
COMM 1335: Survey of Electronic Media
COMM 2327: Introduction to Advertising
RTVB 2339: Broadcast Sales
ARTC 1325: Introduction to Computer Graphics-Print
COSC 1301: Computer Concepts
RTVB 2164 or 2264 or 2364: Practicum

ELECTIVES

TOTAL ....................................................... 62

RADIO-TV
Program Advisor: Don Abel, 371-5298 (abel-dd@actx.edu) or contact the Language, Communication and Fine Arts Division, 371-5267

CERTIFICATE OF COMPLETION
Major Code RTVB.CERT
This is a TASP waived certificate. Refer to the section "Testing Requirement for Certificate Programs"** for other testing requirements and contact the Testing Center or the Program Advisor.

Prepares students for positions in the radio-television field without the additional course work necessary for an Associate in Applied Science degree. Students completing the Radio-TV certificate will be eligible for many entry level positions in the field of radio and television. A speciality area of broadcast production, broadcast sales, and marketing will be chosen by the student depending upon the student’s career goal.

MAJOR COURSE REQUIREMENTS ............................ 42
Student must choose one of the following options:

BROADCAST PRODUCTION
COMM 1336: Introduction to Radio-TV Production
COMM 1337: Television Production
COMM 2303: Radio Production I
COMM 2327: Introduction to Advertising
RTVB 2337: Television Production Workshop
RTVB 1447: Audio/Radio Production II
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: Introduction to Computer Graphics-Print
RTVB 2164 or 2264 or 2364: Practicum

ELECTIVES

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

REAL ESTATE
Program Advisor: Beverly Vinson, 371-5262 (vinson-ba@actx.edu) 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.

*Please see pages 42-43 for General Education Requirements and Course List

**Please see pages 10-11 for Testing Requirements for Certificate Programs
GENERAL EDUCATION REQUIREMENTS* ........ 15
Communication
  ENGL 1301: Freshman Composition I
  SPCH*
Humanities/Fine Arts*
Mathematics/Natural Sciences
  MATH 1333: Contemporary Mathematics (or any MATH*)
Social/Behavioral Sciences
  ECON 2301: Principles of Economics I

MAJOR COURSE REQUIREMENTS ............. 20-22
RELE 1406: Principles of Real Estate
RELE 1325: Real Estate Mathematics
RELE 2201 or RELE 2301: Law of Agency
RELE 1303: Real Estate Appraisal
RELE 1211 or RELE 1311: Real Estate 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 ........................... 6-9
Select 6-9 hours from these courses:
  RELE 1309: Real Estate Law
  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 COURSE REQUIREMENTS ............ 16
ACCT 2301: Accounting Principles I
BCIS 1405: Business Computer Applications
BCIS 1301: Microcomputer Applications
HRPO 1311: Human Relations
BMGT 1305: Communications in Management

RELATED OPTIONS .......................... 3-6
Select 3-6 hours from these courses:
  RELE 2307: Real Estate Title and Settlement
  BNKG 1353: Mortgage Lending
  BUSI 1301: Introduction to Business
  BUSI 2301: Business Law I
  BMGT 1301: Supervision
  PSYC 2301: General Psychology

TOTAL ..................................... 63-65

REAL ESTATE
Program Advisor: Beverly Vinson, 371-5262 (vinson-ba@actx.edu) or contact the Business Division, 371-5269

CERTIFICATE OF COMPLETION
Major Cole – RELE.CERT

This is a TASP waived certificate. Refer to the Testing Requirements for Certificate Program for other testing requirements and contact the Testing Center or the Program Advisor.

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.

MAJOR COURSE REQUIREMENTS ............. 11-13
RELE 1406: Principles of Real Estate
RELE 1325: Real Estate Mathematics
RELE 2201 or RELE 2301: Law of Agency
RELE 1303: Real Estate Appraisal
RELE 1211 or RELE 1311: Real Estate Contracts

MAJOR OR RELATED REQUIREMENTS ........ 6-7
Select two 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

GENERAL EDUCATION REQUIREMENTS ........ 6
ENGL 1301: Freshman Composition I
SPCH*

MAJOR COURSE REQUIREMENTS ............. 20-22
RELE 1406: Principles of Real Estate
RELE 1325: Real Estate Mathematics
RELE 2201 or RELE 2301: Law of Agency
RELE 1303: Real Estate Appraisal
RELE 1211 or RELE 1311: Real Estate 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 COURSE REQUIREMENTS ............ 6-7
COSC 1301: Computer Concepts
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 and Settlement
  RELE 1191: Seminar for Real Estate Assistants
  RELE 1223: Real Estate Computer Application
  RELE 1266 or other Practicum: Real Estate
  ECON 2301: Principles of Economics I
  MATH 1333: Contemporary Mathematics (or any MATH*)
  HRPO 1311: Human Relations
  PSYC 2301: General Psychology

TOTAL ..................................... 32-35

GENERAL EDUCATION REQUIREMENTS ........ 10
ENGL 1301: Freshman Composition I
SPCH*

MAJOR COURSE REQUIREMENTS ............. 11-13
RELE 1406: Principles of Real Estate
RELE 1325: Real Estate Mathematics
RELE 2201 or RELE 2301: Law of Agency
RELE 1303: Real Estate Appraisal
RELE 1211 or RELE 1311: Real Estate Contracts

MAJOR OR RELATED REQUIREMENTS ........ 6-7
Select two 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

*Please see pages 42-43 for General Education Requirements and Course List
**Please see pages 10-11 for Testing Requirements for Certificate Programs
RELE 1319: Real Estate Finance  
RELE 1321: Real Estate Marketing  
RELE 2331: Real Estate Brokerage  
RELE 2305: Real Estate Inspections  
BNRG 1353: Mortgage Lending  
RELE 2307: Real Estate Title and Settlement  
RELE 1191: Seminar for Real Estate Assistants  
RELE 1223: Real Estate Computer Application  
COSC 1301: Computer Concepts  
or  
BCIS 1405: Business Computer Applications  
ENGL 1301: Freshman Composition I  
ECON 2301: Principles of Economics I  
MATH 1333: Contemporary Mathematics (or any MATH*)  
HRPO 1311: Human Relations  
PSYC 2301: General Psychology  
SPCH 1318: Interpersonal Communication  

TOTAL ........................................... 17-20

MORTGAGE LENDING CERTIFICATE  
Major Code - RELE.CERT.MOR

This is a TASP waivered certificate. Refer to the section "Testing Requirements for Certificate Programs** for other testing requirements and contact the Testing Center or the Program Advisor.  

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.

SEMESTER HOURS

MAJOR COURSE REQUIREMENTS .......................... 12

BNKG 1353: Mortgage Lending  
RELE 2307: Real Estate Title and Settlement  
RELE 1303: Real Estate Appraisal  
RELE 1325: Real Estate Mathematics  

RELATED COURSE REQUIREMENTS ............... 3-4  
COSC 1301: Computer Concepts  
or  
BCIS 1405: Business Computer Applications  

TOTAL ........................................... 15-16

RELIGION

Program Advisor: Mark Johnson, 372-5747 or contact the Behavioral Studies Division, 371-5296

ASSOCIATE IN ARTS  
Major Code - RELG.AA

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.

SEMESTER HOURS

GENERAL EDUCATION REQUIREMENTS* ........... 42

Communication  
ENGL 1301: Freshman Composition I  
ENGL 1302: Freshman Composition II  
SPCH*

Social/Behavioral Sciences  
HIST 1301: History of the U.S. I  
HIST 1302: History of the U.S. II  
GOVT 2305: Government of the U.S.  
GOVT 2306: Government of Texas and the U.S.  

Humanities/Fine Arts  
PHIL 1304: Introduction to World Religions  
Fine Arts*

Mathematics/Natural Sciences  
MATH*  
Natural Sciences*

Lifetime Fitness  
Any PHED course numbered 1101-1122

MAJOR COURSE REQUIREMENTS ............... 18-20  
RELG 1301: The Old Testament  
RELG 1302: The New Testament  
RELG 2301: Life of Christ  
RELG 2302: Life of Paul  
GREE 1411 and 1412: Greek I and II or two Modern Language courses

RECOMMENDED COURSE ............. 3  
Major advisor will assist student in selection of appropriate courses required by senior institution of choice. (Must be sophomore level or course requiring prerequisites.)

TOTAL ........................................... 63-65

RESPIRATORY CARE

Program Advisor: Bill Young, 354-6058 (young-wa@actx.edu) or contact the Allied Health Division, 354-6055

ASSOCIATE IN APPLIED SCIENCE  
Major Code - RSPT.AAS

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 C or higher 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 "repeat" 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.

SEMESTER HOURS

GENERAL EDUCATION REQUIREMENTS* ........... 23  
Communication  
ENGL 1301: Freshman Composition I  
SPCH*

Humanities/Fine Arts*  
Mathematics/Natural Sciences  
BIOL 2421: Microbiology  
BIOL 2401: Human Anatomy and Physiology I  
MATH 1333: Contemporary Mathematics (or any MATH*)

Social/Behavioral Sciences  
PSYC*

MAJOR COURSE REQUIREMENTS ............... 48  
RSPT 1101: Introduction of Respiratory Care  
RSPT 1163: Clinical - Respiratory Therapy Technician  
RSPT 1166: Practicum I Respiratory Therapy Technician  
RSPT 1167: Practicum II Respiratory Therapy Technician  
RSPT 1307: Cardiopulmonary Anatomy and Physiology  
RSPT 1317: Respiratory Care Pharmacology

*Please see pages 42-43 for General Education Requirements and Course List

**Please see pages 10-11 for Testing Requirements for Certificate Programs
SAFETY AND ENVIRONMENTAL TECHNOLOGY

Program Advisor: Jim Clements, 335-4204 (clements-jf@actx.edu) or contact the Safety and Environmental Technology Program, 335-4274

ASSOCIATE IN APPLIED SCIENCE

Major Code - EPCT.AAS

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

GENERAL EDUCATION REQUIREMENTS* ............................ 30

Communication
ENGL 1301: Freshman Composition I .................................. 3

Humanities/Fine Arts
ENGL 1301: Freshman Composition I .................................. 3

Mathematics/Natural Sciences
BIOL 2401: Human Anatomy and Physiology I ...................... 4
CHEM 1311: Principles of Chemistry I ................................. 4
CHEM 1311: Principles of Chemistry I Lab .............................. 1
MATH 1314: College Algebra .............................................. 4
MATH 1316: Trigonometry ............................................... 4
PHYS 1301: College Physics I ............................................. 4
PHYS 1101: College Physics I Lab ..................................... 1

Social/Behavioral Science* .............................................. 6

MAJOR COURSE REQUIREMENTS ................................. 34

EPCT 1307: Introduction to Environmental Safety and Health .......................... 3
EPCT 1311: Introduction to Environmental Science ........................................ 3
OSHT 2374: Instruments and Measures .................................. 3
EPCT 2333: Environmental Toxicology .................................. 3
EPCT 1401: Hazardous Waste Operations and Emergency Response (Hazwoper) Training and Related Topics ........................................ 3
COSC 1301: Computer Concepts ........................................... 3
EPCT 1305: Environmental Regulations Interpretation and Applications ..................... 3
EPCT: 1340: Industrial Chemical Processing .......................... 3
EPCT 1344: Environmental Sampling and Analysis .......................... 3

TOTAL ....................................................... 71

SAFETY AND ENVIRONMENTAL TECHNOLOGY

Program Advisor: Jim Clements, 335-4204 (clements-jf@actx.edu) or contact the Safety and Environmental Technology Program, 335-4274

CERTIFICATE OF COMPLETION

Major Code - EPCT.CERT

This is a TASP waived certificate. Refer to the section "Testing Requirement for Certificate Programs" for other testing requirements and contact the Testing Center or the Program Advisor.

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

GENERAL EDUCATION REQUIREMENTS* ............................ 3

ENGL 1301: Freshman Composition I .................................. 3

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

EPCT 1307: Introduction to Environmental Safety and Health .......................... 3
EPCT 1311: Introduction to Environmental Science ........................................ 3
OSHT 2374: Instruments and Measures .................................. 3
EPCT 2333: Environmental Toxicology .................................. 3
EPCT 1401: Hazardous Waste Operations and Emergency Response (Hazwoper) Training and Related Topics ........................................ 3
OSHT 2401: OSHA Regulations - General Industry .................................. 3
EPCT 1305: Environmental Regulations Interpretation and Applications ..................... 3
EPCT 1344: Environmental Sampling and Analysis .......................... 3

MAJOR ELECTIVES ................................. 6-8

Students must select two of the following courses:
OSHT 1405: OSHA Regulations - Construction Industry .................................. 3
OSHT 2401: OSHA Regulations - General Industry .................................. 3
OSHT 2372: Health Physics I .................................................. 3
OSHT 2373: Health Physics II ............................................... 3
OSHT 2376: Management of Radioactive Materials and Radiation Generating Devices ........................................ 3
EPCT 2331: Industrial Hygiene Applications .................................. 3
EPCT 1313: Contingency Planning ........................................... 3
EPCT 1341: Principles of Industrial Hygiene .................................. 3
EPCT 2388: Internship ......................................................... 6
EPCT 2389: Internship ......................................................... 6

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

*Please see pages 42-43 for General Education Requirements and Course List

**Please see pages 10-11 for Testing Requirements for Certificate Programs
ENVIRONMENT CHEMICAL TECHNOLOGY
CERTIFICATE OF COMPLETION
Major Code – EPCT.CERT.CHEM

This is a TASP waived certificate. Refer to the section “Testing Requirements for Certificate Programs” for other testing requirements and contact the Testing Center or the Program Advisor.

Prepares students to work as an environmental chemical technician handling agricultural chemicals for farm and/or industrial applications. Aimed at the agricultural industry with an emphasis on hand-on technology.

MAJOR COURSE REQUIREMENTS ............... 42
ELMT 1305: Basic Fluid Power
AGME 1308: Agricultural Parts and Products I
EPCT 1313: Contingency Planning
AGCR 2301: Agricultural Chemicals
CHEM 1305: Introductory Chemistry
CHEM 1105: Introductory Chemistry Laboratory
CHEM 1419: Introductory Organic Chemistry
DEMR 1406: Diesel Engine I
AGCR 2319: Fertilizer and Soil Fertility
GEOL 1473: Introduction to Geographic Information Systems
COSC 1301: Computer Concepts
BIOL 1406: Biology I
EPCT 1266: Practicum

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

SOCIAL SCIENCE
Program Advisor: Jerry Moller, 371-5292 (moller-je@actx.edu) 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 social science advisor for course selection.

SEMESTER HOURS

GENERAL EDUCATION REQUIREMENTS* ........ 42
Communication
ENGL 1301: Freshman Composition I
ENGL 1302: Freshman Composition II
SPCH 1315: Public Speaking
or
SPCH 1321: Business and Professional Speaking
Social/Behavioral Sciences
HIST 1301: History of the U.S. I
HIST 1302: History of the U.S. II
GOVT 2305: Government of the U.S.
GOVT 2306: Government of Texas and the U.S.
PSYC 2301: General Psychology
Humanities/Fine Arts
Humanities
ENGL 2331: Literature of the Non-Western World
or
PHIL 1301: Introduction to Philosophy
Fine Arts
Choose one course from the following list:
HUMA 1315: Survey of Art and Music
HUMA 1302: Humanities II
ARTS 1303: Art History I
ARTS 1304: Art History II
MUSI 1306: Music Appreciation
DRAM 1310: Introduction to Theater
Math
MATH 1314: College Algebra
or
MATH 1324: Mathematics for Business Decisions I
Natural Sciences
BIOL 1308/1108: Life Science I/Lab and
BIOL 1309/1109: Life Science II/Lab
or
BIOL 1406: General Biology I and
BIOL 1407: General Biology II
or

Lifetime Fitness
Any PHED course numbered 1101-1122

RECOMMENDED COURSES ........... 17-21
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. (One of which will be sophomore level or courses requiring prerequisites.)

TOTAL ................................... 62-66
### BIOL 1413: Zoology and BIOL 1411: Botany

**Lifetime Fitness**
- Any PHED course numbered 1101-1122

### Major Course Requirements

- **SOCI 1301:** Introduction to Sociology
- **SOCI 1306:** Modern Social Problems
- **SOCI 2361:** Introduction to Social Work
- **PSYC 2315:** Human Behavior and Personal Adjustment

### Related Course Requirements

- **COSC 1301:** Computer Concepts
- Choose one of the following:
  - **ENGL 2332:** Literature of the Western World
  - **ENGL 2333:** Literature of the Western World

### Recommended Courses

- Major advisor will assist student in selection of appropriate courses required by senior institution of choice.

### Total

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<th>Hours</th>
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### Speech Communication

**Program Advisor:** Robert Boyd, 371-5232 (boyd-re@actx.edu) or contact the Language, Communication and Fine Arts Division, 371-5267

### Associate in Arts

**Major Code:** SPCH.AA

### General Education Requirements

**Communication**
- ENGL 1301: Freshman Composition I
- ENGL 1302: Freshman Composition II
- SPCH 1315: Public Speaking

**Social/Behavioral Sciences**
- HIST 1301: History of the U.S. I
- HIST 1302: History of the U.S. II
- GOVT 2305: Government of the U.S.
- GOVT 2306: Government of Texas and the U.S.

**Humanities/Fine Arts**
- Humanities*
- Fine Arts*

**Mathematics/Natural Sciences**
- MATH*
- Natural Sciences*

**Lifetime Fitness**
- Any PHED course numbered 1101-1122

**Major Course Requirements**
- SPCH 1318: Interpersonal Communication
- SPCH 1342: Voice and Diction
- 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.

**Total**

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### Substance Abuse Counseling

**Program Advisor:** Dr. Bob Banks, 371-5338 (banks-re@actx.edu) or contact the Behavioral Studies Division, 371-5296

### Associate in 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 AAS graduates and those exiting with a certificate the educational components required to be licensed by the Texas Commission on Alcohol and Drug Abuse (TCADA).

### General Education Requirements

**Communication**
- ENGL 1301: Freshman Composition I
- ENGL 1302: Freshman Composition II
- SPCH 1318: Interpersonal Communication

**Social/Behavioral Sciences**
- GOVT 2319: Minority Studies

**Humanities/Fine Arts**
- Humanities*
- Fine Arts*

**Mathematics/Natural Sciences**
- MATH*
- Natural Sciences*

**Lifetime Fitness**
- Any PHED course numbered 1101-1122

**Major Course Requirements**
- SPCH 1318: Interpersonal Communication
- SPCH 1342: Voice and Diction
- 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.

**Total**

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[Please see pages 42-43 for General Education Requirements and Course List]
MAJOR COURSE REQUIREMENTS 
DAAC 1304: Pharmacology of Addiction
DAAC 1307: Addicted Family Intervention
DAAC 1311: Counseling Theories
DAAC 1314: Dynamics of Group Counseling
DAAC 1317: Basic Counseling Skills
DAAC 1319: Introduction to Alcohol and Other Drug Addictions
DAAC 1341: Counseling Alcohol and Other Drug Addictions
DAAC 1343: Current Issues
DAAC 1391: Special Topics in Alcohol/Drug Abuse Counseling
DAAC 2266: Practicum I
DAAC 2267: Practicum II

RELATED REQUIRED COURSE 
COSC 1301: Computer Concepts

TOTAL 

31

SPURGICAL TECHNOLOGY

Program Advisor: Debbie Irman, 356-3663 (irman-dj@actx.edu) or contact the Allied Health Division, 354-6055

ASSOCIATE IN APPLIED SCIENCE

Major Code – SRGT.AAS

This program is designed for students who wish to earn a degree in addition to completing the classroom, laboratory, and clinical requirements for the certificate of completion in Surgical Technology. The academic preparation is intended not only to provide a sound basis for expanding requirements of the health care field, but also act as a bridge to other health professions.

Those students desiring the associate degree option must complete the entire certificate curriculum of 36 semester hours in sequential order. Students will be given two years to complete the certificate curriculum. Students who fail to do so will be required to reapply for acceptance into the program and repeat all courses. The additional 27 semester hours for the AAS degree may be taken before, during, or after the certificate requirements.

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

A student seeking entry into Surgical Technology must file a specific program application form and complete additional procedures as required.

SEMESTER HOURS

GENERAL EDUCATION REQUIREMENTS* 

Communication
ENGL 1301: Freshman Composition I

Humanities/Fine Arts*
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II
MATH 1333: Contemporary Mathematics (or any MATH*)

Social/Behavioral Sciences
HIST 1301: History of the U.S. I
PSYC 2301: General Psychology
SOCI 1301: Introduction to Sociology

MAJOR COURSE REQUIREMENTS 

SRGT 1261: Clinical I
SRGT 1405: Introduction to Surgical Technology
SRGT 1409: Fundamentals of Aseptic Technique
SRGT 1441: Surgical Procedures I
SRGT 1442: Surgical Procedures II
SRGT 2360: Clinical III
SRGT 2461: Clinical II

RELATED REQUIRED COURSES 
COSC 1301: Computer Concepts
POFM 1313: Medical Terminology I

ELECTIVE 

TOTAL 

6

3

63
SURGICAL TECHNOLOGY
Program Advisor: Debbie Inman, 356-3665 (inman-dj@actx.edu) or contact the Allied Health Division, 354-6055

CERTIFICATE OF COMPLETION
Major Code - SRGT.CERT
This is a TASP waived certificate. Refer to the section "Testing Requirements for Certificate Program"** for other testing requirements and contact the Testing Center or the Program Advisor.

