

completion of all other requirements mandated by TCBAP.

The Advanced Technical Certificate (ATC) is designed for people who already have a bachelor's degree in a related field and want to be a Licensed Chemical Dependency Counselor.

Courses in the program encourage the acquisition of the knowledge, skills, and values that will enable graduates to succeed in the workforce.

Recommended Program of Study Associate of Applied Science in Drug and Alcohol Abuse Counseling

First Year

First Semester	Credit
ENGL 1301 English Composition+	3
DAAC 1304 Pharmacology of Addiction	3
DAAC 2307 Addicted Family Intervention	3
DAAC 1317 Basic Counseling Skills	3
SPCH 1315 Public Speaking+	<u>3</u>
Total Hours:	15

Second Semester	Credit
Humanities/Fine Arts Elective+	3
DAAC 1311 Counseling Theories	3
DAAC 2454 Dynamics of Group Counseling	4
DAAC 1309 Assessment of Substance-Related and Addictive Disorders	3
College level math course+	<u>3</u>
Total Hours:	16

Second Year

First Semester	Credit
DAAC 2441 Counseling Alcohol and Other Drug Addictions	3
DAAC 2343 Current Issues	3

DAAC 1305 Co-Occurring Disorders	3
ITSC 1401 Intro to Computers OR	4
BCIS 1305 Business Computer Applications	3
+Social/Behavioral Science elective	<u>3</u>
Total Hours:	17

Second Semester	Credit
DAAC 1319 Substance-Related and Addictive Disorders	3
DAAC 1164 Practicum	1
DAAC 1165 Practicum	1
BUSG 2307 Legal/Social Environment of Business	3
BUSG 2309 Small Business Management	3
Humanities/Fine Arts/Social Behavioral Science/Natural Science elective	<u>3</u>
Total Hours:	14

Recommended Program of Study Advanced Technical Certificate in Drug and Alcohol Abuse Counseling

First Year

First Semester:	Credit
DAAC 1164 Practicum	1
DAAC 1165 Practicum	1
DAAC 1304 Pharmacology of Addiction OR	3
DAAC 1311 Counseling Theories	3
DAAC 2307 Addicted Family Intervention OR	3
DAAC 1317 Basic Counseling Skills	3
DAAC 2454 Dynamics of Group Counseling	4
DAAC 1319 Introduction to Alcohol and Other Drug Addictions	3
DAAC 2343 Current Issues	<u>3</u>
Total Hours:	18

Department of Business and Technology

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The Department of Business and Technology provides high-quality vocational and technical training in a variety of career fields. Each program is a carefully-sequenced set of courses designed to prepare associate degree and certificate students who have, in addition to technical skills, the ability to work effectively with others, solve problems, make decisions and adapt to change.

Department student organizations encourage civic pride and responsible citizenship through community service to produce a well-rounded individual who appreciates the value of diverse cultures. The student organizations include Accounting Society, Alpha Beta Gamma, Gamers United, International Society of Automation, POWER (paralegal club), and Professional Cosmetology Association. The department maintains a highly qualified faculty committed to teaching excellence and professional development; faculty who continually update and strengthen programs with advisory committee involvement to develop programs that are responsive to the employment needs of business, industry, public agencies and entrepreneurship.

The department participates in the Texas Career Readiness Initiative. This WorkKeys based employee job skill credentialing system provides assessment and instructional support to assure that students possess workplace skill levels required for employment. All students pursuing Level 1 certificates in the Technical Programs Division must successfully complete HRPO 1191 (Special Topics in Human Resources Management). Students must validate skill levels in applied mathematics, writing, listening, locating information, reading for information and teamwork.

The Department of Business and Technology offers the following Programs.

Associate of Arts Degree

- Emphasis in Business Administration

Associate of Applied Science Degrees

- Accounting
- Cosmetology Instructor
- Cosmetology Operator
- Graphic Design
- Instrumentation Technology
- Medical Coding Specialist
- Medical Office Administration
- Office Administration
- Paralegal
- Process Technology
- Software Developer

Certificate Degrees (Level 1)

- Accounting
- Cosmetology Operator
- Cosmetology Instructor

- Esthetics
- Administrative Assistant
- Receptionist
- Automotive Service Technician
- Automotive Technology
- Graphic Design
- Instrumentation
- Medical Coding
- Medical Office Assistant
- Process Technology
- Multimedia & Design (55+ program)
- Computer Programmer

Associate of Arts Degree

Emphasis in Business Administration

The Emphasis in Business Administration curriculum is designed for students who plan to pursue a Bachelor of Business Administration degree. The curriculum parallels the first two years of study in business administration at state-supported colleges and universities in Texas and follows the field of study curriculum prescribed by the Texas Higher Education Coordinating Board

Recommended Program of Study

Core Curriculum Courses	42 semester credit hours
ACCT 2301, 2302	6 semester credit hours
BUSI 1301	3 semester credit hours
ECON 2301	3 semester credit hours
BCIS 1305	3 semester credit hours
MATH 1325	3 semester credit hours

Total Hours: 60 semester credit hours

To fulfill Core Curriculum requirements, students should take MATH 1314 to satisfy the mathematics component, and ECON 2302 to satisfy the Social/Behavioral Science component.

