

Recommended Program of Study
Certificate in Vocational Nursing
(LVN/LPN)

Prerequisites	Credit
NURA 1301 Nurse Aide for Healthcare	3
NURA 1160 Clinical Nursing Assistant/Aide.....	1
BIOL 2301 Human Anatomy and Physiology I.....	3
BIOL 2101 Human Anatomy and Physiology I Lab1	
BIOL 2302 Human Anatomy and Physiology II	3
BIOL 2102 Human Anatomy and Physiology II Lab.....	1
HECO 1322 Principles of Nutrition.....	3
Total Hours	15

First Year

First Semester

VNSG 1400 Nursing in Health & Illness I.....	4
VNSG 1227 Essentials of Medication Administration	2
VNSG 1231 Pharmacology	2

VNSG 1204 Foundations of Nursing	2
VNSG 1261 Clinical LPN/LVN Training.....	2
Total Hours.....	12

Second Semester **Credit**

VNSG 1409 Nursing in Health & Illness II	4
VNSG 1234 Pediatrics.....	2
VNSG 1462 Clinical LPN/LVN Training.....	4
BCIS 1305 Business Computer Applications or ITSC 1401 Introduction to Computers	3
Total Hours.....	13

Second Year

Third Semester

VNSG 2410 Nursing in Health & Illness III.....	4
VNSG 1230 Maternal-Neonatal Nursing	2
VNSG 1463 Clinical LPN/LVN Training.....	4
Total Hours.....	10
Grand Total	50

Department of Business and Industrial Technology

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The Department of Business and Industrial Technology provides high quality technical training in a variety of fields. Each program has a curriculum designed to prepare students with the knowledge and skills for entry into their chosen field. In addition to technical skills students learn to work effectively with others, solve problems, and make decisions.

Students receive quality classroom and laboratory instruction using state-of-the-art instructional equipment. Students may also be eligible for internships with local businesses and industries in some programs of study.

The Department of Business and Industrial Technology has 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 meet the needs of business, industry, and public agencies.

Department student organizations encourage civic pride and responsible citizenship through community service to produce a well-rounded individual who appreciates the value of diversity. The student organizations include Accounting Society, Alpha Beta Gamma, Gamers United, International Society of Automation, POWER (paralegal club), and Professional Cosmetology Association.

The Department of Business and Industrial Technology offers the following programs.

Associate of Arts Degree

1. Business Administration

Associate of Applied Science Degrees

1. Accounting pg 69
2. Cosmetology Instructor pg 74
3. Cosmetology Operator..... pg 74
4. Drafting Technology pg 71

5. Graphic Design	pg 71
6. Heating, Ventilation, and Air Conditioning...	pg 76
7. Instrumentation Technology	pg 77
8. Medical Coding Specialist	pg 80
9. Medical Office Administration	pg 79
10. Business Office Administration	pg 78
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13. Software Developer/Game Design	pg 70

Certificate Degrees

1. Accounting Assistant
2. Administrative Assistant
3. Computer Programmer
4. Cosmetology Operator
5. Cosmetology Instructor
6. Drafting Technology
7. Graphic Design
8. Heating, Ventilation, and Air Conditioning
9. Instrumentation
10. Medical Coding
11. Medical Office Assistant
12. Process Technology
13. Receptionist

Associate of Arts Degree

Business Administration

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The 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 Associate of Arts Degree in Business Administration

Courses.....	Credit
Core Curriculum Courses.....	42
ACCT 2301 Principles of Financial Accounting	3
ACCT 2302 Principles of Managerial Accounting...3	
BUSI 1301 Business Principles	3
ECON 2301 Principles of Economics (Macro)	3
BCIS 1305 Business Computer Applications	3

MATH 1325 Calculus for Business and Social Sciences	3
Total Hours.....	60

To fulfill the Core Curriculum requirement, students should take ECON 2302 to satisfy the Social or Behavior Science component.

Associate of Applied Science Degrees

Accounting Program

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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 financial accounting.

A minimum grade of 'C' must be earned in all technical courses in the Recommended Program of Study.