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 higher 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.

SEASONAL HOURS
MAJOR COURSE REQUIREMENTS ............ 25
SRGT 1261: Clinical I
SRGT 1405: Introduction to Surgical Technology
SRGT 1409: Fundamentals of Aseptic Technique
SRGT 1441: Surgical Procedures I
SRGT 1442: Surgical Procedures II
SRGT 2360: Clinical III
SRGT 2461: Clinical II

RELATED REQUIRED COURSES ............... 11
POFM 1313: Medical Terminology I
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II

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

TELECOMMUNICATIONS TECHNOLOGY
(See Instrument and Control Technology)

THEATRE
Program Advisor: Lynaé Jacob, (jacob-ll@actx.edu)
Speech and Theatre Department, 371-5343

ASSOCIATE IN SCIENCE
Major Code - THEA.AS

SEASONAL HOURS
GENERAL EDUCATION REQUIREMENTS* ........ 42
Communication
ENGL 1301: Freshman Composition I
ENGL 1302: Freshman Composition II
SPCH 1315: Public Speaking

Social/Behavioral Sciences
HIST 1301: History of the U.S. I
HIST 1302: History of the U.S. II
GOVT 2305: Government of the U.S.
GOVT 2306: Government of Texas and the U.S.

Humanities/Fine Arts
Literature*
Fine Arts

Mathematics/Natural Sciences
MATH*
Natural Sciences*

Lifetime Fitness
Any PHED course numbered 1101-1122

MAJOR COURSE REQUIREMENTS ............ 22
DRAM 1322: Stage Movement
DRAM 1330: Stagecraft I
DRAM 1351: Acting I
DRAM 1352: Acting II
DRAM 1120: Theatre Practicum
DRAM 1121: Theatre Practicum
DRAM 2120: Theatre Practicum
SPCH 1342: Voice and Diction

Select one of the following courses:
DRAM 1341: Stage Make-up
DRAM 1342: Introduction to Costume
SPCH 2341: Oral Interpretation

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

TRAVEL AND TOURISM
Program Advisor: Catheryne Lankford, 371-5263 (lankford-cr@actx.edu) or Anne Nail, 371-5265 (nail-ah@actx.edu) or contact the Business Division, 371-5269

ASSOCIATE IN APPLIED SCIENCE
Major Code - TRVM.AAS

SEASONAL HOURS
GENERAL EDUCATION REQUIREMENTS* ........ 15
Communication
ENGL 1301: Freshman Composition I

Humanities/Fine Arts*

Mathematics/Natural Sciences
MATH 1333: Contemporary Mathematics (or any MATH*)

Social/Behavioral Sciences
ECON 2301: Principles of Economics I

MAJOR COURSE REQUIREMENTS ............ 27
TRVM 1300: Introduction to Travel and Tourism
TRVM 1308: Travel Destination I - Western Hemisphere
TRVM 1341: Travel Destination II - Eastern Hemisphere
TRVM 1313: Ticketing Forms and Procedures
TRVM 1406: Travel Automation I
TRVM 2435: Travel Automation II
TRVM 1101: Customer Sales and Service
TRVM 1331: Introduction to Hospitality Industry
TRVM 2302: Travel Career Development

*Please see pages 42-43 for General Education Requirements and Course List
**Please see pages 10-11 for Testing Requirements for Certificate Programs
RELATED COURSE REQUIREMENTS ............ 27-30
HRFO 1311: Human Relations
BMGT 1301: Supervision
BMGT 1305: Communications in Management
BMGT 1373: Professional Image Development
COSC 1301: Computer Concepts
ACCT 2301: Accounting Principles I
MARK 1311: Principles of Marketing
BUSI 1311: Fundamentals of Salesmanship
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
TRVM 1380: Cooperative Education - Travel and Tourism
TOTAL .................................. 69-72

TRAVEL AND TOURISM
Program Advisor: Catheryne Lankford, 371-5263 (lankford-cr@actx.edu) or Anne Nail, 371-5265 (nail-ah@actx.edu) or contact the Business Division, 371-5269
CERTIFICATE OF COMPLETION
Major Code - TRVM.CERT
This is a TASP waived certificate. Refer to the section "Testing Requirement for Certificate Programs"** for other testing requirements and contact the Testing Center or the Program Advisor.
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 COURSE REQUIREMENTS ............ 6
ENGL 1301: Freshman Composition I
COSC 1301: Computer Concepts
MAJOR COURSE REQUIREMENTS ............. 36
TRVM 1300: Introduction to Travel and Tourism
TRVM 1308: Travel Destination I - Western Hemisphere
TRVM 1341: Travel Destination II - Eastern Hemisphere
TRVM 1313: Ticketing Forms and Procedures
TRVM 1406: Travel Automation I
TRVM 2435: Travel Automation II
TRVM 1101: Customer Sales and Service
TRVM 1331: Introduction to Hospitality Industry
TRVM 2302: Travel Career Development
HRFO 1311: Human Relations
BMGT 1305: Communications in Management
BMGT 1373: Professional Image Development
TOTAL .................................. 42

HOSPITALITY CERTIFICATE
Major Code - TRVM.CERT.HOSP
This is a TASP waived certificate. Refer to the section "Testing Requirement for Certificate Programs"** for other testing requirements and contact the Testing Center or the Program Advisor.
For students who wish to gain a basic understanding of the hospitality segment of the Travel and Tourism industry.
SEMESTER HOURS
TRVM 1101: Customer Sales and Service
HRFO 1311: Human Relations
BMGT 1301: Supervision
BMGT 1305: Communications in Management
TRVM 1300: Introduction to Travel and Tourism
TRVM 1331: Introduction to Hospitality Industry
TOTAL .................................. 16

VETERINARY MEDICINE
(See Biology)

WELDING TECHNOLOGY
Program Advisor: Dash Danner, 335-4398 (danner-cg@actx.edu) or Bobbie Wilson, 335-4399 (wilson-br@actx.edu), or contact the Manufacturing Technologies Department, 335-4390
CERTIFICATE OF COMPLETION
Major Code - WLDG.CERT
These are TASP waived certificates. Refer to the section "Testing Requirement for Certificate Programs"** for other testing requirements and contact the Testing Center or the Program Advisor.
Skilled welders manufacture and repair a wide group of products ranging from automobiles, trains, ships, and heavy equipment to pipelines and missiles. Students choose an area of specialization which include Pipe Welder, Tungsten Inert Gas (TIG) and Gas Metal Arc (MIG) Welder.
MAJOR CORE REQUIREMENTS ............ 21
WLDG 1313: Introduction to Blueprint Reading
WLDG 1425: Oxy-Fuel Welding and Cutting
WLDG 1453: Layout and Fabrication
WLDG 1528: Introduction to Arc Welding
WLDG 2543: Advanced Arc Welding
The student may complete one or more of the following specialties.
Pipe Welding Specialist
WLDG 2553: Pipe Welding
TIG Welding Specialist
WLDG 2551: TIG Welding
MIG Welding Specialist
WLDG 2547: MIG Welding
Optional Courses:
WLDG 2480: Industrial Cooperative Training
WLDG 1225: Oxy-Fuel Welding and Cutting I
WLDG 1226: Oxy-Fuel Welding and Cutting II
WLDG 1253: Layout and Fabrication I
WLDG 1254: Layout and Fabrication II
WLDG 2413: Welding Using Multiple Processes
TOTAL .................................. 26
Course Descriptions

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) (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.
(2 sem hrs; 2 lec) (ACCTG 3022)#

ACCT 2301*: Accounting Principles I
Prerequisite: Test scores indicating college-level reading skills (TASP or state-approved alternative test) or a grade of C or higher in RDNG 0331.
(3 sem hrs; 3 lec) (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) (ACCTG 4323)#

ACNT 1311: Introduction to Computerized Accounting
Prerequisites: ACCT 2301, COSC 1401
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 2301
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
Prerequisites: ACCT 2301, 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 1266: Practicum - Accounting  
Prerequisite: Consent of program advisor  
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.  
(2 sem hrs; 20 hrs work/week)

ACNT 1366: Practicum - Accounting  
Prerequisite: Consent of program advisor  
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.  
(3 sem hrs; 30 hrs work/week)

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 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)

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)

ANTHROPOLOGY  
ANTH 2351*: Cultural Anthropology  
Prerequisite: Test scores indicating college-level reading skills (TASP or state-approved alternative test) or a grade of C or higher in RONG 0331.  
Examine the nature and activities of contemporary cultures throughout the world.  
(3 sem hrs; 3 lec) (ANTHR 4323)

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 higher  
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 3033)

ARTS 1312*: Design II  
Emphasis on three-dimensional (sculptural) design concepts, materials, and techniques.  
(3 sem hrs; 6 studio) (ART 3043)

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 grade of C or higher
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 2313*: Design Communication I
Prerequisites: AGD 3123, AGD 3143 or ARTS 1317, ARTS 1311, or ARTS 1312 with a grade of C or higher
An introductory course in processing and techniques of communication design, with emphasis on illustration. Regular outside assignments.
(3 sem hrs; 6 studio) (ART 4133) #

ARTS 2314*: Design Communication II
Prerequisite: ARTS 2313 with a grade of C or higher
A further investigation of communication design techniques. Regular outside assignments.
(3 sem hrs; 6 studio) (ART 4143) #

ARTS 2316*: Painting I
Prerequisites: ARTS 1311, ARTS 1312, ARTS 1317 with a grade of C or higher or consent 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 grade of C or higher
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 grade of C or higher
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 grade of C or higher
Continuation of ARTS 4013 with emphasis on individual expression. Regular outside assignments.
(3 sem hrs; 6 Studio) (ART 4023) #

ARTS 2326*: Sculpture I
Prerequisites: ARTS 1311, ARTS 1312, ARTS 1317 with a grade of C or higher or consent 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 grade of C or higher
Continuation of ARTS 2326 emphasizing individual expression. Regular outside assignments.
(3 sem hrs; 6 studio) (ART 4063) #

ARTS 2333*: Printmaking I
Prerequisites: ARTS 1311, ARTS 1312, ARTS 1317 with a grade of C or higher or consent 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 a grade of C or higher
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, ARTS 1312, ARTS 1317 with a grade of C or higher or consent of department chair
Exploration of design, construction, and form utilizing basic jewelry techniques. Regular outside assignments.
(3 sem hrs; 6 studio) (ART 4213) #

ARTS 2342*: Jewelry II
Prerequisite: ARTS 2341 with a grade of C or higher
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, ARTS 1312, ARTS 1317 with a grade of C or higher or consent of 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 grade of C or higher
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, ARTS 1312, ARTS 1317 with a grade of C or higher or consent of 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 grade of C or better
A further investigation of watercolor painting techniques with emphasis on individual expression.
(3 sem hrs; 6 studio) (ART 4163) #

ARTS 2348*: Digital Art I
Prerequisite: The freshman transfer curriculum (Drawing I, Drawing II and Design I)
A studio course which explores the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.
(3 sem.hrs; 6 studio)
ARTC 2349*: Digital Art II
Prerequisite: Digital Art I
A continuation of Digital Art I. A studio course which uses computer hardware and software as a medium for visual and conceptual expression in the visual arts.
(3 sem. hrs; 6 studio).

ART - GRAPHIC DESIGN
ARTC 1166, 1266, 1366: Graphic Design Practicum
A basic or intermediate type of non-health professions work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work supervisor. A practicum may be a paid or unpaid learning experience.
(1 hr credit per 10 hrs of work) (ARTC 2174, 2175, 2176 2177)#

ARTC 1305: Basic Animation
Prerequisites: ARTC 1325, ARTC 2317, ARTC 2305 with a grade of C or higher or consent of instructor
Examination of concepts, characters and story boards 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: Digital Publishing I
Prerequisites: ARTC 1325, ARTC 2317, ARTC 2305 with a grade of C or higher or consent of instructor
The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.
(3 sem hrs; 6 studio) (AGD 4113)#

ARTC 1325: Introduction to Computer Graphics
A survey of computer design concepts, terminology, processes and procedures. Topics include computer graphics hardware, electronic images, electronic publishing, vector-based graphics and interactive multimedia.
(3 sem hrs; 6 studio) (AGD 3013)#

ARTC 1327: Typography
Prerequisite: ARTC 1325 with a grade of C or higher 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 3113)#

ARTC 1341: 3-D Animation I
Prerequisites: ARTC 1325, ARTC 2317, ARTC 2305 with a grade of C or higher
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 grade of C or higher
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/Corequisite: ARTC 1325 with a grade of C or higher or concurrent enrollment
Implementation of software for illustration and/or photo manipulation for reproduction.
(3 sem hrs; 6 studio) (AGD 3133)#

ARTC 1391: Special Topics in Graphic Design, Commercial Art and Illustration
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; 6 studio hrs)

ARTC 2305: Digital Painting and Imaging
Prerequisite: ARTC 1305 with a grade of C or higher
General principles of digital image processing and electronic painting. Emphasis on bitmap 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 2311: History of Communication Graphics
Survey of the evolution of graphic arts as it relates to the history of art. Topics include formal, stylistic, social, political, economic, and historical aspects. Emphasis on the movement, schools of thought, individuals, and technology as they interrelate with graphic arts.
(3 sem hrs; 3 lec, 1 lab)

ARTC 2313: Digital Publishing II
Prerequisite: ARTC 1313 with a grade of C or higher
Layout procedures from thumbnails and roughs to final comprehensive and printing emphasis on design principles for the creation of advertising and publishing materials, and techniques for efficient planning and documenting projects.
(3 sem hrs; 6 studio) (AGD 4123)#

ARTC 2317: Typographic Design
Prerequisite: ARTC 1327 with a grade of C or higher
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 2335: Portfolio Development for Graphic Design
Prerequisite: Successful completion of 21 hrs of ARTC course or consent of instructor
Preparation of a portfolio comprised of completed graphic design class projects. Evaluation and demonstration of portfolio presentation methods based on the student’s specific area of study.
(3 sem hrs; 6 studio) (ARTC 2379)#
ARTC 2341: 3-D Animation II
Prerequisite: ARTC 1341 with a grade of C or higher
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 as final digital outputting using modeling, rendering and animation software.
(3 sem hrs; 6 studio) (AGD 4243) #

IMED 1211: Storyboard
Introduction to the techniques of storyboarding including organizing a projects content and arranging it in a visual format.
(2 sem hrs; 3 studio).

IMED 1316: Web Page Design I
Prerequisites: ARTC 1325, ARTC 2317, ARTC 2305
Instruction in web page design and related graphic design issues including markup languages, web sites, and browsers.
(3 sem hrs; 6 studio) (ARTC 2371) #

IMED 1345: Interactive Multimedia I
Prerequisites: ARTC 1325, ARTC 2317, ARTC 2305
Exploration of the use of graphics and sound to create interactive multimedia animations using industry standard authoring software.
(3 sem hrs; 6 studio) (ARTC 2373) #

IMED 2345: Interactive Multimedia II
Prerequisite: IMED 1345 with a grade of C or higher or consent of instructor
Instruction in the use of scripting language to create interactive multimedia projects. Topics include building a user interface, writing script and debugging.
(3 sem hrs; 6 studio) (ARTC 2374) #

IMED 2315: Web Page Design II
Prerequisite: IMED 1316
A study of mark-up language and advanced layout techniques for web pages. Emphasis on identifying the target audience and producing web sites according to accessibility standards, cultural appearance, and legal issues.
(3 sem hrs; 6 studio) (ARTC 2372) #

ASTRONOMY

PHYS 1111*: Descriptive Astronomy I Laboratory
Prerequisite/Corequisite: PHYS 1311
Designed to study observing techniques, telescopes, and the solar system. Telescopes of several types and computers are available for use. PHYS 1111/1111 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/Corequisite: PHYS 1312
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; 2 lec, 2 lab) (ACT 3342) #

ABDR 1327: Suspension Systems
Basics of standard and heavy duty steering and suspension systems including fundamentals, related tools and equipment, basic services, and individual system components. 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: 2 lec, 2 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 damage.
(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 systems. Additional topics include wire and connector repair, reading wiring diagrams, and troubleshooting.
(3 sem hrs; 2 lec, 4 lab) (ACT 4332, 4353, 4372, 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. Interpreting 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)

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 diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught manufacturer specific.
(3 sem hrs; 2 lec, 2 lab)

AUMT 1316: Suspension and Steering
Prerequisite: AUMT 2309
Emphasis on the diagnosis and repair of transmissions and differential parts. Additional topics include steering systems and the use of automotive performance diagnostic equipment.
(3 sem hrs; 1 lec, 20 hrs work/week)

AUMT 1353: Automotive Electrical Systems Theory
Prerequisite: AUMT 1307
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)

AUMT 1357: Automotive Brake Systems
Prerequisite: AUMT 1310
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.
(3 sem hrs; 2 lec, 2 lab)

AUMT 1358: Automotive Electrical Systems Theory
Prerequisite: AUMT 1307
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)

AUMT 2305: Theory of Automotive Engines
Prerequisite: AUMT 1319
Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis on identification of components, measurements, inspections, and repair methods.
(3 sem hrs; 2 lec, 2 lab)

AUMT 2309: Manual Drive Train and Axles Theory
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.
(3 sem hrs; 2 lec, 2 lab)

AUMT 2313: Manual Drive Train and Axles
Prerequisite: AUMT 2309
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.
(3 sem hrs; 2 lec, 2 lab)

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; 2 lec, 2 lab)
AUMT 2323: Theory of Automatic Transmission and Transaxle
Prerequisite: AUMT 2331
Theory of operation, hydraulic principles, and related circuits of automatic transmissions and transaxles. Discussion of diagnosis and repair techniques.
(3 sem hrs; 2 lec, 2 lab)

AUMT 2325: Automatic Transmissions and Transaxle
Prerequisite: AUMT 2323
A study of the operation, hydraulic principles, and related circuits of 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.
(3 sem hrs; 2 lec, 2 lab)

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 hrs; 1 lec, 2 lab)

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 hrs; 2 lec, 1 lab)

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)

AERM 1240: Aircraft Propellers
(2 sem hrs; 1 lec, 2 lab)

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)

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)

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)

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)

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)

AERM 1303: Shop Practices - Aerospace Manufacturing
An introduction to the correct use of hand and power tools; equipment and precision measurement; identification of aircraft hardware; and the fabrication of fluid lines and tubing. Emphasis on procedures for testing, heat treating, and inspection of aircraft structures. Students are introduced to the jigs and fixtures association with pre-fabrication and assembly of aircraft.
(3 sem hrs; 2 lec, 2 lab)

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)  

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)  

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)  

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)  

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)  

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)  

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.  
(3 sem hrs; 2 lec, 4 lab)  

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)  

AERM 1380: Cooperative Education: Aircraft Mechanic/Technician Airframe  
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience.  
(3 sem hrs; 1 lec, 20 hrs work/week)  

AERM 1391: Special Topics in Fasteners  
The inspection and repair of metal and composite structures including forming, layout of metal, and selection, installation, and removal of special fasteners. Fabrication and installation of peelable, brass, phenolic and fiberglass shims will be covered.  
(3 sem hrs; 2 lec, 2 lab)  

AERM 1456: Aircraft Powerplant Electrical  
Theory, operation, and maintenance of powerplants including electrical, ignition, starting, and fire protection systems.  
(4 sem hrs; 1 lec, 6 lab)  

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)  

AERM 2233: Assembly and Rigging  
An advanced course in assembly and rigging of fixed and rotary-wing aircraft.  
(2 sem hrs; 1 lec, 4 lab)  

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)  

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)  

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)  

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)  

AVNC 1343: Aircraft Electrical and Electronic Systems Installation  
A study of and practical experience in the installation of avionic systems in aircraft, mounting electronic equipment, construction and installation of electrical wiring and cables, and proper use of tools, and selection of materials.  
(3 sem hrs; 2 lec, 6 lab)  

DFTG 2442: Aeronautical Drafting  
A study of aeronautical drawings required in the aircraft and aerospace industries. Examines the fundamental manufacturing techniques for modern composite aircraft.  
(4 sem hrs; 4 lec)
**QCTC 1341: Statistical Process Control**
Components of statistics including techniques of collection, presentation, analysis, and interpretation of numerical data as applied to statistical control. Stresses application of correlation methods, analysis of variance, dispersion, sampling quality control, reliability, mathematical models, and programming.
(3 sem hrs; 3 lec)

**TECM 1303: Technical Mathematics**
A review of mathematical functions including fractions, decimals, proportions, perimeters, areas, volumes of geometric figures, and certain algebraic/trigonometric functions, as required by specific businesses and industries for successful on-the-job performance.
(3 sem hrs; 3 lec)

**BASIC ACADEMIC SKILLS**
**BASR 0101: Basic Academic Skills**
Basic skills course that develops and reinforces reading, math, and writing skills with special emphasis on reading to meet TASP program requirements.
(1 sem hr; 1 lec)

**BASM 0101: Basic Academic Skills**
Basic skills course that develops and reinforces math, reading, and writing skills with special emphasis on math to meet TASP program requirements.
(1 sem hr; 1 lec)

