

Included is an introduction to solving equations and problem solving. Course includes a co-requisite lab.

Prerequisite: placement examination.

MATH 0313 Introductory Algebra0:3:0

Concepts of basic algebra. Operations on real numbers and polynomials, solving equations, inequalities and systems, graphing, factoring polynomials and problem solving are included.

Prerequisite: MATH 0312 or placement examination.

MATH 0332 Intermediate Algebra0:3:0

Basic concepts necessary for the study of algebra: solving linear, rational, absolute value, radical, and quadratic equations and linear, compound and absolute value inequalities. Factoring polynomials, problem solving and operations on rational and radical expressions are included.

Prerequisite: MATH 0313 or placement examination.

NOTE: The purchase of a student access code is required in all developmental classes for on-line assignments and/or testing.

Technical Courses

Accounting/Accounting Technology (ACNT)

ACNT 1303 Introduction to Accounting I3:3:0

Study of analyzing, classifying and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations and payroll.

ACNT 1205 Forensic Accounting.....2:2:0

Accounting fraud and examination designed to provide a basic understanding of the impact that fraud has on an organization.

ACNT 1311 Introduction to Computerized Accounting3:3:0

Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.

Prerequisite: ACCT 2301 or ACNT 1303

ACNT 1331 Federal Income Tax: Individual3:3:0

A study of the federal tax law for preparation of individual income tax returns.

ACNT 1347 Federal Income Tax for Partnerships and Corporations.....3:3:0

A study of federal tax laws for preparation of partnership and corporate returns.

ACNT 2386 Internship Accounting Technology /Technician and Bookkeeping 3:0:0

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisites: Must have completed 45 hours toward the accounting degree and have an overall 2.0 GPA

Art: Commercial / Graphic Design (ARTC)

ARTC 1302 Digital Imaging I3:3:0

Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions.

Prerequisite: IMED 1301 with a grade of "C" or better, or consent of instructor.

ARTC 1313 Digital Publishing I.....3:3:0

The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

Prerequisite: ITSC 1401 with a grade of "C" or better, or consent of instructor.

ARTC 2388 Internship-Commercial and Advertising Art3:0:0

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite: Must be taken in last semester. Must have an overall GPA of 2.5

ARTC 2305 Digital Imaging II3:3:0

Principles of digital image processing and digital painting. Emphasis on bitmapped- or raster-based imaging and the creative aspects of electronic illustration for commercial or fine art applications.

Prerequisite: ARTC 1302

ARTC 2311 History of Communication Graphics...3:3:0

Survey of the evolution of graphic arts in relation to the history of art. Includes formal, stylistic, social, political, economic, and historical aspects. Emphasis on art movements, schools of thought, individuals, and technology as they interrelate with graphic arts.

ARTC 2313 Digital Publishing II.....3:3:0

Includes layout procedures from thumbnails and roughs to final comprehensive and print output. Emphasis on design principles for the creation of advertising and publishing materials, and techniques for efficient planning and documenting projects.

Prerequisite: ARTC 1313

ARTC 2317 Typographic Design.....3:3:0

Exploration of typographic design including computer generated letterforms as elements of design. Includes theory and techniques of traditional, contemporary, and experimental typography.

ARTC 2335 Portfolio Development for Graphic Design.....3:3:0

Preparation of a portfolio comprised of completed graphic design projects. Evaluation and demonstration of portfolio presentation methods based on the student's specific area of study.

Prerequisite: Must be taken in last semester.

Automotive Technology (AUMT)

AUMT 1305 Introduction to Automotive Technology3:3:1

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle sub-systems, service publications, fasteners, professional responsibilities and basic automotive maintenance. May be taught manufacturer-specific. A student must make a "C" or better to pass this course.

AUMT 1307 Automotive Electrical Systems3:2:4

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of charging and starting systems and electrical accessories. Emphasis on electrical principles, schematic diagrams and service manuals. May be taught manufacturer-specific. A student must make a "C" or better to pass this course.

AUMT 1310 Automotive Brake Systems3:2:4

Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis and repair of power, manual, anti-lock brake systems and parking brakes. May be taught manufacturer-specific. A student must make a "C" or better to pass this course.

AUMT 1316 Automotive Suspension & Steering Systems3:2:4

Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures, and tire and wheel service. May be taught manufacturer-specific. A student must make a "C" or better to pass this course.

Prerequisite: AUMT 1305.

AUMT 1319 Automotive Engine Repair3:2:3

Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, and disassembly, repair and reassembly of the engine. May be taught manufacturer-specific. A student must make a "C" or better to pass this course.

Prerequisite: AUMT 1305.

AUMT 1345 Automotive Climate Control Systems 3:2:4

Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer-specific. A student must make a "C" or better to pass this course.

Prerequisites AUMT 1305, AUMT 1307 taken concurrently or prior to this course.

AUMT 2317 Automotive Engine Performance Analysis I3:2:3

Theory, operation, diagnosis of drivability concerns, and repair of ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught manufacturer-specific. A student must make a "C" or better to pass this course.

