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College Calendar

Summer 1999

May 13 .................................................. Registration begins for Adult Vocational/Community Service classes
May 19 .................................................. Last day for advance payment of tuition and fees for Summer I
May 31 .................................................... Memorial Day Holiday (campuses closed)
June 1 ..................................................... Regular registration for Summer I
June 1 ..................................................... Adult Vocational/Community Service classes begin
June 2 ..................................................... Classes begin-Summer I
June 2-3 .................................................. Late registration/schedule changes for Summer I
June 26-Aug 18 ....................................... Advance registration for Fall
June 30 .................................................. Last day for advance payment of tuition and fees for Summer II
July 2 ..................................................... Independence Day Holiday observed
July 3-4 .................................................. Campuses closed
July 7 ..................................................... Final Exams for Summer I
July 8 ..................................................... Regular registration for Summer II
July 12 ................................................... First day of classes-Summer II
July 12-13 ............................................. Late registration/schedule changes for Summer II
August 12 ............................................. Final Exams for Summer II

Fall 1999

August 12 ............................................. Registration begins for Adult Vocational/Community Service classes
August 19 (6-7 pm) .................................. Regular registration at Tulia
August 19 ................................................ Last day for advance payment of tuition and fees
August 23 (6-7 pm) .................................. Regular registration at Hereford
August 24 (6-7 pm) .................................. Regular registration at Dumas
August 24 ............................................... New faculty orientation
August 24 ............................................... Faculty return
August 24 ............................................... General assembly for faculty, staff and administrators
August 26 (9am-8pm) .................................. Regular registration
August 28 ............................................... Classes begin
August 30 ............................................... Adult Vocational/Community Service classes begin
August 30-September 1 .............................. Late registration ($10 late fee)
August 31 ............................................... Late registration at Dumas
September 1 .......................................... Late registration at Hereford
September 6 .......................................... Labor Day Holiday (campuses closed)
October 8 ............................................... Last day to drop to a lower class level
October 11-15 .......................................... Fall 99 graduates file applications for graduation in Registrar’s Office
November 6-January 5 .............................. Advance registration for Spring
November 23 .......................................... Last day to change from credit to audit
November 23 .......................................... Last day for students to drop or withdraw
November 24 .......................................... Thanksgiving Holiday-begins at 5:00 pm
November 25-28 ................................. Thanksgiving Holidays (campuses closed)
December 13-16 ..................................... Final Exams
December 18-January 2 ............................ Christmas Vacation
January 6 ............................................... Last day for payment of advance registration tuition and fees for Spring

Mid-Winter 1999

December 20 .......................................... Classes begin
December 24-26,31, January 1-2 ................. Mid-Winter Term holidays (campus closed)
January 7 ............................................... Final Exams
**College Calendar**

**Spring 2000**
December 27 .................................................. Registration begins for Adult Vocational/Community Service classes
January 3 ........................................................................................................ Administrators and staff return
January 6 ........................................................................................................... Last day for payment of advance registration tuition and fees
January 10 (6-7 pm) .......................................................... Registration at Tulia
January 11 (6-7 pm) .............................................................. Registration at Dumas
January 12 (6-7 pm) .............................................................. Registration at Hereford
January 12 ........................................................................................................ Faculty return
January 12 ................................................................................................................ Late Registration ($10 late fee)
January 18 (9 am-8 pm) ........................................................................ Regular Registration
January 19 .................................................................................................................. Classes begin
January 19-21 ..................................................................................................... Adult Vocational/Community Service classes begin
January 25 ................................................................................................................ Late registration at Dumas
January 25 .................................................................................................................. Late registration at Hereford
February 14-25 .................................................. Spring/Summer graduates file applications for graduation in Registrar’s Office
February 25 ................................................................................................................ Late day to drop to a lower level
March 13-19 ....................................................................................................... College Spring Vacation (faculty and students)
March 16-19 .......................................................................................................... College Spring Vacation (campuses closed)
April 8-May 17 ......................................................... Advance registration for Summer I
April 8-June 28 .................................................................................................. Advance registration for Summer II
April 20 ................................................................................................................ Last day to change from credit to audit
April 20 ................................................................................................................................ Last day for students to drop or withdraw
April 23 ................................................................................................................................ Easter Holiday for Faculty and Students
April 22-23 ......................................................................................................... Campuses closed
May 11 ...................................................................................................................... Final Exams
May 12 .................................................................................................................... Commencement
May 12 (7 pm) ...................................................................................................... Commencement
May 28 .................................................................................................................................. Classes begin
May 29 .................................................................................................................................. Memorial Day Holiday (campuses closed)
May 31 .................................................................................................................................. Final Exams

**May Mini-Term 2000**
May 12 ...................................................................................................................... Classes begin
May 29 .................................................................................................................................. Memorial Day Holiday (campuses closed)
May 31 .................................................................................................................................. Final Exams

**Summer 2000**
May 18 ........................................................................................................... Last day for payment of advance registration tuition and fees for Summer I
June 1 ................................................................................................................................ Regular registration for Summer I
June 5 ......................................................................................................................... Adult Vocational/Community Service classes begin
June 5 ................................................................................................................................ Classes begin for Summer I
June 29 ....................................................................................................................... Last day for payment of advance registration tuition and fees for Summer II
July 4 ................................................................................................................................ Independence Day Holiday (campuses closed)
July 11 ................................................................................................................................... Final exams for Summer I
July 12 ................................................................................................................................ Regular registration for Summer II
July 13 ................................................................................................................................ Classes begin for Summer II
August 17 .................................................................................................................... Final exams for Summer II
Welcome to Amarillo College

As your community college, Amarillo College works hard to bring you high-quality academic and technical programs, plus hundreds of continuing education/lifelong learning opportunities.

We offer affordable tuition, and small classes when you want them - mornings, afternoons, evenings, even on weekends.

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. 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.

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

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

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

Advantages

• Amarillo College is a fully accredited two-year college.

• Students can begin their college work at AC and transfer to institutions offering similar programs of study without loss of time or credit.

• Students receive education and training designed to prepare them for their chosen careers.

• Residents of Amarillo and the surrounding area can attend college for a minimum expense.

• Small classes allow ample opportunity for individual participation.

• An outstanding faculty gives each student personal attention.

• Each student also has an academic advisor who is available for conferences throughout the year.

• Students can choose from a variety of social and recreational activities.

History

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

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

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

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

Amarillo College served more than 7,500 credit students in Fall 1998. During the 1998 academic year, 36,884 continuing education students attended classes at AC’s four campuses: the Washington Street Campus, 2201 S. Washington, 371-5000; the West Campus, 6222 W. Ninth, 354-6000; the Amarillo Technical Center, I-40 East and Exit 80, 335-4211; and the Business & Industry Center, 1314 S. Polk, 371-5129.

Mission

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

Legislation

A public junior college is an institution of higher learning, controlled by a local board of trustees or regents, and operated under statutory provisions. A public community college (State Statute 130.003, as amended in Senate Bill 330, 73rd Legislature, effective May 23, 1993) shall be to provide:

1. technical programs up to two years in length leading to associate degrees or certificates;
2. occupational 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 postsecondary education in Texas

**Goals**

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

**Commitments**

In these goals Amarillo College is committed to:

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

**Board of Regents**

John Huffaker, Neal D. Nossaman, Hermilio Martinez
Terms expire 2000

Louise Daniel, Sharon Oeschger, Fred A. Snyder
Terms expire 2002

Dale A. Roller, Larry K. Patterson, Carroll M. Forrester
Terms expire 2004

**Central Administration**

Dr. Luther Bud Joyner .........................President
Dr. R.E. Byrd .......Vice President and Dean of Instruction
J.R. Couser .........................Dean of Student Services
Victor Fite .........Dean of Information Technology Services

Dr. Kay Henard ...... Dean of Institutional Advancement
Joyce Herring ............ General Manager of KACV/TV-FM
Neil Moseley ............ Vice President for Business Affairs
Glen Phillips .................Executive Director,
Amarillo Technical Center

Damaris Schlong ..........Chief Administrative Officer,
Workforce Development

**Accreditations**

**Institutional Accreditations and Memberships**

Amarillo College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; 404-679-4501) to award associate of arts degrees, associate of science degrees, associate of applied science degrees, and certificates of completion.

Amarillo College is a member of:

- the Texas Junior College Association,
- the Texas Association of Community Colleges,
- the Association of Texas Colleges and Universities,
- the Texas American Association of Community and Junior Colleges,
- the Texas Community College Teachers Association,
- the Texas Association of School Boards, and
- the Southern Association of Colleges and Schools, Commission on Colleges.

The Amarillo College President’s Office will make available for review to any enrolled or prospective students, upon request, a copy of the document describing the institution’s accreditation.

**Program Accreditations and Memberships**

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

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

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

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

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

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

The Court Reporting Program is approved by the National Court Reporters Association.
The Dental Hygiene Program is accredited by the American Dental Association.
The Electronics Engineering Technology curriculum is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET).
The Journalism Program is certified by the National Community College Journalism Association.
The Medical Laboratory Technology, Nuclear Medicine, Radiography, Radiation Therapy, Respiratory Care, and Surgical Technology Programs are accredited by the Committee on Allied Health Education and Accreditation.
Amarillo College is an accredited institutional member of the National Association of Schools of Music.
The Nuclear Medicine Technology Program is accredited by The Joint Review Committee on Education in Nuclear Medicine Technology and by The Nuclear Medicine Technology Certification Board.
The Occupational Therapy Assistant Program is accredited by The Accreditation Council for Occupational Therapy Education (P.O. Box 31220, Bethesda, MD 20824-1220, 301-652-2682) of the American Occupational Therapy Association.
The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology.
The Physical Therapist Assistant Program is accredited by the American Physical Therapy Association.
The Theater Arts program is accredited by the National Accrediting Agency for clinical laboratory sciences (NAACLS).
The Vocational Nursing Program is accredited by the State Board of Vocational Nurse Examiners.

The AC Foundation, Inc. 371-5107

The Amarillo College Foundation, Inc., a nonprofit and tax-exempt foundation, seeks to promote excellence at Amarillo College. The Foundation is governed by a volunteer Board of Directors.
The Foundation exists to solicit and administer gifts and grants for the benefit of Amarillo College, its students, faculty and staff, its programs and facilities.
The Foundation accepts gifts from individuals, groups, and businesses. Support may be designated by the donor for specific purposes or for general unrestricted support of College Foundation activities.
The Foundation accepts gifts in the form of cash, stocks, and property upon approval by the Board of Directors. Many donations are made as memorials for friends or relatives. The Foundation invests these contributions in Texas’ greatest natural resource – its students.
Donors may derive substantial tax advantages through estate planning, trust funds, bequests, and property conveyances to public foundations such as The Amarillo College Foundation.

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

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

ADMISSIONS 371-5030

Preparation

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

<table>
<thead>
<tr>
<th>HIGH SCHOOL CURRICULUM</th>
<th>CREDITS</th>
<th>COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Language Arts</td>
<td>4</td>
<td>English I-IV</td>
</tr>
<tr>
<td>Mathematics</td>
<td>2</td>
<td>Algebra/Geometry</td>
</tr>
<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)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>U.S. Government (1/2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>World History Studies (1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>World Geography (1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Economics (1/2)</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3</td>
<td>Levels I-III proficiency of the same language</td>
</tr>
<tr>
<td>Health</td>
<td></td>
<td>credit minimum credit minimum</td>
</tr>
<tr>
<td>Fine Arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
<td>I credit</td>
</tr>
<tr>
<td>Computer Science</td>
<td>0-1</td>
<td>Demonstrated proficiency at Level I</td>
</tr>
</tbody>
</table>

TOTAL 18 1/2

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.
ADMISSIONS

Admission Testing 371-5445
Legislation requires that as of Fall 1998, students entering Texas public colleges and universities be assessed for reading, mathematics, and writing skills before they enroll in any collegiate course work for credit, unless exempted. For testing exemptions see TASP exemptions on page 7. Tests include TASP and the following state-approved alternative tests: MAPS and ACCUPLACER.

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

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

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

Summary of TASP Requirements
- All NONEXEMPT students must take the TASP or a state-approved alternative test. Failure to test as required by law will cause the student to be blocked from enrolling for college-level credit at Amarillo College, and at all other Texas public institutions of higher education. The registration block is removed once the student has tested.
- Students permanently transferring to Amarillo College from out of state, or from a private Texas college or university, are subject to TASP requirements. Out-of-state or private college students enrolling on a transient basis (e.g., summer only) will be deferred from TASP requirements until such time as they declare permanent enrollment in a Texas public institution of higher education. Students seeking deferral under this provision will be required to sign a statement.
- Students who do not achieve the state minimum score on any section of the TASP or the state-approved alternative test are required to seek advising, and to participate in developmental education. In accordance with state law, Amarillo College will monitor students’ participation in required developmental course work, and will administratively withdraw students who violate TASP regulations.
- Texas law requires satisfaction of TASP regulations as a condition for granting a new Level II certificate, associate or higher degree and enrollment in upper-division courses.

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

Students who fit one of the following categories are EXEMPT from TASP requirements:
- Earned at least three semester hours of college-level credit prior to September 1989.
- Within the last five years and in a single sitting, earned a composite score of 23 or higher on the ACT test, with individual English and math scores of at least 19.
- Within the last five years and in a single sitting, earned a composite score of 1070 or higher on the Recentered SAT test (April 1995 and thereafter), with individual Verbal and Math scores of at least 500.
- Within the last five years and in a single sitting, earned a composite score of 970 on the original SAT test (prior to April 1995), with a minimum verbal score of 420 and a minimum math score of 470.
- Earned within the last three years, and on the first attempt, the following minimum scores on the TAAS test: Writing scale score 1770, Reading TLI 89, Math TLI 86.
- Possess a bachelor’s degree from a regionally accredited institution of higher education.
- 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.
- As long as no college-level credit is acquired outside of the designated certificate curriculum, students in certificate programs where the TASP status changed, 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
Admissions

General Information

practices prevent Saturday testing. TASP test dates for 1999-2000 are:
• Sept. 18, 1999 • Nov. 13, 1999 • March 4, 2000
• April 29, 2000 • June 17, 2000 • July 22, 2000
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, Suite 101, (806) 371-5445.

Admission Requirements

All Students
For admission to all programs, applicants must take the following steps:
• Fill out an application for admission (in this catalog).
• Fill out a Certificate of Residence (in this catalog).

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

New Student Orientation 371-5303
Amarillo College offers a New Student Orientation designed to promote every student’s success. The Orientation, scheduled at a variety of times at the beginning of each semester on the Washington Street Campus and at ATC, covers programs, services and activities and provides an opportunity to ask questions. It is required for all first-time college students enrolling in eight or more semester hours for credit but is open to all interested parties. Students who do not meet the orientation requirement will not be permitted to enroll in their second semester’s classes until the requirement is met. Reservations for Orientation may be made by contacting the Student Activities Office in the College Union Building, Basement.

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 ACCcess.

Former Amarillo College Students
• Former students who have not attended any other college since their last enrollment at Amarillo College will be readmitted during any scheduled registration period.
• Former students who have since attended another college must follow transfer student guidelines.

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

International Students
• Students who are not U.S. Citizens must document legal alien or visa status in order to enroll at Amarillo College.
Admissions

• Students who have tourist visa status are limited to enrollment in English or English as a Second Language courses on a part-time basis.

• Students seeking admission and authorization for a student visa must submit evidence of graduation from high school or its equivalent, official transcripts of the student’s record in high school and his or her record at each college attended. TOEFL score (213 minimum on computer-based test; 550 minimum on written test), proof of good health, proof of immunizations, documentation of a health insurance policy, and official affidavit of financial support.

• Students seeking to transfer course work from international schools must have their transcripts evaluated by an approved credential evaluation service. The cost of this service will be paid by the student. Two approved services are:
  Education Credential Evaluators, Inc.
  P.O. Box 745
  Old Chelsea Station
  New York, NY 10113-0745, and
  World Education Services, Inc.
  P.O. Box 92970
  Milwaukee, WI 53202-0970

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

Specific Admission Procedures

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

• Students seeking admission to the Allied Health and Nursing programs must meet additional admission requirements as stated in the individual program handbooks. These programs are: Associate Degree Nursing, Dental Assisting, Dental Hygiene, Medical Data Specialist, Medical Laboratory Technology, Nuclear Medicine, Occupational Therapy Assistant, Paramedicine Technology, Pharmacy Technology, Physical Therapist Assistant, Radiation Therapy, Radiography, Respiratory Care, Surgical Technology and Vocational Nursing.

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

Professional Truck Operations Students

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

Acceptance of Transfer Course Work

• Standard academic credits are accepted from colleges and universities accredited by one of the regional accrediting associations. Amarillo College also accepts credits from colleges and universities that are accredited by the American Association of Bible Colleges. Courses in which a grade of “D” was earned will not be accepted as transfer credits at Amarillo College unless the overall GPA from the institution which issued those grades is 2.0 or higher.

• Transferability disputes between state-supported institutions within Texas will be handled in accordance with the guidelines published by the Texas Higher Education Coordinating Board. Issues which cannot be resolved between institutions will be reported to the Commissioner of the Coordinating Board for resolution.

Auditing a Course

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

Changing Course Status

Changing from Credit to Audit Status

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

Adding a Course

To add a course, student must consult an academic advisor. Students may add a course only with the approval of the academic advisor and the department chair. Adding a course must be done in person. If a fee is required, the charge is paid at the Assistance Center. No add is official until the student submits the appropriate form to the Assistance Center.
Dropping a Course
A grade of “W” will be given for student-initiated drops or withdrawals which are submitted on or before the last day to drop.

A student may not drop to a lower class level (excluding modified physical education classes) after Nov. 24 in the fall semester and April 22 in the spring semester.

It is the responsibility of the student to officially drop or withdraw from a course. Failure to officially withdraw may result in the student receiving a grade of F in the course. The student may obtain a withdrawal form from the academic advisor, Advising and Counseling Center, or from the Assistance Center.

No drop or withdrawal will be completed by telephone. No change is official until the completed forms are submitted to the Assistance Center.

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

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

Tuition and Fees 371-5001
Residency
For tuition purposes, students enrolling in Amarillo College will be classified as follows: (1) resident students, (2) nonresidents of Amarillo Junior College District [students who live in Texas but not in the Amarillo Junior College district; a Texas resident must reside within the Amarillo Junior College District for a period of six months to be classified as a resident student], (3) nonresidents of Texas and (4) foreign students. Exceptions will be noted later.

General Rules
Minors – individuals 17 years of age or younger - and Dependents
Statute: Section 54.052(a)(3) “Dependent” means an individual who is claimed as a dependent for federal income tax purposes by the individual’s parent or guardian at the time of registration and for the tax year preceding the year in which the individual registers.

Section 54.052(c) An individual who is under 18 years of age or is a dependent and who is living away from his or her family and whose family resides in another state or has not resided in Texas for the 12-month period immediately preceding the date of registration shall be classified as a nonresident student.

Section 54.052(d) An individual who is 18 years of age or under or is a dependent and whose family has not resided in Texas for the 12-month period immediately preceding the date of registration shall be classified as a nonresident student.

Section 54.055 An individual who is 18 years of age or under or is a dependent and whose parents were formerly residents of Texas is entitled to pay the resident tuition fee following the parents’ change of legal residence to 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.

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

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

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

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

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

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

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

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

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

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

Exceptions

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

Junior College Tuition Waivers for Ad Valorem Tax Payers
Statute: Section 130.003(b)(4)… the governing board of a public junior college district may waive the difference in the rate of tuition for nonresident and resident students for a person, and his or her dependents, who owns property which is subject to ad valorem taxation by the junior college district.

Persons (or their dependents) who move into the Amarillo Junior College District and who own property which is subject to ad valorem taxation by Amarillo Junior College District shall be eligible to enroll at Amarillo College at the tuition rate for resident students.

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

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

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

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

Fees
Students will not be admitted to classes or labs until they have paid their tuition and fees in full. Payment may be made in cash, by check, by money order, or by credit card (VISA, Mastercard, American Express, Discover). Students paying by check are warned to exercise due care, however, as all checks are accepted subject to final payment by the bank. A check returned by the bank because of a stop payment order or insufficient funds does not cancel a student’s registration. If a check given for tuition and fees at registration time is returned by the bank, the student will be charged a $10 late registration fee plus the handling charge for returned checks.
Tuition and Fees

Students who intend to withdraw from Amarillo College must present the withdrawal form to the Registrar to have their name removed from the official class records. Tuition refund requests must also be presented in writing to the Business Office.

Tuition and fees may be changed at any time by action of the state legislature or by action of the Board of Regents of the Amarillo Junior College District.

Parents or students who believe that unusual, individual circumstances deserve special consideration regarding charges and refunds may appeal to the Business Office.

Student Alternative Payment Plan

The Payment Plan allows students who are enrolled in full semester length courses to pay for tuition and fees in installments. The first installment is one-half of the tuition and fees total, plus an administration fee (nonrefundable) due at registration; the second installment of one-fourth of the total is due before the 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 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 circumstances deserve special consideration regarding charges and refunds may appeal to the Business Office.

Tuition Schedule

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Tuition: For residents of the State of Texas, $17 per semester hour, but not less than $41.50. For nonresidents of the State of Texas, and for non-U.S. Citizens, $45.50 per semester hour but not less than $201.50.

Basic Fees

All students must pay $5 per semester hour Matriculation Fee. $5.00 per semester hour Student Activity Fee and $45.50 per semester hour General Fee, for a total of $6 per semester hour in basic fees. In addition, nonresidents of the Amarillo Junior College District, the State of Texas and non-U.S. Citizens pay $9 per semester hour out-of-district fee, totaling $15 per semester hour in basic fees. Each student must pay a Learning Resource Fee of $3 per semester.

Laboratory Fees

Accounting .......................................................... 20.00
ACCT 1272-1371-2301-2302
ACCT 1311
Allied Health .................................................. 12.00
AH 3003
Architecture ...................................................... 16.00
ARCH 2201-2202
Art Graphic-Design ............................................. 24.00
AGD 3013-3113-3123-3133-3143-4013
AGD 4023-4033-4043-4053-4063-4073
AGD 4083-4113-4123-4193-4233-4243
Art (Ceramics Art) ............................................. 24.00
ARTS 2346-2347
Astronomy .......................................................... 18.00
PHYS 1111-1112
Auto Collision Technology ..................................... 24.00
ABDR 1349-1431-1441-1442
ABDR 2402-2449-2453
Automotive Technology .......................................... 24.00
AUMT 1307-1310-1407-1410-1419
AUMT 2315-2413-2417-2425-2434
DEMR 1301
ABDR 1327
Aviation Maintenance .......................................... 18.00
AERM 1101-1204-1243-1247-1253-1254
AERM 1314-1315-1344-1345-1349
AERM 1350-1351-1352-1373-1346
AERM 2233-2341-2351-2352-2447
Basic Academic Skills ......................................... 20.00
BAS 0101-0202
Biology .............................................................. 18.00
BIOL 1108-1109-1406-1407-1411-1413-1471-1472
BIOL 2106-2374-2401-2402-2404-2421-2428
CHEM 0201 .................................................... 10.00
Business ............................................................. 16.00
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BUSI 3401-3603-3643-3701-3703-3733-4213
BUSI 4342-4411-4443-4533-4543-4633-4673
BUSI 1304
OFAD 1101-1301-1302-1311-1312
OFAD 2301-2304-2305-2312
Business Administration ....................................... 20.00
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### Tuition and Fees

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<tr>
<td>Music</td>
<td>24.00</td>
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<td>MUSI 1173</td>
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<td>Nursing</td>
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<td>NURS 3011-3012-3021-3023-3031-3032-3036-3041</td>
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<td>NURS 3048-3051-3061-3071-3081-3091-4023</td>
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<td>OTA 3005-3015-4005</td>
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<td>ART 2357</td>
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### Tuition and Fees

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<td>1111-1112</td>
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<td>ENGL 1313</td>
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<td>Other Fees (not required of all students)</td>
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<td>Credit by Examination (per course)</td>
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<td>PHED CLASSES (Carter Fitness Center)</td>
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<td>PHED CLASSES (Downtown Athletic Club)</td>
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<td>PHED CLASSES (Amarillo Town Club)</td>
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<tr>
<td>PHED 1306 (CPR)</td>
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<td>PHED 1111, 1112, 2111, 2112 (Swimming)</td>
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<tr>
<td>PHED 1116, 2116 (Bowling)</td>
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<td>PHED 1117-2117-2127 (Golf)</td>
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<tr>
<td>PHED 1331 (Essential Elements of Wellness)</td>
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<td>PHED 1115-2115 (Body Sculpting)</td>
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<td>Professional Truck Operations</td>
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<td>TRUM 1349-2437</td>
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<td>Allied Health Malpractice/</td>
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<tr>
<td>Clinical Accident Insurance</td>
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<tr>
<td>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 clinicals.</td>
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</tbody>
</table>

### 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 is 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 on which the program is offered.

**Art**

- Drawing ........................................ 50.00-150.00
- Ceramics ....................................... 35.00-75.00
- Painting ....................................... 125.00-300.00

**Other Fees**

- Note: Per Student Basis
- Physical Therapist Assistant ................... 19.50
- MS 3132-3213-2314
- Nursing ......................................... 19.50
- NURS 3013-3021-3023-3031-3032-3036-3048
- NURS 4023-4044-4053-4058-4063
- NURS 4064-4074-4121-4123-4133
- Nursing (Vocational) ......................... 19.50
- NV 3013-3014-3029-3111-3113-3122-3149-3155
- Occupational Therapy Assistant ............. 19.50
- OTA 3005-3015-3016-3021-3022
- Paramedicine Technology ...................... 19.50
- PMT 3115 ........................................ 5.00
- PMT 3233-3424 .................................. 66.00
- Pharmacy Technology .......................... 19.50
- PHT 3302
- Radiologic Technology ......................... 19.50
- RAD 3312-3322-3341-4322-4333-4372-4383
- (Radiography) .................................. 19.50
- RAD 3112-3122-3131-4112-4122-4132
- (Radiation Therapy) ......................... 154.00
- RAD 3222-3231-3241-4222-4232-4242
- Respiratory Care ................................ 19.50
- RC 3701-3711-3721-4731-4743-4753
- Surgical Technology .......................... 19.50
- ST 3027-4108-4206-4216

**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 on which the program is offered.
Tuition and Fees / Financial Aid

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Collision Repair</td>
<td>692.00</td>
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<tr>
<td>Automotive Technology</td>
<td>435.00-974.00</td>
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<tr>
<td>Aviation Technology</td>
<td>1,155.00</td>
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<tr>
<td>Dental Assisting</td>
<td>65.00-100.00</td>
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<tr>
<td>Dental Hygiene</td>
<td>500.00-1,200.00</td>
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<tr>
<td>Diesel Mechanics Technology</td>
<td>945.00</td>
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<tr>
<td>Drafting</td>
<td>600.00</td>
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<tr>
<td>Electrical Instrumentation</td>
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<tr>
<td>Electronics Engineering Technology</td>
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<tr>
<td>Electronic Systems Technology</td>
<td>300.00</td>
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<tr>
<td>Geology</td>
<td>20.00-50.00</td>
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<tr>
<td>Industrial Maintenance</td>
<td>495.00</td>
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<tr>
<td>Instrument and Control Technology</td>
<td>250.00</td>
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<tr>
<td>Interior Design</td>
<td>125.00-300.00</td>
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<tr>
<td>Keyboarding</td>
<td>15.00-45.00</td>
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<tr>
<td>Machining Technology</td>
<td>Varies</td>
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<tr>
<td>Medical Data Specialist</td>
<td>35.00</td>
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<tr>
<td>Medical Laboratory Technology</td>
<td>600.00-800.00</td>
</tr>
<tr>
<td>Microbiology</td>
<td>15.00</td>
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<tr>
<td>Mortuary Science</td>
<td>35.00-60.00</td>
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<tr>
<td>Nursing</td>
<td>150.00-600.00</td>
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<tr>
<td>ADN</td>
<td>100.00-400.00</td>
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<td>Photography - Equipment**</td>
<td>200.00-1,500.00</td>
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<tr>
<td>Supplies (per semester)**</td>
<td>60.00-150.00</td>
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<tr>
<td>Radiography</td>
<td>300.00-600.00</td>
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<tr>
<td>Respiratory Care</td>
<td>50.00</td>
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<tr>
<td>Speedwriting</td>
<td>7.00-10.00</td>
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<tr>
<td>Two-Way Radio Repair</td>
<td>100.00</td>
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</table>

**Not available at the Amarillo College Bookstore

Refunds

If a class does not materialize and is canceled by the College, 100 percent of all tuition and fees charged will be refunded. Students who officially withdraw from Amarillo College prior to the first day of classes will be refunded 100 percent of their mandatory tuition and fees less a $15 matriculation fee. If a transcript received by Amarillo College after a student has completed enrollment shows that the student is suspended at the last college attended, the student is subject to being withdrawn with forfeiture of all tuition and fees. Likewise, any student who provides false information about TASP testing or scores will be subject to being withdrawn with forfeiture of tuition and fees.

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

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

**Summer Semesters**
- During the first five class days: 70 percent
- During the 6th through 7th class days: 25 percent
- After the 7th class day: None

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

Short-Term Academic Classes Refund Policy

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

Tuition Rebates

Students whose first enrollment in a state-supported college is Fall 1997 or later, could be eligible for a tuition rebate of up to $1,000 upon completion of a bachelor’s degree. In order to qualify for the rebate, the student may not attempt more than three semester hours above those required for the specific bachelor’s degree. Hours attempted will include all courses completed, courses failed, courses repeated, courses dropped after the census date, transfer courses, optional internships and cooperative education courses, credit by exam/ experience, and remedial courses. Students will apply for the tuition rebate at the school where they will complete their bachelor’s degree. Tuition rebates will be applied to any outstanding student loans.

Financial Aid

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 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.
FINANCIAL AID

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

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

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

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

Types

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 the end of the term. A student must have an overall “C” grade average, and a co-signer may be required. The co-signer (and the student if he has established credit) must have an acceptable credit rating.

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

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

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

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

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

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

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

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

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

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

**Rehabilitation Assistance**

The Texas Rehabilitation Commission offers assistance for tuition and required fees to students who have certain physical or emotional handicaps, provided the vocational objective selected by the handicapped person has been approved by an appropriate representative of the Commission. Application for this type of assistance should be made to the Texas Rehabilitation Commission, 5809 S. Western, Amarillo, Texas 79109.

**How to Apply for Financial Aid**

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

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

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

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

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

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

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**1999 - 2000 Student Budget**

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<td></td>
<td>Subtotal $5,594.00</td>
</tr>
<tr>
<td><strong>IV. Living in an on-campus apartment</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room $1,167.00</td>
</tr>
<tr>
<td></td>
<td>Board $1,387.00</td>
</tr>
<tr>
<td></td>
<td>Trans. $946.00</td>
</tr>
<tr>
<td></td>
<td>Subtotal $3,500.00</td>
</tr>
<tr>
<td><strong>V. Living in on-campus housing</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room $3,029.00</td>
</tr>
<tr>
<td></td>
<td>Board $2,104.00</td>
</tr>
<tr>
<td></td>
<td>Pers./Misc. $1,084.00</td>
</tr>
<tr>
<td></td>
<td>Subtotal $6,079.00</td>
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<tr>
<td><strong>Grand Totals</strong></td>
<td>I $5,698.00</td>
</tr>
<tr>
<td></td>
<td>II $7,050.00</td>
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<tr>
<td></td>
<td>III $8,624.00</td>
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<tr>
<td></td>
<td>IV $6,160.00</td>
</tr>
<tr>
<td></td>
<td>V $8,739.00</td>
</tr>
</tbody>
</table>
| Adjustment for child care if indicated on General Application one child $2,127; two children $3,723; three children $5,318; four children $6,916; add $1,158 for each additional child.
| No child care for less than 1/2 time. |
Any student or prospective student desiring specific program information may call (806) 371-5310 or come to the Financial Aid Office in the Student Service Center.

Rules

Satisfactory Academic Progress Policy

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

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

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

- The student must have a High School Diploma or GED or pass an approved U.S. Department of Education test. The approved test used by Amarillo College is the TABE test. See the Financial Aid Office for details on the approved test;
- The student must be enrolled in academic courses which count toward a declared degree or certificate program which is at least 24 semester hours in length.
- The student’s previous academic history at Amarillo College must reflect at least a 2.0 cumulative grade point average and at least an 80 percent course completion rate. In addition, the number of hours attempted cannot exceed 150 percent of the published length of the student’s major (see Maximum Time Frame). Any course in which an F, I, W, X, N, or AU was received does not count as a completed course.

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

Enrollment Status

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

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

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

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

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

The student’s enrollment status is established as follows:

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

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

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

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

Maximum Time Frame

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

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

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

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

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

### Financial Aid at a Glance

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

The abbreviated information in this section is acknowledged to be limited and incomplete. Please contact the AC Financial Aid Office for more detailed information.
**FINANCIAL AID / ACADEMIC POLICIES**

- use of campus supportive services;
- timely response to Financial Aid Office contacts.

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

**Appeals**

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

**Award Process**

Awards will be made in date order in which files are complete, except for FSEOG. No FSEOG awards will be made until after June 15 of each year. Files will be awarded funds (other than FSEOG) prior to June 15, but FSEOG will be awarded after June 15 beginning with the first file awarded. FSEOG will be awarded only to Pell recipients in lowest EFC order. Awards will be made according to the policy until all FSEOG funds are used. If two or more FSEOG awardings are made, the process will always go back to the point where FSEOG funds were totally used, and awards will begin again from that point to Pell recipients in lowest EFC order until funds are exhausted.

**Amarillo College preference dates for filing for financial aid are as follows:**

- **Fall Semester** - June 15
- **Spring Semester** - Oct. 30
- **Summer Semester** - March 30

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

**Release of Funds**

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

Payments are made in three forms:
- A charge to the appropriate grant or loan account
- A check payable to the student
- A cash voucher for books

All checks payable to the student as well as all cash will be disbursed at the Assistance Center. Federal-Work Study employment earnings are paid every two weeks. Any financial aid funds issued will first be applied to the balance due Amarillo College before being used for personal expenses.

Students will be paid based upon the number of hours in which they originally enroll. Adjustments will not be made once a student has charged to his or her account, received a check, or received a cash payment. Awards are not recalculated. If credit hours are added, the additional cost must be paid by the student.

**Refunds**

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

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

**ACADEMIC POLICIES**

**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 advisers and to contact the Office of the Registrar with questions about academic procedures, policies or regulations.

**Academic Grievances**

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

**Change of Address**

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

**Personal Identification Number**

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

**Definitions and Explanations**

**Units of Credit - Semester Hours**

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

**Course Numbers**

All courses are designated with a prefix, which denotes the field of study, and a four-digit course number. Beginning with the 1998-1999 catalog, some course numbers were converted to a format that conforms to the Texas Common Course Numbering System. Course numbers with a one (1) or two (2) as the first digit are Texas Common Course numbers. Course numbers with a three (3), four (4), or five (5) as the first digit are courses which have not yet been converted.

**Texas Common Course Numbers**

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

**Course Numbers Not Yet Converted**

- The first digit of the number indicates the classification of the course: 3 - freshman subjects; 4 - sophomore subjects; 5 - cooperative education courses.
- Courses with a first digit of “O” do not satisfy requirements for a degree from AC or any other state-supported college or university.
- The last digit indicates the number of semester hours of credit the course carries.
- The other digits identify the particular course. Thus English 3043 is a freshman course which carries three semester hours of credit.

**Semester Load**

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

A summer semester is five weeks of daily class attendance. The normal summer semester load is six to eight hours. Students who wish to enroll in more than nine hours must have the approval of the Vice President and Dean of Instruction.

**Religious Holy Days**

In accordance with Texas Education Code 51.911, Amarillo College shall allow an excused absence to students for the observance of a “Religious Holy Day”* if the following criteria are met:

- Each instructor is notified in writing by the student no later than the fifteenth class day of the regular semester.
- Assignments or examinations missed during the absence will be completed within five class days at the instructor’s convenience after the five day limit has passed.

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

**Guarantee for Job Competency**

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

**Academic Standing**

Students must meet academic standards in work completed at Amarillo College. The College places those students who fail to meet these standards on academic probation or academic suspension. Students who meet or exceed academic standards set by the College, will be considered in good standing. In determining academic standing, the College considers grades earned only at Amarillo College.
Academic Probation
A student whose semester grade-point average falls below a 2.0 will be placed on academic probation. For purposes of determining academic probation, all coursework taken during the summer terms in a given year will be considered as one semester.

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

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

Removal
- A student will be removed from academic probation when a 2.0 grade-point average or better has been earned on all work attempted at Amarillo College during the semester that the student is on probation.

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 regular semester (summer school terms do not count toward fulfilling suspension requirements). For purposes of determining academic suspension, all course work taken during the summer terms in a given year will be considered as one semester.

Placement
- 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 regular semester (summer school terms do not count toward fulfilling suspension requirements).
- In extenuating circumstances, a student who is on suspension from Amarillo College or any other college may petition the Vice President and Dean of Instruction to be reinstated. Such enrollment will be contingent upon the student’s participation in the Suspension-Waiver Program.

Removal
- Academic suspension is effective for at least one regular semester. After the suspension period, the student is eligible for readmission to Amarillo College on academic probation.

Grades and Reports
Students’ semester grades in all courses are filed in the Registrar’s Office, and these are the official record of the College. A final grade will be reported and then mailed to the student at the close of each semester. A grade once repeated a course, however, the last grade is the one counted toward fulfillment of degree requirements.

Grade Points (Quality Points)
- A- Excellent: 4 grade points
- B- Good: 3 grade points
- C- Average: 2 grade points
- D- Poor: 1 grade point
- F- Failure: 0 grade points
- I- Incomplete: Not computed
- W- Withdrawal: Not computed
- AU-Audit: Not computed

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, or quality, points earned by the total number of credit hours attempted, excluding grades assigned for remedial/developmental course work and all but the last grade assigned where courses have been repeated. (Courses repeated at other schools will not apply to this policy.) This grade point average appears on official transcripts.
- Graduation Grade Point Average - The graduation GPA is calculated by dividing the total number of grade or quality points earned by the total number of credit hours attempted, excluding remedial/developmental course grades and all but the last grade assigned where courses have been repeated. (Courses repeated at other schools will not apply to this policy.) With permission of the vice president and dean of instruction, grades in courses not required for the degree program may be excluded. 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.”
**ACADEMIC POLICIES**

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

**Honors**

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

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

**Credits**

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

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

Students may also compare the common course numbers found on pages 85-86 with the common course information from the school where they wish to transfer. Any student transferring from a community college to a university shall have the same choice of catalog designating degree requirements as the student would have had if the dates of attendance at the university had been the same as the dates of attendance at the community college. If students encounter transfer problems, they should contact the AC Advising and Counseling Center.

**Transfer Dispute Resolution**
The Texas Education Code Section 61.078 provides a means to aid students in resolving disputes regarding the transfer of course credits. To quality as a dispute the course(s) in 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**
Tech-Prep is a program that allows students to earn college credit through the completion of technical courses in high school. Amarillo College participates in the Panhandle Tech-Prep Consortium. Through this consortium Amarillo College has created a number of cooperative programs with area high schools. After completion of a Tech-Prep program in high school, students may enroll at Amarillo College and petition for credit based on the completion of the Tech-Prep program. High school students are urged to review the requirements of the articulation agreement for their specific program. Students may obtain copies of their articulation agreements from their high school counselor or from the Registrar’s Office at Amarillo College.

**College Credit by Examination 371-5445**
College credit can be granted for successful completion of selected examinations from the testing programs described below. Students must be enrolled at Amarillo College in order to receive credit by examination. The credit, if awarded, must apply to the student’s declared major. Course work will appear on the student’s transcript with a grade of “E” indicating “credit by examination.” Students are responsible for having their test results sent to the Registrar’s Office and filing the petition for credit. Registration materials for testing are available at Testing Services and in most secondary schools.
Contact the Amarillo College Testing Services in the Lynn Library, Room 115, for information on the following programs:

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

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

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

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

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

### Credit for Experience

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

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

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

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

- Contact the department chair specific to the subject area to see if their request is feasible.

- Prepare application for credit by experience identifying course chosen for credit.
- Each application/portfolio must include a written justification by the student.
- Prepare portfolio documenting experience - should include, but not limited to the following:
  - previous education related to course;
  - previous work experience, military, etc., including dates, titles, job descriptions;
  - in-service training workshops, including dates, topics, certificates, or transcripts;
  - professional certificates, licenses;
  - letter from employers, volunteer agencies, regulatory agencies supporting experience;
- return application to department.

Committee will review for appropriateness and approval.

- If the application is approved, the student will be notified to pay a $15 fee per course.
- If disapproved, the application will be returned.

### Advanced Standing (Without Credit)

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

### Cooperative Education Program

Students may earn semester-hour credit for meeting specific learning objectives during their work experience by enrolling in Cooperative Education. A student will normally participate in two semesters of work experience; however, the maximum number of hours that may be earned will depend upon the particular program.

To participate in the Cooperative Education program, students should have completed six semester hours in their occupational major and must have the approval of their advisor.

During the first semester in which students participate in Cooperative Education, they must enroll a in one-semester hour Cooperative Education seminar, which meets a total of 16 hours during the semester for discussion of various topics relating to seeking a job, holding a job, and performance on the job. At the same time, they must enroll in a work-experience course for either one or two semester hours of credit, depending on the number of hours worked on the job each week. Credit will be earned at the rate of one semester hour for each 160 hours of approved work experience for a maximum of two semester hours each semester. The 160 hours equate to working approximately 10 hours a week during a fall or spring semester. Work experience courses include a seminar to parallel the work experience.

While participating in the Cooperative Education program, students must be concurrently enrolled in a
ACADEMIC POLICIES / SUPPORT SERVICES

course related to their work experience or a related course required in their major area of study.

- 5xx2 – Cooperative Education Work Experience

Students accomplish learning objectives developed by the student, the instructor or coordinator, and the workstation supervisor, while working in a job related to their major area of study. Includes a weekly seminar meeting with instructor or coordinator. (2 sem hour; 1 lec hr; 10 hrs work)

Attendance

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

Class Cancellations 371-5000

Inclement Weather

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

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

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

Final Examinations

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

Evening and Weekend Classes

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

Telecourses 371-5199

Students may take a variety of college-credit courses via telecommunications (television or radio) – “telecourses.” This distance-learning approach has proved most effective as an alternate learning method for:

- part-time students who can’t take time from their employment or obligations at home to meet specific class room schedules,
- physically challenged students who have difficulty coming to campus regularly, and
- full-time students who are unable to enroll in a filled class.

Telecourses are equivalent in content and credit to courses taken on campus and require the same effort and commitment. Telecourses require that students view programs on KACV-TV or listen to programs on KACV-FM 90. Students may record programs for viewing or listening at convenient times or for review.

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

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

All telecourses are described fully in the Class Schedule. Telecourse can be taken with on-campus classes, and students may enroll in them through the normal registration processes.

SUPPORT SERVICES

Library Services

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

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

Lucille King Lynn Library and Learning Center 371-5400

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

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

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

ATC Campus Library 335-4257

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

Advising and Counseling Services 371-5440

Advising and Counseling services are available for all students and prospective students. Professional counselors help individuals evaluate academic, personal, and career options. The Advising and Counseling Center is located on the first floor of the Student Service Center on the Washington Street Campus. On the Amarillo Technical Center, Counseling Services are located on the West Campus, Lecture Hall, Suite 102 (354-6007).

General Services 371-5440

- Educational planning and academic course advisement for prospective college students.
- Academic advising for those majoring in General Studies, Education, and persons who are undecided about a major (pending).
- Comprehensive services for students planning transfer to universities or professional schools.
- College Success Techniques (SPCH 1171), a one-credit hour course which helps students manage college life, improve study skills, and learn success strategies.
- Counseling to those who are experiencing personal or life adjustment difficulties.
- Referral services for those needing assistance from other community agencies or organizations.

Testing Services 371-5445

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

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

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

Adult Students & Women’s Services 371-5447

Adult Students and Women’s Services are a part of Advising and Counseling located in the Student Service Center on the Washington Street Campus. Special services for adult students and women are also available on the West Campus, 356-3619.

The number of adults, women in particular, enrolled in higher education has risen significantly. Often these students have special needs upon returning to college because of family and job obligations. Amarillo College is sensitive and responsive to the personal and educational needs of the adult learner. Special support services available include:

- personal, educational and career counseling;
- referral help concerning family, legal, medical, child care and housing needs;
- child care, transportation, textbook and emergency aid;
- scholarship and other financial information;
- individualized job-shadowing program to promote career development.

Career Planning and Placement Services 371-5459

Located in the Student Service Center on the Washington Street Campus.

Career Services

- Educational/Career Planning (PSYC 1171) is 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
**Support Services**

- Special collection of career materials including computerized career information
- Workshop for undeclared majors.

**Job Placement Services**

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

The Placement Office, an equal opportunity referral service, offers:

- list of part-time and full-time job opportunities;
- job search counseling to assist with completing applications, writing resumes and interview techniques;
- coordination of on-campus interviews.

**ACcess Division 371-5431**

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

The ACcess Division is located on the third floor of Lynn Library on the Washington Street Campus. Call or come by to inquire about support courses such as:

- reading,
- spelling,
- writing,
- math,
- study skills,
- English as a Second Language,
- competency-based high school diploma, and
- literacy training.

**Learning Centers 371-5434**

ACcess Learning Centers offer an individualized, computer-assisted approach to learning in an open-entry/open-exit setting. The Center helps individuals complete the following:

- basic skills development in reading, math, and language,
- GED preparation,
- credit toward a high school diploma,
- college preparation for placement testing,
- skill development for college students,
- TASP remediation,
- English as a Second Language,
- continuing education programs,
- skill development for specific programs, such as LVN, law enforcement and fire academy.

AC also operates learning centers at the North Branch YMCA and the Amarillo Technical Center.

**Services for Students with Disabilities 371-5436**

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

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

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

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

**Tutoring and Study Skills 371-5432**

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

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

**Special Services 371-5420**

As part of the ACcess Division, Special Services offers important support services to qualifying Amarillo College students who might otherwise have difficulty in college. These services include specialized advising, academic intervention, transfer assistance, professional tutoring, study skills seminars and guidance toward financial aid possibilities.

**Police/Security 371-5163**

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

371-5129

Continuing Education

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

Amarillo College’s workforce education and training programs are designed to meet the special needs of business and industry. Organizations may choose from hundreds of different training options, or the College can tailor instruction to meet specific requirements. Instructional content and training times are flexible, and businesses may arrange for courses, seminars or workshops in conjunction with their own training programs. Employers may elect to receive training at the worksite, at the Business & Industry Center, at any of the College’s other three campuses, or at another suitable location.

Business & Industry Center 371-5129

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

Adult Vocational Education 371-5206

Adult Vocational 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. Adult Vocational 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 Director of Adult Vocational Education.

Center for Continuing Healthcare Education 354-6085

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

The Center for Continuing Healthcare Education provides:

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

Program Accreditation

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

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

Community Service Programs 371-5200

Community Service Programs 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 upon request at any Amarillo College campus or at off-campus sites. There are no entrance requirements or examinations. Most Community Service 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 Director of Community Service Programs.

**Criminal Justice Programs** 354-6081

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

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

The Criminal Justice Programs provide required in-service training and conduct specialty training and seminars using speakers that are recognized on a local, national and international level. PRLEA is a licensed training provider through the Texas Commission on Law Enforcement Officer’s Standards and Education (TCLEOSE) in Austin.

Since 1989, Amarillo College’s Criminal Justice Programs have trained approximately 2,000 individuals to work as correctional officers in area prison units. Beginning in 1990, the Criminal Justice Programs began contracting with the Texas Department of Criminal Justice - Institutional Division (TDCJ-ID) to conduct required yearly in-service training for officers working in the Panhandle’s TDCJ-ID Units.

**Continuing Education Units**

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

**Registration Fees** 371-5030

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

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

**NOTICES TO STUDENTS**

**Student Rights and Responsibilities**

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

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

**Student Conduct**

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

**Student Grievances**

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

Substance Abuse Prevention Program

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

Equal Opportunity Policy 371-5044

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

Discrimination

Any student who believes he or she has been discriminated against on the basis of race, color, national origin, sex, age or disability by the institution or its personnel may informally discuss the complaint with the Department Officer with the objective of reaching a reasonable solution. The Department Officer will advise the student of his or her options in the situation and notify the Affirmative Action Officer of the College.

The Department Officer will schedule a meeting with the appropriate personnel in order to reach a reasonable solution to the complaint. If the aggrieved student still believes that the complaint has not been resolved, he or she may submit a written complaint stating name, nature and date of the alleged violation, names of persons responsible (where known) and requested action within 30 working days to the Department Officer. As dictated by circumstance, the Department Officer will ensure that the aggrieved student’s rights to due process including the right to a hearing, where warranted, are honored. If a hearing is held, the Affirmative Action Officer and the Department Officer will conduct the hearing.

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

Confidentiality and Access of Students’ Records

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

The Registrar is the custodian of the student’s academic record. A student’s academic record may include application for admission information, dates of attendance, standardized achievement test scores, transcripts from previous schools attended, and various Veterans Administration forms.

Public information which may be released upon request includes the following items: student name, address, telephone number, dates of attendance, major field of study, degrees, certificates and awards received. The College may disclose any of these items without prior written consent, unless notified in writing to the contrary. Requests for nondisclosure will be honored for only one semester; therefore, authorization to withhold directory information must be filed by the twelfth class day of each semester or the fourth class day of each summer term.

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

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the following offices: President’s Office, Dean of Student Services Office, and Registrar’s Office.

The policy is also printed in the Student Rights and Responsibilities. The offices mentioned also maintain a Directory of Records which lists all education records maintained on students by the institution.

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

Immunization Information

Senate Bill 1517 passed in Spring 1991 and effective Fall 1991 gives Texas institutions of higher education the option of requiring students to prove that they have been adequately immunized for diphtheria, rubella, rubella, mumps, tetanus, and poliomyelitis prior to admission.
The consequences of not being fully immunized are severe. An outbreak of any of these diseases can have a devastating impact on the campus community. Immunization is an integral part of preventive health care. Therefore, Amarillo College recommends that students entering this institution be fully vaccinated prior to enrollment and that preventive vaccinations be taken when required.

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

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

**STUDENT ORGANIZATIONS AND ACTIVITIES**

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

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

**Student Media**

**The Ranger**

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

**AC Current**

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

**KACV-FM 90**

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

**STUDENT HOUSING**

Residential Housing and the Residence Hall are located at the Amarillo Technical Center – just east of the Amarillo International Airport. Food is served in the cafeteria in the Student Activity Center, centrally located on the ATC mall. Students may also take advantage of privately owned apartments. These are usually rented through word of mouth or a notice on the College bulletin board.

**Residential Housing**

Amarillo Technical Center manages a large housing complex open to the public and available to full-time students at discounted rates. Under certain circumstances, students enrolled in less than 12 semester hours may also be considered.

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

Up to two pets are allowed with prior Housing Office approval. There is a $100 nonrefundable deposit per pet.

**Rates**

- Two-Bedroom Duplex $310/month
- Three-Bedroom Duplex $350-$420/month

**Application Fees**

- Duplex Housing $200 deposit

**NOTICES / STUDENT ORGANIZATIONS/ACTIVITIES / STUDENT HOUSING**
**STUDENT HOUSING**

**Residence Hall 335-4224**

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

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

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

**Rates**

- Two-Bedroom Kichenette $575/semester
- Three-Bedroom Non-Kichenette $455/semester
- Private Room, Non-Kichenette $685/semester

**Application Fees**

- Residence Hall $135 deposit

Due to changing economic conditions, all rental rates are subject to change without notice.

**Special Needs**

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

**Rules**

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

**Reservations and Assignments**

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

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

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

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

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

**Student Mail**

Students living in the Residence Hall receive their mail at the Housing Office. Mail should be addressed to:

Amarillo Technical Center
P.O. Box 11156
Amarillo TX 79111

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

**Meal Plans**

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

- 10-meal punch card $42.50/each

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

**Catalog Notice**

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

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

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

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

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

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

GENERAL DEGREE REQUIREMENTS

• Completion of entrance requirements.
• Satisfactory completion of the curriculum as prescribed for the major and degree sought including:
  • A minimum of 62 semester hours, (courses with numbers which begin with zero can not be included in total hours)
  • The general education requirements as specified,
  • Eighteen semester hours of sophomore level courses.
  • Satisfactory completion of the competencies set forth in the syllabus for each course specified for the particular degree or certificate sought will constitute successful completion of program competencies.
• A minimum cumulative grade point average of 2.0. Grades in courses not applying to the degree may be waived by petition if approved by the Vice President and Dean of Instruction and submitted to the Registrar. The waiver of grades as indicated above will not entitle a student to graduation with honors.
• Residence of 16 weeks.
• Completion of at least 15 semester hours at Amarillo College.
• Any student who is lacking 12 semester hours or less to meet graduation requirements at Amarillo College, may complete the required course work at another accredited college. Students must complete the course work and file an application for graduation within 12 months of their last enrollment at Amarillo College. To graduate under this policy, students must meet all program requirements and have a minimum of 42 semester hours of Amarillo College course work.

• Graduation With Honors - Associate degree students are eligible to graduate with honors or highest honors by completing a minimum of 45 hours at Amarillo College. Graduation with Honors requires a graduation G.P.A. of 3.6, graduation with Highest Honors requires a graduation G.P.A. of 3.8. Course work from other institutions will not be considered in calculating graduation G.P.A.
• Discharge of all financial obligations to the College prior to graduation.
• Formal application for graduation to be made Sept. 25-29 for students completing requirements in the fall semester, Feb. 12-23 for students completing requirements in the spring or summer semesters.
• Students who are not exempt from the provisions of TASP must pass all three sections and have scores reported to Amarillo College.
• Second Associate Degree from Amarillo College (AS, AA, AAS)

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

GRADUATION UNDER A PARTICULAR CATALOG

Catalog graduation requirements are based upon the year and term of entry to Amarillo College. These catalog requirements will remain in effect for up to five years as long as the student registers for at least one semester or term each school year (i.e. 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.
**CORE CURRICULUM REQUIREMENTS**

A core curriculum of 42 semester credit hours is required at Amarillo College for an Associate in Arts or Associate in Science degree. By state law the Amarillo College core will transfer and satisfy the core requirement at any state university in Texas which has a 42 semester hour core regardless of any differences between the two sets of courses. A student who transfers to a Texas university with a requirement over 42 semester credit hours will be required to take the additional hours needed to meet the requirement of that university. Students who do not complete the entire 42 semester hour core at Amarillo College may still transfer the courses taken to apply toward the core requirement at that Texas university.

For example, if a student takes 15 semester credit hours of the Amarillo College core courses then transfers to a Texas university with a 48 semester hour requirement, the student can only be required to take an additional 33 semester hours to satisfy that university’s core. The individual Amarillo College curricula have been designed to satisfy the core requirements and as much as possible of the undergraduate requirements for a major in each respective discipline. A student who chooses not to follow a proposed curriculum may complete the general core and an additional 20 credit hours of transferable courses and graduate with a general studies Associate in Art or Associate in Science degree.

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

---

**The following chart shows the distribution of the Core Curriculum Requirements**

<table>
<thead>
<tr>
<th></th>
<th>AA &amp; AS Degrees</th>
<th>AAS Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>Hours* Required</td>
<td></td>
</tr>
<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>
</tr>
<tr>
<td>ENGL 1302: Freshman Comp. II</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communication</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Any SPCH course from the following list</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any Mathematics course(s)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>from the following list</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Natural Sciences</strong></td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Any Natural Science course(s) from the following list</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Visual &amp; Performing Art</strong></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Any Visual and Performing Art course from the following list</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Any Humanities course from the following list</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social or Behavioral Sciences</strong></td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1301/1302: History of the United States I/II</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 2305: Govt. of the U.S.</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 2306: Govt. of Texas and the U.S.</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Any other Social and Behavioral Science course(s) from the following list</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Elective Core Course</strong></td>
<td></td>
<td>1-3</td>
</tr>
<tr>
<td>Any course selected from the following list of Core Courses or any other course which has a Texas Common Course Number (indicated by an *). Courses that address individual educational objectives not covered in the preceding broad discipline categories. Such courses may include computer literacy, health/wellness, or interdisciplinary.</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Additional Core Curriculum Course</strong></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>As specified in individual curricula</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

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*The individual curricula presented on the following pages indicate the courses from this column which will best prepare a student for an intended major.*
### CORE CURRICULUM COURSE LIST

#### Communication

- ENGL 1301: Freshman Composition I
- ENGL 1302: Freshman Composition II
- SPCH 1315: Public Speaking
- SPCH 1318: Interpersonal Communication
- SPCH 1321: Business and Professional Speaking

#### Mathematics

- MATH 1314: College Algebra
- MATH 1316: Trigonometry
- MATH 1324: Mathematics for Business Decisions I
- MATH 1325: Mathematics for Business Decisions II
- MATH 1322: College Mathematics
- MATH 1333: Contemporary Mathematics I
- MATH 1332: Statistics
- MATH 1348: Analytic Geometry
- MATH 2413: Calculus I
- MATH 2414: Calculus II

MATH (or any Math course for which the above Math courses are a prerequisite)

#### Natural Sciences

- BIOL 2306: Environmental Science
- BIOL 2106: Environmental Science Lab
- BIOL 1308: Life Science I
- BIOL 1108: Life Science Lab I
- BIOL 1309: Life Science II
- BIOL 1109: Life Science Lab II
- BIOL 1411: Botany
- BIOL 1413: Zoology
- BIOL 1406: Biology I
- BIOL 1407: Biology II
- BIOL 2421: Microbiology
- BIOL 2401: Human Anatomy and Physiology I
- BIOL 2402: Human Anatomy and Physiology II
- BIOL 2404: Human Physiology
- CHEM 1305: Introductory Chemistry I
- CHEM 1103: Introductory Chemistry I Lab
- CHEM 1406: General Organic and Biological Chemistry
- CHEM 1405: Essentials of Chemistry I
- CHEM 1419: Introductory Organic Chemistry
- CHEM 1311: Principles of Chemistry I
- CHEM 1111: Principles of Chemistry I Lab
- CHEM 1312: Principles of Chemistry II
- CHEM 1112: Principles of Chemistry II Lab

#### The following courses may satisfy core curriculum requirements for elementary education majors only:

- BIOL 2374: Integrated Biology I
- CHEM 1375: Integrated Chemistry I
- PHYS 1375: Integrated Physics I
- PHYS 1375: Integrated Earth Science

#### Visual and Performing Arts

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

#### Humanities

- ENGL 2322: Masterworks of English Literature
- ENGL 2323: Masterworks of English Literature
- ENGL 2327: American Lit: Beginning to the Civil War
- ENGL 2328: Civil War to the Present
- ENGL 2331: Literature of the Non-Western World
- ENGL 2332: Literature of the Western World
- ENGL 2333: Literature of the Western World
- PHIL 1301: Introduction to Philosophy
- PHIL 1304: Comparative Religion
- PHIL 2303: Logic
- PHIL 2306: Introduction to Ethics
- RELG 1301: The Old Testament
- RELG 1302: The New Testament
- SOCI 2319: Minority Studies

#### Social and Behavioral Sciences

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

#### Elective Core Curriculum

Any course selected from the list of Core Courses or any other course which has a common course number. Courses that address individual educational objectives not covered in the preceding broad discipline categories. Such courses may include computer literacy, health/wellness, or interdisciplinary.
DEGREES AND CERTIFICATES

GENERIC DEGREE PLAN

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

ASSOCIATE IN ARTS/
ASSOCIATE IN SCIENCE*

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

Semester Hours

Core Curriculum Requirements .................................... 42
ENGL 1301/1302: Freshman Composition I and II ................. 6
HIST 1301/1302 History of the United States ......................... 6
GOVT 2305: Government of the United States ....................... 3
GOVT 2306: Government of Texas and the U.S. .................... 3
Social Science ........................................................................ 3
(Any Social and Behavioral Sciences course from approved list on page 35)
MATH .................................................................................... 3
(Students will be advised which Math course to take based on assessment scores and the intended major)
Natural Science ................................................................... 6-8
(Students will be advised which natural science courses to take based on assessment scores and the intended major)
Speech Communication .......................................................... 3
(Any Speech course from the approved list on page 35 or as may be specified in a specific curriculum)
Visual and Performing Arts ..................................................... 3
(Students will be advised which visual and performing arts course to take based on the intended major)
Humanities ............................................................................. 3
(Students will be advised which humanities course to take based on the intended major)
Elective(s) .......................................................................... 1-3
(Students will be advised which elective course to take based on the intended major)

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

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

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

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

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

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

ACCOUNTING ASSOCIATE

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

ASSOCIATE IN APPLIED SCIENCE ..., MAJOR CODE - 3180

For students who plan 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.