**BASW 0101: Basic Academic Skills**
Basic skills course that develops and reinforces math, reading, and writing skills with special emphasis on writing to meet TASP program requirements.
(1 sem hr; 1 lec)

**BAS 0103: Basic Academic Skills**
Basic skills course that develops and reinforces math, reading, and writing. This course does not meet TASP program requirements.
(1 sem hr; 1 lec)

**BASR 0202: Basic Academic Skills**
Basic skills course that develops and reinforces reading, math, and writing skills with special emphasis on reading to meet TASP program requirements.
(2 sem hrs; 1 lec, 2 lab)

**BASM 0202: Basic Academic Skills**
Basic skills course that develops and reinforces reading, math, and writing skills with special emphasis on math to meet TASP program requirements.
(2 sem hrs; 1 lec, 2 lab)

**BASW 0202: Basic Academic Skills**
Basic skills course that develops and reinforces reading, math, and writing skills with special emphasis on writing to meet TASP program requirements.
(2 sem hrs; 1 lec, 2 lab)

**BAS 0203: Basic Academic Skills**
Basic skills course that develops and reinforces math, reading, and writing. This course does not satisfy TASP program requirements.
(2 sem hrs; 1 lec, 2 lab)

**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 1308*: Life Science I (for non-science majors)**
A hands-on, collaborative, and interactive survey of major topics in biology with emphasis on plants and animals and their interactions with the world around them.
(3 sem hrs; 3 lec)

**BIOL 1309*: Life Science II (for non-science majors)**
Additional hands-on, collaborative, and interactive survey of major topics in biology with emphasis on plant and animal structure and function.
(3 sem hrs; 3 lec)

**BIOL 1406*: 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 1407*: Biology II**
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, 3 lab) (BIOL 3124) #

**BITC 1401: Biotechnology I: Biotech Lab Instrumentation**
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)

*Texas Common Course Number
#Previous prefix and number
BITC 1402*: Biotechnology II: Biotech Lab Methods and Techniques  
Prerequisite: BITC 1401  
Continuation of Biotechnology techniques including recombinant DNA procedures.  
(4 sem hrs; 3 lec, 4 lab)

BIOL 2106*: Environmental Science Lab  
Prerequisite/Corequisite: BIOL 2306  
Laboratory exercises in environmental problems.  
(1 sem hr; 3 lab)

BIOL 2279: Special Topics in Biology  
Prerequisite: Consent 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.  
(2 sem hrs; 1 lec, 5 work/week)

BIOL 2389*: Special Topics in Biology  
Prerequisite: Consent 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.  
(3 sem hrs; 2 lec, 5 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  
Prerequisites: BIOL 1406, MATH 1314  
Basic principles of Mendelian and molecular genetics.  
(3 sem hrs; 3 lec, 1 lab)

BIOL 2374: Integrated Biology  
Prerequisite/Corequisite: CHEM 1375  
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) or a grade of C or higher in RDNG 0331; 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, digestive, and reproductive systems, and genetics.  
(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) or a grade of C or higher in RDNG 0331; 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, digestive, and reproductive systems, and genetics.  
(4 sem hrs; 3 lec, 3 lab) (BIOL 3424)#

BIOL 2404*: Human Physiology  
Prerequisites: BIOL 1406, BIOL 1407 or consent of department chair  
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) or a grade of C or higher in RDNG 0331; 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, BIOL 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: Pre Anatomy and Physiology  
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)

BUSINESS ADMINISTRATION

BUSI 1301*: Introduction to Business  
Survey of modern business activities; basic industries, forms of organization, banking, credit, problems of management, business risks, and the relation of government to business.  
(3 sem hrs; 3 lec) (BA 3333)#

BUSI 1307*: Personal Finance  
Personal and family accounts, budgets, budgetary control, bank accounts, charge accounts, borrowing, investing, home ownership, wills, trust plans.  
(3 sem hrs; 3 lec)  
Note: Students completing BUSI 1307 cannot earn credit for HUSC 1307. (BA 3303)#

BUSI 1311*: Fundamentals of Salesmanship  
Principles of personal selling; the product, the market, individual buyers, planning presentations, and building good will.  
(3 sem hrs; 3 lec) (BA 4173)#

BUSI 2301*: Business Law I  
General principles of law relating to legal rights and remedies, contracts, agency employment, and business organization, including partnerships and corporations. Practical business problems and their legal implications.  
(3 sem hrs; 3 lec) (BA 4153)#

*Texas Common Course Number  
#Previous prefix and number
BUSI 2371: 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) (BA 4183, BMGT 1303)#

BUSI 2471: Statistics
Prerequisite: MATH 1314 or MATH 1324 or consent of instructor
General application of statistical principles; methods of collecting, analyzing, presenting and interpreting numerical data. Use of computers for data analysis and statistical chart preparation. Student is expected to have some background in use of computers.
(4 sem hrs; 3 lec, 3 lab) (BA 4524)#

CHEMISTRY
CHEM 0201: Pre-Anatomy and Physiology
An introduction to cells and their chemistry. This course is recommended for biology students lacking a foundation in chemistry. This is a developmental course. It does not meet elective or graduation requirements.
(2 sem hrs; 2 lec, 1 lab)

CHEM 1105*: Introductory Chemistry I Laboratory
Prerequisite/Corequisite: CHEM 1305
(1 sem hrs; 4 lab)

CHEM 1111*: Principles of Chemistry I Laboratory
Prerequisite/Corequisite: CHEM 1311
(1 sem hr; 4 lab) (CHEM 3451)#

CHEM 1112*: Principles of Chemistry II Laboratory
Prerequisite/Corequisite: CHEM 1312
(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 1307*: Introductory Thanatochemistry
Survey course of the basic principles of chemistry as they relate to funeral service. Especially stressed are: the chemical principles and precautions involved in sanitation, disinfection, public health, and emblaming practice. Government regulation of chemicals currently used in funeral service is reviewed. Designed for non-science majors, allied health, specifically mortuary science majors.
(3 sem hr; 2 lec, 5 hrs work/week)

CHEM 1311*: Principles of Chemistry I
Prerequisites: 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; 2 lec, 4 lab) (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 and 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 3113, 3151)#

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 2279: Academic Cooperative in Chemistry
Prerequisite: Consent 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.
(2 sem hrs; 1 lec, 5 hrs work/week)

CHEM 2389*: Academic Cooperative in Chemistry
Prerequisite: Consent 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.
(3 sem hr; 2 lec, 5 hrs work/week)

CHEM 2223*: Organic Chemistry I
Laboratory Prerequisite/Corequisite: CHEM 2323
(2 sem hrs; 6 lab) (CHEM 4252)#

CHEM 2225*: Organic Chemistry II
Laboratory Prerequisite/Corequisite: CHEM 2325
(2 sem hrs; 6 lab) (CHEM 4352)#

CHEM 2323*: Organic Chemistry I
Prerequisite: CHEM 1312 with a grade of C or higher
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.

(2 sem hrs; 20 hrs work/week) (CDEC 1303, CDEC 1319, CDEC 1356, CDEC 1359, CDEC 1454, CDEC 2421, CDA 3011, CDA 3022)

CDEC 1294: Special Topics in Advanced Child Care Practices
Corequisite: 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; 2 lec) (CDEC 2464, CDEC 1295, CDA 4015)

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)

CDEC 1313: Curriculum Resources for Early Childhood
A study of fundamentals of curriculum design and implementation in developmentally appropriate programs for children.

(3 sem hrs; 3 lec)

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 4123)

CDEC 1319: Child Guidance

(3 sem hrs; 3 lec)

CDEC 1321: The Infant and Toddler
A study of appropriate infant and toddler behavior management, 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)

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 3043, CDA 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
Corequisite: CDEC 1294
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.

(2 sem hrs; 20 hrs work/week) (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.

(2 sem hrs; 20 hrs work/week) (CDEC 2426, CDEC 2428, CDA 4022)
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, and teaching/guidance techniques.
(3 sem hrs; 3 lec) (CDEC 2428, CDA 4024) #

CDEC 2341: The School Age Child
A study of appropriate programs for the school age child (5 to 13 years) including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques.
(3 sem hrs; 3 lec)

COMPUTER INFORMATION SYSTEMS

BCIS 1301*: Microcomputer Applications
Prerequisite: BCIS 1405
Introduction to intermediate business programming techniques. Includes structured programming methods, designing customized software applications using word processing, spreadsheet, database, and presentation graphics software for the microcomputer.
(3 sem hrs; 2 lec, 4 lab) (CIS 3123) #

BCIS 1405: Business Computer Applications
Prerequisite/Corequisite: 25 words/minute typing or POFT 1127 or concurrent enrollment
Study of computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. Mandatory scheduled lab.
(4 sem hrs; 3 lec, 3 lab) (CIS 3024, COSC 1401) #

BCIS 1432*: COBOL/400 Programming
Prerequisites: ITSC 1411, 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, 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 2431*: Visual Basic Programming
Prerequisites: BCIS 1301, COSC 1415
Further application of business programming techniques. Advanced topics may include varied file access techniques, system profiles and security, visual event-driven object-oriented computing with emphasis on the use of Visual Basic for rapid prototyping business, database and web applications.
(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/Corequisite: 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 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) #

COSC 1415*: Programming Techniques and Logic Design I
Prerequisites: BCIS 1401, test scores indicating college-level reading and math skills, (TASP or state-approved alternative test), and Math Placement Score of 17 or higher or a grade of C or higher in MATH 0302, a grade of C or higher in RDNG 0331
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
Introduction to computer programming utilizing various computer languages with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. 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) #
COSC 2425*: Computer Organization and Assembly Language Programming
Prerequisites: ENGR 2171, ENGR 2371
Syntax and semantics of a typical assembly language; macros and macroprocessors; design, construction, and execution of assembly language programs; data representation and addressing techniques.
(4 sem hrs; 3 lec, 2 lab) (ITNW 2309) #

COSC 2430: Programming Techniques and Logic Design II
Prerequisite: COSC 1415
A continuation of COSC 1415 with heavy emphasis on problem solving techniques. Topics may include file access methods, abstract data structures, statistically and dynamically allocated memory, sequential and direct access file structures, object-oriented programming and design and software engineering principals and other topics not normally covered in an introductory computer programming course.
(4 sem hrs; 3 lec, 2 lab) (CIS 4184, BCIS 2415) #

IMED 1416: Web Page Design I
Prerequisite: ITSC 1407
Instruction in Internet web page design and related graphic design issues including mark-up languages, web sites, Internet access software, and interactive topics. This course is an introduction to the world of software development and networking for the World Wide Web. Students will learn details of Web Publishing using HTMl and will develop Perl scripts for Common Gateway Interface (CGI) and “server side” program execution to support the dynamic generation of various HTML documents, as well as Javascript scripts for “client side” dynamic HTML.
(4 sem hrs; 3 lec, 2 lab) (ITNW 1421)

IMED 2415: Web Page Design II
Prerequisite: IMED 1416
A study of hypertext mark-up language (HTML) and interesting layout techniques for creating and engaging web designed web pages. Students will learn details of Web computing using various tools to develop scripts in the languages VBScript, JavaScript, and PerlScript to create Active Server Pages (ASP) and “server side” program execution to support the dynamic generation of various HTML documents, as well as JavaScript scripts for “client side” dynamic HTML. Focus will be on developing and supporting E-Commerce applications.
(4 sem hrs; 3 lec, 2 lab) (ITNW 2421)

ITNW 1280: Business Systems, Networking and Telecommunications
Prerequisite: Consent of department chair
Case problems involving networking. Projects will be developed using networking applications packages.
(2 sem hrs; 9 lab) (CIS 4623) #

ITNW 2454: Internet/Intranet Server
Prerequisite: IMED 2415
Hands-on experience in designing, installing, configuring, maintaining, and managing an Internet server. Introduction to the configuration and maintenance of HTTP server software. Students will have the opportunity to manage Open Source server software as well as proprietary software. Focus will be on issues of security versus access. Mandatory scheduled lab.
(4 sem hrs; 3 lec, 2 lab)

ITSC 1313: Internet/Web Page Development
Prerequisite: BCIS 1405
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. Instruction in the use of Internet services and the fundamentals of Web page design and Website development will be discussed including basic and intermediate Internet research techniques, a survey of Internet search engines and libraries, XHTML, Web page design, and the use of Web development software.
(3 sem hrs; 2 lec 4 lab) (CIS 4333) #

ITSC 1402: Computer Control Language
Prerequisites: ITSC 1411, COSC 1415
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) (ITSW 1402)

ITSC 1407: UNIX Operating System I
Prerequisites: BCIS 1301, COSC 1415
A study of the UNIX (Linux) Operating System including multi-user concepts, terminal emulation, use of system editor, basic UNIX (Linux) commands, and writing script files. Topics include introductory systems management concepts. The course is designed to provide the student with a depth experience in the use of UNIX (Linux) operating system. Readings, class discussions, and assignments will focus on the effective use of various operating system facilities. Design and implementation of various scripts that will be useful not only in a UNIX (Linux) environment but also in equivalent or interactive web-based facilities. Mandatory scheduled lab.
(4 sem hrs; 3 lec 2 lab) (ITSW 2436)

ITSC 1411: AS/400 Operating Systems I
Prerequisite: BCIS 1405
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) (ITSW 2436)

ITSC 2335: Application Problem Solving
Prerequisite: Consent of department chair
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; 7 lab) (CIS 4583) #

ITSC 2364/2365: Practicum – Computer Information Sciences – General
Prerequisite: Consent of department 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 paid or unpaid.
(3 sem hrs; 30 hrs work/week)
ITSC 2437: UNIX Operating System II
Prerequisite: ITSC 1407
Advanced study of the UNIX/LINUX operating system. Includes advanced concepts of system management and communication, the installation and maintenance of software, network security, and data integrity issues. Primary emphasis will be on UNIX/LINUX programming and scripting-tools.
(4 sem hrs; 3 lec, 2 lab)

ITSE 1414: Introduction to RPG Programming
Prerequisites: ITSC 1411, 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 4374)#

ITSE 2347: Advanced Database Programming
Prerequisite: ITSE 1411 and ITSE 2409
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)#

ITSE 2386: Internship - Computer Programming
Prerequisite: Consent of department chair
Internship in computer programming. On-the-job training coordinated by instructor of CIS with employer.
(3 sem hrs; 9 hrs work/week) (CIS 4643)#

ITSE 2409: Introduction to Database Programming
Prerequisites: BCIS 1301 and COSC 1415
Introduction to database theory and applications. Techniques presented for planning, defining, and designing a database plus procedures pertaining to queries, reports, control, and security.
(4 sem hrs; 3 lec, 2 lab) (CIS 4674)#

ITSE 2435: Advanced RPG Programming
Prerequisite: ITSE 1414
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)#

ITSE 2459: Advanced Computer Programming
Prerequisite: ITSE 2437
Advanced programming technique application. Topics include file access, utilizing UNIX/LINUX system calls (kernel subroutines); data structure communication through shared memory, message queues, and pipes; program-testing utilizing developed background network server processes and client application server requests; and system documentation.
(4 sem hrs; 3 lec, 2 lab)

CRIJ 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)

CRIJ 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)

CRIJ 2313*: Correctional Systems and Practices
Corrections in the criminal justice system; organization correctional systems; correctional roles; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.
(3 sem hrs; 3 lec) (CJ 4053)

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 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)

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 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)

CJOR 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, 4 lab)
CJLE 1506: Basic Peace Officer I
Prerequisite: Consent of major advisor
Corequisite: CJLE 1512
Introduction to fitness and wellness, history of policing, professionalism and ethics, U.S. Constitution and Bill or 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; 10.25 hours per week/164 actual clock hours) (CJ 3114, CJ 3155)
DHYG 1215: Community Dental Dentistry
The principles and concepts of community public health and dental health education emphasizing community assessment, educational planning, implementation, and evaluation including methods and materials used in teaching dental health education in various community settings. (2 sem hrs; 1 lec 4 lab)

DHYG 1123: Dental Hygiene Practice
Prerequisites: DHYG 1261, DHYG 2331
Corequisite: DHYG 2360
Practice settings for the dental hygienist including office management, employment considerations, resume preparation, and job interviewing. Emphasis on the laws governing the practice of dentistry and dental hygiene, moral standards, and the ethical standards established by the dental hygiene profession. (1 sem hr; 1 lec)

DHYG 1227: Preventive Dental Hygiene Care
The dental hygienist in the dental health care system emphasizing the basic concepts of disease prevention and health promotion. Communication and behavior modification skills are presented 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
Classes of drugs and their uses, actions, interactions, side effects, contraindications, and systemic and oral manifestations with emphasis on dental applications. (2 sem hrs; 2 lec)

DHYG 1239: General and Oral Pathology
Prerequisites: BIOL 2401, BIOL 2402
Disturbances in human body development, diseases of the body, and disease prevention measures with emphasis on the oral cavity and associated structures. (2 sem hrs; 2 lec, 1 lab)

DHYG 1260: Clinical - Dental Hygienist I
Prerequisites: DHYG 1301, DHYG 1431
Corequisite: DHYG 2201
A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills and concepts. Direct supervision is provided by the clinical profession. (2 sem hrs; 12 clinic)

DHYG 1261: Clinical - Dental Hygienist II
Prerequisites: DHYG 1260, DHYG 2201, DHYG 1304, DHYG 1301
A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills and concepts. Direct supervision is provided by the clinical profession. (2 sem hrs; 12 clinic)

DHYG 1301: Orofacial Anatomy, Histology and Embryology
The 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)

DHYG 1304: Dental Radiology
Radiation physics, biology, hygiene, and safety theories with an emphasis on the fundamentals of oral radiographic techniques and interpretation of radiographs. Include exposure of intra-oral radiographs, quality assurance, radiographic interpretation, patient selection criteria, and other ancillary radiographic techniques. (3 sem hrs; 2 lec, 4 lab)

DHYG 1311: Periodontology
Prerequisites: BIOL 2401, BIOL 2402
Normal and disease periodontium including 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)

DHYG 1319: Dental Materials
Prerequisite: CHEM 1406 or consent of department chair
Physical and chemical properties of dental materials including the application and manipulation of the various materials used in dentistry. (3 sem hrs; 2 lec, 3 lab)

DHYG 1431: Preclinical Dental Hygiene
Foundational knowledge for performing clinical skills on patients with emphasis on principles, procedures, and professionalism for performing comprehensive oral prophylaxis. (4 sem hrs; 2 lec, 6 lab)

DHYG 2201: Contemporary Dental Hygiene Care I
Corequisite: DHYG 1260
Dental hygiene care for the medically or dentally compromised patient with emphasis on supplemental instrumentation techniques. (2 sem hrs; 2 lec, 1 lab)

DHYG 2261: Clinical - Dental Hygienist IV
Prerequisites: DHYG 1123, DHYG 2360
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. (2 sem hrs; 12 clinic)

DHYG 2331: Contemporary Dental Hygiene Care II
Prerequisites: DHYG 1260, DHYG 2201
Corequisite: DHYG 1261
Dental hygiene care for the medically or dentally compromised patient with emphasis on advanced instrumentation techniques. (3 sem hrs; 3 lec)

DHYG 2360: Clinical - Dental Hygienist III
Prerequisites: DHYG 1261, DHYG 2331
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. (3 sem hrs; 18 clinic)
DENTIST AIDE

DNTA 1166: Practicum (or Field Experience) – Dental Assistant I
Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. The guided external experiences are unpaid.
(1 sem hr; 8 clinic)

DNTA 1167: Practicum (or Field Experience) – Dental Assistant II
Prerequisite: DNTA 1166
Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. The guided external experiences are unpaid.
(1 sem hr; 8 clinic)

DNTA 1241: Dental Laboratory Procedures
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, 2 lab)

DNTA 1345: Preventive Dentistry
The study and prevention of dental diseases, community dental health research and projects, fluoridation, nutrition and nutritional counseling, visual aids, and oral hygiene instruction for dental patients.
(3 sem hrs; 2 lec, 2 lab)

DNTA 1249: Dental Radiology in the Clinic
Prerequisite: DNTA 1205
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)

DNTA 1251: Dental Office Management
The study of 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, recare management (manage recall systems), federal and state guidelines regarding health care providers, and operating basic business equipment.
(2 sem hrs; 1 lec, 3 lab)

DNTA 1301: Dental Materials
The theory of the structure, properties, and procedures, related to dental materials. Safety and universal precautions will be employed. Specific safety and universal precautions for the lab will be practiced.
(3 sem hrs; 2 lec, 2 lab)

DNTA 1205: Dental Radiology I
Introduction to radiation physics, protection, the operation of radiographic equipment, exposure, processing and mounting of dental radiographs.
(2 sem hrs; 2 lec)

DNTA 1311: Dental Science
An introduction to anatomical systems with emphasis placed on head and neck anatomy. Topics include the physiology and morphology of the deciduous and the permanent teeth along with basic dental terminology.
(3 sem hrs; 2 lec, 2 lab)

DNTA 1415: Chairside Assisting
An introduction to pre-clinical chairside procedures, instrumentation, infection and hazard control protocol, equipment safety and maintenance.
(4 sem hrs; 3 lec, 2 lab)

DNTA 1453: Dental Assisting Applications
Prerequisite: DNTA 1415
This course incorporates comprehensive procedures and applications for the general and specialty areas 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, 3 lab) (DMT 3043)#

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.
(3 sem hrs; 2 lec, 20 hrs work/week) (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)#
DEM 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)

DEM 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)

DEM 2331: Advanced Brake Systems
An advanced brake system course for diesel powered equipment. Advanced concepts and schematics including anti-lock, air, pneumatic, and hydraulic brake systems and related components.
(3 sem hrs; 1 lec, 4 lab)

DEM 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)

DEM 2348: Failure Analysis
An advanced course designed for analysis of typical part failures on equipment.
(3 sem hrs; 2 lec, 2 lab)

DEM 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 1325 or consent of department chair
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: Technical Reading and Sketching
An introduction to reading and interpreting the “working drawings” (blueprints) for manufactured products and associated toolsing. 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 1325 or consent of department chair
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, DFTG 1325 or consent of department chair
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 consent of department chair
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)

DFTG 2319: Intermediate Computer-Aided Drafting
Prerequisite: DFTG 1309 or consent of department chair
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 2328: Architectural Drafting - Commercial
Prerequisite: DFTG 1317 or consent of department chair
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 2358: 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 1359: Landscape Drafting
Prerequisites: DFTG 1317, DFTG 1352
A study of site planning and landscape design.
(3 sem hrs; 2 lec, 2 lab)

DFTG 1370: Microstation I
Prerequisite: DFTG 1305 or consent of department chair
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)

*Texas Common Course Number

#Previous prefix and number
DFTG 1372: Microstation II
Prerequisite: DFTG 1371 or consent of department chair
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
Prerequisite: DFTG 1352 or consent of department chair
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 1392: Special Topics in Architectural Drafting
Prerequisites: DFTG 1317, DFTG 1354, DFTG 2310
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 1393: Special Topics in Civil/Structural Drafting
Prerequisites: DFTG 1317, DFTG 1354, DFTG 2310
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 1395: Special Topics in Mechanical Drafting
Prerequisite: DFTG 1317
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 2300: Intermediate Architectural Drafting — Residential
Prerequisite: DFTG 1317
A continuation of principles and practices used in residential construction.
(3 sem hrs; 2 lec, 2 lab)

DFTG 2310: Structural Drafting
Prerequisite: DFTG 1317 or consent of department chair
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
Prerequisite: DFTG 1305
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 1332 or consent of department chair
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 consent of department chair
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 consent of department chair
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)

DFTG 2350: Geometric Dimensioning and Tolerancing
Prerequisite: DFTG 1333
An introduction to geometric dimensioning and tolerancing, including ANSI Y14.5 standards. Application of various geometric dimensions and tolerances to engineering drawings. Emphasis on cumulative effects on part function, gauging equipment, and inspection procedures.
(3 sem hrs; 2 lec, 2 lab)

DFTG 2359: Technical Presentations
Prerequisites: DFTG 2312, DFTG 1352
A study of presentation techniques and methods used in the drafting field.
(3 sem hrs; 2 lec, 2 lab)

DFTG 2366/2367: Practicum
Prerequisite: Consent of department chair
Practical experience 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 experience to the student’s general and technical course of study. The guided external experiences may be for pay or no pay.
(3 sem hrs; 30 hrs work/week)

DFTG 2380/2381: Cooperative Education in Drafting
Prerequisite: Consent of department chair
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.

