



**Tarrant County College®**  
**SUCCESS WITHIN REACH.**

## **2021-2022 Continuing Education Catalog**

This catalog includes policies, regulations, procedures, and general program and course content. Tarrant County College reserves the right to make changes at any time to reflect Board policies, administrative regulations and procedures, and mandated state regulations.

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# Registration

Continuing education courses and programs are open to anyone 18 years or older, regardless of citizenship or residency; except for programs designed for children and youth. Continuing education courses vary in length from one class session to a full semester. Some courses may have specific requirements, which are noted in the program and course descriptions. Non-citizens holding visitor visas may not be eligible to register for multi-course or extended duration continuing education programs.

## New Students

New students are those who have never been enrolled in a Tarrant County College (TCC) class. These students will need to obtain a student ID number by completing the ApplyTCC online application.

1. Complete the online application with ApplyTCC.
2. Indicate the academic level is Continuing Education
3. When prompted to select a term, choose the earliest term the class might start
  - Q1 (September-November)
  - Q2 (December-February)
  - Q3 (March-May)
  - Q4 (June-August)
4. Submit evidence of Meningitis Vaccination, only applies to students who are:
  - Under 22 years old, and
  - Registering in a program of 360 or more hours (most continuing education courses and programs will not require proof of vaccination)

An email will be sent when processing is complete and a student ID has been issued, allow up to 24 hours for processing. Follow the Returning Student steps below to complete registration.

## Returning Students

Students who have previously enrolled at TCC and have obtained a student ID may register for classes through MyTCCTrack.

## Part I: Find Your Class and Build Your Schedule

1. Log in to MyTCCTrack
2. Select **Course Catalog: Advanced Search**
3. Select **Term**
  - Example: CE Qtr 3 2021 Mar-May
4. Select **Academic Level**, then **Continuing Education**
5. Click **Search**
6. Use the **Filter Results** menu to help narrow your search:
  - Under **Availability**, choose **Open Sections Only** to find classes that are not full
  - Under **Subject**, choose a subject to further filter the results
7. Select **Add**
  - A pop-up window will appear with additional course section details
  - Note: **You are not yet enrolled at this step**
8. After reviewing the pop-up information, if this is still the section you want to add, select **Add Section**

- To keep browsing, select **Close**
  - Only one section at a time can be added to your schedule
9. Repeat as needed until you are ready to register
  10. **You are not registered yet**, proceed to **Part II** to finish your registration

## Part II: Register for Classes (Complete Registration)

1. Find the graduation cap icon (**Academics**) in the main menu and go to **Student Planning > Plan & Schedule**
2. Review your schedule
  - If you don't see your class, make sure the correct Term is selected at the top of your schedule
3. Select **Register**
4. After you've registered, pay for your classes to complete enrollment

### Register in Person

Registration (and admission if needed) can also be completed in person at any campus Admissions and Registrar office.

### Eligibility Requirements

Some continuing education programs may require additional eligibility requirements or prerequisites to be accepted into the program. Students interested in these programs must meet the specific requirements prior to registering for the course(s). Additional program information is available on the TCC website or by contacting the appropriate department or program coordinator.

### Next Steps

Plan for payment of tuition and fees:

- Apply for financial aid and scholarships
- Review payment options

Prepare for the start of classes:

- Obtain a parking permit (applies only to Trinity River Campus students)
- Purchase the necessary textbooks and supplies
- Contact the program coordinator for additional information

### Age 65 and Older Tuition Exemption

Texas resident students age 65 or older may be exempt from payment of all tuition for up to six semester hours per term and/or from payment of tuition if auditing credit or continuing education classes. **Classes offered through the Senior Education Program are not eligible for this exemption.**

- Audit of credit and continuing education classes is allowed only on a space-available basis and must be requested in person.
- Continuing education audit may be requested on the day the class starts.

### Tuition and Fees

Continuing education course tuition and fees vary depending on the course and are subject to change without notice. Tuition for continuing education courses is based on anticipated cost. Tarrant County College (TCC) reserves the right to cancel any course section in which there is an inadequate number of enrollees.

## **Payment Deadlines**

Tuition payment for continuing education courses is due on the same day as registration. Failure to pay tuition or to make payment arrangements by the deadline may result in students being dropped from their course(s). Students should not assume that a course will be automatically dropped for non-payment. Students are responsible for dropping any course they do not wish to be enrolled in.

## **Student Account Center**

The Student Account Center is a student financial system designed to help students better manage their student account activity. Some of the features include payments by Automated Clearing House (ACH) or debit/credit card, payment plan enrollments, storing payment methods, or assigning authorized users. Students may access the Student Account Center through MyTCCTrack by selecting the Student Account Center link under the Business Services heading. Refer to the TCC website for the most current information.

## **Payment Methods**

For the convenience of the student, several payment methods are available\*:

1. In person at a campus Business Services Office:
  1. Cash
  2. Major Credit/Debit Cards: A photo ID card is required for credit/debit card payments processed. Card holder must be present.
  3. Check: A driver's license is required for check payments. TCC will not accept checks as a form of payment for prior term balances or as a method of payment for previously returned items.
  4. Third Party Sponsors: If tuition is to be paid by an agency or company, a voucher from the agency or company must be submitted to the Business Services office in accordance to the payment deadline indicated below. By submitting a voucher, the third party sponsor agrees to pay all tuition. This includes any non-refundable tuition. If a third party sponsor has not paid the student's tuition, per the voucher, by the end of the next term/quarter, the unpaid tuition will be moved to the student's account. The student will be responsible for the unpaid balance, which may be sent to a third party collection agency.
2. Online through the Student Account Center:
  1. Major Credit/Debit Cards
  2. Automated Clearing House (ACH) or Electronic Check
  3. Payment Plan: Provides students an extended payment plan to pay tuition for continuing education courses. Enrollment dates and additional information regarding the payment plan for continuing education students can be found on the TCC website. All payment plan options are in line with the provisions of Section 54.0007 of the Texas Education Code.
    1. Students can view and enroll by logging into MyTCCTrack and selecting Student Account Center.
    2. A \$25 non-refundable enrollment fee is charged per plan for each term/quarter.
    3. A \$25 Returned Item fee will be assessed per instance.

*\* Payment methods may be restricted due to Returned Payments, delinquent payment plans, or outstanding balances.*

**Per Texas Education Code 54.007(2)(d): A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND MANDATORY FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE FULL PAYMENT PRIOR TO THE END OF THE TERM/QUARTER MAY BE DENIED CREDIT FOR THE WORK DONE THAT TERM/QUARTER.** It is the student's responsibility to be aware of the tuition payment schedule for each term.

## Returned Payments

A Returned Payment (chargeback) is the result of a dishonored or disputed check, ACH, or credit/debit card transaction. Returned Payments must be paid within 10 days of return notification. Students will be notified through their TCC email address and/or U.S. mail. If the Returned Payment balance and \$25 Returned Payment fee are not paid within 10 days or by the current term census date (whichever comes first), the student **may** be dropped from all current term courses and blocked from future registrations. **Returned Payments may result in restrictions on future payments by check, ACH, and credit/debit card, as well as loss of payment plan privileges.**

**NOTICE: DELINQUENT INSTALLMENT CONTRACTS, UNPAID RETURNED PAYMENTS, OUTSTANDING MISCELLANEOUS CHARGES, AND FINANCIAL AID ADJUSTMENTS WILL BE SENT TO A THIRD-PARTY AGENCY FOR COLLECTION. THE STUDENT MAY BE RESPONSIBLE FOR ANY COLLECTION AGENCY FEES INCURRED FROM THE ADDITIONAL COLLECTION EFFORTS. A student who fails to make full payment prior to the end of the semester or term/quarter will be prohibited from registering for future classes until full payment is made. Failure to make full payment prior to the end of the term/quarter may result in transcript denial.**

## Formal Means of Communication

TCC Business Services will send notices to the student's myTCC email as the formal means of communication.