Core Curriculum Requirements (p. 34) ........................................ 6
- ENGL 1301/1302: Freshman Composition I and II
- GOVT 2305: Government of the United States or
  GOVT 2306: Government of Texas and the U.S.
- MATH 1332: College Mathematics or higher
- SPCH 1321: Business and Professional Speaking

Major Requirements ........................................................................ 15
- ACCT 2301/2302: Accounting Principles I and II
- BUSI 2301: Business Law I
- BUSI 2371: Principles of Management
- BUSI 3603: Business Mathematics/10-Key
- COSC 1301: Computer Concepts
- BCIS 1301: Microcomputer Applications
- ECON 2301: Principles of Economics I
- Co-op Education or Electives

Electives .................................................................................. 6

ACCOUNTING ASSOCIATE

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

CERTIFICATE OF COMPLETION....... MAJOR CODE - 3181

WARNING: This is a TASP-waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)

For students who plan 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.

Core Curriculum Requirements (p. 34) ........................................ 6
- COSC 1301: Computer Concepts
- ECON 2301 or 2302: Principles of Economics I or II

Major Requirements ........................................................................ 15
- ACCT 2301/2302: Accounting Principles I and II
- BUSI 1301: Introduction to Business

Electives .................................................................................. 6
- BUSI 1301: Introduction to Business
- BUSI 2301: Business Law I
- SPCH 1321: Business and Professional Speaking
- BCIS 1301: Microcomputer Applications

ADVERTISING

(See Mass Communication)

ARCHITECTURE (PRE-ARCHITECTURE)

Program Advisor: Dr. Lonnie Adkins, 371-5274 or contact the Sciences and Engineering Division, 371-5091

ASSOCIATE IN SCIENCE ............ MAJOR CODE - 1041

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.

Core Curriculum Requirements (p. 34) ........................................ 42
- BUSI 1301: Business Law I
- BUSI 2371: Principles of Management
- BUSI 3603: Business Mathematics/10-Key
- COSC 1301: Computer Concepts
- BCIS 1301: Microcomputer Applications
- ECON 2301: Principles of Economics I
- Co-op Education or Electives

Electives .................................................................................. 6

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DEGREES AND CERTIFICATES

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.

Course choices may include:
  ENGR 1304: Engineering Graphics
  ENGR 1305: Computer Graphics
  ARTS 1303: Arts History I
  ARTS 1304: Arts History II
  HECO 1325: Interior Design

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

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

ASSOCIATE IN SCIENCE ............. MAJOR CODE - 1010
Core Curriculum Requirements (p. 34) ....................... 42
Specific Courses to be taken in the core:
  Visual and Performing Arts:
    ARTS 1303: Art History I
  Elective Core Course:
    ARTS 1304: Art History II
Major Course Requirements .................................. 18
ARTS 1311/1312: Design I and II
ARTS 1316/1317: Drawing I and II
ARTS 2316: Painting I
ARTS 2323: Drawing III

Students should select a program concentration in Art or Graphic Design.

Art
ARTS 2317: Painting II
ARTS 2324: Drawing IV

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

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

ART - GRAPHIC DESIGN
Program Advisor: Steven Cost, 345-5546 or Pete Gonzalez 345-5547 or contact the Language, Communication and Fine Arts Division, 371-5267
Prepares students for entry level employment in a graphic design print media position.

CERTIFICATE OF COMPLETION........ MAJOR CODE - 3035
WARNING: This is a TASP waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)

A foundation of art courses coordinated with options in print media, multimedia or animation prepares students to be graphic designers.

Course choices may include:
  ENGL 1301: Freshman Composition I
  ARTS 1304: Art History II
  Math (Any Math course from the approved list on page 35)
  Speech (Any Speech course from the approved list on page 35)
  Social and Behavioral Science (Any Social and Behavioral Science course from the approved list on page 35)

Specialty Options ...................................................... 21
(Students should select one of the following specialty options.)

Print Media
AGD 4113/4123: Computer Design Layout I and II
ARTS 2316: Painting I
ARTS 2313/2314: Design Communication I and II
COMM 2327: Introduction to Advertising
  Elective (ARTS, AGD or PHOTO course)

Multimedia
AGD 4033/4043: Multimedia Graphics I and II
COMM 1336: Introduction to Radio/TV Production
AGD 4053/4063: Computer Animation I and II
AGD 4073/4083: Multimedia Graphics Production I and II

Animation
AGD 4033: Multimedia Graphics I
COMM 1336: Introduction to Radio/TV Production
COMM 1337: Television Production I
AGD 4233/4243: Animation Production I and II
AGD 4053/4063: Computer Animation I and II

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

ART - GRAPHIC DESIGN
Program Advisor: Steven Cost, 345-5546 or Pete Gonzalez 345-5547 or contact the Language, Communication and Fine Arts Division, 371-5267
Prepares students for entry level employment in a graphic design print media position.
## Degrees and Certificates

### Major Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 1311</td>
<td>Design I</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 1304</td>
<td>Art History</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 1316/1317</td>
<td>Drawing I and II</td>
<td>3</td>
</tr>
<tr>
<td>AGD 3013</td>
<td>Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>AGD 3113/3123</td>
<td>Computer Typographic Design I and II</td>
<td>3</td>
</tr>
<tr>
<td>AGD 3133/3143</td>
<td>Computer Composition I and II</td>
<td>3</td>
</tr>
<tr>
<td>COMM 2327</td>
<td>Introduction to Advertising</td>
<td>3</td>
</tr>
</tbody>
</table>

### ART - MULTI MEDIA

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

**Certificate of Completion .... (Major Code - 3031)**

**WARNING:** This is a TASP waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)

Prepares students for entry-level employment in a graphic design multimedia position.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 1316</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 1311</td>
<td>Design I</td>
<td>3</td>
</tr>
<tr>
<td>AGD 3013</td>
<td>Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>AGD 3113/3123</td>
<td>Computer Typographic Design I and II</td>
<td>3</td>
</tr>
<tr>
<td>AGD 3133/3143</td>
<td>Computer Composition I and II</td>
<td>3</td>
</tr>
<tr>
<td>AGD 4033/4043</td>
<td>Multimedia Graphics I and II</td>
<td>3</td>
</tr>
<tr>
<td>AGD 4053</td>
<td>Computer Animation I</td>
<td>3</td>
</tr>
</tbody>
</table>

### AUTOMOTIVE COLLISION TECHNOLOGY

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

**Certificate of Completion .... Major Code - 5933**

**Indoctrinates students in the fundamentals of Automotive Collision Technology. Upon completion, students will be able to enter the industry with a basic foundation of knowledge upon which they can build.**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABDR 1315</td>
<td>Vehicle Interior Trim</td>
<td>1</td>
</tr>
<tr>
<td>ABDR 1349</td>
<td>Automotive Plastic and Sheet Molding Compound Repair</td>
<td>1</td>
</tr>
<tr>
<td>ABDR 1455</td>
<td>Minor Metal Repair</td>
<td>1</td>
</tr>
<tr>
<td>ABDR 1431</td>
<td>Basic Refinishing</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEMR 1301</td>
<td>Shop Safety and Procedures</td>
<td>1</td>
</tr>
<tr>
<td>DEMR 1323</td>
<td>HVAC Troubleshooting and Repair</td>
<td>1</td>
</tr>
<tr>
<td>ABDR 1327</td>
<td>Suspension Systems</td>
<td>1</td>
</tr>
<tr>
<td>ABDR 1310</td>
<td>Automotive Brake Systems</td>
<td>1</td>
</tr>
</tbody>
</table>

### AUTO BODY ASSISTANT .......... MAJOR CODE - 5932

Prepares students in the area of automotive refinishing. Upon completion, students will be able to enter the industry with a specialized focus on automotive refinishing technology.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABDR 1315</td>
<td>Vehicle Interior Trim</td>
<td>1</td>
</tr>
<tr>
<td>ABDR 1349</td>
<td>Automotive Plastic and Sheet Molding Compound Repair</td>
<td>1</td>
</tr>
<tr>
<td>ABDR 1455</td>
<td>Minor Metal Repair</td>
<td>1</td>
</tr>
<tr>
<td>ABDR 1431</td>
<td>Basic Refinishing</td>
<td>1</td>
</tr>
<tr>
<td>ABDR 2449</td>
<td>Advanced Refinish I</td>
<td>1</td>
</tr>
<tr>
<td>ABDR 2453</td>
<td>Color Analysis and Paint Matching</td>
<td>1</td>
</tr>
</tbody>
</table>

### REFINISH TECHNICIAN .......... MAJOR CODE - 5932

Prepares students in the area of automotive refinishing. Upon completion, students will be able to enter the industry with a comprehensive understanding of automotive collision technology.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABDR 1315</td>
<td>Vehicle Interior Trim</td>
<td>1</td>
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<td>Automotive Plastic and Sheet Molding Compound Repair</td>
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<tr>
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<td>Basic Refinishing</td>
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</tr>
<tr>
<td>ABDR 2449</td>
<td>Advanced Refinish I</td>
<td>1</td>
</tr>
<tr>
<td>ABDR 2453</td>
<td>Color Analysis and Paint Matching</td>
<td>1</td>
</tr>
</tbody>
</table>

### ADVANCED AUTO BODY TECHNICIAN .......... MAJOR CODE- 5931

Prepares students in the area of auto collision repair. Upon completion, students will be able to enter the industry with a comprehensive understanding of auto collision technology.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABDR 1315</td>
<td>Vehicle Interior Trim</td>
<td>1</td>
</tr>
<tr>
<td>ABDR 1455</td>
<td>Minor Metal Repair</td>
<td>1</td>
</tr>
<tr>
<td>ABDR 1431</td>
<td>Basic Refinishing</td>
<td>1</td>
</tr>
<tr>
<td>ABDR 1441</td>
<td>Structural Analysis and Damage Repair I</td>
<td>1</td>
</tr>
<tr>
<td>ABDR 1442</td>
<td>Structural Analysis and Damage Repair II</td>
<td>1</td>
</tr>
<tr>
<td>ABDR 2402</td>
<td>Autobody Mechanical and Electrical Service</td>
<td>1</td>
</tr>
<tr>
<td>ABDR 2441</td>
<td>Major Collision Repair and Panel Replacement</td>
<td>1</td>
</tr>
</tbody>
</table>

### TRANSPORTATION CAREER DEGREE

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLDG 2547</td>
<td>MIG Welding</td>
<td>1</td>
</tr>
<tr>
<td>ABDR 1349</td>
<td>Automotive Plastic and Sheet Molding Compound Repair</td>
<td>1</td>
</tr>
</tbody>
</table>

### Optional Courses:

- WLDG 2547: MIG Welding
- ABDR 1349: Automotive Plastic and Sheet Molding Compound Repair
DEGREES AND CERTIFICATES

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

ASSOCIATE IN APPLIED SCIENCE ... MAJOR CODE - 5040
Prepares students to be automotive technicians and for ASE certification. Students work with the latest in automotive test equipment in hands on laboratory experiences. Completion prepares students to work in the automotive industry.

Core Curriculum Requirements (p. 34) ................. 15
ENGL 1301: Freshman Composition I
Speech (Any Speech course from approved list on page 35)
Math (Any Math course from approved list on page 35)
Social and Behavioral Science (Any Social and Behavioral Science course from approved list on page 35)
Mathematics or Natural Science Elective (Any course from approved list on page 35)

Transportation Core Requirements ...................... 15
DEMR 1301: Shop Safety and Procedures
AUMT 1307: Automotive Electrical Systems
DEMR 1323: HVAC Troubleshooting and Repair
ABDR 1327: Suspension Systems
AUMT 1310: Automotive Brake Systems

Program Requirements .................................. 38
AUMT 1345: Automotive Heating and Air Conditioning
AUMT 1407: Automotive Electrical Systems
AUMT 1410: Automotive Brake Systems
AUMT 1416: Suspension and Steering
AUMT 1419: Automotive Engine Repair
AUMT 2315: Theory of Engine Performance Analysis I
AUMT 2413: Manual Drive Trains and Axles
AUMT 2417: Engine Performance Analysis I
AUMT 2425: Automatic Transmissions and Axles
AUMT 2434: Engine Performance Analysis II

Optional Courses
AUMT 1349: Automotive Electronics Theory

CHASSIS AND BODY ................................. MAJOR CODE - 5113
Prepares students to be Automotive Technicians with expertise in the following areas.

Major Requirements ..................................... 15
AUMT 1345: Automotive Heating and Air Conditioning
AUMT 1407: Automotive Electrical Systems
AUMT 1416: Suspension and Steering
AUMT 1410: Automotive Brake Systems

Transportation Core Requirements ...................... 15

Optional Courses
AUMT 1349: Automotive Electronics Theory

DIESEL FUEL SYSTEMS ........................ MAJOR CODE - 5114
Prepares students to be Automotive Technicians with expertise in the following areas.

Major Requirements ..................................... 14
AUMT 1345: Automotive Heating and Air Conditioning
AUMT 2417: Engine Performance Analysis I
ABDR 1313: Fuel Systems
DEMR 2334: Advanced Diesel Tune-up and Troubleshooting

Basic Recreation Vehicle Technician .................. MAJOR CODE - 5091
Prepares students with the basic service and troubleshooting skills necessary to maintain today’s Recreation Vehicles (RV’s).

Major Requirements ..................................... 15
DEMR 1301: Shop Safety and Procedures
ABDR 1323: HVAC Troubleshooting and Repair
ABDR 1327: Suspension Systems
AUMT 1310: Automotive Brake Systems

Automotive Service Recreation Vehicle Technician .......... MAJOR CODE - 5092
Prepares students with the skills necessary to maintain the automotive functions of Recreation Vehicles (RV’s).
### Degrees and Certificates

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Core Requirements</td>
<td>15</td>
</tr>
<tr>
<td><strong>Major Requirements</strong></td>
<td>14</td>
</tr>
<tr>
<td>AUMT 1407: Automotive Electrical Systems</td>
<td></td>
</tr>
<tr>
<td>AUMT 1345: Automotive Heating and Air Conditioning</td>
<td></td>
</tr>
<tr>
<td>AUMT 2340: Automotive Alternative Fuels</td>
<td></td>
</tr>
<tr>
<td>ABDR 1431: Basic Refinish</td>
<td>29</td>
</tr>
</tbody>
</table>

#### Coach Service Recreation Vehicle Technician
**Major Code:** 5093
Prepares students with the skills necessary to maintain the living area and coach functions of Recreation Vehicles (RV's).

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Core Requirements</td>
<td>15</td>
</tr>
<tr>
<td><strong>Major Requirements</strong></td>
<td>17</td>
</tr>
<tr>
<td>ELM 3203: Basic Fluid Power</td>
<td></td>
</tr>
<tr>
<td>IMT 4433: Piping and Plumbing</td>
<td></td>
</tr>
<tr>
<td>IMT 4514: Recreation Vehicle Servicing</td>
<td></td>
</tr>
<tr>
<td>WLDG 2413: Welding Using Multiple Processes</td>
<td>32</td>
</tr>
</tbody>
</table>

#### Aviation Maintenance Technology
Program Advisor: Dennis Moseley, 335-4381 or Terry McCanna, 335-4382 or contact the Manufacturing Technologies Department, 335-4390

**Associate in Applied Science ... Major Code:** 5941
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.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum Requirements (p. 34)</td>
<td>15</td>
</tr>
<tr>
<td>ENGL 1301: Freshman Composition I</td>
<td></td>
</tr>
<tr>
<td>Math (Any Math course from the approved list on page 35)</td>
<td></td>
</tr>
<tr>
<td>Natural Science (Any Natural Science course from the approved list on page 35)</td>
<td></td>
</tr>
<tr>
<td>Social and Behavioral Science (Any Social and Behavioral Science course from the approved list on page 35)</td>
<td></td>
</tr>
<tr>
<td>Speech (Any Speech course from the approved list on page 35)</td>
<td></td>
</tr>
<tr>
<td><strong>Major Course Requirements</strong></td>
<td>16</td>
</tr>
<tr>
<td>AERM 1101: Introduction to Aviation</td>
<td></td>
</tr>
<tr>
<td>AERM 1205: Weight and Balance</td>
<td></td>
</tr>
<tr>
<td>AERM 1208: Federal Aviation Regulations</td>
<td></td>
</tr>
<tr>
<td>AERM 1210: Ground Operations</td>
<td></td>
</tr>
<tr>
<td>AERM 1314: Basic Electricity</td>
<td></td>
</tr>
<tr>
<td>AERM 1315: Aviation Science</td>
<td></td>
</tr>
<tr>
<td>AERM 1373: Shop Practices</td>
<td></td>
</tr>
</tbody>
</table>

**Major Options** ....................................................... 32-33
The student must choose one of the following specialties.

#### Airframe
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 1245: 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 1352: Aircraft Sheet Metal
- AERM 2231: Airframe Inspection
- AERM 2233: Assembly and Rigging
- EPTC 1307: Introduction to Environmental Safety and Health
- QCTC 1303: Quality Control

#### Powerplant
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 2347: Aircraft Reciprocating Engine Overhaul
- EPTC 1307: Introduction to Environmental Safety and Health
- QCTC 1303: Quality Control

**General** ....................................................... 5947
Prepares and qualifies students to take the General section of the FAA Licensing Exam.

**Certificate of Completion ... Major Code:** Below
**Warning:** These are TASP-waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)

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

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<table>
<thead>
<tr>
<th>Requirement</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Options</td>
<td>32-33</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Requirement</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum Requirements</td>
<td>15</td>
</tr>
<tr>
<td>EPL 1301: College English</td>
<td></td>
</tr>
<tr>
<td>Math (Any Math course from the approved list on page 35)</td>
<td></td>
</tr>
<tr>
<td>Natural Science (Any Natural Science course from the approved list on page 35)</td>
<td></td>
</tr>
<tr>
<td>Social and Behavioral Science (Any Social and Behavioral Science course from the approved list on page 35)</td>
<td></td>
</tr>
<tr>
<td>Speech (Any Speech course from the approved list on page 35)</td>
<td></td>
</tr>
<tr>
<td><strong>Major Course Requirements</strong></td>
<td>16</td>
</tr>
<tr>
<td>AERM 1101: Introduction to Aviation</td>
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<tr>
<td>AERM 1314: Basic Electricity</td>
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<td>AERM 1315: Aviation Science</td>
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</tr>
<tr>
<td>AERM 1373: Shop Practices</td>
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</tbody>
</table>

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<table>
<thead>
<tr>
<th>Requirement</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Options</td>
<td>32-33</td>
</tr>
</tbody>
</table>

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**Warning:** These are TASP-waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)

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

**General** ....................................................... 5947
Prepares and qualifies students to take the General section of the FAA Licensing Exam.

**Certificate of Completion ... Major Code:** Below
**Warning:** These are TASP-waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)

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

**General** ....................................................... 5947
Prepares and qualifies students to take the General section of the FAA Licensing Exam.
## Degrees and Certificates

### Airframe Mechanic Major Code - 5943
Prepares and qualifies students to take the General and Airframe section of the FAA Licensing Exams.

<table>
<thead>
<tr>
<th>Semester hours</th>
<th>Major Course Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>AERM 1101: Introduction to Aviation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AERM 1205: Weight and Balance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AERM 1208: Federal Aviation Regulations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AERM 1210: Ground Operations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AERM 1314: Basic Electricity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AERM 1315: Aviation Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AERM 1373: Shop Practices</td>
<td></td>
</tr>
</tbody>
</table>

Semester hours: 16

### Powerplant Mechanic Major Code - 5944
Prepares and qualifies students to take the General and Powerplant section of the FAA Licensing Exams.

<table>
<thead>
<tr>
<th>Semester hours</th>
<th>Major Course Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>42</td>
<td>AERM 1101: Introduction to Aviation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AERM 1205: Weight and Balance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AERM 1208: Federal Aviation Regulations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AERM 1210: Ground Operations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AERM 1242: Wood, Fabric, and Finishes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AERM 1243: Instruments and Navigation/Communication</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AERM 1247: Airframe Auxiliary Systems</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AERM 1253: Aircraft Welding</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AERM 1254: Aircraft Composites</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AERM 1314: Basic Electricity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AERM 1315: Aviation Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AERM 1345: Airframe Electrical Systems</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AERM 1349: Hydraulic, Pneumatic, and Fuel Systems</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AERM 1350: Landing Gear Systems</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AERM 1352: Aircraft Sheet Metal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AERM 1373: Shop Practices</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AERM 2213: Airframe Inspection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AERM 2233: Assembly and Rigging</td>
<td></td>
</tr>
</tbody>
</table>

Semester hours: 42

### Associate in Science Major Code - 1020

#### Core Curriculum Requirements (p. 34)
42

Specific Courses to be taken in the core
Math:
- MATH 1314: College Algebra or higher level math
Natural Science:
- BIOL 1406: Biology I
- BIOL 1407: Biology II

Major Course Requirements

<table>
<thead>
<tr>
<th>Semester hours</th>
<th>Major Course Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>BIOL 2316: Genetics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHEM 1311/1111: Principles of Chemistry I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHEM 1312/1112: Principles of Chemistry II</td>
<td></td>
</tr>
</tbody>
</table>

Recommended Courses

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

<table>
<thead>
<tr>
<th></th>
<th>Course choices may include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1411: Botany</td>
<td></td>
</tr>
<tr>
<td>BIOL 1413: Zoology</td>
<td></td>
</tr>
<tr>
<td>BIOL 2404: Human Physiology</td>
<td></td>
</tr>
<tr>
<td>BIOL 2421 Microbiology</td>
<td></td>
</tr>
<tr>
<td>BIOL 2428: Vertebrate Anatomy</td>
<td></td>
</tr>
<tr>
<td>CHEM 2323: Organic Chemistry I</td>
<td></td>
</tr>
<tr>
<td>CHEM 2223: Organic Chemistry I Lab</td>
<td></td>
</tr>
<tr>
<td>CHEM 2325: Organic Chemistry II</td>
<td></td>
</tr>
<tr>
<td>CHEM 2225: Organic Chemistry II Lab</td>
<td></td>
</tr>
<tr>
<td>PHYS 1301: College Physics I</td>
<td></td>
</tr>
<tr>
<td>PHYS 1101: College Physics I Laboratory</td>
<td></td>
</tr>
<tr>
<td>PHYS 1302: College Physics II</td>
<td></td>
</tr>
<tr>
<td>PHYS 1102: College Physics II Laboratory</td>
<td></td>
</tr>
<tr>
<td>BIOL 2189/2289/2389: Special Topics in Biology</td>
<td></td>
</tr>
</tbody>
</table>

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

### Biology
(Dentistry, Medical Technology, Medicine, Optometry, Veterinary Medicine)

Program Advisor: Dr. Robert Bauman, 371-5093 or contact the Science and Engineering Division, 371-5091

#### Associate in Science Major Code - 1030

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.

#### Business Administration

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

### Associate in Science Major Code - 1030

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.
DEGREES AND CERTIFICATES

Semester hours

Core Curriculum Requirements (p. 34) ....................... 42  
Specific courses to be taken in the core  
Math:  
MATH 1324/1325: Math for Business Decisions I/II  
Communication:  
SPCH 1321: Business and Professional Speaking  
Social and Behavioral Sciences:  
ECON 2301: Principles of Economics  
Humanities:  
ENGL (Sophomore Literature)  
Natural Science:  
8 hours of lab science recommended

Major Course Requirements .......................................... 15  
ACCT 2301: Accounting Principles I  
ACCT 2302: Accounting Principles II  
ECON 2302: Principles of Economics II  
BUSI 1301: Introduction to Business  
COSC 1301: Computer Concepts

Recommended Courses ...................................................... 5  
Students will be advised for other courses based on the university to which they plan to transfer

BUSINESS ADMINISTRATION  
COMPUTER INFORMATION SYSTEMS

Program Advisor: Bob Sloger, 371-5214 or contact the Computer Information Systems Department, 371-5238

ASSOCIATE IN SCIENCE .......................... MAJOR CODE - 1031
The pre-professional business curriculum in Computer Information Systems provides basic courses for the first two years of a Bachelor of Business Administration degree with a major in Business Computer Information Systems.

Semester hours

Core Curriculum Requirements (p. 34) ....................... 42  
Specific courses to be taken in the core  
Math:  
MATH 1324/1325: Math for Business Decisions I/II  
Communication:  
SPCH 1321: Business and Professional Speaking  
Social and Behavioral Sciences:  
ECON 2301: Principles of Economics I  
Humanities:  
ENGL (Sophomore Literature)  
Natural Science:  
8 hours of lab science recommended

Major Course Requirements .......................................... 15  
ACCT 2301: Accounting Principles I  
ACCT 2302: Accounting Principles II  
ECON 2302: Principles of Economics II  
BUSI 1301: Introduction to Business  
COSC 1301: Computer Concepts

Recommended Courses ...................................................... 5  
Students will be advised for other courses based on the university to which they plan to transfer

CHEMICAL TECHNOLOGY

Program Advisor: Arthur Schneider, 371-5328  
or contact the Science and Engineering Division, 371-5091

ASSOCIATE IN APPLIED SCIENCE .......................... MAJOR CODE - 5950
Chemical technicians research, test and analyze a wide range of products including petroleum, plastics, pharmaceuticals and cosmetics. Students gain knowledge of chemistry and the skills needed to operate and repair the sophisticated instruments currently used in industry.

Semester hours

Core Curriculum Requirements (p. 34) ....................... 15  
ENGL 1301: Freshman Composition I  
MATH 1314: College Algebra  
PHYS 1305: Introductory Physics  
Social and Behavioral Science (Any Social and Behavioral Science course from the approved list on page 35)  
Speech Communication:  
(Any Speech course from the approved list on page 35)

Major Course Requirements .......................................... 30  
CHEM 1305: Introductory Chemistry I  
CHEM 1105: Introductory Chemistry I Lab  
CHT 3113: Chemical and Environmental Safety  
CHT 3114: Carbon Chemistry  
CHT 3124: Analytical Chemistry I  
CHT 4113: System Analysis and Troubleshooting  
CHT 4124: Analytical Chemistry II  
CHT 4214: Analytical Instrumentation I  
CHT 4224: Analytical Instrumentation II

Recommended Courses ................................................... 21

Course choices may include:  
BIOL 1471: Biotechnology I  
BIOL 1472: Biotechnology II  
CHT 5013: Industrial Cooperative Training  
CHEM 1419: Intro Organic Chemistry  
COSC 1301: Computer Concepts  
EPCT 1401: Hazardous Waste Operations and Emergency Response (HAZWOPER) Training and Related Topics  
EPCT 1344: Environmental Sampling and Analysis  
ENGL 2311: Technical Writing

CHEMISTRY

Program Advisor: Arthur Schneider, 371-5328  
or contact the Sciences and Engineering Division, 371-5091

ASSOCIATE IN SCIENCE .......................... MAJOR CODE - 1108
Courses qualify students to enter the junior year as chemistry majors at most senior institutions.

Semester hours

Core Course Requirements (p. 35) ....................... 13  
MATH 2413: Calculus I  
Natural Sciences:  
PHYS 2425/2426: Principles of Physics I and II

Major Course Requirements .......................................... 13  
CHEM 2323/2223: Organic Chemistry I  
CHEM 2325/2225: Organic Chemistry II  
COSC 1317: Computer Programming for Engineers and Scientists
DEGREES AND CERTIFICATES

Recommended Courses .................................................... 11
Students will be advised for other courses based on the university to which they plan to transfer.

Course choices may include:
- MATH 1348: Analytic Geometry
- MATH 2414: Calculus II
- CHEM 1311/1111: Principles I and Lab
- CHEM 1312/1112: Principles II and Lab
- CHEM 2189/2289/2389: Academic Cooperative in Chemistry

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

CHILD DEVELOPMENT/EARLY CHILDHOOD
Program Advisor: Melonye Curtis, 356-3689
or contact the Behavioral Studies Division, 371-5296

ASSOCIATE IN APPLIED SCIENCE ... MAJOR CODE - 2120
Trains caregivers to work with preschool children in a variety of preschool environments. Concentrates on areas of growth and development, age appropriate curriculum, health and safety and program management.

Core Curriculum Requirements (p. 34) ............... 15
- COSC 1301: Computer Concepts
- ENGL 1301: Freshman Composition I
- PSYC 2301: General Psychology
- SPCH 1318: Interpersonal Communication
- MATH (Any Math course from the approved list on page 35)

Major Course Requirements .......................................... 48
- CDEC 1196: Special Topics in Administration for Young Children
- CDEC 1303: Family and the Community
- CDEC 1311: Introduction to Early Childhood Education
- CDEC 1318: Nutrition, Health, and Safety
- CDEC 1319: Child Guidance
- 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 1454: Child Growth and Development
- CDEC 2421: The Infant and Toddler
- CDEC 2426: Administration of Programs for Children I
- CDEC 2428: Administration of Programs for Children II
- CDEC 2464: Practicum
- PHED 1306: Standard First Aid and CPR

CDEC PROVIDER .................... MAJOR CODE - 2121
For students planning to work as child care providers in child care facilities.

Major Course Requirements .......................................... 36
- CDEC 1303: Family and the Community
- CDEC 1311: Introduction to Early Childhood Education
- CDEC 1318: Nutrition, Health and Safety
- CDEC 1319: Child Guidance
- 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 1454: Child Growth and Development
- CDEC 2421: The Infant and Toddler
- CDEC 2426: Administration of Programs for Children I
- CDEC 2428: Administration of Programs for Children II
- CDEC 2464: Practicum

CDEC ADMINISTRATOR ......... MAJOR CODE - 2124
For students planning to become directors or managers in child care facilities.

Major Course Requirements .......................................... 42
- CDEC 1196: Special Topics in Administration for Programs for Young Children
- CDEC 1303: Family and the Community
- CDEC 1311: Introduction to Early Childhood Education
- CDEC 1318: Nutrition, Health, and Safety
- CDEC 1319: Child Guidance
- 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 1454: Child Growth and Development
- CDEC 2421: The Infant and Toddler
- CDEC 2426: Administration of Programs for Children I
- CDEC 2428: Administration of Programs for Children II
- CDEC 2464: Practicum

CDA CREDENTIAL OPTION . MAJOR CODE - 7001
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.

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 1454: Child Growth and Development
- CDEC 2464: Practicum

CERTIFICATES OF COMPLETION .... MAJOR CODE - BELOW
WARNING: These are TASP waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)
COMPUTER INFORMATION SYSTEMS

Program Advisor: Robert B. Sloger, 371-5214 or contact the Computer Information Systems Department, 371-5238

ASSOCIATE IN APPLIED SCIENCE, MAJOR CODE - BELOW

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

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

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

Core Curriculum Requirements ......................... 16
COSC 1401: Introduction to Computing
ECON 2301: Principles of Economics I
ENGL 1314: Freshman Composition I
MATH 1314: College Algebra
SPCH 1315: Public Speaking
or
SPCH 1321: Business and Professional Speaking

Major Course Requirements ................................. 22
BUSI 1301: Introduction to Business
COSC 1415: Programming Techniques and Logic Design I
CIS 4304: Operating Systems
CIS 4674: Micro Computer
CIS 4684: Data Communications I

Major Options ............................................. 30-33
Students should select a program concentration in Software Systems and Networking, Microcomputer Specialist, AS/400 Application Development, Multimedia Production Management, or Systems Programming.

AS/400 APPLICATION

DEVELOPMENT, MAJOR CODE - 3036
CIS 3104: Introduction to the AS/400
CIS 1432: COBOL/400 Programming
CIS 2412: COBOL/400 Programming II
CIS 4474: Advanced RPG/ILE Programming
CIS 2390: Systems Analysis I
CIS 4574: Control Language Programming
CIS 4763: Systems Analysis II
CIS 4813: AS/400 Database Management/Query

MICROCOMPUTER SPECIALIST, MAJOR CODE - 3022
ACCT 2301: Accounting Principles I
ACCTG 4333: Computerized Accounting
BUSI 2471: Statistics
CIS 3104: Introduction to the AS/400
BCIS 1432: COBOL/400 Programming
or
CIS 4374: RPG Programming
CIS 4583: Microcomputer Business Applications
BCIS 2390: Systems Analysis I
ENGL 2311: Technical Writing
HRPO 1311: Human Relations

MULTIMEDIA PRODUCTION
AND MANAGEMENT, MAJOR CODE - 3037
AGD 3013: Introduction to Computer Graphics
AGD 4033: Multimedia Graphics I
AGD 4043: Multimedia Graphics II
or
AGD 4053: Computer Animation I
BUSI 2371: Principles of Management
CIS 4333: Fundamentals of the Internet
CIS 4703: Multimedia Communication and Instructional Design
CIS 4873: Multimedia Production and Management
CPMT 1311: Introduction to Computer Maintenance
MRKG 1311: Principles of Marketing
PHOTO 4243: Electronic Still Photography I
COMM 1336: Introduction to Radio/TV Production

SOFTWARE SYSTEMS
AND NETWORKING, MAJOR CODE - 3028
CIS 3104: Introduction to the AS/400
BUSI 1420: C Language Programming
or
BCIS 2431: Visual Basic Programming
BCIS 2415: Programming Techniques and Logic Design II
BCIS 2390: Systems Analysis I
CIS 4623: Networking Applications
CIS 4813: AS/400 Database Management/Query
CIS 4884: Data Communications II
CPMT 1349: Computer Networking Technology
ITNW 2309: Network Administration for Novell IntraNetWare

SYSTEMS PROGRAMMING, MAJOR CODE - 3027
BCIS 2415: Programming Techniques and Logic Design II
COSC 1430: Current Issues
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 2171: Introduction to Computer Science II Lab
ENGR 2371: Introduction to Computer Science II
MATH 1316: Trigonometry
MATH 1348: Analytic Geometry
MATH 2413: Calculus I
MATH 2305: Discrete Mathematics

Semester hours

68-72
DEGREES AND CERTIFICATES

COMPUTER INFORMATION SYSTEMS

Certificate of Completion........ major code - 3024
WARNING: This is a TASP-waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)

Provide students 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.

Core Curriculum Requirements (p. 34)........................... 13
COSC 1401: Introduction to Computing
ENGL 1301: Freshman Composition I
MATH 1314: College Algebra
SPCH 1315: Public Speaking
or
SPCH 1321: Business and Professional Speaking

Major Course Requirements........................................... 22
BUSI 1301: Introduction to Business
BCIS 1301: Microcomputer Applications
COSC 1415: Programming Techniques and Logic Design I
CIS 4304: Operating Systems
CIS 4674: Micro Database
CIS 4684: Data Communications I

Semester hours

COMPUTER SCIENCE
(See Engineering Computer Science)

CONVENIENCE STORE MANAGEMENT
(See Management)

COURT/REALTIME REPORTING

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

Associate in Applied Science .... major code - 3323
Prepares students for positions in recording courtroom and legal proceedings using conflict-free theory utilizing computer-aided transcription. Texas State Certification and National Certification require 225 words a minute. Requires 15 hours of courtroom observation and 50 verified hours of internship of which 40 hours shall be in actual writing time. To be eligible for graduation from Amarillo College Court/Realtime Reporting, students must pass a minimum of three supervised five-minute tests on unfamiliar matter with 95+ percent accuracy at each of the following speeds: 225 wpm Q&A (2 voice), 200 wpm Jury Charge, 180 wpm Literary, and must be able to type two supervised five-minute timed writings at a minimum speed of 60 gross words per minute with a maximum of five errors. (Must pass state certification test to be licensed.)

Core Curriculum requirements (p. 34)......................... 15
ENGL 1301: Freshman Composition I
GOVT 2306: Government of Texas and the United States
MATH (Any Math course from approved list on page 35)
Speech Communications
(Any Speech course from approved list on page 35)
Core Curriculum Elective
(To be selected from approved course list on page 35)

Major Course Requirements......................... 47
CRR 3201: Court Orientation
CRR 3212: Reporting Computer I
CRR 3213: Beginning Machine Shorthand*
CRR 3222: Reporting Computer II
CRR 3223: Intermediate Machine Shorthand
CPR 3253: Law for the Court-Realtime Reporter
CRR 3352: Beginning Realtime
CRR 3352: Intermediate Realtime
CRR 4233: Advanced Machine Shorthand
CRR 4243: Accelerated Machine Shorthand
CRR 4253: Court Reporting Seminar
CRR 4293: Court Reporting Practice
CRR 4303: Literary/Jury Charge Dictation/Transcription I
CRR 4322: Question and Answer Dictation/Transcription I
CRR 4352: Advanced Realtime
CRR 4403: Literary/Jury Charge Dictation/Transcription II
CRR 4432: Question and Answer Dictation/Transcription II
CRR 4452: Accelerated Realtime
CRR 4563: Reporting Procedures

Core Curriculum Elective
(To be selected from approved course list on page 35)

Major Course Requirements......................... 10
AH 3013: Medical Terminology I
BUS 3401: Introduction to DOS
BUS 3653: Business English
BUS 4673: Legal Terminology and Research

*pKeyboarding skill required as approved by instructor.

COURT/REALTIME REPORTING

PROFESSIONAL CERTIFICATE

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

Certificate of Completion........ major code - 3321
Upon satisfactory completion of this certificate, students are prepared for positions requiring advanced training in the specialized area of Court/Realtime Reporting. Texas State Certification and National Certification require 225 words per minute. The program requires 15 hours of courtroom observation and 50 verified hours of internship of which 40 hours shall be in actual writing time. To be eligible for graduation from Court/Realtime Reporting, students must pass a minimum of three supervised five-minute tests on unfamiliar matter with 95+ percent accuracy at each of the following speeds: 225 wpm Q&A (2 voice), 200 wpm Jury Charge, 180 wpm Literary, and must be able to type two supervised five-minute timed writings at a minimum speed of 60 gross words per minute with a maximum of five errors. (Must pass state certification test to be licensed.)
DEGREES AND CERTIFICATES

Major Core Requirements .............................................. 47
CRR 3201: Court Orientation
CRR 3212: Reporting Computer I
CRR 3213: Beginning Machine Shorthand*
CRR 3222: Reporting Computer II
CRR 3223: Intermediate Machine Shorthand
CRR 3253: Law for the Court/Realtime Reporter
CRR 3352: Beginning Realtime
CRR 3452: Intermediate Realtime
CRR 4213: Advanced Machine Shorthand
CRR 4253: Court Reporting Seminar
CRR 4293: Court Reporting Practice
CRR 4322: Question and Answer Dictation/Transcription I
CRR 4352: Advanced Realtime
CRR 4432: Question and Answer Dictation/Transcription II
CRR 4452: Accelerated Realtime
CRR 4563: Reporting Procedures

Related Required Courses .............................................. 10
AH 3013: Medical Terminology I
BUS 3401: Introduction to DOS
BUS 3653: Business English
BUS 4673: Legal Terminology and Research

*Keyboarding skill required as approved by instructor.

CAPTION REPORTING PROFICIENCY CERTIFICATE
Program Advisor: Patsy Lemaster, 371-5254
or contact the Business Division, 371-5269

CERTIFICATE OF COMPLETION .... MAJOR CODE - 3320
WARNING: This is a TASP-waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details on p. 7.)

Upon satisfactory completion of this certificate, students are prepared for positions with specialized skills for employment in the Court/Realtime Reporting area.

Major Course Requirements .......................................... 31
CRR 3312: Caption Computer I
CRR 3422: Caption Computer II
CRR 3713: Speedbuilding I
CRR 3723: Speedbuilding II
CRR 4263: Caption Reporting I
CRR 4273: Caption Reporting II
CRR 4313: Caption Literary/Jury Charge Dictation/Transcription
CRR 4432: Caption Question and Answer Dictation/Transcription
CRR 4563: Reporting Procedures

CRIMINAL JUSTICE
Program Advisor: Linda Mitchell, 356-3618
or contact Criminal Justice Programs, 354-6081

ASSOCIATE IN SCIENCE ............... MAJOR CODE - 3082
Designed to transfer to senior institutions which offer a four-year degree in Criminal Justice.

Semester hours

Core Curriculum Requirements (p. 34) ...................... 42

Major Course Requirements .......................................... 12
CRIJ 1301: Introduction to Criminal Justice
CRIJ 1306: Court Systems and Practices
CRIJ 2313: Correctional Systems and Practices
CRIJ 2328: Police Systems and Practices

*Keyboarding skill required as approved by instructor.
DEGREES AND CERTIFICATES

CRIMINAL JUSTICE CORRECTIONS

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

ASSOCIATE IN APPLIED SCIENCE...MAJOR CODE - 3085

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

Core Curriculum Requirements (p. 34)........... 21
ENGL 1301: Freshman Composition I
Math (Any Math course from the approved list on page 35)
SOCI 1306: Modern Social Problems
PSYC 2301: General Psychology
PHED 1306: Standard First Aid/CPR Training

Major Core Requirements ..................... 16
CRJ 1301: Introduction to Criminal Justice
CRJ 1306: Court Systems and Practices
CRJ 1325: Criminology
CJCR 1491: Correctional Officer I
CJCR 1392: Correction Officer II

Major Course Requirements .................. 27
CRJ 2313: Correctional Systems and Practices
CRJ 2328: Police Systems and Practices
CRJ 1307: Crime in America
CRJ 1310: Fundamentals of Criminal Law
CRJ 1313: Juvenile Justice
CRJ 2314: Criminal Investigation
CRJ 2301: Community Resources in Corrections
CJCR 2268: Practicum

Electives ......................................... 8-9
The student may choose 3 classes from the following list or other electives as approved by the advisor:

CRJ 1307: Crime in America
CRJ 1301: Introduction to CJ
CRJ 1310: Fundamentals of Criminal Law
CRJ 1313: Juvenile Justice System
CJCR 2268: Practicum
CJCR 2269: Practicum

CRIMINAL JUSTICE LAW ENFORCEMENT

Program Advisor: Sondra Beighle, 354-6049 or contact the Criminal Justice Programs, 354-6081

ASSOCIATE IN APPLIED SCIENCE ... MAJOR CODE - 3080

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

Major Course Requirements .................. 27
CJLE 1524: Basic Peace Officer IV
CJLE 1518: Basic Peace Officer III
CJLE 1524: Basic Peace Officer IV

Major Course Requirements .................. 20
CJLE 1506: Basic Peace Officer I
CJLE 1512: Basic Peace Officer II
CJLE 1518: Basic Peace Officer III

Major Course Requirements .................. 15
Student must choose one of the following options:

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

Security Police Officer:
CRJ 2328: Police Systems and Practices
CRJ 2314: Criminal Investigation
CJLE 2247: Tactical Skills for Police
CJLE 2237: Advanced Firearms
CRJ 2323: Legal Aspects of Law Enforcement
CJLE 2249: Basic Instructor

Electives ......................................... 8-9

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

CRJ 1307: Crime in America
CRJ 1301: Introduction to CJ
CRJ 1310: Fundamentals of Criminal Law
CRJ 1313: Juvenile Justice System
CJCR 2268: Practicum
CJCR 2269: Practicum

CERTIFICATE OF COMPLETION...... MAJOR CODE - 3086

WARNING: This is a TASP-waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)
CRIMINAL JUSTICE LAW ENFORCEMENT
Program Advisor: Sondra Beighle, 354-6049
or contact Criminal Justice Programs, 354-6081

CERTIFICATE OF COMPLETION ...... MAJOR CODE - 3084
WARNING: These are TASP-waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)

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 Licensed Peace Officers or apply the hours toward an Associate of Applied Science Degree in Criminal Justice Law Enforcement. Students desiring entrance into this program must contact the Program Advisor or Criminal Justice Programs for instructions.

Semester hours

Major Requirements .......................................................... 20
CJLE 1506: Basic Peace Officer I
CJLE 1512: Basic Peace Officer II
CJLE 1518: Basic Peace Officer III
CJLE 1524: Basic Peace Officer IV

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

CERTIFICATE OF COMPLETION ...... MAJOR CODE - 2021
WARNING: These are TASP-waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)

Prepares students to assist the dentist at chairside; to perform laboratory procedures; and to carry out business office duties. A grade of “C” is required for satisfactory completion of all course work.

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

Semester hours

Major Course Requirements ............................................... 15
DASST 3016: Chairside Assisting
DASST 3012: Dental Specialties
DASST 3117: Chairside Assisting Laboratory

Related Required Courses ................................................... 9
BUS 3653: Business English
SPCH 1318: Interpersonal Communication
COSC 1301: Computer Concepts

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

ASSOCIATE IN APPLIED SCIENCES .... MAJOR CODE - 2030
Prepares students for employment in the private office or the community dental clinic. Upon successful completion, graduates are eligible to apply for the national board examination and the state licensure examination for dental hygiene.

All of the major requirement courses are to be taken in a sequential order or at the advisement of the department major advisor. A grade of “C” or better is required for satisfactory completion of all courses. To continue in the program, students 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.

Related Required Courses ................................................... 3
AH 3013: Medical Terminology I

DENTISTRY
(See Biology)
**DEGREES AND CERTIFICATES**

### DIESEL MECHANICS TECHNOLOGY

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

Certificates of Completion: major code - below WARNING: These are TASP-waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)

**Semester hours**

<table>
<thead>
<tr>
<th>Core Curriculum Requirements</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEMR 1301: Shop Safety and Procedures</td>
<td></td>
</tr>
<tr>
<td>AUMT 1307: Automotive Electrical Systems</td>
<td></td>
</tr>
<tr>
<td>DEMR 1323: HVAC Troubleshooting and Repair</td>
<td></td>
</tr>
<tr>
<td>ABDR 1327: Suspension Systems</td>
<td></td>
</tr>
<tr>
<td>AUMT 1310: Automotive Brake Systems</td>
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</tr>
</tbody>
</table>

**Basic Mechanic Certificate: major code - 5942**

Indoctrinates students in the fundamentals of Diesel Technology. Students enter the industry with a basic foundation of knowledge upon which they can build.

**Transportation Core Requirements**

**Semester hours**

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELMT 1305: Basic Fluid Power</td>
<td></td>
</tr>
<tr>
<td>DEMR 1421: Power Train I</td>
<td></td>
</tr>
<tr>
<td>DEMR 1442: Power Train Applications I</td>
<td></td>
</tr>
<tr>
<td>DEMR 1229: Preventative Maintenance</td>
<td></td>
</tr>
</tbody>
</table>

Optional Courses

- PTO 3111: CDL Written Skills
- PTO 3133: CDL Driving Skills

**Diesel Technician: major code - 5946**

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**

**Semester hours**

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>21</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEMR 1406: Diesel Engine I</td>
<td></td>
</tr>
<tr>
<td>DEMR 1449: Diesel Engine II</td>
<td></td>
</tr>
<tr>
<td>DEMR 1313: Fuel Systems</td>
<td></td>
</tr>
<tr>
<td>DEMR 2334: Advanced Diesel Tune-Up and Troubleshooting</td>
<td></td>
</tr>
<tr>
<td>DEMR 2432: Electronic Controls</td>
<td></td>
</tr>
<tr>
<td>DEMR 2348: Failure Analysis</td>
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</tr>
</tbody>
</table>

Optional Courses

- PTO 3111: CDL Written Skills
- PTO 3133: CDL Driving Skills
- DEMR 1380: Cooperative Education - Diesel Engine Mechanic and Repairer

### DRAFTING

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

**Associates in Applied Science: major code - 3030**

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>
<th>Core Curriculum Requirements</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 3043: Freshman Composition</td>
<td></td>
</tr>
<tr>
<td>MATH (Any Math course from approved list on page 35)</td>
<td></td>
</tr>
<tr>
<td>SPCOM (Any SPCOM from approved list on page 35)</td>
<td></td>
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<tr>
<td>Social Behavior (Any Social/Behavioral course from approved list on page 35)</td>
<td></td>
</tr>
</tbody>
</table>

Major Course Requirements

**Semester hours**

| DFTG 1305: Technical Drafting | 30 |
| DFTG 1309: Basic Computer-Aided Drafting | |
| DFTG 1317: Architecture Drafting-Residential | |
| DFTG 1333: Mechanical Drafting | |
| DFTG 1352: Intermediate Computer-Aided Drafting | |
| DFTG 1370: Microstation I | |
| DFTG 1372: Microstation II | |
| DFTG 2340: Solid Modeling/Design | |
| DFTG 2332: Advanced Computer-Aided Drafting | |
| IND 1301: Basic Elements of Design | |

Major Course Options

Choose 5 of the following courses

- DFTG 1358: Electrical/Electronics Drafting
- DFTG 1354: Architectural Drafting - Commercial
- DFTG 1344: Pipe Drafting
- DFTG 2310: Structural Drafting
- DFTG 1348: Topographical Drafting
- DFTG 1376: 3D Rendering
- DFTG 2336: Computer-Aided Drafting Programming
- DFTG 1391: Special Topics in Drafting
- DFTG 2380/2381: Cooperative Education Drafting
- DFTG 1325: Blueprint Reading
- DFTG 2312: Technical Illustration
- ENGR 3123: Engineering Graphics
- CMPT 1347: Computer System Peripherals
- GEOL 3034: Intro to Geographic Information

**Elective**

**Semester hours**

53

### DRAFTING

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

Certificates of Completion: major code - below WARNING: These are TASP-waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)

**Semester hours**

<table>
<thead>
<tr>
<th>Core Curriculum Requirements</th>
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</tr>
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<tbody>
<tr>
<td>ENGL 3043: Freshman Composition</td>
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<tr>
<td>MATH (Any Math course from approved list on page 35)</td>
<td></td>
</tr>
<tr>
<td>SPCOM (Any SPCOM from approved list on page 35)</td>
<td></td>
</tr>
<tr>
<td>Social Behavior (Any Social/Behavioral course from approved list on page 35)</td>
<td></td>
</tr>
</tbody>
</table>

Major Course Requirements

**Semester hours**

| DFTG 1305: Technical Drafting | 30 |
| DFTG 1309: Basic Computer-Aided Drafting | |
| DFTG 1317: Architecture Drafting-Residential | |
| DFTG 1333: Mechanical Drafting | |
| DFTG 1352: Intermediate Computer-Aided Drafting | |
| DFTG 1370: Microstation I | |
| DFTG 1372: Microstation II | |
| DFTG 2340: Solid Modeling/Design | |
| DFTG 2332: Advanced Computer-Aided Drafting | |
| IND 1301: Basic Elements of Design | |

Major Course Options

Choose 5 of the following courses

- DFTG 1358: Electrical/Electronics Drafting
- DFTG 1354: Architectural Drafting - Commercial
- DFTG 1344: Pipe Drafting
- DFTG 2310: Structural Drafting
- DFTG 1348: Topographical Drafting
- DFTG 1376: 3D Rendering
- DFTG 2336: Computer-Aided Drafting Programming
- DFTG 1391: Special Topics in Drafting
- DFTG 2380/2381: Cooperative Education Drafting
- DFTG 1325: Blueprint Reading
- DFTG 2312: Technical Illustration
- ENGR 3123: Engineering Graphics
- CMPT 1347: Computer System Peripherals
- GEOL 3034: Intro to Geographic Information

**Elective**

**Semester hours**

63

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50
DEGREES AND CERTIFICATES

DRAFTING TECHNICIAN ............... MAJOR CODE - 3033
Introduces students to basic drafting techniques and procedures. Individuals completing this course are qualified to enter the work force as entry level drafters. Focuses on introductory drafting in machine, architectural and CAD.

Major Requirements .......................................................... 27
DFTG 1305: Technical Drafting
DFTG 1309: Basic Computer-Aided Drafting
DFTG 1317: Architecture Drafting-Residential
DFTG 1333: Mechanical Drafting
DFTG 1352: Intermediate Computer-Aided Drafting
DFTG 1370: Microstation I
DFTG 1372: Microstation II
DFTG 1325: Blueprint Reading
COSC 1306: Computer Concepts

AUTOCAD SPECIALIST ............ MAJOR CODE - 3032
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.

Major Requirements .......................................................... 15
DFTG 1309: Basic Computer-Aided Drafting
DFTG 1352: Intermediate Computer-Aided Drafting
DFTG 2340: Solid Modeling/Design
DFTG 2332: Advanced Computer-Aided Drafting
DFTG 2336: Computer-Aided Drafting Programming

EDUCATION
(ELEMENTARY EDUCATION)

Students seeking Texas teacher certification at the elementary level should follow the General Studies - Education degree plan (major code 1157). Programs vary significantly. Consultation with the program advisor is required.

EDUCATION
(SECONDARY EDUCATION)

Students seeking Texas teacher certification at the secondary level should major in the subject area in which they desire to teach. Students who have not yet determined a teaching field should follow the General Studies - Education degree plan (major code 1157).

ELECTRONICS SYSTEMS
TECHNOLOGY

Program Advisor: Jack B. Stanley, 335-4318 or contact Electronics Systems/Instrumentation and Control Technologies, 335-4319

ASSOCIATE IN APPLIED SCIENCE .... MAJOR CODE - 5070
Students 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.

Core Curriculum Requirements (p. 34) .................................. 15
ENGL 1301: Freshman Composition I
Speech (Any Speech course from approved list on page 35)
MATH 1314: College Algebra
Social and Behavioral Science
(Any Social and Behavioral Science course from approved list on page 35)
Mathematics or Natural Science Elective
(Any course from approved list on page 35)

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

Major Options ................................................................. 18 - 19
The student must choose one of the following specialties.

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

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

Quebec Technology Center

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DEGREES AND CERTIFICATES

Novell Specialist
ITNW 2305: Network Administration for Novell NetWare
ITNW 2309: Network Administration for Novell IntraNetWare
ITNW 2339: Advanced Network Administration for Novell NetWare
Cisco Specialist
ITNW 2313: Networking Hardware
ITNW 2321: Networking with TCP/IP
ITNW 2335: Network Troubleshooting and Support

Teleconferencing Specialist ........................................ 18
Prepares students for jobs in the electronics industry as a teleconferencing system technician. Teaches students to install, configure, operate and maintain teleconferencing systems. Additional duties include create and maintain documentation, coordinate system resources, and provide system training on teleconferencing equipment.
CPMT 1347: Computer System Peripherals
TST 4003: Site Assessment and System Specialist
TST 4013: System Configuration and Operation
TST 4023: System Maintenance and Documentation
TST 4033: Resource Management and Customer Service
TST 4043: System Administration

Electronics Application Specialist .................................. 19
This option allows students to take courses for a more broad-based electronics program.
CETT 2335: Advanced Microprocessors
CPMT 1311: Introduction to Computer Maintenance
CPMT 1347: Computer System Peripherals
CPMT 2337: Microcomputer Interfacing
EECT 2439: Communication Circuits
INTC 1305: Introduction to Electronic Instrumentation

Electronics Application Specialist .................................. 19
This option allows students to take courses for a more broad-based electronics program.
CETT 2335: Advanced Microprocessors
CPMT 1311: Introduction to Computer Maintenance
CPMT 1347: Computer System Peripherals
CPMT 2337: Microcomputer Interfacing
EECT 2439: Communication Circuits
INTC 1305: Introduction to Electronic Instrumentation

Major Course Requirements .......................................... 42
CETT 1303: DC Circuits
CETT 1325: Digital Fundamentals
CETT 1329: Solid State Devices
CETT 1341: Solid State Circuits
CETT 1345: Microprocessors
CPMT 1349: Computer Networking Technology
INTC 1307: Electronic Test Equipment
LOTT 1301: Introduction to Fiber Optics
QCTC 1303: Quality Control

MICROCOMPUTER SERVICE SPECIALIST .......................... 5072
Prepares 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.

Major Course Requirements .......................................... 42
CETT 1303: DC Circuits
CETT 1325: Digital Fundamentals
CETT 1329: Solid State Devices
CETT 1341: Solid State Circuits
CETT 1345: Microprocessors
CPMT 1349: Computer Networking Technology
INTC 1307: Electronic Test Equipment
LOTT 1301: Introduction to Fiber Optics

GENERAL ELECTRONICS SYSTEMS ASSISTANT .............. 5079
Prepares students to enter the fast-growing electronic field. Trains students to perform a variety of routine tasks to assist with the maintenance and installation of electronic systems.
CETT 1305: AC Circuits
CETT 1325: Digital Fundamentals
CETT 1329: Solid State Devices
CETT 1341: Solid State Circuits
CETT 1345: Microprocessors
CPMT 1349: Computer Networking Technology
INTC 1307: Electronic Test Equipment
LOTT 1301: Introduction to Fiber Optics
QCTC 1303: Quality Control

NETWORKING SPECIALIST ........................................ 5096
Networking Specialist provides on-site administrative support for networking users in a variety of work environments. Typical job tasks include automating access to the network, implementing corporate security strategies, customizing and optimizing the software, and handling routine software/hardware maintenance. Students may earn one of the three specialty areas: Microsoft NT, Novell NetWare or Cisco routers.

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

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DEGREES AND CERTIFICATES

Students must choose from one of the following networking specialities:

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

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

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

**Electronics Application Specialist**
- Major Code - 5076
   - This certificate allows the student to take courses for a more broad based electronics program.

  **Major Course Requirements** .......................................... 40
  - CETT 1303: DC Circuits
  - CETT 1305: AC Circuits
  - CETT 1325: Digital Fundamentals
  - CETT 1329: Solid State Devices
  - CETT 1345: Microprocessors
  - CETT 2335: Advanced Microprocessors
  - CPMT 1311: Introduction to Computer Maintenance
  - CPMT 1347: Computer System Peripherals
  - CPMT 1349: Computer Networking Technology
  - EECT 2435: Telecommunications
  - INTC 1305: Introduction to Electronic Instrumentation
  - INTC 1307: Electronic Test Equipment
  - LOTT 1301: Introduction to Fiber Optics

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**Teleconferencing Specialist** .... MAJOR CODE - 5909

- Provides students with a solid foundation in electronics and the field of communications by computer, voice and video that are utilized in industrial workplaces. Students receive training to prepare them for entry-level positions in manufacturing or commercial service settings.