(3 sem hrs; 1 lec, 20 hrs work/week)

**DFTG 2442: Aeronautical Drafting**
A study of aeronautical drawings required in the aircraft and aerospace industries. Examines the fundamental manufacturing techniques for modern composite aircraft.

(4 sem hrs; 4 lec)

**ECONOMICS**

**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**
Prerequisite: Test scores indicating college-level reading skills (TASP or state-approved alternative test) or a grade of C or higher in RDNG 0331. 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)#

**ECON 2302*: Principles of Economics II**
Prerequisite: Test scores indicating college-level reading skills (TASP or state-approved alternative test) or a grade of C or higher in RDNG 0331. Analysis of the economy as a whole, national income, money and banking, public finance, international trade, and related current problems, microeconomics.

(3 sem hrs; 3 lec) (ECON 4383)#

**EDUCATION**

**EDUC 1101*: Schools and Society I**
Field-based course designed to introduce students to the teaching profession by examining examples of high-quality, inquiry-based teaching through participating in various public school classroom settings.

(1 sem hr; 1 lec)

**EDUC 1102*: Schools and Society II**
Prerequisite: EDUC 1101 Field-based course designed to introduce students to the teaching profession by examining examples of high-quality, inquiry-based teaching through participating in various public school classroom settings.

(1 sem hr; 1 lec)

**EDUC 1103*: Schools and Society III**
Prerequisites: EDUC 1101, EDUC 1102 Field-based course designed to introduce students to the teaching profession by examining examples of high-quality, inquiry-based teaching through participating in various public school classroom settings.

(1 sem hr; 1 lec)

**ELECTRONICS TECHNOLOGY**

**BIOM 2335: Physiological Instruments I**
Prerequisite: Consent of department chair 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 1403: DC Circuits**
Prerequisite: MATH 1314 or consent of instructor
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 performance-based activities.

(4 sem hrs; 3 lec, 2 lab) (EST 3023)#

**CETT 1405: AC Circuits**
Prerequisite: CETT 1403 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.

(4 sem hrs; 3 lec, 2 lab) (EST 3113 or ELTRO 3113)#

**CETT 1425: Digital Fundamentals**
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.

(4 sem hrs; 3 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, bias techniques, and thermal considerations of solid state devices.

(3 sem hrs; 2 lec, 2 lab) (EST 3043 or ELTRO 3023)#

**CETT 1341: Solid State Circuits**
Prerequisite: CETT 1329
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**
Prerequisite: 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; 2 lec, 2 lab) (EST 3083 or ELTRO 4603)#
CETT 1380: Cooperative Education - Computer Engineering Technology/Technician
Prerequisite: EST Core or consent of instructor
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.
(3 sem hrs; 1 lec, 20 hrs work/week) (EST 5013)

CETT 1391: Special Topics in Computer Engineering Technology/Technician
Prerequisite: EST Core or consent of instructor
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, 3 lec.) (EST 5003)

CETT 2189/2289/2389: Education Work Experience (Internship)
Prerequisite: Consent 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; 6 hrs work/week - 2 sem hrs; 12 hrs work/week - 3 sem hrs; 18 hrs work/week)

CETT 2248/2249: Research and Project Design I and II
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) (ELTRO 4613)

CETT 2439: Amplifier Analysis
Prerequisite: CETT 1329 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, 2 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) #

*Texas Common Course Number  
#Previous prefix and number
INTC 2336: Distributed Control and Programmable Logic
Prerequisite: CETT 1329
An overview of distributed control systems including configuration of programmable logic controllers, smart transmitters, and field communicators. Functions of digital system in a process control environment.
(3 sem hrs; 2 lec, 2 lab) (ICT 4203)

ITCC 1302: Cisco I: Local Area Networks and Protocols
Instruction in networking essential concepts including the OSI reference model, proper selection and installation of network cable. Define the five steps of data encapsulation and the function of the TCP/IP Network-Layer Protocol.
(3 sem hrs; 2 lec, 2 lab) (ITNW 1333)

ITCC 1306: Cisco II: Basic Router Configuration
Prerequisite: ITCC 1302
Preparation to set-up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP). Create routers to manage subnets and install security measures on routers.
(3 sem hrs; 2 lec, 2 lab) (ITNW 2321)

ITCC 1342: Cisco III: Local Area Management (LAN)
Prerequisite: ITCC 1306
Configure router for networks in the IPX environment. Describe and implement LAN segmentation bridges, switches, and routers. Identify and solve networking congestion problems.
(3 sem hrs; 2 lec, 2 lab) (ITNW 2313)

ITCC 1346: Cisco IV: Wide Area Management (WAN)
Prerequisite: ITCC 1342
Describe and configure Wide Area Network (WAN) services. Encapsulate Wide Area Network data. Identify and use the ISDN and HDLC.
(3 sem hrs; 2 lec, 2 lab) (ITNW 2335)

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 2305: Network Administration for Novell NetWare
Preparation to effectively manage a Novell NetWare network. Topics include network components, user accounts and groups, network file systems, file system security, and network printing.
(3 sem hrs; 2 lec, 2 lab) (EST 4363)

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 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)

LOTT 1301: Introduction to Fiber Optics
Introductory course in fiber optics and its application including advantages for fiber, light transmission in fiber, types of fiber, sources, detectors, and connectors.
(3 sem hrs; 2 lec, 2 lab) (EST 3193)

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)

ITNW 2317: Network Security
Instruction in security for network hardware, software, and data including physical security, backup procedures, firewalls, encryption and protection from viruses.
(3 sem hrs; 3 lec)

ELECTRONICS ENGINEERING TECHNOLOGY
SEMICONDUCTOR MANUFACTURING 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 hrs; 2 lec, 4 lab) (SMT 4113)

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 hrs; 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 hrs; 2 lec, 4 lab) (SMT 4243)
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
Prerequisite: 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 clinic)

EMSP 1208: Emergency Vehicle Operations
Prerequisite: EM 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 hrs; 1 lec, 2 lab)

EMSP 1209: Emergency Medical Dispatching
Prerequisite: EM certification at or above the level of EMT-Basic with a 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 hrs; 2 lec)

EMSP 1314: Non-Emergency Transport
Prerequisite: EM certification at or above the level of EMT-Basic
Introduction, skills lab, and/or practical experience covering a wide variety of topics pertinent to non-emergency patient transport with an emphasis on geriatrics and patients with chronic disabilities.
(3 sem hrs; 3 lec)

EMSP 1358: Street Sense
Prerequisite: EM 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
Prerequisite: EMSP 1163, EMSP 1501 plus Texas EMT-B and/or NREMT-A Certification.
Corequisites: EMSP 1435, 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 3204)##

EMSP 1455: Trauma Management
Prerequisite: EMSP 1163, EMSP 1501 plus Texas EMT-B and/or NREMT-A Certification.
Corequisites: EMSP 1438, 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 3214)#

EMSP 1456: Patient Assessment and Airway Management
Prerequisite: EMSP 1163, EMSP 1501 plus Texas EMT-B and/or NREMT-A Certification.
Corequisites: EMSP 1438, 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 3224)#

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)##

EMSP 2135: Advanced Cardiac 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 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 stage scenarios. Required verifications of specific skills may be included.
(1 sem hr; 2 lab)

EMSP 2348: Emergency Pharmacology
Prerequisite: EM Certification at or above the level of EMT-Basic
A comprehensive course covering all aspects of the utilization of medications in treating emergency situations. Course is designed to compliment Cardiology, Special Populations, and Medical Emergency courses.
(3 sem hrs; 3 lec.)

*Texas Common Course Number
#Previous prefix and number
EMSP 2266: Practicum - Field Experience I  
Prerequisites: EMSP 1438, EMSP 1455, EMSP 1456, EMSP 1149  
Practical, general workplace supported by an individualized learning plan developed by the employer, college, and student. Current practice as well as rules set forth by the Texas Department of Health will form the outline for specific activities.  
(2 sem hrs; 18 clinic) (PMT 3233)#

EMSP 2267: Practicum - Field Experience II  
Prerequisites: EMSP 2434, EMSP 2430, EMSP 2444, EMSP 2135, BIOL 2402  
Practical, general workplace supported by an individualized learning plan developed by the employer, college, and student. Current practice as well as rules set forth by the Texas Department of Health will form the outline for specific activities.  
(2 sem hrs; 18 clinic) (PMT 4324)#

EMSP 2300: Methods of Teaching - Emergency Medical Service  
Prerequisite: ENS certification at or above the level of EMT-Basic  
Instruction in teaching methodology for instructors of emergency medical services.  
(3 sem hrs; 3 lec)

EMSP 2345: EMS Supervision/Management  
Prerequisite: ENS 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, MATH from approved list  
Corequisites: EMSP 2434, 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, 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, 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 hr; 2 lab) (ENGR 3151)#

ENGR 1173: Introduction to Computer Science I Laboratory  
Programming applications and problem solving seminars.  
(1 sem hr; 2 lab) (ENGR 3551)#

ENGR 1304*: Engineering Graphics  
Prerequisite: One 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)#

ENGR 1371: Introductory Software Development  
Prerequisites/Corequisites: MATH 1348 or concurrent enrollment in MATH 1348 or consent of department chair and concurrent enrollment in ENGR 1171  
Introduces a programming environment including an introduction to an operating system, a text editor, a language translator, 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  
Prerequisites: ENGR 1371, ENGR 1171, MATH 2413 or consent of department chair  
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 2301*: Engineering Mechanics I
Prerequisites/Corequisites: PHYS 2425, 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/Corequisites: ENGR 2301, 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/Corequisites: ENGR 1373, ENGR 1173, MATH 2414 or concurrent enrollment in MATH 2414
Manipulation of strings, arrays, records, sets, linked lists, stacks, queues and trees, recursive algorithms.
(3 sem hrs; 3 lec) (ENGR 4573)#

ENGR 2405*: Electrical Circuits
Prerequisites/Corequisites: PHYS 2426, 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
Prerequisites/Corequisites: 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)#

COSC 2425*: Computer Organization and Assembly Language Programming
Prerequisites: ENGR 2171, ENGR 2371
Syntax and semantics of a typical assembly language; macros and macro processors; design, construction, and execution of assembly language programs; data representation; and addressing techniques.
(4 sem hrs; 3 lec, 2 lab)

ENGLISH
ENGL 0301: Basic Grammar and Writing I
Prerequisite: Acceptable TASP writing test scores or equivalent on state-approved alternative tests
Practice in formulating simple and compound sentences, simple tense formation, basic subject-verb agreement, punctuation and basic spelling rules. Practice in writing clear, logically developed paragraphs using standard American English.
(3 sem hrs; 3 lec, 1 lab)

ENGL 0302: Basic Grammar and Writing II
Prerequisite: Acceptable TASP reading test scores and writing test scores or equivalent on state-approved alternative tests or a grade of C or higher in RDNG 0301 and ENGL 0301
A review of skills taught in English 0301: Basic Grammar and Writing I. Practice in writing compound and complex sentences; mastering subject-verb agreement and pronoun usage; using all punctuation marks; and overcoming major spelling problems. Emphasis on paragraph skills taught in English 0301: Basic Grammar and Writing I and short essays in standard American English.
(3 sem hrs; 3 lec, 1 lab)

ENGL 1301*: Freshman Composition I
Prerequisite: Acceptable scores indicating college-level reading and writing skills (TASP or state-approved alternative tests) or a grade of C or higher in RDNG 0331 and ENGL 0302
Principles of effective writing, emphasizing organization of materials to produce a unified essay which supports convincingly a thesis statement. Review of rhetoric and conventional elements of writing. Selected readings in humanities.
(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. Readings in fiction, poetry and drama. Focus on rhetorical patterns, 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
Prerequisites/Corequisites: ENGL 1302, or 1301 with a grade of C or higher 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
Prerequisites/Corequisites: ENGL 1302, or 1301 with a grade of C or higher and concurrent enrollment in ENGL 1302
Principal works of major English writers from Blake through Auden.
(3 sem hrs; 3 lec) (ENGL 4033)#

*Texas Common Course Number #Previous prefix and number
ENGL 2327*: American Literature: Beginnings to the Civil War
Prerequisites/Corequisites: ENGL 1302, or ENGL 1301 with a grade of C or higher 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
Prerequisites/Corequisites: ENGL 1302, or ENGL 1301 with a grade of C or higher 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
Prerequisites/Corequisites: ENGL 1302, or ENGL 1301 with a grade of C or higher 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
Prerequisites/Corequisites: ENGL 1302, or ENGL 1301 with a grade of C or higher and concurrent enrollment in ENGL 1302 (Before the fall semester of 1996 this course was ENGL 4043)
Selected readings in novels and poetry, including works in English, American, and European literature.
(3 sem hrs; 3 lec) (ENGL 4133)^

ENGL 2333*: Literature of the Western World
Prerequisites/Corequisites: ENGL 1302, or ENGL 1301 with a grade of C or higher and concurrent enrollment in ENGL 1302
Readings in English, American, and European literature, including the epic, drama, and satire.
(3 sem hrs; 3 lec) (ENGL 4123)^

ENGL 2341: Selected Studies in Literature
Prerequisites: ENGL 1301, ENGL 1302 and three hours of sophomore literature
Intensive reading in single areas unified by genre, theme, major author, period, or geographic region with topic determined each semester.
(3 sem hrs; 3 lec)

ENGLISH AS A SECOND LANGUAGE

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, 3 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, 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, 3 lab) (ESL 0213)^

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, 3 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, 3 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)
FIRS 1323: Firefighter Certification V
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; 2 lec, 4 lab) (FPT 3023)#

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; 2 lec, 2 lab) (FPT 3034)#

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.
(4 sem hrs; 3 lec, 2 lab) (FPT 3073)
FIRT 2331: Firefighting Strategies and Tactics II
Prerequisite: FIRT 1331
Continuation of Firefighting Strategies and Tactics I. Emphasis on use of incident command in large scale command problems and other specialized fire problems.
(3 sem hrs; 3 lec)

FIRT 2333: Fire and Arson Investigation II
Prerequisite: FIRT 1303
Continuation of Fire and Arson Investigation I. Topics include reports, courtroom demeanor, and expert witnesses.
(3 sem hrs; 3 lec)

FIRT 2351: Company Fire Officer
A capstone course covering fire ground operations and supervisory practices. Includes performance evaluation of incident commander, safety officer, public information officer, and shift supervisor duties.
(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; 2 lec, 4 lab)

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 develop and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience.
(3 sem hrs. 9 hrs work/week)

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) (FREN 4013)#

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) (FREN 4023)#

GEOGRAPHY
Prerequisite: Test scores indicating college-level reading skills (TASP or state-approved alternative test) or a grade of C or higher in RDNG 0331
GEOG 1302*: Cultural Geography
Elements of geography with emphasis on culture regions.
(3 sem hrs; 3 lec) (GEOG 3343)#

GEOLOGY
GEOL 1103*: Physical Geology Laboratory
Prerequisite/Corequisite: GEOL 1303
Rocks, minerals, topographic maps, are mineral resources are studied.
(1 sem hr, 3 lab)

GEOL 1104*: Historical Geology Laboratory
Prerequisite/Corequisite: 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 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, storage, retrieval, and output using ArcView software.
(4 sem hrs; 3 lec, 3 lab) (GEOL 3034)#

GEOL 2279: Academic Cooperative in Geology
Prerequisite: Consent of instructor
Integrates on-campus study with practical hands-on experience in Geology. The individual student will set specific goals and objectives in the study of earth’s composition, structure, processes of matter and energy and associated phenomena.
(2 sem hrs; 1 lec, 5 hrs work/week)

GEOL 2389*: Academic Cooperative in Geology
Prerequisite: Consent of instructor
Integrates on-campus study with practical hands-on experience in Geology. The individual student will set specific goals and objectives in the study of earth’s composition, structure, processes of matter and energy and associated phenomena.
(3 sem hrs; 2 lec, 5 hrs work/week).
**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)

**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) or a grade of C or higher in RDNG 0331.
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
Prerequisite: Test scores indicating college-level reading skills (TASP or state-approved alternative test) or a grade of C or higher in RDNG 0331.
(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 and II
Prerequisite: Test scores indicating college-level reading skill (TASP or state-approved alternative test) or a grade of C or higher in RDNG 0331.
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)

**HIST 2311**: Western Civilization
Prerequisite: Test scores indicating college-level reading skill (TASP or state-approved alternative test) or a grade of C or higher in RDNG 0331.
Chief political, social and intellectual developments of Western civilization from the decline of the Roman empire to the present.
(3 sem hrs; 3 lec)

**HIST 2322**: Comparative World History Since 1500
Prerequisite: Test scores indicating college-level reading skill (TASP or state-approved alternative test) or a grade of C or higher in RDNG 0331.
Survey of global history from a balanced point of view, beginning with the age of Western expansion in the 16th century and ending with our contemporary world.
(3 sem hrs; 3 lec)

**HIST 2371**: Contemporary World in Perspective
Prerequisite: Test scores indicating college-level reading skill (TASP or state-approved alternative test) or a grade of C or higher in RDNG 0331.
A general survey of the major themes, events, and personalities that shape the contemporary world. The study includes political, social and cultural aspects of life in the global community.
(3 sem hrs; 3 lec)

**HOME ECONOMICS**
**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)
Note: Students completing HECO 1322 cannot earn credit for HUSC 1322.

**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)
NOTE: Students completing HUSC 1301 cannot earn credit for SPCH 1318.
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)
NOTE: Students completing HUSC 1307 cannot earn credit for BUSI 1307.

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)
NOTE: Students completing HUSC 1322 cannot earn credit for HECO 1322.

HUSC 2301: Courtship and Marriage
Prerequisite: Test scores indicating college-level reading skill (TASP or state-approved alternative test) or a grade of C or higher in RDNG 0331
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)
NOTE: Students completing HUSC 2301 cannot earn credit for PSOC 2301.

HUSC 2302: Theories of Human Development
Prerequisite: Test scores indicating college-level reading skill (TASP or state-approved alternative test) or a grade of C or higher in RDNG 0331
A survey of selected theories of human development with emphasis on practical applications for parents, teachers and counselors.
(3 sem hrs; 3 lec)
NOTE: Students completing HUSC 2302 cannot earn credit for PSYC 2308.