Prerequisite: AUMT 1305 and AUMT 1307.

AUMT 2328 Automotive Service3:1:4

Mastery of automotive service including competencies covered in related courses. May be taught manufacturer specific. Capstone course. A student must make a "C" or better to pass this course.

Business (General) (BUSG)

BUSG 2305 Business Law/Contracts3:3:0

Principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency.

Prerequisite: LGLA 1307 taken concurrently or prior to this course.

Electrical, Electronic & Communication Engineering Technology (CETT)

CETT 1303 DC Circuits3:2:3

A study of the fundamentals of direct current including Ohm's law, Kirchhoff's laws and circuit analysis techniques.

CETT 1305 AC Circuits3:2:3

A study of the fundamentals of alternating current, including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers and resonance.

Prerequisite: CETT 1303.

CETT 1325 Digital Fundamentals3:2:3

An entry level course in digital electronics to include numbering systems, logic gates, Boolean algebra, and combinational logic.

CETT 1349 Digital Systems3:2:3

A course in electronics covering digital systems. Emphasis on application and troubleshooting digital systems.

Prerequisite: CETT 1303 and CETT 1325.

Co-requisite: CETT 1305.

Communication (COMM)

COMM 1336 Video Production I..... 3:3:1

Practical experience in the operation of studio and control room equipment, including both pre- and post-production needs.

Cosmetology (CSME)

CSME 1248 Principles of Skin Care2:0:6

An introduction to the theory and practice of skin care.

CSME 1310 Introduction to Hair Cutting and Related Theory3:1:7

Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques.

CSME 1501 Orientation to Cosmetology 5:3:8

An overview of the skills and knowledge necessary for the field of cosmetology.

CSME 1410 Introduction to Hair Cutting and Related Theory4:2:8

Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques.

CSME 1421 Principles of Facial & Skin Care Technology I4:2:8

An introduction to the principles of facial and skin care technology. Topics include anatomy, physiology, theory and related skills of facial and skin care technology.

CSME 1445 Principles of Facial & Skin Care Technology II4:2:8

A continuation of the concepts and principles in skin care and other related technologies. Topics include advanced instruction in anatomy, physiology, theory, and related skills of facial and skin care technology.

CSME 1547 Principles of Skin Care/Facials and Related Theory5:3:8

In-depth coverage of the theory and practice of skin care, facials and cosmetics.

CSME 1451 Artistry of Hair, Theory and Practice ..4:2:8

Instruction in the artistry of hair design. Topics include theory, techniques and application of hair design.

CSME 1453 Chemical Reformation and Related Theory4:2:8

Presentation of the theory and practice of chemical reformation. Topics include terminology, application and workplace competencies related to chemical reformation.

CSME 1501 Orientation to Cosmetology 5:3:8

An overview of the skills and knowledge necessary for the field of cosmetology.

CSME 1534 Cosmetology Instructor I5:3:6

The fundamentals of instruction of cosmetology students.

CSME 1535 Orientation to the Instruction of Cosmetology5:4:2

An overview of skills and knowledge necessary for instruction of cosmetology students.

CSME 1547 Principles of Skin Care/Facials and Related Theory5:3:8

In-depth coverage of the theory and practice of skin care, facials and cosmetics.

CSME 1553 Chemical Reformation and Related Theory5:3:8

Presentation of the theory and practice of chemical reformation including terminology, application and workplace competencies.

CSME 2202 Introduction to Application of Hair Color2:0:6

Introduction to basic hair color applications including safety and sanitation procedures.

CSME 2251 Preparation for the State Licensing Practical Examination2:0:8

An overview of the objectives required by the state examination. Preparation for the state licensing practical examination.

CSME 2337 Advanced Cosmetology Techniques .3:1:7

Mastery of advanced cosmetology techniques, including hair designs, professional cosmetology services, and workplace competencies.

CSME 2343 Salon Development3:2:4

Procedures necessary for salon development. Topics include professional ethics and goals, salon operation and record keeping.

CSME 2401 Principles of Hair Coloring and Related Theory4:2:8

Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application and workplace competencies related to hair color.

CSME 2410 Advanced Hair Cutting and Related Theory4:2:8

Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razors and/or clippers.

CSME 2431 Principles of Facials & Skin Care Technology III4:2:8

Advanced concepts and principles of skin care and other related technologies.

CSME 2441 Preparation of State Licensing Examination4:2:8

Preparation for the state licensing examination.

CSME 2445 Instructional Theory and Clinic Operation4:2:6

An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination.

CSME 2501 Principles of Hair Coloring and Related Theory5:3:8

Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application and workplace competencies related to hair color.

CSME 2514 Cosmetology Instructor II5:3:5

Continuation of the fundamentals of instruction of cosmetology students.

CSME 2515 Cosmetology Instructor III5:3:5

Presentation of lesson plan assignments and evaluation techniques.

CSME 2544 Cosmetology Instructor IV5:3:4

Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation techniques.