Associate of Applied Science Degrees and Certificate Awards

Accounting

The Accounting Degree allows students to develop essential skills in analytical, conceptual, and technical proficiency in accounting. Students will learn to understand the financial world through the use of ledgers, financial statements, and budgets.

The Accounting Degree introduces students to courses such as computerized accounting, managerial accounting, and forensic accounting.

Recommended Program of Study Associate of Applied Science Degree in Accounting

First Year

First Semester.....	Credit
ACCT 2301 Principles of Financial Accounting	3
ACNT 1331 Federal Income Tax: Individual	3
BUSI 1301 Business Principles	3
POFT 1309 Administrative Office Procedures I.....	3
POFT 1313 Professional Workforce Preparation	3
POFT 1127 Introduction to Keyboarding	1
Total Hours	16
Second Semester	Credit
ACCT 2302 Principles of Managerial Accounting	3
ACNT 1311 Introduction to Computerized Accounting .	3
POFI 1349 Spreadsheets	3
POFT 1321 Business Math	3
POFT 2312 Business Communication and Correspondence	3
Total Hours	15

Second Year

Third Semester.....	Credit
ECON 2301+Principles of Economics (Micro) or.....	3
ECON 2302 Principles of Economics (Macro)	
MATH 1314+ College Algebra or	
MATH 1332 Contemporary Mathematics I.....	3
SPCH 1315+ Public Speaking	3
ACNT 1205 Forensic Accounting	2
ITSW 1301 Introduction to Word Processing	3
Total Hours	14
Fourth Semester.....	Credit
ENGL 1301+ Composition.....	3
Humanities+ Elective	3
ACNT 1347 Federal Income Tax for Partnerships and Corporations	3
ACNT 2386 Internship-Accounting or.....	3
HRPO 1311 Human Relations	3
POFI 2350 Database	3
Total Hours	15
Grand Total.....	60

**Recommended Program of Study
Accounting Assistant Level 1
Certificate**

First Year

First Semester.....	Credit
ACCT 2301 Principles of Financial Accounting	3

ACNT 1331 Federal Income Tax: Individual	3
HRPO 1191 Special Topics Human Resources Management.....	1
POFT 1309 Administrative Office Procedures I	3
POFT 1127 Introduction to Keyboarding	1
POFT 1313 Professional Workforce Preparation	3
Total Hours	14

Second Semester	Credit
ACCT 2302 Principles of Managerial Accounting.....	3
ACNT 1311 Introduction to Computerized Accounting .	3
POFI 1349 Spreadsheets.....	3
POFT 1321 Business Math	3
POFT 2312 Business Communication and Correspondence	3
Total Hours	15
Grand Total.....	29

Automotive Technology

For students who require basic entry-level employment in the automotive service industry, the Level 1 Technology Certificate is a two-semester program with a capstone course. There also is a Level 1 Technician Certificate that can be completed in a single semester.



**Recommended Program of Study
Automotive Technology Level 1
Certificate**

First Year

First Semester	Credit
AUMT 1305 Introduction to Automotive Technology	3
AUMT 1307 Automotive Electrical Systems	3
AUMT 1310 Automotive Brake Systems	3
AUMT 1316 Automotive Suspension & Steering Systems	3
HRPO 1191 Special Topics - Human Resources Management	1
Total Hours	13
Second Semester	Credit
AUMT 1319 Engine Repair	3
AUMT 1345 Automotive Climate Control Systems	3
AUMT 2317 Automotive Engine Performance Analysis I	3
AUMT 2328 Automotive Service (Capstone)	3
ITSC 1401 Introduction to Computers	4
Total Hours	16
Grand Total	29

**Recommended Program of Study
Automotive Service Technician Level
1 Certificate**

First Year

First Semester	Credit
AUMT 1305 Introduction to Automotive Technology	3
AUMT 1307 Automotive Electrical Systems	3
AUMT 1310 Automotive Brake Systems	3
AUMT 1316 Automotive Suspension and Steering Systems	3
HRPO 1191 Special Topics - Human Resources Management	1
ITSC 1401 Introduction to Computers	4
Grand Total	17

Computer Information Systems (CIS)

The Computer Information System Programs prepare students to enter the field of information technology. Students completing CIS degrees are prepared for jobs supporting computer users in business and industry. The degrees are targeted toward developing proficiency in software applications, operating systems, computer programming and solutions development, web design and Internet research.

The following computer information system degree and certificate programs are offered:

1. AAS in Software Developer
2. AAS in Graphic Design

3. Graphic Design Certificate
4. Computer Programmer Certificate
5. Multimedia & Design Certificate (55+ Program)

Software Developer

The Associate of Applied Science degree in Software Developer provides a degree alternative to students interested in programming, database administration, and introductory game development. The degree emphasizes major programming languages, as well as the courses necessary to develop skills for designing effective web pages, designing and implementing databases, and integrating multimedia, graphics, and animation for introductory game design.