## Refund Policy

Students officially dropping from a continuing education course are eligible for a refund according to the following **Refund Schedule:**

- The course is canceled by the College	100%
- The student drops on/or before midnight of the 1 <sup>st</sup> day of class	100%
- The student drops before midnight of the 2 <sup>nd</sup> business day following the 1 <sup>st</sup> day of class	80%
- The student drops after 2 <sup>nd</sup> business day following the 1 <sup>st</sup> day of class	0%

- Based upon the Refund Schedule, a credit is reflected on the student's account upon withdrawal or course cancellation.
- Refunds will be made to the debit/credit card used for payment if the refund is processed within 180 days from the original date of payment.
- Refunds for cash, check, ACH, or debit/credit card after 180 days of the original payment, will be processed using the student's preferred refund method selected with the contracted third-party refunding company. Refer to the Refund Selection section below for additional information. Students ages 15 years and under, or 55 years and older, will receive a refund by check.
- A refund may take up to six weeks to process.

- Refunds are calculated/based on invoiced amounts, not payments made.
- STUDENTS WHO HAVE OPTED FOR THE PAYMENT PLAN AND ARE DROPPING CLASSES AND/OR WITHDRAWING ARE RESPONSIBLE FOR THE FULL PAYMENT OF THE PROMISSORY NOTE. **REFUNDS WILL BE APPLIED TO ANY BALANCE DUE ON THE NOTE.**

## Refund Selection

Students between the ages of 16 to 54, and registered for classes, or students eligible for financial aid, will receive a refund selection kit from a contracted third-party contracted company. Students are provided with instructions on choosing their preferred refund method for future financial aid or course refunds. If a refund selection kit is not received, visit the Refunds webpage for additional information.

## Form 1098-T

Due to IRS guidelines, Continuing Education (CE) tuition payments are not included on the Form 1098-T. Contact your tax advisor for further guidance.

## Tuition Assistance

Students enrolled in continuing education courses may apply for financial aid to help pay for tuition. Tuition assistance is available through various grants, scholarships and payment plan.

### Grants

Tarrant County College (TCC) offers the following grant opportunities for eligible continuing education students.

- **Texas Public Educational Grant (TPEG)**

TPEG is an institutional program available to eligible continuing education students. Continuing education TPEG awards can be used for tuition only and does not need to be paid back. Grant awards vary based on the continuing education program of study. Students must complete and submit a continuing education TPEG application to apply for funding. A student must successfully complete 50% of the enrolled courses with a grade of "CR" to maintain eligibility for the next academic year. Academic progress is evaluated annually in August.

To be eligible for this grant the student must:

1. Have demonstrated financial need (based on the student's expected family contribution and calculated from the Continuing Education Financial Aid Application and tax documents); and
2. Be enrolled in a state-funded continuing education workforce course.

To apply for TPEG tuition assistance:

1. Complete the TCC online Continuing Education Non-Credit Admissions application.
2. Register for continuing education classes through MyTCCTrack.
3. Complete the Continuing Education Financial Aid Application and return to the Student Financial Aid Services Office. Provide signed copies of appropriate tax returns and other documents as requested.

4. Approximately 2 to 4 weeks after TCC has received your application, you will be mailed an award letter detailing your eligibility for aid. Please make sure your home address and telephone number is up to date with the Admissions and Registrar Office.

- **Community Action Partners (CAP Works)**

CAP Works is a state-funded grant program that provides tuition assistance for short-term training certifications to students who live in Tarrant County and who meet income qualifications. While taking classes or are in training, this program can also provide wraparound services, such as rental and utility assistance (depending on available funding). For more information about CAP Works and to obtain an application, visit Fort Worth Community Action Partners.

- **Workforce Innovation and Opportunity Act Funding (WIOA)**

Some training programs are approved through WIOA. Students who meet the eligibility and income requirements may qualify to receive tuition to pay for continuing education courses offered at TCC. WIOA is administered through the Tarrant County Workforce Centers. For additional information on WIOA funding, please contact Workforce Solutions of Tarrant County.

## **Scholarships**

The TCC Foundation administers scholarships designated for continuing education students. To be eligible to apply for these scholarships, students must be working toward a continuing education certificate of completion and be taking quarterly continuing education courses.

Eligible students may apply for the following TCC Foundation scholarships:

- Dr. David Wells Scholarship for Continuing Education Students
- The Bobina Renee Jackson Begley Memorial Scholarship
- The Sam Krhovjak Memorial Scholarship

## **Academic Information**

### **Schedule of Classes**

Continuing education class schedules are available on MyTCCTrack. The College reserves the right to add, change or cancel any course section as necessary. Continuing education students will be notified by the appropriate department at the time of cancellation. Each student is responsible for monitoring their myTCC email account for official communications.

### **Terms**

Continuing education course sections are offered on a quarterly basis throughout the academic year. Courses offered for workforce programs are assigned in contact hours as mandated by state regulations. Detailed information about course offerings is included in the schedule of classes available on MyTCCTrack.

- Quarter 1 (Q1): September - November
- Quarter 2 (Q2): December - February
- Quarter 3 (Q3): March - May
- Quarter 4 (Q4): June - July

### **Continuing Education Units (CEUs)**

A continuing education unit (CEU) is the basic unit for continuing education courses. One continuing education unit is 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Continuing Education Units are awarded after successful completion of continuing education courses and added to the student's permanent record.

## **Grades**

Students enrolled in continuing education non-credit courses may receive one of the following grades for each course.

- CR (Credit)
- NC (No Credit)

## **Attendance**

Students enrolled in continuing education courses are required to attend class and to keep up with course assignments. Regular and punctual class attendance is expected. Student absences will be recorded from the first day the class meets. In case of absence, it is the student's responsibility to contact the instructor. Communication between the student and instructor is most important, and it is the student's responsibility to initiate such communication. Students who stop attending class for any reason should officially withdraw from the class through MyTCCTrack or at any campus Admissions and Registrar Office.

## **Certificates**

Upon satisfactory completion of continuing education courses and programs, students may be awarded a certificate of completion in recognition of their achievement; check with the program department to see if certificates are issued.

## **Transcript of Student Record**

An official transcript for completed continuing education coursework at Tarrant County College may be requested by the student at any campus Admissions and Registrar Office. Any outstanding debts to the College must be paid to the Business Services Office before the student's record is released.

## **Student Services**

### **Books and Supplies**

Textbooks and supplies may be required for some continuing education classes. Contact the appropriate department or program coordinator to verify course requirements. Information regarding textbooks, supplies and bookstore hours can be found on the TCC website or online bookstore.

### **Parking**

Continuing education students enrolled in classes at Trinity River Campus (TRC) or Trinity River East Campus (TREC) will be required to display a parking permit in their vehicle. If a student has a class at any other campus and has no classes at TRC or TREC, the student does not need a parking permit. Parking permits are not required for classes on Northeast, Northwest, South and Southeast campus. Parking permits for TRC/TREC are issued by the Trinity River Campus police department during business hours or after hours at the Trinity River Campus Business Services Office.

Trinity River Campus Police Department Location: TRTR 3702A 817-515-1911	
Office Hours:  Fall and Spring: Monday - Friday Summer: Monday - Thursday	8:00 a.m. - 5:00 p.m. 7:30 a.m. - 6:00 p.m.

Students receive the first parking permit at no cost, a \$5 fee will be charged for replacement permits. A permit is valid until the expiration date printed on the front and it should be kept until the expiration date. The parking permit is replaced once, issuance of third-time permits are not allowed.

The following documentation is required to obtain a parking permit:

- Student Statement (available on MyTCCTrack after registration and payment of course fees)
- Current Driver's License

Persons who have obtained accessible parking permits or license plates from the Texas Department of Transportation are not required to have a student permit to park in parking areas designated for persons with disabilities. Additional information regarding campus motor vehicle regulations is available on the TCC website.