  **Major Course Requirements** .......................................... 42
  - CETT 1303: DC Circuits
  - CETT 1305: AC Circuits
  - CETT 1325: Digital Fundamentals
  - CETT 1329: Solid State Devices
  - CETT 1345: Microprocessors
  - CPMT 1349: Computer Networking Technology
  - INTC 1307: Electronic Test Equipment
  - LOTT 1301: Introduction to Fiber Optics
  - QCTC 1303: Quality Control
  - TST 4003: Site Assessment and Systems Installation
  - TST 4013: Systems Configuration and Operation
  - TST 4123: System Maintenance and Documentation
  - TST 4033: Resource Management and Customer Service
  - TST 4043: System Administration

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**Electronics Engineering Technology**

- Program Advisor: Dr. A. F. Adkins, 371-5274 or contact the Sciences and Engineering Division, 371-5091

**Associate in Applied Science ... Major Code - 3042**

- Provides a strong foundation in electronics. Students may specialize in one of three areas: Biomedical, Computer, or General Electronics.

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

  **Core Curriculum Requirements (p. 34)............................. 16**
  - ENGL 1301: Freshman Composition I
  - SPCH 1318: Interpersonal Communication
  - MATH 1314: College Algebra
  - PHYS 1301/1101: College Physics I/Lab
  - Elective (Any course from the approved list of Social and Behavioral Sciences on page 35)

  **Major Course Requirements** .......................................... 36
  - CETT 1329: Solid State Devices
  - CETT 1409: DC/AC Circuits
  - CETT 2439: Amplifier Analysis
  - CETT 1305: AC Circuits
  - EECT: 2439: Communications Circuits
  - CETT 1491: Pulse and Timing Circuits
  - CETT 1425: Digital Fundamentals
  - CETT 2248/2249: Research and Project Design 1 and 2
  - CETT 1345: Microprocessors
  - MATH 1371: Technical Mathematics I

  **Related Required Courses** ............................................. 8
  - PHYS 1302/1102: College Physics II/Lab
  - MATH 1471: Technical Mathematics II

  **Specialty** ................................................................. 12
  - (Student must select one of the following three options.)

  **Recommended Biomedical Specialties**
  - BIOM 2335/2339: Physiological Instruments I and II
  - AH 3013: Medical Terminology I
  - AH 3023: Advanced Medical Terminology

  **Recommended Computer Option Specialties**
  - INTC 1307: Electronic Test Equipment
  - ELMT 1302: Basic Programmable Logic Controllers
  - CETT 2335: Advanced Microprocessors
  - ENGR 1371: Introductory Software Development

  **Recommended General Electronics Specialties**
  - INTC 1307: Electronic Test Equipment
  - DFTG 1358: Electrical/Electronics Drafting
  - ELMT 1301: Basic Programmable Logic Controllers
  - PSYC 2302: Psychology of Human Relations

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(Continued on page 55)
### ELECTRONICS ENGINEERING TECHNOLOGY

**SEMICONDUCTOR MANUFACTURING TECHNOLOGY OPTION**

Program Advisor: Dr. Lonnie Adkins, 371-5274 or contact the Sciences and Engineering Division, 371-5091

**ASSOCIATE IN APPLIED SCIENCE ... MAJOR CODE - 3045**

Provides educational background necessary for a career in the semiconductor manufacturing industry. Graduates enter industry as semiconductor fabrication technologists who work in a cleanroom environment while operating and monitoring the equipment that makes integrated circuit chips.

**Core Curriculum Requirements (p. 34) ........................ 16**
- ENGL 1301: Freshman Composition I
- SPCH 1318: Interpersonal Communication
- MATH 1314: College Algebra
- PHYS 1301/1101: College Physics I/Lab
- ELECTIVE (Any course from the approved list of Social and Behavioral Sciences on page 35)

**Major Course Requirements .......................................... 43**
- CETT 1329: Solid State Devices
- CETT 1409: DC/AC Circuits
- CETT 2439: Amplifier Analysis
- CETT 1425: Digital Fundamentals
- MATH 1371: Technical Mathematics I
- QCTC 1303: Quality Control
- ENTC 1305: Basic Fluid Power
- IEIR 1310: Motor Control
- EECT 2439: Communication Circuits
- SMFT 2335: Vacuum Technology
- SMFT 1343: Semiconductor Manufacturing Technology I
- SMFT 2343: Semiconductor Manufacturing Technology II

**Related Required Courses ................................. 12**
- CHEM 1305: Introductory Chemistry I
- CHEM 1105: Introductory Chemistry I Lab
- BCIS 1301: Microcomputer Applications
- ENGL 2311: Technical Writing

**ENGINEERING COMPUTER SCIENCE**

Program Advisor: Dr. Lonnie Adkins, 371-5274 or contact the Sciences and Engineering Division, 371-5091

**ASSOCIATE IN SCIENCE .............. MAJOR CODE - 1049**

Provides the first two years of a four-year Bachelor’s Degree in computer science, software engineering, or computer engineering.

**Core Curriculum Requirements (p. 34) ........................ 42**
- Specific courses to be taken in the core
  - Speech Communication: SPCH 1321: Business and Professional Speaking
  - Math: MATH 2413: Calculus I
  - Natural Science: PHYS 2425/2426: Principles of Physics I and II

**Major Course Requirements .......................................... 20**
- MATH 2414/2415: Calculus II and III
- ENGR 2371/2372: Introduction to Computer Science I/Lab
- ENGR 2373/2374: Information Structures and Advanced Algorithms/Lab

**Recommended Courses ................................. 6**
Students will be advised for other courses based on the university to which they plan to transfer.
Course Choices may include:
- MATH 2305: Discrete Mathematics
- MATH 2318: Linear Algebra
- MATH 2320: Differential Equations
- CETT 1425: Digital Fundamentals
- ENGR 2405: Electrical Circuits

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

**ENGINEERING TECHNOLOGY**

Program Advisor: Dr. Lonnie Adkins, 371-5274 or contact the Sciences and Engineering Division, 371-5091.

**ASSOCIATE IN SCIENCE ............... MAJOR CODE - 1045**

Provides basic courses for the first two years of a four-year curriculum leading to a degree of Bachelor of Science in some branch of engineering technology as offered by many engineering colleges.

**Core Curriculum Requirements (p. 34) ..................... 42**

Specific Courses to be taken in the core:
- Speech Communication:
  - SPCH 1321: Business and Professional Speaking

Math:
- MATH1316: Trigonometry

Natural Science:
- PHYS 1301/1101: College Physics I/Lab
- PHYS 1302/1102: College Physics II/Lab

**Major Course Requirements ........................................... 13**

- MATH 2413: Calculus I
- COSC 1317: Computer Programming for Engineers and Scientists
- ENGR 1304: Engineering Graphics

**Recommended Courses .................................................... 11**

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

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

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

**ENGLISH**

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

**ASSOCIATE IN ARTS ................ MAJOR CODE - 1050**

Core Curriculum Requirements (p. 34) .................... 42

Specific Courses to be taken in the core:
- Speech Communication:
  - SPCH 1315: Public Speaking

Humanities:
- ENGL 2322: Masterworks of English Literature

Elective Core Course:
- ENGL 2323: Masterworks of English Literature

**Major Course Requirements ........................................... 6-8**

Modern Language (French, German or Spanish)

**Recommended Courses .............................................. 12-14**

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

**ENVIRONMENTAL HEALTH TECHNOLOGY**

Program Advisor: Jim Clements, 335-4204 or contact the Environmental Health Technology Program at 335-4274

**ASSOCIATE IN APPLIED SCIENCE ........ MAJOR CODE - 5200**

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

**Core Curriculum Requirements (p. 34) ...................... 30**

- BIOL 2401: Human Anatomy and Physiology I
- CHEM 1111: Principles of Chemistry I Lab
- ENGL 1301: Freshman Composition I
- MATH 1314: College Algebra
- MATH 1316: Trigonometry
- PHYS 1301: College Physics I
- PHYS 1101: College Physics I Lab
- COSC 1301: Computer Concepts
- Speech (Any speech course from the approved list on page 35)

Social and Behavioral Science Elective (Any Social and Behavioral Science course from approved list on page 35)

CHEM 1304, CHEM 2303, CHEM 2305, and PHYS 3113 may be substituted for the above indicated courses for non-transferable credit with approval from Department Advisor.
### DEGREES AND CERTIFICATES

**Major Course Requirements** .................................................. 19  
EPCT 1307: Introduction to Environmental Safety and Health  
EPCT 1344: Environmental Sampling and Analysis  
EPCT 1313: Contingency Planning  
EPCT 1340: Industrial Chemical Process  
EPCT 2331: Environmental Toxicology  
EPCT 1401: Hazardous Waste Operations and Emergency Response (Hazwoper) Training and Related Topics  

**Major Options** ........................................................................... 12-14  
The student must choose one of the following specialties:  

**Hazardous Materials Technology** .............................................. 14  
OSHT 2401: OSHA Regulations - General Industry  
EPCT 1305: Environmental Regulations Interpretation and Applications  
OSHT 1405: OSHA Regulations - Construction Industry  
EPCT 1343: Treatment, Remediation, and Disposal Techniques  
(Note: Internship course EPCT 2388 may replace other Hazardous Material Technology courses upon approval of Department Advisor. EPCT 2388 Internship may be taken for additional credit.)  

**Health Physics Technology** ..................................................... 12  
OSHT 2372: Health Physics I  
OSHT 2373: Health Physics II  
OSHT 2376: Management of Radioactive Materials and Radiation Generating Devices  
OSHT 2374: Instruments and Measurements  

**Industrial Hygiene Technology** ................................................ 12-13  
EPCT 1341: Principles of Industrial Hygiene  
EPCT 1305: Environmental Regulations Interpretation and Application  
OSHT 2376: Management of Radioactive Materials and Radiation Generating Devices  
OSHT 2401: OSHA Regulations - General Industry  
or  
OSHT 2374: Instruments and Measurements  

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

**Certificate of Completion** .......... MAJOR CODE - 5201  
WARNING: These are TASP waived certificates. Students declaring this major are subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)  

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

**Core Curriculum Requirements** .............................................. 7  
BIOL 2401: Human Anatomy and Physiology I  
ENGL 1301: Freshman Composition I  

**Major Course Requirements** .................................................. 16  
EPCT 1307: Introduction to Environmental Safety and Health  
EPCT 1344: Environmental Sampling and Analysis  
EPCT 1313: Contingency Planning  
EPCT 1340: Industrial Chemical Process  
EPCT 1401: Hazardous Waste Operations and Emergency Response (Hazwoper) Training and Related Topics  

**Major Options** ........................................................................... 6-7  

**Hazardous Materials Technology** .............................................. 7  
OSHT 2401: OSHA Regulations - General Industry  
EPCT 1305: Environmental Regulations Interpretation and Applications  

**Health Physics Technology** ..................................................... 6  
OSHT 2372: Health Physics I  
OSHT 2373: Health Physics II  

**Industrial Hygiene Technology** ................................................ 6  
EPCT 1341: Principles of Industrial Hygiene  
EPCT 2331: Industrial Hygiene Application  

**Optional Course:**  
EPCT 2388: Internship-Environmental and Pollution Control Technology/Technician  
(Note: Internship course EPCT 2388 may replace Hazardous Material Technology(HMT) or Occupational Safety Health Technology(OSHT) courses upon approval of Department Advisor. EPCT 2388 may be taken for additional credit.)  

### FIRE PROTECTION TECHNOLOGY  
Program Advisor: Jim Clements, 335-4204 or contact the Fire Protection Technology Department, 335-4274  

**ASSOCIATE IN APPLIED SCIENCE ... MAJOR CODE - 3130**  
This is a two-year program leading to an associate degree in applied science. For students interested in a career in the fire protection field, either as a professional fire fighter or as a fire protection technician in industry. Courses aid the professional fireman in achieving promotion and advancement within his profession. Volunteer firemen will find the courses beneficial in upgrading their service to the community.  

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

**Core Curriculum Requirements** .............................................. 21  
ENGL 1301/1302: Freshman Composition I and II  
CHEM 1305/1307: Introductory Chemistry I and II  
or  
CHEM 1311/1312: Principles of Chemistry I and II  
Math (Any Math course from the approved list)  
GOVT 2301: Government of Texas and the U.S.  
Speech (Any Speech course from the approved list on page 35)
## DEGREES AND CERTIFICATES

### Major Course Requirements ................................................................. 20
- FIRS 1171: Firefighter Orientation
- FIRS 1371: Firefighter Certification I
- FIRS 1377: Firefighter Certification II
- FIRS 1413: Firefighter Certification III
- FIRS 1319: Firefighter Certification IV
- FIRS 1374: Firefighter Certification V
- FIRS 1329: Firefighter Certification VI
- FIRS 1375: Firefighter Certification VII
- Elective

**Major Options ........................................................................................................ 26**

#### Option I ........................................................................................................... 26
- FIRS 1373: Firefighter Certification II
- FIRS 1377: Firefighter Certification II
- FIRS 1413: Firefighter Certification III
- FIRS 1319: Firefighter Certification IV
- FIRS 1374: Firefighter Certification V
- FIRS 1329: Firefighter Certification VI
- FIRS 1375: Firefighter Certification VII
- Elective

**Option II ........................................................................................................... 26**

- *(Licensed firefighters may be awarded equivalent of 17 semester hours credit for Fire Academy Option I, as a result of previous completion of a Texas Commission on Fire Protection approved academy.)*
- COSC 1301: Computer Concepts
- BMGT 1305: Communications and Management
- Elective

**Electives ........................................................................................................... 20**

- FIRS 1303: Fire and Arson Investigation I
- FIRS 2333: Fire and Arson Investigation II
- FIRS 1355: Methods of Teaching

### Core Curriculum Requirements (p. 34) ....................................................... 28
- FIRS 1171: Firefighter Orientation
- FIRS 1371: Firefighter Certification I
- FIRS 1377: Firefighter Certification II
- FIRS 1413: Firefighter Certification III
- FIRS 1319: Firefighter Certification IV
- FIRS 1374: Firefighter Certification V
- FIRS 1329: Firefighter Certification VI
- FIRS 1375: Firefighter Certification VII
- PMT 3115: Basic Emergency Medical Technology

### GENERAL STUDIES

**Program Advisor: Advising and Counseling Center 371-5440**

#### ASSOCIATE IN SCIENCE ............... MAJOR CODE - 1156

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

### Electives ........................................................................................................... 42

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

**Core Curriculum Requirements (p. 34) ....................................................... 28**

- FIRS 1171: Firefighter Orientation
- FIRS 1371: Firefighter Certification I
- FIRS 1377: Firefighter Certification II
- FIRS 1413: Firefighter Certification III
- FIRS 1319: Firefighter Certification IV
- FIRS 1374: Firefighter Certification V
- FIRS 1329: Firefighter Certification VI
- FIRS 1375: Firefighter Certification VII
- PMT 3115: Basic Emergency Medical Technology

### GENERAL STUDIES (EDUCATION)

**Program Advisor: Stephanie Kordas, 371-5452, or contact the Advising and Counseling Center, 371-5440.**

#### ASSOCIATE IN SCIENCE ............... MAJOR CODE - 1157

For students pursuing teacher certification. Requirements for teacher certification at the Elementary or Secondary level differ significantly. Students should plan their program to match the specific requirements of the senior institution of choice. Students must consult with the major advisor in the Advising and Counseling Center for course selection.

**Core Curriculum Requirements (p. 34) ....................................................... 42**

- Specific courses to be taken in the core
- Speech Communication:
  - SPCH 1315: Public Speaking
- Humanities or Elective core courses:
  - Must include at least 3 hours of Sophomore Literature

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**Fire Protection - Basic Firefighter**

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

**Certificate of Completion ............... MAJOR CODE - 3131**

*WARNING: This is a TASP waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)*

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

**Electives (p. 7.) ................................................................. 20**

- Must include at least 3 hours of Sophomore Literature
DEGREES AND CERTIFICATES

Major Course Requirements .......................................... 20
Major advisor will assist in the selection of appropriate courses to fit the requirements of the senior institution. Courses will vary according to subject concentration area for Elementary teacher candidates, and first/second or composite teaching fields for Secondary teacher candidates. Eighteen (18) hours of sophomore level courses are required for graduation.

GEOLOGY
Program Advisor: Arthur Schneider, 371-5328
or contact the Sciences and Engineering Division, 371-5091

ASSOCIATE IN SCIENCE .......... major code - 1109
Provides the basic courses for the first two years of a four-year curriculum leading to a Bachelor of Science degree

Core Curriculum Requirements (p. 34) .................... 42
Specific Courses to be taken in the core:
- Humanities:
  - ENGL 2322: Masterworks of English Literature
- Natural Science:
  - Two 4-hour lab Science Courses
- Speech:
  - SPCH 1315: Public Speaking

Major Course Requirements ........................................... 12
- GEOL 1403/1404: Physical and Historical Geology
- MATH: 2414: Calculus II

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

Semester hours
Core Curriculum Requirements ..................................... 42
Specific Courses to be taken in the core:
- Humanities:
  - ENGL 2322: Masterworks of English Literature
- Natural Science:
  - Two 4-hour lab Science Courses
- Speech:
  - SPCH 1315: Public Speaking

Major Course Requirements ........................................... 12
- GEOL 1403/1404: Physical and Historical Geology
- MATH: 2414: Calculus II

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

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

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

HAZARDOUS MATERIALS TECHNOLOGY
(Environmental Health Technology)

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

ASSOCIATE IN SCIENCE .......... major code - 1067
Provides basic courses for the first two years of a four-year curriculum leading to a Bachelor of Science in numerous human sciences related fields. Students should plan their program to match the specific requirements of the senior institution of choice. Programs differ significantly. Students must consult with the major advisor for course selection.

Core Curriculum Requirements (p. 34) .................... 42
Specific Courses to be taken in the core:
- Humanities:
  - ENGL 2322: Masterworks of English Literature
- Natural Science:
  - Two 4-hour lab Science Courses
- Speech:
  - SPCH 1315: Public Speaking

Elective Core Course:
- One PHED Activity Course

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

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

ASSOCIATE IN SCIENCE .......... major code - 1068
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. Students must consult with the major advisor for course selection.
### Degrees and Certificates

**Semester hours**

<table>
<thead>
<tr>
<th>Core Curriculum Requirements (p. 34)</th>
<th>42</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific Courses to be taken in the core:</td>
<td></td>
</tr>
<tr>
<td>Humanities:</td>
<td></td>
</tr>
<tr>
<td>ENGL 2322: Masterworks of English Literature</td>
<td></td>
</tr>
<tr>
<td>Natural Science:</td>
<td></td>
</tr>
<tr>
<td>Two 4-hour lab Science Courses</td>
<td></td>
</tr>
<tr>
<td>Speech:</td>
<td></td>
</tr>
<tr>
<td>SPCH 1315: Public Speaking</td>
<td></td>
</tr>
<tr>
<td>Social and Behavioral Sciences:</td>
<td></td>
</tr>
<tr>
<td>PSYC 2308: Child Psychology</td>
<td></td>
</tr>
<tr>
<td>Elective Core Course:</td>
<td></td>
</tr>
<tr>
<td>One PHED Activity Course</td>
<td></td>
</tr>
<tr>
<td>Major Course Requirements</td>
<td>19-20</td>
</tr>
<tr>
<td>CDEC 1303: Family and the Community</td>
<td></td>
</tr>
<tr>
<td>CDEC 1311: Introduction to Early Childhood</td>
<td></td>
</tr>
<tr>
<td>CDEC 1318: Nutrition, Health, and Safety</td>
<td></td>
</tr>
<tr>
<td>CDEC 1454: Child Growth and Development</td>
<td></td>
</tr>
<tr>
<td>HECO 1222: Principles of Nutrition</td>
<td></td>
</tr>
<tr>
<td>One Course from the following:</td>
<td></td>
</tr>
<tr>
<td>CDEC 1319: Child Guidance</td>
<td></td>
</tr>
<tr>
<td>CDEC 1358: Creative Arts for Early Childhood</td>
<td></td>
</tr>
<tr>
<td>CDEC 1359: Children with Special Needs</td>
<td></td>
</tr>
<tr>
<td>CDEC 2421: Infant and Toddler</td>
<td></td>
</tr>
<tr>
<td>Recommended Course</td>
<td>3</td>
</tr>
<tr>
<td>Students will be advised for other courses based on the university to which they plan to transfer.</td>
<td></td>
</tr>
</tbody>
</table>

**INDUSTRIAL MAINTENANCE TECHNOLOGY**

Program Advisor: Kim Hays, 335-4366 or contact the Manufacturing Technologies Department, 335-4390

**ASSOCIATE IN APPLIED SCIENCE ... MAJOR CODE - 5080**

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.

**Semester hours**

<table>
<thead>
<tr>
<th>Core curriculum requirements (p. 34)</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301: Freshman Composition I</td>
<td></td>
</tr>
<tr>
<td>Math (Any Math course from the approved list on page 35)</td>
<td></td>
</tr>
<tr>
<td>Natural Science (Any Natural Science course from the approved list on page 35)</td>
<td></td>
</tr>
<tr>
<td>Social and Behavioral Science (Any Social and Behavioral Science course from the approved list on page 35)</td>
<td></td>
</tr>
<tr>
<td>SPCH (Any SPCH course from the approved list on page 35)</td>
<td></td>
</tr>
<tr>
<td>Major Course Requirements</td>
<td>27</td>
</tr>
<tr>
<td>CETT 1303: DC Circuits</td>
<td></td>
</tr>
<tr>
<td>CETT 1305: AC Circuits</td>
<td></td>
</tr>
<tr>
<td>ELMT 1373: Maintenance Concepts</td>
<td></td>
</tr>
<tr>
<td>ELMT 1377: Mechanical Components</td>
<td></td>
</tr>
<tr>
<td>ENTC 1349: Reliability and Maintainability</td>
<td></td>
</tr>
<tr>
<td>EPCT 1307: Intro to Environmental Safety and Health</td>
<td></td>
</tr>
<tr>
<td>IEIR 1306: Electric Motors</td>
<td></td>
</tr>
<tr>
<td>IEIR 1310: Motor Controls</td>
<td></td>
</tr>
<tr>
<td>IEIR 1312: Distribution Systems</td>
<td></td>
</tr>
<tr>
<td>Major Options</td>
<td>21</td>
</tr>
<tr>
<td>Electromechanical Technician</td>
<td>21</td>
</tr>
<tr>
<td>Heating, Air Conditioning, and Refrigeration</td>
<td>21</td>
</tr>
</tbody>
</table>

The student must choose one of the following specialties.

**Electromechanical Technician**

Provides a specialized program of study to prepare students for entry-level positions with the skills necessary to install, operate, troubleshoot and maintain electromechanical equipment and systems.

CETT 1325: Digital Fundamentals
ELMT 1301: Basic Programmable Logic Controllers
ELMT 1305: Basic Fluid Power
ELMT 2333: Industrial Electronics
ELMT 2337: Electronic Troubleshooting, Service and Repair
ENTC 2377: Thermography and Vibration Analysis

**Heating, Air Conditioning, and Refrigeration**

Provides a specialized program of study to prepare students for entry-level positions with the skills necessary to install, operate, troubleshoot and maintain commercial and industrial refrigeration and air conditioning systems.

HART 1372: Commercial Refrigeration
HART 1373: Air Conditioning Control Principles
HART 1375: Gas and Electric Heating
HART 1377: Refrigeration Principles
HART 2375: Air Conditioning Systems Design
SEST 1341: Boilers-Operations; Installations and Maintenance

**INDUSTRIAL MAINTENANCE TECHNOLOGY**

Program Advisor: Kim Hays, 335-4366 or contact the Manufacturing Technologies Department, 335-4390

**CERTIFICATES OF COMPLETION ..... MAJOR CODE - BELOW**

**WARNING: These are TASP-waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below.** (See Texas Academic Skills Program information for details p. 7.)

**INDUSTRIAL MAINTENANCE CERTIFICATE**

**MAJOR CODE - 5087**

Prepares students with the basic skills necessary to assist the mechanical specialist in the installation, operation and maintenance of mechanical systems.
# Degrees and Certificates

## Instrument and Control Technology

Program Advisor: Jack Stanley, 335-4318 or contact Electronic Systems/Instrument and Control Technologies, 335-4319

**Associate in Applied Science ... major code - 5910**

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.

### Core Curriculum Requirements (p. 34)

- ENGL 1301: Freshman Composition I
- Speech (Any Speech course from approved list on page 35)
- Social and Behavioral Science (Any Social and Behavioral Science course from approved list on page 35)
- Math 1314: College Algebra

### Major Courses Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CETT 1303:</td>
<td>DC Circuits</td>
</tr>
<tr>
<td>CETT 1305:</td>
<td>AC Circuits</td>
</tr>
<tr>
<td>ELMT 1373:</td>
<td>Maintenance Concepts</td>
</tr>
<tr>
<td>ELMT 1377:</td>
<td>Mechanical Components</td>
</tr>
<tr>
<td>ENTC 1349:</td>
<td>Reliability and Maintainability</td>
</tr>
<tr>
<td>EPCT 1307:</td>
<td>Introduction to Environmental Safety and Health</td>
</tr>
<tr>
<td>IEIR 1306:</td>
<td>Electric Motors</td>
</tr>
<tr>
<td>IEIR 1310:</td>
<td>Motor Controls</td>
</tr>
<tr>
<td>IEIR 1312:</td>
<td>Distribution Systems</td>
</tr>
</tbody>
</table>

### Instrument and Control Technology

**Program Advisor:** Jack Stanley, 335-4318 or contact Electronic Systems/Instrument and Control Technologies, 335-4319

**Major Option - 27 Semester hours**

The student must choose one of the following specialties.

- **Instrument and Control Technology**

  Provides a specialized program of study to prepare students for entry-level positions with the skills necessary to install, operate, troubleshoot and maintain instruments and controls in a variety of industrial settings.

  - 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 2436: Distributed Control and Programmable Logic

### Optional Courses

- **N/A**

- ELMT 1391: Special Topics in Electromechanical Technology/Technician
- ELMT 2380: Cooperative Education-Electromechanical Technology/Technician
DEGREES AND CERTIFICATES

Telecommunication Technology ................................. 27
Provides students with a solid foundation in electronics and the field of communications by computer, voice and video that are utilized in industrial workplaces. Students receive training 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 1391: Special Topics in Electrical, Electronic and Communications Engineering Technology/Technician
LOTT 1301: Introduction to Fiber Optics

Major Course Requirements ......................................... 42
CETT 1303: DC Circuits
CETT 1305: AC Circuits
CETT 1325: Digital Fundamentals
CETT 1329: Solid State Devices
CETT 1345: Microprocessors
CPMT 1349: Computer Networking Technology
CSIR 1355: Industrial Certification (F.C.C.)
EECT 2433: Telephone Systems
EECT 2435: Telecommunications
EECT 2439: Communications Circuits
INTC 1305: Introduction to Electronic Instrumentation
INTC 1307: Electronic Test Equipment
LOTT 1301: Introduction to Fiber Optics

INSTRUMENT AND CONTROL TECHNOLOGY

Program Advisor: Jack Stanley, 335-4318 or contact Electronic Systems/Instrument and Control Technologies, 335-4319

Certificates of Completion ..... Major Code - 5915
Instrumentation that focuses on electronic equipment. Deals with the calibration and installation of equipment with a general understanding of troubleshooting techniques.

Major Course Requirements ......................................... 42
CETT 1303: DC Circuits
CETT 1305: AC Circuits
CETT 1325: Digital Fundamentals
CETT 1345: Microprocessors
INTC 1301: Principles of Industrial Measurements
INTC 1305: Introduction to Electronic Instrumentation
INTC 1307: Electronic Test Equipment
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
QCTC 1301: Quality Control

INTERIOR DESIGN

Program Advisor: Norma Newkirk, 335-4331 or contact the Interior Design Department, 335-4330

Associate in Applied Science ..... Major Code - 3930
Provides a balance of technical, creative, and business training necessary for a career in the Interior Design profession. Takes 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 graduates to enter the profession as an Interior Design assistant or technician.

Core Curriculum Requirements (p. 34) ............... 15
ENGL 1301: Freshman Composition I
Math (Any Math course from the approved list on page 35)
Speech (Any Speech course from approved list on page 35)
Psychology (Any Psychology course from approved list on page 35)
Core Curriculum Elective (Any Core Curriculum course from approved list on page 35)

Major Course Requirements ......................................... 48
INDS 1301: Basic Elements of Design
INDS 1315: Materials, Methods, and Estimating
INDS 1319: Technical Drawing for Interior Designers
INDS 1341: Color Theory and Application
INDS 1349: Fundamentals of Space Planning
INDS 2325: Professional Practices for Interior Designers
INDS 2305: Interior Design Graphics
INDS 2321: Presentation Drawings
INDS 1345: Commercial Design I
INDS 1351: History of Interiors I
INDS 2317: Rendering Techniques
INDS 2307: Textiles for Interior Design
INDS 2315: Lighting for Interior Designers
INDS 2313: Residential Design I
INDS 1332: History of Interiors II
INDS 1364: Practicum - Interior Design

DEGREES/ CERTIFICATES
DEGREES AND CERTIFICATES

INTERIOR DESIGN
Program Advisor: Norma Newkirk, 335-4331 or contact the Interior Design Department, 335-4330

Professional Certificate .......... major code - 3931
Prerequisite: A.A.S. Interior Design
A Professional Certificate in Interior Design is an additional course of study offered to the graduate of the AAS Degree Program. This certificate is two additional semesters and offers courses in the areas of Contemporary Issues, Research, Advanced Problem Solving, and many others.

Major Course Requirements ........................................... 14
INDS 2401: Interior Design Building Systems
INDS 2431: Commercial Design II
INDS 2237: Portfolio Presentation
INDS 2435: Residential Design II

Related Requirements ..................................................... 12
ART 1303: Art History I
DFTG 1352: Intermediate Computer Aided Drafting
ART 1304: Art History II

Elective ................................................................................. 3
(Approved by the department major advisor)

26

INTERIOR DESIGN
Program Advisor: Norma Newkirk, 335-4331 or contact the Interior Design Department, 335-4330

Certificate of Completion .......... major code - 3932
WARNING: These are TASP-waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)

Introduces students to the basics of the Interior Design field. Upon completion, students are qualified to enter the work force in the areas of furniture stores, wallpaper sales, carpet sales, and general assisting in the area of design. 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 Course Requirements ........................................... 24
INDS 1301: Basic Elements of Design
INDS 1315: Materials, Methods and Estimating
INDS 1319: Technical Drawing for Interior Design
INDS 1341: Color Theory and Application
INDS 1349: Fundamentals of Space Planning
INDS 2325: Professional Practice for Interior Designers
INDS 2305: Interior Design Graphics
INDS 2321: Presentation Drawings

LAW (PRE-LAW)
Program Advisor: Bill Stephens, 371-5191
or contact the Behavioral Studies Division, 371-5296

Associate in Arts/Science .... major code - 1131
There is no unique curriculum for students planning to pursue a career in law. Generally a liberal college education is preferred. To insure that the pre-law student enrolls in the proper courses, the student must consult with the pre-law advisor prior to registration each semester. The liberal arts curriculum as listed below will serve as the basic curriculum guide.

LIBERAL ARTS
Program Advisor: Bill Stephens, 371-5191
or contact the Behavioral Studies Division, 371-5296

Associate in Science Degree .... major code - 1155
For those students who do not wish to declare a major but who wish to complete an associate degree as a foundation for a future baccalaureate degree.

Core Curriculum Requirements (p. 34) ....................... 42
Specific Courses to be taken in the core:
Humanities:
English 2322: Master works of English Literature
Elective Core Course:
English 2323: Masterworks of English Literature

Recommended Courses .............................................. 20-24
Students will be advised for other courses based on the university to which they plan to transfer.

MACHINING TECHNOLOGY
Program Advisor: Bob Hubbard, 335-4396 or contact the Manufacturing Technologies Department, 335-4390

Associate in Applied Science ... major code - 5921
Machinists set up and operate machine tools and computer numerical controlled machining centers while maintaining strict tolerances. Machinists work in small machine shops as well as large manufacturing companies.

Core Curriculum Requirements (p. 34) ....................... 15
ENGL 1301: Freshman Composition I
Math (Any Math course from the approved list on page 35)
Natural Science (Any Natural Science course from the approved list on page 35)
Social and Behavioral Science (Any Social and Behavioral Science course from the approved list on page 35)
Speech (Any Speech course from the approved list on page 35)

JOURNALISM
(See Mass Communication)
### DEGREES AND CERTIFICATES

#### MACHINING TECHNOLOGY

Program Advisor: Bob Hubbard, 335-4396 or contact the Manufacturing Technologies Department, 335-4390

**Certificates of Completion, Major Code - Below**

**WARNING:** These are TASP-waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)

<table>
<thead>
<tr>
<th>BASIC MACHINE SHOP OPERATOR MAJOR CODE - 5928</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepares students to enter the machining industry with the basic skills to set up and operate basic shop machines.</td>
<td></td>
</tr>
<tr>
<td>Semester hours</td>
<td>63</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAJOR COURSE REQUIREMENTS</th>
<th>48</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCHN 1305: Metals and Heat Treatment</td>
<td></td>
</tr>
<tr>
<td>MCHN 1308: Basic Lathe</td>
<td></td>
</tr>
<tr>
<td>MCHN 1313: Basic Milling Operations</td>
<td></td>
</tr>
<tr>
<td>MCHN 1317: Machine Shop Blueprint Reading</td>
<td></td>
</tr>
<tr>
<td>MCHN 1320: Precision Tools and Measurements</td>
<td></td>
</tr>
<tr>
<td>MCHN 1343: Machine Shop Mathematics</td>
<td></td>
</tr>
<tr>
<td>MCHN 1391: Special Topics in Machining</td>
<td></td>
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<tr>
<td>MCHN 1432: Bench Work and Layout</td>
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</tr>
<tr>
<td>MCHN 2341: Advanced Machining Operations I</td>
<td></td>
</tr>
<tr>
<td>MCHN 2345: Advanced Machining Operations II</td>
<td></td>
</tr>
<tr>
<td>MCHN 2433: Advanced Lathe Operations</td>
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<tr>
<td>MCHN 2437: Advanced Milling Operations</td>
<td></td>
</tr>
<tr>
<td>INMT 3513: Computer Numerical Controls</td>
<td></td>
</tr>
<tr>
<td>INMT 1376: Computer Numerical Controls II</td>
<td></td>
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<tr>
<td>INMT 2374: Advanced Computer Numerical Controls</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional Courses</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCHN 1366: Practicum-Machining Technology</td>
<td></td>
</tr>
<tr>
<td>MCHN 1380: Cooperative Education-Machining Technology</td>
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</tr>
</tbody>
</table>

**MACHINE TECHNOLOGY MAJOR CODE - 5936**

Prepares students for employment in the machining/manufacturing industry. Emphasizes the set up and operation of machine tools and computer numerical controlled machining centers.

| Semester hours | 33 |

<table>
<thead>
<tr>
<th>MAJOR COURSE REQUIREMENTS</th>
<th>26</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCHN 1305: Metals and Heat Treatment</td>
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<tr>
<td>MCHN 1317: Machine Shop Blueprint Reading</td>
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</tr>
<tr>
<td>MCHN 1391: Special Topics in Machining</td>
<td></td>
</tr>
<tr>
<td>MCHN 2433: Advanced Lathe Operations</td>
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<tr>
<td>MCHN 2437: Advanced Milling Operations</td>
<td></td>
</tr>
<tr>
<td>INMT 1345: Computer Numerical Controls</td>
<td></td>
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<tr>
<td>INMT 1376: Computer Numerical Controls II</td>
<td></td>
</tr>
<tr>
<td>INMT 2374: Advanced Computer Numerical Controls</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional Courses</th>
<th>N/A</th>
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<tbody>
<tr>
<td>MCHN 1366: Practicum-Machining Technology</td>
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<tr>
<td>MCHN 1380: Cooperative Education-Machining Technology</td>
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</tr>
</tbody>
</table>

**MANAGEMENT - BUSINESS MANAGEMENT**

Program Advisors: Anne Nail, 371-5265 or Willie Weaver, 371-5260 or Jerry Chapman, 371-5261 or contact the Business Division, 371-5269

<table>
<thead>
<tr>
<th>ASSOCIATE IN APPLIED SCIENCE MAJOR CODE - 3220</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Semester hours</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Curriculum Requirements (p. 34)</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301/1302: Freshman Composition I and II</td>
<td></td>
</tr>
<tr>
<td>ECON 2301: Principles of Economics I</td>
<td></td>
</tr>
<tr>
<td>Math (Any Math course from approved list on page 35)</td>
<td></td>
</tr>
<tr>
<td>Speech (Any Speech course from approved list on page 35)</td>
<td></td>
</tr>
</tbody>
</table>
DEGREES AND CERTIFICATES

Major Course Requirements .......................................... 36
HRPO 1311: Human Relations
BMGT 1301: Supervision
BMGT 1305: Communications in Management
HRPO 2301: Human Resources Management
MRKG 1311: Principles of Marketing
BMGT 2305: Advanced Communications in Management
COSC 1301: Computer Concepts
ACCT 2301: Accounting Principles I
BMGT 1382: Cooperative Management Training
BMGT 1383: Cooperative Management Training
BMGT 2331: Total Quality Management
BMGT 2341: Strategic Management

Related Requirements .................................................. 9-15
Student will choose one of the following options:

General Business Management
Students will select 9-15 hours from the following:
BUSG 1315: Small Business Operations

Marketing Management
Required courses:
COMM 2327: Introduction to Advertising
BUSI 1311: Fundamentals of Salesmanship
Students will select an additional 3-9 hours from one of the following:
BMGT 1173: Professional Image Development
BUSG 1315: Small Business Operations
BMGT 2309: Small Business Management-Entrepreneurship*
BUSG 2309: Small Business Operations Management
BMGT 1307: High Performance Work Teams
BMGT 2303: Problem Solving and Decision Making
BUSI 1313: Investments
BUSI 2301: Business Law I
BCIS 1301: Microcomputer Applications
*(For an emphasis in Entrepreneurship, student may take both Small Business Operations and Small Business Management.)

Convenience Store Management
Required Courses:
BMGT 1171: Customer Service
BMGT 2377: Convenience Store Operations
BMGT 1373: Professional Image Development
Students will select an additional 3-9 hours from one of the following:
BUSG 1315: Small Business Operations
BMGT 1307: High Performance Work Teams
BMGT 2303: Problem Solving and Decision Making
BCIS 1301: Microcomputer Applications

Elective ................................................................. 3

MANAGEMENT - BUSINESS MANAGEMENT
Program Advisors: Anne Nail, 371-5265 or Willie Weaver, 371-5260 or Jerry Chapman, 371-5261 or contact the Business Division, 371-5269

Certificates of Completion ................. major code - below
WARNING: These are TASP-waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)

One-Year Certificate Options
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.

GENERAL BUSINESS MANAGEMENT .......................... major code - 3221
Core Curriculum Requirements (p. 34) ......................... 6
ENGL 1301: Freshman Composition I
COSC 1301: Computer Concepts

Major Course Requirements .......................... 21
HRPO 1311: Human Relations
BMGT 1301: Supervision
BMGT 1305: Communications in Management
BUSG 1315: Small Business Operations
BMGT 1307: High Performance Work Teams
BMGT 1382: Cooperative Management Training
BMGT 1383: Cooperative Management Training
BMGT 2303: Problem Solving and Decision Making
BUSG 2309: Small Business Management-Entrepreneurship*

Convenience Store Management .......................... major code - 3222
Core Curriculum Requirements (p. 34) ......................... 9
ENGL 1301: Freshman Composition
COSC 1301: Computer Concepts
Speech (Any Speech course from approved list on page 35)

Major Requirements .......................... 25
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
BUSG 2301: Human Resources Management
BMGT 2305: Advanced Communications in Management
BUS 3603: Business Mathematics

Elective ................................................................. 3

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DEGREES AND CERTIFICATES

MANAGEMENT SHORT-TERM CERTIFICATE .......................... MAJOR CODE - 7002

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 the commencement. Departmental certificates will not be recorded on official transcripts. Contact the department chair for additional information.

Major Course Requirements .......................................... 10
HRPO 1311: Human Relations
BMGT 1301: Supervision
BMGT 1305: Communications in Management

CONVENIENCE STORE MANAGEMENT SHORT-TERM CERTIFICATE ........ MAJOR CODE - 7007

For students who wish to gain a basic understanding of management skills and techniques required for successful management of convenience or other retail stores.

Major Course Requirements .......................................... 10
BMGT 1171: Customer Service
HRPO 1311: Human Relations
BMGT 1301: Supervision
BMGT 1305: Communications in Management

MARKETING MANAGEMENT

(See Management)

MASS COMMUNICATION

Program Advisor: Dr. Paul Matney, 371-5226 or Danita McAnally, 371-5273 or contact the Language, Communication and Fine Arts Division, 371-5267

ASSOCIATE IN SCIENCE .......................... MAJOR CODES - BELOW

Satisfies the first two years of a four-year program at senior institutions which offer degrees in advertising, journalism, mass communication, public relations or radio-television. Students may complete a major in each of the following academic areas.

Core Curriculum Requirements (p. 34) ......................... 42

Major Course Requirements ......................................... 18-20
Students should select a program concentration in advertising, journalism, mass communication, public relations or radio-television. (see below)

ADVERTISING ...................... MAJOR CODE - 1145
COMM 1307: Mass Media Survey

COMM 2327: Introduction to Advertising
COMM 1336: Introduction to Radio-TV Production
AGD 3013: Introduction to Computer Graphics
RADTV 4803: Broadcast Advertising

Students must take one of the following courses:
COMM 2311: News Reporting and Writing I
COMM 2305: Print Workshop
ARTS 2356: Fundamentals of Photography I

JOURNALISM ....................... MAJOR CODE - 1148
COMM 1307: Mass Media Survey
COMM 1129, 1130, 2129, 2130: Publications
AGD 3013: Introduction to Computer Graphics
COMM 2311: News Reporting and Writing I
COMM 2315: News Reporting and Writing II
COMM 2209: News Editing and Design I
COMM 2210: News, Editing and Design II

MASS COMMUNICATION ..................... MAJOR CODE - 1149

Students should select 6 courses from the following list:
COMM 1307: Mass Media Survey
COMM 1335: Survey of Electronic Media
AGD 3013: Introduction to Computer Graphics
COMM 2327: Introduction to Advertising
COMM 2311: News Reporting and Writing I
COMM 2315: News Reporting and Writing II
COMM 2332: Broadcast News
COMM 1336: Introduction to Radio-TV Production
ARTS 2356: Fundamentals of Photography I

PUBLIC RELATIONS ..................... MAJOR CODE - 1144
COMM 1307: Mass Media Survey
COMM 1316: Photожournalism
COMM 1336: Introduction to Radio-TV Production
COMM 2311: News Reporting and Writing I
COMM 2323: Brochures Production
AGD 3013: Introduction to Computer Graphics

RADIO-TELEVISION ..................... MAJOR CODE - 1146
COMM 1307: Mass Media Survey
COMM 1336: Introduction to Radio/TV Production
AGD 3013: Introduction to Computer Graphics
COMM 1335: Survey of Electronic Media
COMM 2332: Broadcast News
COMM 2303: Radio Production I
COMM 2337: Introduction to Advertising
COMM 2331: Announcing for Radio-Television

Recommended Courses ........................................ 0-3
Students will be advised for other courses based on the university to which they plan to transfer.

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

MATHMATICS

Program Advisor: John Pool, 371-5325 or contact the Sciences and Engineering Division, 371-5091

ASSOCIATE IN SCIENCE .......................... MAJOR CODE - 1040

Core Curriculum Requirements (p. 34) ......................... 42
Specific Courses to be taken in the core
Math:

Semester hours

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MATH 2413: Calculus I  
Natural Sciences:  
PHYS 2425/2426: Principles of Physics I and II or both  
CHEM 1311/1111: Principles of Chemistry I  
CHEM 1312/1112: Principles of Chemistry II  

**Major Course Requirements**  
MATH 2414: Calculus II  
MATH 2415: Calculus III  
MATH 2320: Differential Equations  

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

Course Choices may include:  
MATH 2305: Discrete Mathematics  
COSC 1317: Computer Programming for Engineers and Scientists  
GERM 1411/1412: German for Beginners I  
FREN 1411/1412: French for Beginners I  

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

**MEDICAL DATA SPECIALIST**  
Program Advisor: Judy Massie, 354-6068  
Student must maintain a grade of “C” or above in all Medical Data Specialist and Allied Health courses.  

**Certificate of Completion**  
*major code - 2080*  
WARNING: These are TASP-waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)  

Program Director or Education Coordinator. A grade of “C” or better is required for satisfactory completion of all required MLT, mathematics, and science courses.  

Students must maintain a grade of “C” or above in all Medical Data Specialist and Allied Health courses.  

Students seeking entry into the Medical Data Specialist program must file a specific program application and complete additional admission procedures as required.  

**Major Course Requirements**  
MDS 3103: Medical Office Management  
MDS 3132: Basic ICD-9-CM Coding  
MDS 3152: Medical Insurance  
MDS 3212: Basic CPT Coding  
MDS 3422: Medical Transcription I  
MDS 3523: Common Diseases of the Human Body  
MDS 4002: Medical Transcription II  
MDS 4003: Basic Pharmacology for Health Management  
MDS 4012: Practicum  

**Related Required Courses**  
AH 1301: Freshman Composition  
MATH 1322: College Algebra  
MATH 1332: College Mathematics (preferred)  
MATH 1406: General Organic and Biological Chemistry  
AH 1111: Principles of Chemistry I Laboratory  
CHM 1406: General Organic and Biological Chemistry  
AH 1111: Principles of Chemistry I Laboratory  
SPCH 1318: Interpersonal Communication  
ENGL 1301: Freshman Composition I  

**MEDICAL LABORATORY TECHNOLOGY**  
Program Advisor: Janet Bohachef, 354-6059  
Program Director or Education Coordinator. A grade of “C” or better is required for satisfactory completion of all required MLT, mathematics, and science courses.  

Students seeking entry into Medical Laboratory Technology must file a specific program application form with the MLT department and complete additional admission procedures as required.  

**Core Curriculum Requirements**  
ENGL 1301: Freshman Composition  
MATH 1322: College Mathematics (preferred) or MATH 1332: College Mathematics  
BIOL 2421: Microbiology  
CHEM 1406: General Organic and Biological Chemistry  
CHEM 1311: Principles of Chemistry I and CHEM 1111: Principles of Chemistry I Laboratory  
SPCH 1318: Interpersonal Communication  

**Elective**  
(To be chosen from approved list of Social and Behavioral Science courses on page 35)
DEGREES AND CERTIFICATES

Major Course Requirements .......................................... 45
MLT 3013: Introduction to Medical Laboratory Technology
MLT 3025: Hematology/Coagulation Lab
MLT 3032: Hematology/Coagulation Lab
MLT 3043: Phlebotomy in Medical Laboratory Technology
MLT 3062: Immunology/Blood Banking Lab
MLT 3072: Urinalysis/Body Fluids with Laboratory
MLT 3082: Clinical Orientation
MLT 4092: Practicum I
MLT 4104: Medical Microbiology
MLT 4112: Medical Microbiology Lab
MLT 4123: Medical Parasitology, Mycology and Mycobacterium with Laboratory
MLT 4132: Practicum II
MLT 4141: Computer Applications
MLT 4154: Clinical Chemistry
MLT 4161: Clinical Chemistry Lab
MLT 4173: Advanced Clinical Topics

Related Required Courses ............................................. 4
AH 3013: Medical Terminology I
AH 3001: Practical Spanish for Health Care Professionals

MEDICAL TECHNOLOGY
(See Biology)

MEDICINE
(See Biology)

MODERN LANGUAGES
Program Advisor: Joyce Hinsley, 371-5078 or Terry Moore, 371-5077 or contact the Language, Communication, and Fine Arts Division, 371-5267

ASSOCIATE IN ARTS.................................. MAJOR CODE - 1070
Semester hours
Core Curriculum Requirements (p. 34) ....................... 42
Specific Courses to be taken in the core:
Humanities:
ENGL 2322: Masterworks of English Literature
Elective Core Course:
ENGL 2323: Masterworks of English Literature or an appropriate Modern Language course selected in consultation with the advisor

Major Course Requirements .......................................... 12-16
Modern Languages: In consultation with the advisor, students should select appropriate courses in at least two of the languages included in the list of Humanities courses on p. 35.

Recommended Courses .................................................. 4-8
Students will be advised for other courses based on the university to which they plan to transfer.

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*MORTGAGE LENDING
(See Real Estate)

MORTUARY SCIENCE
ASSOCIATE IN APPLIED SCIENCE ... MAJOR CODE - 1068
Program Advisor: Jason Altieri, 371-5188 or contact the Sciences and Engineering Division, 371-5091

Provides prospective funeral service practitioners with the theoretical knowledge and the practical skills which are currently demanded for success in the industry.

Core Curriculum Requirements (p. 34) ........................ 15
ENGL 1301: Freshman Composition I
MATH 1332: College Mathematics
SPCH 1321: Business and Professional Speaking
PSYCH 2315: Introduction to Psychology
CHEM 1305: Introduction to Chemistry

Related Required Courses .............................................. 10
MD 3523: Common Diseases of the Human Body
BIOL 2421: Microbiology
SOCI 1371: Sociology of Death and Dying

Technical Education Courses ......................................... 35
MS 1211: History of Mortuary Science
MS 1311: Contemporary Funeral Service Practices
MS 1312: Funeral Service Clinical Orientation
MS 1313: Mortuary Management I
MS 2311: Mortuary Jurisprudence
MS 2312: Mortuary Management II
MS 2313: Funeral Service Clinical I
MS 2314: Funeral Service Clinical II
MS 2411: Human Anatomy
MS 2412: Technical Procedures I
MS 2413: Technical Procedures II

Elective ................................................................. 3
Selected upon discussion with program coordinator.

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MUSIC
Program Advisor: Dr. Jim Rauscher, 371-5350 or contact Janice Easterday, Fine Arts Administrative Assistant, 371-5340

ASSOCIATE IN SCIENCE .................. MAJOR CODE - 1080
Semester hours
Core Curriculum Requirements (p. 34) ........................ 42
Specific Courses to be taken in the core:
Visual and Performing Arts:
MUSI 1116/1211: Elementary Ear-Training and Theory I
Elective Core Course:
MUSI 1117/1212: Elementary Ear-Training and Theory II

*Total hours must include 18 hours of sophomore level courses.
follow a different curriculum.

*Note: Students entering in January 2000 may be required to

and complete additional admission procedures as required.

(ADN) program must file a specific program application form

Students seeking entry into the Associate Degree Nursing

following withdrawal, audit, drop, or unsatisfactory grade.

BIOL 2421: Microbiology

The term “repeat” shall be interpreted to mean re-enrollment
different nursing courses in total while enrolled in the program.

BIOL 2402: Human Anatomy and Physiology II

To continue in the program, students may repeat any nursing

course one time only, but may repeat no more than two
different nursing courses 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 the Associate Degree Nursing
(ADN) program must file a specific program application form
and complete additional admission procedures as required.

*Note: Students entering in January 2000 may be required to

follow a different curriculum.

Semester hours

Core Curriculum Requirements (p. 34) ................. 27
ENGL 1301: Freshman Composition I
PSYC 2301: General Psychology
SPCH: (Any SPCH course from approved list on page 35)
MATH: (Any MATH course from approved list on page 35)
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II
BIOL 2421: Microbiology
HECO 1322: Principles of Nutrition

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NURS 3023: Introduction to Nursing
NURS 3032: Pharmacology in Nursing
NURS 3036: Adult Health Nursing I
NURS 3048: Adult Health Nursing II
NURS 4044: Relationships and Communication in Nursing
NURS 4058: Family Health Nursing
NURS 4064: Adult Health Nursing III
NURS 4074: Management in Nursing

Electives .............................................................. 2

68* Advanced Placement Option (ADN)

NURSING (PRE-NURSING)

Program Advisor: Dr. Robert Bauman, 371-5093

or contact the Sciences and Engineering Division, 371-5091

ASSOCIATE IN SCIENCE ............ MAJOR CODE - 1024

Core Curriculum Requirements (p. 34) ................. 42
Specific courses to be taken in the core

Math: 
MATH 1314: College Algebra

Natural Science:
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II

Social and Behavioral Science:
PSYC 2301 General Psychology

Major Course Requirements ................................... 16
CHEM 1311/1111: Principles of Chemistry I
BIOL 2421: Microbiology
HECO 1322: Nutrition
PSYC 2308: Child Psychology

SOCI 1301: Social Principles and Institutions

Recommended Courses ........................................... 8
Students will be advised for other courses based on the

university to which they plan to transfer.

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Course choices may include:
COSC 1301: Computer Concepts
CHEM 1312/1112: Principles of Chemistry II

Students will be advised for other courses based on the

university to which they plan to transfer.
NURSING (VOCATIONAL NURSING)

Program Advisor: Delores Thompson, 354-6018
or contact the VN Department, 354-6015

CERTIFICATE OF COMPLETION ....... MAJOR CODE - 2090

WARNING: These are TASP-waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)

Students completing the curriculum are qualified to take the State Board examination for the Vocational Nursing licensure. Individuals accepted for enrollment or enrolled in the program shall be provided verbal and written information regarding conditions that may disqualify graduates from licensure. Prior conviction of a felony will render the student ineligible to take the State Board examination in Texas.

Students must have a “C” in all required courses in order to progress to the next level of the program. Each nursing course has a theory component and a clinical component; the components are 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, students may repeat any nursing course one time only, but may repeat no more than two different courses 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.

Note: Students entering in January 2000 may be required to follow a different curriculum.

Core Curriculum Requirements (p. 34) .......................... 42
Specific courses to be taken in the core
Communication:
SPCH 1315: Public Speaking
or
SPCH 1321: Business and Professional Speaking
Math:
MATH 1314: College Algebra
Natural Sciences:
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II

Major Course Requirements ...................................... 28
BIOL 1406: Biology I
CHEM 1311: Principles of Chemistry I
CHEM 1111: Principles of Chemistry I Lab
CHEM 1312: Principles of Chemistry II
MATH 1316: Trigonometry
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II

OCCUPATIONAL THERAPY ASSISTANT

Program Advisor: Virginia Gass, 354-6079
or contact the Allied Health Division, 354-6055

ASSOCIATE IN APPLIED SCIENCE .... MAJOR CODE - 2220

Upon successful completion, students are 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. 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 better is required for satisfactory completion of all courses, with the exception of the mathematics course in which a grade of “D” or better is required for satisfactory completion.

To continue in the program, students may repeat an OTA course only one time and may repeat no more than two OTA courses while enrolled in the program. The term “repeat” shall be interpreted to mean re-enrollment following withdrawal, drop, or unsatisfactory grade. When a student completes all academic courses, fieldwork experiences must be completed within eighteen months of completion or academic courses will have to be repeated.

OCCUPATIONAL THERAPY (PRE-OCCUPATIONAL THERAPY)

Program Advisor: Virginia Gass, 354-6079
or contact the Allied Health Division, 354-6055

ASSOCIATE IN SCIENCE ............ MAJOR CODE - 1027

Provides basic courses for the first two years of a four-year curriculum leading to a degree in Occupational Therapy.
Degrees and Certificates

Students seeking entry into Occupational Therapy Assistant program must file a specific program application form and complete additional admission procedures as required.

Semester hours

Core Curriculum Requirements (p. 34) ........................................ 23
BIOL 2401: Human Anatomy and Physiology
BIOL 2402: Human Anatomy and Physiology II
ENGL 1301: Freshman Composition I
Math (Any Math course from approved list on page 35)
PSYC 2301: General Psychology
SOCI 1301: Introduction to Sociology
SPCH 1318: Interpersonal Communication

Major Course Requirements ................................................. 39
OTA 3003: Introduction to Occupational Therapy
OTA 3005: Modalities I
OTA 3013: Dynamics of Human Motion
OTA 3015: Modalities II
OTA 3023: Applications to Childhood
OTA 3033: Applications to Youth
OTA 4002: Practicum I
OTA 4022: Practicum II
OTA 4023: Activity Program Management

Related Required Courses .................................................. 6
AH 3013: Medical Terminology I
PSYC 2314: Life Span Developmental Psychology

Electives .............................................................................. 3

OFFICE ADMINISTRATION/ BUSINESS EDUCATION

Program Advisor: Delores Behrens, 371-5253
or contact the Business Division, 371-5269

Associate in Science ............. Major Code - 1033
Provides basic courses for the first two years of a four-year curriculum leading to the Bachelor of Business Administration degree.

Semester hours

Core Curriculum Requirements (p. 34) ...................... 42
Specific courses to be taken in the core
Math:
MATH 1324/1325: Math for Business Decisions III
Communications:
SPCH 1321: Business and Professional Speaking
Social and Behavioral Sciences:
ECON 2301 Principles of Economics
Humanities:
ENGL (Sophomore Literature)
Natural Science:
8 hours of lab science recommended

Major Course Requirements ............................................. 9
ACCT 2301: Accounting Principles I
ACCT 2302: Accounting Principles II
ECON 2302: Principles of Economics II

OFFICE TECHNOLOGY

Program Advisor: Delores Behrens, 371-5253
or contact the Business Division, 371-5269

Associate in Applied Science ... Major Code - 3332
Prepares students for positions requiring training in office skills with options for positions as an office assistant, administrative secretary, legal secretary, or medical secretary. Students may complete a major in any of the above areas.

Semester hours

Core Curriculum Requirements (p. 34) ...................... 15
ENGL 1301: Freshman Composition I
Math (Any Math course from approved list on page 35)
Social and Behavioral Sciences (Any Social and Behavioral Sciences course from approved list on page 35)
Speech Communications
(Any Speech course from approved list on page 35)

Recommended Courses .................................................... 11
Students will be advised for other courses based on the university to which they plan to transfer.

Major Course Requirements ............................................. 21
Student must choose one of the following specialties.

Administrative Secretary .................................................... 21

Office Assistant .............................................................. 21

Student Assistant ................................................................ 21

Office Assistant ................................................................ 21

Office Assistant ................................................................ 21

Office Assistant ................................................................ 21

Office Assistant ................................................................ 21
DEGREES AND CERTIFICATES

Legal Secretary .......................................................... 21
AH 3013: Medical Terminology I
BUS 3401: Introduction to DOS
BUS 4342: Spreadsheet Applications
BUS 4533: Word/Information Processing III
BUS 4543: Word/Information Processing IV
BUS 4673: Legal Terminology and Research
BUS 5023: Cooperative Education in Office Technology
CRR 3253: Law for the Court/Realtime Reporter
OFAD 1301: Speedwriting I
+GOVT 2306: Government of Texas and the United States
must be taken as the Social/Behavior Sciences requirement
listed under Core Curriculum Requirements.

Major Course Requirements .......................................... 51
ACCT 2301: Accounting Principles I
ACCT 2302: Accounting Principles II
BCIS 1301: Microcomputer Applications
BUS 3653: Business English
BUS 4342: Spreadsheet Applications
BUS 4411: Keyboarding Speed and Accuracy
BUS 4533: Word/Information Processing III
BUSI 1304: Business Communications
BUS 5023: Cooperative Education in Office Technology
COSC 1415: Programming Techniques and Logic Design I
CIS 4304: Operating Systems
CIS 4674: Micro Database
CPMT 1347: Computer Systems Peripherals
CPMT 1349: Computer Networking Technology
OFAD 2301: Production Keyboarding
OFAD 2312: Office Practice
OFAD 1314: Introduction to Records Management

OFFICE TECHNOLOGY

PROFESSIONAL CERTIFICATE

Program Advisor: Delores Behrens, 371-5253
or contact the Business Division, 371-5269

Certificate of Completion .............................. major code - 3331
Upon satisfactory completion, students receive the Office
Technology Professional Certificate with Specialties. The
Office Technology Professional Certificate Specialties may be
completed in 15 months.