**Recommended Program of Study
Associate of Applied Science in
Software Developer**

First Year

First Semester	Credit
GAME 1303 Introduction to Game Design.....	3
IMED 1416 Web Design I.....	4
ITSC 1401 Introduction to Computers	4
ITSE 1359 Introduction to Scripting Languages.....	3
POFT 1127 Introduction to Keyboarding	1
Total Hours	15

Second Semester

ENGL 1301 Composition+	3
GAME 1336 Introduction to 3D Game Modeling.....	3
IMED 1301 Introduction to Digital Media	3
ITSE 2321 Object-Oriented Programming.....	3
POFI 2350 Databases.....	3
Total Hours	15

Second Year

Third Semester	Credit
MATH 1314 College Algebra+ or	
MATH 1332 College Mathematics.....	3
Social/Behavioral Science Elective+	3
ITSC 1305 Introduction to PC Operating Systems.....	3
ITSE 2357 Advanced Object-Oriented Programming....	3
ITSW 2337 Advanced Database.....	3
Total Hours	15

Fourth Semester

Humanities/Fine Arts Elective+	3
SPCH 1315 Public Speaking+	3

GAME 1304 Level Design	3
ITSE 2359 Advanced Computer Programming (Capstone).....	3
POFT 1313 Professional Workforce Preparation	3
Total Hours	15
Grand Total	60

+ Denotes general education core

Computer Programmer

Students who are primarily interested in application programming should consider the Computer Programmer Certificate option within the Software Developer degree. Computer programmers use their skills in programming languages, graphic design, animation and multimedia to create Web pages, applications and programs for end users. They also may be responsible for maintaining web pages and updating the text and graphics when necessary.

Recommended Program of Study Computer Programmer Level 1 Certificate

First Year

First Semester	Credit
GAME 1303 Introduction to Game Design and Development	3
IMED 1416 Web Design I	4
ITSC 1401 Introduction to Computers	4
ITSE 1359 Introduction to Scripting Languages.....	3
POFT 1127 Introduction to Keyboarding	1
Total Hours	15

Second Semester

GAME 1336 Introduction to 3D Game Modeling	3
HRPO 1191 Special Topics Human Resources Management	1
IMED 1301 Introduction to Digital Media	3
ITSE 2321 Object-Oriented Programming	3
POFI 2350 Databases.....	3
Total Hours	13
Grand Total	28

Graphic Design

The Graphic Design Program prepares students who want to be prepared to enter the computer graphic job market quickly but also have a well-rounded education with transferable core courses that can be used for future employment and educational growth. It provides

exposure to the fine arts components of graphics design as well as technological computer components.

The program develops skills in both print and digital media, giving students a chance to decide if they would prefer to work in Graphic Design for printing (such as magazine ads, newspapers, brochures, and other publications) or for digital end use (such as web pages, digital video, multimedia, animation, and other digitized images for viewing on a computer monitor or other screen). Students exiting the program could seek employment in a wide variety of fields including Commercial and Industrial Design, Multimedia and Animation, and Graphic Design.

Students may choose to complete and Associate of Applied Science in Graphic Design or a Level 1 Certificate in Graphic Design.



Recommended Program of Study Associate of Applied Science in Graphic Design

First Year

First Semester	Credit
ARTS 1311 Design I	3
ARTS 1316 Drawing I	3
IMED 1416 Web Design I.....	4
ITSC 1401 Introduction to Computers	4
POFT 1127 Introduction to Keyboarding	1
Total Hours	15

Second Semester

Credit	
MATH 1314 College Algebra+ or MATH 1332 College Mathematics.....	3
PSYC 2301 General Psychology+ or SOC 1301 Introduction to Sociology.....	3
ARTC 1313 Digital Publishing I	
ARTS 1303 Art History I or	3
ARTS 1304 Art History II	3
IMED 1301 Introduction to Digital Media	3

Total Hours15

Second Year

Third Semester	Credit
ARTS 1301 Art Appreciation+	3
ENGL 1301 Composition+.....	3
ARTS 2348 Digital Art I.....	3
PHTC 1311 Fundamentals of Photography.....	3
POFT 1313 Professional Workforce Preparation	3
Total Hours	15

Fourth Semester

SPCH 1315 Public Speaking+	3
Approved Elective.....	3
ARTC 2388 Internship – Commercial and Advertising Art	3
ARTC 2335 Portfolio Development for Graphic Design (Capstone).....	3
POFT 2312 Business Correspondence & Communication.....	3
Total Hours	15
Grand Total	60

+ General education core

Recommended Program of Study Level 1 Certificate in Graphic Design

First Year

First Semester	Credit
ARTS 1301 Art Appreciation	3
ARTS 1311 Design I	3
ARTS 1316 Drawing I	3
IMED 1416 Web Design I.....	4
ITSC 1401 Introduction to Computers	4
POFT 1127 Introduction to Keyboarding	1
Total Hours	18

Second Semester	Credit
Approved Elective.....	3
ARTC 1313 Digital Publishing I	3
ARTS 1303 Art History I or ARTS 1304 Art History II	3
HRPO 1191 Special Topics Human Resources Management	1
IMED 1301 Introduction to Digital Media	3
POFT 2312 Business Correspondence & Communication.....	3
Total Hours	16
Grand Total	34

Multimedia

The Multimedia Program develops skills in both print and digital media, giving students aged 55 and over a chance to decide if they would prefer to work with Graphic Design for printing (such as magazine ads, newspapers, and brochures) or for digital use (such as web pages, digital video, multimedia, and animation).