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)
NOTE: Students completing HUSC 2314 cannot earn credit for PSYC 2314.

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, 4111)
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)

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)

ELMT 2337: Electronic Troubleshooting, Service and 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)

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)

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)

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 hrs work/week)

ENTC 2377: Thermography and 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)

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)

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)

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)

HART 1375: Gas and 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)

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)

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)

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)

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)
IEIR 1312: Distribution Systems
(3 sem hrs; 2 lec, 2 lab)

SEST 1341: Boilers - Operations, Installation and 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)

INSTRUMENT AND CONTROL TECHNOLOGY
CSIR 1355: Industry Certification
Preparation for the certifications required by industry. In-depth study of FOC 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: Consent of instructor
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.
(3 sem hrs; 1 lec, 20 hrs work/week) (TCC 5002)

EECT 1391: Special Topics in Electrical, Electronic and Communications Engineering Technology/Technician
Prerequisite: Consent of instructor
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, 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; 3 lec, 2 lab) (TCC 4123)

EECT 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, 2 lab) (TCC 4013)

INTC 1301: Principles of Industrial Measurements
Prerequisite: INTC 1312 or consent of instructor
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 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 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 disassemble, 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 consent of instructor
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)

*Texas Common Course Number
#Previous prefix and number
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 consent of instructor
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.
(3 sem hrs; 1 lec, 20 hrs work/week)

INTC 2336: Distributed Control and Programmable Logic
Prerequisite: INTC 1305 or consent of instructor
An overview of distributed control systems including configuration of programmable logic controllers, smart transmitters, and field communicators. Functions of digital systems in a process control environment.
(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
Prerequisite: INDS 1349 or consent of department chair
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
Prerequisites: INDS 1301, INDS 1319, INDS 1315
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
Prerequisite: Consent of instructor
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.
(3 sem hrs; 30 hrs work/week) (INTD 4533, INTD 4443)

INDS 1391: Special Topics in Interior Design (Design and Restyle)
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, 4 lab)

INDS 2237: Portfolio Presentation
Prerequisite: Consent of instructor
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 4553)

INDS 2305: Interior Design Graphics
Prerequisite: INDS 1319
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
Prerequisite: INDS 1349
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
Prerequisite: INDS 1349
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
Prerequisites: INDS 2305, INDS 2321
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
Prerequisites: INDS 1345, INDS 1349
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
Prerequisite: INDS 1345
Advanced concepts of specialized commercial interior design projects, including hospitality, corporate, retail, healthcare, institutional or other specialized commercial design projects.
(4 sem hrs; 2 lec, 4 lab) (INTD 4543) #

INDS 2435: Residential Design II
Prerequisite: INDS 2313
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
(See Mass Communication)

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)
MCHN 1366: Practicum - Machining Technology  
Prerequisite: Consent of instructor  
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.  
(3 sem hrs; 1 lec, 20 hrs work/week)

MCHN 1380: Cooperative Education - Machining Technology  
Prerequisite: Consent of instructor  
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.  
(3 sem hrs; 1 lec, 20 hrs work/week)

MCHN 1391: Special Topics in Machining  
Prerequisites/Corequisites: MCHN 2433, 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 endmills, slab mills, face mills, involute cutters, rotatory 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 1376: Computer Numerical Controls II  
Prerequisite/Corequisite: INMT 1345 or consent of instructor  
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 4513) #

INMT 2374: Advanced Computer Numerical Controls  
Prerequisite/Corequisite: INMT 1376 or consent of instructor  
Continuation of INMT 1376. Advanced description of computer numerical control procedures for planning and preparing a computer-assisted program. Complex operations of normal function CNC machines are emphasized.  
(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  
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.)

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.
(3 sem hrs each; 1 lce each, 20 hrs work/week) (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 lce)

BMGT 2305: Advanced Communications in Management
Prerequisite: BMGT 1305
Prerequisite/Corequisite: BMGT 1301
Advanced principles of oral and written communications for managers.
(3 sem hrs; 3 lce) (MGT 4373) #

BMGT 2331: Principles of Quality Management
Quality of productivity in organizations. Includes planning for quality throughout the organization, analysis of costs of the use of other managerial decision aids. Practical application of the principles and concepts of management for the use of other managerial decision aids. 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 lce) (MGT 4313) #

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 lce)

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 lce)

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 lce) (MGT 4343) #

BUSI 2371: 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 lce) (MGT 3313) #

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 lce) (MGT 3313) #

HRPO 2301: Human Resources Management
Behavioral and legal approaches to the management of human resources in organizations.
(3 sem hrs; 3 lce) (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 lce) (MGT 4313) #

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 lce) (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 lce) (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 lce, 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 lce, 4 lab) (RADTV 3203) #
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, 2 lab) (RADTV 3403) #

COMM 2305 *: News Editing and Design  
Copy editing and headline writing according to newspaper style and standards; press law and ethics; laboratory practice in page design, photo editing and typography.  
(3 sem hrs; 3 lec, 2 lab) (COMM 2209 and 2210; JOURN 4102 and 4202) #

COMM 2311*: News Reporting and Writing I  
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 announcing; 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  
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)

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 hrs; 3 lec, 1 lab) (MATH 0013) #  
(This is a developmental course. It does not meet elective or graduation requirements.)

MATH 0302: Beginning Algebra  
Prerequisite: A TASP score of 180, or an equivalent score on an approved alternate test, or a grade of C or higher 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: Intermediate Algebra  
Prerequisite: A TASP score of 230, or an equivalent score on an approved alternate test, or a grade of C or higher 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 higher in Math 0303, or consent of 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 higher 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) #
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite/Co-requisite</th>
<th>Description</th>
<th>Credits (Sem Hrs)</th>
<th>Lecture Credits (Lec)</th>
<th>Lab Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1325*</td>
<td>Mathematics for Business Decisions II</td>
<td>MATH 1324 or consent of department chair</td>
<td>Study of limits and continuity, derivatives and integration as applied to business and the social sciences.</td>
<td>(3 sem hrs; 3 lec)</td>
<td>MATH 3643</td>
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<tr>
<td>MATH 1333*</td>
<td>Contemporary Mathematics</td>
<td>A TASP score of 230, or an equivalent score on an approved alternate test, or a grade of C or higher in MATH 0302, or consent of department chair</td>
<td>Logic; sets and counting; metric system; probability; statistics; geometry; math of finance; and exponential and logarithmic functions.</td>
<td>(3 sem hrs; 3 lec)</td>
<td>MATH 3123, MATH 1332</td>
<td></td>
</tr>
<tr>
<td>MATH 1342*</td>
<td>Statistics</td>
<td>MATH 1314 or consent of department chair</td>
<td>Methods of data analysis; statistical concepts and models; estimation theory; tests of significance; analysis of variance, regression and correlation.</td>
<td>(3 sem hrs; 3 lec, 1 lab)</td>
<td>MATH 4703</td>
<td></td>
</tr>
<tr>
<td>MATH 1348*</td>
<td>Analytic Geometry</td>
<td>MATH 1316 or consent of department chair</td>
<td>Vectors, curves and their equations, transformation of coordinates, polar coordinates and parametric equations.</td>
<td>(3 sem hrs; 3 lec)</td>
<td>MATH 3703</td>
<td></td>
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<tr>
<td>MATH 1350*</td>
<td>Foundations of Mathematics I</td>
<td>MATH 1314 or consent of department chair</td>
<td>For education majors. Elementary concepts of sets, functions, numerations systems, number theory, and properties of the natural numbers; integers; rational and real number systems with an emphasis on problem solving and critical thinking.</td>
<td>(3 sem hrs; 3 lec)</td>
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<tr>
<td>MATH 1351*</td>
<td>Foundations of Mathematics II</td>
<td>MATH 1350</td>
<td>For education majors. Elementary concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking.</td>
<td>(3 sem hrs; 3 lec)</td>
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<tr>
<td>MATH 2305</td>
<td>Discrete Mathematics</td>
<td>MATH 2413</td>
<td>Formal structures for describing data, algorithms and computing devices, theory and applications of sets, graphs and algebraic structures.</td>
<td>(3 sem hrs; 3 lec)</td>
<td>MATH 4833</td>
<td></td>
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<tr>
<td>MATH 2318*</td>
<td>Linear Algebra</td>
<td>MATH 2414</td>
<td>Finite-dimensional vector spaces, linear transformations and matrices, eigenvectors, quadratic forms, complex number spaces.</td>
<td>(3 sem hrs; 3 lec, 1 lab)</td>
<td>MATH 4743</td>
<td></td>
</tr>
<tr>
<td>MATH 2320*</td>
<td>Differential Equations</td>
<td>MATH 2415</td>
<td>Linear ordinary differential equations, series solutions, Laplace transforms, applications to science and engineering.</td>
<td>(3 sem hrs; 3 lec, 1 lab)</td>
<td>MATH 4793</td>
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<tr>
<td>MATH 2413*</td>
<td>Calculus I</td>
<td>MATH 1348 or consent of department chair</td>
<td>Limits and continuity; derivatives of algebraic and trigonometric functions; intersections of derivatives; indefinite and definite integrals; approximate integration; areas, volumes and arc length by integration.</td>
<td>(4 sem hrs; 3 lec, 2 lab)</td>
<td>MATH 3714</td>
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<tr>
<td>MATH 2414*</td>
<td>Calculus II</td>
<td>MATH 2413</td>
<td>Differentiation and integration of transcendental functions; methods of integration; improper integrals; polar and parametric coordinates; infinite sequences; infinite series.</td>
<td>(4 sem hrs; 3 lec, 2 lab)</td>
<td>MATH 4724</td>
<td></td>
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<tr>
<td>MATH 2415*</td>
<td>Calculus III</td>
<td>MATH 2414</td>
<td>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.</td>
<td>(4 sem hrs; 3 lec, 2 lab)</td>
<td>MATH 4734</td>
<td></td>
</tr>
<tr>
<td>COSC 1317*</td>
<td>Computer Programming for Engineers and Scientists</td>
<td>MATH 2413</td>
<td>Current engineering programming language (C, C++ or other); problems in engineering applications and numerical analysis.</td>
<td>(3 sem hrs; 3 lec, 3 lab)</td>
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<tr>
<td>SPNL 1201*</td>
<td>Health Care Spanish</td>
<td></td>
<td>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.</td>
<td>(2 sem hrs; 2 lec)</td>
<td>AH 3001</td>
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<tr>
<td>HPBS 1205*</td>
<td>Medical Law/Ethics for Health Professionals</td>
<td></td>
<td>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.</td>
<td>(2 sem hrs; 2 lec)</td>
<td>AH 3002</td>
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<tr>
<td>MDCA 1220*</td>
<td>Administrative Procedures I</td>
<td></td>
<td>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.</td>
<td>(2 sem hrs; 2 lec)</td>
<td>MDS 3103</td>
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<tr>
<td>MDCA 1221*</td>
<td>Administrative Procedures II</td>
<td></td>
<td>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.</td>
<td>(2 sem hrs; 2 lec)</td>
<td>MDS 3152</td>
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</table>
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 clinic)

MLAB 1211: Urinalysis and Body Fluids
Prerequisites: MLAB 1201, MLAB 1227, 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 lab)

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 lab)

MLAB 1227: Coagulation
Corequisites: MLAB 1201, MLAB 1415
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; 2 lab)

MLAB 1235: 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; 1 lab)
MLAB 1331: Parasitology/Mycology
Corequisites: MLAB 2267, MLAB 2271
A study of the taxonomy, morphology, and pathogenesis of human parasites and fungi, including the practical application of laboratory procedures.
(3 sem hrs; 2 lec, 2 lab)

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)

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)

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)

MLAB 2271: 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)

MLAB 2431: Immunohematology
Corequisite: MLAB 1235
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)

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)

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, 4 lab)

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)

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 1211) #

MRTS 1301: Contemporary Funeral Service Practices
Corequisites: MRTS 1211, MRTS 1310, MRTS 1342, or consent of 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 consent of 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, 4 clinic) (MS 1312) #

MRTS 1342: Mortuary Management I
Corequisites: MRTS 1211, MRTS 1301, MRTS 1310, or consent of 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 consent of 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 consent of 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
Prerequisites: MRTS 1360, MRTS 2432, and consent of program coordinator
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 techniques. 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
Corequisite: MRTS 2360 or consent of program coordinator
A continuation of MRTS 2360. 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, MRTS 2445 or consent of program coordinator
The major systems of the human body with special emphasis on circulation are presented; prosection in the program lab is included.
(4 sem hrs; 3 lec, 4 lab) (MS 2411)

MRTS 2445: Technical Procedures I
Corequisites: MRTS 1360, MRTS 2432 or consent of 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
Corequisite: MRTS 2360 or consent of 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 30-minute lesson per week for one semester hour credit; one 60-minute lesson per week for two semester hours credit.

*Texas Common Course Number
#Previous prefix and number
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 60-minute lesson per week, minimum 10 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).

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 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; 3 studio and production) (MUSIC 3171, 3181, 4171, 4181) #

MUSI 1181*, 1182*: Piano Class I and II
For students with a limited keyboard background. Includes scales, chord progressions, technical studies, sight reading 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 1190*: Strings Class I
Class instruction in the fundamental techniques of playing and teaching stringed instruments. This course is primarily for parents of beginning students in the Amarillo College Suzuki String program.
(1 sem hr; 3 studio) (MUSIC 4231)1#

MUSI 2190*: Strings Class II
Prerequisite: Successful completion of MUSI 1190
Continuing class instruction in the fundamental techniques of playing and teaching stringed instruments. This course is primarily for parents of beginning students in the Amarillo College Suzuki String program.
(1 sem hr; 3 studio) (MUSIC 4241)#

MUSI 1116*, 1117*: Elementary Ear-Training I and II
Rhythmic, melodic, and harmonic dictation; rhythmic and melodic sight-reading; 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 harmonization, 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 MUSI 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 1308*, 1309*: Introduction to Music Literature
Examine basic information and techniques for the study of music literature. Survey from Antiquity to the present.
(3 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 1290*, 1291*: Electronic Music
Prerequisite: Successful completion of at least one of the following courses: MUSI 1300, MUSI 1301, MUSI 1211, MUSI 1181, or MUAP 1169, or consent of instructor
Introduction to the use of synthesizers, computers, sequencing and music printing software, multi-track records and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition and performance of music.
(1 sem hr; 1 lec) (MUSIC 3511)#

MUSI 1011, 1012, 2011, 2012: Recital Attendance
One hour seminar per week on topics of importance to the musician, including student recitals, guest artist speakers, and music careers. Attendance required at specified number of fine arts activities.
(1 sem hr; 1 lec) (MUSIC 3151, 3161, 4151, 4161)#

NUCLEAR MEDICINE
NMTT 1266: Practicum I
Corequisite: NMTT 1301 or consent of department chair
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 clinic)

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 clinic)

NMTT 1305: Nuclear Medicine Data Processing
Corequisite: NMTT 2266
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
Corequisite: NMTT 2309
Corequisite: 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)

NMTT 1313: Nuclear Medicine Physics
Prerequisite: SCIT 1320 or CHEM 1305 or consent of department chair
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)

NMTT 1301: 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)
NMTT 2235: Nuclear Medicine Technology Seminar  
Prerequisite: NMTT 2313  
Capstone course focusing on the synthesis of professional knowledge, skills and attitudes in preparation for professional employment and lifelong learning; demonstrate entry level competencies for professional employment; review of didactic and practical experience in preparation for professional registration, certification and licensure.  
(2 sem hrs; 1lec, 4 lab)

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 clinic)

NMTT 2267: Practicum VI  
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 clinic)

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; emphasis on radiopharmaceuticals and their ideal characteristics, biodistribution, and clinical applications; and the various dosage forms in which they may be utilized.  
(3 sem hrs; 3 lec)

NMTT 2309: Nuclear Medicine Methodology II  
Prerequisite: NMTT 2313  
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)

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)

NMTT 2366: 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 clinic)

NMTT 2367: Practicum V  
Prerequisite: NMTT 2366  
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 clinic)

NURSING (Associate Degree Nursing)  
RNSG 2307 Transition to Nursing Practice  
Prerequisites: BIOL 2401, BIOL 2402, BIOL 2421, PSYC 2301, HECO 1322, ENGL 1301, SPCH and MATH from approved list  
Prerequisites/Corequisites: BIOL 2421, HUMANITIES, RNSG 1115, and either HPRS 2200 or RNSG 1301 is required  
Introduction to selected concepts related to the role of the professional 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 care for medical-surgical and childbearing clients and families.  
(3 sem hrs; 3 lec, 1 lab) (NURS 3013) #

RNSG 1209: Introduction to Nursing  
Corequisite: RNSG 1105  
Prerequisites: BIOL 2401, PSYC 2301, MATH from approved list, concurrent enrollment is required  
Overview of nursing and the role of the professional nurse as a provider of care, coordinator of care and member of a profession. Topics include knowledge, judgment, skills and professional values with a legal/ethical framework.  
(2 sem hrs; 2 lec, 1 lab) (NURS 3023/RNSG 1309) #

RNSG 1105: Nursing Skills I  
Corequisite: RNSG 1209  
Study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgment, skills and professional values within 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.  
(1 sem hr; 1 lec, 1 lab)
RNSG 1301 Pharmacology
Prerequisites: BIOL 2401, PSYC 2301, MATH from approved list, RNSG 1209, RNSG 1105, BIOL 2402
Corequisite: BIOL 2402
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 1331: Principles of Clinical Decision Making
Corequisite: RNSG 1362, RNSG 1301, BIOL 2402
Prerequisites: BIOL 2401, PSYC 2301, MATH from approved list, RNSG 1209, RNSG 1105, RNSG 1301, BIOL 2402
Examination of selected principles related to the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession. Emphasis on clinical decision-making for clients in medical-surgical settings experiencing health problems involving fluid and electrolyte, perioperative care, pain respiratory disorders, peripheral vascular disorders, immunologic disorders, infectious disorders, oncology, gerontology, and hematological disorders. Discussions of knowledge, judgment, skills, and professional values within a legal/ethical framework includes implementation of the nursing process to assist adult clients in the promotion, maintenance or restoration of health.
(3 sem hrs; 3 lec, 1 lab) (NURS 3036/RNSG 1341) #

RNSG 1247: Concepts of Clinical Decision Making I
Corequisite: RNSG 1248
Prerequisites: RNSG 1331, RNSG 1301, RNSG 1362, BIOL 2401 or consent of department chair
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.
(2 sem hrs; 2 lec, 1 lab) (RNSG 1244) #

RNSG 1247: Concepts of Clinical Decision Making II
Corequisite: RNSG 1248
Prerequisites: RNSG 1331, RNSG 1301, RNSG 1362, BIOL 2401, BIOL 2402, BIOL 2421, RNSG 1115, RNSG 1247, RNSG 1263
Integration of previous knowledge and skills into the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession. Emphasis on clinical decision-making for clients in medical-surgical settings experiencing health problems involving gastrointestinal disorders, liver and biliary disorders, and musculoskeletal disorders. End of life care is integral to the course.
(2 sem hrs; 2 lec, 1 lab) (RNSG 1245) #

RNSG 1263 Clinical - Concepts of Clinical Decision Making I
Corequisite: RNSG 1247
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
(2 sem hrs; 6 clinic)

RNSG 1251 Care of the Childbearing Family
Corequisite: RNSG 1260, BIOL 2421, RNSG 1115, RNSG 1247, RNSG 1263
Prerequisites: RNSG 1301, RNSG 1331, RNSG 1362, BIOL 2401, BIOL 2402, BIOL 2421, RNSG 1115, RNSG 1247, RNSG 1263.
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 in on delivery of safe nursing care, critical thinking and integration of communication skills.
(2 sem hrs; 2 lec, 1 lab)

RNSG 1260 Clinical - Care of the Childbearing Family
Corequisite: RNSG 1251
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
(2 sem hrs; 6 clinical)

RNSG 2261 Clinical - 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 1247, RNSG 1263
Integration of previous knowledge and skills into the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession. Emphasis on clinical decision-making for clients in medical-surgical settings experiencing health problems involving gastrointestinal disorders, liver and biliary disorders, and musculoskeletal disorders. End of life care is integral to the course.
(2 sem hrs; 2 lec, 1 lab) (RNSG 1245) #

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 1247, 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. Mental health promotion, maintenance and restoration are emphasized.
(2 sem hrs; 2 lec, 1 lab) (NURS 4044) #

*Texas Common Course Number
#Previous prefix and number
RNSG 2161 Clinical – Mental Health Nursing
Corequisite: RNSG 2213
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
(1 sem hr; 3 clinical) (NURS 4044)#

RNSG 2220: Care of Children and Families
Corequisite: RNSG 2260
Prerequisites: ENG: 1301, SPCH from approved list, HECO 1322, RNSG 1115, RNSG 1251, RNSG 1260, RNSG 1247, RNSG 1263
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. Health promotion, maintenance and restoration as well as growth and development are emphasized.
(2 sem hrs; 2 lec, 1 lab)

RNSG 2220: Care of Children and Families
Corequisite: RNSG 2201
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
(2 sem hrs; 6 clinical)