Upon satisfactory completion of this 15-month certificate,
students are prepared for positions requiring advanced training
in specialized areas such as Administrative Secretary, Legal
Secretary, Medical Secretary, Office Assistant, or Word/
Information Processing.

Core Curriculum Requirements (p. 34) ..................... 31
BUS 3413: Keyboarding II
BUS 3603: Business Mathematics/10-Key
HRPO 1311: Human Relations: Office Personnel
ACCT 1371: Introduction to Accounting I: Office Accounting
BUS 3653: Business English
BUS 4411: Keyboarding Speed and Accuracy
BUSI 1304: Business Communications
OFAD 2301: Production Keyboarding
OFAD 2304: Word/Information Processing I
OFAD 2305: Word/Information Processing II
OFAD 2312: Office Practice

Major Course Requirements ......................................... 21
Student must choose one of the following specialties.

Administrative Secretary ............................................. 21
BUS 3401: Introduction to DOS
BUS 4342: Spreadsheet Applications
BUS 4533: Word/Information Processing III
BUS 4543: Word/Information Processing IV
BUS 5023: Cooperative Education in Office Technology
OFAD 1314: Introduction to Records Management
OFAD 1301: Speedwriting I
OFAD 1302: Speedwriting II

OFFICE TECHNOLOGY INFORMATION
MANAGEMENT SPECIALIST

Program Advisor: Delores Behrens, 371-5253
or contact the Business Division, 371-5269

Associate in Applied Science ... major code - 3023
An advanced level program preparing students for positions
requiring skills of the administrative assistant and computer
support person in an office environment.

Core Curriculum Requirements (p. 34) ..................... 16
COSC 1401: Introduction to Computing
ENGL 1301: Freshman Composition I
Math (Any Math course from approved list on page 35)
Social Science (Any Social and Behavioral Sciences course
from approved list on page 35)
Speech Communication
(Any Speech course from the approved list on page 35)
DEGREES AND CERTIFICATES

Office Assistant ................................................................. 21
OFAD 1314: Introduction to Records Management
BCIS 1301: Microcomputer Applications
BUS 3401: Introduction to DOS
BUS 4342: Spreadsheet Applications
BUS 4533: Word/Information Processing III
BUS 4543: Word/Information Processing IV
BUS 5023: Cooperative Education in Office Technology
BMGT 1301: Supervision

Legal Secretary ................................................................. 21
AH 3013: Medical Terminology I
BUS 3255: Law for the Court/Realtime Reporter
BUS 3401: Introduction to DOS
BUS 4342: Spreadsheet Applications
BUS 4533: Word/Information Processing III
BUS 4673: Legal Terminology and Research
BUS 5023: Cooperative Education in Office Technology
OFAD 1301: Speedwriting I

Medical Secretary ............................................................ 21
AH 3002: Law and Ethics for Health Care Professionals
AH 3013: Medical Terminology I
BUS 3401: Introduction to DOS
BUS 4533: Word/Information Processing IV
BUS 5022: Cooperative Education in Office Technology
MDS 3132: Basic ICD-9-CM Coding
MDS 3152: Medical Insurance
OFAD 1314: Introduction to Records Management
OFAD 1301: Speedwriting I

Word/Information Processing .............................................. 21
BUS 3401: Introduction to DOS
BUS 4342: Spreadsheet Applications
BUS 4533: Word/Information Processing III
BUS 4543: Word/Information Processing IV
BCIS 1301: Microcomputer Applications
BUS 5023: Cooperative Education in Office Technology
COSC 1301: Computer Concepts
OFAD 1314: Introduction to Records Management

*Student must have Keyboarding I skills or instructor approval before enrolling in Keyboarding II.

OPTOMETRY
(See Biology)

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

NOTE: This program is pending Coordinating Board approval.

PARAMEDICINE TECHNOLOGY
Program Advisor: Paul Whitfield, 354-6077
or contact the Allied Health Division, 354-6055

ASSOCIATE IN APPLIED SCIENCE ... MAJOR CODE - 2130
For students who wish to earn a degree in addition to completing the classroom and clinical requirements for certification as an Emergency Medical Technician-Paramedic.

A grade of “C” or better is required for satisfactory completion of all courses.

Students seeking entry into Paramedicine Technology must file a specific program application form and complete additional admission procedures as required.

Core Curriculum Requirements (p. 34) ................. 20
ENGL 1301: Freshman Composition
PSYCH 2301: General Psychology
BIOL 2401/2402: Human Anatomy and Physiology I and II
MATH 1332: College Mathematics
SPCH 1318: Interpersonal Communication
or SPCH 1315: Public Speaking

Core Curriculum Requirements (p. 34) ................. 31
BUS 3603: Business Mathematics/10-Key
HRPO 1311: Human Relations: Office Personnel
ACCT 1371: Introduction to Accounting I: Office Accounting
BUS 3653: Business English
BUS 4411: Keyboarding Speed and Accuracy
BUS 4623: Business Communications
OFAD 1312: Keyboarding II*
OFAD 2301: Production Keyboarding
OFAD 2304: Word/Information Processing I
OFAD 2305: Word/Information Processing II
OFAD 2312: Office Practice

*Student must have Keyboarding I skills or instructor approval before enrolling in Keyboarding II.

Upon satisfactory completion of this certificate, students are prepared for entry-level positions with basic office skills. This certificate may be completed in nine months.
DEGREES AND CERTIFICATES

Major Course Requirements ............................................. 37
PMT 3115: Basic Emergency Medical Technology
PMT 3204: Roles and Responsibilities of the EMS Professional
PMT 3214: Assessment and Management of Trauma Emergencies
PMT 3224: Assessment of Management of Respiratory Emergencies
PMT 3233: Paramedicine Practicum I
PMT 4304: Prehospital Medical Emergencies
PMT 4314: OB/Gyn and Pediatric Emergencies
PMT 4315: Cardiovascular Emergencies
PMT 4324: Paramedicine Practicum II

Electives ................................................................................ 6
(One elective must be a sophomore level course)

Semester hours

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PARAMEDICINE TECHNOLOGY

Program Advisor: Paul Whitfield, 354-6077
or contact the Allied Health Division, 354-6055

Certificate of Completion .......... major code - 2131

For students who wish to complete the classroom and clinical requirements for certification as a Basic EMT, EMT-Intermediate, or Paramedic without pursuing a Degree.

A grade of “C” or better is required for satisfactory completion of all PMT courses.

Students seeking entry into Paramedicine Technology must file a specific program application form and complete additional admission procedures as required.

Core Curriculum Requirements ............................................. 7
BIOL 2401: Human Anatomy and Physiology I
MATH 1332: College Mathematics

Major Course Requirements ............................................. 37
PMT 3115: Basic Emergency Medical Technology
PMT 3204: Roles and Responsibilities of the EMS Professional
PMT 3214: Assessment and Management of Trauma Emergencies
PMT 3224: Assessment of Management of Respiratory Emergencies
PMT 3233: Paramedicine Practicum I
PMT 4304: Prehospital Medical Emergencies
PMT 4314: OB/Gyn and Pediatric Emergencies
PMT 4315: Cardiovascular Emergencies
PMT 4324: Paramedicine Practicum II

Electives ................................................................................ 6

Semester hours

Major Course Requirements ............................................. 66

Recommended Courses ...................................................... 6

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

Course choices may include:
- MATH 1342: Statistics
- CHEM 1331/1111: Principles I and Lab
- CHEM 1312/1112: Principles II and Lab
- BIOL 2421: Microbiology
- PHYS 1101: College Physics I Lab
- PHYS 1102: College Physics II Lab

PHARMACY TECHNOLOGY

Program Advisor: Bill Crawford, 354-6070
or contact the Allied Health Division, 354-6055

Certificate of Completion .......... major code - 1166

WARNING: These are TASP-waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)

Upon completion, students will be qualified to become a vital member of the Pharmacy Team. The role of the pharmacy technician continues to expand. Some of the responsibilities include interpreting prescriptions, reconstituting medications, bulk compounding and mixing of sterile parenteral and enteral products. All work is performed under the supervision of a Pharmacist.

A certification of completion is awarded upon successful completion of the curriculum. All of the major requirement courses are to be taken in a sequential order or at the advisement of the department major advisor. A grade of “C” or better is required for satisfactory completion of all courses in the curriculum.

To continue in the program, students may repeat a PHT course only one time and may repeat no more than two PHT 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.
**DEGREES AND CERTIFICATES**

Major Course Requirements .......................................... 16
PHT 3003: Pharmacy Technology Orientation
PHT 3103: Applied Pharmaceutical Calculations
PHT 3112: Sterile Products
PHT 3203: Medication Distribution Systems
PHT 3213: Pharmacology
PHT 3302: Clinical Application

Related Required Courses ........................................... 9
AH 3013: Medical Terminology I
AH 3023: Medical Terminology II
COSC 1301: Computer Concepts

Core Curriculum Requirements (p. 34) ...................... 42
ARTS 2356: Photography I
ARTS 2357: Photography II
DRAM 2366: American Cinema

Recommended Courses .................................................. 6
Students will be advised for other courses based on the university to which they plan to transfer.

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

**PHOTOGRAPHY**

Program Advisor: Kenneth Pirtle, 371-5271 or contact the Language, Communication and Fine Arts Division, 371-5267

**ASSOCIATE IN SCIENCE ................. MAJOR CODE - 1170**

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.

Core Curriculum Requirements (p. 34) ...................... 42
ARTS 2356: Photography I
ARTS 2357: Photography II
PHOTO 3043: Photographic History
PHOTO 3133: Basic Video Production
PHOTO 4013/4023: Photo Illustration I and II
PHOTO 4043/4053: Color Photography I and II
PHOTO 4063/4073: Portrait Photography I and II
PHOTO 4083: Creative Photography and Contemporary Trends
PHOTO 4243: Electronic Still Photography I
PHOTO 4253: Portfolio

Related Required Courses ........................................... 6
COMM 1307: Mass Media Survey
or COMM 2327: Introduction to Advertising
COSC 1301: Computer Concepts
or AGD 3013: Introduction to Computer Graphics

Photo Practicum or Electives ...................................... 3

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

**PHOTOGRAPHY**

Program Advisor: Kenneth Pirtle, 371-5271 or contact the Language, Communication and Fine Arts Division, 371-5267

**ASSOCIATE IN APPLIED SCIENCE ... MAJOR CODE - 3070**

Prepares students for positions in the photographic profession. Students satisfactorily completing this program will have the necessary skills and knowledge to qualify for entrance positions as darkroom technicians, commercial photographers, portrait photographers, photojournalists and general photographic technicians.

Students must provide for their own use the following equipment: camera (of design approved by instructor), light meter, flash unit and tripod. Except for certain specialized projects students will provide their own film, photographic paper and processing supplies.

Core Curriculum Requirements (p. 34) .............. 15
ENGL 1301/1302: Freshman Composition I and II
SPCH 1318: Interpersonal Communication
or SPCH 1321: Business and Professional Speaking
Math (Any Math course from the approved list on page 35)
Elective (Any Social and Behavioral Science course from approved list on page 35)

Major Course Requirements ...................... 42
ARTS 2356: Photography I
ARTS 2357: Photography II
PHOTO 3043: Photographic History
PHOTO 3133: Basic Video Production
PHOTO 4013/4023: Photo Illustration I and II
PHOTO 4043/4053: Color Photography I and II
PHOTO 4063/4073: Portrait Photography I and II
PHOTO 4083: Creative Photography and Contemporary Trends
PHOTO 4243: Electronic Still Photography I
PHOTO 4253: Portfolio

Related Required Courses ...................... 6
COMM 1307: Mass Media Survey
or COMM 2327: Introduction to Advertising
COSC 1301: Computer Concepts
or AGD 3013: Introduction to Computer Graphics

Photo Practicum or Electives ...................... 3

*Total hours must include 18 hours of sophomore level courses.
DEGREES AND CERTIFICATES

PHOTOGRAPHY
Program Advisor: Kenneth Pirtle, 371-5271 or contact the Language, Communication and Fine Arts Division, 371-5267

Certificate of Completion ........ major code - 3071
WARNING: This is a TASP-waived certificate. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)

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.

Recommended Courses ...................................................... 6
Recommended Courses ...................................................... 6
Recommended Courses ...................................................... 6

Major Course Requirements .......................................... 36
ARTS 2356: Photography I
ARTS 2357: Photography II
PHOTO 3133: Basic Video Production
PHOTO 4013: Photo Illustration I
PHOTO 4023: Photo Illustration II
PHOTO 4043: Color Photography I
PHOTO 4053: Color Photography II
PHOTO 4063: Portrait Photography I
PHOTO 4073: Portrait Photography II
PHOTO 4243: Electronic Still Photography I
PHOTO 4343: Electronic Still Photography II
PHOTO 4253: Portfolio

Related Required Courses ................................................. 6
COMM 2327: Introduction to Advertising
COSC 1301: Computer Concepts
AGD 3013: Introduction to Computer Graphics

Elective Core Course:
SPCH 1318: Interpersonal Communication
ENGL 1301: Freshman Composition I
SIPC 1318: Interpersonal Communication

Core Curriculum Requirements (p. 42) ......................... 42
Specific Courses to be taken in the core:
Natural Sciences:
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II
Social and Behavioral Science:
PHED 1304: Concepts of Healthful Living

Elective Core Course:
PHED (any one activity course)

Major Course Requirements .......................................... 16
PHED 1101: Lifetime Fitness
PHED 1301: Foundation of Physical Education
PHED 1306: Standard First Aid and CPR
PHED (Six additional activity courses, one of which is sophomore level)
HECO 1322: Principles of Nutrition

Recommended Courses ...................................................... 6
Major advisor will assist student in selection of appropriate courses required by senior institution of choice. (One of which will be sophomore level.)

PHYSICAL THERAPIST ASSISTANT
Program Advisor: Ed Hankard, 354-6043
or contact the Allied Health Division, 354-6055

Associate in Applied Science ... major code - 2065
Prepares students 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 graduates are eligible to apply for state licensure. A grade of “C” or better is required in all prerequisite courses.

To continue in the program, students may repeat a PTA course only one time and may repeat no more than two PTA 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 Physical Therapist Assistant must file a specific program application form and complete additional admission procedures as required.

Core Curriculum Requirements (p. 34) ......................... 20
ENGL 1301: Freshman Composition I
SPCH 1318: Interpersonal Communication
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II
Math (Any Math course from the approved list on page 35)
PSYC 2301: General Psychology

Major Course Requirements .......................................... 37
PTA 3003: Clinical Pathology
PTA 3013: Introduction to Physical Therapy
PTA 3025: Therapeutic Modalities
PTA 3034: Fundamental of Physical Therapy
PTA 4002: Clinical Experience I
PTA 4033: PTA Seminar
PTA 4034: Pathokinesiology
PTA 4045: Therapeutic Exercise
PTA 4054: Rehabilitation
PTA 4064: Clinical Experience II

Semester hours

Semester hours

Semester hours

Semester hours

Semester hours

75
### DEGREES AND CERTIFICATES

<table>
<thead>
<tr>
<th>Related Required Courses</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 3003: Medical Physics</td>
<td></td>
</tr>
<tr>
<td>AH 3013: Medical Terminology I</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 66

#### PRE-PHYSICAL THERAPY

Program Advisor: Ed Hankard, 354-6043 or contact the Allied Health Division, 354-6055

**ASSOCIATE IN SCIENCE · MAJOR CODE - 1029**

Meets the requirements for the first two years of the six-year curriculum leading to a masters degree in Physical Therapy. Additional courses leading to completion of the required prerequisite for certain Physical Therapy programs may be completed at Amarillo College.

**Core Curriculum Requirements (p. 34)** 42

<table>
<thead>
<tr>
<th>Specific Courses to be taken in the core Communication:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 1315: Public Speaking or SPCH 1321: Business and Professional Speaking</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Math:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1316: Trigonometry</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social and Behavioral Sciences:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 2301: General Psychology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Natural Sciences:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1406: Biology I</td>
</tr>
<tr>
<td>BIOL 1407: Biology II</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major Course Requirements</th>
<th>22</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1311: Principles of Chemistry I</td>
<td></td>
</tr>
<tr>
<td>CHEM 1111: Principles of Chemistry I Lab</td>
<td></td>
</tr>
<tr>
<td>CHEM 1312: Principles of Chemistry II</td>
<td></td>
</tr>
<tr>
<td>CHEM 1112: Principles of Chemistry II Lab</td>
<td></td>
</tr>
<tr>
<td>PHYS 1301: College Physics I</td>
<td></td>
</tr>
<tr>
<td>PHYS 1101: College Physics I Lab</td>
<td></td>
</tr>
<tr>
<td>PHYS 1302: College Physics II</td>
<td></td>
</tr>
<tr>
<td>PHYS 1102: College Physics II Lab</td>
<td></td>
</tr>
<tr>
<td>PSYC 2308: Child Psychology</td>
<td></td>
</tr>
<tr>
<td>PSYC 2319: Social Psychology</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 64

#### PHYSICS

Program Advisor: Arthur Schneider, 371-5328 or contact the Sciences and Engineering Division, 371-5091

**ASSOCIATE IN SCIENCE · MAJOR CODE - 1110**

Prepares students for the junior year as a Physics major at most senior institutions.

**Core Curriculum Requirements (p. 34)** 42

<table>
<thead>
<tr>
<th>Specific Courses to be taken in the core Math:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 2413: Calculus I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Natural Science:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1311/1111: Principles of Chemistry I</td>
</tr>
<tr>
<td>CHEM 1312/1112: Principles of Chemistry II</td>
</tr>
</tbody>
</table>

**Major Course Requirements** 11

| PHYS 2425/2426: Principles of Physics I and II |
| COSC 1317: Computer Programming for Engineers and Scientists |

**Recommended Courses** 13

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

**Course choices may include:**

- MATH 1328: Analytic Geometry
- MATH 2414: Calculus II
- CHEM 2323/2223: Organic Chemistry I
- CHEM 2325/2225: Organic Chemistry II
- PHYS 2189/2289/2389: Academic Cooperative in Physics

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

#### PROFESSIONAL TRUCK OPERATIONS

Program Advisor: Bradley Darnell, 335-4371 or Cary VanDell, 335-4375 or the Professional Truck Operations Department, 335-4370

**CERTIFICATE OF COMPLETION · MAJOR CODE - BELOW**

**WARNING:** These are TASP-waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)

**COMMERCIAL DRIVERS LICENSE SKILLS · MAJOR CODE - 7004**

Prepares and qualifies students to take the State of Texas Commercial Drivers License Class A Exam.

**Major Course Requirements** 8

| PTO 3111: Commercial Drivers License Written Skills |
| PTO 3113: Federal Driving Skills |
| PTO 3213: Commercial Drivers License Driving Skills |

**COMMERCIAL DRIVERS LICENSE OPERATION · MAJOR CODE - 5940**

Prepares and qualifies students to enter the industry as a beginning driver. This certification includes a course in Tractor Trailer Defensive Driving.

**Commercial Drivers License Skills Certificate** 8

**Major Course Requirements** 8

| PTO 3111: Defensive Driving and Business Management |
| PTO 3411: Trucking Environment and Lifestyle |
| PTO 3312: Advanced Driving Skills I |
| PTO 3413: Advanced Driving Skills II |
| OSHT 1191: Special Topics: Occupational Safety and Health |

**Total:** 16
DEGREES AND CERTIFICATES

ADVANCED PROFESSIONAL TRUCK OPERATION ........................................ 5961
Prepares students to enter and work in the industry for college credit. Students work in the industry under cooperative training gaining valuable practical experience. Instructor permission is required.

Basic Truck Operation Certificate ........................................ 16
Major Requirement ............................................................ 3
PTO 5003: Industrial Cooperative Training ........................................ 19

PSYCHOLOGY
Program Advisor: Linda Shelly, 371-5190
or contact the Behavioral Studies Division, 371-5296

ASSOCIATE IN SCIENCE ............... MAJOR CODE - 1120
The psychology curriculum provides basic courses for the first two years of a four-year curriculum leading to a Bachelor of Science in Psychology degree. Students should plan their program to match the specific requirements of the senior institution of choice. Programs differ significantly. Students must consult with the major advisor for course selection.

Semester hours
Core Curriculum Requirements (p. 34) ....................... 42
Specific Courses to be taken in the core:
Humanities:
- PHIL 1301: Introduction to Philosophy or
- PHIL 2306: Introduction to Ethics
Natural Sciences:
- BIOL 2401: Human Anatomy and Physiology I
- BIOL 2402: Human Anatomy and Physiology II
Social and Behavioral Sciences:
- SOCT 1301: Introduction to Sociology
Elective Core Course:
One PHED Activity Course

Major Course Requirements .......................................... 9
PSYC 2301: General Psychology
PSYC 2319: Social Psychology
Choose one from the following:
- PSYC 2308: Child Psychology
- PSYC 2314: Life Span Developmental Psychology
- SOCT 2301: Marriage and the Family

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

PUBLIC RELATIONS
(See Mass Communication)

RADIOLOGIC TECHNOLOGY
NUCLEAR MEDICINE
Program Advisor: Howard Bacon, 354-6071
or contact the Allied Health Division, 354-6055

ASSOCIATE IN APPLIED SCIENCE .... MAJOR CODE - 2210
Provides the basic skills required of a beginning staff radiologic technologist practicing in nuclear medicine. Upon satisfactory completion, graduates will be eligible to write the national certification examination administered by the American Registry of Radiologic Technologists.

All of the major requirement courses are to be taken in a sequential order or at the advisement of the department major advisor. A grade of “C” or better is required for satisfactory completion of all courses.

To continue in the program, students may repeat a RAD course only one time and may repeat no more than two RAD 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 Nuclear Medicine must file a specific program application form and complete additional admission procedures as required.

Semester hours
Core Curriculum Requirements (p. 34) ....................... 23
ENGL 1301: Freshman Composition I
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II
Math (Any Math course from the approved list on page 35)
SPCH 1318: Interpersonal Communication
CHEM 1305: Introductory Chemistry I
Elective (Any Social and Behavioral Science course from approved list on page 35)

Major Course Requirements .......................................... 40
RAD 3023: Patient Care in Radiology
RAD 3072: Introduction to Radiologic Technology
RAD 3083: Radiation Biology and Protection
RAD 3303: Applied Physics of Nuclear Medicine
RAD 3312: Practicum I
RAD 3322: Practicum II
RAD 3341: Practicum III
RAD 3363: Radiopharmacy
RAD 4333: Practicum IV
RAD 4383: Practicum V
RAD 4372: Practicum VI
RAD 4343: Nuclear Imaging I
RAD 4353: Quality Assurance in Nuclear Medicine
RAD 4354: Nuclear Instrumentation
RAD 4363: Nuclear Imaging II

Recommended Courses ................................................. 9
AH 3003: Medical Physics
AH 3013: Medical Terminology I
MDS 3523: Common Diseases of the Human Body

63

72
## Degrees and Certificates

### Radiologic Technology
#### Radiography

Program Advisor: Ken Woody, 354-6072
or contact the Allied Health Division, 354-6055

**Associate in Applied Science ... major code - 2070**

Provides the basic skills required of a beginning staff radiologic technologist practicing in radiography (x-ray technology).

Upon satisfactory completion, graduates will be eligible to write the national certification examination administered by the American Registry of Radiologic Technologists.

To continue in the program, students may repeat a RAD course only one time and may repeat no more than two RAD courses while enrolled in the program. The term “repeat” shall be interpreted to mean re-enrollment following withdrawal, drop, or unsatisfactory grade. A student will have 36 months to complete all major requirements.

A grade of “C” or better is required for satisfactory completion of each course.

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

**Core Curriculum Requirements** (p. 34) .......................... 20

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
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<tbody>
<tr>
<td>ENGL 1301</td>
<td>Freshman Composition I</td>
</tr>
<tr>
<td>BIOL 2401</td>
<td>Human Anatomy and Physiology I</td>
</tr>
<tr>
<td>BIOL 2402</td>
<td>Human Anatomy and Physiology II</td>
</tr>
<tr>
<td>Math (Any Math course from approved list on page 35)</td>
<td></td>
</tr>
<tr>
<td>SPCH 1318</td>
<td>Interpersonal Communication</td>
</tr>
</tbody>
</table>

Elective (Any Social and Behavioral Science course from the approved list on page 35)

**Major Course Requirements** ................................. 46

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 3023</td>
<td>Patient Care in Radiology</td>
</tr>
<tr>
<td>RAD 3043</td>
<td>Radiographic Pathology</td>
</tr>
<tr>
<td>RAD 3054</td>
<td>Radiologic Procedures I</td>
</tr>
<tr>
<td>RAD 3064</td>
<td>Radiologic Procedures II</td>
</tr>
<tr>
<td>RAD 3072</td>
<td>Introduction to Radiologic Technology</td>
</tr>
<tr>
<td>RAD 3083</td>
<td>Radiation Biology and Protection</td>
</tr>
<tr>
<td>RAD 3112</td>
<td>Practicum I</td>
</tr>
<tr>
<td>RAD 3122</td>
<td>Practicum II</td>
</tr>
<tr>
<td>RAD 3131</td>
<td>Practicum III</td>
</tr>
<tr>
<td>RAD 4012</td>
<td>Quality Assurance</td>
</tr>
<tr>
<td>RAD 4054</td>
<td>Imaging Principles I</td>
</tr>
<tr>
<td>RAD 4064</td>
<td>Imaging Principles II</td>
</tr>
<tr>
<td>RAD 4073</td>
<td>Radiologic Science I</td>
</tr>
<tr>
<td>RAD 4083</td>
<td>Radiologic Science II</td>
</tr>
<tr>
<td>RAD 4112</td>
<td>Practicum IV</td>
</tr>
<tr>
<td>RAD 4122</td>
<td>Practicum V</td>
</tr>
<tr>
<td>RAD 4132</td>
<td>Practicum VI</td>
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**Related Required Courses** ................................. 6

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH 3003</td>
<td>Medical Physics</td>
</tr>
<tr>
<td>AH 3013</td>
<td>Medical Terminology I</td>
</tr>
</tbody>
</table>

**Electives**

(See note under Core Curriculum requirements above)

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### Radiologic Technology
#### Radiation Therapy

Program Advisor: Tony Tackitt, 354-6063
or contact the Allied Health Division, 354-6055

**Associate in Applied Science ... major code - 2075**

Provides the basic skills required of a beginning staff radiologic technologist practicing radiation therapy. Upon satisfactory completion, students will be eligible to write the national certification examination administered by the American Registry of Radiologic Technologists.

All of the major requirement courses are to be taken in a sequential order or at the advisement of the department major advisor. A grade of “C” or better is required for satisfactory completion of all courses. To continue in the program, students may repeat a RAD course only one time and may repeat no more than two RAD 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 Radiation Therapy must file a specific program application form and complete additional admission procedures as required.

**Core Curriculum Requirements** (p. 34) ........................ 20

ENGL 1301: Freshman Composition I
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II
Math (Any Math course from approved list on page 35)
SPCH 1318: Interpersonal Communication
Elective (Any Social and Behavioral Sciences course from the approved list on page 35)

**Major Course Requirements** ................................. 41

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 3072</td>
<td>Introduction to Radiologic Technology</td>
</tr>
<tr>
<td>RAD 3083</td>
<td>Radiation Biology and Protection</td>
</tr>
<tr>
<td>RAD 3142</td>
<td>Technical Procedures I</td>
</tr>
<tr>
<td>RAD 3204</td>
<td>Introduction to Radiation Therapy</td>
</tr>
<tr>
<td>RAD 3222</td>
<td>Practicum I</td>
</tr>
<tr>
<td>RAD 3231</td>
<td>Practicum II</td>
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<tr>
<td>RAD 3342</td>
<td>Technical Procedures II</td>
</tr>
<tr>
<td>RAD 3331</td>
<td>Quality Assurance in Radiation Therapy</td>
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<tr>
<td>RAD 4142</td>
<td>Technical Procedures III</td>
</tr>
<tr>
<td>RAD 4324</td>
<td>Practicum III</td>
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<td>Practicum VI</td>
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<td>RAD 4242</td>
<td>Practicum IV</td>
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<tr>
<td>RAD 4223</td>
<td>Practicum V</td>
</tr>
<tr>
<td>RAD 4253</td>
<td>Radiation Physics/Dosimetry I</td>
</tr>
<tr>
<td>RAD 4264</td>
<td>Radiation Oncology I</td>
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<td>RAD 4274</td>
<td>Radiation Oncology II</td>
</tr>
<tr>
<td>RAD 4283</td>
<td>Radiation Physics/Dosimetry II</td>
</tr>
</tbody>
</table>

**Related Required Courses** ................................. 9

AH 3003: Medical Physics
AH 3013: Medical Terminology I
COSC 1301: Computer Concepts

**Electives**

(Any Social and Behavioral Sciences course from the approved list on page 35)
DEGREES AND CERTIFICATES

RADIO-TELEVISION
Program Advisor: Danita McAnally, 371-5273 or contact the Language, Communication and Fine Arts Division, 371-5267

ASSOCIATE IN APPLIED SCIENCE ... MAJOR CODE - 3090
Prepares students for positions in the radio-television field. Students satisfactorily completing this program will have the necessary skills and knowledge to qualify for entrance positions in radio and/or television stations, production houses and advertising agencies.

Semester hours
Core Curriculum Requirements (p. 34) ....................... 18
ENGL 1301/1302: Freshman Composition I and II
GOVT 2306: Government of Texas and the U.S.
MATH 1332: College Mathematics
   (Or any approved general education Math course from approved list on page 35)
Speech (Any Speech course from approved list on page 35)
COSC 1301: Computer Concepts

Major Course Requirements .......................................... 12
COMM 1336: Introduction to Radio-TV Production
COMM 1337: Television Production I
COMM 2303: Radio Production I
RADTV 4803: Broadcast Advertising

Major Option Requirements ............................................. 3
Student must choose one of the following options:
Radio
RADTV 4503: Radio Production II
Television
RADTV 4303: Television Production II

Related Requirements .................................................... 21
Radio and Television Options:
COMM 1307: Mass Media Survey
COMM 2331: Announcing for Radio-Television
COMM 2327: Introduction to Advertising
COMM 1335: Survey of Electronic Media
COMM 2332: Broadcast News
BUSI 1301: Introduction to Business
AGD 3013: Introduction to Computer Graphics
Electives or Media Practicum ........................................... 8

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

RADIO-TELEVISION
Program Advisor: Danita McAnally, 371-5273 or contact the Language, Communication and Fine Arts Division, 371-5267

CERTIFICATE OF COMPLETION......... MAJOR CODE 3091
WARNING: These are TASP-waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)

Prepares students for positions in the radio-television field without the additional coursework necessary for an Associate in Applied Science degree. Students completing the Radio-TV program will be eligible for many entry level positions in the field of radio and television.

Semester hours
Major Course Requirements .......................................... 42
COMM 1336 Introduction to Radio-TV Production
COMM 1337 Television Production I
COMM 2303 Radio Production I
RADTV 4303 Television Production II
RADTV 4503 Radio Production II
RADTV 4803 Broadcast Advertising
COMM 1307 Mass Media Survey
COMM 2331 Announcing for Radio-Television
COMM 2327 Introduction to Advertising
COMM 1335 Survey of Electronic Media
COMM 2332 Broadcast News
Elective and/or Media Practicum
AGD 3013 Introduction to Computer Graphics
COSC 1301 Computer Concepts

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REAL ESTATE
Program Advisor: Beverly Vinson, 371-5262
or contact the Business Division office, 371-5269

ASSOCIATE IN APPLIED SCIENCE ... MAJOR CODE - 3190
Upon completion, students 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.

Semester hours
Core Curriculum Requirements (p. 34) ....................... 15
ENGL 1301/1302: Freshman Composition I and II
ECON 2301: Principles of Economics I
Math (Any Math course from approved list on page 35)
Speech (Any Speech course from approved list on page 35)

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DEGREES AND CERTIFICATES

Major Requirements ....................................................... 24
REAL 1301: Principles of Real Estate
RELE 1309: Real Estate Law
RELE 1325: Real Estate Mathematics
RELE 2301: Law of Agency
RELE 1303: Real Estate Appraisal
RELE 1311: Law of Contracts
RELE 1319: Real Estate Finance
RELE 1321: Real Estate Marketing
* Students choosing fields of specialization other than sales or brokerage may request substitutions for selected Major Requirements.

Major Options ..................................................................... 6
Select 6 hours from these courses:
   RELE 1315: Property Management
   RELE 1307: Real Estate Investment
   RELE 2331: Real Estate Brokerage
   RELE 2305: Real Estate Inspections
   RELE 1191: Seminar for Real Estate Assistants
   RELE 1223: Real Estate Computer Application
   RELE 1266 or other Practicum - Real Estate

Related Required Courses ................................................ 3
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 2305: Real Estate Inspections
   BNKG 1353: Mortgage Lending
   RELE 2307: Real Estate Title and Settlement
   RELE 2331: Real Estate Brokerage
   RELE 1191: Seminar for Real Estate Assistants
   RELE 1223: Real Estate Computer Application
   RELE 1266: Practicum - Real Estate

REAL ESTATE
Program Advisor: Beverly Vinson, 371-5262
or contact the Business Division, 371-5269

SALESPERSON CERTIFICATE ........ MAJOR CODE - 3192
For those students who complete the pre-licensing courses and the Salesperson Annual Education (SAE) required by the Texas Real Estate Commission.

Core Curriculum Requirements (p. 34) ......................... 9
COSC 1301: Computer Concepts
ENGL 1301: Freshman Composition I
Speech (Any Speech course from approved list on page 35)

REAL ESTATE
Program Advisor: Beverly Vinson, 371-5262
or contact the Business Division office, 371-5269

CERTIFICATE OF COMPLETION....... MAJOR CODE - 3191
This program is the first year of the two-year real estate degree and serves as a stepping stone from the Salesperson Certificate toward the two-year AAS degree and meets broker requirements. Students satisfactorily completing the one-year certificate will have met the educational requirements for Real Estate Salesperson licensure.

Semester hours

Major Requirements ....................................................... 21
REAL 1301: Principles of Real Estate
RELE 1325: Real Estate Mathematics
RELE 2301: Law of Agency
RELE 1303: Real Estate Appraisal
RELE 1311: Law of Contracts
RELE 1319: Real Estate Finance
RELE 1321: Real Estate Marketing
* Students choosing fields of specialization other than sales or brokerage may request substitutions for selected Major Requirements.

Related Required Courses .............................................. 15
ACCT 2301: Accounting Principles I
COSC 1301: Computer Concepts
BCIS 1301: Microcomputer Applications
HRPO 1311: Human Relations
BMGT 1305: Communications in Management

Semester hours

63-66
**DEGREES AND CERTIFICATES**

**RELE 1311: Law of Contracts**

“Major” or “related” requirements ................................ 6
Select 6 hours from courses accepted by the Texas Real Estate Commission for “core” or “related” credit and approved by the major advisor. Among the accepted courses are:

- RELE 1309: Real Estate Law
- RELE 1303: Real Estate Appraisal
- RELE 1315: Property Management
- RELE 1307: Real Estate Investment
- RELE 1319: Real Estate Finance
- RELE 1321: Real Estate Marketing
- RELE 2331: Real Estate Brokerage
- RELE 2305: Real Estate Inspections
- BNKG 1353: Mortgage Lending
- RELE 2307: Real Estate Title and Settlement
- RELE 1191: Seminar for Real Estate Assistants
- RELE 1223: Real Estate Computer Application
- COSC 1301: Computer Concepts
- ENGL 1301: Freshman Composition I
- ECON 2301: Principles of Economics I
- MATH 1332: College Mathematics
- HRPO 1311: Human Relations
- PSYC 2301: General Psychology
- SPCH 1318: Interpersonal Communication

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**MORTGAGE LENDING CERTIFICATE  MAJOR CODE - 3193**

For students who desire an in-depth study of mortgage lending practices - whether as a real estate professional or as a mortgage lender.

**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 Required Courses** .................................................. 3
- COSC 1301: Computer Concepts

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**RECREATION VEHICLE SERVICE TECHNOLOGY**
(See Automotive Technology)

**RELIGION**

Program Advisor: Freddy Black, 373-0204
or contact the Behavioral Studies Division, 371-5296

**ASSOCIATE IN ARTS ................. MAJOR CODE - 1132**

Provides 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.

**Core Curriculum Requirements** (p. 34) ......................... 42
Specific Courses to be taken in the core:
- Humanities:
  - PHIL 1304: Introduction to World Religions
- Elective Core Course:

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**RESEARCH CARE**

Program Advisor: Bill Young, 354-6058
or contact the Allied Health Division, 354-6055

**ASSOCIATE IN APPLIED SCIENCE ... MAJOR CODE - 2110**

Provides the basic skills for an individual to be a competent professional practitioner of respiratory care. Completion of this program qualifies students to take the examinations by the National Board for Respiratory Care.

A grade of “C” or better is required for satisfactory completion of each respiratory care course. To continue in the program, students may repeat a RC course only one time and may repeat no more than two RC 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.

**Core Curriculum Requirements** (p. 34) ......................... 23
- ENGL 1301: Freshman Composition I
- Math (Any Math course from approved list on page 35)
- BIOL 2421: Microbiology
- BIOL 2401: Human Anatomy and Physiology I
- Chemistry (Any Chemistry course from approved list on page 35)
- Speech (Any Speech course from approved list on page 35)

Elective (Any Social and Behavioral Science course from the program advisor.

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**DEGREES/CERTIFICATES**

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DEGREES AND CERTIFICATES

Major Course Requirements ............................................. 46
RC 3213: Respiratory Physiology I
RC 3233: Diagnostic Studies in Pulmonary Medicine
RC 3304: Procedures I
RC 3314: Procedures II
RC 3323: Respiratory Physiology II
RC 3701: Clinical Application I
RC 3711: Clinical Application II
RC 3721: Clinical Application III
RC 4202: Current Practice in Respiratory Care I
RC 4212: Current Practice in Respiratory Care II
RC 4223: Current Practice in Respiratory Care II
RC 4233: Therapy Related to Disease
RC 4243: Procedures III
RC 4253: Respiratory Care Pharmacology
RC 4263: Pathophysiology
RC 4731: Clinical Application VI
RC 4743: Clinical Application IV
RC 4753: Clinical Application V
Related Required Course ................................................... 3
AH 3003: Medical Physics

SOCIAL SCIENCE
Program Advisor: Bill Stephens, 371-5191
or contact the Behavioral Studies Division, 371-5296.

ASSOCIATE IN SCIENCE DEGREE.... MAJOR CODE - 1130
Students planning to major in one of the social sciences are advised to consult the catalog of the college to which they will transfer and plan their program of study accordingly.

Core Curriculum Requirements (p. 34) ......................... 42
Specific courses to be taken in the core:
- Natural Sciences: BIOL 1308/1108: Life Science I/Lab
- BIOL 1309/1109: Life Science II/Lab
- Social and Behavioral Sciences: PSYC 2301: General Psychology
- Elective Core Course: One PHED activity course

Major Course Requirements ...................................... 9
SOCI 1301: Introduction to Sociology
SOCI 1306: Modern Social Problems
SOCI 2361: Introduction to Social Work

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

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SPEECH COMMUNICATION
Program Advisor: Robert Boyd, 371-5232 or contact the Language, Communication and Fine Arts Division, 371-5267

ASSOCIATE IN ARTS.............. MAJOR CODE - 1142

Core Curriculum Requirements (p. 34) ......................... 42
Specific courses to be taken in the core:
- Modern Language (French, German or Spanish; 6-8 hours)
- Humanities: any sophomore literature course
- Speech Communication: SPCH 1315: Public Speaking

Major Course Requirements ...................................... 15-17
SPCH 1318: Interpersonal Communication
SPCH 1342: Voice and Diction
SPCH 2341: Oral Interpretation
Modern Language (French, German or Spanish; 6-8 hours)

Recommended Courses ........................................... 3-6
Students will be advised for other courses based on the university to which they plan to transfer.

*Total hours must include 18 hours of sophomore level courses.
# DEGREES AND CERTIFICATES

## SPEECH COMMUNICATION

Program Advisor: Robert Boyd, 371-5232 or contact the Language, Communication and Fine Arts Division, 371-5267

**ASSOCIATE IN SCIENCE .......... MAJOR CODE - 1142**

<table>
<thead>
<tr>
<th>Core Curriculum Requirements (p. 34)</th>
<th>42 semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities: any sophomore literature course</td>
<td></td>
</tr>
<tr>
<td>Speech Communication:</td>
<td></td>
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<tr>
<td>SPCH 1315: Public Speaking</td>
<td></td>
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<tr>
<td><strong>Major Course Requirements</strong></td>
<td>9 semester hours</td>
</tr>
<tr>
<td>SPCH 1318: Interpersonal Communication</td>
<td></td>
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<tr>
<td>SPCH 1342: Voice and Diction</td>
<td></td>
</tr>
<tr>
<td>SPCH 2341: Oral Interpretation</td>
<td></td>
</tr>
<tr>
<td><strong>Recommended Courses</strong></td>
<td>12 semester hours</td>
</tr>
<tr>
<td>Students will be advised for other courses based on the university to which they plan to transfer.</td>
<td></td>
</tr>
</tbody>
</table>

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

## SUBSTANCE ABUSE COUNSELING

Program Advisor: Bob Banks, 371-5338 or contact the Behavioral Studies Division, 371-5296

**ASSOCIATE OF APPLIED SCIENCE .. MAJOR CODE - 3210**

Prepares students for careers as a substance abuse counselors. Provides A.A.S. graduates and those exiting with a certificate the educational components required to be licensed by the Texas Commission on Alcohol and Drug Abuse (TCADA).

<table>
<thead>
<tr>
<th>Core Curriculum Requirements (p. 34)</th>
<th>3 semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301: Freshman Composition I</td>
<td></td>
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<tr>
<td>ENGL 1302: Freshman Composition II</td>
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<tr>
<td>GOVT 2306: Government of Texas and the U.S.</td>
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<tr>
<td>BIOL 2401: Human Anatomy and Physiology I</td>
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<tr>
<td>BIOL 2402: Human Anatomy and Physiology II</td>
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<tr>
<td>SPCH 1318: Interpersonal Communication</td>
<td></td>
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<tr>
<td>MATH (Any Math course from the approved list on page 35)</td>
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<tr>
<td><strong>Major Course Requirements</strong></td>
<td>39 semester hours</td>
</tr>
<tr>
<td>SAC 3113: Introduction to Behavior Management</td>
<td></td>
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<tr>
<td>SAC 3123: Ethical Issues in SAC and HIV Education</td>
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<tr>
<td>SAC 3133: Psychopharmacology of Drugs</td>
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<tr>
<td>SAC 3143: Substance Abuse Counseling</td>
<td></td>
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<tr>
<td>SAC 3153: Introduction to Counseling Theories</td>
<td></td>
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<tr>
<td>SAC 4203: Current Issues in Substance Abuse Counseling</td>
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<tr>
<td>SAC 4213: Substance Abuse and the Family</td>
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<tr>
<td>SAC 4233: Family Intervention Strategy</td>
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<tr>
<td>SAC 4243: Group Counseling Skills and Issues</td>
<td></td>
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<tr>
<td>SAC 4253: Internship I</td>
<td></td>
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<tr>
<td>SAC 4263: Internship II</td>
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<tr>
<td><strong>Elective</strong></td>
<td>3 semester hours</td>
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<tr>
<td><strong>Semester hours</strong></td>
<td>65</td>
</tr>
</tbody>
</table>

## SURGICAL TECHNOLOGY

Program Advisor: Debbie Inman, 356-3663 or contact the Allied Health Division, 354-6055

**ASSOCIATE IN APPLIED SCIENCE .. MAJOR CODE - 2191**

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 41 semester hours in sequential order. Students will be given two years to complete the certificate curriculum. If students fail to do so, they will be required to reapply for acceptance into the program and repeat the entire certificate curriculum. The additional 21 semester hours for the AAS degree may be taken before, during, or after the certificate requirements.

A grade of “C” or better is required for satisfactory completion of all courses in the curriculum. Students seeking entry into Surgical Technology must file a specific program application form and complete additional admission procedures as required.

## Core Curriculum Requirements (p. 34) | 3 semester hours |
| ENGL 1301: Freshman Composition I |
| **Total hours must include 18 hours of sophomore level courses.** |
DEGREES AND CERTIFICATES

Semester hours

Core Curriculum Requirements (p. 34) ......................... 18
ENGL 1301: Freshman Composition I
MATH (Any Math course from approved list on page 35)
PSYC 2301: General Psychology
SOCI 1301: Introduction to Sociology
SPCH 1318: Interpersonal Communication
COSC 1301: Computer Concepts

Major Course Requirements .......................................... 21
ST 3003: Introduction to Surgical Technology
ST 3013: Basic Sciences
ST 3027: Surgical Preparation
ST 4108: Surgical Procedures
ST 4206: Surgical Specialties I
ST 4216: Surgical Specialties II

Related Required Courses ................................................. 8
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II

Elective ................................................................................. 3

SURGICAL TECHNOLOGY
Program Advisor: Debbie Inman, 356-3663
or contact the Allied Health Division, 354-6055

CERTIFICATE OF COMPLETION........ MAJOR CODE - 2190
WARNING: These are TASP-waived certificates. Students
declaring this major are not subject to the TASP regulations
unless they enroll in a course outside the curriculum prescribed
below. (See Texas Academic Skills Program information for
details p. 7.)

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.
If the student fails to do so, they will be required to reapply for
acceptance into the program and repeat all courses.

Graduates are eligible to write the National Certification
Examination to become a Certified Surgical Technologist
(CST). A grade of “C” or better is required for satisfactory
completion of all courses in the curriculum.

Students seeking entry into Surgical Technology must file a
specific program application form and complete additional
admission procedures as required.

Major Course Requirements .......................................... 33
ST 3003: Introduction to Surgical Technology
ST 3013: Basic Sciences
ST 3027: Surgical Preparation
ST 4108: Surgical Procedures
ST 4206: Surgical Specialties I
ST 4216: Surgical Specialties II

Related Required Courses ................................................. 8
BIOL 2401: Human Anatomy and Physiology I
BIOL 2402: Human Anatomy and Physiology II

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TELECOMMUNICATIONS TECHNOLOGY
(See Instrumentation and Control)

THEATRE
Program Advisor: Director of Theatre, 371-5343 or contact the
Language, Communication and Fine Arts Division, 371-5267

ASSOCIATE IN SCIENCE .............. MAJOR CODE - 1140

Core Curriculum Requirements (p. 34) ......................... 42
Specific Courses to be taken in the core:
Speech Communication:
SPCH 1315: Public Speaking
Visual and Performing Arts:
DRAM 1310: Introduction to Theatre

Major Course Requirements .......................................... 18
DRAM 1241: Makeup
DRAM 1330: Stagecraft
DRAM 1351: Acting I
DRAM 1352: Acting II
DRAM 1120: Theatre Practicum
DRAM 1121: Theatre Practicum
DRAM 2120: Theatre Practicum
DRAM 2121: Theatre Practicum
SPCH 1342: Voice and Diction
or
SPCH 2341: Oral Interpretation

Recommended Courses ..................................................... 3
Students will be advised for other courses based on the
university to which they plan to transfer.

63*

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

TRAVEL AND TOURISM
Program Advisor: Cathey Lankford, 371-5263 or Anne Nail,
371-5265 or contact the Business Division, 371-5269

ASSOCIATE IN APPLIED SCIENCE ... MAJOR CODE - 3400
Prepares students for entry into the travel industry. Addresses
all aspects of the travel industry, management and basic
business principles, communications skills and general
education.

Core curriculum requirements ........................................ 15
ENGL 1301/1302: Freshman Composition I and II
ECON 2301: Principles of Economics I
Math (Any Math course from approved list on page 35)
Speech (Any Speech course from approved list on page 35)

Semester hours

Semester hours
DEGREES AND CERTIFICATES

VETERINARY MEDICINE
(See Biology)

WELDING TECHNOLOGY
Program Advisor: Ed Nolte, 335-4391 or contact the Manufacturing Technologies Department, 335-4390

Certificate of Completion  major code - 5970
WARNING: These are TASP-waived certificates. Students declaring this major are not subject to the TASP regulations unless they enroll in a course outside the curriculum prescribed below. (See Texas Academic Skills Program information for details p. 7.)

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 1253: Layout and Fabrication I
WLDG 1254: Layout and Fabrication II
WLDG 1313: Introduction to Blueprint Reading
WLDG 1425: Oxy-Fuel Welding and Cutting
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 ...................................................... 5
WLDG 2553: Pipe Welding
WLDG 2511: TIG Welding
TIG Welding Specialist
WLDG 2547: MIG Welding
MIG Welding Specialist

Optional:
WLDG 2480: Industrial Cooperative Training
WLDG 1225: Oxy-Fuel Welding and Cutting I
WLDG 1226: Oxy-Fuel Welding and Cutting II
WLDG 1453: Layout and Fabrication

WORD/INFORMATION PROCESSING
(See Office Technology)
ACCOUNTING

ACCT 1371*: Introduction to Accounting I
Study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasizes understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. Does not substitute for ACCT 2301. (3 sem hrs; 3 lec, 1 lab) (ACCTG 3013)#

ACCT 1272*: Introduction to Accounting II
Prerequisite: ACCT 1371
Study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment. Completion of ACCT 1371 and ACCT 1272 is the equivalent of ACCT 2301. (3 sem hrs; 2 lec, 2 lab) (ACCTG 3022)#

ACCT 2301*: Accounting Principles I
Study of accounting concepts and their application in transaction analysis and financial statement preparation and asset and equity accounting in proprietorships and corporations. Emphasizes accounting cycle for service and merchandising enterprises. (3 sem hrs; 3 lec, 1 lab) (ACCTG 4313)#

ACCT 2302*: Accounting Principles II
Prerequisite: ACCT 2301
Study of the fundamentals of managerial accounting. Emphasizes accounting for a manufacturing concern, budgeting, planning, management decision making, and analysis of financial reports. (3 sem hrs; 3 lec, 1 lab) (ACCTG 4323)#

ACNT 1311: Introduction to Computerized Accounting
Prerequisites: ACCT 2301 and COSC 1306
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 2303: Intermediate Accounting I
Prerequisites: ACCT 2301 and ACCT 2302
Critical analysis of generally accepted accounting principles, concepts, and theory underlying the preparation of financial statements. Emphasizes current theory and practice. (3 sem hrs; 3 lec) (ACCTG 4343)#

ACNT 1329: Payroll and Business Tax Accounting
Prerequisite: ACCT 2302
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 2309: Cost Accounting
Prerequisite: ACCT 2302
Study of budgeting and cost control systems including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. Includes introduction to alternative costing methods such as activity-based and just-in-time costing. (3 sem hrs; 3 lec) (ACCTG 4363)#

ACNT 2380: Cooperative Education in Accounting
Prerequisite: Consent of the Accounting Department chair
Credit for a course in Accounting through comparable work done at a supervised employment site. Requires the approval of the student’s advisor and of the student’s employer. Students must also be concurrently enrolled in an Accounting course related to the employment site duties. (3 sem hrs; 1 lec, 20 external) (ACCTG 5013, 5023)#

ACNT 2381: Cooperative Education in Accounting
Prerequisite: Consent of the Accounting Department chair
Credit for a course in accounting through comparable work done at a supervised employment site. Requires the approval of student’s advisor and employer. Students must also be concurrently enrolled in an accounting course related to the employment site duties. (3 sem hrs; 1 lec, 20 external) (ACCTG 5013, 5023)#

ALLIED HEALTH

AH 3001: Practical Spanish for Health Care Professionals
Teaches the basic phrases necessary to provide simple instructions to Spanish speaking patients that are in a hospital or in a physician’s office setting. Students will be equipped with specific commands related to the more common procedures performed by health care professionals. (1 sem hr; 1 lec)

AH 3002: Law and Ethics for Health Care Professionals
Emphasizes confidentiality of medical data relating to patient care, ethical obligations to safeguard this data. Methods and requirements for release of information, informed consents, taking records to court. Study of commonly used terminology. (2 sem hrs; 2 lec)

AH 3003: Medical Physics
Prerequisite: Math proficiency on the level of elementary algebra
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 3013: Medical Terminology I
Builds up a medical vocabulary, develops skill in recognizing the meaning of medical words by analyzing their elements, and relates the medical word to the corresponding anatomical site. (3 sem hrs; 3 lec)

AH 4023: Medical Terminology II
Prerequisite: AH 3013
Builds a medical vocabulary in the specialized areas of medicine. Analysis, correct spelling and pronunciation of medical terms. (3 sem hrs; 3 lec)

ARCHITECTURE

ARCH 2201*: Design Communication I
Development of visual perception and graphic communication utilizing an intensive investigation of freehand drawing. (2 sem hrs; 1 lec, 3 lab) (ARCH 3102)#

ARCH 2202*: Design Communication II
Prerequisite: ARCH 2201 with a grade of C or better
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)#

*Texas Common Course Number

#Prefix and number prior to the 1999/2000 Catalog
COURSE DESCRIPTIONS

ARTS 1303*: Art History I
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
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
Emphasizes 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
Emphasizes 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 minimum grade of C
Expansion of ARTS 1316 stressing the expressive and conceptual aspects of drawing, including the human figure within a spatial environment. Regular outside assignments. (3 sem hrs; 6 studio) (ART 3023)#

ARTS 2313*: Design Communication I
Prerequisites: AGD 3123 and 3143 or ARTS 1317, 1311, or 1312 with minimum grade of C
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 minimum grade of C
Further investigation of communication design techniques. Regular outside assignments. (3 sem hrs; 6 studio) (ART 4143)#

ARTS 2316*: Painting I
Prerequisites: ARTS 1311, 1312, and 1317 with minimum grades of C or permission of the department chair
Exploration of the potentials of painting media with emphasis on color and composition. Regular outside assignments. (3 sem hrs; 6 studio) (ART 4033)#

ARTS 2317*: Painting II
Prerequisite: ARTS 2316 with a minimum grade of C
Continuation of ART 4033 with emphasis on individual expression and techniques. Regular outside assignments. (3 sem hrs; 6 studio) (ART 4043)#

ARTS 2323*: Drawing III
Prerequisite: ARTS 1317 with a minimum grade of C
A life drawing course emphasizing structure and action of the human figure. Regular outside assignments. (3 sem hrs; 6 studio) (ART 4013)#

ARTS 2324*: Drawing IV
Prerequisite: ARTS 2323 with a minimum grade of C
Continuation of ART 4013 with emphasis on individual expression. Regular outside assignments. (3 sem hrs; 6 studio) (ART 4023)#

ARTS 2326*: Sculpture I
Prerequisites: ARTS 1311, 1312 and 1317 with minimum grades of C or permission of department chair
Investigation of various sculptural design concepts, materials, and techniques. Regular outside assignments. (3 sem hrs; 6 studio) (ART 4053)#

ARTS 2327*: Sculpture II
Prerequisite: ARTS 2326 with a minimum grade of C
Continuation of ARTS 2326 emphasizing individual expression. Regular outside assignments. (3 sem hrs; 6 studio) (ART 2327)#

ARTS 2333*: Printmaking I
Prerequisites: ARTS 1311, 1312 and 1317 with minimum grades of C or permission of the department chair
Introduction to basic printmaking processes and techniques of woodcut, linocut, drypoint and etching. Regular outside assignments. (3 sem hrs; 6 studio) (ART 4233)#

ARTS 2334*: Printmaking II
Prerequisite: ARTS 2333 with minimum grades of C
Further investigation of printmaking processes and techniques. Regular outside assignments. (3 sem hrs; 6 studio) (ART 4243)#

ARTS 2341*: Jewelry I
Prerequisites: ARTS 1311, 1312 and 1317 with minimum grades of C or permission of the 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 minimum grade of C
Further investigation of design, construction and forming, and advanced techniques. Regular outside assignments. (3 sem hrs; 6 studio) (ART 4223)#

ARTS 2346*: Ceramics I
Prerequisites: ARTS 1311, 1312, and 1317 with minimum grades of C or permission of the department chair
Introduction to basic ceramic techniques, glazing, and firing from a fine art viewpoint. Regular outside assignments. (3 sem hrs; 6 studio) (ART 4073)#

ARTS 2347*: Ceramics II
Prerequisite: ARTS 2346 with a minimum grade of C
Continuation of ARTS 2346 with emphasis on design and glazing. Regular outside assignments. (3 sem hrs; 6 studio) (ART 4083)#

ARTS 2356*: Fundamentals of Photography I
Negative exposure and development, basic enlarging, composition, darkroom technique, flash exposure, and use of exposure meter and filters; elementary instruction. (3 sem hrs; 2 lec, 3 lab) (PHOTO 3013)#

ARTS 2357*: Fundamentals of Photography II
Prerequisite: ARTS 2356
Advanced exposure and printing techniques. Proper use of the Zone System, archival printing, toning, printing for maximum quality. Use of the 4 X 5 camera. (3 sem hrs; 2 lec, 3 lab) (PHOTO 3023)#

ARTS 2366*: Watercolor Painting
Prerequisites: ARTS 1311, 1312, and 1317 with minimum grades of C or permission of the department chair
Investigation of watercolor painting techniques. Regular outside assignments. (3 sem hrs; 6 studio) (ART 4153)#

*Texas Common Course Number

#Prefix and number prior to the 1999/2000 Catalog
ARTS 2367*: Watercolor II
Prerequisite: ARTS 2366 with a minimum grade of C
Further investigation of watercolor painting techniques with emphasis on individual expression. (3 sem hrs; 6 studio)
(ART 4163)#

ART - GRAPHIC DESIGN

AGD 3013: Introduction to Computer Graphics
Introduction to the concepts, processes and procedures utilizing the Macintosh computer and the application of various computer programs for creating graphic images. Regular outside assignments. (3 sem hrs; 6 studio)

AGD 3113: Computer Typographic Design I
Corequisite: AGD 3013
Study of letter forms and typography concepts as elements of graphic communication to problem solving situations. Regular outside assignments. (3 sem hrs; 6 studio)

AGD 3123: Computer Typographic Design II
Prerequisite: AGD 3113 with a minimum grade of C
Page layout and design on the computer, using computer generated type and letter forms as the elements of design. Regular outside assignments. (3 sem hrs; 6 studio)

AGD 3133: Computer Composition I
Corequisite: AGD 3013
Study of the processes, using computers, to produce graphic communication materials for printing. Emphasizes practical applications. Regular outside assignments. (3 sem hrs; 6 studio)

AGD 3143: Computer Composition II
Prerequisite: AGD 3133 with a minimum grade of C
Further study of processes using computers in production of graphic communication materials. Emphasizes advanced practical applications. Regular outside assignments. (3 sem hrs; 6 studio)

AGD 4033: Multimedia Graphics I
Prerequisites: AGD 3013, 3123 and 3143 with a minimum grade of C
Study of computer graphics and animation, and sound and video processes used in multimedia presentations including a multitude of electronic equipment and computer programs. Regular outside assignments. (3 sem hrs; 6 studio)

AGD 4033: Multimedia Graphics II
Prerequisite: AGD 4033 with a minimum grade of C
Continuation of Multimedia Graphics I with an emphasis on advanced techniques, procedures and equipment. Regular outside assignments. (3 sem hrs; 6 studio)