**Recommended Program of Study
Multimedia & Design Level 1
Certificate**

First Year

First Semester	Credit
Approved Senior 55+ Elective.....	3
ARTC 1302 Digital Imaging I.....	3
ARTC 1313 Digital Publishing I	3
IMED 1301 Introduction to Digital Media	3
ITSC 1309 Integrated Software Applications I.....	3
Total Hours	15

Second Semester	Credit
Approved Senior 55+ Elective.....	3
ARTC 2305 Digital Imaging II.....	3
ARTC 2313 Digital Publishing II.....	3
ITSC 2321 Integrated Software Applications II	3
HRPO 1191 Special Topics Human Resources Management	1
Total Hours	13
Grand Total	28

Cosmetology Program

The Cosmetology Program prepares students for a career as cosmetology professional. The recommended courses of study are designed to meet licensure requirements established by the Texas Department of Licensing & Regulation.

Courses of study lead to the following awards:

- Associate of Applied Science in Cosmetology Operator (60 semester hours with 1,536 cosmetology clock hours in classroom/lab)
- Associate of Applied Science in Cosmetology Instructor (60 semester hours with 864 cosmetology clock hours in classroom/lab)

- Level 1 Certificate – Cosmetology Operator (42 semester hours with 1,536 cosmetology clock hours in classroom/lab)
- Level 1 Certificate in Cosmetology Instructor (21 semester hours with 512 cosmetology clock hours in the classroom/lab)
- Level 1 Certificate – Esthetics (20 semester hours, 800 esthetician clock hours in classroom and lab).

Students who lack a high school diploma or GED must demonstrate necessary skills in reading, writing and math to enroll in any beginning Cosmetology course. The designated implement for demonstrating such skills is the Compass exam. Students seeking the AAS who fail to meet minimal standards in one or more of these areas must complete appropriate developmental courses such as ENGL 0301, ENGL 0310 or MATH 0312 prior to enrolling in any cosmetology course.



On completion of a degree or certificate program, students will have successfully completed all required courses, will have accrued the required clock hours of training and will possess knowledge and skills enabling him or her to pass an examination administered by the Texas Department of Licensing and Regulations.

A licensed cosmetology instructor in good standing in the State of Texas may be awarded 20 semester credit hours toward an A.A.S. degree in Cosmetology Instructor. See the “Credit by Examination” section of this catalog for more information. Students who complete the Esthetics programs will gain the skills and accumulate sufficient hours of training to be qualified to take and pass applicable examinations administered by the Texas Department of Licensing and Regulations.

Recommended Program of Study Associate of Applied Science in Cosmetology Operator

First Year

First Semester.....	Credit
CSME 1410 Introduction to Hair Cutting and Related Theory.....	4
CSME 1501 Orientation to Cosmetology.....	5
CSME 1553 Chemical Reformation and Related Theory.....	5
CSME 2202 Introduction to Application of Hair Color..	<u>2</u>
Total Hours	16

Second Semester	Credit
CSME 1547 Principles of Skin Care/Facials & Related Theory	5
CSME 2343 Salon Development	3
CSME 2410 Advanced Hair Cutting and Related Theory.....	4
CSME 2501 Principles of Hair Color and Related Theory.....	<u>5</u>
Total Hours	17

Summer Term	Credit
CSME 1451 Artistry of Hair, Theory & Practice	4
CSME 2441 Preparation for Texas Cosmetology Commission Exam.....	4
Total Hours	8

Second Year

Third Semester	Credit
ENGL 1301 Composition+	3
Humanities/Fine Arts Elective+	3
Social Science Elective+	3
SPCH 1315 Public Speaking+.....	<u>3</u>
Total Hours	12

Fourth Semester	Credit
College-level mathematics course+.....	3
ITSC 1401 Introduction to Computers	<u>4</u>
Total Hours	7
Grand Total.....	60

+General education core

Recommended Program of Study

Cosmetology Operator Level 1 Certificate

First Year

First Semester.....	Credit
CSME 1410 Introduction to Hair Cutting & Related Theory.....	4
CSME 1501 Orientation to Cosmetology.....	5
CSME 1553 Chemical Reformation and Related Theory.....	5
CSME 2202 Introduction to Application of Hair Color	2
HRPO 1191 Special Topics - Human Resources Management	1
Total Hours	17

Second Semester.....	Credit
CSME 1547 Principles of Skin Care/Facials & Related Theory.....	5
CSME 2343 Salon Development	3
CSME 2410 Advanced Hair Cutting & Related Theory.....	4
CSME 2501 Principles of Hair Color & Related Theory	5
Total Hours	17