## 2021-2022 Continuing Education Program Inventory List

### Program Type Definitions

<b>CE</b>	<b>Continuing Education Certificate:</b> 360 to 799 contact hours <i>A coherent sequence of continuing education courses that must be submitted to the Coordinating Board as a workforce education certificate program.</i>
<b>OSA</b>	<b>Occupational Skills Award:</b> 144 to 359 contact hours <i>A sequence of courses that meet the minimum standard for program length specified by the Texas Workforce Commission for the federal Workforce Innovation and Opportunity Act (WIOA) program.</i>
<b>IA</b>	<b>Institutional Award:</b> Fewer than 360 contact hours <i>A series of courses that represent achievement of an identifiable skill proficiency.</i>

Program Code	Program Name	Program Type	Campus						Hours	CIP
DFTG.C002.CE	3D Entrepreneur	OSA	NE						188	15.1302
ACNT.C002.CE	Accounting Clerk	OSA	NE						233	11.0601

ACNT.C001.CE	Accounting Technician	IA	SO	NE	NW	SE	TR		285	52.0201
OFFA.C002.CE	Administrative Assistant	IA	SO	NE	NW	SE	TR		191	52.0201
DFTG.C001.CE	AutoCAD & 3-D Software	IA		NE					80	15.1302
AUTC.T003.CE	Automotive Metal Repair	CE	SO						592	47.0603
AUTC.T004.CE	Automotive Refinishing	CE	SO						592	47.0603
DEMR.C001.CE	Basic Diesel Technician	IA	SO						320	47.0605
FIRP.T003.CE	Basic Fire Fighting	CE			NW				528	43.0203
CNSE.C001.CE	Basic Heavy Equipment Operator	IA	SO						335	49.0202
CRIM.T004.CE	Basic Peace Officer	CE			NW				656	43.0107
PFPB.C001.CE	Basic Pipefitter	IA	SO						320	46.0502
HRPO.C001.CE	Certified Instructional Designer	IA						CN	120	52.1001
HRPO.C002.CE	Certified Instructor	IA						CN	96	52.1002
HRPO.C003.CE	Certified Training Manager	IA						CN	72	52.1003
ITSC.C002.CE	Cisco Support	IA		NE					320	11.1002
ITNW.C001.CE	Cloud Computing	OSA		NE					320	11.0902
ITCS.T001.CE	Cybersecurity Technician	CE	SO	NE	NW	SE	TR	CN	360	11.1003
DEMR.T001.CE	Diesel Technician	CE	SO						768	47.0605
DIET.C001.CE	Dietary Manager	IA				SE			128	51.3104

AUTS.T001.CE	Engine Analysis Technician	CE	SO						768	47.0604
HORT.C001.CE	Horticulture Basics	IA			NW				208	01.0608
HROA.C001.CE	Human Resources Office Assistant	IA	SO	NE	NW	SE	TR		170	52.1001
CONS.C001.CE	Industrial Carpentry	IA	SO						352	15.1001
INDS.C001.CE	Interior Decorating	IA	SO						166	50.0408
MASS.T001.CE	Massage Therapy	CE	SO						580	51.3501
MDAA.C001.CE	Medical Administrative Assistant	IA	SO	NE	NW	SE	TR		332	51.0716
HITT.C001.CE	Medical Coder	IA					TR		232	51.0713
NURA.C002.CE	Nurse Aide	IA					TR		100	51.3902
OFFA.C001.CE	Office Assistant	IA	SO	NE	NW	SE	TR		180	52.0201
OPTS.C002.CE	Ophthalmic Assistant	IA					TR		304	51.1802
PTCT.C001.CE	Patient Care Technician	IA					TR		339	51.3902
PCNT.T001.CE	PC Network Technician	CE			NW				384	11.1101
PHRA.C002.CE	Pharmacy Technician	IA					TR		232	51.0805
PLAB.C001.CE	Phlebotomy Technician	IA					TR		168	51.1009
RELE.C001.CE	Real Estate Salesperson Licensure	IA		NE					180	52.1501
ACNT.C003.CE	Startup Entrepreneur	IA		NE					196	52.0302
UPHL.C001.CE	Upholstery	IA	SO						336	48.0303

VTHT.T001.CE	Veterinary Clinical Assistant	CE	SO							620	51.0808
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## Programs

### Arts and Humanities

South Campus

#### Interior Decorating

**INDS.C001.CE**  
**Institutional Award**

*Offered at South Campus*

#### Program Requirements

- INDS 1020 - Introduction to Interior Design
- INDS 1011 - Fundamentals of Interior Design
- INDS 2025 - Professional Practices for Interior Design
- INDS 1071 - Home Interior Field Experience

**Total Certificate Hours: 166**

### Business and Industry

Multiple Campuses

#### Accounting Technician

**ACNT.C001.CE**  
**Institutional Award**

*Offered at Northeast, Northwest, South, Southeast and Trinity River Campus*

#### Program Requirements

- ACNT 1001 - Beginning Bookkeeping
- ACNT 1042 - Intermediate Bookkeeping
- ITSW 1022 - Introduction to Electronic Spreadsheets

- ITSW 1046 - Intermediate Spreadsheets I
- ITSC 1006 - Introduction to Computer Systems
- ITSW 1053 - Introduction to Database/File Management
- POFI 1024 - Word Processing Applications I
- ACNT 1010 - Computerized Accounting I
- ACNT 1054 - Computerized Accounting II
- ITSW 2049 - Advanced Spreadsheets
- POFT 1010 - Basic Keyboarding I
- TECM 1013 - Business Math

## **Total Certificate Hours: 285**

### **Administrative Assistant**

*OFFA.C002.CE  
Institutional Award*

*Offered at Northeast, Northwest, South, Southeast and Trinity River Campus*

### **Program Requirements**

- POFT 1003 - Receptionist and Office Procedures
- ITSW 1053 - Introduction to Database/File Management
- ITSW 1037 - Introduction to Presentation Software
- ITNW 1007 - Internet, Basic
- ITSW 1030 - E-mail and Calendaring Software
- ITSW 1041 - Intermediate Presentation Graphics Software
- POFT 1004 - Business Writing Communications
- POFI 2037 - Word Processing Applications III
- TECM 1013 - Business Math

## **Total Certificate Hours: 191**

### **Office Assistant**

*OFFA.C001.CE  
Institutional Award*

*Offered at Northeast, Northwest, South, Southeast and Trinity River Campus*

### **Program Requirements**

- ITSC 1006 - Introduction to Computer Systems
- ITSW 1022 - Introduction to Electronic Spreadsheets
- ITSW 1046 - Intermediate Spreadsheets I

- POFI 1024 - Word Processing Applications I
- BUSG 1005 - Introduction to Customer Service
- POFT 1023 - Fundamentals of Filing & Records Management
- POFT 1010 - Basic Keyboarding I
- POFT 1010 - Basic Keyboarding II
- POFI 1042 - Word Processing Applications II

## **Total Certificate Hours: 180**

Northeast Campus

### **Accounting Clerk**

**ACNT.C002.CE**  
**Occupational Skills Award**

*Offered at NE Campus*

### **Program Requirements**

- ACNT 1001 - Beginning Bookkeeping
- ACNT 1042 - Intermediate Bookkeeping
- TECM 1013 - Math Basics
- ITSW 2049 - Advanced Spreadsheets
- ITSW 2057 - Microsoft Certification Review for Excel Specialist
- POFI 1024 - Word Processing Applications I
- ACNT 1013 - Computerized Accounting Applications

## **Total Certificate Hours: 233**

### **Human Resources Office Assistant**

**HROA.C001.CE**  
**Institutional Award**

*Offered at Northeast Campus*

### **Program Requirements**

- POFT 1010 - Basic Keyboarding I
- ITSC 1006 - Introduction to Computer Systems
- POFI 1024 - Word Processing Applications I
- ITSW 1022 - Introduction to Electronic Spreadsheets
- HRPO 1000 - Understanding the HR Function