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
POFI 1349 Spreadsheets	3
POFT 1309 Administrative Office Procedures I.....	3
POFT 1313 Professional Workforce Preparation	3
Total Hours.....	15
Second Semester	Credit
ACCT 2302 Principles of Managerial Accounting...3	
ACNT 1311 Introduction to Computerized Accounting	3
ITSW 1301 Introduction to Word Processing	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 Macroeconomics or ECON 2302 Principles of Microeconomics	3
MATH 1332 Quantitative Reasoning	3
SPCH 1315 Public Speaking	3
ACNT 1329 Payroll and Business Tax Accounting.	3
ITSW 1301 Introduction to Word Processing	3
Total Hours	15
Fourth Semester.....Credit	
ENGL 1301 Composition I	3
Humanities Elective	3
ACNT 2333 Advanced Accounting.....	3
ACNT 2386 Internship Accounting or	
ACNT 2302 Accounting Capstone.....	3
POFI 2350 Database	3
Total Hours	15
Grand Total.....	60

Recommended Program of Study
Accounting Assistant Certificate

First Year

First Semester.....Credit	
ACCT 2301 Principles of Financial Accounting	3
ACNT 1331 Federal Income Tax: Individual	3
POFI 1349 Spreadsheets	3
POFT 1309 Administrative Office Procedures I.....	3
POFT 1313 Professional Workforce Preparation	3
Total Hours	15

Second Semester	Credit
ACCT 2302 Principles of Managerial Accounting... 3	
ACNT 1311 Introduction to Computerized Accounting	3
ITSW 1301 Introduction to Word Processing	3
POFT 1321 Business Math	3
POFT 2312 Business Communication and Correspondence	3
Total Hours	15
Grand Total.....	28

Computer Programs

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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:

Associate of Applied Science

1. Software Developer/Game Design
2. Graphic Design

Certificate Award

1. Graphic Design
2. Computer Programmer

Software Developer/Game Design

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The Associate of Applied Science degree in Software Developer/Game Design 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.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study in order to graduate.

Recommended Program of Study
Associate of Applied Science
Degree in Software
Developer/Game Design

First Year

First Semester	Credit
GAME 1303 Introduction to Game Design and Development	3
IMED 1416 Web Design I or GRPH 1405 Introduction to Graphic Arts and Printing	4
ITSC 1401 Introduction to Computers	4

ITSE 1359 Introduction to Scripting Languages	3
POFT 1127 Introduction to Keyboarding	<u>1</u>
Total Hours	15

Second Semester

ENGL 1301 Composition I	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.....	<u>3</u>
Total Hours	15

Second Year

Third Semester.....Credit

MATH 1332 Quantitative Reasoning or MATH 1314 College Algebra.....	3
ITSC 1305 Introduction to PC Operating Systems.	3
ITSE 2357 Advanced Object-Oriented Programming	3
ITSW 2337 Advanced Database.....	3
POFT 1313 Professional Workplace Preparation....	<u>3</u>
Total Hours	15

Fourth Semester

Humanities/Fine Arts Course	3
Social/Behavioral Science Course	3
SPCH 1315 Public Speaking	3
GAME 1304 Level Design	3
ITSE 2359 Advanced Computer Programming.....	<u>3</u>
Total Hours	15
Grand Total.....	60

Computer Programmer

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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.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

**Recommended Program of Study
Computer Programmer Certificate**

First Year

First Semester	Credit
GAME 1303 Introduction to Game Design and Development.....	3
IMED 1416 Web Design I or GRPH 1405 Introduction to Graphic Arts and Printing.....	4
ITSC 1401 Introduction to Computers	4
ITSE 1359 Introduction to Scripting Languages.....	3
POFT 1127 Introduction to Keyboarding	<u>1</u>
Total Hours.....	15

Second Semester

GAME 1336 Introduction to 3D Game Modeling	3
IMED 1301 Introduction to Digital Media	3
ITSE 2321 Object-Oriented Programming	3
POFI 2350 Databases.....	<u>3</u>
Total Hours.....	12
Grand Total	27

Drafting Technology

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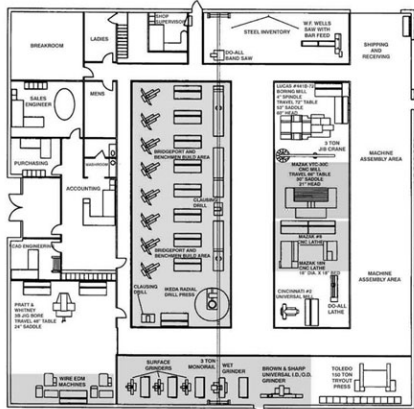
The Drafting Technology Program is designed to prepare students for employment in a variety of positions in the drafting field. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

Drafters prepare precise drawings and specifications from sketches, field notes, and other information furnished by an engineer or a designer. They also calculate the quality, quantity, and cost of materials. Final drawings, either by use of the computer or by conventional drafting procedures, contain a detailed view of the object as well as specifications for materials to be used, procedures to be followed, and other information to carry out the job.