RNSG 2231: Advanced Concepts of Adult Health
Corequisite: RNSG 2262, HUMANITIES from approved list
Prerequisites: RNSG 2201, RNSG 2260, RNSG 1248, RNSG 2261, RNSG 2213, RNSG 2161, HUMANITIES from approved list
Application of advanced concepts and skills for development of the professional nurse’s roles in complex nursing situations with adult clients/families in intermediate and critical care settings. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework.
(2 sem hrs; 2 lec, 1 lab) (NURS 4064/RNSG 2241)#

RNSG 2262: Clinical – Advanced Concepts of Clinical Decision Making
Corequisite: RNSG 2231
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
(2 sem hrs; 6 clinic)

RNSG 2221: Management of Client Care
Corequisite: RNSG 2263, RNSG 2231, RNSG 2262, RNSG 1110, RNSG 2163, HUMANITIES from approved list
Prerequisites: RNSG 2201, RNSG 2260, RNSG 2213, RNSG 2161, RNSG 1248, RNSG 2261, RNSG 2231, RNSG 2262, RNSG 1110, RNSG 2163, HUMANITIES from approved list
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. Emphasizes multidisciplinary communication and resource management within health care systems.
(2 sem hrs; 2 lec, 1 lab) (NURS 4074)#

RNSG 2263: Clinical – Management of Client Care
Corequisite: RNSG 2221
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
(2 sem hrs; 6 clinic)

RNSG 1110: Introduction to Community-Based Nursing
Corequisite: RNSG 2163, HUMANITIES from approved list
Prerequisites: RNSG 2201, RNSG 2260, RNSG 2221, RNSG 2161, RNSG 1248, RNSG 2261, HUMANITIES from approved list
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.
(1 sem hr; 1 lec, 1 lab)

RNSG 2163: Clinical – Community-Based Nursing
Corequisite: RNSG 1110
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
(1 sem hr; 3 clinic)

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.
(1 sem hr; 1 lec) (NURS 4121)#

RNSG 2216: Operating Room Techniques
Corequisite: RNSG 1262
Prerequisites: RNSG 1209, RNSG 1105, RNSG 1331, RNSG 1362
Study of the concepts and principles of perioperative nursing that are essential for competency in the performance of nursing skills. Topics will 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
(2 sem hrs; 2 lec, 1 lab) (NURS 4123)#

RNSG 1262: Clinical – Operating Room Techniques
Corequisite: RNSG 2216
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
(2 sem hrs; 6 clinic)

HPRS 1206: Medical Terminology
A study of common medical terminology, work origin, structure and application.
(2 sem hrs; 2 lec)
HPRS 2200: Pharmacology for Health Professionals
Corequisite: RNSG 1108 recommended
A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administrations and calculation of dosages.
(2 sem hr; 2 lec, 1 lab)

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.
(1 sem hr; 1 lec, 1 lab)

NURSING (Vocational)
VNSG 1323: Basic Nursing Skills
Corequisites: VNSG 1236, VNSG 1304, VNSG 1400, VNSG 1360, RNSG 1301
Prerequisite: 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.
(3 sem hrs; 2 lec, 6 lab) (NV 3013)#

VNSG 1236: Mental Health
Corequisites: VNSG 1323, VNSG 1304, VNSG 1400, VNSG 1360, RNSG 1301
Prerequisites: BIOL 2401, HECO 1322
Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills.
(2 sem hr; 2 lec) (NV 3014)#

VNSG 1304: Foundations of Nursing
Corequisites: VNSG 1323, VNSG 1236, VNSG 1400, VNSG 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.
(3 sem hrs; 3 lec) (NV 3014)#

RNSG 1301: Pharmacology
Prerequisites/Corequisites: BIOL 2401, PSCY 2301, MATH from approved list, RNSG 1309, and satisfactory completion or concurrent enrollment in BIOL 2402
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 3122)#

VNSG 1400: Nursing in Health and Illness I
Corequisites: VNSG 1323, VNSG 1236, VNSG 1304, VNSG 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.
(4 sem hrs; 4 lec, 4 lab)

VNSG 1360: Clinical – Nursing in Health and Illness I
Corequisites: VNSG 1323, VNSG 1236, VNSG 1304, VNSG 1400, RNSG 1301
Prerequisites: BIOL 2401, HECO 1322
A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills and concepts. Direct supervision is provided by the clinical professional.
(3 sem hrs; 12 clinic) (NV 3029)#

VNSG 1230: Maternal-Neonatal Nursing
Corequisites: VNSG 2160, VNSG 1234, VNSG 2161, VNSG 1409, VNSG 1361, VNSG 2431, VNSG 2163
Prerequisites: BIOL 2401, HECO 1322, VNSG 1323, VNSG 1236, VNSG 1304, VNSG 1400, VNSG 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.
(2 sem hrs; 2 lec, 1 lab) (NV 3155)#

VNSG 2160: Clinical – Maternal-Neonatal Nursing
Corequisites: VNSG 1230, VNSG 1234, VNSG 2161, VNSG 1409, VNSG 1361, VNSG 2431, VNSG 2163
Prerequisites: VNSG 1323, VNSG 1236, VNSG 1304, VNSG 1400, VNSG 1360, RNSG 1301
A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills and concepts. Direct supervision is provided by the clinical professional.
(1 sem hr; 3 clinic)

VNSG 1234: Pediatrics
Corequisites: VNSG 1230, VNSG 2160, VNSG 1234, VNSG 2161, VNSG 1409, VNSG 1361, VNSG 2431, VNSG 2163
Prerequisites: BIOL 2401, HECO 1322, VNSG 1323, VNSG 1236, VNSG 1304, VNSG 1400, VNSG 1360, RNSG 1301
Study of childhood diseases and child care from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process.
(2 sem hrs; 2 lec, 1 lab) (NV 3155)#

VNSG 2161: Clinical – Pediatrics C
Corequisites: VNSG 1230, VNSG 2160, VNSG 1234, VNSG 2161, VNSG 1409, VNSG 1361, VNSG 2431, VNSG 2163
Prerequisites: BIOL 2401, HECO 1322, VNSG 1323, VNSG 1236, VNSG 1304, VNSG 1400, VNSG 1360, RNSG 1301
A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills and concepts. Direct supervision is provided by the clinical professional.
(1 sem hr; 3 clinic)
VNSG 1409: Nursing in Health and Illness II
Corequisites: VNSG 1230, VNSG 2160, VNSG 1234, VNSG 2161, VNSG 1361, VNSG 2431, VNSG 2163
Prerequisites: BIOL 2401, HECO 1322, VNSG 1323, VNSG 1236, VNSG 1304, VNSG 1400, VNSG 1360, RNSG 1301
Introduction to common health problems of the adult requiring medical and surgical interventions.
(4 sem hrs; 3 lec, 3 lab) (NV 3149)

VNSG 1361: Clinical - Nursing in Health and Illness II
Corequisites: VNSG 1230, VNSG 2160, VNSG 1234, VNSG 2161, VNSG 1409, VNSG 2431, VNSG 2163
Prerequisites: BIOL 2401, HECO 1322, VNSG 1323, VNSG 1236, VNSG 1304, VNSG 1400, VNSG 1360, RNSG 1301
A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills and concepts. Direct supervision is provided by the clinical professional.
(3 sem hrs; 12 clinic)

VNSG 2431: Advanced Nursing Skills
Corequisites: VNSG 1230, VNSG 2160, VNSG 1234, VNSG 2161, VNSG 1409, VNSG 2431, VNSG 2163
Prerequisites: BIOL 2401, HECO 1322, VNSG 1323, VNSG 1236, VNSG 1304, VNSG 1400, VNSG 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.
(4 sem hrs; 4 lec) (NV 3149)

VNSG 1163: Clinical - Intermediate (Mini-Semester)
Prerequisites: BIOL 2401, HECO 1322; Level I (VNSG 1323, VNSG 1236, VNSG 1304, VNSG 1400, VNSG 1360, RNSG 1301) or Level II (VNSG 1230, VNSG 2160, VNSG 1234, VNSG 2161, VNSG 1409, VNSG 1361, VNSG 2431, VNSG 2163)
A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills and concepts. Direct supervision is provided by the clinical professional.
(1 sem hr; 5 clinic)

OCCUPATIONAL THERAPY ASSISTANT

OTHA 1160: Clinical I - Occupational Therapy Assistant
Corequisites: OTHA 1345, OTHA 2402
A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills and concepts. Direct supervision is provided by the clinical professional.
(1 sem hr; 4 clinic)

OTHA 1301: Introduction to Occupational Therapy
Prerequisite: OTHA 1301
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)

OTHA 1309: Human Structure and Function in Occupational Therapy
Prerequisite: OTHA 1301
Corequisites: OTHA 1341, 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)

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)

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)

OTHA 1349: Life Skills Performance of Maturity in Occupational Therapy
Prerequisites: OTHA 1345, OTHA 2402
Corequisite: OTHA 2331
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)

OTHA 1415: Therapeutic Media I in Occupational Therapy
Prerequisite: OTHA 1301
Corequisites: OTHA 1309, OTHA 1341
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, 3 lab)
OTHA 2160: Clinical II - Occupational Therapy Assistant
Prerequisite: OTHA 1160
Corequisites: OTHA 1349, OTHA 2331
A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills and concepts. Direct supervision is provided by the clinical professional.
(1 sem hr; 4 clinic)

OTHA 2209: Mental Health in Occupational Therapy
Prerequisite: 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)

OTHA 2266: Practicum I - Occupational Therapy Assistant
Prerequisite: All academic courses
Corequisites: OTHA 2209, OTHA 2335
Practical, general workplace training supported by an individualized plan developed by the employer, college and student.
(2 sem hrs; 20 clinic)

OTHA 2267: Practicum II - Occupational Therapy Assistant
Prerequisite: OTHA 2266
Practical, general workplace training supported by an individualized plan developed by the employer, college and student.
(2 sem hrs; 20 clinic)

OTHA 2331: Physical Function in Occupational Therapy
Prerequisites: OTHA 1415, 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)

OTHA 2335: Healthcare Management in Occupational Therapy
Prerequisites: OTHA 1349, OTHA 2331
Corequisite: OTHA 2209, OTHA 2266
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)

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, 3 lab)

OFFICE ADMINISTRATION

POFI 2301: Word Processing
Prerequisite: POFI 1329 with a grade of C or higher or keyboarding skill of 40 wpm or consent of instructor
In depth coverage of word processing software application. Emphasis on the use of text editing features to produce business document.
(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 higher 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 legal terms and an overview of the law and the professions.
(3 sem hrs; 3 lec) (BUS 4673)#

POFT 1127: Introduction to Keyboarding
Prerequisite: OTHA 1309, OTHA 1341, OTHA 1415
Corequisite: OTHA 1345
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, 2 lab) (BUS 3711, OFAD 1101)#

POFT 2301: Word Processing
Prerequisite: POFI 1329 with a grade of C or higher or keyboarding skill of 40 wpm or consent of instructor
In depth coverage of word processing software application. Emphasis on the use of text editing features to produce business document.
(3 sem hrs: 2 lec, 4 lab) (BUS 3503, OFAD 2304)#

POFT 2331: Desktop Publishing for the Office
Prerequisite: ITSW 2331 with a grade of C or higher 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)#

POFT 2301: Word Processing
Prerequisite: POFI 1329 with a grade of C or higher or keyboarding skill of 40 wpm or consent of instructor
In depth coverage of word processing software application. Emphasis on the use of text editing features to produce business document.
(3 sem hrs: 2 lec, 4 lab) (BUS 3503, OFAD 2304)#

POFT 2331: Desktop Publishing for the Office
Prerequisite: ITSW 2331 with a grade of C or higher 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)#

POFT 1301: Business English
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 1302)#

POFT 1309: Administrative Office Procedures I
Prerequisite: POFT 2301 with a grade of C or better or demonstrated competence
Study of current office procedures, duties and responsibilities applicable to 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 ethics, interpersonal relations, professional attire, and career advancement.
(3 sem hrs; 3 lec) (BUS 4664, OFAD 2312)#

POFT 1319: Records and Information Management I
Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules.
(3 sem hrs; 3 lec) (BA 3373, OFAD 1314)#

POFT 1325: Business Math and Machine Applications
Skill development in the use of electronic calculators and business math 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)#

POFT 1345: Shorthand/Notetaking I
An introduction to shorthand/notetaking principles. Practice in 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: POFT 1329 or demonstrated competence
Review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy.
(2 sem hr; 2 lec, 1 lab) (BUS 4411)#

POFT 2301: Document Formatting and Skillbuilding
Prerequisite: POFT 1329 or demonstrated competence
A continuation of keyboarding skills in document formatting, emphasizing speed, and accuracy. Emphasis on proofreading, editing, and following instructions, and keying documents from various copy.
(3 sem hrs; 3 lec, 1 lab) (BUS 3413, OFAD 1312)#

POFT 2312: Business Correspondence and Communication
Prerequisite: Keyboarding skills, POFT 1302
Development of writing skills to produce effective business documents.
(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 higher 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
Prerequisite: POFT 1345
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 2264/2265: Practicum (Administrative Assistant/Secretarial Science, General)
Prerequisite: Consent of department chair
A basic or intermediate type of non-health professions work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience.
(3 sem hrs; 20 hrs work/week) (BUS 5022)#

POFT 2364/2365: Practicum (Administrative Assistant/Secretarial Science, General)
Prerequisite: Consent of department chair
A basic or intermediate type of non-health professions work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience.
(3 sem hrs; 30 hrs work/week) (BUS 5023)#

ACNT 1303: 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 reconciliation, and payroll.
(3 sem hrs; 3 lec, 1 lab) (BUS 3643, ACCT 1371)#

ITSC 1309: Integrated Software Applications I
Prerequisite: POFT 2331 with a grade of C or higher or demonstrated competence
Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combing documents using word processing spreadsheets, databases, and/or presentation media software.
(3 sem hrs; 2 lec, 4 lab) (POFT 1345, ITSC 2322)#

ITSC 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)#

ITSC 2331: Advanced Word Processing
Prerequisite: POFT 2301 with a grade of C or higher 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, ITSC 2331, ENGL 1301, COSC 1301 or consent of department chair
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
Prerequisite: Test scores indicating college-level reading skills (TASP or state-approved alternative test) or a grade of C or higher in RDNG 0331
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 1309: Cognitive Skills for the Legal Profession
Prerequisites: LGLA 1345 and LGLA 2303
Corequisite: LGLA 1351 or RELE 1311
Training in creative, critical, and intuitive thinking in the legal environment; group dynamics and effective participation in work groups and teams; listen effectively and critically; formulate solutions to assigned problems; and read critically. (3 sem hrs; 3 lec)

LGLA 1343: Bankruptcy
Prerequisite: LGLA 1307 or consent of department chair
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)

LGLA 1345: Civil Litigation
Prerequisites: LGLA 1307, COSC 1301 or consent of department chair
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. (3 sem hrs; 3 lecture, 1 lab)

LGLA 1351: Contracts
Prerequisite: LGLA 1307 or consent of department chair
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. (3 sem hrs; 3 lec)

LGLA 1353: Wills, Trusts and Probate Administration
Prerequisites: LGLA 1307, COSC 1301 or consent of department chair
This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal’s role. (3 sem hrs; 3 lecture, 1 lab)

LGLA 1355: Family Law
Prerequisites: LGLA 1307, COSC 1301 or consent of department chair
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. (3 sem hrs; 3 lec)

LGLA 2303: Torts and Personal Injury Law
Prerequisite: LGLA 1307 or consent of department chair
This course presents fundamental concepts of tort law with emphasis on the paralegal’s role. Topics include intentional torts, negligence, and strict liability. (3 sem hrs; 3 lec)

LGLA 2305: Interviewing and Investigating
Prerequisite: LGLA 1307 or consent of department chair
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. (3 sem hrs; 3 lec)

LGLA 2307: Law Office Management
Prerequisite: LGLA 1307, POFI 2301 or consent of department chair
This course presents the fundamentals of law office management and organization including basic principles and structure of management, administrative and substantive systems in the law office, and law practice technology. (3 sem hrs; 2 lec, 4 lab)

LGLA 2313: Criminal Law and Procedure
Prerequisite: LGLA 1307 or consent of department chair
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. (3 sem hrs; 3 lec)

LGLA 2335: Advanced Civil Litigation
Prerequisites: LGLA 1307, LGLA 1345, COSC 1301 or consent of department chair
This course provides opportunities to implement advanced civil litigation techniques and builds upon skills acquired in prior civil litigation courses. (3 sem hrs; 2 lecture, 4 lab)

LGLA 2266: Practicum – Paralegal/Legal Assistant
Prerequisite: 21 hours of major courses or consent of department chair
A basic or intermediate type of non-health professions work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience. (2 sem hrs; 20 hrs work/week)

LGLA 1366/2366: Practicum Specialty – Paralegal/Legal Assistant
Prerequisite: 21 hours of major courses or consent of department chair
This practicum is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience. (2 sem hrs; 20 hrs work/week)

PHARMACY TECHNOLOGY
HPRS 1206: Medical Terminology
A study of common medical terminology, word origin, structure, and application. (2 sem hrs; 2 lec)
PHRA 1301: Introduction to Pharmacy
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 communication skills, professional resources, safety techniques, and supply and inventory techniques.
(3 sem hrs; 3 lec) (PHT 3003)

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
Prerequisites: PHRA 1301, PHRA 1309
Mastery of skills in compounding sterile products. Introduction to sterile products, handwashing techniques, aseptic techniques in parenteral compounding, proper use of equipment (autoinjectors, pumps), preparation of sterile products (intravenous, irrigation, ophthalmic, total 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, PHRA 1309
Fundamentals of computer information systems and technology within the health care system. Includes specialized skill in the production of pharmaceutical documentation using selected pharmacy software packages.
(3 sem hrs; 2 lec, 2 lab) (PHT 3203)

PHRA 1404: Pharmacotherapy and Disease Process
Prerequisite/Corequisite: HPRS 1206
A study of disease processes and the therapeutic properties of the drugs used in treatment.
(4 sem hrs) (PHT 3213)

PHIL 1301*: Introduction to Philosophy
Prerequisite: 20 semester hours or consent 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: 20 semester hours or consent of instructor
Introductory study of recognition, analysis, criticism, and construction of the main types of argument 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)

PHOTOGRAPHY
PHTC 1335: Basic Camera Techniques
A non-darkroom course that explores 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)

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: 20 semester hours or consent of instructor
Introductory study of recognition, analysis, criticism, and construction of the main types of argument 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)

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Prerequisite: 20 semester hours or consent of instructor
Introductory study of recognition, analysis, criticism, and construction of the main types of argument 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)
PHTC 1341: 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: Portraiture 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: Portraiture 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, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.  
(3 sem hrs; 6 lab) (PHOTO 4133) #

DRAM 2366*: American Cinema  
An introductory course in film studies which surveys the American film industry as an art form, a business and a means of communication. Extensive screenings and analysis of representative films from various genres. An examination of how Hollywood films work technically, artistically and culturally.  
(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 consent 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  
Prerequisite: ARTS 2356 or consent of instructor  
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: Portfolio Development  
Prerequisite: Successful completion of 21 hours of Photography courses  
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 4253) #

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) #

PHYSICAL EDUCATION  

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) (PHED 3373) #

*Texas Common Course Number  
#Previous prefix and number
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 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.
(Lsem hr; 1 lec, 2 activity)

PHED 1102*: Aerobic Conditioning I
Emphasizes toning and firming of muscles and muscle groups through various aerobic activities.
(1 sem hr; 3 act) (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; 3 act)

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; 3 act)

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; 3 act)

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; 3 act)

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; 3 act)

PHED 1108*: Tae-Box Aerobics
Workout program that includes a blend of self defense arts, dance, and boxing. Choreographed to music.
(1 sem hr; 3 act)

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; 3 act)

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; 3 act) (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; 3 act) (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; 3 act) (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; 3 act) (PHYED 3121) #

PHED 1114*: Free Weight Training I
Physical conditioning through weight training using free weight equipment.
(1 sem hr; 3 act)

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; 3 act)

PHED 1116*: Bowling I
Basic bowling techniques for the beginning bowler. Basic rules, history, and opportunity for league play.
(1 sem hr; 3 act) (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; 3 act) (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; 3 act) (PHYED 3231) #
**PHED 1119**: Racquetball I  
Instruction and practice in basic racquetball techniques, skills, rules, and game strategy.  
(1 sem hr; 3 act) (PHYED 3291) #

**PHED 1120**: Volleyball I  
Instruction and practice in basic techniques in volleyball, with opportunity to practice in game situations.  
(1 sem hr; 3 act) (PHYED 3011) #

**PHED 1121**: Skiing I  
Basic snow skiing techniques for the beginning or inexperienced skier.  
(1 sem hr; 3 act) (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; 3 act)

**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; 3 act)

**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; 3 act)

**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; 3 act)

**PHED 2102**: Aerobic Conditioning II  
Prerequisite: PHED 1102  
A continuation of the development of cardiorespiratory endurance begun in Aerobic Conditioning I.  
(1 sem hr; 3 act) (PHYED 4371) #

**PHED 2103**: Aerobic Dance II  
Prerequisite: PHED 1103  
A continuation of the development of cardiorespiratory endurance and dance skills begun in Aerobic Dance I.  
(1 sem hr; 3 act)