- ITSW 1030 - E-mail and Calendaring Software
- BUSG 1005 - Introduction to Customer Service
- POFT 1003 - Receptionist and Office Procedures

## **Total Certificate Hours: 170**

### **Medical Administrative Assistant**

*MDAA.C001.CE*

*Institutional Award*

*Offered at Northeast Campus*

### **Program Requirements**

- POFT 1010 - Basic Keyboarding I
- HPRS 1006 - Essentials of Medical Terminology
- POFI 1024 - Word Processing Applications I - Medical
- HITT 1011 - Health Information Systems
- TECM 1013 - Business Math
- BUSG 1005 - Introduction to Customer Service
- EMSP 1019 - CPR for Health Care Providers
- POFM 1006 - Medical Secretary
- POFM 1064 - Medical Secretary Practicum

## **Total Certificate Hours: 332**

### **Startup Entrepreneur**

*ACNT.C003.CE*

*Institutional Award*

*Offered at Northeast Campus*

### **Program Requirements**

- ACNT 1001 - Beginning Bookkeeping
- ACNT 1013 - Computerized Accounting Applications
- BUSG 1024 - How to Start a Business
- MRKG 1091 - Social Media Marketing
- COMG 1002 - Introductory Presentation Techniques
- BUSG 1025 - Writing an Effective Business Plan
- ACNT 1042 - Intermediate Bookkeeping

**Total Certificate Hours: 196**

## **Real Estate Salesperson Licensure**

**RELE.C001.CE**  
**Institutional Award**

*Offered at Northeast Campus*

### **Program Requirements**

- RELE 1002 - Principles of Real Estate I
- RELE 1039 - Principles of Real Estate II
- RELE 2002 - Law of Agency
- RELE 1012 - Law of Contracts
- RELE 1020 - Real Estate Finance
- RELE 1000 - Promulgated Forms

**Total Certificate Hours: 180**

Northwest Campus

## **Horticulture Basics**

**HORT.C001.CE**  
**Occupational Skills Award**

*Offered at Northwest Campus*

### **Program Requirements**

- HALT 1001 - Principles of Horticulture
- AGCR 2018 - Soil Science
- HALT 2007 - Horticultural Food Crops

**Total Certificate Hours: 208**

South Campus

## **Automotive Refinishing**

*AUTC.T004.CE*  
*Continuing Education Certificate*

*Offered at South Campus*

## **Program Requirements**

- ABDR 1031 - Basic Refinishing
- ABDR 1058 - Intermediate Refinishing
- ABDR 1071 - Current Trends in Automotive Collision
- ABDR 2049 - Advanced Refinishing
- ABDR 2051 - Special Refinishing Techniques

**Total Certificate Hours: 592**

## **Diesel Technician**

**DEMR.T001.CE**  
**Continuing Education Certificate**

*Offered at South Campus*

## **Program Requirements**

- DEMR 1001 - Shop Safety and Procedures
- DEMR 1005 - Basic Electrical Systems
- DEMR 1006 - Diesel Engine I
- DEMR 1016 - Basic Hydraulics
- DEMR 1017 - Basic Brake Systems
- DEMR 1021 - Power Train I
- DEMR 1023 - HVAC Troubleshooting and Repair
- DEMR 1027 - Tractor Trailer Service and Repair
- DEMR 1029 - Preventative Maintenance
- DEMR 1030 - Steering and Suspension I
- DEMR 1080 - Cooperative Education - Diesel Mechanics Technology/Technician

**Total Certificate Hours: 768**

## **Automotive Metal Repair**

**AUTC.T003.CE**  
**Continuing Education Certificate**

*Offered at South Campus*

## **Program Requirements**

- ABDR 1007 - Collision Repair Welding
- ABDR 1019 - Basic Metal Repair
- ABDR 1055 - Non-Structural Metal Repair
- ABDR 2002 - Auto Body Mechanical/Electrical Service
- ABDR 2037 - Structural Analysis/Damage Repair

**Total Certificate Hours: 592**

## **Basic Diesel Technician**

*DEMR.C001.CE  
Institutional Award*

*Offered at South Campus*

### **Program Requirements**

- DEMR 1001 - Shop Safety and Procedures
- DEMR 1005 - Basic Electrical Systems
- DEMR 1017 - Basic Brake Systems
- DEMR 1006 - Diesel Engine I
- DEMR 1029 - Preventative Maintenance

**Total Certificate Hours: 320**

## **Engine Analysis Technician**

**AUTS.T001.CE**  
**Continuing Education Certificate**

*Offered at South Campus*

### **Program Requirements**

- AUMT 1005 - Introduction to Automotive Technician
- AUMT 1007 - Automotive Electrical Systems
- AUMT 2017 - Engine Performance Analysis I
- AUMT 2034 - Engine Performance Analysis II
- AUMT 2007 - Hybrid Systems Diagnostics
- AUMT 2021 - Auto Electrical Diagnosis and Repair

**Total Certificate Hours: 768**

## **Basic Heavy Equipment Operator**

**CNSE.C001.CE**  
**Institutional Award**

Offered at South Campus

## **Program Requirements**

- CNSE 1021 - Job Site Layout and Development
- CNSE 1041 - Earth Moving Equipment Operation
- CNSE 1071 - Supervised on Site Equipment Operating

**Total Certificate Hours: 335**

## **Basic Pipefitter**

**PFPB.C001.CE**  
**Institutional Award**

*Offered at South Campus*

## **Program Requirements**

- PFPB 1008 - Basic Pipefitting Skills
- PFPB 1005 - Basic Blueprint Reading for Pipefitters
- PFPB 1050 - Plumbing and Pipefitting Equipment and Safety
- TECM 1001 - Industrial Mathematics
- WLDG 1021 - Welding Fundamentals

**Total Certificate Hours: 320**

## **Industrial Carpentry**

*CONS.C001.CE*  
*Institutional Award*

Offered at South Campus

## **Program Requirements**

- CNBT 1010 - Basic Construction Safety
- TECM 1003 - Technical Calculations
- CNBT 1000 - Residential and Light Commercial Blueprint Reading
- CNBT 1011 - Construction Methods and Materials I
- CNBT 1016 - Construction Technology I
- CNBT 1050 - Construction Technology II

## **Total Certificate Hours: 352**

### **Upholstery**

**UPHL.C001.CE**  
**Institutional Award**

*Offered at South Campus*

### **Program Requirements**

- UPHL 1003 - Fundamentals of Upholstery
- UPHL 1051 - Intermediate Upholstery
- UPHL 1055 - Auto and Boat Upholstery

## **Total Certificate Hours: 336**

TCC Connect Campus

### **Certified Instructor**

**HRPO.C002.CE**  
**Institutional Award**

*Offered at TCC Connect Campus*

### **Program Requirements**

- HRPO 1071 - The Training Professional
- HRPO 1007 - Evaluating Training Interventions
- HRPO 1073 - Training Design & Development
- HRPO 1074 - Training Needs and Task Analysis

## **Total Certificate Hours: 96**

### **Certified Training Manager**

**HRPO.C003.CE**  
**Institutional Award**

*Offered at TCC Connect Campus*

### **Program Requirements**

- HRPO 1071 - The Training Professional
- HRPO 1007 - Evaluating Training Interventions
- HRPO 1072 - Training Implementation

**Total Certificate Hours: 72**

## **Certified Instructional Designer**

*HRPO.C001.CE*

*Institutional Award*

*Offered at TCC Connect Campus*

## **Program Requirements**

- HRPO 1071 - The Training Professional
- HRPO 1007 - Evaluating Training Interventions
- BMGT 1021 - Training Project Management
- HRPO 1074 - Training Needs and Task Analysis
- HRPO 1073 - Training Design & Development