Students interested in a career in drafting should be able to do detailed work requiring a high degree of

accuracy, have good eyesight and eye-hand coordination, and be able to function as part of a team since they will work directly with engineers and skilled workers.

Students with a Drafting major must earn a



minimum grade of 'C' in all technical courses in the Recommended Program of Study.

Recommended Program of Study for an Associate of Applied Science Degree in Drafting Technology

First Year

First Semester	Credit
DFTG 1409 Basic Computer-Aided Drafting	4
DFTG 1305 Technical Drafting.....	3
ITSC 1401 Introduction to Computers	4
TECM 1349 Technical Math Applications.....	3
Total Hours	14

Second Semester

.....	Credit
ARCE 1452 Structural Drafting	4
DFTG 2419 Intermediate Computer-Aided Drafting.....	4
DFTG 2423 Pipe Drafting	4
SRVY 1301 Introduction to Surveying	3
Total Hours	15

Second Year

Third Semester.....

.....	Credit
ENGL 1301 English Composition I.....	3
SPCH Public Speaking.....	3
DFTG 2308 Instrumentation Drafting.....	3
DFTG 1417 Architectural Drafting-Residential	4
POFT 1313 Professional Workforce Preparation	3
Total Hours	16

Fourth Semester

.....	Credit
ARTS 1301 Art Appreciation	3
MATH 1332 Quantitative Reasoning	3
PSYC 2301 General Psychology.....	3
DFTG 2330 Civil Drafting.....	3
DFTG 2386 Internship – Drafting or DFTG 2338 Final Project	3
Total Hours	15
Grand Total	60

Recommended Program of Study Certificate in Drafting Technology

First Year

First Semester

.....	Credit
DFTG 1315 Architectural Blueprint Reading.....	3
DFTG 1305 Technical Drafting.....	3
DFTG 1409 Basic Computer-Aided Drafting	4
DFTG 1433 Mechanical Drafting.....	4
Total Hours	14

First Semester

.....	Credit
ARCE 1452 Structural Drafting	4
DFTG 1417 Architectural Drafting, Residential.....	4
DFTG 2419 Intermediate Computer-Aided Drafting	4
DFTG 2423 Pipe Drafting	4
Total Hours	16
Grand Total	30

Graphic Design

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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 Certificate in Graphic Design.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

Recommended Program of Study for an Associate of Applied Science Degree in Graphic Design

First Year

First Semester	Credit
ARTS 1311 Design I	3
ARTS 1316 Drawing I	3
IMED 1416 Web Design I or GRPH 1405 Introduction to Graphic Arts and Printing	4
ITSC 1401 Introduction to Computers	4
POFT 1127 Introduction to Keyboarding	1
Total Hours	15

Second Semester

.....	Credit
MATH 1332 Quantitative Reasoning or MATH 1314 College Algebra.....	3
PSYC 2301 General Psychology or SOC1 1301 Introduction to Sociology.....	3
ARTC 1313 Digital Publishing I	3
ARTS 1303 Art History I or ARTS 1304 Art History II	3
IMED 1301 Introduction to Digital Media	3

⁵ Capstone Course

Total Hours..... **15**

Second Year

Third Semester

.....	Credit
ARTS 1301 Art Appreciation	3
ENGL 1301 Composition I	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
ARTC 2317 Typographic Design	3
ARTC 2388 Internship – Commercial and Advertising Art	3
ARTC 2335 Portfolio Development for Graphic Design ⁵	3
POFT 2312 Business Correspondence & Communication or ITSW 1310 Introduction to Presentation Graphics Software	3
Total Hours	15

Total Hours..... **15**

Grand Total

Recommended Program of Study 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 or GRPH 1405 Introduction to Graphic Arts and Printing	4
ITSC 1401 Introduction to Computers	4
POFT 1127 Introduction to Keyboarding	1
Total Hours	18

Second Semester

.....	Credit
ARTC 2317 Typographic Design	3
ARTC 1313 Digital Publishing I	3
ARTS 1303 Art History I or ARTS 1304 Art History II	3
IMED 1301 Introduction to Digital Media	3
POFT 2312 Business Correspondence & Communication.....	3

Total Hours 15
Grand Total..... 33

Cosmetology

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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 credit hours with 1,536 cosmetology clock hours in classroom/lab).
- Associate of Applied Science in Cosmetology Instructor (60 semester credit hours with 864 cosmetology clock hours in classroom/lab).
- Level 1 Certificate in Cosmetology Operator (42 semester credit hours with 1,536 cosmetology clock hours in classroom/lab).
- Level 1 Certificate in Cosmetology Instructor (21 semester credit hours with 512 cosmetology clock hours in the classroom/lab).