Drug and Alcohol Abuse Counseling (DAAC)

DAAC 1164 Practicum (Field Experience) 1:0:10

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DAAC 1165 Practicum (Field Experience) 1:0:10

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DAAC 1304 Pharmacology of Addiction3:3:0

Emphasizes pharmacological effects of addiction, tolerance, dependence, cross addiction, drug interaction, withdrawal, and recovery. Describes the psychological and physiological effects of substance use and behaviors.

DAAC 1305 Co-Occurring Disorders3:3:0

Provides students with an overview of co-occurring psychiatric and substance use disorders and their impact on the individual, family, and community. Includes an integrated approach to address the issues accompanying the illness.

DAAC 1309 Assessment of Substance-Related and Addictive Disorders3:3:0

Exploration of procedures and tools used to identify substance-related and addictive disorders and assess a client's problems, strengths, deficits, and needs.

DAAC 1311 Counseling Theories3:3:0

Examination of major theories and current treatment modalities used in the field of counseling.

DAAC 1317 Basic Counseling Skills3:3:0

An overview of the basic counseling skills. The course is designed to facilitate development of basic counseling skills necessary to develop an effective helping relationship with clients. Includes the use of special skills to assist in achieving objectives through exploration of problems, examination of attitudes and feelings, consideration of alternative solutions and decision making.

DAAC 1319 Substance-Related and Addictive Disorders3:3:0

An overview of causes and consequences of substance-related and addictive disorders, the major drug classifications, and the counselor's code of ethics. Overview of alternatives regarding prevention, intervention, and treatment. Includes explanation of competencies and requirements for licensure in Texas. Also covers addiction issues related to diverse populations. With case management as the focus, this course prepares the student to make the transition to active practice as a substance abuse counselor.

DAAC 2307 Addicted Family Intervention3:3:0

Examination of family systems focusing on the effects of addiction and recovery. The family as a dynamic system focusing on the effects of addiction on family roles, rules, and behavior patterns. Includes the effects of mood altering substances, behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective.

DAAC 2441 Counseling Alcohol & Other Drug Addictions4:3:2

Advanced examination of skills, techniques, confidentiality and ethical guidelines applied in the counseling, treatment, and recovery of substance use disorders.

DAAC 2343 Current Issues.....3:3:0

Examination of current issues related to substance use and addictive disorders. Includes special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling.

DAAC 2454 Dynamics of Group Counseling4:3:2

Exploration of group counseling skills, techniques, stages of group development, and confidentiality and ethics.

Electromechanical Technology (ELMT)

ELMT 2333 Industrial Electronics (Capstone) 3:2::3

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. Includes presentation of programming schemes. Study of AC and DC motors: the devices, circuits and systems primarily used to stop, start, and change the speed of electric motors. Discusses the calculating of power requirements of these circuits. Includes the delivery of power to industrial sites and the transforming and distributing of this power within the industrial facility. Includes safety considerations with handling, testing and working with high voltage electrical power.

Prerequisite: CETT 1303, CETT 1305, CETT 1325, and CETT 1349

Film/Cinema Studies (FLMC)

FLMC 2330 Audio Post Production3:3:1

Skill development utilizing the technology, creative application and requirements for producing audio soundtracks for film and video.

Computer Game Design (GAME)

GAME 1303 Introduction to Game Design & Development3:3:1

Introduction to electronic game development and game development careers. Includes examination of the history and philosophy of games, the game production process, employee factors for success in the field and current issues and practices in the game development industry.

GAME 1304 Level Design3:3:1

Introduction to the tools and concepts used to create levels for games and simulations. Incorporates level design, architecture theory, concepts of critical path and flow, balancing, play testing, and storytelling. Includes utilization of toolsets from industry titles.

Prerequisite: GAME 1303, GAME 1336, ITSC 1401 with a grade of "C" or better, or consent of instructor.

GAME 1336 Introduction to 3D Game Modeling..... 3:3:0

Architectural spaces and modeling in a real-time game editor. Includes techniques for building,

texturing, and lighting a game level to function in realtime.

Prerequisite: GAME 1303, ITSC 1401 with a grade of "C" or better, or consent of instructor

Health Information/Medical Records (HITT)

HITT 1301 Health Data Content and Structure.....3:3:1

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

HITT 1303 Medical Terminology II3:3:0

A continuation of the study of medical terms through word origin and structure, abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

Prerequisite: HITT 1305

HITT 1305 Medical Terminology I3:3:0

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

NOTE: Student must complete course with grade of "C" or better.

HITT 1313 Coding and Insurance3:3:0

An overview of skills and knowledge in ICD and CPT coding of insurance forms for reimbursement of medical services.

HITT 2245 Coding Certification Exam Review (Capstone).....2:2:0

Review of coding competencies and skills in preparation for a coding certification exam.

Prerequisite: HITT 2346

HITT 2335 Coding and Reimbursement Methodologies.....3:3:1

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.

Prerequisite: HITT 1313

HITT 2346 Advanced Medical Coding3:3:1

Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting.