**Total Certificate Hours: 120**

## **Health Science**

South Campus

## **Massage Therapy**

**MASS.T001.CE**

**Continuing Education Certificate**

*Offered at South Campus*

## **Program Requirements**

- MSSG 1009 - Health and Hygiene
- MSSG 1005 - Hydrotherapy/Therapeutic Modalities
- MSSG 1011 - Massage Fundamentals I
- MSSG 1013 - Anatomy and Physiology
- MSSG 2013 - Kinesiology for Massage
- MSSG 2014 - Pathology for Massage
- MSSG 1007 - Business Practices & Professional Ethics
- MSSG 2011 - Massage Fundamentals II

- MSSG 2086 - Internship

## **Total Certificate Hours: 580**

### **Veterinary Clinical Assistant**

**VTHT.T001.CE**

**Continuing Education Certificate**

*Offered at South Campus-Crowley Center*

### **Program Requirements**

- VTHT 1001 - Introduction to Veterinary Technology
- VTHT 1013 - Veterinary Anatomy and Physiology
- VTHT 1009 - Veterinary Nutrition
- VTHT 1049 - Veterinary Pharmacology
- VTHT 2023 - Veterinary Clinical Pathology
- VTHT 1041 - Anesthesia and Surgical Assistance
- VTHT 2001 - Canine and Feline Clinical Management
- VTHT 1066 - Practicum: Veterinary Assistant
- VTHT 1008 - Orientation to Veterinary Medicine

## **Total Certificate Hours: 620**

### **Southeast Campus**

### **Dietary Manager**

**DIET.C001.CE**

**Institutional Award**

*Offered at Southeast Campus*

### **Program Requirements**

- DITA 1000 - Dietary Manager I
- DITA 1001 - Dietary Manager II

## **Total Certificate Hours: 128**

### **Trinity River Campus**

## **Medical Coder**

**HITT.C001.CE**  
**Institutional Award**

*Offered at Trinity River Campus*

### **Program Requirements**

- SCIT 1000 - Human Anatomy/Physiology
- HITT 1005 - Medical Terminology
- HITT 1013 - ICD-10-CM Coding
- HITT 2046 - Advanced Medical Coding

**Total Certificate Hours: 232**

## **Ophthalmic Assistant**

**OPTS.C001.CE**  
**Institutional Award**

*Offered at Trinity River Campus*

### **Program Requirements**

- OPTS 1011 - The Visual System
- OPTS 1015 - Basic Contact Lenses
- OPTS 1019 - Vision Care Office Procedures
- OPTS 2041 - Ophthalmic Techniques
- OPTS 2045 - Advanced Ophthalmic Techniques

**Total Certificate Hours: 304**

## **Pharmacy Technician**

**PHRA.C002.CE**  
**Occupational Skills Award**

*Offered at Trinity River Campus*

### **Program Requirements**

- PHRA 1001 - Introduction Pharmacy Technician
- PHRA 1002 - Pharmacy Law

- PHRA 1004 - Pharmacotherapy & Disease
- PHRA 1005 - Drug Classification
- PHRA 1009 - Pharmacy Mathematics
- PHRA 1043 - Pharmacy Technician Certification Review

**Total Certificate Hours: 232**

## **Nurse Aide**

*NURA.C002.CE  
Institutional Award*

*Offered at Trinity River Campus*

## **Program Requirements**

- NURA 1001 - Nurse Aide
- NURA 1060 - Clinical-Nursing Aide

**Total Certificate Hours: 100**

## **Phlebotomy Technician**

*PLAB.C001.CE  
Institutional Award*

*Offered at Trinity River Campus*

## **Program Requirements**

- PLAB 1023 - Basic Phlebotomy
- PLAB 1060 - Phlebotomy Clinical

**Total Certificate Hours: 168**

## **Patient Care Technician**

*PTCT.C001.CE  
Occupational Skills Award*

*Offered at Trinity River Campus*

## **Program Requirements**

- ECRD 1011 - Electrocardiography
- PLAB 1023 - Basic Phlebotomy
- NUPC 1060 - Clinical - Patient Care Assistant
- HPRS 1006 - Essentials of Medical Terminology
- HPRS 1004 - Basic Health Profession Skills
- HPRS 2000 - Pharmacology for Health Professions
- HPRS 2001 - Pathophysiology

**Total Certificate Hours: 352**

## **Human and Public Service**

Northwest Campus

### **Basic Fire Fighting**

**FIRP.T003.CE**  
Continuing Education Certificate

*Offered at Northwest Campus*

#### **Program Requirements**

- FIRS 1001 - Firefighter Certification I
- FIRT 1038 - Fire Protection Systems
- FIRS 1013 - Firefighter Certification III
- FIRS 1019 - Firefighter Certification IV
- FIRS 1023 - Firefighter Certification V
- FIRS 1029 - Firefighter Certification VI

**Total Certificate Hours: 528**

## **Basic Peace Officer**

**CRIM.T004.CE**  
Continuing Education Certificate

*Offered at Northwest Campus*

#### **Program Requirements**

- CJLE 1006 - Basic Peace Officer I
- CJLE 1012 - Basic Peace Officer II
- CJLE 1018 - Basic Peace Officer III

- CJLE 2047 - Tactical Skills for Police
- CJLE 1011 - Basic Firearms

**Total Certificate Hours: 656**

## **Science, Technology, Engineering & Mathematics**

Multiple Campuses

### **Cybersecurity Technician**

**ITCS.T001.CE**  
**Continuing Education Certificate**

*Offered at All TCC Campuses*

### **Program Requirements**

- COMG 1003 - Communication Skills for the Workplace
- CPMT 1051 - IT Essentials: PC Hardware and Software
- ITNW 1058 - Network+
- ITSY 1000 - Fundamentals of Information Security

**Total Certificate Hours: 360**

Northeast Campus

### **AutoCAD & 3-D Software**

*DFTG.C001.CE*  
*Institutional Award*

*Offered at Northeast Campus*

### **Program Requirements**

- DFTG 1000 - Intro to Solid Modeling & 3-D Printing
- DFTG 1014 - AutoCAD Beginning
- DFTG 1050 - AutoCAD Intermediate
- DFTG 2004 - AutoCAD Advanced

**Total Certificate Hours: 80**

## **3D Entrepreneur**

**DFTG.C002.CE**  
**Occupational Skills Award**

*Offered at Northeast Campus*

### **Program Requirements**

- DFTG 1010 - Specialized Basic CAD
- DFTG 1000 - Intro to Solid Modeling & 3-D Printing
- BUSG 1024 - How to Start a Business
- COMG 1002 - Introductory Presentation Techniques
- BUSG 1025 - Writing an Effective Business Plan
- MRKG 1091 - Social Media Marketing
- DFTG 2011 - 3D Drafting Software

**Total Certificate Hours: 188**

## **Cisco Support**

**ITSC.C002.CE**  
*Institutional Award*

*Offered at Northeast Campus*

### **Program Requirements**

- ITCC 1014 - CCNA 1: Introduction Networks

**Total Certificate Hours: 320**

## **Cloud Computing**

**ITNW.C001.CE**  
*Occupational Skills Award*

*Offered at Northeast Campus*

### **Program Requirements**

Choose one from the following:

- ITNW 1025 - Fundamentals of Networking Technologies **or**
- ITCC 1014 - CCNA 1: Introduction Networks

- ITNW 1009 - Fundamentals of Cloud Computing
- ITNW 1036 - Cloud Deployment & Infrastructure Management
- ITNW 1092 - Cloud Practitioner Skills

## **Total Certificate Hours: 320**

Northwest Campus

### **PC Network Technician**

**PCNT.T001.CE**  
**Continuing Education Certificate**

*Offered at Northwest Campus*

### **Program Requirements**

- CPMT 1011 - Introduction to Computer Maintenance
- CPMT 2045 - Computer System Troubleshooting
- ITNW 1058 - Network+
- CPMT 2050 - Industry Certification Prep A+ 901
- CPMT 2050 - Industry Certification Prep A+ 902
- CPMT 2050 - Industry Cert Prep Network+

## **Total Certificate Hours: 384**

### **Courses**

#### **ABDR 1007 - Collision Repair Welding**

Contact Hours: 80 CEUs: 8.0

A study of collision repair welding and cutting procedures.