Students who lack a high school diploma, GED or state-authorized high school equivalent test 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 TSI 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 0313.

After 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 must earn a minimum grade of ‘C’ in all technical courses in the Recommended Program of Study.

Recommended Program of Study Associate of Applied Science Degree 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	2
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 The Principles of Hair Coloring and Related Theory	5
Total Hours	17

Summer Term	Credit
CSME 1451 Artistry of Hair, Theory & Practice	4
CSME 2441 Preparation for State Licensing Exam	4
Total Hours	8

Second Year

Third Semester	Credit
ENGL 1301 Composition I	3
Humanities/Fine Arts Course	3
Social/Behavioral Science Course	3
SPCH 1315 Public Speaking+	3
Total Hours	12

Fourth Semester	Credit
Mathematics Course	3
ITSC 1401 Introduction to Computers	4
Total Hours	7
Grand Total	60

Recommended Program of Study
Cosmetology Operator 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
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 & Related Theory	4
CSME 2501 The Principles of Hair Coloring and Related Theory	5
Total Hours	17

Summer Term	Credit
CSME 1451 Artistry of Hair, Theory & Practice	4
CSME 2441 Preparation for State Licensing Exam	4
Total Hours	8
Grand Total	42

Recommended Program of Study
Associate of Applied Science
Degree 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 2549 Cosmetology Instructor III	5
CSME 2544 Cosmetology Instructor IV	5
Total Hours	17

Second Year

Third Semester	Credit
ENGL 1301 Composition I	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
Mathematics Course	3
Humanities/Fine Arts Course	3
Social/Behavioral Science Course	3
ACNT 1311 Introduction to Computerized Accounting	3
Total Hours	12
Grand Total	60

Recommended Program of Study
Cosmetology Instructor Certificate

First Year

First Semester	Credit
CSME 1534 Cosmetology Instructor I	5
CSME 2514 Cosmetology Instructor II	5
CSME 2549 Cosmetology Instructor III	5
CSME 2544 Cosmetology Instructor IV	5
Grand Total	20

Heating, Air Conditioning, and Refrigeration

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The Heating, Air Conditioning, and Refrigeration Program (HVAC) prepares students for entry-level employment as an HVAC Technician. In the field, HVAC Technicians are also known as HVAC mechanics or HVAC installers. The HVAC Program includes training in computerized diagnostics so students will be able to service and repair today's complex systems for commercial refrigeration, gas heat, heat pumps, and air conditioning.



As a technician in the heating, ventilation, AC and refrigeration field, graduates will manage and troubleshoot ventilation systems. This is critical to maintain a healthy, comfortable environment in all types of buildings from residential to commercial to industrial. HVAC Program students will learn to apply theory and principles taught in class and lab settings so they can acquire the ability to develop, select, operate, and test a wide variety of heating, ventilating, and air conditioning equipment.

Upon completion of the HVAC Program, graduates will be prepared for entry-level employment as an HVAC Technician.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

Recommended Program of Study Associate of Applied Science Degree in Heating, Air Conditioning, and Refrigeration

First Semester	Credit
HART 1301 Basic Electricity for HVAC	3
HART 1303 Air Conditioning Control Principles....	3
HART 1307 Refrigeration Principles.....	3

HART 1310 HVAC Shop Practices and Tools.....	3
Humanities/Fine Arts Course	3
Total Hours	15

Second Semester	Credit
HART 1300 HVAC Duct Fabrication.....	3
HART 1341 Residential Air Conditioning.....	3
HART 1345 Gas and Electric Heating.....	3
HART 1356 EPA Recovery Certification Preparation.....	3
MATH 1332 Quantitative Reasoning	3
Total Hours	12