AGD 4053: Computer Animation I
Prerequisites: AGD 3013, 3123 and 3143 with a minimum grade of C or permission of the instructor
Study of two and three-dimensional graphic design and computer animation techniques involving various computer programs and electronic procedures. Regular outside assignments. (3 sem hrs; 6 studio)

AGD 4063: Computer Animation II
Prerequisite: AGD 4053 with a minimum grade of C
Continuation of Computer Animation I with emphasis on advanced techniques and procedures utilizing a variety of computer programs and electronic systems. Regular outside assignments. (3 sem hrs; 6 studio)

AGD 4073: Multimedia Graphics Production I
Prerequisites: AGD 3013, 3123 and 3143 with a minimum grade of C and concurrent enrollment in AGD 4053
Exploration of multimedia concepts and production procedures with emphasis on creating original multimedia graphic presentations. Regular outside assignments. (3 sem hrs; 6 studio)

AGD 4083: Multimedia Graphics Production II
Prerequisite: AGD 4073 with a minimum grade of C
Continuation of Multimedia Graphics Production I, emphasizes advanced concepts, production procedures and techniques to create original professional quality multimedia graphic presentation. Regular outside assignments. (3 sem hrs; 6 studio)

AGD 4113: Computer Design Layout I
Prerequisites: AGD 3013, 3123 and 3143 with a minimum grade of C
Basic problems of color advertising design and layout, as applied to computer use, for two dimensional printed material. Regular outside assignments. (3 sem hrs; 6 studio)

AGD 4123: Computer Design Layout II
Prerequisite: AGD 4113 with a minimum grade of C
Advanced problems in color advertising and other print media, design and layout, as applied to computer use, for two dimensional printed material. Regular outside assignments. (3 sem hrs; 6 studio)

AGD 4193: Graphic Design Portfolio Production
Prerequisites: AGD 3123 and AGD 4143 with a minimum grade of C, sophomore standing, and permission of instructor
Capstone course in graphic design emphasizing individual solutions to design problems to create a portfolio. (3 sem hrs; 3 lec)

AGD 4201, 4301, 4401: Graphic Design Internship
Prerequisites: Sophomore standing and permission of instructor
Internship arranged with a graphic design studio. Students work in the appropriate area of the specialty option with faculty supervision. Students may register for courses individually or concurrently. (1 sem hr; 4 hrs internship)

AGD 4233: Animation Production I
Prerequisites: AGD 3013, 3123 and 3143 with a minimum grade of C
Study of the computer, video and sound techniques utilized to produce television graphics including the commercial and visual impact of the visual imagery. Regular outside assignments. (3 sem hrs; 6 studio)

AGD 4243: Animation Production II
Prerequisite: AGD 4233 with a minimum grade of C
Continuation of AGD 4233 with an emphasis on advanced production procedures leading to the creation of professional quality graphic imagery. Regular outside assignments. (3 sem hrs; 6 studio)

ASTRONOMY

PHYS 1111*: Descriptive Astronomy I Laboratory
Prerequisite/Corequisite: PHYS 1311
Study of observing techniques, telescopes, and the solar system. Telescopes of several types and computers are available for use. PHYS 1311/1111 count toward the science laboratory requirement for many non-science programs. (1 sem hr; 3 lab)

*Texas Common Course Number

#Prefix and number prior to the 1999/2000 Catalog
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
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 lab) (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 lab) (ASTRO 3223)

AUTO COLLISION TECHNOLOGY
ABDR 1315: Vehicle Interior Trim
Overview of glass removal and replacement and interior panel replacement. Introduction to interior and exterior trim removal and replacement. Special emphasis on padded and non-padded vinyl tops. (3 sem hrs; 1 lab; 4 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. Emphasizes diagnostics and minor and major services on chassis, front suspension, and manual power steering systems. (3 sem hrs; 2 lab; 2 lab)

ABDR 1349: Automotive Plastic and Sheet Molding Compound Repair
Comprehensive course in repair of interior and exterior plastics including the use of various types of adhesives and state of the art plastic welding. (3 sem hrs; 1 lab; 4 lab) (ACT 3233)#

ABDR 1431: Basic Refinishing
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. Emphasizes surface preparation. Introduction to masking techniques. (4 sem hrs; 2 lab; 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. Emphasizes on the alignment of component parts such as doors, hood, front-end assemblies, and deck lids. (4 sem hrs; 2 lab; 6 lab) (ACT 4313)#

ABDR 1442: Structural Analysis and Damage Repair II
Prerequisite/Corequisite: ABDR 1441
Continuation of general repair and replacement procedures for damaged structural parts and collision damaged. (4 sem hrs; 8 lab) (ACT 4323)

ABDR 1455: Minor Metal Repair
Sheet metal alignment principles using mechanical and hydraulic equipment. Emphasizes attachment devices used to straighten and align exterior body panels. (4 sem hrs; 2 lab; 6 lab)

*Texas Common Course Number

ABDR 2402: Autobody Mechanical and Electrical Service
Repair, replacement, and/or service of those mechanical or electrical systems that are subject to damage from a collision. Topics include drive train removal, reinstatement and service; cooling system service and repair; exhaust system service; and emission control systems. Additional topics include wire and connector repair, reading wiring diagrams, and troubleshooting. (4 sem hrs; 2 lab; 4 lab) (ACT 4332, 4353, 4373, 4382)#

ABDR 2441: Major Collision Repair and Panel Replacement
Preparation of vehicles for repair including removal and reinstatement of fenders, bumpers, trim, 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 reinstatement are also included. Special emphasis on developing safe work habits. (4 sem hrs; 2 lab; 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 lab; 6 lab) (ACT 4113, ACT 4233)#

ABDR 2453: Color Analysis and Paint Matching
Color theory, color analysis, tinting, and advanced blending techniques for commercially acceptable paint matching. (4 sem hrs; 2 lab; 6 lab) (ACT 4113, ACT 4213)#

AUTOMOTIVE TECHNOLOGY
AUMT 1307: Automotive Electrical Systems
Theory of overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasizes electrical schematic diagrams and service manuals. May be taught manufacturer specific. (3 sem hrs; 2 lab; 2 lab) (AM 3023)#

AUMT 1310: Automotive Brake Systems
Operation and repair of drum/disc type brake systems. Emphasizes safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake and air brake systems, and parking brakes. May be taught manufacturer specific. (3 sem hrs; 3 lab) (AM 3013)#

AUMT 1345: Automotive Heating and Air Conditioning
Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements. May be taught manufacturer specific. (3 sem hrs; 2 lab; 2 lab) (AM 3143)#

AUMT 1349: Automotive Electronics Theory
Includes electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment. (3 sem hrs; 3 lab)
COURSE DESCRIPTIONS

AUMT 1380: Cooperative Education - Auto/Automotive Mechanic/Technician
Career-related activities encountered in students’ areas of specialization are offered through a cooperative agreement between the College, employers and students. Under supervision of the College and the employer, students combine classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. May be repeated if topics and learning outcomes vary. (3 sem hrs; 1 lec; 20 ext hrs)

AUMT 1407: Automotive Electrical Systems
Overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasizes electrical schematic diagrams and service manuals. May be taught manufacturer specific. (4 sem hrs; 2 lec; 6 lab) (AM 3133)#

AUMT 1410: Automotive Brake systems
Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught manufacturer specific. (4 sem hrs; 2 lec; 6 lab)

AUMT 1416: Suspension and Steering
Theory and operation of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. May be taught manufacturer specific. (4 sem hrs; 2 lec; 6 lab) (AM 4053)#

AUMT 1419: Automotive Engine Repair
Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasizes overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. May be taught manufacturer specific. (4 sem hrs; 2 lec; 6 lab) (AM 3133)#

AUMT 2315: Theory of Engine Performance Analysis I
Theory of operation and diagnosis of basic engine dynamics including the study of the ignition system, fuel delivery systems, and the use of engine performance diagnostic equipment. (3 sem hrs; 3 lec; 0 lab) (AM 4043)#

AUMT 2340: Automotive Alternative Fuels
Study of the composition and use of various alternative automobile fuels including retrofit procedures and applications, emission standards, availability, and cost effectiveness. Overview of federal and state legislation concerning fuels. (3 sem hrs; 2 lec; 2 lab)

AUMT 2413: Manual Drive Train and Axles
Study of automotive clutches, clutch operation devices, standard transmissions, transaxles, and differentials with emphasis on the diagnosis and repair of transmissions and drive lines. May be taught manufacturer specific. (4 sem hrs; 2 lec; 6 lab) (AM 4133)#

AUMT 2417: Engine Performance Analysis I
Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. May be taught manufacturer specific. (4 sem hrs; 2 lec; 6 lab) (AM 4143)#

AUMT 2425: Automatic Transmissions and Axles
Study of the operation, hydraulic principles, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures, emphasizes the use of special tools and proper repair techniques. May be taught manufacturer specific. (4 sem hrs; 2 lec; 6 lab) (AM 4063)#

AUMT 2434: Engine Performance Analysis II
Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. May be taught manufacturer specific. (4 sem hrs; 8 lab) (AM 4243)#

AVIATION MAINTENANCE TECHNOLOGY

AERM 1101: Introduction to Aviation
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
Introduction to Federal Aviation Administration (FAA) required subjects relating to the weighing of aircraft, the performance of weight and balance calculations, and appropriate maintenance record entries. (2 sem hr; 1 lec; 2 lab) (AMT 3002)#

AERM 1208: Federal Aviation Regulations
The use and understanding of the Federal Aviation Administration (FAA) and aircraft manufacturers’ publications, forms, and records; and the exercise of mechanic privileges within prescribed limitations. (2 sem hr; 2 lec; 1 lab) (AMT 3022)#

AERM 1210: Ground Operations
Introductory course in fuels, servicing methods and procedures, aircraft movement, securing and operations of aircraft, external power equipment, aircraft cleaning, and corrosion control. (2 sem hr; 2 lec) (AMT 3012)#

AERM 1240: Aircraft Propellers
Fundamentals of construction of propellers. Skill development in inspection, servicing, and repair of fixed-pitch, constant-speed, and feathering propellers and governing systems. Removal, balancing, and installation of propellers. (2 sem hrs; 1 lec; 2 lab) (AMT 4022)#

AERM 1241: Wood, Fabric, and Finishes
Use and care of various covering materials, finishes, and wood structures including approved methods and procedures. (2 sem hr; 1 lec; 2 lab) (AMT 3021)#

AERM 1243: Instruments and Navigation/ Communication
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 hr; 1 lec; 2 lab) (AMT 4002)#

AERM 1247: Airframe Auxiliary Systems
Topics address airframe auxiliary systems including the operation and repair of position and warning systems, cabin atmospheric control systems, ice and rain control systems for aircraft and engines, and fire detection and protection systems. (2 sem hr; 1 lec; 4 lab) (AMT 3063)#

*Texas Common Course Number

#Prefix and number prior to the 1999/2000 Catalog
### COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERM 1253: Aircraft Welding</td>
<td>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 hr; 1 lec; 2 lab) (AMT 3031)#</td>
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<tr>
<td>AERM 1254: Aircraft Composites</td>
<td>Study of the inspection and repair of composites, fiberglass, honeycomb, and laminated structural materials including doors, windows, bonded structures, and interior furnishings. (2 sem hr; 1 lec; 3 lab) (AMT 3001)#</td>
<td></td>
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<tr>
<td>AERM 1314: Basic Electricity</td>
<td>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 hr; 2 lec; 4 lab) (AMT 3023)#</td>
<td></td>
</tr>
<tr>
<td>AERM 1315: Aviation Science</td>
<td>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 hr; 2 lec; 2 lab) (AMT 3013)#</td>
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<tr>
<td>AERM 1344: Aircraft Reciprocating Engines</td>
<td>Study of reciprocating engines and their development, operating principles, and theory. Engine instruments, lubricating, and exhaust systems. (3 sem hrs; 2 lec; 4 lab) (AMT 4053)#</td>
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<tr>
<td>AERM 1345: Airframe Electrical Systems</td>
<td>Study of airframe electrical systems including installation, removal, disassembly, and repair of electrical components and related wiring. (3 sem hr; 2 lec; 4 lab) (AMT 3043)#</td>
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<tr>
<td>AERM 1349: Hydraulic, Pneumatic, and Fuel Systems</td>
<td>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 hr; 2 lec; 4 lab) (AMT 3033)#</td>
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<tr>
<td>AERM 1350: Landing Gear Systems</td>
<td>Inspection, servicing, overhaul, and repair of fixed and retractable landing gear systems. In-depth coverage of systems, components, and operation. (3 sem hr; 2 lec; 2 lab)</td>
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<tr>
<td>AERM 1351: Aircraft Turbine Engine Theory</td>
<td>Theory, history, and servicing of turbine engines to include lubrication, instrumentation, auxiliary power units, and exhaust systems. (3 sem hrs; 2 lec; 2 lab) (AMT 4052)#</td>
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<tr>
<td>AERM 1352: Aircraft Sheet Metal</td>
<td>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 hr; 2 lec; 4 lab) (AMT 3052)#</td>
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<tr>
<td>AERM 1373: Shop Practices</td>
<td>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. Emphasizes procedures for testing, heat treating, and inspection of aircraft structures. (3 sem hr; 2 lec; 4 lab) (AMT 3003)#</td>
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<tr>
<td>AERM 1456: Aircraft Powerplant Electrical</td>
<td>Theory, operation, and maintenance of powerplants including electrical, ignition, starting, and fire protection systems. (4 sem hrs; 1 lec; 6 lab) (AMT 4025)#</td>
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<tr>
<td>AERM 2231: Airframe Inspection</td>
<td>Study of the materials and procedures for completing a 100-hour inspection as per Federal Aviation Regulations and manufacturers’ service information. (2 sem hr; 1 lec; 2 lab)</td>
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<tr>
<td>AERM 2233: Assembly and Rigging</td>
<td>Advanced course in assembly and rigging of fixed and rotary-wing aircraft. (2 sem hr; 1 lec; 4 lab) (AMT 4012)#</td>
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<tr>
<td>AERM 2341: Powerplant and Auxiliary Power Units</td>
<td>General principles of auxiliary power units (APU), powerplant systems, and components. (3 sem hrs; 2 lec; 2 lab) (AMT 4032)#</td>
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<tr>
<td>AERM 2351: Aircraft Turbine Engine Overhaul</td>
<td>Topics address inspection, disassembly, reassembly, and replacement of gas turbine engines, sections, and components and operational troubleshooting and analysis. (3 sem hrs; 2 lec; 4 lab) (AMT 4063)#</td>
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<tr>
<td>AERM 2352: Aircraft Powerplant Inspection</td>
<td>In-depth coverage of methods and procedures for completing airworthiness and conformity inspections on aircraft powerplants. (3 sem hrs; 1 lec; 6 lab) (AMT 4073)#</td>
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<tr>
<td>AERM 2447: Aircraft Reciprocating Engine Overhaul</td>
<td>Study of reciprocating engine overhaul including measurement and inspection procedures. Instruction in removal and installation, inspections, checks, servicing, and repair of engines. (4 sem hrs; 2 lec; 6 lab) (AMT 4042)#</td>
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### BASIC ACADEMIC SKILLS

<table>
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<tr>
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<tbody>
<tr>
<td>BAS 0101: Basic Academic Skills Laboratory</td>
<td>Prerequisite: Consent of advisor Basic skills laboratory develops and reinforces the skill areas of math, reading, and writing. (1 sem hr; 1 lec) (BAS 0721)#</td>
<td></td>
</tr>
<tr>
<td>BAS 0202: Basic Academic Skills Laboratory</td>
<td>Prerequisite: Consent of advisor Basic skills laboratory develops and reinforces the skill areas of math, reading, and writing. (2 sem hrs; 2 lec; 4 lab) (BAS 0722)#</td>
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</table>

### BIOLOGY

<table>
<thead>
<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>BIOL 1108*: Life Science Lab I (lab for non-science majors)</td>
<td>Laboratory experience in ecology and plant and animal interactions. Suggest that this lab be taken during the same semester as BIOL 1309. (1 sem hr; 2 lab)</td>
<td></td>
</tr>
<tr>
<td>BIOL 1109*: Life Science Lab II (lab for non-science majors)</td>
<td>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)</td>
<td></td>
</tr>
<tr>
<td>BIOL 1308*: Life Science I (for non-science majors)</td>
<td>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)</td>
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</tbody>
</table>

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**COURSE DESCRIPTIONS**

**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**
Survey of biological concepts and principles. Incorporating molecular, cellular, genetic, morphological and physiological approaches, applied to the Prokaryotae, Protista, Fungi, and Plantae kingdoms. Meets liberal arts and natural science requirements. (4 sem hrs; 3 lec, 3 lab) (BIOL 3114)#

**BIOL 1413*: Zoology**
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)#

**BIOL 1471: Biotechnology I**
Basic concepts and procedures of biotechnology (the use of biological entities in engineering, agriculture, medicine, etc) and bacteriology, including DNA and protein manipulations. (4 sem hrs; 3 lec, 4 lab)

**BIOL 1472: Biotechnology II**
Prerequisite: BIOL 1471
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; 2 lab)

**BIOL 2189*/2289*/2389*: Special Topics in Biology**
Prerequisite: Permission of instructor
Integrates on-campus study with practical, hands-on experience in the biological sciences. Individual students set specific goals and objectives in the study of living organisms and their systems. (1 sem hr; 10 hrs work/week - 2 sem hrs; 20 hrs work/week - 3 sem hrs; 30 hrs work/week)

**BIOL 2306*: Environmental Science**
The relationship of man and his environment and their interdependence, including environmental perception, ecological relationships, pollution, water supply, urbanization and related topics. (3 sem hrs; 3 lec) (BIOL 3013)#

**BIOL 2316*: Genetics**
Prerequisites: BIOL 1406 and MATH 1314
Basic principles of Mendelian and molecular genetics. (3 sem hrs; 3 lec)

**BIOL 2374: Integrated Biology**
Prerequisite/Corequisite: CHEM 1371
Preparation for elementary and middle school teachers of science: to supplement science knowledge and increase confidence levels of science instruction. Hands-on activities, and survey of topics in biology, which will include structure and systems, energy transformations, change over time, interactions and scientific world view. (3 sem hrs; 2 lec, 4 lab) (BIOL 4033)#

**BIOL 2401*: Human Anatomy and Physiology I**
Prerequisite: Test scores indicating college-level reading skill. (TASP or state-approved alternative test) Recommended: CHEM 0201.
Detailed study of the human organism according to levels of chemical and structural organization with special reference to cytology, histology, and organs of the integumentary, skeletal, muscular, and digestive systems and fluid and electrolyte balance. (4 sem hrs; 3 lec, 3 lab) (BIOL 3424)#

**BIOL 2402*: Human Anatomy and Physiology II**
Prerequisite: Test scores indicating college-level reading skill. (TASP or state-approved alternative test) Recommended: CHEM 0201.
Detailed study of the human organism according to levels of chemical and structural organization with special reference to cytology, histology, and organs of the nervous system, sense organs, endocrine, cardiovascular, respiratory, urinary, and reproductive systems, and genetics. (4 sem hrs; 3 lec, 3 lab) (BIOL 3434)#

**BIOL 2404*: Human Physiology**
Prerequisite: BIOL 1406 and 1407, or consent of academic advisor
Study of the functions, structure and interactions of the organ systems of the human body. (4 sem hrs; 3 lec, 3 lab) (BIOL 4124)#

**BIOL 2421*: Microbiology**
Prerequisite: Test scores indicating college-level reading skill. (TASP or state-approved alternative test) Recommended: CHEM 0201.
Study of microorganisms and the manner in which they affect health; characteristics, growth requirements, methods of transfer, and reactions of the body toward invading organisms; principles underlying immunity; food, water, industrial, and ecological microbiology. (4 sem hrs; 3 lec, 3 lab) (BIOL 3214)#

**BIOL 2428*: Vertebrate Anatomy**
Prerequisites: BIOL 1406, 1407
Comparative study of the chordate animals with emphasis on the structure and development of representative vertebrate animals and on the evolution of the vertebrate classes. (4 sem hrs; 3 lec, 3 lab) (BIOL 4114)#

**CHEM 0201: Principles of Cell Chemistry**
Introduction to cells and their chemistry. Recommended for biology students lacking a foundation in chemistry. (2 sem hrs; 2 lec, 1 lab)

**BUSINESS ADMINISTRATION**

**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 3363)#

**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)#

*Texas Common Course Number

#Prefix and number prior to the 1999/2000 Catalog
COURSE DESCRIPTIONS

OFAD 1314*: Introduction to Records Management
Introduction to the basic principles of records management.
Includes a survey of policies, principles, and laws effecting the creation, protection, circulation, retrieval, preservation, retention, and disposal of business and institutional records.
Includes basic filing procedures and records control. (3 sem hrs; 3 lec) (BA 3373)#

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)#

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 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)#

BUSI 2471*: Statistics
Prerequisite: MATH 1314 or MATH 1324 or permission 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. Students are expected to have some background computers use. (4 sem hrs; 3 lec, 3 lab) (BA 4524)#

CHEMISTRY
CHEM 0201: Principles of Cell Chemistry
Introduction to cells and their chemistry. Recommended for biology students lacking a foundation in chemistry. (2 sem hrs; 2 lec, 1 lab)

CHEM 1105*: Introductory Chemistry I Laboratory
Prerequisite: CHEM 1305 or concurrent enrollment
(1 sem hr; 4 lab)

CHEM 1311*: Principles of Chemistry I Laboratory
Prerequisite: CHEM 1311 or concurrent enrollment
(1 sem hr; 4 lab) (CHEM 3451)#

CHEM 1312*: Principles of Chemistry II Laboratory
Prerequisite: CHEM 1312 or concurrent enrollment
(1 sem hr; 4 lab) (CHEM 3551)#

CHEM 1305*: Introductory Chemistry I
Survey for non-science majors, principles of general introductory chemistry in preparation for CHEM 1311. (3 sem hrs; 3 lec) (CHEM 3013)#

CHEM 1311*: Principles of Chemistry I
Prerequisite: CHEM 1305 or high school chemistry and MATH 1314
Fundamental principles of chemistry. For students who plan careers in the physical sciences or related science, medicine, or engineering. (3 sem hrs; 3 lec) (CHEM 3413)#

CHEM 1312*: Principles of Chemistry II
Prerequisite: CHEM 1311
Continuation of CHEM 1311. (3 sem hrs; 3 lec) (CHEM 3513)#

CHEM 1375: Integrated Chemistry
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)#

CHEM 1406*: General Organic & Biological Chemistry
Fulfills the chemistry requirement for most biomedical and technology majors, and non-science majors requirements. (4 sem hrs; 3 lec, 4 lab) (CHEM 3151)#

#Prefix and number prior to the 1999/2000 Catalog
COURSE DESCRIPTIONS

CHEM 1419*: Introductory Organic Chemistry
Prerequisite: CHEM 1305 or CHEM 1405
Survey course introducing organic chemistry and biochemistry. Fuills non-science majors requirements. (4 sem hrs; 3 lec, 4 lab)

CHEM 2189*/2289*/2389*: Academic Cooperative in Chemistry
Prerequisite: Permission of instructor
Integrates on-campus study with practical hands-on work experience in chemistry. Individual students set specific goals and objectives in the study of inanimate objects, processes of matter and energy and associated phenomena. (1 sem hr; 10 hrs work/week - 2 sem hrs; 20 hrs work/week - 3 sem hrs; 30 hrs work/week).

CHEM 2223*: Organic Chemistry I Laboratory
Prerequisite: CHEM 2323 or concurrent enrollment
(2 sem hrs; 6 lab) (CHEM 4252) *

CHEM 2225*: Organic Chemistry II Laboratory
Prerequisite: CHEM 2325 or concurrent enrollment
(2 sem hrs; 6 lab) (CHEM 4352) *

CHEM 2323*: Organic Chemistry I
Prerequisite: CHEM 1312 with a minimum grade of C
The compounds of carbon; reaction mechanisms, spectroscopic and other physical and chemical properties. (3 sem hrs; 3 lec) (CHEM 4213) *

CHEM 2325*: Organic Chemistry II
Prerequisite: CHEM 2323 or concurrent enrollment
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 1303: Family and the Community
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; 2 lec; 2 lab)

CDEC 1311: Introduction to Early Childhood Education
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 1318: Nutrition, Health, and Safety
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 1319: Child Guidance
Exploration of common behavior problems of young children in child care settings. Emphasizes positive guidance techniques for effective behavior management. Practical application through direct participation in an early childhood setting. (3 sem hrs; 2 lec; 4 lab)

CDEC 1356: Emergent Literacy for Early Childhood
Exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum. (3 sem hrs; 2 lec; 2 lab)

CDEC 1357: Math and Science for Early Childhood
Exploration of principles, methods, and materials for teaching young children math and science concepts through discovery and play. (3 sem hrs; 3 lec)

CDEC 1358: Creative Arts for Early Childhood
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)

CDEC 1359: Children With Special Needs
Survey of information regarding children with special needs including possible causes and characteristics of exception- alities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues. (3 sem hrs; 2 lec; 2 lab)

CDEC 1454: Child Growth and Development
Study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development. (4 sem hrs; 3 lec; 4 lab)

CDEC 2421: The Infant and Toddler
Study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques. (4 sem hrs; 3 lec; 4 lab)

CDEC 2426: Administration of Programs for Children I
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. (4 sem hrs; 3 lec; 4 lab)

CDEC 2428: Administration of Programs for Children II
In-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs. (4 sem hrs; 3 lec; 4 lab)

CDEC 2464: Practicum
Practical general training and experiences in the workplace. The College with the employer develops and documents an individualized plan for students. The plan relates to the workplace training and experiences to the students’ general and technical course of study. Guided external experiences may or may not be for pay. May be repeated if topics and learning outcomes vary. (4 sem hrs; 3 lec; 25 practicum)

*Texas Common Course Number

#Prefix and number prior to the 1999/2000 Catalog
COSC 1301*: Computer Concepts (Non-Majors)
Prerequisite: 25 words/minute typing or OFAD 1101 or concurrent enrollment
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. For students who are majoring in a field other than computer science or computer information systems.

(CIS 3104: Introduction to the AS/400
Prerequisites: COSC 1401 and BCIS 1301
Directs 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)

BCIS 1301*: Microcomputer Applications
Prerequisite: COSC 1401; Test scores indicating college-level reading and math skills; and Math Placement Score of 17 or better or grade of “C” in MATH 0033
Concentrates on the intermediate level of operating systems, word processing, spreadsheet, database, and presentation graphics software for the microcomputer.

(3 sem hrs; 2 lec, 4 lab) (CIS 3123)#

COSC 1415*: Programming Techniques and Logic Design I
Prerequisite: COSC 1401; Test scores indicating college-level reading and math skills; and Math Placement Score of 17 or better or grade of “C” in MATH 0033
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)#

BCIS 1420*: C Language Programming
Prerequisite: MATH 1314, ENGL 1301, and COSC 1415
A study of C as a general-purpose programming language and as a systems implementation language.

(4 sem hrs; 3 lec, 2 lab) (CIS 3344)#

BCIS 2415*: Programming Techniques and Logic Design II
Prerequisite: COSC 1415
Continuation of COSC 1415 with heavy emphasis on problem solving techniques. Students develop and use abstract data types, statically and dynamically allocated memory, sequential and direct access file structures, object-oriented programming and design and software engineering principles. Programming and design will be based on a current object-oriented and block-structured programming language. Mandatory scheduled lab.

(4 sem hrs; 3 lec, 2 lab) (CIS 4184)#

*C Texas Common Course Number

CIS 4304: Operating Systems
Prerequisite: BCIS 1301 and COSC 1415
Philosophy of current operating systems including (1) single user, single task; (2) single user, multi-task; and (3) multi-user, multi-task. Students will complete numerous projects in system configuration and management using MS/PC-DOS batch files and UNIX script files. Mandatory scheduled lab.

(4 sem hrs; 3 lec, 2 lab)

CIS 4333: Fundamentals of the Internet
Prerequisite: COSC 1401 and BCIS 1301
Introduction to the Internet covering the elementary concepts of the network and introducing students to various communication tools for finding and using the information and resources available on the Internet and for communicating on the Internet. Students develop an elementary personal or business web site.

(3 sem hrs; 2 lec, 4 lab)

BCIS 1432*: COBOL/400 Programming
Prerequisite: BCIS 1301 and COSC 1415
Design and implementation of business-oriented information processing programs. Emphasizes file processing and output editing.

(4 sem hrs; 3 lec, 2 lab) (CIS 4364)#

CIS 4374: RPG Programming
Prerequisite: BCIS 1301 and COSC 1415
Design and implementation of business-oriented information processing programs. Emphasis is on file processing and output editing.

(4 sem hrs; 3 lec, 2 lab)

BCIS 2431*: Visual Basic Programming
Prerequisite: BCIS 1301 and COSC 1415
Develop a comprehensive understanding of BASIC programming language used with mini-micro computers as well as with larger, multi-user computers.

(4 sem hrs; 3 lec, 2 lab) (CIS 4404)#

BCIS 2432*: COBOL/400 Programming II
Prerequisite: BCIS 1432
Provides a structured approach to file design and creation, random update and retrieval using multiple files and different file organizations that are resident on the IBM AS/400 computer system.

(4 sem hrs; 3 lec, 2 lab) (CIS 4464)#

CIS 4474: Advanced RPG/ILE Programming
Prerequisite: CIS 4374
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)

COSC 1430*: Current Issues
Prerequisite: Consent of instructor and department chair
Comprehensive study of current topics/issues in computing. Subjects will vary with instructor and student interest; student may repeat course for credit as topics vary.

(4 sem hrs; 3 lec, 2 lab) (CIS 4503)#

BCIS 2390*: Systems Analysis I
Prerequisites: BCIS 1301 and COSC 1415
Comprehensive introduction to systems and methodologies for software development for computer systems. Language design and implementation, structures for design and development, testing for correctness, automatic programming and CASE tools.

(3 sem hrs; 3 lec) (CIS 4563)#

#Prefix and number prior to the 1999/2000 Catalog
COURSE DESCRIPTIONS

CIS 4574: Control Language Programming
Prerequisites: CIS 3104 and COSC 1415
Basic introduction to Control Language (CL) programming for the AS/400 computer system. Begins with a description of CL as the primary interface for AS/400 functions, covers CL’s various input and output capabilities and finishes with a number of advanced Control Language topics. (4 sem hrs; 3 lec, 2 lab)

CIS 4583: Microcomputer Business Applications
Prerequisite: Consent of CIS 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; 9 lab)

CIS 4623: Networking Applications
Prerequisite: Consent of CIS Department chair
Case problems involving networking. Projects will be developed using networking applications packages. (3 sem hrs; 9 lab)

CIS 4643: Advanced Programming Applications
Prerequisite: Consent of CIS Department chair
Internship in computer programming. On-the-job training coordinated by instructor of CIS with employer. (3 sem hrs; 9 lab)

CIS 4674: Micro Database
Prerequisites: BCIS 1301 and COSC 1415
Introduction to data base 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 4684: Data Communications I
Prerequisite: CIS 4304 or consent of instructor
Background and terminology of data communication for microcomputers. Communications software for dial up with modems and direct connect communications. Introduction to networking with resource sharing and security. (4 sem hrs; 3 lec, 2 lab)

CIS 4703: Multimedia Communication and Instructional Design
Prerequisites: MGT 4313 and SPCH 1315 or 1321
Provides students with specific examples of multimedia’s use in marketing, communication, and instruction. Topics include multimedia marketing strategies, audience analysis, storyboarding, and effective communication techniques. Provides additional information on instructional design, including subject analysis, objective development, material preparation, and testing/evaluation. (3 sem hrs; 3 lec)

CIS 4763: Systems Analysis II
Prerequisite: BCIS 2390
Advanced study of the System Development Life Cycle, different modeling techniques, and expanded use of Computer-Aided Software Engineering tools using the AS/400 computer system. (3 sem hrs; 2 lec, 4 lab)

CIS 4813: AS/400 Database Management/Query
Prerequisites: CIS 4674
Application development through database programming techniques. Emphasizes using database structures, normalization of a database, database modeling, and database access methods. Students complete several projects that involve construction of database schemas. (3 sem hrs; 2 lec, 3 lab)

*C Texas Common Course Number

CIS 4873: Multimedia Production and Management
Prerequisite: Consent of CIS Department chair
Case problems involving multimedia production or possible internship in multimedia production (on-the-job training coordinated by instructor of CIS with employer). (3 sem hrs; 9 lab)

CIS 4884: Data Communications II
Prerequisite: CIS 4684
Continuation of CIS 4684 with an emphasis on communication networks. Physical topologies, transmission protocols, distributed computing environment, application programmer interfaces, network software, and network operating systems. (4 sem hrs; 3 lec, 2 lab)

CIS 5012, 5022: Cooperative Education in Computer Information Systems
Prerequisite: Consent of the CIS Department chair
Credit for a course in Computer Information Systems through comparable work done at a supervised employment site. Requires the approval of students’ advisor and employer. Students must also be concurrently enrolled in a Computer Information Systems course related to the employment site duties. (2 sem hrs; 1 lec, 10 external)

CIS 5013, 5023: Cooperative Education in Computer Information Systems
Prerequisite: Consent of the CIS Department chair
Credit for a course in Computer Information Systems through comparable work done at a supervised employment site. Requires the approval of students’ advisor and employer. Students must also be concurrently enrolled in a Computer Information Systems course related to the employment site duties. (3 sem hrs; 1 lec, 20 external)

COURT/REALTIME REPORTING

CRR 3201: Court Orientation
Observe courtroom procedures two hours each week. (1 sem hr; 1 lec, 1 lab)

CRR 3212: Reporting Computer I
Prerequisites: CRR 3213 and CRR 3352 or concurrent enrollment
Introduction to computer-aided transcription (CAT) systems including initial training on reading, translating, editing, printing, use of parentheticals, and include files based on computer-compatible theory. (2 sem hrs; 1 lec, 4 lab)

CRR 3213: Beginning Machine Shorthand
Prerequisites: Concurrent enrollment in CRR 3212 and CRR 3352
Theory of machine shorthand, vocabulary development, and skill building through reading and machine practice. Dictation and transcription of machine shorthand notes. Students will be grouped in 30 wpm speed ranges receiving live dictation drill. (3 sem hrs; 2 lec, 4 lab)

CRR 3222: Reporting Computer II
Prerequisite: CRR 3212
Advanced training on realtime application using CAT (Computer Aided Transcription) systems including production training on reading, translating, editing, printing, dictionary creation, dictionary expansion, hardware/software manipulation, and concepts of realtime reporting in the Computer-Integrated Courtroom (CIC) environment, in the deposition, in the classroom, the broadcast environment, and for seminars/conferences/conventions. (2 sem hrs; 1 lec, 4 lab)
CRR 3223: Intermediate Machine Shorthand  
Prerequisite: CRR 3213 with a minimum grade of C or the equivalent skill. Corequisites: CRR 3222 and CRR 3452  
Continued development of vocabulary and skill building through concentrated emphasis on dictation and transcription of machine shorthand notes. Students will be grouped in 30 wpm speed ranges, levels receiving live dictation. (3 sem hrs; 2 lec, 4 lab)

CRR 3253: Law for the Court/Realtime Reporter  
Examine issues before the court to develop familiarity with the legal terminology and concepts used by trial counsel; to include classroom instruction in civil law, criminal law, the judicial system, and methods of researching legal citations. (3 sem hrs; 3 lec)

CRR 3312: Caption Computer I  
Corequisite: CRR 4263  
Introduction to caption reporting procedures, software, hardware, text editing and text entry to be used in producing on-line and off-line narrations on the CRT and/or television monitor. (2 sem hrs; 1 lec, 4 lab)

CRR 3352: Beginning Realtime  
Corequisite: CRR 3213  
Specialized hands-on training using on-line computer-aided technology and teacher interaction to practice and transcribe conflict-free reporting theory presented in Beginning Machine Shorthand. (2 sem hrs; 1 lec, 4 lab)

CRR 3422: Caption Computer II  
Corequisite: CRR 4273  
Introduction to caption reporting procedures, software, hardware, text editing and text entry to be used in producing on-line and off-line narrations on the CRT and/or television monitor. (2 sem hrs; 1 lec, 4 lab)

CRR 3452: Intermediate Realtime  
Prerequisites: CRR 3213, CRR 3352  
Specialized hands-on training using realtime captioning equipment to practice dictation and transcription based on theory learned in Intermediate Machine Shorthand. (2 sem hrs; 1 lec, 4 lab)

CRR 3703: Dictation/Transcription Skills Review I  
Prerequisite: Approval by instructor  
Refinement and enhancement of theory skills presented in beginning and intermediate machine shorthand classes, realtime drills, production, and evaluation. (3 sem hr; 3 lec, 1 lab)

CRR 3713: Speed Building I  
Prerequisite: Approval by instructor  
Specialized hands-on training using realtime captioning equipment to practice dictation and transcription based on theory learned in Beginning Machine Shorthand. (3 sem hr; 2 lec, 4 lab)

CRR 3723: Speed Building II  
Prerequisite: Approval by instructor  
Extensive drill of advanced machine shorthand theory, emphasizing accuracy of theory, vocabulary development and skill building; dictation and transcription production accomplished through use of captioning/realtime software and hardware. (3 sem hrs; 2 lec, 4 lab)

CRR 3733: Dictation/Transcription Skills Review II  
Prerequisite: Approval by instructor  
Refinement and enhancement of transcription skills presented in beginning and intermediate machine shorthand classes, introduction of unfamiliar matter through speedbuilding and transcription practice. (3 sem hr; 3 lec, 1 lab)

*Texas Common Course Number

CRR 4233: Advanced Machine Shorthand  
Prerequisite: CRR 3223 with a minimum grade of C or the equivalent skill. Corequisite: CRR 4352  
Dictation and transcription of machine shorthand notes; rapid dictation and development of high speed transcription rates. Students will be grouped in 30 wpm speed ranges, levels will receive live dictation. (3 sem hrs; 2 lec, 4 lab)

CRR 4243: Accelerated Machine Shorthand  
Prerequisite: CRR 4233 with a minimum grade of C or the equivalent skill. Corequisite: CRR 4452  
High speed dictation designed to develop proficiency adequate for convention and court reporting; review of advanced theory, abbreviations, and phrases; dictation of jury charges, testimony, and literary materials. Students will be grouped in 30 wpm speed ranges, levels in which students receive live dictation. (3 sem hrs; 2 lec, 4 lab)

CRR 4253: Court Reporting Seminar  
Prerequisites: CRR 3253, CRR 4243, AH 3013, BUS 4673  
Mock tests administered and reviewed in preparation for written state certification examination. Projects dealing with local, national, and international current events and geography. (3 sem hr; 3 lec)

CRR 4263: Caption Reporting I  
Prerequisite: CRR 3223 with grade of C or comparable skill  
Realtime caption production procedures with transcription of materials produced in proper form; dictation practice with specialized vocabulary (legal, medical, media, education, etc.) at 100-140 words per minute utilizing realtime caption equipment and including the psychology for writing realtime, the procedures for operating the computer integrated-courtroom and using techniques of realtime reporting for depositions and the classroom environment. (3 sem hrs; 2 lec, 4 lab)

CRR 4273: Caption Reporting II  
Prerequisite: CRR 3223 with minimum grade of C or comparable skill  
Realtime caption production procedures with transcription of materials produced in proper form; dictation practice with specialized vocabulary (legal, medical, media, education, etc.) at 140-200 words per minute utilizing realtime caption equipment and including the techniques for reporting for seminars, conferences, conventions, and in the broadcast environment. (3 sem hrs; 2 lec, 4 lab)

CRR 4293: Court Reporting Practice  
Prerequisite: CRR 4232, CRR 4303, CRR 4563; Corequisite: CRR 4253  
Internship shall not commence until a student enters the 200 wpm testimony class. Capstone course requiring courtroom observation and participation in a freelance office, a courtroom, and a realtime environment simulating the role of the court reporter using machine shorthand technology in the judicial or educational process. Requires 50 hours of participation under the supervision of a practicing court reporter using machine shorthand technology verified by the reporter(s) under whom the internship is being completed. (3 sem hrs; 1 lec, 7 lab)

CRR 4303: Literary/Jury Charge Dictation Transcription I  
Prerequisite: CRR 4322 with a minimum of C or the equivalent skill  
Courtroom procedures, advanced theory, abbreviations, phrases, rapid dictation and transcription of jury charges and literary materials in proper form; speed development of 100 to 140 wpm or higher on new matter jury charge material and 80 to 120 wpm or higher on new matter literary material for five minutes with a minimum of 95 percent accuracy. Students will be grouped in 30 wpm speed ranges receiving live dictation. (3 sem hrs; 2 lec, 4 lab)
CRR 4313: Caption Literary/Jury Charge Dictation/Transcription
Prerequisite: CRR 3452 with a minimum of C or the equivalent skill
Specialized hands-on training using realtime captioning equipment to practice dictation and transcription based on theory learned in Intermediate Machine Shorthand. (3 sem hrs; 2 lec, 4 lab)

CRR 4322: Question and Answer Dictation/Transcription I
Prerequisite: CRR 3223 with a minimum of C or the equivalent skill
Courtroom procedures, advanced theory, abbreviations, phrases, rapid dictation and transcription of testimony in proper form; speed development of 100 to 150 wpm higher on new matter, five minutes, 95 percent accuracy. Students will be grouped in 30 wpm speed ranges receiving live dictation. (2 sem hrs; 1 lec, 4 lab)

CRR 4352: Advanced Realtime
Prerequisite: CRR 3452 with a minimum of C or the equivalent skill
Corequisite: CRR 4233
Specialized hands-on training using on-line computer-aided technology and teacher interaction to practice dictation and transcribe conflict-free reporting theory presented in Advanced Machine Shorthand. (2 sem hrs; 1 lec, 4 lab)

CRR 4393: Caption Reporting Practice
Prerequisite: CRR 4263 with grade of C or comparable skill
Requires 40 hours of realtime caption observation and computer-on-the-job training. Requires 50 hours of realtime caption supervised internship. Students must pass simulated certified realtime test at a speed of 160 wpm on literary matter given for five minutes prior to internship training. (3 sem hrs; 1 lec, 7 lab)

CRR 4403: Literary/Jury Charge Dictation/Transcription II
Prerequisite: CRR 4303 with a minimum grade of C or the equivalent skill
Courtroom procedures, advanced theory, abbreviations, phrases rapid dictation and transcription of jury charges and literary materials in proper form; speed development of 160 wpm and higher on new matter, five minutes, 95 percent accuracy. Students will be grouped in 30 wpm speed ranges; speed levels will receive live dictation. (3 sem hrs; 2 lec, 4 lab)

CRR 4413: Caption Question and Answer Dictation/Transcription
Prerequisite: CRR 3452 with a minimum grade of C or the equivalent skill
Specialized hands-on training using realtime captioning equipment to practice dictation and transcription based on theory learned in Intermediate Machine Shorthand. (3 sem hrs; 2 lec, 4 lab)

CRR 4422: Question and Answer Dictation/Transcription II
Prerequisite: CRR 3422 with a minimum grade of C or the equivalent skill
Develop dictation, transcription of 225+ wpm on testimony at 95 percent accuracy from single and multiple-voices; transcription into mailable form; emphasis on legal requirements. Students will be grouped in 30 wpm ranges; all levels will receive live dictation. (2 sem hrs; 1 lec, 4 lab)

CRR 4452: Accelerated Realtime
Prerequisite: CRR 4552 with a minimum grade of C or the equivalent skill
Corequisite: CRR 4273
Specialized hands-on training using on-line computer-aided technology and teacher interaction to practice dictation and transcribe conflict-free reporting theory presented in Accelerated Machine Shorthand. (2 sem hrs; 1 lec, 4 lab)

CRR 4563: Reporting Procedures
Prerequisites: CRR 3212, CRR 3352. Corequisites: CRR 3222 and CRR 3452
Instruction in the following: role of the reporter in trial, deposition and administration hearings; marking and handling of exhibits; indexing and storage of notes; reporting techniques; transcription preparation and production; library/reference materials used in transcript production; profession and related job opportunities; reporting and transcription of voir dire; proofreading skills; ethics including distribution of the NCRA Code of Professional Ethics; and professional associations. (3 sem hrs; 2 lec, 4 lab)

CRR 4603: Dictation/Transcription Skills Review III
Prerequisite: Approval by instructor
Concentrated practice designed to improve and enhance theory skills presented in advanced and accelerated machine shorthand classes through the use of realtime accuracy measurement. (3 sem hrs; 3 lec, 1 lab)

CRR 4633: Dictation/Transcription Skills Review IV
Prerequisite: Approval by instructor
Concentrated practice designed to improve and enhance transcription and production skills presented in advanced and accelerated machine shorthand classes through the use of realtime accuracy measurement and mock testing simulations. (3 sem hrs; 3 lec, 1 lab)

CRR 4733: Speed Building III
Prerequisite: Approval by instructor
Extensive drill of theory, emphasizing legal terminology and medical terminology, accuracy of theory, vocabulary development and skill building. Dictation and transcription production accomplished through use of captioning/realtime software and hardware. (3 sem hrs; 2 lec, 4 lab)

CRR 4743: Speed Building IV
Prerequisite: Approval by instructor
Extensive drill consisting of current issues and events materials (local, state, national, international) emphasizing accuracy of theory, vocabulary development, and skill building. Dictation and transcription production accomplished through use of captioning/realtime software and hardware. (3 sem hrs; 2 lec, 4 lab)

CRJ 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) (CRJ 3013#)

CRJ 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) (CRJ 3023#)

*Texas Common Course Number
#Prefix and number prior to the 1999/2000 Catalog
CRIJ 1307*:  Crime in America  
American crime problems in historical perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime.  
(3 sem. hrs; 3 lec) (CJ 4013)#

CRIJ 1310* : Fundamentals of Criminal Law  
Nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility. (3 sem. hrs; 3 lec) (CJ 4023)#

CRIJ 1313*:  Juvenile Justice  
Study of juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. (3 sem. hrs; 3 lec)

CRIJ 1325*:  Criminology  
Examines cases, treatment and prevention of crime and delinquency. Students analyze the various aspects of deviant behavior, criminological and methodological, relative to social sciences. (3 sem. hrs; 3 lec)

CJCR 1391: Special Topics in Corrections  
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 students. (3 sem. hrs; 3 lec)

CJCR 1392: Correctional Officer II  
Prerequisite: CJCR 1491  
Continued study of the role of a Correctional Officer within the State of Texas Prison System includes day to day operations of Correctional Officers, interactions with offenders, policies and procedures, techniques used by Correctional Officers and includes a lab stressing Unit Tours. (3 sem. hrs; 3 lec; 1 lab) (CJ 3323)#

CJCR 1491: Correctional Officer I  
Role of a Correctional Officer within the State of Texas Prison System includes history and overview of TDCJ, employee benefits, ethics, rules of conduct and includes labs stressing firearms, defensive tactics, chemical agents, first aid and cardiopulmonary resuscitation. (4 sem. hrs; 3 lec; 3 lab) (CJ 3313)#

CJLE 1506:  Basic Peace Officer I  
Prerequisite: CJCR 1491  
Introduction of fitness and wellness, history of policing, professionalism and ethics, U.S. Constitution and Bill of Rights, criminal justice system, Texas Penal Code, Texas Code of Criminal Procedure, civil process, and stress management. This course taken with Basic Peace Officer II, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy. (5 sem hrs; 5 lec) (CJ 3114, CJ 3155)#

CJLE 1512: Basic Peace Officer II  
Prerequisite: CJLE 1506  
Basic preparation for a new peace officer. Covers field note taking, report writing, “use of force” law and concepts, problem solving, multiculturalism, professional policing approaches, patrol procedures, victims of crime, family violence, MHMR, crowd management, HAZMAT, and criminal investigation. This course taken with Basic Peace Officer I, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy. (5 sem hrs; 5 lec) (CJ 3123, CJ 3165)#

CJLE 1518: Basic Peace Officer III  
Prerequisite: CJLE 1506  
Basic preparation for a new peace officer. Covers laws pertaining to controlled substances, crowd management, personal property, and crime scene investigation. Taken in conjunction with Basic Peace Officer I, II, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy. (5 sem hrs; 5 lec) (CJ 3134)#

CJLE 1524: Basic Peace Officer IV  
Prerequisite: CJLE 1506  
Basic preparation for a new peace officer. Covers laws directly related to police field work. Topics includes Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. Also includes study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. Taken in conjunction with Basic Peace Officer I, II, and III will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy. (5 sem hrs; 5 lec, 8 lab) (CJ 3143, CJ 3175)#

CJLE 2237:  Advanced Firearms  
Special situations and tactics. Stressful situations will challenge students to perform under simulated field conditions. A specified firearms course will be required. (2 sem hrs; 2 lec)

CJLE 2247:  Tactical Skills for Police  
Development of proficiency with a range of impact weapons and/or chemical agents and defensive techniques necessary to control a violent person. (2 sem hrs; 2 lec)

CJLE 2249:  Basic Instructor  
Topics include the adult learning process and the differences between child and adult learning, the role of the instructor, the three domains of learning and their impact on the learning process, factors affecting learning, the four phases of the teaching learning process, learning objectives and their proper use, lesson plan preparation, methods of instruction, techniques of developing tests and evaluations, and use of instruction media. Students successfully completing this course and who pass the TCLEOSE Instructor licensing examination will be eligible for the TCLEOSE Instructor license. (2 sem hrs; 2 lec)

CJLE 2268, 2269: Practicum (or Field Experience) - Law Enforcement/Police Science  
Prerequisites: CRJ 1301 and CRJ 1306  
Practical general training and experiences in the workplace. The College with the employer develops and documents an individualized plan for students. The plan relates the workplace training and experiences to students’ general and technical course of study. (2 sem hrs; 20 practicum)

CRJ 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)#

*Texas Common Course Number

#Prefix and number prior to the 1999/2000 Catalog
**Course Descriptions**

**CRJ 2313**: Correctional Systems and Practices
Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. (3 sem hrs; 3 lec) (CJ 4073)

**CRJ 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)

**CRJ 2323**: Legal Aspects of Law Enforcement
Police authority; responsibilities; constitutional constraints; laws of search, arrest, and seizure; police liability. (3 sem hrs; 3 lec) (CJ 3033)

**CJCR 2325**: Legal Aspects of Corrections
Legal problems from conviction to release; pre-sentencing investigations, sentencing, probation and parole, incarceration, loss and restoration of Civil Rights. Emphasizes practical legal problems confronting the Probation and Parole officer and the Correctional Administrator. (3 sem hrs; 3 lec) (CJ 3083)

**CRJ 2328**: Police Systems and Practices
The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues. (3 sem hrs; 3 lec) (CJ 4053)

**CJLE 2445**: Vice and Narcotics
Study of various classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs, and investigative techniques; and identify proper interdiction procedures and techniques. (4 sem hrs; 4 lec)

**DANCE**

**DANC 1112**, **1113**, **2112**, **2113**: Dance Practicum
Participation in major productions each semester: musical theater, opera workshop, dance concerts, etc. (1 sem hr; 3 lab) (DANCE 3111, 3121, 4111, 4121)

**DANC 1133**: Country-Western Dance I
Contemporary country-western dances (cowboy two-step, Cotton-eyed Joe, schottische, rag, four-corners). Does not include "square-dancing." (1 sem hr; 1 lab, 2 lec) (PHYED 3331)

**DANC 1143**: Country-Western Dance II
Prerequisite: Satisfactory completion of DANC 1133 or permission of instructor (1 sem hr; 1 lec, 2 lab) (PHYED 4331)

**DANC 1147**, **1148**: Jazz I & II
Study of fundamental jazz techniques, including isolation, stretches & jazz combinations. (1 sem hr; 3 lab) (DANCE 3131, 3141)

**DANC 1245**, **1246**: Modern Dance I and II
Study of contemporary movement techniques that train the body to move in a sound and correct manner. Includes creative and evaluation. Laboratory emphasizes methods and materials used in teaching dental health education in various community settings. (2 sem hrs; 1 lec; 4 lab) (DANCE 3313, 3323)

**DANC 1247**, **1248**: Jazz III and IV
Continuation of Jazz movements begun in earlier sequence with greater stress on style and finished dance works. (1 sem hr; 1 lec, 3 lab) (DANCE 4131, 4141)

**DANC 2245**, **2246**: Modern Dance III and IV
Prerequisites: DANC 1245, 1246
Continuation of Modern Dance movements begun in Dance 3212, 3222. Includes composition studies and expands the techniques of improvisation. (2 sem hrs; 1 lec, 3 lab) (DANCE 4212, 4222)

**DANC 2303**, **2304**: Dance Survey I and II
Survey of the history and developments of theatrical dancing. Emphasizes the major figures involved in the evolution of dance, the philosophical ideas that shaped the evolution and the process involved in the creation of dances by the major contemporary choreographers. (3 sem hrs; 3 lec) (DANCE 3493, 3503)

**DANC 2341**, **2342**: Ballet III and IV
(Ballet IV continuation of Ballet III). Prerequisites: DANC 1341, 1342
Continuation of classical ballet training with emphasis on centre work. (3 sem hrs; 2 lec, 4 lab) (DANCE 4313, 4323)

**DENTAL ASSISTING**

**DASST 3016**: Chairside Assisting
Integrated course to include the elements of four-handed dentistry; use and care of instruments; patient education; infection control; dental emergencies; dental materials; dental radiography; and office administration. (6 sem hrs; 6 lec)

**DASST 3022**: Dental Specialties
Introduction to the dental specialties with emphasis on the assistant’s role; instruments used in the specialty procedures, their care and use. (2 sem hrs; 2 lec)

**DASST 3117**: Chairside Assisting Laboratory
Corequisite: DASST 3016
Demonstrations and practice in the following skills: mixing materials, taking and processing dental x-rays; instrument transfer; taking impressions for study casts; pouring and trimming study casts; practicing skills in the dental hygiene clinic and local dental offices. (7 sem hrs; 28 lab)

**DENTAL HYGIENE**

**DHYG 1191**: Special Topics in Dental Hygienist
Topic address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 sem hrs: 1 lec)

**DHYG 1207**: General and Dental Nutrition
Study of general nutrition and nutritional biochemistry with emphasis on the effects of nutrition and dental health. Analysis of diet and application of counseling strategies to assist the patient in attaining and maintaining optimum oral health are stressed. (2 sem hrs; 2 lec)

**DHYG 1215**: Community Dental Dentistry
Study of the principles and concepts of community public health and dental health education with an emphasis on community assessment, educational planning, implementation, and evaluation. Laboratory emphasizes methods and materials used in teaching dental health education in various community settings. (2 sem hrs; 1 lec; 4 lab) (DH 4073)

*Texas Common Course Number

#Prefix and number prior to the 1999/2000 Catalog
COURSE DESCRIPTIONS

DHYG 1223: Dental Hygiene Practice
Prerequisites: DHYG 1261 and DHYG 2331. Corequisite: DHYG 2360
Examination of the dental hygienist’s role in practice settings including dental office management, employment considerations, resume preparation, and job interviewing. Emphasizes the laws governing the practice of dentistry and dental hygiene and the ethical standards established by the dental hygiene profession. (2 sem hrs; 2 lec) (DH 4082)#

DHYG 1227: Preventive Dental Hygiene Care
Study of the dental hygienist in the dental health care system and the basic concepts of disease prevention and health promotion. Emphasizes communication and behavior modification skills 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
Study of the classes of drugs and their uses, actions, interactions, side effects and contraindications of drugs commonly taken by patients and recognize oral manifestations associated with drug use. (2 sem hrs; 2 lec) (DH 3162)#

DHYG 1239: General and Oral Pathology
Prerequisites: BIOL 2404 and BIOL 2420
General study of disturbances in human body development, diseases of the body, and disease prevention measures. Emphasizes the oral cavity and associated structures. (2 sem hrs; 2 lec; 1 lab) (DH 3143)#

DHYG 1260: Clinical-Dental Hygienist I
Prerequisite: DHYG 1301. Corequisite: DHYG 2201
A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the College faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (2 sem hrs; 12 clinic) (DH 3062)#

DHYG 1261: Clinical-Dental Hygienist II
Prerequisites: DHYG 1260, DHYG 2201, DHYG 1304. Corequisite: DHYG 2331
A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the College faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (2 sem hrs; 12 clinic) (DH 4033)#

DHYG 1301: Orofacial Anatomy, Histology, and Embryology
Study of histology and embryology of oral tissues, gross anatomy of the head and neck, tooth morphology, and individual tooth identification. (3 sem hrs; 2 lec; 4 lab) (DH 3083)#

DHYG 1304: Dental Radiology
Study of radiation physics, hygiene, and safety theories. Emphasizes 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) (DH 3113)#

DHYG 1311: Periodontology
Prerequisite: BIOL 2420
Study of normal and disease periodontium to include the structural, functional, and environmental factors. Emphasizes etiology, pathology, treatment modalities, and therapeutic and preventive periodontics in a contemporary private practice setting. (3 sem hrs; 3 lec) (DH 4023)#

DHYG 1319: Dental Materials
Prerequisite: CHEM 1406 or consent of academic advisor
Study of dental materials including the physical and chemical properties and application of the various materials used in dentistry. Student experiences include manipulation of dental materials in the lab setting. (3 sem hrs; 2 lec; 3 lab) (DH 3093)#

DHYG 1431: Preclinic Dental Hygiene
Foundational knowledge for performing clinical skills on patients. Emphasizes principles, procedures, and professionalism for performing comprehensive oral prophylaxis. (4 sem hrs; 2 lec; 8 lab) (DH 3124)#

DHYG 2021: Contemporary Dental Hygiene Care I
Corequisite: DHYG 1260
Introduction to dental hygiene care for the medically or dentally compromised patient. Emphasizes supplemental instrumentation techniques. (2 sem hrs; 2 lec; 1 lab) (DH 3072)#

DHYG 2261: Clinical-Dental Hygienist IV
Prerequisites: DHYG 1223 and DHYG 2360
A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the College faculty. Clinical experiences are unpaid external learning experiences. May be repeated if topics and learning outcomes vary. (2 sem hrs; 12 clinic)

DHYG 2201: Contemporary Dental Hygiene Care II
Prerequisites: DHYG 1260 and DHYG 2201. Corequisite: DHYG 1261
Continuation of dental hygiene care for the medically or dentally compromised patient. Emphasizes advanced instrumentation techniques. (3 sem hrs; 3 lec) (DH 4053)#

DHYG 2360: Clinical-Dental Hygienist III
Prerequisites: DHYG 1261 and DHYG 2361
A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the College faculty. Clinical experiences are unpaid external learning experiences. May be repeated if topics and learning outcomes vary. (3 sem hrs; 18 clinic) (DH 4104)#

DIESEL MECHANICS TECHNOLOGY

DEMR 1229: Preventative Maintenance
Provides students with basic knowledge of proper servicing practices. Content includes record keeping and condition of major systems. (2 sem hrs; 1 lec; 4 lab) (DME 3043)#

DEMR 1301: Shop Safety and Procedures
Study of shop safety, rules, basic shop tools, and test equipment. (3 sem hrs; 3 lec) (DME 3003)#

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#Prefix and number prior to the 1999/2000 Catalog
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. Emphasizes 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 students’ areas of specialization are offered through a cooperative agreement between the College, employer, and student. Under supervision of the College and the employer, students combine classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. May be repeated if topics and learning outcomes vary. (3 sem hrs; 1 lec; 20 ext hrs) (DMT 5003)*

Demr 1406: Diesel Engine I
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. Emphasizes inspection and repair. (4 sem hrs; 2 lec; 6 lab) (DMT 3053)*

Demr 1442: Power Train Applications I
In-depth coverage of the mechanics and theory of power trains. Emphasis on disassembly, inspection, and repair of power train components. (4 sem hrs; 2 lec; 6 lab) (DMT 3054)*

Demr 1449: Diesel Engine II
In-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines. (4 sem hrs; 2 lec; 6 lab) (DMT 4003)*

Demr 2334: Advanced Diesel Tune-Up and Troubleshooting
Advanced concepts and skills required for tune-up and troubleshooting procedures of diesel engines. Emphasizes the science of diagnostics with a common sense approach. (3 sem hrs; 2 lec; 2 lab) (DMT 4053)*

Demr 2348: Failure Analysis
Advanced course designed for analysis of typical part failures on equipment. (3 sem hrs; 2 lec; 2 lab)

Demr 2432: Electronic Controls
Advanced skills in diagnostic and programming techniques of electronic control systems. (4 sem hrs; 2 lec; 6 lab) (DMT 4013)*

Drafting
DFTG 1305: Technical Drafting
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. (3 sem hrs; 2 lec; 2 lab)

DFTG 1309: Basic Computer-Aided Drafting
Introduction to basic computer-aided drafting. Emphasizes 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
Prerequisite: DFTG 1305 or permission of advisor
Architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods. (3 sem hrs; 2 lec; 2 lab)

DFTG 1325: Blueprint Reading
Introduction to reading and interpreting the “working drawings” for manufactured products and associated tooling. Use of sketching techniques to create pictorial and multiple-view drawings of manufactured parts. (3 sem hrs; 2 lec; 2 lab)

DFTG 1333: Mechanical Drafting
Prerequisite: DFTG 1305 or permission of advisor
Intermediate course covering working detail drawings with proper dimensioning and tolerances. Also includes 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
Prerequisite: DFTG 1305 or permission of advisor
Study of pipe fittings, symbols, specifications and their applications to a piping process system. This application will be demonstrated through the creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. (3 sem hrs; 2 lec, 2 lab)

DFTG 1348: Topographical Drafting
Prerequisite: DFTG 1352 or permission of advisor
Course in map drafting emphasizing plotting of surveyors field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses. (3 sem hrs; 2 lec, 2 lab)

DFTG 1352: Intermediate Computer-Aided Drafting
Prerequisite: DFTG 1309 or permission of advisor
Continuation of practices and techniques used in basic computer-aided drafting emphasizing batched files, scripted files, customized program menus, and extracted attributes. Introduction to three-dimensional drafting. (3 sem hrs; 2 lec, 2 lab)

DFTG 1354: Architectural Drafting - Commercial
Prerequisite: DFTG 1317 or permission of advisor
Architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. (3 sem hrs; 2 lec, 2 lab)

DFTG 1358: Electrical/Electronics Drafting
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)
COURSE DESCRIPTIONS

DFTG 1370: Microstation I
Prerequisite: DFTG 1305 or permission of advisor
Students learn the basics of the Microstation software. They become familiar with the user interface; set up a workspace and views for a 2D drawing; use 2D drawing and editing commands; apply patterns, dimensions, and text to a drawing; and learn basics of file management and plotting. (3 sem hrs; 2 lec, 2 lab)

DFTG 1372: Microstation II
Prerequisite: DFTG 1371 or permission of advisor
Students 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 permission of advisor
Students cover 3D rendering software basics including viewing, walkthroughs, 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 relevant to the professional development of the student. (3 sem hrs; 2 lec; 2 lab)

DFTG 2310: Structural Drafting
Prerequisite: DFTG 1317 or permission of advisor
Discussion of detail drawings of structural shapes for fabrication with emphasis on framed and seated connectors and beam and column detailing. Designed to meet the standards of American Institute of Steel Construction, including units on concrete detailing conforming to American Concrete Institute standards. (3 sem hrs; 2 lec; 2 lab)

DFTG 2332: Advanced Computer-Aided Drafting
Prerequisite: DFTG 1352 or permission of advisor
Exploration of the use of system customization for drawing production enhancement and the principles of data manipulation. Presentation of advanced applications, such as three-dimensional objects creation and linking graphic entities to external non-graphic data. (3 sem hrs; 2 lec, 2 lab)

DFTG 2336: Computer-Aided Drafting Programming
Prerequisite: DFTG 2332 or permission of advisor
Students learn the principles of successful computer-aided drafting programming and demonstrate the use of the programming language to enhance the production of engineering drawings. (3 sem hrs; 2 lec, 2 lab)

DFTG 2340: Solid Modeling/Design
Prerequisite: DFTG 1352 or permission of advisor
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 2380, DFTG 2381: Cooperative Education in Drafting
Prerequisite: Permission 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, students combine classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. May be repeated if topics and learning outcomes vary. (3 sem hrs; 1 lec, 20 work experience)

ECONOMICS

ECON 1301*: Introduction to Economics
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 capitalist system and understanding of current economic problems. (3 sem hrs; 3 lec) (ECON 3313)

ECON 2301*: Principles of Economics I
Analysis of the economy as a whole, national income, money and banking, public finance, international trade, and related current problems, macroeconomics. (3 sem hrs; 3 lec) (ECON 4373)

ECON 2302*: Principles of Economics II
Composition and pricing of national output, distribution of income, and related current economic problems, microeconomics. (3 sem hrs; 3 lec) (ECON 4383)

ELECTRONICS SYSTEMS TECHNOLOGY

CETT 1303: DC Circuits
Corequisite: INTC 1307
Study of the fundamentals of direct current including OHM’s law, Kirchoff’s laws and circuit analysis techniques. Emphasizes circuit analysis of resistive networks and DC measurements. Accompanying Computer Assisted instruction lab exposes students to a safe working environment to further instruction through “hands on” activities. (3 sem hrs; 2 lec; 2 lab) (EST 3023)

CETT 1305: AC Circuits
Prerequisite: CETT 1409 or CETT 1303 or consent of instructor
Study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. (3 sem hrs; 2 lec; 2 lab) (EST 3113)

CETT 1325: Digital Fundamentals
Prerequisite: INTC 1307
Entry-level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Boolean algebra, and combinational logic. Emphasizes circuit logic analysis and troubleshooting digital circuits. (3 sem hrs; 2 lec; 2 lab) (EST 3123)

CETT 1329: Solid State Devices
Prerequisite: MATH 1314 or consent of instructor
Study of diodes and bipolar semiconductor devices, including analysis of static and dynamic characteristics, and thermal considerations of solid state devices. (3 sem hrs; 2 lec; 4 lab) (EST 3043)

CETT 1341 Solid State Circuits
Prerequisites: CETT 1329 and INTC 1307
Study of various semiconductor devices incorporated in circuits and their applications. Emphasizes 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)

*Texas Common Course Number

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### COURSE DESCRIPTIONS

**CETT 1345 Microprocessors**  
*Prerequisite: CETT 1325 or CETT 1425 or consent of instructor*  
Introductory course in digital microprocessor software and hardware; its architecture, timing sequence, operation, and programming; and discussion of appropriate software diagnostic language and tools. (3 sem hrs; 3 lec; 1 lab) (EST 4043) #

**CETT 1380 Cooperative Education - Computer Engineering Technology/Technician**  
*Prerequisite: Instructor approval*  
Career-related activities encountered in students' area of specialization are offered through a cooperative agreement between the College, employer, and students. Under supervision of the College and the employer, students combine classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide students through the paid work experience. May be repeated if topics and learning outcomes vary. (3 sem hr.)