*Required Corequisite(s): ABDR 2037*

#### **ABDR 1019 - Basic Metal Repair**

Contact Hours: 144 CEUs: 14.4

Covers basic metal principles and working techniques including proper tool usage and product application.

#### **ABDR 1031 - Basic Refinishing**

Contact Hours: 112 CEUs: 11.2

An introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Emphasis on surface preparation, masking techniques, and refinishing of replacement parts.

*Required Corequisite(s): ABDR 1071*

#### **ABDR 1055 - Non-Structural Metal Repair**

Contact Hours: 144 CEUs: 14.4

Demonstrate sheet metal repair skills using mechanical and hydraulic equipment. Emphasis on attachment devices used to straighten and align exterior body panels.

*Required Prerequisite(s): ABDR 1019*

### **ABDR 1058 - Intermediate Refinishing**

Contact Hours: 144 CEUs: 14.4

Training in mixing and spraying of automotive topcoats. Introduction to partial panel refinishing techniques.

*Recommended Prerequisite(s): ABDR 1031*

### **ABDR 1071 - Current Trends in Automotive Collision**

Contact Hours: 48 CEUs: 4.8

Topics address current events, I-CAR required skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

*Required Corequisite(s): ABDR 1031*

### **ABDR 2002 - Auto Body Mechanical/Electrical Service**

Contact Hours: 128 CEUs: 12.8

A course in the repair, replacement, and/or service of collision damaged mechanical or electrical systems. Topics include drive train removal, reinstallation and service; cooling system service and repair; exhaust system service; and emission control systems. Additional topics include wire and connector repair, reading wiring diagrams, and troubleshooting.

*Required Prerequisite(s): ABDR 2037*

### **ABDR 2037 - Structural Analysis/Damage Repair**

Contact Hours: 96 CEUs: 9.6

Operation of equipment and the procedures involved in the repair of body structures. Special emphasis on conducting a thorough damage analysis as well as demonstrating proper pulling and anchoring techniques.

*Required Prerequisite(s): ABDR 1055*

*Required Corequisite(s): ABDR 1007*

### **ABDR 2049 - Advanced Refinishing**

Contact Hours: 144 CEUs: 14.4

Application of multi-stage refinishing techniques. Advanced skill development solving refinishing problems.

Application of multi-stage refinishing techniques with emphasis on formula mixing and special spraying techniques.

*Required Prerequisite(s): ABDR 1058*

### **ABDR 2051 - Special Refinishing Techniques**

Contact Hours: 144 CEUs: 14.4

Advanced topics in specialty automotive refinishing. Emphasis on refinishing plastics, fiberglass, aluminum, and galvanized panels as well as custom graphics and current industry innovations.

*Recommended Prerequisite(s): ABDR 2049*

### **ACNT 1001 - Beginning Bookkeeping**

Contact Hours: 40 CEUs: 4.0

Focus on analyzing, classifying, and recording business transactions. Emphasizes understanding of complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

## **ACNT 1010 - Computerized Accounting I**

Contact Hours: 20 CEUs: 2.0

An introduction to the accounting cycle in a computerized environment. Custom design your accounting system using QuickBooks software.

## **ACNT 1013 - Computerized Accounting Applications**

Contact Hours: 48.0 CEUs: 4.8

Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision-making. Prepares the student for a certified user exam on a computerized accounting software application.

## **ACNT 1042 - Intermediate Bookkeeping**

Contact Hours: 40 CEUs: 4.0

Focus on accounting for merchandising, notes payable, notes receivable, valuation of receivables, valuation of plant and equipment, and voucher system.

*Required Prerequisite(s): ACNT 1001 Beginning Bookkeeping*

## **ACNT 1054 - Computerized Accounting II**

Contact Hours: 20 CEUs: 2.0

Continuation of accounting study in a computerized environment.

## **AGCR 2018 - Soil Science**

Contact Hours: 80 CEUs: 8.0

Introduction to the physical, chemical, and biological properties of soils. Topics include the relationship between crops and soils, conservation of soil and water resources, and the economic use of fertilizer.

## **AUMT 1005 - Introduction to Automotive Technician**

Contact Hours: 128 CEUs: 12.8

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance. May be taught manufacturer specific.

## **AUMT 1007 - Automotive Electrical Systems**

Contact Hours: 128 CEUs: 12.8

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.

*Required Prerequisite(s): AUMT 1005*

## **AUMT 2007 - Hybrid Systems Diagnostics**

Contact Hours: 128 CEUs: 12.8

An advanced study of hybrid vehicles and the unique characteristics of hybrid systems. Includes hybrid safety procedures and diagnosis and repair of hybrid systems.

*Recommended Prerequisite(s): AUMT 1007*

## **AUMT 2017 - Engine Performance Analysis I**

Contact Hours: 128 CEUs: 12.8

Theory, operation, diagnosis of drivability concerns, and repair of ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught with manufacturer specific instructions.

*Required Prerequisite(s): AUMT 1005*

### **AUMT 2021 - Auto Electrical Diagnosis and Repair**

Contact Hours: 128 CEUs: 12.8

Repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. May be taught manufacturer specific.

### **AUMT 2034 - Engine Performance Analysis II**

Contact Hours: 128 CEUs: 12.8

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer specific.

*Required Prerequisite(s): AUMT 2017*

### **BMGT 1021 - Training Project Management**

Contact Hours: 24 CEUs: 2.4

This course offers a step-by-step approach to managing training projects. It includes instruction on methods for planning and controlling projects, project management concepts and models, critical path, analysis of time/cost benefits, and resource utilization. Other topics include status reports and post-project debriefing.

### **BUSG 1005 - Introduction to Customer Service**

Contact Hours: 20 CEUs: 2.0

The process for providing good customer service includes recognition of the customer base, identification, and fulfillment of customer needs.

### **BUSG 1012 - Professionalism in The Workplace**

Contact Hours: 40 CEUs: 4.0

Develop entry-level skills for the workplace. Includes professionalism, interpersonal skills, communication, workplace civility and employability skills.

### **BUSG 1024 - How to Start a Business**

Contact Hours: 32 CEUs: 3.2

Starting and succeeding in a self-owned business. Includes decisions about starting or expanding a business, knowing how to finance a business, and understanding different legal structures.

### **BUSG 1025 - Writing an Effective Business Plan**

Contact Hours: 16 CEUs: 1.6

Learn to develop and document a quality business plan while obtaining sound and practical information and statistical data. Using established business planning formats, students will produce a business vision, mission statement, and business operating policies and procedures.

### **CJLE 1006 - Basic Peace Officer I**

Contact Hours: 176 CEUs: 17.6

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.\*\*\*

### **CJLE 1011 - Basic Firearms**

Contact Hours: 48 CEUs: 4.8

Firearm safety, cleaning, and care techniques, proper shooting principles, and proficiency with a handgun and shotgun.

### **CJLE 1012 - Basic Peace Officer II**

Contact Hours: 176 CEUs: 17.6

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.\*\*\*

### **CJLE 1018 - Basic Peace Officer III**

Contact Hours: 176 CEUs: 17.6

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy.

\*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.\*\*\*

### **CJLE 2047 - Tactical Skills for Police**

Contact Hours: 80 CEUs: 8.0

Development of proficiency with a range of impact weapons and/or chemical agents and defensive techniques necessary to control a violent person.

### **CNBT 1000 - Residential and Light Commercial Blueprint Reading**

Contact Hours: 80 CEUs: 8.0

Introductory blueprint reading for residential and light commercial construction.