Second Year

Third Semester	Credit
HART 2331 Advanced Electricity for HVAC.....	3
HART 2338 Air Conditioning Installation and Startup.....	3
HART 2341 Commercial Air Conditioning.....	3
BCIS 1305 Business Computer Applications	3
Social/Behavioral Science Course	3
Total Hours	15

Fourth Semester	Credit
HART 2336 Air Conditioning Troubleshooting or HART 2388 Internship-HVAC Maintenance Technician	3
HART 2342 Commercial Air Conditioning.....	3
HART 2345 Residential Air Conditioning Systems Design	3
HART 2349 Heat Pumps	3
SPCH 1315 Public Speaking	3
Total Hours	12
Grand Total	60

Recommended Program of Study Certificate in Heating, Air Conditioning, and Refrigeration

First Semester	Credit
HART 1301 Basic Electricity for HVAC	3
HART 1303 Air Conditioning Control Principles....	3
HART 1307 Refrigeration Principles.....	3
HART 1310 HVAC Shop Practices and Tools.....	3
Total Hours	12

Second Semester	Credit
HART 1300 HVAC Duct Fabrication.....	3
HART 1341 Residential Air Conditioning.....	3
HART 1345 Gas and Electric Heating.....	3

HART 1356 EPA Recovery Certification Preparation	3
Total Hours	12
Grand Total.....	24

Instrumentation Technology

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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 Certificate Award.

Students interested in registering for an Internship course must meet program requirements, apply for the internship, participate in the selection process and be selected. For additional information, see the Program Coordinator.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

Recommended Program of Study Associate of Applied Science Degree in Instrumentation Technology

First Year

First Semester.....	Credit
CETT 1409 AC-DC Circuits	4
CETT 1321 Electronic Fabrication	3
INTC 1301 Principles of Industrial Measurements	3
ITSC 1401 Introduction to Computers	4

Total Hours..... 14

Second Semester Credit

CETT 1315 Digital Applications	3
INTC 1312 Instrumentation and Safety.....	3
INTC 1341 Principles of Automatic Control.....	3
INTC 1348 Analytical Instrumentation	3
TECM 1301 Industrial Mathematics.....	3
Total Hours.....	15

Second Year

Third Semester Credit

ENGL 1301 Composition I	3
Social/Behavioral Science Course	3
ELMT 2333 Industrial Electronics (Capstone)	3
INTC 2336 Distributed Control & Programmable Logic	3
INTC 1343 Applications of Industrial Automatic Control	3
Total Hours.....	15

Fourth Semester Credit

Humanities/Fine Arts Course	3
PHYS 1405 Elementary Physics I.....	4
SPCH 1315 Public Speaking	3
INTC 1355 Unit Operations or INTC 2388 Internship-Instrumentation Technology/Technician	3
INTC 1356 Instrumentation Calibration	3
Total Hours	16

Grand Total..... 60



Recommended Program of Study Instrumentation Technology Certificate

First Year

First Semester	Credit
CETT 1409 AC-DC Circuits	4
CETT 1321 Electronic Fabrication	3
INTC 1301 Principles of Industrial Measurements	3
ITSC 1401 Introduction to Computers	4
Total Hours	14

Second Semester	Credit
CETT 1315 Digital Applications	3
INTC 1312 Instrumentation and Safety.....	3
INTC 1341 Principles of Automatic Control.....	3
INTC 1348 Analytical Instrumentation	3
TECM 1301 Industrial Mathematics.....	3
Total Hours	15
Grand Total	29

Office Administration Programs

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The Office Administration Programs incorporate the knowledge, skills and attitudes necessary to succeed in the business world. Topics include 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 College offers Associate of Applied Science degrees in 1) Business Office Management, 2) Medical Office Administration, and 3) Medical Coding. Students also may earn a Certificate of



Completion in Administrative Assistant, Medical Office Assistant and/or Receptionist.

Graduates are prepared for positions such as human resource assistant, administrative assistant, information technology assistant, office coordinator and executive assistant. Specialties include medical office specialist. These jobs are described as high-demand occupations for Southeast Texas.