**PHED 2104**: Fitness Walking II  
Prerequisite: PHED 1104  
A continuation of the development of cardiorespiratory endurance through walking begun in Fitness Walking I.  
(1 sem hr; 3 act)

**PHED 2105**: Studio Cycle Spinning II  
Prerequisite: PHED 1105  
A continuation of the development of cardiorespiratory endurance through indoor cycling begun in Studio Cycle Spinning I.  
(1 sem hr; 3 act)

**PHED 2106**: Weight Loss Workout II  
Prerequisite: PHED 1106  
A continuation of the development of cardiorespiratory endurance and fat loss begun in Weight Loss Workout I.  
(1 sem hr; 3 act)

**PHED 2107**: Outdoor Cycling II  
Prerequisite: PHED 1107  
A continuation of the development of cardiorespiratory endurance and cycling skills through outdoor cycling begun in Outdoor Cycling I.  
(1 sem hr; 3 act)

**PHED 2108**: Tae-Box Aerobics II  
Prerequisite: PHED 1108  
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; 3 act)

**PHED 2109**: Advanced Aerobic Dance  
Advanced moves, high intensity workout, for more fit individuals who want a challenge physically and mentally.  
(1 sem hr; 3 act)

**PHED 2110**: Personal Training II  
Prerequisite: PHED 1110  
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; 3 act) (PHYED 4351) #

**PHED 2111**: Swimming II  
Prerequisite: PHED 1112  
Variety of advanced lap swimming workouts for fitness. Continuation of Swimming I.  
(1 sem hr; 3 act) (PHYED 3141) #

**PHED 2112**: Aquatic Exercise II  
Prerequisite: PHED 1112  
Emphasizes toning and firming of muscles and muscle groups through the application of prescribed aquatic exercises. Swimming not required. Continuation of Aquatic Exercise I.  
(1 sem hr; 3 act)

**PHED 2113**: Weight Training and Conditioning II  
Prerequisite: PHED 1113  
Designed to develop the muscular and cardiovascular systems beyond the basic weight training and conditioning level.  
(1 sem hr; 3 act) (PHYED 4121) #

**PHED 2114**: Free Weight Training II  
Prerequisite: PHED 1114  
A continuation of muscle development through free weight training begun in PHED 1114.  
(1 sem hr; 3 act)
PHED 2115*: Body Sculpting II
Prerequisite: PHED 1115
Continuing use of hand weights to tone, tighten and reduce.
(1 sem hr; 3 act)

PHED 2116*: Bowling II
Prerequisite: PHED 1116
Intermediate bowling techniques in league play situations. Continuation of Bowling I.
(1 sem hr; 3 act) (PHYED 4161)#

PHED 2117*: Golf II
Prerequisite: PHED 1117
Instruction in intermediate golfing techniques, history, rules, and safety. Opportunity to participate in different types of competition.
(1 sem hr; 3 act) (PHYED 3171)#

PHED 2118*: Tennis II
Prerequisite: PHED 1118
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; 3 act) (PHYED 3241)#

PHED 2119*: Racquetball II
Prerequisite: PHED 1119
For students who have satisfactorily completed PHED 1119 or have had previous racquetball experience.
(1 sem hr; 3 act) (PHYED 3301)#

PHED 2120*: Volleyball II
Prerequisite: PHED 1120
Skills, rules, and advanced techniques in power volleyball with opportunity to practice in class tournaments. Continuation of Volleyball I.
(1 sem hr; 3 act) (PHYED 3201)#

PHED 2121*: Skiing II
Prerequisite: PHED 1121
For the skier who wants to develop good parallel technique.
(1 sem hr; 3 act) (PHYED 3301)#

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; 3 act)

PHED 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; 3 act) (PHYED 3331)#

PHED 1134*: Country-Western Dance II
Prerequisite: PHED 1133
Contemporary country-western dances (cowboy two-step, Cotton-Eyed Joe, Schottische, rag, four-corners). Continuation of Country-Western Dance I.
(1 sem hr; 3 act) (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)#

PTHA 1160: Clinical I
Corequisite: PTHA 1431
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.
(1 sem hr; 4 clinic)

PTHA 1229: Applied Physical Principles
An experiential approach to the application of physical principles as related to patient treatment.
(2 sem hrs; 2 lec)

PTHA 1267: Practicum I
Prerequisites: PTHA 1301, PTHA 1321, PTHA 1431, PTHA 1405
Practical general workplace training supported by an individualized learning plan developed by the employer, college and student.
(2 sem hrs; 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)

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)
PTHA 1321: Clinical Pathophysiology  
Prerequisites: PTHA 1301, BIOL 2401, POFM 1313  
Corequisites: PTHA 1431, PTHA 1405, BIOL 2402  
A study of the pathogenesis, prognosis, and therapeutic management of diseases/conditions commonly encountered in physical therapy.  
(3 sem hrs; 3 lec)

PTHA 1405: Basic Patient Care Skills  
Prerequisites: PTHA 1301, BIOL 2401, PTHA 1229, POFM 1313  
Corequisites: PTHA 1431, PTHA 1405, BIOL 2402  
Introduction to the theory and application of basic patient handling, functional skills, assessment techniques, data collection techniques.  
(4 sem hrs; 3 lec, 3 lab)

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)

PTHA 2160: Clinical II  
Corequisite: PTHA 2509  
A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills and concepts. Direct supervision is provided by the clinical professional.  
(1 sem hr; 4 clinic)

PTHA 2301: Assessment Skills  
Prerequisite: PTHA 1267  
Corequisites: PTHA 2435, PTHA 1317, PTHA 2367  
Study of assessment techniques used in physical therapy to prepare the physical therapist assistant to assist physical therapy management.  
(3 sem; 2 lec, 3 lab)

PTHA 2367: Practicum II  
Prerequisites: PTHA 1267, PTHA 1413, PTHA 2509  
Corequisites: PTHA 1317, PTHA 2435, PTHA 2301  
Practical general workplace training supported by an individualized learning plan developed by the employer, college and student.  
(3 sem hrs; 25 clinic)

PTHA 2435: Rehabilitation Technique  
Prerequisites: PTHA 1413, PTHA 2509  
Corequisites: PTHA 2367, PTHA 1317, PTHA 2301  
Advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected long-term pathologies.  
(4 sem hrs; 3 lec, 3 lab)

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)

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  
Corequisite: PHYS 1305  
Laboratory studies in mechanics, acceleration, force, and heat.  
(1 sem hr; 4 lab)

PHYS 1301*: College Physics I  
Prerequisite: Math 1316  
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 0302 or a TASP score of 230 or higher  
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; 3 lec) (PHYS 3113)#

PHYS 1375: Integrated Physics I  
Prerequisite: MATH 0302 or a TASP score of 230 or higher  
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 2279: Academic Cooperative in Physics  
Prerequisite: Consent 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.  
(2 sem hrs; 1 lec, 5 hrs work/week)
PHYS 2389*: Academic Cooperative in Physics
Prerequisite: Consent 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.
(3 sem hr; 2 lec, 5 hrs work/week)

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, MATH 2414
Optics, electricity and magnetism.
(4 sem hrs; 3 lec, 4 lab) (PHYS 4324)#

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 job 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) or a grade of C or higher in RDNG 0331
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)#

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) or a grade of C or higher in RDNG 0331
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 2314 cannot earn credit for HUSC 2314.

PSYC 2315*: Human Behavior and Personal Adjustment
Prerequisite: Test scores indicating college-level reading skill (TASP or state-approved alternative test) or a grade of C or higher in RDNG 0331
Applications of basic psychological principles to human adjustment and growth, including psychosocial development, self-concept, stress and coping, social influence, interpersonal relationships, love, intimacy, and the prevention of maladjustment.
(3 sem hrs; 3 lec)

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 2319 cannot earn credit for SOCI 2326.

PSYC 2340*: Psychology Seminar
Prerequisite: PSYC 2301
An elective course designed to deal with specific topics in psychology.
(3 sem hrs; 3 lec) (PSYCH 4203)#

RADIATION THERAPY
RADT 1142: Quality Assurance in Radiation Therapy
Prerequisite: RADT 1205 or consent of instructor
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)

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 clinic)

RADT 1205: Technical Procedures I
Prerequisite: RADT 1401 or consent of instructor
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)

RADT 1246: Technical Procedures II
Prerequisite: RADT 1205 or consent of instructor
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)
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 clinic)

RADT 1271: Technology Research
Prerequisite: Advanced standing in the program or consent of instructor
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)

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 clinic)

RADT 2271: Technical Procedures III
Prerequisite: RADT 1246 or consent of instructor
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)

RADT 2266: Practicum IV
Prerequisite: RADT 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.
(2 sem hrs; 17 clinic)

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 clinic)

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 clinic)

RADT 2401: Oncology I
Prerequisite: RADT 1401 or advanced standing
Fundamentals of radiation oncology. A study of malignant conditions, their etiology, treatment, and prognosis, psychosocial effect of the disease and specific nursing skills dealing with cancer patients.
(4 sem hrs; 4 lec)

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)

RADT 2407: Dosimetry I
Prerequisite: Advanced standing in the program or consent of instructor
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)

RADT 2409: Dosimetry II
Prerequisite: Advanced standing in the program or consent of instructor
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)

RADIOGRAPHY

RADR 1166: Practicum III
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; 10 clinic)

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)
RADR 1266: Practicum I
Corequisite: RADR 1411 or consent of department 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 technological course of study.
(2 sem hrs; 17 clinic)

RADR 1267: Practicum II
Prerequisite: RADR 1266
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 technological course of study.
(2 sem hrs; 17 clinic)

RADR 1303: Patient Care
Prerequisite: POFM 1313
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)

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)

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)

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)

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 the radiographic image is emphasized.
(4 sem hrs; 3 lec, 3 lab)

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)

RADR 2235: Radiologic Technology Seminar
Prerequisites: RADR 2305, 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 2367
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 clinic)

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; 2 lec, 3 lab)

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)

RADR 2313: Radiation Biology and Protection
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)

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)

RADR 2366: Practicum IV
Prerequisite: RADR 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.
(3 sem hrs; 25 clinic)

RADR 2367: Practicum V
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.
(3 sem hrs; 25 clinic)

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)
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)

DMSO 1266: Practicum I  
Prerequisite: RADR 2266  
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)

DMSO 1267: Practicum II  
Prerequisite: DMSO 1266  
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; 10 clinic)

DMSO 1166: Practicum III  
Prerequisite: DMSO 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.  
(1 sem hr; 10 clinic)

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–Television 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 2220*: Television Workshop  
Prerequisite: Consent of Instructor  
Laboratory experience in television production by producing program material for use on the college 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, 2 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 hrs work/week) (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  
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/or development of television 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, 2 lab) (RADTV 4601) #

RTVB 1329: Writing for Electronic Media  
Writing techniques for radio and television commercials, public service announcements, promos, and other broadcast and film materials. Emphasis on the format and style of each type of writing.  
(3 sem hrs; 2 lec, 2 lab) (RADTV 4803) #

RTVB 2164, 2264, 2364: Practicum – Radio and Television Broadcasting  
Practical experience in the media workplace. Students must secure employment in a media facility in order to enroll.  
(1 hr credit per 10 hrs work/week) (RADTV 5301, 5401, 5302) #
RTVB 1391: Special Topics in Radio and Television Broadcasting
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 hrs; 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 1351 or consent of instructor
Advanced non-linear editing techniques and principles.
(3 sem hrs; 1 lec, 5 lab)

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. (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 a grade of 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 a grade of 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 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)#

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 and ENGL 0323. (Does not satisfy graduation requirements.)
(3 sem hrs; 3 lec) (RDNG 0413)#

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)#

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 1211: Real Estate 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.
(2 sem hrs; 2 lec)

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, formal relations, 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: Real Estate 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 1406: 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, law 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 reinvestment.
(4 sem hrs; 4 lec) (REAL 1301)

RELE 2201: 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.
(2 sem hrs; 2 lec)

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 promulgate 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 4393)

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 4383) #

RELE 1266/2266: Practicum - Real Estate
A basic or intermediate type of non-health professions work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience.
(3 sem hrs; 20 hrs work/week)

RELE 1366/2366: Practicum - Real Estate
A basic or intermediate type of non-health professions work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience.
(3 sem hrs; 30 hrs work/week)

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) #

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 signs, body mechanics, basic cardiopulmonary assessment, infection control, and cardiopulmonary resuscitation (CPR).
(1 sem hr; 1 lec)

RSPT 1163: Clinical - Respiratory Therapy Technician
Prerequisite/Corequisite: RSPT 1410
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts to clients on medical surgical units. Direct supervision is provided by the clinical professional.
(1 sem hr; 4 clinic)
RSPT 1166: Practicum I Respiratory Therapy Technician
Prerequisites/Corequisites: RSPT 1411 or concurrent enrollment and RSPT 1163
Practical, general workplace training supported by an individualized plan developed by the employer, college and student.
(1 sem hr; 8 clinic)

RSPT 1167: Practicum II Respiratory Therapy Technician
Prerequisites: RSPT 2305, RSPT 1411, RSPT 1166
Practical, general workplace training supported by an individualized plan developed by the employer, college and student.
(1 sem hr; 8 clinic)

RSPT 1307: Cardiopulmonary Anatomy and Physiology
An introduction to the anatomy and physiology of the cardiovascular and pulmonary systems.
(3 sem hrs; 3 lec)

RSPT 1317: Respiratory Care Pharmacology
A study of pharmacological principles/practices of drugs which affect the cardiaopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and physiological interactions.
(3 sem hrs; 3 lec)

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)

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 student.
(3 sem hrs; 3 lec)

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)

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)

RSPT 2166: Practicum V Respiratory Therapy Technician
Prerequisite: RSPT 2267
Practical, general workplace training supported by an individualized plan developed by the employer, college and student.
(1 sem hr; 8 clinic)

RSPT 2131: Clinical – Simulations in Respiratory Care
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.
(1 sem hr; 1 lec, 1 lab)

RSPT 2139: Advanced Cardiac Life Support
A comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the adult. Strategies for managing and stabilizing the cardiaopulmonary arrested patient will be included.
(1 sem hrs; 1 lec)

RSPT 2230: Examination Preparation
Comprehensive review for selected respiratory care credentialing examinations. Test matrices and exam content areas for selected exams will be presented.
(2 sem hrs; 2 lec)

RSPT 2266: Practicum III Respiratory Therapy Technician
Prerequisite/Corequisite: RSPT 2314 or concurrent enrollment and RSPT 1107
Practical, general workplace training supported by an individualized plan developed by the employer, college and student.
(2 sem hrs; 20 clinic)

RSPT 2267: Practicum IV Respiratory Therapy Technician
Prerequisite: RSPT 2266
Practical, general workplace training supported by an individualized plan developed by the employer, college and student.
(2 sem hrs; 20 clinic)

RSPT 2271: Advanced Practitioner Seminar
Preparation to successfully complete the unique requirements for certification and registry in Respiratory Care. Test matrices and exam content areas of the National Board for Respiratory Care (NBRC) entry level and written registry examinations introduced, including branching logic and critical thinking used in the Clinical Simulation Examination. Course includes a Comprehensive Respiratory Care Exit Examination.
(2 sem hrs; 2 lec)

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)

RSPT 2310: Cardiopulmonary Disease
A discussion of pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary disease.
(3 sem hrs; 3 lec)
RSPT 2314: Mechanical Ventilation
Prerequisite: RSPT 1167
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)

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)

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)

SAFETY AND ENVIRONMENTAL TECHNOLOGY
AGCR 2319: Fertilizer and Soil Fertility
Study of the chemistry, soil interaction, and plant utilization of essential plant nutrients. Topics include deficiency and toxicity symptoms and the selection, application rates, and characteristics of materials used to provide nutrients.
(3 sem hrs; 3 lec)

AGCR 2301: Agricultural Chemicals
Instruction in the identification, biology and integrated management of pests affecting crops, livestock, and buildings. Emphasis on classification, chemistry, environmental impact, and safe application of chemical pesticides.
(3 sem hrs; 2 lec, 2 lab)

AGME 1308: Agricultural Parts and Products I
Instruction in agricultural equipment and consumer products used in agribusiness.
(3 sem hrs; 2 lec, 2 lab)

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 lec)

EPCT 1266: Practicum
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.
(2 sem hrs; 20 clinic)

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 1311: Introduction to Environmental Science
An overview of environmental science and current global concerns, and a brief history of environmental ethics, resource use, and conservation. Discussion of fundamental principles of resource economics and environmental health.
(3 sem hrs; 3 lec)

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 hrs; 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) #

EPCT 2388, 2389: 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.
(3 sem hrs; 1 lec, 16 hrs work/week) (EHT 5213, EHT 5223) #

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 1191: Special Topics – Occupational Safety
Overview of topical, current issues which pertain to the trucking industry. Deals with safety and health issues concerning trucking employees, employers, and the overall industry environment.
(1 sem hr; 1 lec)

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 multichannel 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)

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 anticipating, 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) (HPT 3013)*

SOCILOGY

SOCI 1301*: Introduction to Sociology
Prerequisite: Test scores indicating college-level reading skills (TASP or state-approved alternative test) or a grade of C or higher in RDNG 0331
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
Prerequisite: Test scores indicating college-level reading skills (TASP or state-approved alternative test) or a grade of C or higher in RDNG 0331
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
Prerequisite: Test scores indicating college-level reading skills (TASP or state-approved alternative test) or a grade of C or higher in RDNG 0331
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
Prerequisite: Test scores indicating college-level reading skills (TASP or state-approved alternative test) or a grade of C or higher in RDNG 0331
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)*

SOCI 2326*: Social Psychology
Prerequisite: PSYC 2301
Study and analysis of human conduct in relation to social situations.
(3 sem hrs; 3 lec) (SOCIO 4143)*

NOTE: Students completing SOCI 2326 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) (SOCIO 4223)*

*Texas Common Course Number
#Previous prefix and number
SPANISH

SPAN 1311*: Introduction to Spanish I
Primary emphasis on fundamental skills in listening comprehension and speaking. Minimal emphasis on reading and writing skills. Includes basic vocabulary, culture, and an introduction to basic grammatical structures in the most commonly used tenses. Not designed to substitute for SPAN 1411.
(3 sem hrs; 2 lec, 2 lab)

SPAN 1312: Introduction to Spanish II
Prerequisite: SPAN 1311 or appropriate score on language placement test.
Continuation of SPAN 1311. Not designed to substitute for SPAN 1412.
(3 sem hrs; 2 lec, 2 lab)

SPAN 1411*: First-year Spanish I
Prerequisite: An acceptable score on state mandated or locally administered English placement test.
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 hr; 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 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 4233) (SAC 4213)

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 hrs; 3 lec) (SAC 3113, 3153)#

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; consideration 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, DAAC 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, DAAC 1314, DAAC 1317, DAAC 1343
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.
(2 sem hrs; 16 hrs work/week) (SAC 4253) #

DAAC 2267: Practicum II
Prerequisite: DAAC 2366
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 the workplace training and experiences to the student’s general and technical course of study. The guided external experiences may be paid or unpaid.
(2 sem hrs; 16 hrs work/week) (SAC 4263) #
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, 4121)#

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 I
Study and application of visual aesthetics which may include the physical theatre, scenery construction and painting, lighting and stage management.
(3 sem hrs; 2 lec, 3 lab) (THA 4312)#

DRAM 1341*: Stage Make-up
Examine and practice theory of stage make-up covering straight, corrective, and character. Fee for use of make-up.
(3 sem hrs; 2 lec, 2 lab) (THA 3322)#

DRAM 1342*: Introduction to Costume
Study and application of costume construction, which may include basic sewing, patterning and period/styles. Students will also learn the principles and techniques for theatrical costume design.
(3 sem hrs; 3 lec)

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 3333)

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 2331*: Stagecraft II
Prerequisite: DRAM 1330
Additional emphasis and study of costume design, stage management, lighting and sound design; application of aesthetic and technical theories and practice of stage design and effects.
(3 sem hrs; 2 lec, 3 lab)

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
An introductory course in film studies which surveys the American film industry as an art form, a business and a means of communication. Extensive screenings and analysis of representative films from various genres. Examination of how Hollywood films work technically, artistically and culturally.
(3 sem hrs; 3 lec) (PHOTO 4153)#

TRAVEL AND TOURISM

TRVM 1101: Customer Sales and Service
Practical information and techniques to create excellent customer sales and service unique to the travel public.
(1 sem hr; 1 lec) (TRAV 3103)#

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)#

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 1341: 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 1313: Ticketing Forms and Procedures
Prerequisite: TRVM 1300
An introduction to manual travel agency operations and basic hands-on reservations techniques. An overview of the ARC ticketing, forms and procedures.
(3 sem hrs; 3 lec)

TRVM 1406: Travel Automation I
Prerequisites: TRVM 1300
An introduction to computer training using one of the major computer reservation systems for the travel industry.
(4 sem hrs; 3 lec, 2 lab) (TRAV 4103, TRVM 1349)#

TRVM 2437: Travel Automation II
Prerequisites: TRVM 1300
An introduction to computer training using one of the major computer reservation systems for the travel industry.
(4 sem hrs; 3 lec, 2 lab) (TRAV 4203, TRVM 2437)#

TRPL 1220: Travel Practice
A liberal arts course in the introduction to the study of travel. Emphasis is on the development and impact of travel as a social force with an overview of the industry, its history and role in contemporary society.
(3 sem hrs; 1 lec, 2 lab) (TRAV 3111, 3121, 4111, 4121)
TRVM 1331: Introduction to Hospitality Industry
An exploration of the hospitality/lodging industry with emphasis on its history and development with relationships between hotel-lodging and suppliers. Defines the elements of the hospitality industry including food and beverage, housing, reservations, and convention services. Defines the responsibilities of key executives and interprets a hotel organizational chart.