### **CNBT 1010 - Basic Construction Safety**

Contact Hours: 16 CEUs: 1.6

Basic job site construction safety in residential, commercial, and industrial construction.

### **CNBT 1011 - Construction Methods and Materials I**

Contact Hours: 48 CEUs: 4.8

Introduction to construction materials and methods and their applications.

### **CNBT 1016 - Construction Technology I**

Contact Hours: 80 CEUs: 8.0

Introduction to site preparation foundations, form work, safety, tools, and equipment.

### **CNBT 1050 - Construction Technology II**

Contact Hours: 80 CEUs: 8.0

Framing in residential and light commercial construction. Includes safety, tools, and equipment used in floor, wall, ceiling, and roof framing methods and systems.

### **CNSE 1021 - Job Site Layout and Development**

Contact Hours: 95 CEUs: 9.5

Study of the general principles of job site layout and development used by heavy equipment operators in the construction industry. Topics include plan reading, survey techniques, external considerations, and trade conventions.

### **CNSE 1041 - Earth Moving Equipment Operation**

Contact Hours: 128 CEUs: 12.8

Instruction in the operation of track and rubber tire earth moving equipment including preventive maintenance and minor repair.

*Required Prerequisite(s): CNSE 1021*

### **CNSE 1071 - Supervised on Site Equipment Operating**

Contact Hours: 112 CEUs: 11.2

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. This course is meant to serve as a cooperative education wherein the student will receive on-the-job training to solidify classroom training and worksite experience through apprenticeship with heavy equipment operations.

*Required Prerequisite(s): CNSE 1021*

### **COMG 1002 - Introductory Presentation Techniques**

Contact Hours: 8 CEUs: 0.8

Presentation techniques for presenting ideas and information to business and industry including the use of visual aids. You've built the Next Big Thing and now it's time to share it with the world! Begin with a practice 30-second pitch and leave with an impromptu elevator pitch and plans for a slide deck.

### **COMG 1003 - Communication Skills for the Workplace**

Contact Hours: 40 CEUs: 4.0

Addresses essential listening, speaking, reading, writing, and computational skills required by business and industry. Improvement of communication skills related to successful job performance.

### **CPMT 1011 - Introduction to Computer Maintenance**

Contact Hours: 80 CEUs: 8.0

Introduction to the installation, configuration, and maintenance of a microcomputer system.

### **CPMT 1051 - IT Essentials: PC Hardware and Software**

Contact Hours: 100 CEUs: 10.0

An introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level information and communication technology (ICT) professionals. The curriculum covers the fundamentals of PC technology, networking, and security, and also provides an introduction to advanced concepts addressed by CISCO CCENT, CCNA, AND COMPTIA certifications. Hands-on labs and Virtual Laptop and Virtual Desktop learning tools help students develop critical thinking and complex problem-solving skills. Cisco Packet Tracer

simulation-based learning activities promote the exploration of network and networking security concepts and allow students to experiment with network behavior.

### **CPMT 2045 - Computer System Troubleshooting**

Contact Hours: 80 CEUs: 8.0

Principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment.

### **CPMT 2050 - Industry Cert Prep Network+**

Contact Hours: 48 CEUs: 4.8

Overview of the objectives for the CompTIA N10-007 test including the following domains: Networking Concepts, Infrastructure, Network Operations, Network Security, and Network Troubleshooting and Tools.

### **CPMT 2050 - Industry Certification Prep A+ 901**

Contact Hours: 48 CEUs: 4.8

Overview of the objectives for the CompTIA 220-901 test including the following domains: Hardware, Networking, Mobile Devices, and Hardware & Network Troubleshooting.

### **CPMT 2050 - Industry Certification Prep A+ 902**

Contact Hours: 48 CEUs: 4.8

Overview of the objectives for the CompTIA 220-902 test including the following domains: Windows Operating Systems, Other Operating Systems & Technologies, Security, Software Troubleshooting, and Operational Procedures.

### **DEMR 1001 - Shop Safety and Procedures**

Contact Hours: 64 CEUs: 6.4

A study of shop safety, rules, basic shop tools, and test equipment.

### **DEMR 1005 - Basic Electrical Systems**

Contact Hours: 64 CEUs: 6.4

Basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries.

*Required Prerequisite(s): DEMR 1001*

### **DEMR 1006 - Diesel Engine I**

Contact Hours: 64 CEUs: 6.4

An introduction to the basic principles of diesel engines and systems.

*Required Prerequisite(s): DEMR 1005*

### **DEMR 1016 - Basic Hydraulics**

Contact Hours: 64 CEUs: 6.4

Fundamentals of hydraulics including components and related systems.

*Required Prerequisite(s): DEMR 1005*

### **DEMR 1017 - Basic Brake Systems**

Contact Hours: 64 CEUs: 6.4

Basic principles of brake systems of diesel powered equipment. Emphasis on maintenance, repairs, and

troubleshooting.

*Required Prerequisite(s): DEMR 1005*

### **DEMR 1021 - Power Train I**

Contact Hours: 64 CEUs: 6.4

Fundamental repair and theory of power trains including clutches, transmissions, drive shafts, and differentials.

Emphasis on inspection and repair.

*Required Prerequisite(s): DEMR 1005*

### **DEMR 1023 - HVAC Troubleshooting and Repair**

Contact Hours: 64 CEUs: 6.4

Introduction to heating, ventilation, and air conditioning theory, testing, and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools, and repairs.

*Required Prerequisite(s): DEMR 1005*

### **DEMR 1027 - Tractor Trailer Service and Repair**

Contact Hours: 64 CEUs: 6.4

An introduction to and familiarization with components and systems related to tractor trailer service. Emphasis on records required by the Department of Transportation.

*Required Prerequisite(s): DEMR 1005*

### **DEMR 1029 - Preventative Maintenance**

Contact Hours: 64 CEUs: 6.4

An introductory course designed to provide the student with basic knowledge of proper servicing practices. Content includes record keeping and condition of major systems.

*Required Prerequisite(s): DEMR 1005*

### **DEMR 1030 - Steering and Suspension I**

Contact Hours: 64 CEUs: 6.4

A study of design, function, maintenance, and repair of steering and suspension systems. Emphasis on troubleshooting and repair of failed components.

*Required Prerequisite(s): DEMR 1005*

### **DEMR 1080 - Cooperative Education - Diesel Mechanics Technology/Technician**

Contact Hours: 128 CEUs: 12.8

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

*Required Prerequisite(s): DEMR 1001 and DEMR 1005*

### **DFTG 1000 - Intro to Solid Modeling & 3-D Printing**

Contact Hours: 20 CEUs: 2.0

A supplemental course to Basic Computer-Aided Drafting using an alternative computer-aided drafting (CAD) software. This introductory course transitions students from drafting sketches in AutoCAD to creation and printing of three-dimensional objects. Instruction on solid modeling software includes parametric and feature based modeling. Printing 3D objects and 3D printer use and maintenance.

## **DFTG 1010 - Specialized Basic CAD**

Contact Hours: 80 CEUs: 8.0

A supplemental course to Basic Computer Aided Drafting using an alternative computer-aided drafting (CAD) software to create detail and working drawings. Prepares the student for a certified user exam on CAD software applications.

## **DFTG 1014 - AutoCAD Beginning**

Contact Hours: 20 CEUs: 2.0

Topics include CAD equipment selection and interface; software selection and installation; creating, editing and plotting of line drawings for architectural, electrical, circuit, mechanical, or interior design; `create/modify graphic elements, storing and retrieving predefined components; and adding text and dimensions. Textbook required.

## **DFTG 1050 - AutoCAD Intermediate**

Contact Hours: 20 CEUs: 2.0

This is an intermediate course in the two-dimensional operations of computer-aided design and drawing using the AutoCAD software. This course is taught using a combination of lecture and hands-on laboratory sessions and covers such topics as creating, storing, and retrieving predefined components; placing, rotating, and scaling components; modifying; rubber banding; adding text and dimensions to drawings; multi-layering drawings, grids, orthogonal mode; data storage formats; input and output devices; resolution and physical limitations. Textbook required.