Prerequisite: POFM 1300 and POFM 2310

Human Resources Personnel (HRPO)

HRPO 1191 Special Topics in Human Resource Management1:1:1

Addresses recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to students' professional development. Course can be repeated to improve student proficiency.

HRPO 1311 Human Relations3:3:0

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

Information Multimedia (IMED)

IMED 1301 Introduction to Digital Media3:3:1

A survey of the theories, elements, and hardware/software components of digital media. Emphasis on conceptualizing and producing digital media presentations.

IMED 1416 Web Design I4:3:2

Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers.

Instrumentation Technology (INTC)

INTC 1341 Principles of Automatic Control3:2:3

Basic measurements, automatic control systems and design, closed loop systems, controllers, feedback, control modes, and control configurations.

Prerequisite: INTC 1401.

INTC 1443 Application of Industrial Automatic Control4:3:2

Automatic process control including measuring devices, analog and digital instrumentation, signal transmitters, recorders, alarms, controllers, control valves, and process and instrument diagrams. Includes connection and troubleshooting of loops.

Prerequisites: CETT 1303 taken concurrently or prior to this course.

INTC 1348 Analytical Instrumentation 3:2:3

Analytical instruments emphasizing utilization in process applications. Includes, but not limited to, chromatography, pH, conductivity, and spectrophotometric instruments.

Prerequisites: CETT 1303 taken concurrently or prior to this course

INTC 1301 Principles of Industrial Measurements I3:2:4

Principles of measurement. Includes operation of devices used to measure process variables and basic control functions.

INTC 1355 Unit Operations 3:2:3

Automatic control requirements of industrial processes. Includes control systems, control loop tuning and analysis.

INTC 2336 Distributed Control and Programmable Logic3:2:3

An overview of distributed control systems including configuration of programmable logic controllers, smart transmitters, and field communicators. Functions of digital systems in a process control environment.

Prerequisites: CETT 1303 and 1325; CETT 1305 and 1349 taken concurrently or prior to this course.

Information Technology Network (ITNW)

ITNW 1325 Fundamentals of Networking Technologies.....3:3:1

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

Computer & Information Sciences, General Courses (ITSC)

ITSC 1305 Introduction to PC Operating Systems .3:3:0

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

Prerequisite: ITSC 1401 with a grade of "C" or better, or consent of instructor.

ITSC 1309 Integrated Software Applications I3:3:1

Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software.

ITSC 1325 Personal Computer Hardware3:3:0

Current personal computer hardware including assembly, upgrading, setup, configuration and troubleshooting.

ITSC 1401 Introduction to Computers.....4:3:2

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources.

ITSC 2321 Integrated Software Applications II3:3:0

Intermediate study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

Information Technology Programming (ITSE)

ITSE 1359 Introduction to Scripting Languages3:3:1

Introduction to scripting languages including basic data types, control structures, regular expressions, input/output, and textual analysis.

ITSE 2321 Objected-Oriented Programming.....3:3:1

Introduction to object-oriented programming. Emphasis on the fundamentals of design with classes, including development, testing, implementation, and documentation. Includes object-oriented programming techniques, classes, and objects.

Prerequisite: ITSC 1401, ITSE 1359 with a grade of “C” or better, or consent of instructor.

ITSE 2359 Advanced Computer Programing (Capstone)..... 3:2:3

Advanced programming techniques including file access methods, data structures, modular programming, program testing and documentation.

Pre-requisite: Must be taken in the last spring semester prior to graduation with instructor approval.

ITSE 2359 Internship – Computer Programming/ Programmer, General 3:0:0

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisites: Successful completion of 45 semester hours toward a Software Developer degree and minimum overall GPA of 2.5

Information Technology Systems (ITSW)

ITSW 1301 Introduction to Word Processing3:3:1

An overview of the production of documents, tables and graphics.

Prerequisite: Keyboarding skills or consent of instructor

ITSW 2337 Advanced Database3:3:1

Advanced concepts of database design and functionality.

Prerequisite: ITSE 1359, POFI 2350 with a grade of “C” or better, or consent of instructor.

Paralegal (LGLA)

LGLA 1307 Introduction to Law and the Legal Professions3:3:0

Overview of the law and the legal professions including legal concepts, systems, and terminology; substantive areas of law and the federal and state judicial systems; ethical obligations and regulations; professional trends and issues with emphasis on the paralegal's role.

LGLA 1345 Civil Litigation3:3:0

Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes the paralegal's role in civil litigation.

Prerequisite: LGLA 1307 taken concurrently or prior to this course.

LGLA 1355 Family Law3:3:0

Fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship with emphasis on the paralegal's role in family law.

Prerequisite: LGLA 1307 taken concurrently or prior to this course.

LGLA 1401 Legal Research & Writing4:3:2

Presents the fundamentals of legal research and writing emphasizing the paralegal's role including resources and processes used in legal research and writing.

Prerequisites: LGLA 1307 taken concurrently or prior to this course.

LGLA 2303 Torts and Personal Injury Law3:3:0

Fundamental concepts of tort and personal injury law including intentional torts, negligence, and strict liability are presented with emphasis on the paralegal's role in tort and personal injury law.