Summer Term	Credit
CSME 1451 Artistry of Hair, Theory & Practice	4
CSME 2441 Preparation for Texas Cosmetology	4
Commission Exam	
Total Hours	8
Grand Total.....	43

Recommended Program of Study Associate of Applied Science in Cosmetology Instructor

First Year

First Semester.....	Credit
CSME 1534 Cosmetology Instructor I.....	5
CSME 1535 Orientation to Instruction in Cosmetology	5
CSME 2514 Cosmetology Instructor II.....	5
Total Hours	15

Second Semester	Credit
CSME 2337 Advanced Cosmetology Techniques	3

CSME 2445 Instruction Theory and Clinic Operation ..	4
CSME 2515 Cosmetology Instructor III	5
CSME 2544 Cosmetology Instructor IV	5
Total Hours	17

Second Year

Third Semester	Credit
ENGL 1301 Composition+	3
HRPO 1311 Human Relations	3
ITSC 1401 Introduction to Computers	4
ACNT 1303 Introduction to Accounting I.....	3
SPCH 1315 Public Speaking+.....	3
Total Hours	16

Fourth Semester	Credit
MATH College-level mathematics course+	3
Humanities/Fine Arts Elective+	3
Social Science Elective+	3
ACNT 1311 Introduction to Computerized Accounting.	3
Total Hours	12
Grand Total.....	60

+Denotes general education core

Recommended Program of Study Cosmetology Instructor Level 1 Certificate

First Year

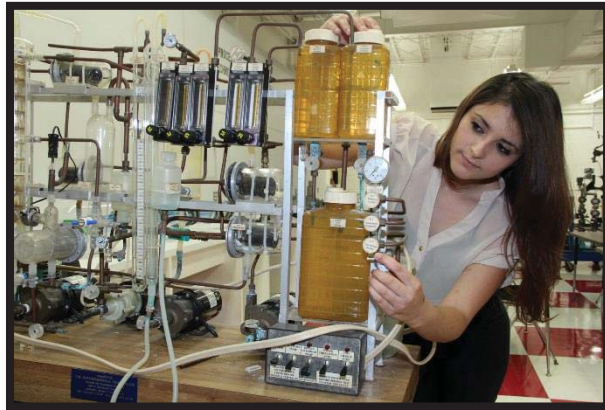
First Semester.....	Credit
CSME 1534 Cosmetology Instructor I.....	5
CSME 2514 Cosmetology Instructor II.....	5
CSME 2515 Cosmetology Instructor III.....	5
CSME 2544 Cosmetology Instructor IV	5
HRPO 1191 Special Topics - Human Resources Management	1
Grand Total.....	21

Recommended Program of Study Esthetics Level 1 Certificate

First Semester.....	Credit
CSME 1248 Principles of Skin Care	2
CSME 1421 Principles of Facial and Skin Care Technology I.....	4
CSME 1445 Principles of Facial and Skin Care Technology II	4
HRPO 1191 Special Topics - Human Resources	

Management	<u>1</u>
Total Hours	11

Second Semester	Credit
CSME 2245 Preparation for TCC Examination	2
CSME 2343 Salon Development	3
CSME 2431 Principles of Facial and Skin Care Technology III	<u>4</u>
Total Hours	9
Grand Total	20



Instrumentation Technology

The Instrumentation Technology Program prepares individuals to test, certify, install, repair, inspect and maintain the high-tech instruments used in automated systems that are critical to the operation of chemical plants, petrochemical refineries, power plants, and air and water pollution control agencies. The curriculum includes pneumatic and electronic control systems, control loop adjustments and their analysis, process computers, process simulation, and programmable logic controllers. Graduates are proficient in the calibration of controls and the troubleshooting and maintenance of hydraulic, pneumatic, electrical and electronic control devices.

Students who complete the Recommended Program of Study for the Instrumentation Technology Program earn an Associate of Applied Science Degree and students who complete the Recommended Program of Study for the Certificate of Completion in Instrumentation earn a Level 1 Certificate Award.

All courses in the Recommended Program of Study require a grade of 'C' or better.

Recommended Program of Study Associate of Applied Science Instrumentation Technology

First Year

First Semester.....	Credit
CETT 1303 DC Circuits	3
CETT 1325 Digital Fundamentals	3
INTC 1301 Principles of Industrial Measurements.....	3
ITSC 1401 Introduction to Computers	4
+ENGL 1301 Composition	<u>3</u>
Total Hours	16

Second Semester	Credit
CETT 1305 AC Circuits.....	3
CETT 1349 Digital Systems.....	3
INTC 1341 Principles of Automatic Control	3
INTC 1355 Unit Operations.....	3
MATH 1314 College Algebra+ or MATH 1332 College Math.....	<u>3</u>
Total Hours	15