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

Business Office Management

The Business Office Management curriculum 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.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

Recommended Program of Study Associate of Applied Science Degree in Business Office Management

First Year

First Semester	Credit
ACNT 1303 Introduction to Accounting I.....	3
POFI 1349 Spreadsheets or ITSW 1304 Introduction to 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
ITSW 2334 Advanced Spreadsheets	3
MDCA 1205 Medical Law & Ethics	2
POFI 2350 Databases.....	3
POFT 1321 Business Math	3
POFT 2312 Business Correspondence & Communication or ITSW 1310 Introduction to Presentation Graphics Software	3
Total Hours	17

Second Year

Third Semester	Credit
ENGL 1301 Composition I	3
MATH 1332 Quantitative Reasoning or MATH 1314 College Algebra.....	3
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 Course	3
Social/Behavioral Science Course	3
POFI 2340 Advanced Word Processing	3
POFT 2331 Administrative Project Solutions or POFT 2386 Internship-Administrative Assistant	3
Total Hours	15
Grand Total	60

Recommended Program of Study
Administrative Assistant
Certificate

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
ITSW 2334 Advanced Spreadsheets	3
MDCA 1205 Medical Law and Ethics.....	2
POFI 2350 Databases.....	3
POFT 1321 Business Math	3
POFT 2312 Business Correspondence & Communication or ITSW 1310 Introduction to Presentation Graphics Software	3
Total Hours	17
Grand Total	30

Medical Office Administration

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Phone: 409-984-6501

The Medical Office Administration Program provides instruction in the use of electronic health records and practice management software related 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.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

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

First Year

First Semester	Credit
ACNT 1303 Introduction to Accounting I.....	3
HITT 1305 Medical Terminology I.....	3
POFI 1349 Spreadsheets or ITSW 1304 Introduction to 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
HITT 1303 Medical Terminology II	3
HITT 1313 Coding and Insurance	3
ITSW 1301 Introduction to Word Processing	3
MDCA 1205 Medical Law and Ethics.....	2
POFT 2312 Business Correspondence & Communication.....	3
Total Hours	14

Second Year

Third Semester	Credit
ENGL 1301 Composition I	3
MATH 1332 Quantitative Reasoning or MATH 1314 College Algebra.....	3
SPCH 1315 Public Speaking	3
POFM 1300 Basic Medical Coding.....	3
MDCA 1321 Administrative Procedures	3
Total Hours	15

Fourth Semester.....Credit	
Humanities/Fine Arts Course	3
PSYC 2301 General Psychology.....	3
POFI 2340 Advanced Word Processing	3
POFM 2386 Internship-Medical Administrative Assistant or POFM 2333 Medical Document Production	3
POFT 1321 Business Math	3
Total Hours	15
Grand Total.....	60

Recommended Program of Study
Medical Office Assistant Certificate

First Year

First Semester.....Credit	
ACNT 1303 Introduction to Accounting I.....	3
HITT 1305 Medical Terminology I.....	3
POFI 1349 Spreadsheets or ITSW 1304 Introduction to Spreadsheets.....	3
POFM 1302 Medical Software Applications.....	3
POFT 1313 Professional Workforce Preparation	3
POFT 1127 Introduction to Keyboarding	1
Total Hours	16

Second Semester	Credit
HITT 1303 Medical Terminology II	3
HITT 1313 Coding and Insurance	3
ITSW 1301 Introduction to Word Processing	3
MDCA 1205 Medical Law and Ethics.....	2
POFT 2312 Business Correspondence & Communication.....	3
Total Hours	14
Grand Total.....	30

Medical Coding

Contact: Sheila Guillot
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Center, Office 201B
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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.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

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

First Year

First Semester	Credit
BIOL 2301 Human Anatomy and Physiology I.....	3
BIOL 2101 Human Anatomy and Physiology I Lab1	
HITT 1305 Medical Terminology I.....	3
POFM 1300 Basic Medical Coding.....	3
POFM 1302 Medical Software Applications.....	3
POFT 1313 Professional Workplace Preparation....	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 Course	3
Social/Behavioral Science Course	3
HITT 2335 Coding & Reimbursement Methodologies	3
HITT 2346 Advance Medical Coding	3
MDCA 1321 Administrative Procedures	3
Total Hours.....	15

Fourth Semester	Credit
ENGL 1301 Composition I	3
SPCH 1315 Public Speaking	3
HITT 2245 Coding Certification Exam Review or HITT 1280 Cooperative Education.....	2
POFI 2350 Databases.....	3
POFM 2333 Medical Document Production	3
Total Hours.....	14
Grand Total	60

Recommended Program of Study Medical Coding Specialist Certificate

First Year

First Semester.....	Credit
HITT 1305 Medical Terminology I.....	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	13

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
Grand Total.....	27



Paralegal

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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.