Prerequisite: LGLA 1307 taken concurrently or prior to this course.

LGLA 2313 Criminal Law and Procedure3:3:0

Fundamental concepts of criminal law and procedure from arrest to final disposition including principles of

federal and state law emphasizing the role of the paralegal in the criminal justice system.
Prerequisite: LGLA 1307 taken concurrently or prior to this course.

LGLA 2388 Paralegal Internship3:0:0

A work-based learning experience that enables the student to apply specialized theory, skills and concepts. A learning plan is developed by the College and the employer. Two mandatory on-campus class meetings will be held.

Prerequisite: Successful completion of 50 semester hours towards a Paralegal degree, including 18 hours of LGLA courses.

LGLA 2433 Advanced Legal Document Preparation4:3:2

Use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various areas of law.

Prerequisite: ENGL 1301 and successful completion of 12 semester hours of LGLA courses.

Medical Assistant (MDCA)

MDCA 1205 Medical Law and Ethics2:2:0

Instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants in ambulatory care settings.

MDCA 1343 Medical Insurance3:3:1

Emphasizes medical office coding procedures for payment and reimbursement by patient or third party payers for ambulatory care settings.

Commercial Music Business (MUSB)

MUSB 1305 Survey of the Music Business.....3:3:0

An introductory overview of the music industry including songwriting, live performance, the record industry, music merchandising, contracts, licenses and career opportunities.

Commercial Music (MUSC)

MUSC 1196 Special Topics in Recording Arts Technology.....1:0:3

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

MUSC 1211 Commercial Music Sight Singing/Ear Training I.....2:2:1

Introduction to basic aural, visual, and vocal experiences in dictation and singing at sight with emphasis on identification of chord progression, motion, and melody/harmony relationship of popular music.

Prerequisite: MUSI 1301

Concurrent enrollment in MUSI 1213 is required.

MUSC 1213 Commercial Music Theory I 2:2:1

Introduction to chord progressions, song forms, and harmonic techniques used in commercial music. Topics include modern chord notation and chord voicing.

Prerequisite: MUSI 1301 or consent of instructor.

Concurrent enrollment in MUSI 1211 is required.

MUSC 1235 Commercial Music Software2:2:1

Specialized training in commercial music software applications.

MUSC 1321 Songwriting I.....3:3:0

Introduction to the techniques of writing marketable songs including the writing of lyrics and melodies, setting lyrics to music, developing lyrical and musical "hooks", analyzing the marketplace, and developing a production plan for a song demo.

Prerequisite: completion of or concurrent enrollment in MUSC 1213, 1211 and MUSP 2103, or consent of instructor.

MUSC 1325 Acoustics3:3:0

Principles of sound in air, sound in recording, and sound reinforcement. Topics include acoustical properties of studios, live performance facilities, resonance, and electronic and acoustic control.

MUSC 1331 MIDI.....3:3:1

Exploration of the history and evolution of Musical Instrument Digital Interface (MIDI) systems and applications. Includes the MIDI language and applications in the studio environment using software-based sequencing programs.

Prerequisite: MUSI 1181; completion of or concurrent enrollment in MUSC 1213 and MUSC 1211

MUSC 1405 Live Sound I4:3:3

An overview of the field of live sound. Includes principles of live sound and the theory and interconnection of the components of a sound reinforcement system.

Prerequisite: MUSC 1427

MUSC 1423 Audio Electronics4:3:3

Basic concepts in electricity, Ohm's Law, circuit analysis and troubleshooting. Includes soldering techniques and equipment maintenance.

MUSC 1327 Audio Engineering I.....3:2:4

Overview of the recording studio. Includes basic studio electronics and acoustic principles, waveform properties, microphone concepts and placement techniques, studio set up and signal flow, console theory, signal processing

concepts, multi-track principles and operation, and an overview of mixing and editing.

MUSC 2211 Commercial Music Sight Singing/Ear Training II.....2:2:1

Continuation of Commercial Music Sight Singing and Ear Training I with emphasis on chromatic tonalities and melodies. Learn to sight sing selected melodies in chromatic tonalities; and transcribe dictation of selected rhythmic patterns, chromatic melodies and intermediate chord progressions.

Prerequisite: MUSC 1213 and MUSC 1211.

Co-requisite: MUSC 2213 or consent of instructor.

MUSC 2213 Commercial Music Theory II2:2:1

Continuation of Commercial Music Theory I. Emphasizes harmonic and melodic analysis, extended chord theory, and modal and altered scales. Learn to compose melodies using standard song forms; harmonize melodies using chords appropriate to assigned musical style; and analyze selected pieces from lead sheets and arranged concept key scores.

Prerequisite: MUSC 1213 and MUSC 1211.

Co-requisite: MUSC 2211

MUSC 2330 Commercial Music Arranging & Composition3:3:1

Presentation of arranging and composition for projects in industry recognized genres including songwriting, show writing, video, and film. Students learn to compose and arrange for multi-instrumental ensembles; compose and arrange stylistically correct background figures and counter lines; and compose and arrange broadcast jingles, video/film scores and stage show formats.