Second Year

Third Semester	Credit
Social/Behavioral Science Elective+	3
INTC 1443 Applications of Industrial Automatic Control	4
INTC 1348 Analytical Instrumentation	3
SPCH 1315 Public Speaking+.....	3
HRPO 1311 Human Relations	<u>3</u>
Total Hours	16

Fourth Semester	Credit
INTC 2336 Distributed Control & Programmable Logic	3
Humanities/Fine Arts Elective+	3
PHYS 1405 Elementary Physics I or SCIT 1418 Applied Physics.....	4
ELMT 2333 Industrial Electronics	<u>3</u>
Total Hours	13
Grand Total	60

Recommended Program of Study Instrumentation Level 1

Certificate

First Year

First Semester.....	Credit
CETT 1303 DC Circuits	3
CETT 1325 Digital Fundamentals	3
HRPO 1191 Special Topics-Human Resources Management	1

INTC 1301 Principles of Industrial Measurements.....	3
ITSC 1401 Introduction to Computers	4
Total Hours	14

Second Semester	Credit
CETT 1305 AC Circuits.....	3
CETT 1349 Digital Systems.....	3
INTC 1341 Principles of Automatic Control.....	3
INTC 1355 Unit Operations.....	3
PHYS 1405 Elementary Physics I or	
SCIT 1418 Applied Physics	4
Total Hours	16
Grand Total.....	30

Office Administration

The Office Administration Program incorporates the knowledge, skills and attitudes necessary to succeed in the business world. Topics cover time management, human relations, filing procedures, telephone and listening techniques, oral and written business communications. Computer skills include word processing and spreadsheets, database, presentation and telecommunication applications.

The Office Administration program offers Associate of Applied Science degrees in Medical Office Administration. Students also may earn a Certificate of Completion in Administrative Assistant, Medical Office Assistant and/or Receptionist.

A wide variety of jobs are available to graduates, including human resource assistant, administrative assistant, information technology assistant, office coordinator and executive assistant. Specialties include medical office specialist. These jobs have been listed for the last several years as high-demand occupations for Southeast Texas.

The general education core will transfer to a variety of colleges and universities.

Office Administration

The Office Administration Associate of Applied Science degree instructs students in effective and professional communications, keyboarding, proofreading, telephone etiquette, and computerized accounting. Students are also taught to prioritize tasks, schedule appointments, prepare budgets, maintain databases, and develop spreadsheets. In some offices, administrative assistants are responsible for maintaining the company's website or preparing the company newsletter.

Recommended Program of Study Associate of Applied Science in Office Administration

First Year

First Semester.....	Credit
ACNT 1303 Introduction to Accounting I.....	3
POFI 1349 Spreadsheets.....	3
POFT 1127 Introduction to Keyboarding	1
POFT 1309 Administrative Office Procedures I	3
POFT 1313 Professional Workforce Preparation	3
Total Hours	13

Second Semester	Credit
ITSW 1301 Introduction to Word Processing	3
MDCA 1205 Medical Law & Ethics	2
POFI 2350 Databases.....	3
POFT 1321 Business Math	3
POFT 2301 Intermediate Keyboarding	3
POFT 2312 Business Correspondence & Communication.....	3
Total Hours	17

Second Year

Third Semester	Credit
ENGL 1301 Composition+	3
MATH 1314 College Algebra+ or	3
MATH 1332 Contemporary Mathematics I	
SPCH 1315 Public Speaking+.....	3
ACNT 1311 Introduction to Computerized Accounting. 3	
LGLA 1307 Introduction to the Law and Legal Professions	3
Total Hours	15

Fourth Semester	Credit
BUSI 1301 Business Principles+	3
Humanities/Fine Arts Elective+	3
POFT 2331 Administrative Systems	3
POFT 2386 Internship-Administrative Assistant or	3
HRPO 1311 Human Relations	3
Social/Behavioral Science Elective+	3
Total Hours	15
Grand Total.....	60

Recommended Program of Study Administrative Assistant Level 1 Certificate

First Year

First Semester.....	Credit
ACNT 1303 Introduction to Accounting I.....	3
HRPO 1191 Special Topics Human Resources	

Management	1
POFI 1349 Spreadsheets	3
POFT 1127 Introduction to Keyboarding	1
POFT 1309 Administrative Office Procedures I.....	3
POFT 1313 Professional Workforce Preparation	3
Total Hours	14

Second Semester	Credit
ITSW 1301 Introduction to Word Processing	3
MDCA 1205 Medical Law and Ethics	2
POFI 2350 Databases	3
POFT 1321 Business Math	3
POFT 2301 Intermediate Keyboarding	3
POFT 2312 Business Correspondence & Communication	3
Total Hours	17
Grand Total.....	31

Recommended Program of Study Receptionist Level 1 Certificate

First Year

First Semester.....	Credit
ACNT 1303 Introduction to Accounting	3
HRPO 1191 Special Topics Human Resources Management	1
MDCA 1205 Medical Law & Ethics	2
POFI 1349 Spreadsheets	3
POFT 1309 Administrative Office Procedures I.....	3
POFT 1313 Professional Workforce Preparation	3
POFT 1127 Introduction to Keyboarding	1
Grand Total.....	16

Medical Office Administration

The Medical Office Administration Program provides instruction in the use of electronic health records and practice management software as they relate to the smooth and efficient operation of a medical office or specialty practice. Physicians and healthcare professionals depend on their medical administrative staff for accuracy, compliance and interoffice communications as well as scheduling and billing.