Although private law firms continue to be the single largest employer of paralegals, good job

opportunities also exist in several other markets in both the private and public sectors. In addition to private law firms, other organizations in the private sector employ paralegals. Some examples include corporate legal departments, insurance companies, estate and trust departments of large banks, hospitals and health care organizations, real estate and title insurance companies, and professional trade associations. Job opportunities in the public sector are available in community legal services programs, consumer organizations, offices of public defenders, prosecutors and attorneys general, city attorneys, a wide array of state and federal government agencies, and the judicial system.

Responsibilities most often assigned to paralegals include maintaining client files, drafting correspondence, performing factual research, monitoring deadlines, drafting, investigation and analyzing documents, and acting as liaison with clients and others. Some paralegals have extensive client contact, and some do not. The most common area of practice for paralegals is litigation although paralegal services are utilized in virtually all areas of practice, including corporate, probate, real estate, family law, bankruptcy, and intellectual property.

The Paralegal Program is approved by the American Bar Association. The Paralegal course of study is the only ABA approved program in the region.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

Recommended Program of Study Associate of Applied Science in Paralegal

First Year

First Semester	Credit
ENGL 1301 Composition I	3
MATH 1332 Quantitative Reasoning or MATH 1314 College Algebra.....	3
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/Fine Arts Course	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 Financial Accounting	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 Course	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

Contact: George Bohn
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Phone: 409-984-6391

The Process Technology Program prepares students to become a process operator 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 Technology 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 Technology Program may be required to complete a drug screen, background check, and a physical exam to be employed.

The Process Technology Program is recognized by the *Texas Workforce Investment Council* which verifies that the knowledge and skill competencies required by industry are included within the

curriculum. In addition, the Process Technology Advisory Committee reviews the curriculum to ensure that current industry standards are met.

Students interested in registering for an Internship course must meet program requirements, apply for the internship, participate in the selection process and be selected. For additional information, see the Program Director.

Students must earn a minimum grade of 'C' in all technical courses in the Recommended Program of Study.

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

First Year

First Semester	Credit
ITSC 1401 Introduction to Computers	4
PTAC 1302 Introduction to Process Technology	3
PTAC 1408 Safety, Health, & Environment I.....	4
PTAC 1410 Process Technology I-Equipment.....	4
Total Hours.....	15

Second Semester.....	Credit
MATH 1332 Quantitative Reasoning	3
PTAC 2314 Principles of Quality	3
PTAC 2420 Process Technology II-Systems	4
PTAC 1432 Process Instrumentation I.....	4
Total Hours.....	14

Second Year

Third Semester	Credit
CHEM 1305 Introductory Chemistry I.....	3
CHEM 1105 Introductory Chemistry I Lab	1
ENGL 1301 English Composition	3
Humanities/Fine Arts Course	3
SPCH 1315 Public Speaking	3
PTAC 2336 Process Instrumentation II	3
Total Hours.....	16

Fourth Semester	Credit
PHYS 1305 Elementary Physics I	3
PHYS 1105 Elementary Physics I Lab	1
Social/Behavioral Science Course	3
PTAC 2438 Process Technology III-Operations or PTAC 2487 Internship or CTEC 2480 Cooperative Education	4
PTAC 2446 Process Troubleshooting.....	4
Total Hours.....	15

Grand Total..... 60

Recommended Program of Study
Process Technology Certificate

First Year

First Semester.....Credit

ITSC 1401 Introduction to Computers	4
PTAC 1410 Process Technology I – Equipment	4
PTAC 1302 Introduction to Process Technology	3
PTAC 1408 Safety, Health, & Environment I.....	4
Total Hours	15

Second Semester

PTAC 1432 Process Instrumentation	4
PTAC 2314 Principles of Quality	3
PTAC 2420 Process Technology II-Systems	4
TECM 1301 Industrial Mathematics.....	3
Total Hours	14
Grand Total.....	29

Welding⁶

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Recommended Program of Study
Welding Certificate



Course.....	Credit
WLDG 1421 Welding Fundamentals	4
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG 1421 Introduction to Gas Metal Arc Welding (GMAW).....	4
WLDG 1434 Introduction to Gas Tungsten Arc Welding (GTAW).....	4
WLDG 1435 Introduction Pipe Welding.....	4
Total Hours.....	20

⁶ Dual Enrolled program