Prerequisite: Completion of or concurrent enrollment in MUSC 1321.

MUSC 2351 Audio for Video3:3:1

Advanced audio techniques for video production. Includes synchronization, automated mix down, audio post production for video, and editing techniques.

Prerequisites: RTVB 1347, RTVB 2330

MUSC 2403 Live Sound II4:3:3

Overview of stage monitor systems. Includes monitor systems set-up and operation and stage management. Also covers interactivity between sound management, performance quality, and audience experience.

Prerequisite: MUSC 1405

MUSC 2327 Audio Engineering II.....3:2:4

Implementation of the recording process, microphones, audio console, multi-track recorder, and signal processing devices.

Prerequisite: MUSC 1327

MUSC 2347 Audio Engineering III.....3:2:4

Advanced practice of procedures and techniques in recording and manipulating audio. Includes digital audio editing, advanced recording techniques and advanced engineering projects.

Prerequisite: MUSC 2327

MUSC 2448 Audio Engineering IV4:3:3

Advanced recording, mixing, arranging, and editing. Includes the role of the producer in session planning, communication, budgeting, business aspects, technical considerations and music markets. Capstone course for Commercial Music – Sound Engineering AAS degree.

Prerequisite: MUSC 2347

Music (MUSI)

Note: ONLY MUSI 1310 and MUSI 1306 fulfill general education requirements for non-Commercial Music majors.

MUSI 1159 Musical Theater I1:0:4

Study and performance of works from the musical theater repertoire.

MUSI 1181 Piano Class Instruction I1:0:3

Class instruction in the fundamentals of keyboard technique for beginning piano students.

MUSI 1182 Piano Class Instruction II1:0:3

Further class instruction in the fundamentals of keyboard technique for beginning piano students.

Prerequisite: MUSI 1181

MUSI 1183 Voice Class Instruction I1:0:3

Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice training. Open to non-music majors.

MUSI 1184 Voice Class Instruction II1:0:3

Class instruction in a group setting in the singing fundamentals including breathing, tone production, and diction. Designed for students with little or no previous voice training. Open to non-music majors.

MUSI 1390 Electronic Music I.....3:3:0

Introduction to the use of synthesizers, computers, sequencing and music printing software, multi-track recorders and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition and performance of music. *Prerequisite:* MUSI 1301

MUSI 1301 Fundamentals of Music I3:3:0

Introduction to the basic elements of music theory for non-music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm which promotes the appreciation of cultural expressions. (Does not apply to a music major degree.)

MUSI 1306 Music Appreciation3:3:0

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.)

Fulfills general education requirement for non-Commercial Music Majors.

MUSI 1310 American Music.....3:3:0

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music which promotes the appreciation of cultural expressions.

Fulfills general education requirement for non-Commercial Music Majors.

**Commercial Music Ensemble,
Piano, Individual Instruction
(MUSP)**

Note: Courses do not satisfy general education requirements for non-Commercial Music major students.

**MUSP 1148 Small Commercial Music Ensemble –
Improvisation.....1:0:3**

Participation in a small ensemble concentrating on improvisation of commercial music performance styles.

**MUSP 1204 Applied Commercial Music: Bass
Guitar2:1:3**

Private instruction in bass guitar with goals related to commercial music.

**MUSP 1205 Applied Commercial Music: Commercial
Guitar2:1:3**

Private instruction in commercial guitar with goals related to commercial music.

MUSP 1210 Applied Commercial Music: Piano2:1:3

Private instruction in piano with goals related to commercial music.

**MUSP 1217 Applied Commercial Music:
Percussion.....2:1:3**

Private instruction in percussion with goals related to commercial music.

MUSP 1227 Applied Commercial Music: Voice2:1:3

Private instruction in voice with goals related to commercial music.

MUSP 1242 Small Commercial Music Ensemble.....2:1:4

Participation in a small commercial ensemble concentrating performance styles in a recording studio environment.

MUSP 2103 Commercial Class Piano1:0:3

Development of keyboard skills for commercial music majors. Includes selected chord progressions and scales, modal harmony, and extensive use of the ii-V7-I progression with appropriate keyboard voicing. May be repeated twice for credit.

Prerequisite: MUSI 1181 & MUSI 1182.

Nurse Aide (NURA)

**NURA 1160 Clinical Nursing Assistant/Aide and Patient
Assistant/Aide1:0:3**

A health-related work based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

Co-requisite: NURA 1301

NURA 1301 Nurse Aide for Health Care3:2:4

Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social services needs.

Co-requisite: NURA 1160

**Photography – Commercial
(PHTC)**

PHTC 1311 Fundamentals of Photography.....3:3:0

An introduction to camera operation and image production, composition, flash usage, and use of exposure meters and filters.

Prerequisite: IMED 1301 with a grade of “C” or better, or consent of instructor.

**Professional Office
Information (POFI)**

POFI 1349 Spreadsheets3:3:1

Skill development in concepts, procedures, and application of spreadsheets. This course is designed to be repeated multiple times to improve student proficiency.