Recommended Program of Study Associate of Applied Science in Medical Office Administration

First Year

First Semester.....	Credit
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ACNT 1303 Introduction to Accounting I.....	3
HITT 1305 Medical Terminology I	3
POFI 1349 Spreadsheets.....	3
POFM 1302 Medical Software Applications.....	3
POFT 1127 Introduction to Keyboarding	1
POFT 1313 Professional Workforce Preparation	3
Total Hours	16

Second Semester	Credit
ITSW 1301 Introduction to Word Processing	3
MDCA 1205 Medical Law and Ethics.....	2
POFI 2350 Databases.....	3
POFT 2301 Intermediate Keyboarding	3
POFT 2312 Business Correspondence & Communication.....	3
Total Hours	14

Second Year

Third Semester	Credit
ENGL 1301 Composition+	3
POFM 1300 Basic Medical Coding	3
MATH 1314 College Algebra+ or	3
MATH 1332 Contemporary Mathematics I	
MDCA 1343 Medical Insurance	3
SPCH 1315 Public Speaking+.....	3
Total Hours	15

Fourth Semester	Credit
Humanities/Fine Arts Elective+	3
POFM 2333 Medical Document Production	3
POFM 2386 Internship-Medical Administrative Assistant or.....	3
HRPO 1311 Human Relations	3
POFT 1321 Business Math	3
Social/Behavioral Science Elective+	3
Total Hours	15
Grand Total.....	60

Recommended Program of Study Medical Office Assistant Level 1 Certificate

First Year

First Semester.....	Credit
ACNT 1303 Introduction to Accounting I.....	3
HITT 1305 Medical Terminology I	3

HRPO 1191 Special Topics Human Resources Management	1
POFI 1349 Spreadsheets	3
POFM 1302 Medical Software Applications	3
POFT 1313 Professional Workforce Preparation	3
POFT 1127 Introduction to Keyboarding	1
Total Hours	17

Second Semester	Credit
ITSW 1301 Introduction to Word Processing	3
MDCA 1205 Medical Law and Ethics	2
POFI 2350 Databases	3
POFT 2301 Intermediate Keyboarding	3
POFT 2312 Business Correspondence & Communication	3
Total Hours	14
Grand Total	31

Medical Coding

The Medical Coding Program provides a student with training in medical terminology, electronic health records, coding classification systems, and database management. Students entering this field should be detail-oriented and work well with numbers. Students will learn how to safely manage a patient's protected health information and methodically transfer medical record information into codes—both diagnostic and procedural.

Recommended Program of Study Associate of Applied Science in Medical Coding Specialist

First Year

First Semester	Credit
BIOL 2401 Anatomy & Physiology+	4
HITT 1305 Medical Terminology I	3
MDCA 1343 Medical Insurance	3
POFM 1300 Basic Medical Coding	3
POFM 1302 Medical Software Applications	3
POFT 1127 Introduction to Keyboarding	1
Total Hours	17

Second Semester	Credit
HITT 1301 Health Data Content and Structure	3
HITT 1303 Medical Terminology II	3
HITT 1313 Coding and Insurance	3
MDCA 1205 Medical Law and Ethics	2
POFM 2310 Intermediate Medical Coding	3
Total Hours	14

Second Year

Third Semester	Credit
Humanities/Fine Arts Elective+	3
Social/Behavioral Science Elective+	3
HITT 2335 Coding & Reimbursement Methodologies ...	3
HITT 2346 Advance Medical Coding	3
POFT 1313 Professional Workforce Preparation	3
Total Hours	15

Fourth Semester	Credit
ENGL 1301 Composition+	3
SPCH 1315 Public Speaking+	3
HITT 2245 Coding Certification Exam Review	2
POFI 2350 Databases	3
POFM 2333 Medical Document Production	3
Total Hours	14
Grand Total	60

Recommended Program of Study Medical Coding Specialist Level 1 Certificate

First Year

First Semester	Credit
HITT 1305 Medical Terminology I	3
MDCA 1343 Medical Insurance	3
POFM 1300 Basic Medical Coding	3
POFM 1302 Medical Software Applications	3
POFT 1127 Introduction to Keyboarding	1
POFT 1313 Professional Workforce Preparation	3
Total Hours	16

Second Semester	Credit
HITT 1301 Health Data Content and Structure	3
HITT 1303 Medical Terminology II	3
HITT 1313 Coding and Insurance	3
HRPO 1191 Special Topics – Human Resources Management	1
MDCA 1205 Medical Law and Ethics	2
POFM 2310 Intermediate Medical Coding	3
Total Hours	15
Grand Total	31

Paralegal Program

The Paralegal Program provides students with the necessary knowledge and skills to function successfully as a paralegal in law offices, corporations, government offices and private industry. Paralegals (legal assistants) are not attorneys and are prohibited from practicing law.