(3 sem hrs; 3 lec) (HAMG 1321) #

TRVM 2302: Travel Career Development
Prerequisites: TRVM 1300, TRVM 1308 or TRVM 1341, TRVM 1406 or TRVM 2435
Apply knowledge of the travel industry environment in sales, marketing and operations. Emphasis will be placed on the travel industry components and functions, the distribution of travel products, and addressing the consumer needs in the market place. Offers the student a field observation opportunity in the travel industry.

(3 sem hrs; 3 lec, 1 lab) (TRAV 4332, TRAVE 4342, TRVM 2377) #

TRVM 1380: Cooperative Education — Travel and Tourism
Career-related activities encountered in the student’s area of specialization are offered through an individual agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes lecture component.

(3 sem hrs; 1 lec, 20 hrs work/week) (BMGT 1382/1383) #

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)

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 filter 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; 3 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. Students will weld various joint designs; diagnose welding problems; and complete 2B, 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)
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<th>Institution(s)</th>
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<tr>
<td>Trent A. Neal</td>
<td>Instructor, Physical Education</td>
<td>B.S., M.S., West Texas A&amp;M University</td>
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<tr>
<td>Roseann Perez</td>
<td>Integrated Library Systems Manager</td>
<td>Harrington Library Consortium, B.S., Murray State University, M.L.S., University of Arizona</td>
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<tr>
<td>Jennifer L. Pickard</td>
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<tr>
<td>Kenneth D. Pirtle</td>
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<td>B.F.A., Texas Tech University, M.A., West Texas State University</td>
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<tr>
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<td>John R. Pool</td>
<td>Chair/Instructor, Mathematics</td>
<td>B.S., M.S., University of North Texas</td>
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<tr>
<td>Dan A. Porter</td>
<td>Professor, Biology</td>
<td>B.S., M.S., West Texas State University</td>
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<td>James Powell</td>
<td>Assistant Professor, Social Sciences</td>
<td>B.A., M.A., West Texas State University, Ph.D., University of Kentucky</td>
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<tr>
<td>Rao S. Prabhakar</td>
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<tr>
<td>Rathna Prabhakar</td>
<td>Instructor, Engineering Sciences and Engineering</td>
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<td>P. Karen Price</td>
<td>Instructor, ACCESS Learning Center</td>
<td>B.S., M.Ed., Southwest Texas State University</td>
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<td>Richard L. Pullen</td>
<td>Professor, Nursing</td>
<td>A.A.S., Amarillo College, B.S.N., M.S.N., West Texas State University, Ed.D., Nova Southeastern University, Registered Nurse (Texas)</td>
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<td>Philip Pursley</td>
<td>Instructor, Electronic Systems Technology</td>
<td>A.A., Amarillo College</td>
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<tr>
<td>James F. Rauscher</td>
<td>Chair/Professor, Music</td>
<td>B.M.E., University of Wisconsin - Eau Claire, M.M., University of Illinois, Urbana/Champaign, Ph.D., Texas Tech University</td>
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<td>Katherine E. Reed</td>
<td>Associate Professor, Associate Degree Nursing</td>
<td>B.S.N., Texas Woman's University, M.S.N., West Texas State University, Registered Nurse (Texas)</td>
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<td>Linda Reed</td>
<td>Coordinator, Occupational Education,</td>
<td>Continuing Education, B.S., M.A., West Texas A&amp;M University</td>
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<td>Sandra Roberson</td>
<td>Assistant Professor, Associate Degree Nursing</td>
<td>Diploma, Northwest Texas Hospital School of Nursing, B.S.N., West Texas State University, M.S.N., University of Texas, Registered Nurse (Texas)</td>
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<td>Richard J. Ross</td>
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<tr>
<td>Mary Karen Ruddy</td>
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<td>B.A., Doane College, M.L.S., Ph.D., Texas Woman's University</td>
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<td>Brenda S. Rush</td>
<td>Academic Advisor, Special Services</td>
<td>A.A., Odessa College, B.S., University of North Texas, M.S., West Texas A&amp;M University</td>
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<td>Jill Rushing</td>
<td>Instructor, Nursing</td>
<td>B.S.N., Hardin Simmons University, M.S.N., West Texas State University</td>
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<td>Michael A. Ryan</td>
<td>Assistant Professor, Computer Information Systems</td>
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<tr>
<td>Neil Sapper</td>
<td>Professor, Social Sciences (History)</td>
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<td>H. Allen Schmieding,</td>
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Jonathan Kohler, M.A. . Bible Chair of the Southwest

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David Woodburn, DDS

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Jack Fong, DDS
Tammy Fox, RDH
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Lonna Jones, RDH
Carter Karr, DDS
Karen Lester, DDS
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Christy Cleverger, PTA
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Aaron DeLong
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Linda Hall, PTA
Ed Hankard, PT
Debra Harbison, PTA
Jo Ann Hopper, PT
Bob Ingam, PT
Jim Keister, PT
Margaret Kempf, PTA
Susan Kendall, PT
Christine Kimbrell, PT
Kelli Marquette, PT
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Barbara McClure, PT
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Tim May, RRT
Gary Polk, MD
Gary Rose, MD
Susan Young, RRT

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Judy Gilbreath, CST
Mike Hadley, CST
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Jacque Morin, CST
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Mary Lou Roberts, RN
Ben Segura, CST
Jean Small, RN

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Rhonda Harris, MSN, RN
Margy Hodges, CHPN, RN
Twyla Hodnefield, RN
Debbie Hollinger, RN
Nan Hudson, RN
Janice Hughes, RN
Linda Hunt, BSN, CWOCR, RN
Katherine Hurst, RN
Karen Jeffers, CHPN, RN
Barbara Jenson, CHPN, MA, RN
Diana Johnson, CHPN, RN
Cristie Johnston, RN
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<td>Erin Knight, BSN, RN</td>
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<td>Debbie Oliver, RN</td>
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<td>Mary Kay Lackey, BSN, RN</td>
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<td>Lisa Ziolkowski, CHPN, RN</td>
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<td>Lauri Zoll, BSN, RN</td>
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Campus Maps

BUILDING ABBREVIATIONS

H ........... Aircraft Hangar
L ........... Resource Center
M ........... Administration Building
N ........... Industrial Maintenance
P ........... Auto Collision Technology
R ........... Professional Truck Operations
S ........... Transportation Complex
T ........... Electronics
U ........... Apprenticeship
V ........... Industrial Center
W ........... Aviation and Welding
Z ........... Industrial Science
RESE, RESN, RESS, RESW .. Residence Halls
S A C ......... Student Activity Center
3200 ......... Storage Building
5220 ......... Post Office
6510 ......... Laundry
7407 ......... Physical Plant
Moore County Campus

Polk Street Campus

BUILDING ABBREVIATIONS
ASSC ........ Amarillo Senior Citizens Center
NG .......... Nixson Gym
PBI .......... Business & Industry Center
BUILDING ABBREVIATIONS

A B C ........ Amarillo Bible Chair
B B C ........ Baptist Bible Chair
B I O L ........ Biological Sciences
B U S I ........ Business Building
C F C ........ Carter Fitness Center
C H T ........ Concert Hall/Theater
C U B ........ College Union Building
D U R R ........ Durrett Hall
E N G R ........ Engineering Building
E X T H ........ Experimental Theatre
L I B ........ Lynn Library
M B ........ Music Building
O R D W ........ Ordway Hall
P A R C ........ Parcels Hall
R U S S ........ Russell Hall
W A R R ........ Warren Hall
BUILDING ABBREVIATIONS

CDL ........ Child Development Lab School
A ............ A Building
A H .......... Allied Health
B ............ B Building
C ............ C Building
D ............ D Building
G D .......... Gym/Dance
LH .......... Lecture Hall

1 Washington Street Campus, 2201 S. Washington St.
2 West Campus, 6222 W. 9th St.
3 East Campus, I40 E, Exit 80
4 Polk Street Campus, 1314 S. Polk St.
5 Moore County Campus, 1220 NE 1st St., Dumas
6 Community Link, NE 24th and Grand
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Admission will be on a conditional basis until the following items are on file in the Registrar’s Office:

- **Application of Admission**
- **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 the question “What is your intended field of study (major/program)?” on the application form, 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 “General Studies—GENS.AS”.

**Approved Majors — Major Code**

<table>
<thead>
<tr>
<th>Accounting Associate (AAS)</th>
<th>ACNT.AAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Associate Cert.</td>
<td>ACNT.CERT</td>
</tr>
<tr>
<td>Advanced Auto Body Technician (Automotive Collision) Cert.</td>
<td>ABDR.CERT.ABRT</td>
</tr>
<tr>
<td>Advertising and Public Relations (Mass Communication) (AS)</td>
<td>COMM.AS.MCOMM</td>
</tr>
<tr>
<td>Aerospace Manufacturing (Aviation Maintenance Technology)</td>
<td>AERM.CERT.AERO</td>
</tr>
<tr>
<td>Airframe Mechanic (Aviation) Cert.</td>
<td>AERM.CERT.AM</td>
</tr>
<tr>
<td>Art (AS)</td>
<td>ARTS.AS</td>
</tr>
<tr>
<td>Art - Graphic Design (AAS)</td>
<td>ARTC.AAS</td>
</tr>
<tr>
<td>Art - Graphic Design Cert.</td>
<td>ARTC.CERT.GD</td>
</tr>
<tr>
<td>Art - Multimedia Cert.</td>
<td>ARTC.CERT.MM</td>
</tr>
<tr>
<td>AS/400 Application Development (Computer Information Systems) (AAS)</td>
<td>COSC.AAS.AS400</td>
</tr>
<tr>
<td>Automotive Collision Technology</td>
<td>ABDR.CERT.ABRT</td>
</tr>
<tr>
<td>Automotive Technology (AAS)</td>
<td>AUMT.AAS</td>
</tr>
<tr>
<td>Aviation Maintenance Technology (AAS)</td>
<td>AERM.AAS</td>
</tr>
<tr>
<td>Aviation Maintenance Tech. - General Cert.</td>
<td>AERM.CERT.GEN</td>
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<tr>
<td>Biology (AS)</td>
<td>BIOL.AS</td>
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<tr>
<td>Business Administration (AS)</td>
<td>BUSI.AS</td>
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<tr>
<td>Business Administration (Computer Information Systems)</td>
<td>BUSI.AS.CIS</td>
</tr>
<tr>
<td>Chassis and Body (Automotive)</td>
<td>AUMT.CERT.CHSS</td>
</tr>
<tr>
<td>Chemistry (AS)</td>
<td>CHEM.AS</td>
</tr>
<tr>
<td>Child Development/Early Childhood Administrator Cert.</td>
<td>CDEC.CERT.ADMN</td>
</tr>
<tr>
<td>Child Development/Early Childhood (AAS)</td>
<td>CDEC.AAS</td>
</tr>
<tr>
<td>Child Development - CDA Credential Cert.</td>
<td>CDEC.SHCT.CDA</td>
</tr>
<tr>
<td>Child Development/Early Childhood Provider Cert.</td>
<td>CDEC.CERT.PRVD</td>
</tr>
<tr>
<td>Child Development/Early Childhood Provider Cert.</td>
<td>CDEC.CERT.PARA</td>
</tr>
<tr>
<td>CNC Operator (Machining)</td>
<td>MCHN.CERT.CNCO</td>
</tr>
<tr>
<td>Computer Information Systems Cert.</td>
<td>COSC.CERT</td>
</tr>
<tr>
<td>Convenience Store Management (Management - Business Management)</td>
<td>BMST.CERT.CSM</td>
</tr>
<tr>
<td>Convenience Store Management Short-Term (Management - Business Management)</td>
<td>BMST.SHCT.CHVS</td>
</tr>
<tr>
<td>Criminal Justice (AS)</td>
<td>CRJL.AS</td>
</tr>
<tr>
<td>Criminal Justice Corrections (AAS)</td>
<td>CJLE.AAS.CORR</td>
</tr>
<tr>
<td>Criminal Justice Corrections Cert.</td>
<td>CJLE.CERT.COR</td>
</tr>
<tr>
<td>Criminal Justice Law Enforcement (AAS)</td>
<td>CJLE.AAS.LENF</td>
</tr>
<tr>
<td>Criminal Justice Law Enforcement Cert.</td>
<td>CJLE.CERT.LE</td>
</tr>
<tr>
<td>Dental Hygiene (AAS)</td>
<td>DHYG.AAS</td>
</tr>
<tr>
<td>Dentist Aide Cert.</td>
<td>DNTA.CERT</td>
</tr>
<tr>
<td>Diesel Fuel Systems (Automotive)</td>
<td>AUMT.CERT.DFS</td>
</tr>
</tbody>
</table>
Diesel Mechanics Technology (Diesel Technician) Cert. — DEMR.CERT.DT
Drafting (AAS) — DFTG.AAS
Drafting Technician Cert. — DFTG.CERT.DT
Education (AS) — GENS.AS.ED
Art — ARTS.AS.ED
Biology or Science Composite — BIOL.AS.ED
Business — BUSI.AS.ED
Chemistry — CHEM.AS.ED
Computer Sciences — COSC.AS.ED
English or Spanish — ENGL.AA.ED
Mathematics — MATH.AS.ED
Physical Education (Sports Exercise Science) — PHED.AS.ED
Social Science (Social Studies) — SOCS.AS.ED
Speech Communication — SPCH.AS.ED
Theatre Arts — THEA.AA.ED
Electromechanical (Industrial Maintenance Technology) Cert. — IMRT.CERT.ELMT
Electronic Instrument/Control Technician (Instrument and Control Technology) Cert. — INTC.CERT.EICT
Electronics Application Specialist (Electronic Systems Technology) Cert. — EECT.CERT.EAS
Electronics Systems Technology (AAS) — CETT.AAS.EST
Electronics Engineering Technology (AAS) — EECT.AAS.EET
Emergency Medical Service Professions (AAS) — EMSP.AAS
Emergency Medical Service Professions Cert. — EMSP.CERT
Engineering (AAS) — GENR.AS.ENG
Engineering Technology (AAS) — ENGR.AS.TECH
Engineering Computer Science (AAS) — ENGR.AS.COMPS
Environmental Chemical Technology (Safety and Environmental) Cert. — EPCT.CERT.CHEM
Firefighter (Basic) Cert. — FIRS.CERT
Fire Protection Technology (AAS) — FIRS.AAS
Fire Protection Technology (AAS) — FIRS.AAS
General Electronic Systems Assistant (Electronic Systems Technology) Cert. — CETT.CERT.GEN
General Studies (AS) — GENR.AS.
Geology (AS) — GEOL.AS
Heating, Air Conditioning, and Refrigeration (Industrial Maintenance Technology) Cert. — IMRT.CERT.HART
Hospitality (Travel and Tourism) Short Term Cert. — TRVM.SHCT.HOSP
Human Sciences (AS) — HUSC.AS
Human Sciences (Child Development/Early Education) (AS) — HUSC.AS.TECA
Industrial Maintenance Cert. — IMRT.CERT.IMC
Industrial Maintenance Technology (AAS) — IMRT.AAS
Information Management Specialist (Office Administration) (AAS) — OFAD.AAS.INS
Instrument and Control Technology (AAS) — CETT.AAS
Interior Design (AAS) — INDS.AAS
Interior Design Cert. — INDS.CERT
Interior Design Professional Cert. — INDS.CERT.PRO
Journalism (Mass Communication) (AS) — COMM.AS.MCOMM
Liberal Arts (AS and AA) — LART.AS and LART.AA
Machine Operator Cert. — MCHN.CERT.MSO
Machine Operator Cert. — MCHN.CERT.RMOS
Machine Technology Cert. — MCHN.CERT.MT
Machining Technology (AAS) — MCHN.AAS
Management — Business Management (AAS) — BMGT.AAS
Management — Business Management Cert. — BMGT.CERT
Management Short Term (Management — Business Management) Cert. — BMGT.SHCT.MGMT
Mass Communication (AS) — COMM.AS.MCOMM
Mathematics (AAS) — MATH.AS
Medical Data Specialist Cert. — MDSP.CERT
Medical Laboratory Technology (AAS) — MLAB.AAS
Microcomputer Service Specialist (Electronic Systems Technology) Cert. — CETT.CERT.MICRO
Microcomputer Specialist (Computer Information Systems) (AAS) — COSC.AAS.MICRO
Modern Language — LANG.AA
Mortgage Lending (Real Estate) Cert. — RELE.CERT.MOR
Mortuary Science (AAS) — MRTS.AAS
Music (AS) — MUSI.AS
Networking (Electronic Systems Technology) — CETT.AAS.NET
Networking (Electronic Systems Technology) Specialist Cert. — CETT.CERT.NET
Nuclear Medicine (AAS) — NMTT.AAS.NM
Nursing (Associate Degree) (AAS) — RNNG.AAS
Nursing (Vocational) Cert. — VNNG.CERT
Occupational Therapy Assistant (AAS) — OTHA.AAS
Office Administration (AAS) — OFAD.AS.ED
Office Administration/Business Education (AS) — OFAD.AS.BE
Office Administration (AAS) — OFAD.AAS
Office Technology Cert. — OFAD.CERT
Office Technology Professional Cert. — OFAD.CERT.PRO
Paralegal Studies (AAS) — LGSL.AAS
Pharmacy Technology Cert. — PHRA.CERT
Photography (AAS) — PHTC.AAS
Photography (AAS) — PHTC.AAS
Photography Cert. — PHTC.CERT
Photography Cert. — PHTC.CERT
Physical Education (AAS) — PHED.AAS
Physical Therapist Assistant (AAS) — PTHA.AAS
Physics (AS) — PHYS.AS
Powerplant Mechanic (Aviation) Cert. — AERM.CERT.PM
Power Train (Automotive) Cert. — AUTM.CERT.PTRN
Pre-Architecture (AS) — ARCH.AS
Pre-Law (AS and AA) — LAW.AS and LAW.AA
Pre-Nursing (AAS) — RNNG.AAS
Pre-Occupational Therapy (AS) — OTHA.AS
Pre-Pharmacy (AS) — PHRA.AS
Pre-Physical Therapy (AAS) — PTHA.AAS
Psychology (AS) — PSYC.AS
Radiation Therapy (AAS) — RADT.AAS.RT
Radiography (AAS) — RADR.AAS
Radio-TV (Broadcast Sales and Marketing) (AAS) — RTVB.AAS.BSM
Radio-TV (Broadcast Sales and Marketing) Basic Cert. — RTVB.CERT.BASIC
Radio-TV (Mass Communication) (AAS) — COMM.AS.MCOMM
Radio-TV (Broadcast Production) (AAS) — RTVB.AAS.BP
Radio-TV Cert. — RTVB.CERT
Real Estate (AAS) — RELE.AAS
Real Estate Cert. — RELE.CERT
Real Estate Salesperson Cert. — RELE.CERT.SAL
Religion (AA) — RELG.AA
Respiratory Care (AAS) — RSPT.AAS
Safety and Environmental Technology (AAS) — EECT.AAS
Safety and Environmental Technology Cert. — EECT.CERT
Semiconductor Manufacturing Technology (Electronics Engineering Technology) (AAS) — EECT.AAS.EETSM
Social Science (AS) — SOCS.AS
Social Work (AS) — SOCW.AS
Software Systems and Networking (Computer Information Systems) (AAS) — COSC.AAS.NETWRK
Speech Communication (AS and AA) — SPCCH.AS and SPCCH.AA
Substance Abuse Counseling (AAS) — DAAC.AAS
Substance Abuse Counseling Cert. — DAAC.CERT
Surgical Technology (AAS) — SRGT.AAS
Surgical Technology Cert. — SRGT.CERT
Systems Programming (Computer Information Systems) (AAS) — COSC.AAS.SYSPR
Telecommunication Specialist (Instrument and Control Technology) Cert. — CETT.CERT.TEL
Theater (AS) — THEA.AS
Travel and Tourism (AAS) — TRVM.AAS
Travel and Tourism Cert. — TRVM.CERT
Welding Technology Cert. — WLDG.CERT
World Wide Web Software Development (Computer Information Systems) (AAS) — COSC.AAS.WWW
Amarillo College

Instructional Divisions

Access Center ................................................. (806) 371-5420
Allied Health ................................................... (806) 354-6055
Behavioral Studies .......................................... (806) 371-5296
Business .......................................................... (806) 371-5269
Criminal Justice ............................................... (806) 354-6081
Industrial and Transportation Technologies .......... (806) 335-4201
Language, Communication & Fine Arts ............... (806) 371-5267
Nursing .......................................................... (806) 354-6010
Sciences & Engineering ..................................... (806) 371-5092

Other Important Numbers

START Center ................................................... (806) 371-5175
Advising and Counseling ..................................... (806) 371-5440
Financial Aid .................................................... (806) 371-5310
Registrar .......................................................... (806) 371-5030
Testing ............................................................ (806) 371-5445