Prerequisite: Keyboarding skills.

POFI 2350 Databases.....3:3:1

In-depth instruction of database theory and the practical applications of a database. This course is designed to be repeated multiple times to improve student proficiency.

Prerequisite: Keyboarding skills.

**Professional Office Medical
(POFM)**

POFM 1300 Basic Medical Coding.....3:3:0

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.

POFM 1302 Medical Software Applications3:3:1
Medical software applications for the management and operation of healthcare information systems.

POFM 2310 Intermediate Medical Coding3:3:0
Assignment and application of various coding guidelines with emphasis on physician billing and regulatory requirements. Includes code selection for Evaluation and Management (E/M) and Medical/Surgical cases.

POFM 2333 Medical Document Production3:3:1
Create, format and produce publishable medical documents.
Prerequisites: POFM 1300, POFM 1302, POFT 1127 and MDCA 1343.

POFM 2386 Internship – Medical Administrative/Executive Assistant/ and Medical Secretary.....3:1:8

A work-based learning experience that enables the student to apply specialized theory, skills and concepts. A learning plan is developed by the College and the employer.
Prerequisite: successful completion of 45 semester hours towards a Medical Office Administration degree and a minimum overall GPA of 2.5

Professional Office Technology (POFT)

POFT 1127 Introduction to Keyboarding1:1:1
Skill development in keyboarding techniques. Emphasis on the development of speed and accuracy

POFT 1309 Administrative Office Procedures I3:3:0
Study of current office procedures, duties and responsibilities applicable in an office environment.
Prerequisite: Keyboarding skills.

POFT 1313 Professional Workforce Preparation....3:3:0
Preparation for career success including ethics, interpersonal relations, professional attire and advancement.

POFT 1321 Business Math3:3:0
Fundamentals of business mathematics including analytical and critical thinking skills.

POFT 2301 Intermediate Keyboarding3:3:1
A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents
Prerequisite: POFT 1127 with a grade of “C”, or better or consent of instructor.

POFT 2312 Business Correspondence & Communication3:3:0
Development of writing and presentation skills to produce effective business communications.

POFT 2331 Administrative Systems3:3:1
Advanced concepts of project management and office procedures integrating software applications.
Prerequisites: POFT 2301, POFT 1309, POFT 2350 and POFT 1349

POFT 2386 Internship Administrative Assistant/Secretarial Science, General3:0:0
A work-based learning experience that enables the student to apply specialized theory, skills and concepts. A learning plan is developed by the College and the employer.
Prerequisites: successful completion of 45 semester hours toward an Office Administration degree and minimum overall GPA of 2.5

Process Technology courses (PTAC)

PTAC 1302 Introduction to Process Technology ..3:2:2
An introduction overview of the various processing industries.

PTAC 1408 Safety, Health and Environment I4:4:0
An overview of safety, health, and environmental issues in the performance of all job tasks.

PTAC 1410 Process Technology I - Equipment.....4:3:2
Introduction to the use of common processing equipment.

PTAC 1432 Process Instrumentation I4:3:2
Study of the instruments and control systems used in the process industry, including terminology, process variables, symbology, control loops and basic troubleshooting.
Prerequisite: PTAC 1302 or concurrent enrollment.

PTAC 2314 Principles of Quality3:3:0
Study of the background and application of quality concepts. Topics include team skills, quality tools, statistics, economics and continuous improvement.
Prerequisite: PTAC 1302, prior or concurrent enrollment

PTAC 2420 Process Technology II – Systems4:3:2
A study of the various process systems, including related scientific principles.
Prerequisites: PTAC 1410 and PTAC 1432.

PTAC 2438 Process Technology III – Operations .4:3:2
This course emphasizes activities associated with the hands-on operation of process equipment.
Prerequisite: PTAC 2420

PTAC 2446 Process Troubleshooting4:3:2

Instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems.

Prerequisites: PTAC 2420; PTAC 1432, prior or concurrent enrollment

Upward Mobility Nursing (RNSG)

RNSG 1300 Health Assessment Across the Lifespan3:2:2

Development of skills and techniques required for comprehensive nursing health assessment of clients across the lifespan: pediatric, adult and geriatric. Includes assessment of patients' health promotion and maintenance, illness and injury prevention and restoration, and application of the nursing process within a legal/ethical framework.

RNSG 1311 Nursing Pathophysiology3:3:0

Basic principles of pathophysiology emphasizing nursing applications. Topics include principles of homeostasis related to body systems. Factors that contribute to altered physiological functioning of each body system and interrelationships among selected pathophysiological processes are explored. Implications for nursing practice of common physiological alterations and pathophysiological processes through the lifespan are examined.

Prerequisites: BIOL 2401, BIOL 2402

Radio and Television Broadcasting (RTVB)

RTVB 2330 Film and Video Editing3:3:1

Film and broadcast editing for the preparation and completion of shorts, trailers, documentaries, and features.

Prerequisite: COMM 1336

RTVB 2340 Portfolio Development3:3:1

Preparation and presentation of a portfolio suitable for employment in the media industry. This course is intended to be taken in the last semester.