**CETT 1391 Special Topics in Computer Engineering Technology/Technician**  
*Prerequisite: Instructor approval*  
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of students. (3 sem hrs.)

**CETT 2335 Advanced Microprocessors**  
*Prerequisite: CETT 1341*  
Advanced course utilizing the microprocessor in control systems and interfacing. Emphasizes microprocessor hardware and implementation of peripheral interfacing. (3 sem hrs; 3 lec; 1 lab)

**CPMT 1311 Introduction to Computer Maintenance**  
Study of the information for the assembly of a microcomputer system. Emphasizes 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)

**CPMT 1333 Microcomputer Architecture**  
Intermediate-level course in computer characteristics and subsystem operations, timing, control circuits, and internal input/output controls. Expands systems to add memory, additional drives, monitor, modem, printer. (3 sem hrs; 2 lec; 2 lab)

**CPMT 1343 Computer Systems Maintenance**  
Examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids. (3 sem hrs; 2 lec; 2 lab) (EST 4043) #

**CPMT 1347 Computer System Peripherals**  
Principles and practices involved in computer system troubleshooting techniques, programs, and the use of specialized test equipment. Expands systems to add memory, additional drives, monitors, modems, printers or plotters. (3 sem hrs; 2 lec; 2 lab) (EST 4033) #

**CMPT 1349 Computer Networking Technology**  
Beginning course in computer networks with focus on networking fundamentals, terminology, hardware, software, and network architecture. Study of local/wide area networking concepts and networking installations of operations. (3 sem hrs; 2 lec; 2 lab) (EST 4033) #

**CMPT 2333 Computer Integration**  
Advanced course in integration of hardware, software, and applications. Customization of computer systems for specific applications in engineering, multi-media, or data acquisition. (3 sem Hrs; 2 lec; 2 lab) (EST 4013) #

**CPMT 2337 Microcomputer Interfacing**  
Interfacing course exploring the concepts and terminology involved in interfacing the internal architecture of the microcomputer with commonly used external devices. (3 sem hrs; 2 lec; 2 lab) (EST 4083) #

**CPMT 2349 Advanced Computer Networking Technology**  
In-depth study of network technology with emphasis on network operating systems, network connectivity, hardware, and software. Mastery of implementation, troubleshooting, and maintenance of LAN and/or WAN network environments. (3 sem hrs; 2 lec; 2 lab) (EST 4373) #

**ITNW 1333: Microsoft Networking Essentials**  
Instruction in networking essential concepts including the OSI reference model, network protocols, transmission media, and networking hardware and software. (3 sem hrs; 2 lec; 2 lab)

**ITNW 2301: Administering Microsoft Windows NT**  
Development of knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain Windows NT based network. (3 sem hrs; 2 lec; 2 lab) (EST 4353) #

**ITNW 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 2313: Networking Hardware**  
Preparation to work with and maintain network hardware devices. Topics include network cables, servers, and workstations; network connectivity devices such as routers, hubs, bridges, gateways, repeaters, and uninterruptible power supplies, and other networking hardware devices. (3 sem hrs; 2 lec; 2 lab)

**ITNW 2321: Networking with TCP/IP**  
Preparation to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems. (3 sem hrs; 2 lec; 2 lab)

**ITNW 2335: Network Troubleshooting and Support**  
Instruction in the techniques used to troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hard/software. (3 sem hrs; 2 lec; 2 lab)

**ITNW 2339: Advanced Network Administration for Novell NetWare**  
Introduction to advanced administrative concepts and tasks related to server and client management and performance. Enhancement of network management and monitoring skills and preparation to install and configure a network operating system. (3 sem hrs; 2 lec; 2 lab) (EST 4343) #

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*Texas Common Course Number

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COURSE DESCRIPTIONS

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 of fiber, light transmission in fiber, types of fiber, sources, detectors, and connectors. (3 sem hrs; 2 lec; 2 lab) (EST 3103)

QCTC 1303: Quality Control
Information on quality control principles and applications. Designed to introduce the student to the quality control profession. (3 sem hrs; 2 lec; 2 lab) (EST 4203)

ELECTRONICS ENGINEERING TECHNOLOGY

BIOM 2335: Physiological Instruments I
Prerequisite: Consent of department advisor
Introduction to electrocardiograph equipment. Emphasizes 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. 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 4713)

CETT 1305: AC Circuits
Prerequisite: CETT 1303 or consent of instructor
Study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. Methods of network analysis and network theorems. (3 sem hrs; 2 lec, 2 lab) (ELTRO 4713)

CETT 1329: Solid State Devices
Prerequisite: Math 1314 or consent of instructor
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; 4 lab) (ELTRO 3023)

CETT 1345: Microprocessors
Prerequisites: CETT 1325 and CETT 1425 or consent of instructor
Introductory course in microprocessor software and hardware; its architecture, timing sequence, operation, and programming; and discussion of appropriate software diagnostic language and tools. (3 sem hrs; 3 lec, 1 lab) (ELTRO 4603)

CETT 1409: DC/AC Circuits
Prerequisite: MATH 1314 or consent of instructor
Fundamentals of DC circuits and AC circuits operation including Ohm’s law, Kirchoff’s law, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques. Introduction to Thevenin’s theorem. (4 sem hrs; 2 lec, 4 lab) (ELTRO 3043)

CETT 1425: Digital Fundamentals
Prerequisite: CETT 1329 or consent of instructor
Entry-level course in digital electronics covering number systems, binary mathematics, digital codes logic gates, Boolean algebra, Karnaugh maps, and combinational logic. Emphasizes circuit logic analysis and trouble shooting digital circuits. (4 sem hrs; 3 lec, 3 lab) (ELTRO 4333/4321)

CETT 2349: Amplifier Analysis
Prerequisites: CETT 1329 and CETT 1409 or consent of instructor
Advanced study of electronic amplifiers applications including operational amplifiers, audio amplifiers, video amplifiers, and other high frequency amplifiers. Problem solving techniques required for operational amplifiers and field-effect transistor circuits. (4 sem hrs; 3 lec, 4 lab) (ELTRO 3104)

CETT 1491: Pulse and Timing Circuits
Prerequisite: CETT 1329 or consent of instructor
Pulse, digital, and switching-circuits. Switching characteristics of solid-state devices, clipping and clamping circuits, Schmitt trigger circuits, and multivibrators. Laboratory exercises emphasize the use the dual-trace, delayed-sweep oscilloscope. (4 sem hrs; 3 lec; 4 lab) (ELTRO 4323/4312)

CETT 2248/2249: Research and Project Design
Prerequisite: Sophomore standing in Electronics Engineering Technology or consent of instructor
Principles of electrical/electronic design encompassing schematics wiring diagrams, materials lists, operating characteristics, completion schedules, and cost estimates. Laboratories to accompany the material in sophomore Electronics Engineering Technology courses. Capstone course for the Electronics Engineering Technology program. (2 sem hrs; 8 lab) (ELTRO 4343/4353)

CETT 2335 Advanced Microprocessors
Prerequisite: CETT 1345
Advanced course utilizing the microprocessor in control systems and interfacing. Emphasizes microprocessor hardware and implementation of peripheral interfacing. (3 sem hrs; 3 lec, 1 lab) (ELTRO 4613)

EECT 2439: Communications Circuits
Study of communications systems with emphasis on amplitude modulation, frequency modulation, phase modulation, and digital pulse modulation. Discussion of several types of modulators, demodulators, receivers, transmitters and transceivers. Includes noise transmission lines, antennas, and propagation. (4 sem hrs; 3 lec, 4 lab) (ELTRO 4303)

ELMT 1301: Basic Programmable Logic Controllers
Prerequisites: CETT 1329 and CETT 1409
Introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, trouble shooting of ladder logic, and interfacing of equipment. Basic control system theory will be stressed. (3 sem hrs; 3 lec) (ELTRO 4425)

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. Students and instructor set specific goals and objectives for the internship. (1 sem hr; 10 hrs work/week - 2 sem hrs; 20 hrs work/week - 3 sem hrs; 30 hrs work/week)
INTC 1307: Electronic Test Equipment
Prerequisite: for Electronics Engineering Technology Majors - CETT 1329 and CETT 1409
Study of the theory and application of analog and digital meters, oscilloscopes-frequency generation, frequency measurements, and special measuring instruments. Emphasizes accuracy and limitations of instruments and calibration techniques. Includes the calculation of resistance, inductance, and capacitance using DC and AC bridge measurements. (3 sem hrs; 3 lec, 1 lab) (ELTRO 4413)

ELECTRONICS ENGINEERING TECHNOLOGY
SEMICONDUCTOR MANUFACTURING TECHNOLOGY
SMFT2335: Vacuum Technology
Prerequisite: Sophomore standing in SMFT Program
Study of the processes, materials, and equipment used in the manufacturing of semiconductors. Includes an overview of the semiconductor industry, related terminology, and standard practice. One of the two capstone courses in the semiconductor manufacturing technology curriculum. (3 sem; 2 lec, 4 lab) (SMFT 3223)#
SMFT 1343: Semiconductor Manufacturing Technology I
Prerequisite: Sophomore standing in SMFT Program
Study of the processes, materials, and equipment used in the manufacturing of semiconductors. Includes an overview of the semiconductor industry, related terminology, and standard practice. One of the two capstone courses in the semiconductor manufacturing technology curriculum. (3 sem; 2 lec, 4 lab) (SMFT 3223)#
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. Final capstone course in the semiconductor manufacturing curriculum. (3 sem; 2 lec, 4 lab) (SMFT 4243)#

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
Corequisite: ENGR 1373
Programming applications and problem solving seminars. (1 sem hr; 2 lab) (ENGR 3153)#
ENGR 1304*: Engineering Graphics
Prerequisite: One year high school drafting or DFTG 1309 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)#

*Texas Common Course Number

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
Prerequisite: MATH 1348 or concurrent enrollment in MATH 1348, or consent of the computer science advisor and concurrent enrollment in ENGR 1171
Introduces a programming environment including an introduction to an operating system, a text editor, a 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 I
Prerequisite: ENGR 1371 or ENGR 1371H and MATH 1348 or consent of computer science advisor
Introduction to the science of solving problems using the computer and formal properties of algorithms and data structures. Top-down design and step wise refinement will be stressed. Strategies to develop, refine, and implement algorithms in a block-structured high-level programming language. (3 sem hrs; 3 lec) (ENGR 3553)#
ENGR 2171: Introduction to Computer Science II Laboratory
Corequisite: ENGR 2371
Programming applications and problem solving seminars. (1 sem hr; 2 lab) (ENGR 4571)#
ENGR 2172: Information Structures and Advanced Algorithms Laboratory
Corequisite: ENGR 2372
Programming applications and problem solving seminars. (1 sem hr; 2 lab) (ENGR 4601)#
ENGR 2179/2279/2379: Academic Cooperative in Engineering
Integrates on-campus study with practical hands-on work experience in Engineering. Individual students set specific goals and objectives in his major area of study. Includes a weekly meeting with the instructor/coordinator. (1 sem hr; 10 hrs work/week - 2 sem hrs; 20 hrs work/week - 3 sem hrs; 30 hrs work/week)
ENGR 2301*: Engineering Mechanics I
Prerequisites: PHYS 2425 and MATH 2414 or concurrent enrollment in MATH 2414
Vectors, vector algebra, forces, force systems, equilibrium of rigid bodies, analysis of trusses, friction, particle kinematics, particle kinetics, particle work and energy. (3 sem hrs; 2 lec, 2 lab) (ENGR 4213)#
ENGR 2302*: Engineering Mechanics II
Prerequisites: ENGR 2301 and Math 2415 or concurrent enrollment in MATH 2415
Particle dynamics, particle impulse and momentum, area and mass moments, rigid body kinematics, rigid body dynamics including forces, work, energy, impulse and momentum. (3 sem hrs; 2 lec, 2 lab) (ENGR 4223)#

#Prefix and number prior to the 1999/2000 Catalog
ENGR 2371: Introduction to Computer Science II
Prerequisites: ENGR 1373/1173 and MATH 2305 or concurrent enrollment in MATH 2305
Formal properties of algorithms and data structures. Design and implementation of large programming systems involving multiple modules. Design, implementation and manipulation of strings, arrays, records, sets, files (sequential and random access), linked lists, stacks, queues and trees. (3 sem hrs; 3 lec) (ENGR 4573)#

ENGR 2372: Information Structures and Advanced Algorithms
Prerequisite: ENGR 2371/2171
Analysis and design techniques for nonnumeric algorithms which manipulate abstract data structures. Emphasizes data structure and algorithm design, implementation and analysis. (3 sem hrs; 3 lec) (ENGR 4603)#

ENGR 2405*: Electrical Circuits
Prerequisites: PHYS 2426 and MATH 2415 or concurrent enrollment in MATH 2415
Linear circuit elements; circuit analysis, transient and steady state; network-theorems; laboratory measurement of circuit phenomena. For engineer majors. (4 sem hrs; 3 lec, 3 lab) (ENGR 4254)#

COSC 1317*: Computer Programming for Engineers and Scientists
Prerequisite: MATH 2413 or concurrent enrollment in MATH 2413
Current engineering programming language (C, C++ or other); problems in engineering applications and numerical analysis. (3 sem hrs; 3 lec, 3 lab) (MATH 4823)#

ENGLISH

ENGL 0313: Basic Grammar I
Prerequisite: An acceptable score on State mandated or locally administered English placement test. Corequisite: ENGL 0323: Basic Writing I
Practice in formulating simple and compound sentences, simple tense formation, basic subject-verb agreement, punctuation and basic spelling rules. (3 sem hrs; 3 lec) (ENGL 0013)#

ENGL 0323: Basic Writing I
Prerequisite: An acceptable score on State mandated or locally administered English placement test. Corequisite: ENGL 0313: Basic Grammar I
Practice in writing clear, logically developed paragraphs using standard American English. (3 sem hrs; 3 lec) (ENGL 0023)#

ENGL 0333: Basic Grammar II
Prerequisite: An acceptable score on State mandated or locally administered English placement test. Corequisite: ENGL 0343: Basic Writing II
Review of skills taught in ENGLISH 0313: Basic Grammar I. Practice in writing compound and complex sentences; mastering subject-verb agreement and pronoun usage; using all punctuation marks; and overcoming major spelling problems. (3 sem hrs; 3 lec) (ENGL 0033)#

ENGL 0343: Basic Writing II
Prerequisite: An acceptable score on State mandated or locally administered English placement test. Corequisite: ENGL 0333: Basic Grammar II
Emphasizes paragraph skills taught in ENGLISH 0323: Basic Writing I and on the short essays in standard American English. (3 sem hrs; 3 lec). (ENGL 0043)#

ENGL 1301*: Freshman Composition I
Prerequisite: An acceptable score on State mandated or locally administered English placement test
Principles of effective writing, emphasizing organization of materials to produce a unified theme which supports convincingly a thesis statement. Review of conventional elements of writing. (3 sem hrs; 3 lec, 1 lab) (ENGL 3043)#

ENGL 1302*: Freshman Composition II
Prerequisite: ENGL 1301
Extends and refines the writing skills developed in ENGL 1301. Focus on literary analysis, research methods and documentation. (3 sem hrs; 3 lec) (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
Introduction to reporting technical information that is designed to teach students the importance of writing in business and industry. (3 sem hrs; 3 lec) (ENGL 4063)#

ENGL 2322*: Masterworks of English Literature
Prerequisite: ENGL 1302 or ENGL 1301 with a minimum grade of C. Corequisite: ENGL 1302
Principal works of major English writers from the beginnings through Johnson. (3 sem hrs; 3 lec) (ENGL 4023)#

ENGL 2323*: Masterworks of English Literature
Prerequisite: ENGL 1302 or ENGL 1301 with a minimum grade of C. Corequisite: ENGL 1302
Principal works of major English writers from Blake through Auden. (3 sem hrs; 3 lec) (ENGL 4033)#

ENGL 2327*: American Literature: Beginnings to the Civil War
Prerequisite: ENGL 1302 or ENGL 1301 with a minimum grade of C. Corequisite: ENGL 1302
Readings in the significant works of American literature before the Civil War, including essays, poetry, drama, and short fiction. (3 sem hrs; 3 lec) (ENGL 4073)#

ENGL 2328*: American Literature: Civil War to the Present
Prerequisite: ENGL 1302, or ENGL 1301 with a minimum grade of C. Corequisite: ENGL 1302
Readings in the significant works of American literature during and after the Civil War, including essays, poetry, drama, and short fiction. (3 sem hrs; 3 lec) (ENGL 4083)#

ENGL 2331*: Literature of the Non-Western World
Prerequisite: ENGL 1302 or ENGL 1301 with a minimum grade of C. Corequisite: ENGL 1302
Readings from a non-European tradition. (3 sem hrs; 3 lec) (ENGL 4093)#

ENGL 2332*: Literature of the Western World
Prerequisite: ENGL 1302 or ENGL 1301 with a minimum grade of C. Corequisite: ENGL 1302 (Prior to 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 4113)#
# COURSE DESCRIPTIONS

## ENGLISH AS A SECOND LANGUAGE

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 0311: Speaking and Listening I</td>
<td>Develop skill in survival conversations about the American culture, employment situations, and day-to-day living. Emphasizes vocabulary, pronunciation, and simple sentence patterns.</td>
<td>Enroll in ESL 0213, 0223, 0233, 0311, 0312, 0313, 0314, 0315, 0321, 0322, 0323, 0324, 0325, 0331, 0332, 0333, 0334, 0335, ESL 0213, 0223, 0233, 0311, 0312, 0313, 0314, 0315, 0321, 0322, 0323, 0324, 0325, 0331, 0332, 0333, 0334, 0335</td>
</tr>
<tr>
<td>ESL 0312: Grammatical Structure I</td>
<td>Emphasizes simple verb tenses, parts of speech, word order, capitalization, and punctuation. (3 sem hrs; 3 lec, 3 lab)</td>
<td>(ESL 0123)</td>
</tr>
<tr>
<td>ESL 0314: Reading I</td>
<td>Emphasizes vocabulary building, word attack skills, reading comprehension. (3 sem hrs; 3 lec, 3 lab)</td>
<td>ESL 0143)</td>
</tr>
<tr>
<td>ESL 0315: Composition I</td>
<td>Writing simple sentences, controlled paragraphs, and expository paragraphs. (3 sem hrs; 3 lec, 3 lab)</td>
<td>ESL 0133)</td>
</tr>
<tr>
<td>ESL 0321: Speaking and Listening II</td>
<td>Emphasizes practical ideas and idiomatic speech as used in day-to-day living. (3 sem hrs; 3 lec, 2 lab)</td>
<td>ESL 0213)</td>
</tr>
<tr>
<td>ESL 0322: Grammatical Structure II</td>
<td>Review simple tenses. Introduce compound tenses, modals, clauses, and comparisons. (3 sem hrs; 3 lec, 3 lab)</td>
<td>ESL 0223)</td>
</tr>
<tr>
<td>ESL 0324: Reading II</td>
<td>Emphasizes vocabulary building and reading comprehension. (3 sem hrs; 3 lec, 3 lab)</td>
<td>ESL 0243)</td>
</tr>
<tr>
<td>ESL 0325: Composition II</td>
<td>Emphasizes sentence combining, through phrases and clauses, to produce compound and complex sentences. Practice on unity and style in paragraph writing.</td>
<td>ESL 0223)</td>
</tr>
<tr>
<td>ESL 0331: Speaking and Listening III</td>
<td>Learning to converse at a normal rate of speed through paired and small group practice. Emphasizes idioms and listening comprehension. (3 sem hrs; 3 lec, 2 lab)</td>
<td>ESL 0313)</td>
</tr>
<tr>
<td>ESL 0332: Grammatical Structure III</td>
<td>Compound and complex sentence structure. Build on and review basic grammatical skills. (3 sem hrs; 3 lec, 3 lab)</td>
<td>ESL 0323)</td>
</tr>
<tr>
<td>ESL 0334: Reading III</td>
<td>Emphasizes vocabulary building, word analysis skills, reading comprehension, and dictionary usage. Lab experience will be individualized. (3 sem hrs; 3 lec, 3 lab)</td>
<td>ESL 0343)</td>
</tr>
<tr>
<td>ESL 0335: Composition III</td>
<td>Write short, expository compositions of one to five paragraphs. Emphasizes clarity, organization, supporting details, unity, and transition. (3 sem hrs; 3 lec, 3 lab)</td>
<td>ESL 0333)</td>
</tr>
<tr>
<td>ESL 0341: Speaking and Listening IV</td>
<td>Intensive practice in speaking, listening, and notetaking to prepare the advanced ESL student to understand and speak fluent English. (3 sem hrs; 3 lec, 2 lab)</td>
<td>ESL 0413)</td>
</tr>
</tbody>
</table>

## ENGLISH AS A SECOND LANGUAGE (Cont.)

<table>
<thead>
<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>ESL 0345: Grammar and Composition IV</td>
<td>Improve skills in expository writing of longer compositions. Emphasizes complex sentence structure, proper tense sequence, expanded paragraph development, and logical thinking. (3 sem hrs; 3 lec, 3 lab)</td>
<td>ESL 0433)</td>
</tr>
</tbody>
</table>

## ENVIRONMENTAL HEALTH TECHNOLOGY

<table>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>EPCT 1191: Special Topics in Environmental and Pollution Control Technology/Technician</td>
<td>Advanced topics of current interest in the environmental health industry not covered by the existing courses.</td>
<td>Sample course (ESL 0213)</td>
</tr>
<tr>
<td>EPCT 1307: Introduction to Environmental Safety and Health</td>
<td>Historic overview of environmental safety and health. Emphasizes the use of occupational safety and health codes. (3 sem hrs; 3 lec)</td>
<td>Sample course (ESL 0213)</td>
</tr>
<tr>
<td>EPCT 1313: Contingency Planning</td>
<td>Introduction to the development of an emergency response contingency plan for a facility or community. Emphasizes analyzing the hazards, writing and implementing the contingency plans, and evaluating the effectiveness of the contingency plan. (3 sem hrs; 2 lec; 2 lab)</td>
<td>Sample course (ESL 0213)</td>
</tr>
<tr>
<td>EPCT 1340: Industrial Chemical Process</td>
<td>Overview of chemical processes used in the chemical industry. (3 sem hrs; 2 lec; 2 lab)</td>
<td>Sample course (ESL 0213)</td>
</tr>
<tr>
<td>EPCT 1344: Environmental Sampling and Analysis</td>
<td>Sampling protocol, procedures, quality control, preservation technology, and field analysis. Emphasizes analysis commonly performed by the field technician. (3 sem hrs; 3 lec; 3 lab)</td>
<td>Sample course (ESL 0213)</td>
</tr>
<tr>
<td>EPCT 1341: Hazardous Waste Operations and Emergency Response (HAZWOPER) Training and Related Topics</td>
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<td>Sample course (ESL 0213)</td>
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## COURSE DESCRIPTIONS

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<tr>
<td>EPCT 1307: Introduction to Environmental Safety and Health</td>
<td>Historic overview of environmental safety and health. Emphasizes the use of occupational safety and health codes. (3 sem hrs; 3 lec)</td>
<td>Sample course (ESL 0213)</td>
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## COURSE DESCRIPTIONS (Cont.)

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<tbody>
<tr>
<td>EPCT 1340: Industrial Chemical Process</td>
<td>Overview of chemical processes used in the chemical industry. (3 sem hrs; 2 lec; 2 lab)</td>
<td>Sample course (ESL 0213)</td>
</tr>
<tr>
<td>EPCT 1344: Environmental Sampling and Analysis</td>
<td>Sampling protocol, procedures, quality control, preservation technology, and field analysis. Emphasizes analysis commonly performed by the field technician. (3 sem hrs; 3 lec; 3 lab)</td>
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*Texas Common Course Number

#Prefix and number prior to the 1999/2000 Catalog

108
EPCT 2388: Internship-Environmental and Pollution Control Technology/Technician
An experience external to the College for advanced students in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by workplace employee, students achieve objectives that are developed and documented by the College and that are directly related to specific occupational outcomes. May be a paid or unpaid experience. May be repeated if topics and learning outcomes vary. (3 sem hrs; 1 lec; ext hrs 16) (EHT 5213, EHT 5223)#

EPCT 3105: Environmental Regulation Interpretation and Applications
Prerequisite/Corequisite: OSHT 2401
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
Study of the skills required in treatment, remediation, and disposal processes of solid waste, hazardous materials, and hazardous waste. Emphasizes the technologies applicable in the field. (3 sem hrs; 2 lec; 2 lab) (HMT 4033)#

OSHT 1405: OSHA Regulations - Construction Industry
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
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
Covers the identification and quantifying of radioactive materials. Extensive training in the use of single and multi-channel analyzers in alpha, beta, and gamma identification and quantification is provided. Basic instrumentation usage, limitation, and effectiveness is covered. (3 sem hrs; 2 lec; 2 lab) (HPT 4023)#

OSHT 2376: Management of Radioactive Materials and Radiation Generating Devices
Federal and state regulations relating to the handling and disposal of radioactive materials and radiation generating devices. (3 sem hrs; 3 lec) (HPT 4003)#

EPCT 1341: Principles of Industrial Hygiene
Basic concepts in threshold limits, dose response, and general recognition of occupational hazards, including sampling statistics, calibration, and equipment use. Study of the control of occupational hazards; and sample collection and evaluation methods. (3 sem hrs; 2 lec; 2 lab) (IHT 3003)#

*Texas Common Course Number

EPCT 2331: Industrial Hygiene Applications
Prerequisite/Corequisite: EPCT 1341
Study of the industrial environment and its relation to worker’s health. Provides training in anticipation, recognition, evaluation, and controlling health hazards-particularly chemical, physical, biological, and ergonomic factors existing in the workplace and having injurious effects on workers. Also introduces training in instrumentation used in monitoring and measuring health hazards in the workplace and covers current issues in industrial hygiene. (3 sem hrs; 2 lec; 2 lab) (IHT 3013)#

FIRE PROTECTION TECHNOLOGY

FIRS 1171: Firefighter Orientation
Prerequisite: Admittance to the program
Basic Firefighter Certificate program requirements - clothing, equipment, breathing apparatus, school uniform, physical exam and class meeting schedules, opportunities of employment and expectations of students. (1 sem hr; 1 lec) (FPT 3001)#

FIRS 1371: Firefighter Certification I
Prerequisite: FIRS 1171
Introduction to firefighter safety and development. Topics include Texas Commission on Fire Protection Rules and Regulations, firefighter safety, fire science, personal protective equipment, self contained breathing apparatus, and fire reports and records. (3 sem hrs; 2 lec, 2 lab) (FPT 3013)#

FIRS 1377: Firefighter Certification II
Prerequisite: FIRS 1371
Study of basic principles and skill development in handling fire service hose and ladders. Topics include the distribution system of water supply, basic building construction, and emergency service communication, procedures, and equipment. (3 sem hrs; 2 lec, 2 lab) (FPT 3023)#

FIRS 1413: Firefighter Certification III
Prerequisite: FIRS 1377
General principles of fire apparatus, pump operations, fire streams, and public operations as they relate to fundamental development of basic firefighter skills. (4 sem hrs; 2 lec, 4 lab) (FPT 3034)#

FIRS 1391: Firefighter Certification IV
Prerequisite: FIRS 1413
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, 2 lab) (FPT 3043)#

FIRS 1374: Firefighter Certification V
Prerequisite: FIRS 1379
Study of ropes and knots, rescue procedures and techniques, and hazardous materials. Preparation for certification as a basic firefighter. (3 sem hrs; 2 lec, 2 lab) (FPT 3053)#

FIRS 1329: Firefighter Certification VI
Prerequisite: FIRS 1374
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 3063)#

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**FIRS 1375**: Firefighter Certification VII  
*Prerequisite: FIRS 1329*  
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. Emphasizes safety. (3 sem hrs; 2 lec; 2 lab) (FPT 3073)#

**FIRT 1303**: Fire and Arson Investigation I  
In-depth study of basic fire and arson investigation practices. Emphasizes fire behavior principles related to fire cause and origin determination. (3 sem hrs; 3 lec)

**FIRT 1309**: Fire Administration I  
Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasizes fire service leadership from the perspective of the company officer. (3 sem hrs; 3 lec) (FPT 3323)#

**FIRT 1319**: Firefighter Health and Safety  
Study of firefighter occupational safety and health in emergency and non-emergency situations. (3 sem hrs; 3 lec) (FPT 4263)#

**FIRT 1349**: Fire Administration II  
Prerequisite: FIRT 1309  
In-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships. (3 sem hrs; 3 lec) (FPT 4333)#

**FIRT 1329**: Building Codes and Construction  
Examination of building codes and requirements, construction types, and building materials. Topics include walls, floorings, foundations, and various roof types and the associated dangers of each. (3 sem hrs; 3 lec) (FPT 4353)#

**FIRT 1331**: Firefighting Strategies and Tactics I  
Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency. (3 sem hrs; 3 lec) (FPT 4454)#

**FIRT 1355**: Methods of Teaching  
Preparation of public safety personnel to effectively teach technical skills, techniques, and information. (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, court room demeanor, and expert witnesses. (3 sem hrs; 3 lec)

**FREN**

**FREN 1411**: First-Year French I  
Grammar, conversation, composition, dictation, and reading. (4 sem hrs; 5 lec, 1 lab) (FRNCH 3014)#

**FREN 1412**: First-Year French II  
Prerequisite: FREN 1411 or appropriate score on language placement test  
Continuation of FREN 1411. (4 sem hrs; 5 lec, 1 lab) (FRNCH 3024)#

**FREN 2311**: Second-Year French I  
Prerequisite: FREN 1412 or appropriate score on language placement test  
Grammar review, conversation, composition, and study of selections from representative authors. (3 sem hrs; 3 lec, 1 lab) (FRNCH 4013)#

**FREN 2312**: Second-Year French II  
Prerequisite: FREN 2311 or appropriate score on language placement test  
Continuation of FREN 2311. (3 sem hrs; 3 lec, 1 lab) (FRNCH 4023)#

**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)

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*Texas Common Course Number*
COURSE DESCRIPTIONS

(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.)
Foundation, organization, growth, and development of the national government and its problems. (3 sem hrs; 3 lec) (GOVT 4333)#

GOVT 2306*: Government of Texas and the United States
Prerequisite: Test scores indicating college-level reading skills. (TASP or state-approved alternative test.)
Study of the background, organization and functions of the State of Texas. Survey of the politics of government. (3 sem hrs; 3 lec) (Govt 4343)#

GREEK

GREE 1411: Greek I
Fundamentals of the Greek language. Consists of the study of Greek grammar and the development of vocabulary. (4 sem hrs; 4 lec) (GREEK 3414)#

GREE 1412: Greek II
Prerequisite: GREE 1411 or equivalent
Continuation of GREE 1411 with readings in the Greek New Testament. (4 sem hrs; 4 lec) (GREEK 3424)#

HISTORY

HIST 1301*, 1302*: History of the United States I, II
Prerequisite: Test scores indicating college-level reading skill. (TASP or state-approved alternative test.)
Survey of United States history from the European background to the present. 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)#

HOME ECONOMICS

HECO 1322*: Principles of Nutrition
Essentials of an adequate diet for different age groups; nutritive values of foods. Emphasizes 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 1325*: Interior Design
Psycho-socioeconomic and aesthetic aspects of the selection of housing, furnishings, and accessories. Includes principles of color and design. (3 sem hr; 3 lec, 3 lab) (HOMEC 4333)#

HECO 1101: Diet Therapy
Prerequisite: HECO 1322
Nutrition and diet therapy as applied to frequently encountered health problems. (1 sem hr; 1 lec) (HOMEC 4401)#

HUMAN SCIENCES

HUSC 1301: Basic Interpersonal Skills
Students 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. Designed 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 HUSC 1322.

HUSC 2301: Courtship and Marriage
Prerequisite: Introductory psychology course or consent of instructor
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 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 SOCI 2301.

HUSC 2302: Theories of Human Development
Prerequisite: Test scores indicating college-level reading skill. (TASP or state-approved alternative test.)
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
Analysis of family interactional patterns with an introduction to family research. Study of family heritage, development, and networks emphasizing the successful family and sociocultural variations in family forms. (3 sem hrs; 3 lec)
**Course Descriptions**

**HUSC 2314: Life Span Human Development**  
*Prerequisite: PSYC 2301*  
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**  
Seminar to accompany The Creative Mind Lecture Series. Discussion and readings pertaining to various issues within the humanities disciplines as determined by the lecture series yearly theme. (1 sem hr; 1 lec) (HUM 3111, 3121, 4111)  
*IMT 4353#*

**HUMA 1301*: Humanities I**  
Comparative study of the intellectual and cultural achievements of Western man, including art, music, philosophy, and literature. (3 sem hrs; 3 lec) (HUM 3113)#

**HUMA 1302*: Humanities II**  
Continuation of HUM 3113. HUM 3113 not prerequisite for HUM 3123. Humanities through the arts with emphasis on art, music, drama, literature, sculpture, architecture and film. (3 sem hrs; 3 lec) (HUM 3123)#

**HUMA 1315*: Survey of Art and Music**  
Interdisciplinary course integrating the visual and musical arts of Western civilization into the cultural and historical periods which created them. (3 sem hrs; 3 lec) (HUM 3133)#

**HUMA 1371: Mythology**  
Survey of mythological literature including Egyptian, Hindu, Buddhist, Greek, Oriental, American Indian, and Arthurian Legend with film commentary by mythology authority, Joseph Campbell. (3 sem hrs; 3 lec) (HUM 3143)#

**HUMA 2372: Special Topics in the Humanities**  
Survey of philosophy, literature, and the fine arts of a selected period of world history chosen by the instructor. Periods of topics which may be selected are Classical, Medieval, Renaissance, Baroque, Romantic, or Modern. Transferable as a sophomore Humanities elective. (3 sem hrs; 3 lec) (HUM 4353)#

**HUMA 2173: Honors Seminar I**  
*Prerequisite: Enrollment limited to Honors Program students*  
Examination of the practices and skills of leadership from classic readings in the humanities case studies, films, and group projects. (1 sem hr; 1 lec) (HUM 4441)#

**HUMA 2174: Honors Seminar II**  
*Prerequisite: Enrollment limited to honors students who have completed Honors Seminar I*  
Continuation of Honors Seminar I with practice in leadership and team building. Based on additional humanities readings, films, and projects. (1 sem hr; 1 lec) (HUM 4451)#

**INDUSTRIAL MAINTENANCE TECHNOLOGY**

**ELMT 1301: Basic Programmable Logic Controllers**  
Introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, application, troubleshooting of ladder logic, and interfacing of equipment. (3 sem hrs; 2 lec; 2 lab) (IMT 4353)#

*Texas Common Course Number*  

**ELMT 1305: Basic Fluid Power**  
Basic fluid power course including pneumatics, vacuum and hydraulics; symbols, theory, components, and basic electrical controls. (3 sem hrs; 2 lec; 2 lab) (IMT 4424)#

**ELMT 1373: Maintenance Concepts**  
Fundamentals of electromechanical technology including the use of test, measuring and diagnostic equipment, applied mathematics, and tool usage. Interpretation and use of schematics, blueprints and symbols to industry standards and building codes. (3 sem hrs; 2 lec; 2 lab) (IMT 3103)#

**ELMT 1377: Mechanical Components**  
Industrial drive components, lubrication systems, and bearings to include function, application, operation, and maintenance. Symptoms, causes and cures for mechanical, environmental standards and safety. (3 sem hrs; 2 lec; 2 lab) (IMT 3125)#

**ELMT 1391: Special Topics in Electromechanical Technology/Technician**  
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 sem hrs; 2 lec; 2 lab) (IMT 4613)#

**ELMT 2333: Industrial Electronics**  
Study of devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic, and computer equipment. AC reduced voltage starters, variable frequency drives, time delay, braking, reversing circuits and alternating relays. (3 sem hrs; 2 lec; 2 lab) (IMT 4323)#

**ELMT 2337: Electronic Troubleshooting, Service, 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. Emphasizes safety and proper use test equipment. (3 sem hrs; 2 lec; 2 lab) (IMT 4343)#

**ELMT 2373: Pumps**  
Positive displacement and centrifugal pumping systems to include function, application, installation, operation, and maintenance requirements. Materials, tools, skills, and designs involved in fluid piping. Emphasizes symptoms, causes and cures for mechanical problems and safety. (3 sem hrs; 2 lec; 2 lab) (IMT 4403)#

**ELMT 2380: Cooperative Education - Electromechanical Technology/Technician**  
Career-related activities encountered in students’ area of specialization offered through a cooperative agreement between the College, employer, and students. Under supervision of the College and the employer, students combine classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide students through the paid work experience. (3 sem hrs; 1 lec; 20 lab) (IMT 5013)#

**ENTC 1349: Reliability and Maintainability**  
Study of equipment reliability and maintainability to improve the efficiency of operations including utilizing the latest equipment and techniques to implement effective prevention and predictive maintenance programs. Fundamentals of computer maintenance management systems, maintenance scheduling, work orders, inventory control, report evaluations, and methods of analysis. (3 sem hrs; 2 lec; 2 lab)  
*Prefix and number prior to the 1999/2000 Catalog*
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) (IMT 4333)#

HART 1371: Residential Air Conditioning
Study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. (3 sem hrs; 2 lec; 2 lab) (IMT 4233)#

HART 1372: Commercial Refrigeration
Theory of and practical application in the maintenance of commercial refrigeration; high, medium, and low temperature applications and ice machines. (3 sem hrs; 2 lec; 2 lab) (IMT 4213)#

HART 1373: Air Conditioning Control Principles
Basic study of electrical, pressure, and temperature controls including motor starting devices, operating relays, and troubleshooting safety controls and devices. Emphasis use of wiring diagrams to analyze high and low voltage circuits. Review of Ohm’s Law as applied to air conditioning controls and circuits. (3 sem hrs; 2 lec; 2 lab) (IMT 4253)#

HART 1375: Gas and Electric Heating
Study of the procedures and principles used in servicing heating systems including gas-fired and electric furnaces. (3 sem hrs; 2 lec; 2 lab) (IMT 4243)#

HART 1377: Refrigeration Principles
Introduction to the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, safety, refrigeration containment, and refrigeration components. (3 sem hrs; 2 lec; 2 lab) (IMT 4203)#

HART 2375: Air Conditioning Systems Design
Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. (3 sem hrs; 2 lec; 2 lab) (IMT 4223)#

EIR 1306: Electric Motors
Fundamentals of single phase and three phase alternating current motors and direct current motors including operating principles, characteristics, application, selection, installation, maintenance, and troubleshooting. (3 sem hrs; 2 lec; 2 lab) (IMT 3143)#

EIR 1310: Motor Controls
Principles and fundamentals of electrical controls and control components including magnetic motor starters, overload protection, relay logic, troubleshooting techniques, schematics, and diagrams. (3 sem hrs; 2 lec; 2 lab) (IMT 4313)#

EIR 1312: Distribution Systems
Fundamentals of distribution systems including single-phase and poly-phase systems. Grounding, circuit breakers, ground fault protection devices and the National Electric Code. (3 sem hrs; 2 lec; 2 lab) (IMT 3133)#

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) (IMT 4413)#

*Texas Common Course Number
INTC 1305: Introduction to Electronic Instrumentation
Prerequisite: CETT 1303
Survey of the instrumentation field and the professional requirements of the instrumentation technician, including an introduction to computer and calculator applications involved in basic electronic circuit analysis. Basic operation and application of electronic process equipment, temperature measuring systems and devices explained. Various electronic calibration devices are used in lab environment. (3 sem hrs; 2 lec; 2 lab) (ICT 4103) #

INTC 1307: Electronic Test Equipment
Prerequisite: For Electronic Engineering Technology Majors - CETT 1329 and CETT 1409
Study of the theory and application of analog and digital meters, oscilloscope frequency generation, frequency measurements, and special measuring instruments. Emphasizes accuracy and limitations and calibration techniques. Includes the calculation of resistance, inductance, and capacitance using DC and AC bridge measurements. (3 sem hrs; 3 lec; 1 lab)

INTC 1309: Critique of Instrument and Control
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
Overview of industries employing instrumentation technicians. 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
Study of the various designs of control valves including disassembly, assembly, calibration, troubleshooting, and required documentation. Instruction in basic techniques and calculations for proper liquid and gas valve sizing. (3 sem hrs; 2 lec; 2 lab) (ICT 4003) #

INTC 1348: Analytical Instrumentation
Prerequisite: INTC 1312 or instructor approval
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
In-depth study of industrial processes including fluid flow and material transport, distillation, extraction, and automatic control requirements of these processes. Instruction in control system design and control loop adjustments and analyses. (3 sem hrs; 2 lec; 2 lab) (ICT 3203) #

INTC 1356: Instrumentation Calibration
Study of techniques for calibrating electronic and pneumatic transmitters, controllers, recorders, valves, valve positioners including tear down, assembly, alignment, and calibration of equipment. Introduces students to control loops utilizing various equipment and auxiliary devices in a process. The use of calibration equipment is stressed. (3 sem hrs; 2 lec; 2 lab) (ICT 3103) #

INTC 1358: Flow and Measurement Calibration
Prerequisite: INTC 1312 or instructor approval
Study of the practical methods of flow measurements and flow integration. Emphasizes 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 students’ area of specialization are offered through a cooperative agreement between the College, employer, and students. Under supervision of the College and the employer, students combine classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. May be repeated if topics and learning outcomes vary. (3 sem hrs; 1 lec; 20 ext hours)

INTC 1391: Special Topics in Instrumentation Technology/Technician
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of students. (3 sem hrs)

INTC 2336: Distributed Control and Programmable Logic
Prerequisite: INTC 1305 or instructor approval
Overview of distributed control systems including configuration of programmable logic controllers, smart transmitters, and field communicators. Functions of digital systems in a process control environments. (3 sem hrs; 2 lec; 2 lab) (ICT 4203) #

INTERIOR DESIGN
INDS 1301: Basic Elements of Design
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
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
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
Study of color theory and its applications to interior design. (3 sem hrs; 2 lec; 2 lab)

INDS 1345: Commercial Design I
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
Study of residential and light commercial spaces, including programming, codes, standards, space planning, drawings and presentations. (3 sem hrs; 2 lec, 2 lab)

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### COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 1351</td>
<td>History of Interiors I</td>
<td>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)#</td>
</tr>
<tr>
<td>IND 1352</td>
<td>History of Interiors II</td>
<td>Historical survey of English, American, Asian, and twentieth century styles and periods of architecture, interiors, and furnishings. (3 sem hrs; 3 lec) (INTD 4323)#</td>
</tr>
<tr>
<td>IND 1364</td>
<td>Practicum - Interior Design</td>
<td>Practical general training and experiences in the workplace. The College with the employer develops and documents an individualized plans the students. The plan relates the workplace training and experiences to students’ general and technical course of study. The guided external experiences may be for pay or no pay. May be repeated if topics and learning outcomes vary. (3 sem hrs; 1 lec, 20 ext hrs) (INTD 4533, INTD 4443)#</td>
</tr>
<tr>
<td>IND 2237</td>
<td>Portfolio Presentation</td>
<td>Preparation and presentation of a comprehensive interior design portfolio, including resume preparation, employment interview skills, and goal setting. (2 sem hrs; 1 lec, 2 lab) (INTD 4554)#</td>
</tr>
<tr>
<td>IND 2305</td>
<td>Interior Design Graphics</td>
<td>Skill development in computer-generated graphics and technical drawings for interior design applications. (3 sem hrs; 2 lec, 2 lab) (INTD 3213)#</td>
</tr>
<tr>
<td>IND 2307</td>
<td>Textiles for Interior Design</td>
<td>Study of interior design textiles including characteristics, care, codes, and applications. (3 sem hrs; 2 lec, 2 lab) (INTD 3133)#</td>
</tr>
<tr>
<td>IND 2313</td>
<td>Residential Design I</td>
<td>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)#</td>
</tr>
<tr>
<td>IND 2315</td>
<td>Lighting for Interior Design</td>
<td>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)#</td>
</tr>
<tr>
<td>IND 2317</td>
<td>Rendering Techniques</td>
<td>Study of rendering techniques for formal interior design presentation, using a variety of media. (3 sem hrs; 2 lec, 2 lab) (INTD 4333)#</td>
</tr>
<tr>
<td>IND 2321</td>
<td>Presentation Drawings</td>
<td>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)#</td>
</tr>
<tr>
<td>IND 2325</td>
<td>Professional Practices for Interior Designals</td>
<td>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)#</td>
</tr>
<tr>
<td>IND 2401</td>
<td>Interior Design Building Systems</td>
<td>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)#</td>
</tr>
<tr>
<td>IND 2431</td>
<td>Commercial Design II</td>
<td>Advanced concepts of specialized commercial interior design projects, including hospitality, corporate, retail, health care, institutional or other specialized commercial design projects. (4 sem hrs; 2 lec, 4 lab) (INTD 4543)#</td>
</tr>
<tr>
<td>IND 2435</td>
<td>Residential Design II</td>
<td>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)#</td>
</tr>
<tr>
<td>COMM 1129*</td>
<td>Publications</td>
<td>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)#</td>
</tr>
<tr>
<td>COMM 1316*</td>
<td>Photojournalism</td>
<td>Photography problems and practices in news media; using the camera as a reporting tool, working under deadline pressure, and completing photography assignments for publication. (3 sem hrs; 2 lec, 3 lab) (JOURN 4403)#</td>
</tr>
<tr>
<td>COMM 2209*</td>
<td>News Editing and Design I</td>
<td>Editing the news according to publication style and standards; headline writing; basics of page design (2 sem hrs; 2 lec, 2 lab) (JOURN 4102)#</td>
</tr>
<tr>
<td>COMM 2210*</td>
<td>News Editing and Design II</td>
<td>Pre-requisite: COMM 2209 Newspaper and magazine layout and design; typography; photo editing; press law and ethics; basics of copy editing. (2 sem hrs; 2 lec, 2 lab) (JOURN 4202)#</td>
</tr>
<tr>
<td>COMM 2311*</td>
<td>News Reporting and Writing I</td>
<td>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 3103)#</td>
</tr>
<tr>
<td>COMM 2315*</td>
<td>News Reporting and Writing II</td>
<td>Pre-requisite: 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)#</td>
</tr>
<tr>
<td>COMM 2371*</td>
<td>Topics in Journalism</td>
<td>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)</td>
</tr>
<tr>
<td>LATI 1411*</td>
<td>First-Year Latin I</td>
<td>Grammar, reading and translation, pronunciation, simple conversations, dictation. (4 sem hrs; 5 lec) (LAT 3014)#</td>
</tr>
<tr>
<td>LATI 1412*</td>
<td>First-Year Latin II</td>
<td>Pre-requisite: LATI 1411, appropriate score on language placement test, or consent of the instructor Continuation of LATI 1411. (4 sem hrs; 5 lec) (LAT 3024)#</td>
</tr>
</tbody>
</table>

*Texas Common Course Number  
#Prefix and number prior to the 1999/2000 Catalog
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LATI 2311*</td>
<td>Second-year Latin I</td>
<td>Grammar review, continuation of vocabulary and grammar development, limited translation of various Latin authors. (3 sem hrs; 3 lec) (LAT 4013)#</td>
</tr>
<tr>
<td>LATI 2312*</td>
<td>Second-year Latin II</td>
<td>Continuation of LATI 2311, emphasizing a survey of various Latin authors. (3 sem hrs; 3 lec) (LAT 4023)#</td>
</tr>
</tbody>
</table>

**MACHINING TECHNOLOGY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCHN 1305</td>
<td>Metals and Heat Treatment</td>
<td>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)</td>
</tr>
<tr>
<td>MCHN 1308</td>
<td>Basic Lathe</td>
<td>Introduction to the common types of lathes. Emphasizes basic parts, nomenclature, lathe operations, safety, machine mathematics, blueprint reading, and theory. (3 sem hrs; 2 lec, 3 lab)</td>
</tr>
<tr>
<td>MCHN 1313</td>
<td>Basic Milling Operations</td>
<td>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)</td>
</tr>
<tr>
<td>MCHN 1317</td>
<td>Machine Shop Blueprint Reading</td>
<td>Study of the different types of manufacturing blueprints and the application of each. Emphasizes machine blueprints and the Geometric Dimensioning and Tolerancing system using ASME Y14.5M - 1994. (3 sem hrs; 3 lec, 0 lab)</td>
</tr>
<tr>
<td>MCHN 1320</td>
<td>Precision Tools and Measurements</td>
<td>Introduction to the modern science of dimensional metrology. Emphasizes 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, 0 lab)</td>
</tr>
<tr>
<td>MCHN 1343</td>
<td>Machine Shop Mathematics</td>
<td>Prepares students with technical, applied mathematics that will be necessary in future machine shop-related courses. Emphasizes the use of right-angle trig in a shop application. (3 sem hrs; 3 lec, 0 lab)</td>
</tr>
<tr>
<td>MCHN 1352</td>
<td>Intermediate Machine Shop I</td>
<td>Operation of drills, milling machines, lathes, and power saws. Introduction to precision measuring techniques. (3 sem hrs; 2 lec, 2 lab)</td>
</tr>
<tr>
<td>MCHN 1366</td>
<td>Practicum - Machining Technology</td>
<td>Practical general training and experiences in the workplace. The College with the employer develops and documents an individualized plan for students. The plan relates the workplace training and experiences to the students' general and technical course of study. The guided external experiences may be for pay or not pay. May be repeated if topics and learning outcomes vary. (3 sem hrs; 1 lec, 20 lab)</td>
</tr>
</tbody>
</table>

*Texas Common Course Number

#Prefix and number prior to the 1999/2000 Catalog
INMT 2374: Advanced Computer Numerical Controls
Prerequisite/Corequisite: INMT 1376 or instructor approval
Continuation of INMT 1376. Advanced description of computer numerical control procedures for planning and preparing a computer-assisted program. Emphasizes complex operations of normal function CNC machines. (3 sem hrs; 2 lec, 2 lab) (MCH 4523)#

**MANAGEMENT - BUSINESS MANAGEMENT**

**BMGT 1171: Customer Service**
Practical information and techniques to create excellent customer service. Emphasizes 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 2301 or consent of instructor
Study of the role of the supervisor. Examines managerial functions as applied to leadership, counseling, motivation, and human skills. (3 sem hrs; 3 lec) (MGT 3363)#

**BMGT 1305: Communications in Management**
Prerequisite: ENGL 1301
Basic theory and processes of communication skills necessary for the management of an organization’s workforce. Students 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. Emphasizes 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 students’ area of specialization are offered through a cooperative agreement between the College, employer, and student. Under supervision of the College and the employer, students combine classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide students through the paid work experience. May be repeated if topics and learning outcomes vary. (3 sem hrs each; 1 lec each, 20 work hrs each) (MGT 5213, 5223)#

**BMGT 2303: Problem Solving and Decision Making**
Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids. (3 sem hrs; 3 lec.)

**BMGT 2305: Advanced Communications in Management**
Prerequisite: BMGT 1305, ENGL 1301
Advanced principles of oral and written communications for managers. (3 sem hrs; 3 lec) (MGT 4373)#

**BMGT 2331: Total Quality Management**
Quality of productivity in organizations. Includes planning for quality throughout the organization, analysis of costs of quality, and employee empowerment. Students participate in various group designs and interactively learn quality tools with an organizational focus on continuous quality improvement. (3 sem hrs; 3 lec) (MGT 4383)#

**BMGT 2341: Strategic Management**
Prerequisite: BA 4183 or BMGT 1303
Strategic management process involving analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment. (3 sem hrs; 3 lec.)

**BMGT 2377: Convenience Store Operations**
Prerequisites: BMGT 1171, HRPO 1311, BMGT 1301, BMGT 1305, BMGT 1373
Overview of the many components of convenience store operation, and their relationship to other related types of management and retailing. (3 sem hrs; 3 lec.)