They work under the supervision of attorneys. Upon completion of the program, students receive an Associate of Applied Science degree.

AMERICAN BAR ASSOCIATION

The Paralegal Program was approved by the American Bar Association in 2007 after an extensive self-study and a site visit. The Paralegal course of study is the only ABA approved program in the local area.



Recommended Program of Study Associate of Applied Science in Paralegal

First Year

First Semester	Credit
ENGL 1301 Composition+.....	3
MATH 1314 College Algebra+ or	3

MATH 1332 College Math	
BUSG 2305 Business Law/Contracts	3
HRPO 1311 Human Relations	3
LGLA 1307 Introduction to Law and the Legal Professions	3
POFT 1127 Introduction to Keyboarding	1
Total Hours	16

Second Semester	Credit
Humanities Elective+ (excludes DRAM or MUSI).....	3
ITSW 1301 Introduction to Word Processing	3
LGLA 1345 Civil Litigation	3
LGLA 1355 Family Law	3
POFT 2312 Business Correspondence & Communication.....	3
Total Hours	15

Second Year

Third Semester	Credit
ACCT 2301 Principles of Accounting I	3
LGLA 1401 Legal Research and Writing	4
LGLA 2303 Torts and Personal Injury Law.....	3
LGLA 2313 Criminal Law and Procedure.....	3
GOVT 2306 Texas Government+	3
Total Hours	16

Fourth Semester	Credit
Social/Behavioral Science Elective+	3
SPCH 1315 Public Speaking+.....	3
LGLA 2388 Paralegal/Legal Assistant Internship.....	3
LGLA 2433 Advanced Legal Document Preparation.....	4
Total Hours	13
Grand Total	60

Process Technology

The Process Technology degree program offers core courses related to Process Operations that will prepare students to become process technicians in the refining, petrochemical, power generation, oil and gas production, food and other process industries. Technical knowledge and skills will be gained in areas such as operating equipment, instrumentation systems, process systems, and process troubleshooting and computer applications.

The Process Operating Technology Program prepares individuals for employment in the refining, petrochemical, polymers, plastics, and pulp/paper industries. The Process Operating Program curriculum includes topics such as safety, computer science,

mathematics, communication skills, general procedures in distillation, reactions, and quality control. The program provides hands on training in the classroom and laboratory environments.

Process operators generally work rotating shifts, climb tall towers, work with chemicals, and must meet certain physical requirements. Graduates of the Process Operating Technology Program may be required to complete a drug screen, background check, and a physical exam to be employed.

All courses in the Recommended Program of Study must be completed with a grade of 'C' or better.

The Process Operating Program is recognized by the Texas Skill Standards Board which verifies that the knowledge and skill competencies required by industry are included within the curriculum. In addition, the Process Operating Technology Advisory Committee reviews the curriculum to ensure that current industrial needs are met.

**Recommended Program of Study
Associate of Applied Science in
Process Technology**

First Year

First Semester	Credit
MATH 1314 College Algebra+ or	3
MATH 1332 Contemporary Mathematics I	
PTAC 1302 Introduction to Process Technology	3
PTAC 1408 Safety, Health, & Environment I.....	4
PTAC 1432 Process Instrumentation I.....	4
Total Hours	14

Second Semester	Credit
PTAC 1410 Process Technology I-Equipment.....	4
PHYS 1405 Elementary Physics I	4
ENGL 1301 English Composition+.....	3
ITSC 1401 Introduction to Computers	4
Total Hours	15

Second Year

Third Semester	Credit
CHEM 1405 Introductory Chemistry I+ or	4
SCIT 1414 Applied General Chemistry I.....	4
Humanities/Fine Arts Elective+	3
PTAC 2314 Principles of Quality	3
PTAC 2420 Process Technology II – Systems	4
Social/Behavioral Elective+.....	3
Total Hours	17

Fourth Semester	Credit
HRPO 1311 Human Relations	3
SPCH 1315+.....	3
PTAC 2438 Process Technology III – Operations	4
PTAC 2446 Process Troubleshooting.....	4
Total Hours	14
Grand Total	60



**Recommended Program of Study
Process Technology Level 1
Certificate**

First Year

First Semester	Credit
MATH 1314 College Algebra+ or	3
MATH 1332 Contemporary Mathematics I	
PTAC 1302 Introduction to Process Technology	3
PTAC 1408 Safety, Health, & Environment I.....	4
PTAC 1432 Process Instrumentation I.....	4
Total Hours	14

Second Semester	Credit
PTAC 1410 Process Technology I-Equipment.....	4
PHYS 1405 Elementary Physics I or	4
SCIT 1418 Applied Physics	
ITSC 1401 Introduction to Computers	4
ENGL 1301 Composition+	3
Total Hours	15

Summer Semester

SPCH 1315 Public Speaking+.....	3
Humanities/Fine Arts Elective+	3
Social/Behavioral Science Elective+	3
Total Hours	9
Grand Total	38