Science (SCIT)

SCIT 1414 Applied General Chemistry I4:3:3

Applications of general chemistry emphasizing industry-related laboratory skills and competencies including laboratory safety and report writing. Addresses supporting chemical theories including atomic and molecular structure, nomenclature, chemical reactivity, gas laws, acids and bases, solutions, and an overview of organic chemistry.

Surgical Technology (SRGT)

SRGT 1360 Clinical – Surgical Technology3:0:16

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

Co-requisite: SRGT 1505 and SRGT 1509

SRGT 1461 Clinical – Surgical Technology4:0:24

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

Prerequisites: SRGT 1505, SRGT 1509 and SRGT 1360

Co-requisite: SRGT 1541

SRGT 1462 Clinical – Surgical Technology4:0:24

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

Co-requisite: SRGT 1542

Prerequisites: SRGT 1505, SRGT 1509, SRGT 1360, SRGT 1541 and SRGT 1461

SRGT 1405 Introduction to Surgical Technology...4:2:6

Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences and patient care concepts.

Prerequisites: BIOL 2401, BIOL 2402, BIOL 2420, NURA 1301, NURA 1160 and HITT 1305

Co-requisites: SRGT 1360 and SRGT 1509

SRGT 1409 Fundamentals of Perioperative Concepts and Techniques.....4:2:6

In-depth coverage of perioperative concepts, such as aseptic/sterile principles and practices, infectious processes, wound healing and creation and maintenance of the sterile field.

Co-requisites: SRGT 1505 and SRGT 1360

SRGT 1541 Surgical Procedures I5:4:3

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, otorhinolaryngology, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

Prerequisites: SRGT 1405, SRGT 1409 and SRGT 1360

Co-requisite: SRGT 1461

SRGT 1442 Surgical Procedures II4:3:2

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the cardiothoracic, peripheral vascular, plastic/reconstructive, ophthalmology, oral/maxillofacial, and neurological surgical specialties

incorporating instruments, equipment, and supplies required for safe patient care.

Prerequisites: SRGT 1405, SRGT 1409 and SRGT 1541

Co-requisites: SRGT 1462 and SRGT 2130

SRGT 2130 Professional Readiness.....1:1:0

Overview of professional readiness for employment, attaining certification, and maintaining certification status.

Prerequisites: SRGT 1505, SRGT 1509 and SRGT 1541

Co-requisites: SRGT 1542 and SRGT 1462

Vocational Nursing (VNSG)

VNSG 1227 Essentials of Medication Administration.....2:2:0

General principles of medication administration including determination of dosage, preparation, safe administration and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

VNSG 1261 Clinical-Licensed Practical/Vocational Nurse Training2:0:12

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Admission to the Vocational Nursing Program. Mandatory Co-requisite: VNSG 1500

VNSG 1304 Foundations of Nursing.....3:3:0

Introduction to the nursing profession including history, standards of practice, legal and ethical issues and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process and holistic awareness.

Prerequisites: NURA 1160, NURA 1301, admission to the Vocational Nursing Program

VNSG 1330 Maternal-Neonatal Nursing3:3:0

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium

Prerequisites: VNSG 1261, VNSG 1304, VNSG 1334, VNSG 1509, VNSG 1462 and VNSG 1500

Co-requisite: VNSG 1463

VNSG 1331 Pharmacology3:3:0

Fundamentals of medications and their diagnostic, therapeutic and curative effects. Includes nursing interventions utilizing the nursing process.

VNSG 1334 Pediatrics.....3:3:0

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process

Prerequisites: VNSG 1261, VNSG 1304 and VNSG 1500

Co-requisite: VNSG 1462

VNSG 1462 Clinical Licensed Practical/Vocational Nurse Training4:0:24

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

Prerequisites: VNSG 1261, VNSG 1304 and VNSG 1500

Co-requisites: VNSG 1334 and VNSG 1509

VNSG 1463 Clinical Licensed Practical/Vocational Nurse Training.....4:0:24

A health-related, work-based learning experience that enables students to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

Prerequisites: VNSG 1261, VNSG 1304, VNSG 1334, VNSG 1509, VNSG 1462 and VNSG 1500

Co-requisites: VNSG 1510 and VNSG 1330

VNSG 1500 Nursing in Health & Illness I..... 5:3:6

Introduction to general principles of growth and development, primary health care needs of the client across the life span and therapeutic nursing interventions.

Co-requisite: VNSG 1261

VNSG 1509 Nursing in Health & Illness II.....5:4:3

Introduction to common health problems requiring medical and surgical interventions.

Prerequisites: VNSG 1261, VNSG 1304 and VNSG 1500

Co-requisite: VNSG 1462

VNSG 1510 Nursing in Health & Illness III5:4:5

Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the client. Includes concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse.

Prerequisites: VNSG 1261, VNSG 1304, VNSG 1334, VNSG 1462, VNSG 1500 and VNSG 1509.

Co-requisite: VNSG 1463