**BUSG 1313: Investments**
Overview of the theory and mechanics of business investment decisions and management of business financial assets using quantitative management techniques. Topics include time value of money, cash flow, capital budgeting, sources of funds, break-even analysis, and investment decisions. (3 sem; 3 lec) (MGT 4383)#

**BUSG 1315: Small Business Operations**
Unique aspects of managing a small business. Topics address management functions including how managers plan, exercise leadership, organize and control operations. (3 sem hrs; 3 lec) (MGT 4103)#

**BUSG 2309: Small Business Management - Entrepreneurship**
How to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues. (3 sem hrs; 3 lec) (MGT 4363)#

**HRPO 1311: Human Relations**
Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. (3 sem hrs; 3 lec) (MGT 3313)#

**HRPO 2301: Human Resources Management**
Behavioral and legal approaches to the management of human resources in organizations. (3 sem hrs; 3 lec) (MGT 4113)#

**MRKG 1311: Principles of Marketing**
Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research. (3 sem hrs; 3 lec) (MGT 4313)#

**BMGT 1303: Principles of Management**
Management principles and techniques for all fields of business, including business objectives, policies, functions, leadership, organization, structure, and control. (3 sem hrs; 3 lec) (BA 4183)#[117]

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*Texas Common Course Number

#Prefix and number prior to the 1999/2000 Catalog
COMM 2311*: News Reporting and Writing I
Prerequisite: 25 wpm typing or concurrent enrollment in OFAD 1101
Gathering and writing news with special attention to leads, organization, and types of ordinary news stories; work on campus newspaper. (3 sem hrs; 3 lec, 2 lab) (JOURN 3103)#

COMM 2315*: News Reporting and Writing II
Prerequisite: COMM 2311
Practice reporting by gathering information for specialized news stories; interpretive stories; examine ethics and legal implications in reporting; work on campus newspaper. (3 sem hrs; 3 lec, 2 lab) (JOURN 3203)#

COMM 2324*: Electronic Media Workshop
Work with college radio station, PBS television station, cable channel or commerical 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 4303)#

COMM 2331*: Announcing for Radio-Television
Techniques of radio-television announcer; voice development, articulation/diction, and phonetics; interviewing techniques and experience in announcing all types of material. (3 sem hrs; 3 lec) (MCOM 3303)#

COMM 2332*: Broadcast News
Prerequisite: Manual typing skills required
Gather, edit, present, and analyze news for broadcast stations; to examine news department organization and philosophy. Presentation of regularly scheduled newscast on KACV-FM. (3 sem hrs; 3 lec, 2 lab) (MCOM 4503)#

COMM 2337*: Television Production
Prerequisite: Consent of instructor
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 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)#
**MATH 0303: Basic Algebra II**
Prerequisite: TASP score of 230, or an equivalent score on an approved alternate test, or a grade of "C" or better in MATH 0302, or consent of department chair.
Rational expressions, factoring over real numbers, coordinate geometry, first degree equations, graphs, and systems of equations, equations of second degree, equations and their graphs, matrices and determinants, stated problems. (3 sem hrs; 3 lec, 1 lab)(MATH 0313)
(For a developmental course. It does not meet elective or graduation requirements.)

**MATH 1314*: College Algebra**
Prerequisite: TASP score of 270, or an equivalent score on an approved alternate test, or a grade of "C" or better in MATH 0303, or consent of the department chair.
Polynomials, functions and relations, inverse functions, quadratic functions, conic sections, inequalities, logarithmic and exponential functions, sequences and series, binomial theorem, systems of equations. (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, conic sections. (3 sem hrs; 3 lec) (MATH 3523)

**MATH 1324*: Mathematics for Business Decisions I**
Prerequisite: A TASP score of 270, or an equivalent score on an approved alternate test, or a grade of "C" or better in MATH 0303, or consent of the department chair.
Limits and continuity; derivatives and integration as applied to the fields of business and the areas of social and management science. (3 sem hrs; 3 lec) (MATH 3645)

**MATH 1325*: Mathematics for Business Decisions II**
Prerequisite: MATH 1324 or consent of the department chair.
Limits and continuity; derivatives and integration as applied to the fields of business and the areas of social and management science. (3 sem hrs; 3 lec) (MATH 3645)

**MATH 1332*: College Mathematics**
Prerequisite: A TASP score of 270, or an equivalent score on an approved alternate test, or a grade of "B" or better in MATH 0302, or consent of the department chair.
Development and structure of mathematics; logic, sets and counting, metric system, statistics, geometry, matrices, linear programming, exponential and logarithmic functions (3 sem hrs; 3 lec) (MATH 3113)

**MATH 1333*: Contemporary Mathematics**
Prerequisite: TASP score of 270, or an equivalent score on an approved alternate test, or a grade of "C" or better in MATH 0303, or consent of department chair.
Management science, statistics and probability, game theory, measurement, patterns, relationships, introduction to computer algorithms and graphics. (3 sem hrs; 3 lec) (MATH 3123)

**MATH 1342*: Statistics**
Prerequisite: MATH 1314 or consent of the department chair.
Methods of data analysis; statistical concepts and models; estimation theory; tests of significance; analysis of variance, regression and correlation. (3 sem hrs; 3 lec, 1 lab) (MATH 4703)

**MATH 1348*: Analytic Geometry**
Prerequisite: MATH 1316 or consent of department chair.
Vectors, curves and their equations, transformation of coordinates, polar coordinates, parametric equations, vectors in three dimensions. For engineering, mathematics or science majors. (3 sem hrs; 3 lec) (MATH 3703)

*Texas Common Course Number*
MDS 3132: Basic ICD-9-CM Coding  
Prerequisite: Previous completion or concurrent enrollment in AH 3013  
ICD-9-CM coding technique, the current format for reimbursement. (2 sem hrs; 1 lec, 3 lab)

MDS 3152: Medical Insurance  
Obtain skill in completing claim forms, billing, specific insurance procedures, and terminology for medical and dental offices. (2 sem hrs; 2 lec)

MDS 3212: Basic CPT Coding  
CPT coding technique, the current format for reimbursement of physicians and prospective payment procedures. (2 sem hrs; 1 lec; 3 lab)

MDS 3422: Medical Transcription I  
Prerequisites: AH 3013, MDS 3553, OFAD 2304  
Transcribe medical dictation, using acceptable format, correct spelling, punctuation and terminology. Learn the use and care of transcription equipment. (2 sem hrs; 6 lab)

MDS 3523: Common Diseases of the Human Body  
General principles of pathology with emphasis on individual organs and body systems and their diseases. (3 sem hrs; 3 lec)

MDS 4002: Medical Transcription II  
Prerequisites: MDS 3422, AH 3013  
Continuation of MDS 3422 with emphasis on increased accuracy and speed. Additional medical terminology for development of proficiency in real life situations. (2 sem hrs; 6 lab)

MDS 4003: Basic Pharmacology for Health Management  
Introduction to common drugs currently in use by physicians and their indications in therapy. (3 sem hrs; 3 lec)

MDS 4012: Practicum  
Prerequisites: Completion of all certificate requirements except for MDS 4002 and SPCH 1318  
Consists of 240 clock hours of directed clinical practice in affiliated hospitals and medical offices. (2 sem hr; 15 practicum)

MEDICAL LABORATORY TECHNOLOGY

MLT 3013: Introduction to Medical Laboratory Technology  
Prerequisite: Admission to the MLT Program  
Orients new students to the clinical laboratory sciences; professionalism, ethics, personal adjustment, universal precautions, laboratory mathematics, government regulations, quality control and quality assurance. (3 sem hrs; 3 lec)

MLT 3025: Hematology/Coagulation  
Corequisite: MLT 3025  
Study of the formation, structure and diseases relating to the cellular components of human blood; combined with a study of blood component interactions involved in blood coagulation. (5 sem hrs; 5 lec)

MLT 3032: Hematology/Coagulation Lab  
Corequisite: MLT 3025  
Study of the principles and techniques involved in the enumeration, identification and analysis of human blood cellular and coagulation components. (2 sem hrs; 6 lab)

MLT 3043: Phlebotomy in Medical Laboratory Technology  
Prerequisite: MLT 3025  
Comprehensive study of venipuncture techniques, blood components, patient relations and special phlebotomy procedures. (3 sem hrs; 2 lec, 2 lab/clinic)

MLT 3054: Immunology/Blood Banking  
Prerequisite: MLT 3032  
Study of the development of antigen-antibody reactions with respect to the immune system and the transfusion of blood and blood components. (4 sem hrs; 4 lec)

MLT 3062: Immunology/Blood Banking Lab  
Corequisite: MLT 3054  
Study of the principles and techniques involved in the detection and diagnosis of immunological disease states. Study of the principles and techniques involved in the transfusion of blood and its components. (2 sem hrs; 6 lab)

MLT 3072: Urinalysis/Body Fluids  
Prerequisite: MLT 3013  
Study of the physiologic functions and disease processes relating to the human urinary system and additional fluid formation in the human body. Study of the principles and techniques involved in the diagnosis of urinary and other body fluid disease states. (2 sem hrs; 2 lec, 1 lab)

MLT 3082: Clinical Orientation  
Prerequisites: MLT 3043, MLT 3062  
Introduction to the basic principles and techniques utilized in clinical chemistry and bacteriology, and a brief overview of procedures and requirements for the clinical internship. (2 sem hrs; 2 lec)

MLT 4092: Practicum I  
Prerequisites: MLT 3072 and 3082. Concurrent enrollment in MLT 4104, MLT 4112 and MLT 4123  
Supervised experience in all departments within the medical laboratory in affiliated medical institutions. (2 sem hrs; 16 clinic)

MLT 4104: Medical Microbiology  
Prerequisites: BIOL 2420 and MLT 3072  
Study of micro-organisms associated with human disease processes. (4 sem hrs; 4 lec)

MLT 4112: Medical Microbiology Lab  
Corequisites: MLT 4104 and MLT 4093  
Identification of human pathogenic micro-organisms according to their morphological, biochemical and antimicrobial sensitivity testing. (2 sem hrs; 6 lab)

MLT 4123: Medical Parasitology, Mycology and Mycobacterium  
Corequisites: MLT 4104 and MLT 4123  
Etiological agents, life cycles and disease processes of parasitic, mycotic, and acid-fast organisms pathogenic to man. Macroscopic and microscopic identification, principles and techniques of parasitic, fungal, and acid-fast organisms important to man. (3 sem hrs; 2 lec, 2 lab)

MLT 4132: Practicum II  
Prerequisites: MLT 4092, MLT 4112 and MLT 4123  
Supervised experience in all departments within the medical laboratory in affiliated institutions. (2 sem hrs; 16 clinic)
COURSE DESCRIPTIONS

MLT 4141: Computer Applications
Prerequisite: Concurrent enrollment in MLT 4132. Successful completion of OFAD 1101 or a typing speed of 25 wpm
Assists students in learning the broad information base involved in Medical Technology, and to equip students with the computer skills necessary for performance in a technologically advanced clinical laboratory. (1 sem hr; 3 lab)

MLT 4154: Clinical Chemistry
Prerequisite: MLT 4104
Study of the disease processes and technical methodologies in determining the organic and inorganic constituents of the human body. (4 sem hrs; 4 lec)

MLT 4161: Clinical Chemistry Lab
Corequisite: MLT 4154
Analytical determinations of organic and inorganic constituents of the human body. (1 sem hr; 3 lab)

MLT 4173: Advanced Clinical Topics
Corequisite: MLT 4132
Case presentations which encompass the physiology of the whole body in regards to the role of the clinical laboratory scientist. (3 sem hrs; 3 lec)

MORTUARY SCIENCE

MS 1211: History of Mortuary Science
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 1311: Contemporary Funeral Service Practices
Corequisites: MS 1211, MS 1312, MS 1313, or permission from the program coordinator
Surveys the major principles related to customs, religions, human relations, and the social behavior required of practicing morticians. Presents the requirements for burial, cremation, anatomical donation, and burial at sea as modes of disposition. Emphasizes funeral counseling. (3 sem hrs; 3 lec)

MS 1312: Funeral Service Clinical Orientation
Corequisites: MS 1211, MS 1311, MS 1313 or permission from the program coordinator
Orientation to funeral directing functions is made possible by introducing students to equipment, procedures, and functions in the daily operation of a funeral home. Onsite observations and participation enable students to experience concepts presented in lecture. (3 sem hrs; 2 lec, 6 clinic)

MS 1313: Mortuary Management I
Corequisites: MS 1211, MS 1311, MS 1312 or permission from the program coordinator
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 2311: Mortuary Jurisprudence
Corequisites: MS 1211, MS 1311, MS 1312, MS 1313
Survey of mortuary jurisprudence and business law applicable to at-need and pre-need aspects of a funeral home. Ethical behavior as an essential professional trait. Enables funeral service professionals to practice in compliance with the various regulatory agencies. A writing-intensive course. (3 sem hrs; 3 lec)

*Texas Common Course Number #Prefix and number prior to the 1999/2000 Catalog
**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.

All music majors must declare a particular instrument (or voice) as their major performance area, and take applied (private) instruction in their chosen area for a minimum of four semesters. Music majors are also required to study piano for four semesters as a minor area of performance; (majors declaring piano as their major performance area must choose a different instrument/voice as the minor area). Majors are expected to already possess basic technical and musical skills in their chosen major area; those students not possessing the requisite skills, as determined by the music faculty, must remain in freshman level applied music (MUAP 12XX) for their particular instrument/voice, until approved by the applied instructor for the sophomore level.

MUAP 11XX, 21XX: [INSTRUMENT/VOICE] Elective
See following list for last two digits of MUAP number, corresponding to the particular instrument/voice chosen.

One 30-minute lesson per week, minimum three hours of outside practice per week required. For non-music majors. Emphasis on basic technique and musicianship, with appropriate literature tailored to the needs/desires of the individual student. (1 sem hr; 1/2 hr lesson, 3 hrs practice)

MUAP 12XX, 22XX: [INSTRUMENT/VOICE] Elective
See following list for last two digits of MUAP number, corresponding to the particular instrument/voice chosen.

One 60-minute lesson per week, minimum six hours of outside practice per week required. For non-music majors who desire a faster-paced, more intense approach to learning the instrument that cannot be offered in a thirty-minute weekly lesson. Also open to music majors who need to develop requisite skills in their major instrument. Emphasizes basic technique and musicianship, with appropriate literature tailored to the needs/desires of the individual student. (2 sem hr; 1 hr lesson, 6 hrs practice)

**ELECTIVE Music Applied Numbers by Instrument/ Voice:**

(First set of numbers refers to first semester of study, second set of numbers refers to second semester of study)

- Violin (01, 02), Viola (05, 06), Cello (09, 10), Electric Bass (15, 16), Flute (17, 18), Oboe (21, 22), Bassoon (25, 26), Clarinet (29, 30), Saxophone (33, 34), Trumpet (37, 38), Horn (41, 42), Trombone (45, 46), Baritone (49, 50), Tuba (53, 54), Percussion (57, 58), Guitar (61, 62), Organ (65, 66), Piano (69, 70), Harp (77, 78), Voice (81, 82), Independent Study (87, 88)

MUAP 11XX, 21XX: [INSTRUMENT/VOICE] Minor
Prerequisite: Audition or consent of instructor. See following list for last two digits of MUAP number, corresponding to the particular instrument chosen.

One 30-minute lesson per week, minimum three hours of outside practice per week required. For music majors, in their minor area of performance. Emphasizes development of technique, musicianship, and repertoire; performance opportunities in student recitals. End-of-semester performance exam (jury) required for all music majors. (1 sem hr; 1/2 hr lesson; 3 hr practice)

*A Texas Common Course Number

122

**MUSIC 122X, 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 ten hours of outside practice per week required. For music majors, in their major area of performance. Emphasizes 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**

Emphasizes 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**

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**

Prerequisites: 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)#

#Prefix and number prior to the 1999/2000 Catalog
MUSI 1125*, 1126*, 2125*, 2126*: Lab Band
Study and perform jazz, rock, swing, and modern experimental compositions for a small combo. Audition required. (1 sem hr; 3 studio) (MUSIC 3131, 3141, 4131, 4141)"

MUSI 1127*, 1128*, 2127*, 2128*: Chamber Orchestra
Perform chamber orchestra literature. (1 sem hr; 3 studio) (MUSIC 3411, 3421, 4411, 4421)"

MUSI 1131*, 1132*: Chamber Music
Study and perform chamber music literature for small performing groups. Time to be arranged with instructor. (1 sem hr; 3 studio) (MUSIC 3071, 3081)"

MUSI 1133*, 1134*: Brass Ensemble
Study and perform literature for brass instruments. Time to be arranged. (1 sem hr; 3 studio) (MUSIC 3371, 3381)"

MUSI 1135*, 1136*: Woodwind Ensemble
Study and perform standard literature for small woodwind ensembles. Time to be arranged. (1 sem hr; 3 studio) (MUSIC 3431, 3441)"

MUSI 1137*, 1138*, 2137*, 2138*: Guitar Ensemble
Prerequisite: Enrollment to private guitar lessons and/or consent of the instructor
The rehearsal and performance of works from all musical periods. Includes original works and transcriptions for 2, 3, or 4 guitars and other instruments. (1 sem hr; 3 studio) (MUSIC 3911, 3921, 4911, 4921)"

MUSI 1139*, 1140*, 2139*, 2140*: Piano Ensemble
Standard duet and duo-piano literature. Audition required. (1 sem hr; 3 studio) (MUSIC 3971, 3981, 4971, 4981)"

MUSI 1141*, 1142*, 2141*, 2142*: Concert Choir
Prerequisite: Audition
Literature includes selections from all periods. (1 sem hr; 5 studio) (MUSIC 3211, 3221, 4211, 4221)"

MUSI 1143*, 1144*, 2143*, 2144*: Choral Union
(Amarillo Civic Chorus)
Prerequisite: Audition
Literature includes selections from all periods. Meets one evening each week. Advanced choral literature stressed. (1 sem hr; 3 studio) (MUSIC 3671, 3681, 4671, 4681)"

MUSI 1151*, 1152*, 2151*, 2152*: Chamber Choir
Smaller choral groups performing various styles of music depending upon the particular ensemble, such as vocal jazz, men’s chorus, chamber ensemble, etc. Members must also enroll in Concert Choir. (1 sem hr; 3 studio) (MUSIC 3311, 3321, 4311, 4321)"

MUSI 1157*, 1158*, 2157*, 2158*: Opera Workshop
Study, preparation, and stage production of full-length operas as well as shorter, one-act operas, presented each semester. Audition required for all leading roles. Credit also given for participation in chorus, set design and construction, properties, make-up, lighting, publicity, ticket sales, and costumes. (1 sem hr; 4 studio & production) (MUSIC 3171, 3181, 4171, 4181)"

MUSI 1166*: Woodwind Class
Woodwind instruments; technic, teaching techniques, and literature. (1 sem hr; 3 studio) (MUSIC 4331)"

MUSI 1168*: Brass Class
Brass instruments: basic knowledge of playing and teaching techniques and literature. (1 sem hr; 3 studio) (MUSIC 4031)"

MUSI 1181*, 1182*: Piano Class I and II
For students with a limited keyboard background. Includes scales, chord progressions, technical studies, sightreading drill, short selections from solo literature. (1 sem hr; 3 studio) (MUSIC 3481, 3491)"

MUSI 1183*, 1184*: Voice Class I and II
For non-vocal majors; the fundamentals of correct breathing, tone production, and diction. Both group and individual performance. (1 sem hr; 3 studio) (MUSIC 3531, 3541)"

MUSI 1192*: Guitar Class
Basic study of guitar, covering scales, chord progressions, sight reading, tablature, style and technique. (1 sem hr; 3 studio) (MUSIC 3551)"

MUSI 1189*: String Class I
High String instruments (violin/viola): Technic, teaching techniques, and literature. (1 sem hr; 3 studio) (MUSIC 4231)"

MUSI 2189*: String Class II
Low String instruments (cello/bass): Technic, teaching techniques, and literature. (1 sem hr; 3 studio) (MUSIC 4241)"

MUSI 1116*, 1117*: Elementary Ear-Training I and II
Corequisites: MUSI 1211 or 1212, Elementary Theory I or II
Rhythmic, melodic, and harmonic dictation; rhythmic and melodic sightreading; diatonic harmonic progressions to be played at the piano. (1 sem hr; 1 lec, 2 lab) (MUSIC 3191, 3201)"

MUSI 1211*, 1212*: Elementary Theory I and II
Corequisite: MUSI 1116 or 1117, Elementary Ear-Training I or II
Review fundamentals; study diatonic harmonization, cadences, diatonic seventh chords, and modulation. (2 sem hrs; 2 lec, 1 lab) (MUSIC 3192, 3202)"

MUSI 2116*, 2117*: Advanced Ear-Training
Corequisite: Advanced Theory
Continuation of MUSIC 3191 and 3201, extending into seventh-chords and modulations, chromaticism, and contemporary idioms. (1 sem hr; 1 lec, 2 lab) (MUSIC 4191, 4201)"

MUSI 2211*, 2212*: Advanced Theory
Corequisite: Advanced Ear-Training
Diatonic harmony; chromaticism and late Romantic and Contemporary idioms. (MUSIC 4192, 4202)"

MUSI 1208*, 1209*: Introduction to Music Literature
Examine basic information and techniques for the study of music literature. Survey from Antiquity to the present. (2 sem hrs; 3 lec) (MUSIC 3492, 3502)"

MUSI 1171*, 1172*, 2171*, 2172*: Fine Arts Seminar
One hour seminar per week on topics of importance to the musician. Attendance required at specified number of fine arts activities. (1 sem hr; 1 lec) (MUSIC 3151, 3161, 4151, 4161)"

MUSI 1173*: Introduction to Computer Music Applications
Introduction to computer sound, MIDI concepts, software types including music notation, music sequencing, music accompaniment and music tutorial. Piano keyboard skills may be used but are not required. Intended as a one hour transferable elective credit for all majors. (1 sem hr; 1 lec) (MUSIC 3511)"

MUSI 1174*, 1175*, 2174*, 2175*: String Development
Prerequisite: Consent of instructor
The teaching of string instruments; technic, teaching, philosophies, techniques, and literature. (1 sem hr; 3 studio) (MUSIC 3251, 3261, 4251, 4261)"
NURSING

NURS 3011, 3061, 3071, 3081: Special Topics in Pharmacology
Seminar course focusing on current and new actions, side effects, interactions and interventions in specific areas of pharmacology. (1 sem hr; 1 lec)

NURS 3013 Transition to Associate Degree Nursing
Prerequisites: BIOL 2401, 2402, 2420, PSYC 2301, HECO 1322, ENGL 1301, SPCH and MATH from approved list
Facilitates the socialization process for the vocational or practical nurse seeking RN licensure. Enhancement of theory base in adult health nursing with emphasis placed on role transition including the professional nursing role, legal and ethical considerations, nursing process and validation of critical inquiry. (3 sem hrs; 3 lec, 1 lab)

NURS 3021: Gerontological Nursing
Prerequisites: NURS 3023, NURS 3032, NURS 3036 or approval of department chair
Presents major concepts, theories, and knowledge related to health care needs of the older adult. (1 sem hr; 1 lec)

NURS 3023 Introduction to Nursing
Prerequisites: BIOL 2402, PSYC 2301, MATH from approved list or concurrent enrollment
Foundation course which serves as a transition from general education to the discipline of nursing and guides in the acquisition of knowledge required to develop competence in performing basic nursing procedures. The role of the professional nurse in maintaining the concepts of human dignity, needs and values is interwoven. (3 sem hrs; 2 lec, 3 lab)

NURS 3031: Current Assessment Techniques for the Nurse
Prerequisites: NURS 3013, NURS 3048
Presents content and techniques necessary and appropriate for performing an indepth assessment of the individual client. (1 sem hr; 1 lec)

NURS 3032 Pharmacology in Nursing
Prerequisites: BIOL 2402, PSYC 2301, MATH from approved list, NURS 3036
Introduces the basic concepts of pharmacology. Drug classifications and prototypes of those classifications are presented in relation to the body systems affected by those drugs. Emphasizes the actions, interactions, adverse effects, and nursing implications of the drug classifications. (2 sem hrs; 2 lec, 1 lab)

NURS 3036 Adult Health Nursing I
Prerequisites: BIOL 2402, PSYC 2301, MATH from approved list, NURS 3023 and satisfactory completion or concurrent enrollment in BIOL 2401 and NURS 3032
Introduces basic concepts of nursing in providing care for the adult, with an emphasis on the older adult. Includes nursing process, medication administration, gerontology, and medical-surgical content related to oncology, respiratory, and hematologic disorders. Clinical experiences are in long term and acute care agencies. (6 sem hrs; 4 lec, 8 clinic)

NURS 3041: Transcultural Health Care Issues
Seminar in assessment and intervention guidelines for holistic care of clients with diverse cultural backgrounds. Focusing on but not limited to the African American, Hispanic, Native American, Asian, European and East Indian cultures. (1 sem hr; 1 lec)

NURS 3048: Adult Health Nursing II
Prerequisites: NURS 3036 and satisfactory completion or concurrent enrollment in BIOL 2420
Extends the concepts of nursing in providing care for the adult. Includes content related to perioperative nursing, and disorders involving the integumentary, musculoskeletal, sensory, gastrointestinal, endocrine, and genitourinary systems. Clinical experiences are in acute care and community agencies. (8 sem hrs; 4 lec, 16 clinic)

NURS 3051: Clinical Applications of Laboratory Data
Seminar in nursing implications and responsibilities in diagnostic laboratory tests. Topics include diagnostic tests, reference/normal values, procedures, clinical problems and nursing implications. (1 sem hr; 1 lec)

NURS 4023: Health Assessment in Clinical Practice
Prerequisite: NURS 3048 or equivalent
Provides a broad base of the fundamentals of physical assessment on which the practitioner can develop more advanced concepts, knowledge and skills. Clinical assignments will be in the hospitals and other health agencies. (3 sem hrs; 2 lec, 4 clinic)

NURS 4044: Relationships and Communication in Nursing
Prerequisites: NURS 3048, ENGL 1301, SPCH from approved list, HECO 1322 or NURS 3013, NURS 3032
Emphasizes relationships and communications in nursing. Includes needs of persons with psychiatric disorders, needs of persons in crises, the problem of violence and substance abuse, and psychosocial/mental health needs. Clinical experiences are in acute care and community agencies. (4 sem hrs; 3 lec, 4 clinic)

NURS 4053: Critical Care Nursing
Prerequisite: NURS 3048 or equivalent
Advanced nursing in caring for the patient in a variety of critical care settings including intensive care units. Clinical experiences occur in acute care (critical care) agencies. (3 sem hrs; 2 lec, 4 clinic)

NURS 4058: Family Health Nursing
Prerequisites: NURS 3048, ENGL 1301, SPCH from approved list, HECO 1322 or NURS 3013, NURS 3032
Introduces the concepts of nursing care to families during the childbearing and child rearing phases of life. Growth and development of families and children is emphasized. Clinical experiences occur in acute care and community health agencies. (8 sem hrs; 4 lec, 16 clinic)

NURS 4063: Cardiovascular Nursing
Prerequisite: NURS 3048 or equivalent
Advanced nursing in caring for the patient with cardiovascular disorders. Clinical experiences occur in acute care and community agencies. (3 sem hrs; 2 lec, 4 clinic)

NURS 4064: Adult Health Nursing III
Prerequisites: NURS 4058, NURS 4044
Emphasizes advanced concepts and skills in respiratory, cardiovascular, neurological, neuromuscular and multisystem disorders. Clinical experiences are provided in acute care (critical care settings) agencies. (4 sem hrs; 2 lec, 8 clinic)

*Texas Common Course Number

#Prefix and number prior to the 1999/2000 Catalog

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**NURS 4074 Management in Nursing**  
Prerequisites: NURS 4058, NURS 4044 and satisfactory completion or concurrent enrollment in NURS 4064  
Advances the development of management skills in relation to time, resources, organizational structure/function, groups of clients, and collaboration with other disciplines; emphasizing professional standards applicable to practice. Clinical experiences occur in acute care and community health agencies. (4 sem hrs; 2 lec; 8 clinic)  

**NURS 4111 Basic Survival 101 for Nursing**  
Seminar course focusing on nursing process to assist participants to identify, analyze, and solve clinical problems and increase self-confidence and performance in nursing. (1 sem hr; 1 lec)  

**NURS 4121 Basic Cardiac Dysrhythmia Recognition**  
Introduction to basic electrocardiographic dysrhythmia recognition including pathogenesis, pathophysiology, clinical manifestations, and management of the various dysrhythmias. (1 sem hr; 1 lec)  

**NURS 4123: Operating Room Internship I**  
Prerequisite: NURS 3036 or permission of instructor  
Includes skills and techniques for the purpose of increasing the knowledge base in the area of operating room performance. (3 sem hrs; 2 lec, 4 clinic)  

**NURS 4133: Operating Room Internship II**  
Prerequisite: NURS 4123 or R.N. License  
Explores operating room overview, preoperative nursing; intraoperative nursing; specialized areas in intraoperative nursing; organization and leadership in the OR; AORN recommended practices. (3 sem hrs; 2 lec, 4 clinic)  

**NURSING (Vocational)**  

**NV 3013: Introduction to Nursing**  
Serves as a transition from general education to the discipline of nursing. Guides the student in the acquisition of knowledge required to develop competence in performing basic nursing procedures essential in caring for needs of patients. In a laboratory setting, students practice the procedures necessary to perform basic nursing skills safely and efficiently. (3 sem hrs; 2 lec, 3 lab)  

**NV 3014: Roles, Responsibilities, and Relationships in Vocational Nursing**  
Prerequisites: BIOL 2402, HECO 1322  
Enter-level course which serves as an introduction to bedside nursing and as an overview of role adjustments, legal and ethical issues and communication techniques for the vocational nurse. Included topics of study are normal and maladaptive behaviors, concepts of community health, the nursing process and beginning physical assessment. (4 sem hrs; 3 lec, 6 clinic)  

**NV 3029: Medical/Surgical Nursing I**  
Prerequisites: BIOL 2402, HECO 1322  
Includes a study of comprehensive nursing care utilizing the nursing process in the care of the adult client. Emphasizes promotion, maintenance and restoration of health. Major areas of study include dosage calculation, techniques of administration of medications, the geriatric client, the preoperative and postoperative client, the cancer client, disorders of the musculoskeletal, integumentary systems and basic concepts of the endocrine and cardiovascular systems. Clinical practice is concentrated in acute and long term health care settings with students progressing from simple to complex experiences. (9 sem hrs; 6 lec, 18 clinic)  

**NV 3111: Clinical Practicum**  
Prerequisites: BIOL 2402, HECO 1322, NV 3013, NV 3014, NV 3029, NV 3149, NV 3155, NV 3122  
Focuses on enhancing clinical skills by functioning as a team member of the health care delivery system in various clinical settings. (1 sem hr; 5 clinic)  

**NV 3113: LVN Refresher**  
Prerequisite: Currently licensed in State of Texas  
Assists the LVN who has not been active in nursing. Review basic nursing skills; nursing process; legal aspects and pharmacology incorporated. Update of current knowledge in medical surgical nursing. Clinical assignments scheduled. (3 sem hrs; 3 lec; 8 clinic)  

**NV 3122: Basic Pharmacology**  
Prerequisites: BIOL 2402, HECO 1322, NV 3013, NV 3014, NV 3029  
Introduces essential concepts and principles of pharmacology. Included are drug classifications, actions, side effects, interactions, and nursing interventions. (2 sem hrs; 2 lec)  

**NV 3149: Medical/Surgical Nursing II**  
Prerequisites: BIOL 2402, HECO 1322, NV 3013, NV 3014, NV 3029  
Includes a study of comprehensive nursing care utilizing the nursing process in the care of the adult client. Emphasizes promotion, maintenance and restoration of health. Major areas of study include disorders of the gastrointestinal, genitourinary, respiratory, neurological and reproductive systems and advanced concepts of the endocrine and cardiovascular systems. Clinical practice is concentrated in acute and long term health care settings with students progressing from simple to complex experiences. (9 sem hrs; 6 lec, 18 clinic)  

**NV 3155: Family Health Nursing**  
Prerequisites: BIOL 2402, HECO 1322, NV 3013, NV 3014, NV 3029  
Basic concepts of antepartum, labor and delivery and postpartum care of the family and care of the child through the various stages of life in both health and illness. Overview of normal growth and development. The psychological and sociocultural needs of the family are addressed in both clinical and community settings. (5 sem hrs; 4 lec; 6 clinic)  

**OCCUPATIONAL THERAPY ASSISTANT**  

**OTA 3003: Introduction to Occupational Therapy**  
Prerequisites/Corequisites: AH 3013, BIOL 2401 or BIOL 2402  
Study in a career choice in Occupational Therapy with a description of history and philosophy. Description of man’s need for independence, self care, productivity, and leisure. Contrasts between community health care services for the developmental continuum of life from infancy to geriatrics, and sociological issues in health care. Identify roles, responsibilities, and relationships of health care professionals. Discussion of ethics and legal implications of health care. (3 sem hrs; 3 lec)
OTA 3005: Modalities I
Prerequisite: OTA 3003. Corequisites: OTA 3023 and OTA 3033
Exploration of evaluation and treatment methods and techniques used in working with infant through pre-adolescent populations, focusing on activities of daily living, sensory integration, adaptive equipment, assistive devices, and play-leisure skills. Strong emphasis on activity analysis and assessment. Includes Level I clinical application of observation in a variety of clinical settings. (3 sem hrs; 3 lec, 4 lab, 4 clinic)

OTA 3013: Dynamics of Human Motion
Prerequisite: OTA 3003. Corequisites: OTA 3004 and OTA 3023
Identification of major muscle groups and the effects on movement. Analyze movement activities according to joint movements, muscle groups involved, and types of contraction elicited. Introduction to range of motion, transfer techniques, body mechanics. Performance of basic manual muscle tests. (3 sem hrs; 3 lec)

OTA 3015: Modalities II
Prerequisite: OTA 3003, OTA 3013, OTA 3023, OTA 3005. Corequisite: OTA 3013
Exploration of evaluation and treatment methods and techniques used in working with adolescent through young adult populations, focusing on activities of daily living, sensory integration, adaptive equipment, assistive devices, transfer techniques, body mechanics, and play-leisure skills, including crafts. Strong emphasis on activity analysis and assessment. Includes Level I clinical application of observation in a variety of settings. (5 sem hrs; 3 lec, 4 lab, 4 clinic)

OTA 3023: Applications to Childhood
Prerequisite: OTA 3003. Corequisites: PSYC 2314, OTA 3004, and OTA 3014
Identification and exploration of commonly seen conditions and programs in the areas of infancy through pre-adolescent, including normal and abnormal development, psychological, physical, emotional, and behavioral. Strong emphasis in Occupational Therapy evaluation techniques and methods of treatment for this group and conditions. (3 sem hrs; 3 lec)

OTA 3033: Applications to Youth
Prerequisite: OTA 3023. Corequisite: OTA 3014
Identification and exploration of commonly seen conditions and programs in the areas of adolescent through young adult, including normal and abnormal development, physical, pathological, psychological, social, and cognitive. Strong emphasis in Occupational Therapy evaluation techniques and methods of treatment for this group and conditions. (3 sem hrs; 3 lec)

OTA 4002: Group Dynamics
Prerequisites: OTA 4003, OTA 4004
Practice observing and reporting group behaviors with those skills needed to assess individual and group behavior. Also, practice in planning and implementing change strategies in a task group. Identification of attitudes which support the roles of group leader followers. Exploration of self-behavior in group situations. (2 sem hrs; 2 lec)

OTA 4003: Applications to Aging
Prerequisite: OTA 3014; OTA 3035. Corequisite: OTA 4004
Identification and exploration of commonly seen conditions and programs in the areas of aging, including middle age to geriatrics, and the community, including physical, pathological, social, psychological, cognitive, and emotional. Strong emphasis in Occupational Therapy evaluation techniques and methods of treatment for this group and conditions. (3 sem hrs; 3 lec)

OTA 4005: Modalities III
Prerequisites: OTA 3031, OTA 3015. Corequisite: OTA 4003
Exploration of evaluation and treatment methods and techniques used in working with the aging population and in the community, focusing on specialized treatment methods and procedures, including splinting, hand treatment, preparatory physical agent modalities, as well as adaptive equipment, activities of daily living, transfer techniques, body mechanics, and play-leisure. Strong emphasis on activity analysis and assessment. Includes Level I clinical application of observation in a variety of settings. (5 sem hrs; 3 lec, 4 lab, 4 clinic)

OTA 4012: Practicum I
Prerequisites: OTA 4003, OTA 4005. Corequisites: OTA 4002 and OTA 4023
Consists of 320 clock hours of directed practice in affiliated medical institutions. (2 sem hrs; 20 clinic)

OTA 4022: Practicum II
Prerequisite: OTA 4012
Consists of 320 clock hours of directed practice in affiliated medical institutions. (2 sem hrs; 20 clinic)

OTA 4023: Activity Program Management
Prerequisites: OTA 4003, OTA 4004
An identification of budget, administration, supervision techniques, and strategies in Occupational Therapy. Analysis of program organization and management styles for effective use of personnel and volunteers. (3 sem hrs; 3 lec)

OFFICE TECHNOLOGY

OFAD 1301*: Speedwriting I
Beginning note-taking skill with alphabet letters; for personal or professional use. (3 sem hrs; 3 lec, 1 lab) (BUS 3313)#

OFAD 1302*: Speedwriting II
Advanced note-taking skill with alphabet letters; for business and office dictation. (3 sem hrs; 3 lec, 1 lab) (BUS 3323)#

BUS 3401: Introduction to DOS
Prerequisite: Keyboarding skill of 25 wpm
Develop an awareness of basic computer components, computer operating systems, files, directories, volumes, and basic loading of software. (1 sem hr; 1 lec; 1 lab)

OFAD 1311*: Keyboarding I
Learn and/or increase alpha/numeric keyboarding skill and its application to personal, business, and office communication; introduction to letters, tables, reports, and memoranda. (3 sem hrs; 3 lec, 1 lab) (BUS 3403)#

OFAD 1312*: Keyboarding II
Prerequisite: OFAD 1311 with a minimum grade of C or equivalent skill
Increased production of business letters, reports, tables, notices, business forms, and legal forms; composition at the workstation; drills for increased accuracy and speed; introduction to Office-Style Production Mailable documents. (3 sem hrs; 3 lec, 1 lab) (BUS 3413)#

OFAD 2304*: Word/Information Processing I
Prerequisite: OFAD 1311 or demonstrated competence
Develop text processing skills to a proficient level necessary for entry-level employment in an office environment or for personal use; emphasis on creating, editing, formatting, and printing documents. (3 sem hrs; 2 lec, 4 lab) (BUS 3503)#

*Texas Common Course Number

#Prefix and number prior to the 1999/2000 Catalog
BUS 3603: Business Mathematics/10-key
Life, health, property, and auto insurance; installment sales and purchases; sales, property, and income taxes; percentage application in business; simple and compound; depreciation; 10-key pad skill building with applications using computers and electronic calculators. (3 sem hrs; 3 lec) (BUS 3653)*

HRPO 1311: Human Relations: Office Personnel
Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. (3 sem hrs; 3 lec) (BUS 3633)*

ACCT 1371*: Introduction to Accounting I:
Office Accounting
Study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasizes understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. Does not substitute for ACCT 2301. (3 sem hrs; 3 lec, 1 lab) (BUS 3643)*

BUS 3653: Business English
Practical application of English fundamentals in business communications; development of spelling skills through proper application of accurate visual images, spelling, rules, correct pronunciation, and word usage. (3 sem hrs; 3 lec)

BUS 3701: Office Skill Review
Improve existing skills in keyboarding, written shorthand, machine shorthand, stenograph, machine transcription and/or produce business letters, personal business letters, memos, and reports. Designed for individual student's needs. (1 sem hr; 1 lec, 1 lab)

BUS 3703: Office Skill Review I
Improve beginning skills in keyboarding, written shorthand, machine shorthand, stenograph, machine transcription and/or produce business letters, personal business letters, memos, and reports. Designed for individual student's needs. (3 sem hrs; 3 lec, 1 lab)

OFAD 1101*: Introduction to Keyboarding
Learn and/or improve basic keyboarding skills; concentration on improving keyboarding techniques, accuracy, and initial development of speed on a computer keyboard; designed for those who type alpha/numeric symbols at rate of 0-25 words per minute; emphasis placed on increasing keyboarding rate by touch system (not watching fingers when keyboarding). (1 sem hr; 1 lec, 1 lab) (BUS 3711)*

BUS 3733: Office Skills Review II
Prerequisite: Approval by instructor
Improve intermediate skills in keyboarding, written shorthand, machine shorthand, stenograph, machine transcription and/or produce business letters, personal business letters, memos, and reports. Designed for individual student's needs. (3 sem hrs; 3 lec, 1 lab)

BUS 4213: Office Management Applications
Prerequisites: OFAD 2305, BCIS 1301
Develop skills using application software packages to complete management projects. Applications require critical thinking and decision making. (3 sem hrs; 3 lec, 1 lab)

BUS 4342: Spreadsheet Applications
Prerequisite: Keyboarding skill of 25 wpm
Develop skills using the functions and applications of spreadsheet software. (2 sem hrs; 2 lec, 1 lab)

BUS 4411: Keyboarding Speed and Accuracy
Prerequisite: Existing keyboarding skill of 25 wpm
Provides intensive practice drills for developing speed and accuracy on one-, three-, and five-minute writings. May be taken concurrently with Keyboarding III and/or Keyboarding II; improve basic skills. (1 sem hr; 1 lec; 1 lab)

OFAD 2301*: Production Keyboarding
Prerequisite: OFAD 1312 with a minimum grade of C or instructor approval
Keying business letters, documents, reports, minutes, releases, other business forms, legal forms, and manuscripts within time limits. Composition at the computer. (2 sem hrs; 2 lec, 1 lab) (BUS 4422)*

BUS 4443: Advanced Office Technology
Prerequisite: Consent of instructor and department chair
Comprehensive study of current technology and systems being used in offices. (3 sem hrs; 3 lec, 1 lab)

OFAD 2303*: Word/Information Processing II
Prerequisite: OFAD 2304 with a grade of C or demonstrated competence
Develop advanced features of text processing; graphics, macros, styles, indexes, advanced merging, and applications requiring critical thinking and decision making as expected in the office environment. (3 sem hrs; 2 lec, 4 lab) (BUS 4523)*

BUS 4533: Word/Information Processing III
Prerequisite: OFAD 2305 with a grade of C or demonstrated competence
Develop skills using graphics, presentation graphics, desktop publishing, and/or communication software to proficient level as required of office support personnel while using critical thinking and decision making. (3 sem hrs; 2 lec, 4 lab)

BUS 4543: Word/Information Processing IV
Prerequisite: OFAD 2305 with a grade of C or demonstrated competence
Develop skills in using current software not covered in other courses. Software will vary based on current developments in the rapidly changing field of office technology; application of current software. (3 sem hrs; 2 lec, 4 lab)

BUSI 1304*: Business Communications
Prerequisite: Keyboarding skills, BUS 3653
The business letter and other types of written communications. Emphasis on principles of writing for business, using correct and forceful English. (3 sem hrs; 3 lec) (BUS 4623)*

BUS 4633: Office Skills Review III
Improve advanced skills in keyboarding, written shorthand, machine shorthand, stenograph, machine transcription and/or produce business letters, personal business letters, memos, and reports. Designed for individual student's needs. (3 sem hrs; 3 lec, 1 lab)

OFAD 2312*: Office Practice
Prerequisite: OFAD 2304 with C or better or demonstrated competence
Analyses of tasks and responsibilities of the office professional as well as the components of a professional image; topics include workstation environment, keeping appointment records, setting priorities, managing time and stress, public relations responsibilities, telephone etiquette, office protocol, reprographics, machine transcription, travel and conference planning, and employment and career advancements. (3 sem hrs; 2 lec, 4 lab) (BUS 4664)*

*Texas Common Course Number

#Prefix and number prior to the 1999/2000 Catalog
BUS 4673: Legal Terminology and Research
Prerequisite: Keyboarding skill
Develop legal vocabulary and skill in recognizing meaning of legal terminology by studying prefixes, suffixes, roots, and abbreviations; spell and pronounce legal terms; develop accuracy in transcription of terms for legal documents. (3 sem hrs; 3 lec)

BUS 5022: Cooperative Education in Office Technology
Prerequisite: Consent of the Office Technology Department chair
Credit for a course in Office Technology through comparable work done at a supervised employment site. Requires the approval of the student advisor and of the students’ employer. Students must also be concurrently enrolled in an Office Technology course related to the employment site duties. (2 sem hrs; 1 lec, 10 external)

BUS 5023: Cooperative Education in Office Technology
Prerequisite: Content of the Office Technology Department chair
Credit for a course in Office Technology through comparable work done at a supervised employment site. Requires the approval of the student advisor and of the students’ employer. Students must also be concurrently enrolled in an Office Technology course related to the employment site duties. (3 sem hrs; 1 lec, 20 external)

PARALEGAL STUDIES

NOTE: Pending Coordinating Board approval.

PARAMEDICINE TECHNOLOGY

PMT 3115: Basic Emergency Medical Technology
Prerequisite: 18 years of age within 90 days of course ending date
Basic principles and skills of emergency care of the sick and injured. Includes clinical observation of emergency situations. Upon completion, students are eligible to sit for the Texas State EMT Basic Registry Examination and the National EMT-A Examination. (5 sem hrs; 3 lec, 3 lab, 4 clinic)

PMT 3204: Roles and Responsibilities of the EMS Professional
Prerequisite: Successful completion of PMT 3115, or current Texas EMT-Basic Registry
Presents the medical/legal considerations of prehospital Emergency Medical Services, including ethical issues relating to the individual, service, and profession. EMS Systems design and a thorough investigation of appropriate communications and general patient assessment is included. (4 sem hrs; 3 lec, 3 lab)

PMT 3214: Assessment and Management of Trauma Emergencies
Prerequisite: Successful completion of PMT 3115, or current Texas EMT-Basic Registry
Overview of circulatory anatomy and physiology relating to shock pathophysiology. Appropriate and comprehensive prehospital assessment and treatment of trauma patients. (4 sem hrs; 3 lec, 3 lab)

PMT 3224: Assessment and Management of Respiratory Emergencies
Prerequisite: Successful completion of PMT 3115, or current Texas EMT-Basic Registry
Presents current respiratory emergencies that may confront the prehospital provider. Overview of respiratory anatomy and physiology, pathophysiology, and respiratory emergencies, with appropriate assessment and treatment for prehospital personnel. (4 sem hrs: 3 lec, 3 lab)

PMT 3233: Paramedicine Practicum I
Prerequisites: Successful completion of PMT 3204, 3214, 3224
Clinical course providing students with clinical (192 hours) exposure to the prehospital and hospital setting appropriate for the Intermediate level of care. Upon successful completion, students are eligible to sit for the State of Texas EMT-Paramedic Examination, and the National Registry Examination for the EMT-Paramedic. (3 sem hrs; 2 lec, 12 clinic)

PMT 4013: Leveling for Advanced Standing Students
Leveling course providing students certified at the EMT-SS level who have not completed PMT 4127 and PMT 4222 or equivalent courses with the additional material required for enrollment in PMT 4317 and PMT 4325. Central nervous system, musculoskeletal and soft tissue trauma, communications, and telemetry, and rescue and mass casualty incidents management. Department of Transportation modules covered are VII, VIII, IX, XIV, and XV. (3 sem hrs; 4 lec, 4 lab)

PMT 4304: Prehospital Medical Emergencies
Prerequisite: Successful completion of PMT 3233, or current Texas EMT-Intermediate Registry, MATH 1332, BIOL 2401
Presents the common and expected medical emergencies presented to the prehospital provider. Covers general pharmacology, endocrine, acute abdomen, nervous, toxicology, environmental, infection, geriatric and behavioral emergencies. (4 sem hrs; 3 lec, 3 lab)

PMT 4314: OB/Gyn and Pediatric Emergencies
Prerequisite: Successful completion of PMT 3233, or current Texas EMT-Intermediate Registry, MATH 1332, BIOL 2401
Presents emergency pathophysiology and management of OB/Gyn and Pediatric emergencies appropriate for the prehospital provider. (4 sem hrs; 3 lec, 3 lab)

PMT 4315: Cardiovascular Emergencies
Prerequisite: Successful completion of PMT 3233, or current Texas EMT-Intermediate Registry, MATH 1332, BIOL 2401
Presents human cardiovascular anatomy and physiology, electromorphology, rhythm disturbances, pathophysiology of arrhythmias, appropriate rhythm recognition, treatment and management of cardiovascular medical emergencies. (5 sem hrs; 4 lec, 3 lab)

PMT 4324: Paramedicine Practicum II
Prerequisite: Successful completion of PMT 4304, 4315, and 4314
Acquaints student with the clinical (256 hours) portions relating to the Paramedic curriculum in prehospital and hospital domains. Upon successful completion, students will be eligible to sit for the State of Texas EMT-Paramedic Examination, and the National Registry Examination for the EMT-Paramedic. (4 sem hrs; 2 lec, 16 clinic)

PHARMACY TECHNOLOGY

PHT 3003: Pharmacy Technology Orientation
Introduction to the pharmacy department to include its relationship to the total organization. Describes the duties and responsibilities of the pharmacy technician, to include ethics and pharmacy law. Principles and procedures for records management will be discussed. (3 sem hrs; 3 lec)

PHT 3103: Applied Pharmaceutical Calculations
Prerequisite: Score of not less than 70 on the Amarillo College mathematics academic placement test
Manipulation of mathematic formulae and calculations needed to compute dosages, drip rates. Metric operations and solving proportions will be included. (3 sem hrs; 3 lec)
COURSE DESCRIPTIONS

PHT 3112: Sterile Products
Prerequisite: Concurrent enrollment in PHT 3103 or previous completion of PHT 3103
Describes the intravenous admixture programs and emphasizes the need for such services. Discussion of the Joint Commission of Accreditation of Healthcare Organizations standards, the functioning and use of a Laminar Flow Clean Air Center and aseptic technique. (2 sem hrs; 1 lec, 2 lab)

PHT 3203: Medication Distribution Systems
Prerequisites: PHT 3003 and PHT 3103
Study of drug distribution systems with emphasis on documentation, unit dose, handling of investigational drugs, controlling floor stock, and the use of nursing home dispensing with a review of ethical/legal principles. Proper use and care of pharmacy equipment. (3 sem hrs; 3 lec)

PHT 3213: Pharmacology
Prerequisites: PHT 3103, PHT 3112, and AH 3013
Study of major body systems and diseases with special emphasis on drug products and their appropriate ranges. (3 sem hrs; 3 lec)

PHT 3302: Clinical Application
Corequisites: PHT 3203 and PHT 3213 or previous completion of these courses
Consists of 320 clock hours of directed clinical practice in affiliated pharmacies. (2 sem hrs; 20 clinic)

PHILOSOPHY

PHIL. 1301*: Introduction to Philosophy
Prerequisite: Twenty semester hours or permission of instructor
Various branches of philosophy - the nature of goodness, freedom - and certain basic problems within each branch. Introduces students to philosophical thinking. (3 sem hrs; 3 lec) (PHIL 4353)#

PHIL. 1304*: Introduction to World Religions
History, doctrine, literature, and practices of major world religions such as Islam, Buddhism, Hinduism, Judaism, and Christianity. (3 sem hrs; 3 lec) (RELG 4212)#

PHIL. 2303*: Logic
Prerequisite: Twenty semester hours or permission of instructor
Introductory study of recognition, analysis, criticism, and construction of the main types of argument and proof. Helps students discriminate between right and wrong thinking. (3 sem hrs; 3 lec) (PHIL 4363)#

PHIL. 2306*: Introduction to Ethics
Prerequisite: Twenty semester hours or permission of instructor
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

PHOTO 3012: Basic Camera Techniques
A non-darkroom course. How to operate and better utilize a 35mm camera. Proper use of photography equipment such as flash unit and tripod to enhance picture taking. Outside processing to be arranged. (2 sem hrs; 2 lec)

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)#

*Texas Common Course Number

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)#

PHOTO 3043: Photographic History
Survey of individuals who had a part in photography’s beginning as inventors and creative masters; experiment in early photographic processes. (3 sem hrs; 2 lec, 3 lab)

PHOTO 3133: Basic Video Production
Planning, producing, scripting, shooting, and editing short video productions; individual camera exercises; a group video piece to be made. (3 sem hrs; 2 lec, 3 lab)

PHOTO 4013: Photo Illustration I
Prerequisite: PHOTO 4013
Production of portfolio quality color photographs. Execution of techniques learned in PHOTO 4013; architecture, room interiors, product illustration and location advertising. (3 sem hrs; 2 lec, 3 lab)

PHOTO 4023: Photo Illustration II
Prerequisite: PHOTO 4013
Technique of taking photographs with color film; theory of color; color negative developing and printing; production of color slides. (3 sem hrs; 2 lec, 3 lab)

PHOTO 4043: Color Photography I
Prerequisite: ARTS 2356
Advanced color printing and slide production methods; making prints from slides, infrared techniques, making black and white photographs from color negatives, printing black and white film as color, and other specialized color techniques and applications. (3 sem hrs; 2 lec, 3 lab)

PHOTO 4053: Color Photography II
Prerequisite: PHOTO 4043
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)#

PHOTO 4063: Portrait Photography I
Prerequisite: ARTS 2356
Studio and environmental portrait techniques for working in or operating a professional portrait studio; lighting and posing techniques, basic studio management; portraits of men, women, children, and location work. (3 sem hrs; 2 lec, 3 lab)

PHOTO 4073: Portrait Photography II
Prerequisite: PHOTO 4063
Color portrait techniques, production of quality portraits for student portfolios, character studies, group portraits, formal full-length and high-and-low-key portraiture. (3 sem hrs; 2 lec, 3 lab)

PHOTO 4083: Creative Photography and Contemporary Trends
Prerequisites: ARTS 2356 and 2357 or consent of instructor
Develop the creative eye in photography, the art of seeing and capturing what is seen into a photographic image; the study of contemporary photographers and techniques. (3 sem hrs; 2 lec, 3 lab)

PHOTO 4133: Photographic Problems
Develop a theme or project utilizing the photographic process in accordance with the instructor’s approach and instruction; no structured lecture or lab hours; weekly progress reports mandatory. (3 sem hrs; 9 lab)
**COURSE DESCRIPTIONS**

**DRAM 2366**: American Cinema  
Creative historic viewing of movies; survey of study of art of film-making; weekly screening and discussion of great movies, including reports, outside reading, and script writing. (3 sem hrs; 2 lec, 3 lab) (PHOTO 4153)#

**PHOTO 4163**: Fashion Photography  
Trends and techniques; building a portfolio to secure employment; emphasizing location shooting; both individual and class projects during lab periods. Models provided by the department and/or the student. (3 sem hrs; 2 lec, 3 lab)

**PHOTO 4173**: Landscape Photography  
Prerequisite: Basic camera operation (any format) or permission of the instructor  
Capturing the Panhandle and Amarillo area landscape photographically using 35mm, medium format or large format cameras (available from the school). Color transparency and black and white film to be used. Exploring historic, geographical, and cultural locations through field trips. Lab consists of color slide processing or black and white printing. Review of landscape photographers. Critical review. (3 sem hrs; 1 lec, 5 lab)

**PHOTO 4243**: Electronic Still Photography I  
Prerequisite: PHOTO 4243 or consent of instructor  
Utilizing the Macintosh Computer and computer software such as Adobe Photoshop to create and manipulate photographs. Introduction to image capturing devices such as scanners, digital reformation, importing and exporting image files, storage, and output devices. Overview of computer generated imagery and its relationship to traditional photography. (3 sem hrs; 2 lec, 3 lab)

**PHOTO 4343**: Electronic Still Photography II  
Continuation of Macintosh computer skills and abilities learned in PHOTO 4243, Electronic Still Photography. Advanced techniques in Adobe Photoshop such as layering, channels and clipping groups. Digital camera as an input device and output to photo quality printers and service bureaus. (3 sem hrs; 2 lec, 3 lab)

**PHOTO 4253**: Portfolio  
Prerequisite: Successful completion of 21 hours of Photography courses or approval of instructor  
Culmination experience to the professional degree in photography. Skills in seeking photographic employment with resume and portfolio creation, seminars in professional self-presentation and successful work performance. Includes internship with a local professional photographer and membership and participation in a professional organization. (3 sem hrs; 1 lec, 8 lab)

**PHOTO 5301, 5312, 5333**: 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)

**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; 2 lec, 1 lab) (PHYED 4352)#

**PHED 1103**: Aerobic Dance I  
Low impact aerobic dance including floor, step and slide aerobics. Toning exercises using hand weights, tubes, balls and rubber bands. Stretching exercises to improve flexibility. (1 sem hr; 1 lec, 2 lab)

**PHED 1104**: Fitness Walking I  
Walking for fitness - indoors and outdoors and/or using treadmills. Self-paced class where programs vary depending upon individual’s fitness level (1 sem hr; 1 lec, 2 lab)

**PHED 1105**: Studio Cycle Spinning  
Indoor stationary cycling led by an instructor. Includes music and a variety of speed, load and cycling techniques. (1 sem hr; 1 lec, 2 lab)

**PHED 1272**: Aerobic Instructor Precertification  
Corequisite: PHED 1123  
Prepares students to take the American Council of Exercise Aerobics Instructor (ACE) examination. Students gain experience in aerobic training by assisting in the instruction of individualized self-paced aerobic conditioning classes. Upon successful completion, students are ready to take the appropriate certification exam to become a certified aerobic instructor. (2 sem hr; 2 lec, 1 lab) (PHYED 4362)#

**PHED 1301**: Foundations of Physical Education  
Professional orientation in physical education. 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) (PHYED 3373)#

**PHED 1304**: Concepts of Healthful Living  
Survey of major health concepts and issues. Provides students with knowledge and methods that 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 1311**: Essential Elements of Wellness for Elementary Children  
Essential elements of wellness education for children aged five to ten, including a review of critical health knowledge, developmentally appropriate activities, fundamental motor skills, basic principles of motor learning and assessment, and various aspects of elementary curriculum and instruction. Discussion of issues arising from potentially controversial aspects of health instruction also included. (3 sem hrs; 3 lec) (PHYED 4013)#

**ACTIVITY COURSES**

**PHED 1101**: Lifetime Fitness  
Promotes behavior that encourages students to make responsible choices for lifelong health and wellness through instruction and participation in moderate fitness activities. (1 sem hr; 1 lec, 2 lab)

**PHED 1102**: Aerobic Conditioning I  
Emphasizes toning and firming of muscles and muscle groups through various aerobic activities. (1 sem hr; 1 lec, 2 lab) (PHYED 3371)#

**PHED 1103**: Aerobic Dance I  
Low impact aerobic dance including floor, step and slide aerobics. Toning exercises using hand weights, tubes, balls and rubber bands. Stretching exercises to improve flexibility. (1 sem hr; 1 lec, 2 lab)

**PHED 1104**: Fitness Walking I  
Walking for fitness - indoors and outdoors and/or using treadmills. Self-paced class where programs vary depending upon individual’s fitness level (1 sem hr; 1 lec, 2 lab)

**PHED 1105**: Studio Cycle Spinning  
Indoor stationary cycling led by an instructor. Includes music and a variety of speed, load and cycling techniques. (1 sem hr; 1 lec, 2 lab)

#Prefix and number prior to the 1999/2000 Catalog
PHED 1106*: Weight Loss Workout I  
Variety of low level aerobic activities and instruction in nutrition. For individuals who desire to reduce body fat. Weight training is optional. (1 sem hr; 1 lec, 2 lab)

PHED 1107*: Outdoor Cycling I  
Outdoor “road race” style cycling. Individual and group rides. Focus is fitness and fun. Non-competitive. Bicycles are not provided. (1 sem hr; 1 lec, 2 lab)

PHED 1108*: Tae-Box Aerobics  
Workout program that includes a blend of self defense arts, dance, and boxing. Choreographed to music. (1 sem hr; 1 lec, 2 lab)

PHED 1109*: Trek Treadmill  
Motivating group treadmill workout. Variations of treadmill training (hills, walking, running, intervals) led by an instructor. A fun and challenging workout. (1 sem hr; 1 lec, 2 lab)

PHED 1110*: Personal Training I  
Enjoyable, safe, and effective exercise program individually prescribed to each student. Excellent guide for students of all ages and fitness levels who are seeking a healthy exercise program. Individuals who have been reluctant to exercise because they’re not sure how to get started or who have been intimidated by the complex variety of exercise options will especially find this course appealing. (1 sem hr; 1 lec, 2 lab)

PHED 1111*: Swimming I  
Lap swimming for fitness through a variety of lap pool workouts. Instruction in basic swimming skills for non-swimmers or elementary swimmers. (1 sem hr; 1 lec, 2 lab)

PHED 1112*: Aquatic Exercise I  
Emphasizes toning and firming of muscles and muscle groups through the application of prescribed aquatic exercises. Swimming not required. (1 sem hr; 1 lec, 2 lab)

PHED 1113*: Weight Training and Conditioning I  
Teaches the technique of physical conditioning through weight training and various types of exercise. Includes warm-up drills, conditioning exercises, and fundamental skills and techniques of weight training. (1 sem hr; 1 lec, 2 lab)

PHED 1114*: Free Weight Training I  
Physical conditioning through weight training using free weight equipment. (1 sem hr; 1 lec, 2 lab)

PHED 1115*: Body Sculpting  
Use of light hand weights to tone, tighten, and reduce. Concentrate on problem areas of the body like hips, legs, and abs. (1 sem hr; 1 lec, 2 lab)

PHED 1116*: Bowling I  
Basic bowling techniques for the beginning bowler. Basic rules, history, and opportunity for league play. (1 sem hr; 1 lec, 2 lab)

PHED 1117*: Golf I  
Instruction and practice in fundamental skills of golf. History, rules, safety, and opportunity to play on local golf course. (1 sem hr; 1 lec, 2 lab)

PHED 1118*: Tennis I  
Fundamental skills of tennis for the beginning player. History, rules, player and tournament analysis also included. (1 sem hr; 1 lec, 2 lab)

PHED 1119*: Racquetball I  
Instruction and practice in basic racquetball techniques, skills, rules, and game strategy. (1 sem hr; 1 lec, 2 lab)

PHED 1120*: Volleyball I  
Instruction and practice in basic techniques in volleyball, with opportunity to practice in game situations. (1 sem hr; 1 lec, 2 lab)

PHED 1121*: Skiing I  
Basic snow skiing techniques for the beginning or inexperienced skier. (1 sem hr; 1 lec, 2 lab)

PHED 1122*: Recreational Basketball  
Informal, non-structured recreational basketball. Full court and/or half court play. Adaptive to all skill levels. (1 sem hr; 1 lec, 2 lab)

PHED 1123*: Pre-Certification Applications  
Corequisite: PHED 1271 or 1272  
Gaining practical experience as a Personal Trainer or Aerobic Instructor in a non-threatening learning environment. Practical “how to” instruction prior to experience. (1 sem hr; 1 lec, 2 lab)

PHED 1124*: Pre-certification Exercise Physiology  
Helps form a knowledge base in the areas of anatomy and kinesiology. Covers kinesiology, neuromuscular function, energy systems and their applications to exercise. (1 sem hr; 1 lec, 2 lab)

PHED 1125*: Certified Trainer Internship  
Prerequisite: PHED 1271 or 1272  
Internship at area fitness facilities applying personal trainer or aerobics instruction skills. (1 sem hr; 1 lec, 2 lab)

PHED 2102*: Aerobic Conditioning II  
Prerequisite: PHED 1102 or instructor approval  
A continuation of the development of cardiorespiratory endurance begun in Aerobic Conditioning I. (1 sem hr; 1 lec, 2 lab)

PHED 2103*: Aerobic Dance II  
Prerequisite: PHED 1103 or instructor approval  
A continuation of the development of cardiorespiratory and dance skills begun in Aerobic Dance I. (1 sem hr; 1 lec, 2 lab)

PHED 2104*: Fitness Walking II  
Prerequisite: PHED 1104 or instructor approval  
Continuation of the development of cardiorespiratory endurance through walking begun in Fitness Walking I. (1 sem hr; 1 lec, 2 lab)

PHED 2105*: Studio Cycle Spinning II  
Prerequisite: PHED 1105 or instructor approval  
Continuation of the development of cardiorespiratory endurance through indoor cycling begun in Studio Cycle Spinning I. (1 sem hr; 1 lec, 2 lab)

PHED 2106*: Weight Loss Workout II  
Prerequisite: PHED 1106 or instructor approval  
Continuation of the development of cardiorespiratory endurance and fat loss begun in Weight Loss Workout I. (1 sem hr; 1 lec, 2 lab)

PHED 2107*: Outdoor Cycling II  
Prerequisite: PHED 1107 or instructor approval  
Continuation of the development of cardiorespiratory endurance and cycling skills through outdoor cycling begun in Outdoor Cycling I. (1 sem hr; 1 lec, 2 lab)

*Texas Common Course Number

#Prefix and number prior to the 1999/2000 Catalog
PHED 2109*: Advanced Aerobic Dance  
Advanced moves, high intensity workout, for more fit individuals who want a challenge physically and mentally. (1 sem hr; 1 lec, 2 lab)

PHED 2110*: Personal Training II  
Prerequisite: PHED 1110 or instructor approval  
Sound and flexible exercise program individually prescribed to each student. Continuation of Personal Training I. Guide for students of all ages and fitness levels who are seeking a healthy exercise program. Emphasizes healthy eating plan, recommended caloric, protein, fat, and carbohydrate intake. (1 sem hr; 1 lec; 2 lab) (PHYED 4351)#

PHED 2111*: Swimming II  
For students who have satisfactorily completed PHED 1111 or have had previous swimming experience. (1 sem hr; 1 lec, 2 lab) (PHYED 3141)#

PHED 2112*: Aquatic Exercise II  
Prerequisite: PHED 1112 or instructor approval  
Continuation of muscle toning through aquatic exercises. (1 sem hr; 1 lec, 2 lab)

PHED 2113*: Weight Training and Conditioning II  
Develops the muscular and cardiovascular systems beyond the basic weight training and conditioning level. For students who have satisfactorily completed PHED 1113 or have had previous weight training and conditioning experience. (1 sem hr; 1 lec, 2 lab) (PHYED 4121)#

PHED 2114*: Free Weight Training II  
Prerequisite: PHED 1114 or instructor approval  
Continuation of muscle development through free weight training begun in PHED 1114. (1 sem hr; 1 lec, 2 lab)

PHED 2115*: Body Sculpting II  
Prerequisite: PHED 1115 or instructor approval  
Continuing use of hand weights to tone, tighten and reduce. (1 sem hr; 1 lec, 2 lab)

PHED 2116*: Bowling II  
For students who have satisfactorily completed PHED 1116 or have had previous bowling experience. Intermediate bowling techniques in league play situations. (1 sem hr; 1 lec, 2 lab) (PHYED 4161)#

PHED 2117*: Golf II  
Prerequisite: PHED 1117 or instructor approval  
Instruction in intermediate golfing techniques, history, rules, and safety. Opportunity to participate in different types of competition. (1 sem hr; 1 lec, 2 lab) (PHYED 4171)#

PHED 2118*: Tennis II  
Prerequisite: PHED 1118 or instructor approval  
Advanced phases of the fundamentals of tennis such as the return of the serve, approach shots, strategy, and the more technical rules of the game. Drills, tournaments, and films included. (1 sem hr; 1 lec, 2 lab) (PHYED 3241)#

PHED 2119*: Racquetball II  
For students who have satisfactorily completed PHED 1119 or have had previous racquetball experience. (1 sem hr; 1 lec, 2 lab) (PHYED 3301)#

PHED 2120*: Volleyball II  
For students who have satisfactorily completed PHED 1120 or have had previous volleyball experience. Skills, rules, and advanced techniques in power volleyball with opportunity to practice in class tournaments. (1 sem hr; 1 lec, 2 lab) (PHYED 3021)#

*Texas Common Course Number

PHED 2121*: Skiiing II  
Prerequisite: PHED 1121 or instructor approval  
For skiers who want to develop good parallel technique. (1 sem hr; 1 lec, 2 lab) (PHYED 3201)#

PHED 2127*: Advanced Golf  
For advanced players. Emphasizes chipping, pitching, putting, fundamentals of the full-motion swing, course management and physical fitness. (1 sem hr; 1 lec, 2 lab)

DANC 1133*: Country-Western Dance I  
Contemporary country-western dances (cowboy two-step, Cotton-eyed Joe, schottische, rag, four-corners) Does not include “square dancing.” (1 sem hr; 1 lec, 2 lab) (PHYED 3331)#

DANC 1134*: Country Western Dance II  
For students who have satisfactorily completed DANC 1133 or permission of instructor. (1 sem hr; 1 lec, 2 lab) (PHYED 4331)#

PHYS 1315*: Concepts of Physical Science I  
Fundamental concepts of the physical world. Philosophy of science, the physical universe, Newton’s laws, energy, heat, electricity, magnetism. Studies structure of water, chemical principles, theory of molecular structure and organic and inorganic chemistry. (3 sem hrs; 3 lec) (PHYS 3013)#

PHYS 1317*: Concepts of Physical Science II  
Continuation of PHYS 1315, covering astronomy, optics, light, geology, and meteorology. (3 sem hrs; 3 lec) (PHYS 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) (PHYS 4033)#

PHYSICAL THERAPIST ASSISTANT  
PTA 3003: Clinical Pathology  
Prerequisites: PTA 3013, BIOL 2401, AH 3013. Corequisites: PTA 3025, 3034, BIOL 2402.  
Survey of the pathology, etiology, signs and symptoms observed in the therapeutic management of disease and injury. (3 sem hrs; 3 lec)

PTA 3013: Introduction to Physical Therapy  
Introduction to the philosophy, purpose, and objectives of the physical therapy assistant; emphasis on moral, ethical, and legal responsibilities of the health care provider. (3 sem hrs; 3 lec)

PTA 3025: Therapeutic Modalities  
Prerequisites: PTA 3013, BIOL 2401, AH 3003, AH 3013. Corequisites: PTA 3003, PTA 3034, and BIOL 2402.  
Introduction to the theory and practical application of hydrotherapy, thermotherapy, electrotherapy, cryotherapy, phototherapy and mecanotherapy. Emphasizes the technique of application, indications and contraindications of modalities. (5 sem hrs; 3 lec, 4 lab, 4 clinic)
PTA 3034: Fundamentals of Physical Therapy
Prerequisite: PTA 3033, BIOL 2401, AH 303
Corequisites: PTA 3003, PTA 3025, and BIOL 2402
Patient positioning and transfer, aseptic technique, vital signs, bandaging, ambulation, use of ambulatory devices, body mechanics and handling the patient with special needs. (4 sem hrs; 3 lec, 3 lab)

PTA 4002: Clinical Experience I
Prerequisites: PTA 3003, PTA 3013, PTA 3025, and PTA 3034
Supervised clinical experience in basic skills and modality procedures. (2 sem hr; 12 clinic)

PTA 4033: PTA Seminar
Prerequisites: PTA 4034 and PTA 4045. Corequisites: PTA 4054 and PTA 4064
Selected management activities and current literature review. Clinical experience discussion and problem solving. (3 sem hrs; 3 lec)

PTA 4034: Pathokinesiology
Prerequisites: PTA 4002. Corequisite: PTA 4045
Review of gross and surface anatomy, applied to normal and abnormal movement. Emphasizes responses of musculoskeletal and nervous system pathologies commonly observed in Physical Therapy. (4 sem hrs; 3 lec, 3 lab)

PTA 4045: Therapeutic Exercise
Prerequisite: PTA 4002. Corequisite: PTA 4034
Introduction to the theory, principles, and techniques of therapeutic exercise; the use of mechanical appliances and equipment, the techniques of goniometric, sensory, and gross manual muscle testing as applied to muscle weakness and restriction. (5 sem hrs; 3 lec, 3 lab, 4 clinic)

PTA 4054: Rehabilitation
Prerequisites: PTA 4034 and PTA 4045. Corequisites: PTA 4064 and PTA 4033
Principles of orthotics and prosthetics, gait patterns, and splinting of the upper extremities; performance of wheelchair, measurements, and various adaptive equipment. Transfer and daily living as applied to the physically disabled. (4 sem hrs; 3 lec, 3 lab)

PTA 4064: Clinical Experience II
Prerequisites: PTA 4002 and PTA 4034 and PTA 4045. Corequisites: PTA 4033 and PTA 4054
Supervised clinical experience in all previously learned skills. (4 sem hrs; 25 clinic)

PHYSICS

PHYS 1101*: College Physics I Laboratory
Corequisite: PHYS 1301
Selected classical physics laboratory experiments, including problem solving seminars. (1 sem hr; 4 lab) (PHYS 4221)#

PHYS 1102*: College Physics II Laboratory
Corequisite: PHYS 1302
Selected classical physics laboratory experiments, including problem solving seminars. (1 sem hr; 4 lab) (PHYS 4231)#

PHYS 1105*: Introductory Physics I Laboratory
Prerequisite: PHYS 1305 or concurrent enrollment
Laboratory studies in mechanics, acceleration, force, and heat. (1 sem hr; 4 lab)

*Texas Common Course Number

PHYS 1301*: College Physics I
Prerequisite: Math 1316 Trigonometry
Fundamentals of classical physics. (3 sem hrs; 3 lec) (PHYS 4213)#

PHYS 1302*: College Physics II
Prerequisite: Physics 1301
Continuation of Physics 1301. Fundamentals of classical electricity and light, introduction to Modern Physics (3 sem hrs; 3 lec) (PHYS 4223)#

PHYS 1305*: Introductory Physics I
Prerequisite: MATH 0372 or equivalent
Introduction to physics for students who have limited backgrounds in science and mathematics. For non-science majors. Topics include mechanics, properties of matter, heat, and thermodynamics. (3 sem hrs; 3 lec) (PHYS 3113)#

PHYS 1375: Integrated Physics I
Prerequisite: MATH 0372 or equivalent
Preparation for elementary and middle school teachers of science: to supplement science knowledge and increase confidence levels of science instruction. Hands-on activities, and survey of topics in mechanics, matter, heat, optics, electricity, and magnetism. (3 sem hrs; 2 lec, 4 lab)

PHYS 2189*/2289*/2389*: Academic Cooperative in Physics
Prerequisite: Permission of instructor
Integrates on-campus study with practical hands-on work experience in Physics. Students set specific goals and objectives in the study of mechanics, waves, processes of matter and energy and associated phenomena. (1 sem hr; 10 hrs work/week - 1 sem hr; 10 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 and MATH 2414
Optics, electricity and magnetism. (4 sem hrs; 3 lec, 4 lab) (PHYS 4324)#

PROFESSIONAL TRUCK OPERATIONS

PTO 3111: Commercial Drivers License Written Skills
Assists students in mastering the knowledge to complete and pass the State of Texas class A Commercial Drivers License written test with the following endorsements; air brakes, combination vehicle, doubles and triples, tanker, and hazardous material. Students complete written license testing. (1 sem hr; 1 lec)

PTO 3211: Federal Motor Carrier Safety Regulations
Overview of the current Federal Motor Carrier Safety Regulations, with an emphasis on Part 395, Drivers Hours of Service. Students will be introduced to the fundamentals of the Drivers Record of Duty Status and proper procedures for completion. (1 sem hr; 1 lec)

PTO 3311: Defensive Driving and Business Management
Assists students in being defensive drivers through the National Safety Council’s Defensive Driving Course. Introduces the Business Management aspect of the profession through simple analysis of expenses and income. (1 sem hr; 1 lec)

#Prefix and number prior to the 1999/2000 Catalog
PTO 3411: Trucking Environment and Lifestyle
Overview of topical issues for truck operators. Covers issues such as identifying the right job and how to get it, communicating with supervisors, dealing with stress, health issues, and the culture of trucking. (1 sem hr; 1 lec)

PTO 3113: Fundamental Driving Skills
Introduces students to basic driving skills. Includes proper right and left hand turn procedures, introduction to double clutching techniques, straight backing, safe coupling and uncoupling procedures, and a complete pre/post trip inspection process. D.O.T. physical, clean drug screen, and a clean three-year Motor Vehicle Record from the State DPS required. (3 sem hrs; 2 lec; 2 lab)

PTO 3213: Commercial Drivers License Driving Skills
Prerequisite: PTO 3111 or instructor permission
Assists students in mastering the basic skills required to complete and pass the State of Texas Class A Commercial Drivers License skills test. Students take skills test. A D.O.T. physical, clean drug screen, and clean three-year Motor Vehicle Record from the State DPS will be required for this class. (3 sem hrs; 2 lec; 2 lab)

PTO 3312: Advanced Driving Skills I
Prerequisite: PTO 3113 or instructor permission
Gets students into real world driving experience. Utilizing various types of equipment, students will improve backing skills with dock, alley backing, drive on rural highways, Interstate, urban and city conditions while improving shifting and control techniques. Students must possess a Class A CDL to enroll. A D.O.T. physical, clean drug screen, and a clean three-year Motor Vehicle Record from the State DPS will be required for this class. (2 sem hrs; 4 lab)

PTO 3413: Advanced Driving Skills II
Prerequisite: PTO 3312 or instructor permission
Polishes students’ techniques in shifting and control with situational driving practice, which includes night driving, city driving, hills and grade driving, truck stops, and numerous backing obstacles. Covers load distribution and axle distribution, Capstone D.O.T. driving examination will be done as the final examination. D.O.T. physical, clean drug screen, and a clean three-year Motor Vehicle Record from the State DPS required. (3 sem hrs; 1 lec; 4 lab)

PTO 5003: Industrial Cooperative Training
Prerequisites: PTO 3413 or instructor permission; permission of division chair
Improves driving skills in a supervised employment setting. D.O.T. physical, clean drug screen, and a clean three-year Motor Vehicle Record from the State DPS required. (3 sem hrs; 1 lec; 20 external hours)

PSYCHOLOGY

PSYC 1171: Educational and Career Planning
Helps individuals needing to make career and/or educational decisions. Examine values, interests, aptitudes, the decision making process, and learn how to set realistic goals as they apply to their career, personal and educational alternatives. Appraisal of job supply and demand and latest techniques for acquiring jobs included. (1 sem hr; 1 lec) (PSYC 3021)

PSYC 2301*: General Psychology
Prerequisite: Test scores indicating college-level reading skill. (TASP or state-approved alternative test.)
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.)
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 PSYC 3031.

PSYC 2314*: Life-Span Developmental Psychology
Prerequisite: PSYC 2301
Development of human physical, mental, emotional and social characteristics from infancy through maturity, the life span. (3 sem hrs; 3 lec) (PSYCH 4193)
Note: Students completing PSYC 4193 cannot earn credit for PSYC 2314.

PSYC 2319*: Social Psychology
Prerequisite: PSYC 2301
Study and analysis of human conduct in relation to social situations. Survey of experimental work and current problems. (3 sem hrs; 3 lec) (PSYCH 4143)
Note: Students completing PSYC 4143 cannot earn credit for SOCO 4143.

PSYC 2340*: Psychology Seminar
Prerequisite: PSYC 2301 and consent of instructor
Elective course designed to deal with specific topics in psychology. (3 sem hrs; 3 lec) (PSYCH 4143)

RADIOLOGIC TECHNOLOGY

RAD 3023: Patient Care In Radiology
Concepts of patient care in radiology including considerations of physical and psychological conditions. (3 sem hrs; 3 lec)

RAD 3043: Radiographic Pathology
Study of major diseases with emphasis on their radiographic appearance and the manner in which they affect the choice of technical factors. (3 sem hrs; 3 lec)

RAD 3054: Radiologic Procedures I
Manipulation of the human body to obtain diagnostic x-ray films of all trunk anatomy. (4 sem hrs; 3 lec; 3 lab)

RAD 3064: Radiologic Procedures II
Prerequisite: RAD 3054
Manipulation of the human body to obtain diagnostic x-ray films of all bony anatomy. (4 sem hrs; 3 lec; 3 lab)

RAD 3072: Introduction to Radiologic Technology
Orients new students to radiologic technology; personal adjustment, dynamics of learning, medical ethics medical law, professional organizations, radiologic equipment, imaging principles, and radiation protection. (2 sem hrs; 2 lec)

*Texas Common Course Number

#Prefix and number prior to the 1999/2000 Catalog
RAD 3083: Radiation Biology and Protection
Study of the biological effects associated with the use of all ionizing radiations used medically. Includes protective measures for patients and personnel. Detection instrumentation and facility design also studied. (3 sem hrs; 3 lec)

RAD 3112: Practicum I (Radiography)
Prerequisite: RAD 3054
Consists of 288 clock hours of directed practice in affiliated medical institutions. (2 sem hrs; 18 clinic)

RAD 3122: Practicum II (Radiography)
Prerequisite: RAD 3112 or previous completion of an equivalent course
Consists of 288 clock hours of directed practice in affiliated medical institutions. (2 sem hrs; 18 clinic)

RAD 3131: Practicum III (Radiography)
Prerequisite: RAD 3122 or previous completion of an equivalent course
Consists of 160 clock hours of directed practice in affiliated medical institutions. (1 sem hr; 10 clinic)

RAD 3142: Technical Procedures I
Prerequisite: RAD 3204 and concurrent enrollment in RAD 3231 and BIOI 2402
Basic equipment used in radiation therapy, basic patient setups, and treatment techniques. (2 sem hr; 1 lec, 3 lab)

RAD 3204: Introduction to Radiation Therapy
Orients the new radiation therapy student to radiation therapy technology: terminology, equipment, procedures and interdepartmental relations. (4 sem hrs; 3 lec, 3 lab)

RAD 3222: Practicum I (Radiation Therapy)
Corequisite: RAD 3204
Consists of 240 clock hours of directed technical practice in affiliated medical institutions. (2 sem hr; 15 clinic)

RAD 3231: Practicum II (Radiation Therapy)
Prerequisite: RAD 3222. Corequisite: RAD 3142
Consists of 128 clock hour of directed technical practice in affiliated medical institutions. (1 sem hr; 8 clinic)

RAD 3241: Practicum III (Radiation Therapy)
Prerequisite: RAD 3241. Corequisite: RAD 3142
Consists of 128 clock hours of directed technical practice in affiliated medical institutions. (1 sem hr; 8 clinic)

RAD 3303: Applied Physics of Nuclear Medicine
Prerequisite: AH 3003 or equivalent course
Presents concepts and physical principles that apply to atomic structure, origin and nature of atomic and nuclear radiations. Study of nuclear reactions, radioactive decay schemes, identification of specific nuclides, and counting statistics. (3 sem hrs; 3 lec)

RAD 3312: Practicum I (Nuclear Medicine)
Prerequisite: RAD 3072 or consent of the major advisor
Consists of 256 clock hours of directed practice in affiliated medical institutions. (2 sem hrs; 16 clinic)

RAD 3322: Practicum II (Nuclear Medicine)
Prerequisite: RAD 3312
Consists of 256 clock hours of directed practice in affiliated medical institutions. (2 sem hrs; 16 clinic)

RAD 3331: Quality Assurance in Radiation Therapy
Prerequisite: RAD 3242 Corequisite: RAD 3241
Study of those principles and procedures which provide consistency, uniformity and quality within the radiation therapy department. (1 sem hr; 1 lec, 1 lab)

RAD 3334: Practicum III (Nuclear Medicine)
Prerequisite: RAD 3322
Consists of 176 clock hours of directed practice in affiliated medical institutions. (1 sem hrs; 10 clinic)

RAD 3342: Technical Procedures II
Prerequisite: RAD 3341. Corequisite: RAD 3341
Intermediate patient set-ups and treatment techniques. (2 sem hrs; 1 lec, 3 lab)

RAD 3363: Radiopharmacy
Prerequisite: CHEM 1305 or equivalent course
Overview of major radiopharmaceuticals, their production, characteristics, and use in nuclear medicine. Introduction to government regulations controlling their use. (3 sem hrs; 2 lec, 2 lab)

RAD 4012: Quality Assurance
Prerequisite: RAD 4054 or consent of the instructor
Study of those principles and procedures which provide consistency, uniformity and quality within the radiology department. (2 sem hrs; 2 lec, 1 lab)

RAD 4054: Imaging Principles I
Fundamental imaging factors and equipment used to produce radiographic images. (4 sem hrs; 3 lec, 2 lab)

RAD 4064: Imaging Principles II
Prerequisite: RAD 4054
Continuation of Imaging Principles I for the purpose of studying advanced imaging factors and techniques. (4 sem hrs; 3 lec, 2 lab)

RAD 4073: Radiologic Science I
Prerequisite: AH 3003 or previous completion of an equivalent course
Study of the basic physical principles of matter and energy, ionizing radiation, magnetism, electromagnetism, electrical principals, electronic devices, electronics, and circuitry as applied to medical x-ray production. (3 sem hrs; 3 lec)

RAD 4083: Radiologic Science II
Prerequisite: RAD 4073
Study of the diagnostic x-ray machine and its accessories to include the generator, x-ray tube, table and gantry, image intensifier, and television systems. (3 sem hrs; 3 lec)

RAD 4112: Practicum IV (Radiography)
Prerequisite: RAD 3131 or previous completion of an equivalent course
Consists of 320 clock hours of directed practice in affiliated medical institutions. (2 sem hrs; 20 clinic)

RAD 4122: Practicum V (Radiography)
Prerequisite: RAD 4112 or previous completion of an equivalent course
Consists of 320 clock hours of directed practice in affiliated medical institutions. (2 sem hrs; 20 clinic)

RAD 4132: Practicum VI (Radiography)
Prerequisite: RAD 3131 or previous completion of an equivalent course
Consists of 264 hours of directed practice in affiliated medical institutions. (2 sem hrs; 20 clinic)

RAD 4142: Technical Procedures III
Prerequisite: RAD 3341. Corequisite: RAD 4242
Advanced patient set-ups and treatment techniques. (2 sem hrs; 1 lec, 3 lab)

RAD 4223: Practicum V (Radiation Therapy)
Prerequisite: RAD 4142 and RAD 4242
Consists of 400 clock hours of directed technical practice affiliated medical institutions. (3 sem hr; 25 clinic)
RAD 4232: Practicum VI (Radiation Therapy)
Prerequisite: RAD 4223
Consists of 224 clock hours of directed technical practice in affiliated medical institutions. (2 sem hr; 20 clinic)

RAD 4242: Practicum IV (Radiation Therapy)
Prerequisite: RAD 4241, RAD 3424. Corequisite: RAD 4142
Consists of 208 clock hours of directed technical practice in affiliated medical institutions. (2 sem hr; 13 clinic)

RAD 4253: Radiation Physics/Dosimetry I
Prerequisite: Approved math
Physical principles of radiation therapy. (3 sem hrs; 3 lec)

RAD 4264: Radiation Oncology I
Prerequisite: RAD 3204 and BIOL 2401/2402
Fundamentals of radiation oncology. Malignant conditions; their etiology, treatment, prognosis, psychosocial effect of this disease and specific nursing skills dealing with cancer patients. (4 sem hrs; 4 lec)

RAD 4274: Radiation Oncology II
Prerequisite: RAD 4264 or previous completion of an equivalent course
Fundamentals of clinical radiation oncology. Malignant conditions; their etiology, treatment and prognosis, psychosocial effect of this disease and specific nursing skills dealing with cancer patients. (4 sem hrs; 4 lec)

RAD 4283: Radiation Physics/Dosimetry II
Prerequisites: RAD 4253 and approved math
Technical aspects of radiation delivery. (3 sem hrs; 3 lec)

RAD 4333: Practicum IV (Nuclear Medicine)
Prerequisite: RAD 3411
Consists of 384 clock hours of directed practice in affiliated medical institutions. (2 sem hrs; 24 clinic)

RAD 4383: Practicum V (Nuclear Medicine)
Prerequisite: RAD 4333
Consists of 384 clock hours of directed practice in affiliated medical institutions. (2 sem hrs; 24 clinic)

RAD 4343: Nuclear Imaging I
Prerequisite: RAD 3303. Corequisite: RAD 4354
In-depth study of clinical imaging aspects of nuclear medicine technology. (3 sem hrs; 3 lec)

RAD 4353: Quality Assurance in Nuclear Medicine
Introduces concepts of quality and quality evaluation in nuclear medicine by reliable and reproducible methods. Record keeping, and regulatory requirements applicable to licensing are included. (3 sem hrs; 3 lec)

RAD 4354: Nuclear Instrumentation
Prerequisite: RAD 3303
Study of instruments commonly used in nuclear medicine to include radiation detectors, their applications, functions, and limitations. Practical applications will be demonstrated in the laboratory. (4 sem hrs; 3 lec, 3 lab)

RAD 4363: Nuclear Imaging II
Prerequisite: RAD 4343
Continuation of Nuclear Imaging I with emphasis on those nuclear exams not covered in Nuclear Imaging I. (3 sem hrs; 3 lec)

RAD 4372: Practicum VI (Nuclear Medicine)
Prerequisite: RAD 4383
Consists of 256 hours of directed practice in affiliated medical institutions. (2 sem hrs; 16 clinic)

RAD 4283: Practicum IV (Nuclear Medicine)
Prerequisite: RAD 4333
Consists of 384 clock hours of directed technical practice in affiliated medical institutions. (2 sem hr; 24 clinic)

RAD 4242: Practicum IV (Radiation Therapy)
Prerequisite: RAD 4241, RAD 3424. Corequisite: RAD 4142
Consists of 208 clock hours of directed technical practice in affiliated medical institutions. (2 sem hr; 13 clinic)

RAD 4253: Radiation Physics/Dosimetry I
Prerequisite: Approved math
Physical principles of radiation therapy. (3 sem hrs; 3 lec)

RAD 4264: Radiation Oncology I
Prerequisite: RAD 3204 and BIOL 2401/2402
Fundamentals of radiation oncology. Malignant conditions; their etiology, treatment, prognosis, psychosocial effect of this disease and specific nursing skills dealing with cancer patients. (4 sem hrs; 4 lec)

RAD 4274: Radiation Oncology II
Prerequisite: RAD 4264 or previous completion of an equivalent course
Fundamentals of clinical radiation oncology. Malignant conditions; their etiology, treatment and prognosis, psychosocial effect of this disease and specific nursing skills dealing with cancer patients. (4 sem hrs; 4 lec)

RAD 4283: Radiation Physics/Dosimetry II
Prerequisites: RAD 4253 and approved math
Technical aspects of radiation delivery. (3 sem hrs; 3 lec)

RAD 4333: Practicum IV (Nuclear Medicine)
Prerequisite: RAD 3411
Consists of 384 clock hours of directed practice in affiliated medical institutions. (2 sem hrs; 24 clinic)

RAD 4383: Practicum V (Nuclear Medicine)
Prerequisite: RAD 4333
Consists of 384 clock hours of directed practice in affiliated medical institutions. (2 sem hrs; 24 clinic)

RAD 4343: Nuclear Imaging I
Prerequisite: RAD 3303. Corequisite: RAD 4354
In-depth study of clinical imaging aspects of nuclear medicine technology. (3 sem hrs; 3 lec)

RAD 4353: Quality Assurance in Nuclear Medicine
Introduces concepts of quality and quality evaluation in nuclear medicine by reliable and reproducible methods. Record keeping, and regulatory requirements applicable to licensing are included. (3 sem hrs; 3 lec)

RAD 4354: Nuclear Instrumentation
Prerequisite: RAD 3303
Study of instruments commonly used in nuclear medicine to include radiation detectors, their applications, functions, and limitations. Practical applications will be demonstrated in the laboratory. (4 sem hrs; 3 lec, 3 lab)

RAD 4363: Nuclear Imaging II
Prerequisite: RAD 4343
Continuation of Nuclear Imaging I with emphasis on those nuclear exams not covered in Nuclear Imaging I. (3 sem hrs; 3 lec)

RAD 4372: Practicum VI (Nuclear Medicine)
Prerequisite: RAD 4383
Consists of 256 hours of directed practice in affiliated medical institutions. (2 sem hrs; 16 clinic)

*RADIO-TELEVISION

COMM 1336*: Introduction to Radio-TV Production
Operation of studio and control room equipment for radio and television production. Experience on production crew for programs and commercials. Understanding of visual elements of the electronic media. (3 sem hrs; 2 lec, 3 lab) (RADTV 3103)#

COMM 1337*: Television Production I
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 2303*: Radio Production I
Prerequisite: COMM 1336
Participation in on-air board shift on KACV-FM; production techniques, formats, styles and remote equipment operation. (3 sem hrs; 2 lec, 4 lab) (RADTV 3403)#

RADTV 4303: Television Production II
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, 5 lab)

RADTV 4503: 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. (3 sem hrs; 1 lec, 6 lab)

RADTV 4601: Radio Practicum
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; 2 lab)

RADTV 4602: Radio Workshop
Prerequisite: COMM 2303 or consent of instructor
Laboratory experience in radio operation and announcing by broadcasting on the college radio station, KACV-FM. (2 sem hrs; 5 lab)

RADTV 4603: Performance Techniques for Television
Prerequisite: Consent of instructor
Practical application of acting theories and techniques for television. Laboratory performance work in drama, comedy and advertising. (3 sem hrs; 2 lec, 3 lab)

RADTV 4803: Broadcast Advertising
Writing techniques for radio and television commercials and public service announcements; research on effective copy presentation; use of sound effects, music and talent in copy preparation. (3 sem hrs; 3 lec)

RADTV 5301, 5401, 5302, 5402: Media Practicum
Prerequisite: Consent of instructor
Practical experience in the media workplace. Students must have already secured employment in a media facility. (1 hr credit per 10 hours of work)
REAL ESTATE

REAL 1301*: Principles of Real Estate
Shall include but not be limited to an overview of licensing as a real estate broker and salesperson, ethics of practice, titles to and conveyances of real estate, legal descriptions, 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 re-investment. (3 sem hrs; 3 lec) (RE 3313)#

RELE 1309: Real Estate Law
Shall include but not be limited to legal concepts of real estate, land description, real property rights and estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of title. (3 sem hrs; 3 lec) (RE 3323)#

RELE 1325: Real Estate Mathematics
Shall include but not be limited to mathematical logic and basic arithmetic skills including percentages, interest, time-valued money, depreciation, amortization, proration, and estimation of closing statement. (3 sem hrs; 3 lec) (RE 3333)#

RELE 2301: Law of Agency
Shall include but not be limited to a study of law of agency including the principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying purposes and functions of an appraisal, social and economic characteristics, techniques of investment analysis, and reporting. (3 sem hrs; 3 lec) (RE 4313)#

RELE 1303: Real Estate Appraisal
Shall include but not be limited to a study of the central purposes and functions of an appraisal, social and economic determinants of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. (3 sem hrs; 3 lec) (RE 4333)#

RELE 1311: Law of Contracts
Shall include but not be limited to the elements of a contract, offer and acceptance; the statute of frauds, specific performance; remedies for breach; unauthorized practice of law; and the Fair Housing Act. (3 sem hrs; 3 lec) (RE 4353)#

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 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 4333)#

RELE 1319: Real Estate Finance
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 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 2305: Real Estate Inspections
Shall include but not be limited to a study of the different types of building systems and materials used in the design and construction of real property. Covers residential construction and commercial building systems and materials. Includes different structural building systems with emphasis on wood-related products, concrete and concrete masonry, brick, stone, and steel units. The Texas Real Estate commission promulgated Property Condition Addendum will be addressed along with inspector and client agreements, tools and procedures, and electro-mechanical systems. (3 sem hrs; 3 lec) (RE 4393)#

BNKG 1353: Mortgage Lending
Shall include but not be limited to an overview of the mortgage lending market and process. Emphasizes documentation, credit evaluation, federal regulation, and state laws related to mortgage loans. (3 sem hrs; 3 lec) (RE 4413)#

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 1191: Special Topics in Real Estate - Seminar for Real Estate Assistants
Shall include but not be limited to special topics in real estate needed for compiling a market analysis, completing paperwork arising from listings and sales, and following up on buyer and seller contacts. For persons entering real estate as an unlicensed assistant or as a capstone for a newly licensed agent. (1 sem hr; 1 lec) (RE 4501)#

RELE 1223: Real Estate Computer Application
Shall include but not be limited to a study of the availability of technology, especially software, and its ability to help a real estate agent become more productive. Hands-on applications of the most common real estate software packages. 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 1266/2266: Practicum - Real Estate
Practical general training and experiences in the workplace. The College with the employer develops and documents an individualized plan for students. The plan relates the workplace training and experiences to students’ general and technical course of study. The guided external experiences may be paid or unpaid. May be repeated if topics and learning outcomes vary. Students must also attend Seminar for Real Estate Assistants or customized equivalent. (2 sem hrs; 1 lec, 10 practicum) (RE 4512)#

RELE 1366/2366: Practicum - Real Estate
Practical general training and experiences in the workplace. The College with the employer develops and documents an individualized plan for students. The plan relates the workplace training and experiences to students’ general and technical course of study. The guided external experiences may be paid or unpaid. May be repeated if topics and learning outcomes vary. Students must also attend Seminar for Real Estate Assistants or customized equivalent. (3 sem hrs; 1 lec, 20 practicum) (RE 4513)#

RELE 1366/2366: Practicum - Real Estate
Practical general training and experiences in the workplace. The College with the employer develops and documents an individualized plan for students. The plan relates the workplace training and experiences to students’ general and technical course of study. The guided external experiences may be paid or unpaid. May be repeated if topics and learning outcomes vary. Students must also attend Seminar for Real Estate Assistants or customized equivalent. (2 sem hrs; 1 lec, 10 practicum) (RE 4512)#

RELIGION
PHIL 1304*: Introduction to World Religions
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
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
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
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
Study of the origin, nature, vitality and expansion of the church during the first century as detailed in the Acts of the Apostles. (2 sem hrs; 2 lec) (RELG 3212)#

RELG 1202: Christian Ethics
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
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
Survey of the Old Testament. 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
Survey of the New Testament with emphasis on the teaching and the life of Christ and the beginning of the Christian church. (3 sem hrs; 3 lec) (RELG 3323)#

RELG 1303: The Prophets
Survey of the principal teachings of the Old Testament prophets, their influence on 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; 3lec) (RELG 4123)#

RELG 2303: Romans
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. (2 sem hrs; 2lec) (RELG 4223)#

RELG 2304: Revelation
Study of the book of Revelation as an example of prophetic literature in the New Testament. (3 sem hrs; 3lec) (RELG 4163)#

RESPIRATORY CARE

RC 3213: Respiratory Physiology I
Thorough study of respiratory anatomy. Respiratory physiology to include mechanics of ventilation, diffusion of pulmonary gases, static and dynamic characteristics of the lung, and lung volumes and subdivisions. (3sem hrs; 3lec)

RC 3233: Diagnostic Studies in Pulmonary Medicine
Arterial blood gases; techniques in drawing samples, analyzing, and interpreting results. Study of pulmonary functions to include: basic spirometry, lung volumes, diffusing capacities, airway resistance, and gas flow dynamics. Emphasizes instrumentation, technique, and interpretation. (3 sem hrs; 2lec, 3lab)

RC 3304: Procedures I
Basic Respiratory Care procedures: the role of the therapist, infection control, gas and humidity therapy, therapeutic use of oxygen, incentive spirometry, and IPPB therapy. Lab sections to familiarize students with equipment used for these procedures and allow students to complete clinical simulations of these procedures prior to performing them in a hospital setting. (4sem hrs; 3lec, 4lab)

RC 3314: Procedures II
Continuation of RC 3304. CPPD, airway management, respiratory failure, mechanical ventilation. Lab sections to familiarize students with equipment used for procedures and allow students to complete clinical simulations of these procedures prior to performing them in affiliated hospitals. (4sem hrs; 3lec, 4lab)

RC 3323: Respiratory Physiology II
Continuation of RC 3213: Emphasizes ventilation to pulmonary perfusion ratios, neural regulation of respiration, oxygen and carbon dioxide transport in the blood. (3sem hrs; 3lec)

RC 3701: Clinical Application I
Prerequisite/Corequisite: RC 3304
Directed clinical experience in basic therapy procedures in affiliated hospitals. (1sem hr; 6clinic)

RC 3711: Clinical Application II
Prerequisites: RC 3314 or concurrent enrollment, and RC 3701
Directed clinical experience in basic therapy procedures in affiliated hospitals. (1sem hr; 8clinic)

RC 3721: Clinical Application III
Prerequisites: RC 3233, RC 3314, and RC 3711
Directed clinical experience in basic and advanced therapy procedures, therapy evaluation and arterial blood gas analysis in affiliated hospitals. (1sem hr; 8clinic)

RC 4202: Current Practice in Respiratory Care I
Developing and incorporating respiratory care plans into clinical case studies. Nutritional assessment of patients. Survey and medical ethics in relation to the practice of respiratory care. Role of respiratory care practitioners in the healthcare system and managed care. (2 sem hrs; 2lec)

RC 4212: Current Practice in Respiratory Care III
Prerequisite: Completion of all Respiratory Care course work
Continued study in the practical application of respiratory care procedures and theory. Test matrix and exam content areas of the NBRC entry level and written registry examinations introduced, including branching logic used in the Clinical Simulation Examination. Course includes a Comprehensive Respiratory Care Exit Examination. (2sem hrs; 2lec)

RC 4223: Current Practice in Respiratory Care II
Introduction of therapist driven protocols. Case studies included to develop critical thinking. Survey of pulmonary rehabilitation and serum electrolytes. (3sem hrs; 3lec)

RC 4233: Therapy Related to Disease
Study of diagnostic techniques and therapy associated with adult, pediatric, and neonatal respiratory diseases. (3sem hrs; 3lec)

RC 4243: Procedures III
Prerequisite: RC 3721
Continuation of RC 3314. Advanced mechanical ventilation, neonatal, and special procedures. Laboratory sections to familiarize students with equipment and advanced procedures prior to application in affiliated hospitals. (3sem hrs; 2lec, 4lab)

RC 4253: Respiratory Care Pharmacology
Drugs related to respiratory care: classification, indication, contra-indication, dosage, method of administration, and drug action. (3sem hrs; 3lec)

RC 4263: Pathophysiology
Abnormal physiology of diseases: respiratory diseases and diseases that affect the respiratory system. (3sem hrs; 3lec)

RC 4731: Clinical Application VI
Prerequisite: RC 4753
Directed clinical experience in basic and advanced therapy, diagnostic procedures and advanced life support in affiliated hospitals. (1sem hr; 8clinic)

RC 4743: Clinical Application IV
Prerequisite: RC 4243 or concurrent enrollment, and RC 3721
Directed clinical experience in advanced therapy and diagnostic procedures in affiliated hospitals. (3sem hrs; 20clinic)

RC 4753: Clinical Application V
Prerequisite: RC 4743
Directed clinical experience in advanced therapy and diagnostic procedures in affiliated hospitals. (3sem hrs; 20clinic)

SOCIOLGY

SOCI 1301*: Introduction to Sociology
Introductory study of sociology with special emphasis on social groups, institutions, interaction and change. (3sem hrs; 3lec) (SOCI 4373)#

SOCI 1306*: Modern Social Problems
Study of the nature and origin of the problems of modern society. (3sem hrs; 3lec) (SOCI 4383)#

*Texas Common Course Number

#Prefix and number prior to the 1999/2000 Catalog
COURSE DESCRIPTIONS

SOCI 1371: Sociology of Death and Dying
Examines the customs, taboos, and historical changes relating to American funeral rites. Also covers 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
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
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 2325*: Social Psychology
Prerequisite: PSYC 2301
Study and analysis of human conduct in relation to social situations. (3 sem hrs; 3 lec) (SOCIO4143)#
NOTE: Students completing SOCI 2325 cannot earn credit for PSYC 2319.

SOCIW 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)#

SPANISH

SPAN 1411*: First-Year Spanish I
Grammar, conversation, composition, dictation, and reading. (4 sem hrs; 5 lec, 1 lab) (SPAN 3014)#

SPAN 1412*: First-Year Spanish II
Prerequisite: SPAN 1411 or appropriate score on language placement test
Continuation of SPAN 1411. (4 sem hrs; 5 lec, 1 lab) (SPAN 3024)#

SPAN 2311*: Second-Year Spanish I
Prerequisite: SPAN 1412 or appropriate score on language placement test
Grammar review, conversation, composition, and study of selections from representative authors. (3 sem hrs; 3 lec, 1 lab) (SPAN 4013)#

SPAN 2312*: Second-Year Spanish II
Prerequisite: SPAN 2311 or appropriate score on language placement test
Continuation of SPAN 2311. (3 sem hrs; 3 lec, 1 lab) (SPAN 4023)#

SPEECH COMMUNICATION

SPCH 1171: College Success Techniques
Practical study acquainting students with college life; aids students in acquiring skills needed for academic success; promotes student development and personal growth; and encourages students' acceptance of responsibility and involvement in the learning process. (1 sem hrs; 1 lec) (SPCOM 3111)#

SPCH 1144*, 1145*, 2144*, 2145*: Intercollegiate Forensics
Prepare for or participate in intercollegiate debate, speaking and interpretation events. Advanced instruction and extensive practice sessions for each student. (1 sem hr each; 3 lab) (SPCOM 3031, 3041, 4031, 4041)#

SPCH 1315*: Public Speaking
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)#

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
Study of the speech mechanism with emphasis upon improvement of voice and diction; introduction to phonetics and study of proper production of individual speech sounds; student performance and instructor critiques. (3 sem hrs; 3 lec) (SPCOM 3403)#

SPCH 2341*: Oral Interpretation
Techniques of interpretative readings as well as voice production and oral readings of literature, requiring oral presentation by students. (3 sem hrs; 3 lec) (SPCOM 3503)#

SUBSTANCE ABUSE COUNSELING

SAC 3113: Introduction to Behavior Management
Study of behavior management techniques with attention to application to specific populations. Includes behavior modification, reality therapy, Gestalt techniques. (3 sem hrs; 3 lec)

SAC 3123: Ethical Issues in Substance Abuse Counseling and HIV Education
Study of the principles of ethics, confidentiality, and morality in providing human services to clients. Includes depth study of HIV and substance abuse populations. (3 sem hrs; 3 lec)

SAC 3133: Psychopharmacology of Drugs
Survey of terminology, classifications, effects, uses and abuses of drugs in current society. (3 sem; 3 lec)

SAC 3143: Substance Abuse Counseling
Prerequisite: SAC 3133 or department approval
Survey of specific counseling approaches and styles used in treating individuals diagnosed as substance abusers. (Includes practice of crisis intervention.) (3 sem hrs; 3 lec)

*Texas Common Course Number

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### COURSE DESCRIPTIONS

**SAC 3153: Introduction to Counseling Theories**  
Survey of the leading counseling theories and modalities. Different theoretical approaches will be discussed to give students a foundation in counseling, noting the role of the counselor as part of the human service team.  
*(3 sem hrs; 3 lec)*

**SAC 4203: Current Issues in Substance Abuse Counseling**  
Focuses on issues of current concern in the field of substance abuse counseling. Topics include codependency, gambling, ethnicity, antisocial personality disorders and chemical dependency.  
*(3 sem hrs; 3 lec)*

**SAC 4213: Substance Abuse and the Family**  
**Prerequisite:** SAC 3133  
Introduction to family systems theory with focus on family roles, rules, and behavior patterns of dysfunctional families. Approaches to family therapy using the family as the focus of treatment rather than the individual.  
*(3 sem hrs; 3 lec)*

**SAC 4223: Codependency Issues and Treatment**  
**Prerequisite:** SAC 3143  
*(3 sem hrs; 3 lec)*

**SAC 4233: Family Intervention Strategy**  
**Prerequisites:** SAC 3133 and SAC 4213  
Advanced counseling course emphasizing family treatment intervention techniques in treating chemical dependency. Studies the family systems approach and uses actual counseling and role playing techniques.  
*(3 sem hrs; 3 lec)*

**SAC 4243: Group Counseling Skills and Issues**  
**Prerequisites:** SAC 3133 and SAC 3153  
In-depth study designed to introduce students to group counseling. Includes simulated group exercises.  
*(3 sem hrs; 3 lec)*

**SAC 4253: Internship I**  
**Prerequisites:** SAC 3133, SAC 3143, and department approval  
Supervised internship in a human service agency. The experience will be primarily student observations and recording of events in assigned agency, such as treatment, meetings, and counseling sessions. Students are expected to participate in treatment of clients as directed by agency and instructors. Transportation, insurance, and other expenses will be provided by students.  
*(3 sem hrs; 1 lec, 12 field experience hours per week required)*

**SAC 4263: Internship II**  
**Prerequisites:** SAC 4253 and department approval  
Continuation of SAC 4253 with more emphasis on an active participation in treatment programs such as carrying a small caseload and working closely with team leader or counseling in groups. Increases students’ work potential by providing close supervision and counseling by an AC instructor.  
*(3 sem hrs; 1 lec, 12 field experience hours per week required)*

**SAC 4273: Internship III**  
**Prerequisites:** SAC 4263 and department approval  
Continuation of SAC 4263 with more emphasis on an active participation in treatment programs such as carrying a small caseload and working closely with team leader or counseling in groups. Increases students’ work potential by providing close supervision and counseling by an AC instructor.  
*(3 sem hrs; 1 lec, 12 field experience hours per week required)*

**SAC 4283: Internship IV**  
**Prerequisites:** SAC 4273 and department approval  
Continuation of SAC 4273 with more emphasis on an active participation in treatment programs such as carrying a small caseload and working closely with team leader or counseling in groups. Increases students’ work potential by providing close supervision and counseling by an AC instructor.  
*(3 sem hrs; 1 lec, 12 field experience hours per week required)*

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**SURGICAL TECHNOLOGY**

**ST 3003: Introduction to Surgical Technology**  
**Prerequisite:** Admission to Surgical Technology Program  
Introduction to Surgical Technology. History of surgery; job description of the surgical technologist; organization of hospital and surgical services; members of the surgical team; basic medical surgical terminology and ethical and legal concepts related to the operating room and the surgical patient.  
*(3 sem hrs; 3 lec)*

**ST 3013: Basic Sciences**  
**Prerequisite:** Admission to Surgical Technology Program  
Introduction to microbiology, major pathogens, wound healing, infection and microbial control. Introduction to pharmacology, weights and measures, pharmacologic agents and anesthetics as related to the surgical patient.  
*(3 sem hrs; 2 lec, 2 lab)*

**ST 3027: Surgical Preparation**  
**Prerequisites:** BIOL 2401 or concurrent enrollment and admission to Surgical Technology Program  
Study of fundamentals of patient care for the surgical patient. Aseptic technique, packaging, sterilizing and dispensing of surgical supplies. Detailed study of fundamental operating room techniques, case preparation, instrumentation, sutures and operating room equipment.  
*(7 sem hrs; 4 lec, 12 lab)*

**ST 4108: Surgical Procedures**  
**Prerequisites:** BIOL 2401, ST 3003, ST 3013, ST 3027 or approval of department chair  
Detailed study of common surgical procedures. Anatomy, physiology, pathophysiology related to organs or systems specific to surgical procedures. Immediate preoperative, intraoperative and postoperative patient care.  
*(8 sem hrs; 4 lec, 16 lab/clinical)*

**ST 4206: Surgical Specialties I**  
**Prerequisite:** BIOL 2401, BIOL 2402, ST 4108 or approval of department chair  
*(6 sem hrs; 4 lec, 11 clinical)*

**ST 4216: Surgical Specialties II**  
**Prerequisites:** ST 4206 or approval of department chair  
Theory preparation in selective surgical specialties - thoracic, peripheral vascular, cardiovascular and neurosurgical procedures; resume writing. Clinical application of theory in the practice arena.  
*(6 sem hrs; 4 lec, 11 clinical)*

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**TELECONFERENCING SYSTEMS TECHNOLOGY**

**TST 4003: Site Assessment and System Installation**  
Concepts of site assessment: site survey; assessment of existing network; environmental conditions: physical facility; and reporting. Installation covers the following topics: inventory and test of system components; verify network connectivity; install cabling; assemble and place system components; terminate cables; configure and verify system performance; and dress and label system components and cables.  
*(3 sem hrs; 2 lec, 2 lab)*

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*Texas Common Course Number*  
#Prefix and number prior to the 1999/2000 Catalog
TST 4013: System Configuration and Operation
Introduction into system configuration through the following configuration topics: room(s) layouts; audio devices; video devices; communications devices; control devices; PC(s); and final verification of system performance. System operation will consist of: power up sequence; system parameters; set up of peripherals; network connections; system terminations; and system shutdown. (3 sem hrs; 2 lec; 2 lab)

TST 4023: System Maintenance and Documentation
Basic maintenance concepts of the system through the following topics: performance evaluation; remote and local diagnostics; network connectivity; preventive maintenance; adjustments; repairs; documentation; and system assessment. (3 sem hrs 2 lec; 2 lab)

TST 4033: Resource Management and Customer Service
Teaches basic resource management through the following topics: plan and coordinate network utilization; maintain physical inventory; coordinate vendor activities; and work within budget. Students learn customer services through on-call support; technical assistance; resolve technical problems; on-site support; and provide customer training. (3 sem hrs 2 lec; 2 lab)

TST 4043: Systems Administration
Describes system administration through the following topics: overview; configuration applications; preparation; trouble-shooting and connectivity to the Internet. (3 sem hrs 2 lec; 2 lab)

THEATRE

DRAM 1120*, 1121*, 2120*, 2121*: THEATRE PRACTICUM
Practicum in theatre emphasizing technique and procedures with experience gained in play productions. (1 sem hr; 4 lab) (THA 3111, 3121, 4111)#

DRAM 1241*: Make-up
Examine and practice theory of stage make-up covering straight, corrective, and character. Fee for use of make-up. (2 sem hrs; 1 lec; 2 lab) (THA 3232)#

DRAM 1310*: Introduction to Theatre
Examines various elements of theatre; brief history with introduction to theatre plant and activities, augmented by textbook study of stage terminology and introduction to organization of production procedure. (3 sem hrs; 3 lec) (THA 3313)#

DRAM 1322*: Stage Movement
Principles, practices, and exercises in body techniques and stage movement; improvisation as it applies to acting theory; emphasis on character movement and body control. (3 sem hrs; 3 lec) (THA 3343)#

DRAM 1330*: Stagecraft
Study and application of visual aesthetics of design which may include the physical theatre, scenery construction and painting, properties, lighting, costume, and backstage organization. (3 sem hrs; 3 lec) (THA 4313)#

DRAM 1351*: Acting I
Fundamental acting techniques with emphasis on developing scenes from plays, and on developing ensemble performance and actor’s responsibilities to other actors, to the play, to the director and production staff, and to the audience. Classroom exercises to explore and discover the actor’s own inner resources. (3 sem hrs; 3 lec) (THA 3323)#

DRAM 1352*: Acting II
Prerequisite: DRAM 1351
Actually creating a role with practice in sustaining the character; study and utilize theories of Konstantin Stanislavski on basics of character preparation. (3 sem hrs; 3 lec) (THA 4333)#

DRAM 2361*: Theatre History, Greeks to 16th Century
Prerequisite: DRAM 1310
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
Survey of theatre theory, practice, and literature in Europe, England and the United States from the early to mid 17th century until 1915, with special emphasis on the social, political, aesthetic and technological factors leading to the development of the modern Western theatre. (3 sem hrs; 3 lec) (THA 4353)#

DRAM 2366*: American Cinema
Creative historic viewing of movies; survey of study of art of film-making; weekly screening and discussion of great movies, including reports, outside reading, and script writing. (3 sem hrs: 2 lec; 3 lab)

TRAVEL AND TOURISM

TRVM 1300: Introduction to Travel and Tourism
Overview of the travel industry. Emphasizes 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. Emphasizes 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. Emphasizes culture, customs, climate, physical features, language, currency, tourist and specific seasonal attractions. (3 sem hrs; 3 lec.) (TRAV 3203)#
COURSE DESCRIPTIONS

TRVM 1349: Travel Operations I
Prerequisites: TRVM 1300 and COSC 1306
Study of manual travel agency operations and basic hands-on computerized reservations techniques in manual travel agency operations; emphasis on making air, hotel, tour, and cruise reservations, writing itineraries, reading and interpreting brochures, and ticketing rules, credit card sales, ticket refunds, exchanges, and re-issues. Topics include building a simple Passenger Name Record on an airline computer reservation system, accessing availability, fares and miscellaneous related information. (3 sem hrs; 2 lec, 3 lab) (TRAV 4103)#

TRVM 2377: Travel Career Development
Prerequisites: TRVM 1300, TRVM 1308, TRVM 1341, TRVM 1349, TRVM 2417, BMGT 1373, BMGT 1305, HAMG 1321
Provides students an opportunity to apply past classroom experience and knowledge to the “real life” travel industry environment in sales, marketing, and operations. Emphasizes role-playing in client-agent, agent-supplier relationships, and preparations for entry level job positions within the travel industry. Also, emphasizes understanding the travel industry components and functions, the distribution of the travel product, and how it applies to the consumer in the marketplace. Offers students field observation opportunities in the travel industry. (3 sem hrs; 3 lec)

TRVM 1380: Cooperative Education - Travel and Tourism
Career related activities encountered in students’ 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. May be repeated if topics and learning outcomes vary. (3 sem hrs each; 1 lec each, 20 work hrs each)

WELDING TECHNOLOGY

WLDG 1225: Oxy-Fuel Welding and Cutting I
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. Students 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
Continuation of WLDG 1225, Oxy-Fuel Welding and Cutting I. Students perform entry-level oxy-fuel welding and cutting operations and select proper equipment and materials. (2 sem hrs; 1 lec; 2 lab)

*Texas Common Course Number
WLDG 2543: Advanced Arc Welding
Prerequisite: WLDG 1528
Emphasizes advanced topics based on accepted welding codes. 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
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
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 weld various joint designs; diagnose welding problems; and complete 2G, 3G, and 4G tests according to ASME Section #9 Standards. (5 sem hrs; 3 lec; 6 lab)

WLDG 2553: Pipe Welding
Study of the principles of welding pipe using the shielded metal arc welding (SMAW) process, including electrode selection, equipment setup, and safe shop practices. Emphasizes welding positions 1G, 2G, 5G, and 6G using various electrodes. Students complete the 1G, 2G, 5G, and 6G pipe tests using various electrodes. (5 sem hrs; 3 lec; 6 lab)
<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Education</th>
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<tbody>
<tr>
<td>Frances Abernathy</td>
<td>Job Placement Coordinator, Advising and Counseling Center</td>
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<tr>
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B.S.N., M.S.N., West Texas State University

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R.N., Northwest Texas Hospital School of Nursing
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B.S., Wayland Baptist College
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Texas Department of Health Registered Radiographer
The American Registry of Radiologic Technologist

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M.A., University of New Mexico

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Certificate, University of Oklahoma

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M.T.S., Oblate School of Theology
Ph.D., University of North Texas
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<td>Allied Health</td>
<td>(806) 354-6055</td>
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<td>Amarillo Technical Center</td>
<td>(806) 335-4201</td>
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<td>Sciences and Engineering</td>
<td>(806) 371-5092</td>
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