## **DFTG 2004 - AutoCAD Advanced**

Contact Hours: 20 CEUs: 2.0

This is an advanced course in the two- and three-dimensional display options and specifying user-defined coordinate systems of computer-aided design and drawing using the AutoCAD software. This course is taught using a combination of lecture and hands-on laboratory sessions and covers such topics as advanced drawing techniques, customizing AutoCAD, managing your drawing files, 3D modeling, 3D display, and rendering commands. Textbook required.

## **DFTG 2011 - 3D Drafting Software**

Contact Hours: 20 CEUs: 2.0

Computer Aided Drafting (CAD) package and knowledge necessary to perform specific operations in a particular occupational setting. Students demonstrate these specific operations in the course of completing a 3D design project.

## **DITA 1000 - Dietary Manager I**

Contact Hours: 64 CEUs: 6.4

Preparation for supervisory roles in food service departments. Emphasis on normal and therapeutic nutrition and food service systems management. Major topics include dietary and meal planning guidelines, sources and functions of nutrients, diet therapy, nutritional assessment and care, food production management and purchasing, and regulatory agencies.

## **DITA 1001 - Dietary Manager II**

Contact Hours: 64 CEUs: 6.4

This is a continuation of Dietary Manager I with emphasis on food service sanitation and safety, administrative and personnel management. Major topics include regulatory agencies, computer applications, production management, budgeting and cost control, personnel management, quality assurance, leadership skills, human relations, and communications.

### **ECRD 1011 - Electrocardiography**

Contact Hours: 64 CEUs: 6.4

Fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities.

### **ECRD 1091 - EKG Lab Stress Testing**

Contact Hours: 15 CEUs: 1.5

This course requires students to demonstrate knowledge and skills in performing cardiac stress testing. Emphasis is on patient preparation, instruction, correct lead placement, patient assessment, vital signs, and appropriate intervention by the cardiac technician.

### **EMSP 1019 - CPR for Health Care Providers**

Contact Hours: 8 CEUs: 0.8

This course is designed for health-care professionals and includes instruction in lifesaving skills of respiratory (choking and near-drowning) and cardiac emergencies involving adults, children and infants. Students meeting the cognitive and performance (skills) testing requirements will receive a BLS American Heart Association course completion certificate and a TCC Certificate of Completion.

### **EPCT 2025 - Water Utility Calculations**

Contact Hours: 20 CEUs: 2.0

Math applications for water and wastewater laboratories. Includes electrical pump and motor, hydraulics, treatment, and disposal calculations. Covers order of operations, fractions, decimals, ratios, proportions, percent's, exponents, square roots, areas of two-dimensional surfaces, and three-dimensional surface areas and volumes. Course approved by TCEQ.

*Required Prerequisite(s): TECM 1013*

### **FIRS 1001 - Firefighter Certification I**

Contact Hours: 96 CEUs: 9.6

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100.

### **FIRS 1013 - Firefighter Certification III**

Contact Hours: 96 CEUs: 9.6

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, IV, V, and VI to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100.

### **FIRS 1019 - Firefighter Certification IV**

Contact Hours: 96 CEUs: 9.6

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, IV, V, and VI to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100.

### **FIRS 1023 - Firefighter Certification V**

Contact Hours: 96 CEUs: 9.6

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter

Certification I, IV, V, and VI to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100.

### **FIRS 1029 - Firefighter Certification VI**

Contact Hours: 96 CEUs: 9.6

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, IV, V, and VI to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100.

### **FIRT 1038 - Fire Protection Systems**

Contact Hours: 48 CEUs: 4.8

Design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

### **HALT 1001 - Principles of Horticulture**

Contact Hours: 64 CEUs: 6.4

An overview of the horticultural industry, plant science, terminology, classification, propagation, environmental responses, and careers and opportunities in the field of horticulture.

### **HALT 2007 - Horticultural Food Crops**

Contact Hours: 64 CEUs: 6.4

A study of commercial and home cultivated food crops including various vegetables, fruits and nuts. Topics address planting, maintenance, harvest, and storage of the various crops.

### **HITT 1005 - Medical Terminology**

Contact Hours: 48 CEUs: 4.8

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols; surgical procedures; medical specialties; and diagnostic procedures.

### **HITT 1011 - Health Information Systems**

Contact Hours: 48 CEUs: 4.8

Introduction to health IT standards, health-related data structures, software applications, and enterprise architecture in health care and public health.

### **HITT 1013 - ICD-10-CM Coding**

Contact Hours: 48 CEUs: 4.8

An overview of skills and knowledge in ICD and CPT coding and claims forms for reimbursement of medical services. Presentation and application of ICD-10-CM coding rules, principles, guidelines, and conventions utilizing ICD-10-CM coding system according to the International Classification of Diseases, Clinical Modification Handbook. Recommended prerequisite: Successful completion of Medical Terminology or written documentation of equivalent preparation.

### **HITT 2046 - Advanced Medical Coding**

Contact Hours: 96 CEUs: 9.6

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. Prepare for the American Academy of Professional Coder's (AAPC) Certified Professional Coder's (CPC®) certification exam.

### **HPRS 1004 - Basic Health Profession Skills**

Contact Hours: 64 CEUs: 6.4

A study of the concepts that serve as the foundation for health progression courses, including client care and safety issues, basic client monitoring, and health documentation methods.

### **HPRS 1006 - Essentials of Medical Terminology**

Contact Hours: 24 CEUs: 2.4

A study of common medical terminology, word origin, structure, and application. (This course will not qualify as the pre-requisite to Medical Coding.)

### **HPRS 1006 - Essentials of Medical Terminology**

Contact Hours: 16 CEUs: 1.6

A study of medical terminology, word origin, structure, and application.

### **HPRS 2000 - Pharmacology for Health Professions**

Contact Hours: 32 CEUs: 3.2

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

### **HPRS 2001 - Pathophysiology**

Contact Hours: 32 CEUs: 3.2

Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.

### **HRPO 1000 - Understanding the HR Function**

Contact Hours: 20 CEUs: 2.0

Introduction to the theory, practice, and law of human resources management.

### **HRPO 1007 - Evaluating Training Interventions**

Contact Hours: 24 CEUs: 2.4

Instruction in assessment evaluation theories and how they apply to the human performance improvement process. Includes the strengths and weaknesses of various evaluation methods, how to blend performance improvement intervention models with evaluation methods, and planning and implementation of the evaluation process.

### **HRPO 1071 - The Training Professional**

Contact Hours: 24 CEUs: 2.4

Techniques for ensuring effective management and leadership for training professionals. Includes instruction in leadership styles, enabling and encouraging others, building appropriate relationships and professional networks, effective communication skills, applying managerial and business skills, complying with ethical and legal standards, establishing and improving professional credibility in the training field.

### **HRPO 1072 - Training Implementation**

Contact Hours: 24 CEUs: 2.4

Techniques for facilitating and directing a training environment. Includes instruction on delivering and managing classroom training, discussion of adult learning and training styles.

### **HRPO 1073 - Training Design & Development**

Contact Hours: 24 CEUs: 2.4

Techniques for designing and developing training programs and materials. Includes instruction on writing training objectives, content, learning activities and content evaluation, understanding adult learners, and training and learning styles.

### **HRPO 1074 - Training Needs and Task Analysis**

Contact Hours: 24 CEUs: 2.4

Examines training needs and task analysis at several levels. Includes topics on performance analysis models and reporting assessment and the uses of assessment results will be discussed.

### **INDS 1011 - Fundamentals of Interior Design**

Contact Hours: 48 CEUs: 4.8

An introduction to the elements and principles of design, the interior design profession, and the interior design problem-solving process.

### **INDS 1020 - Introduction to Interior Design**

Contact Hours: 40 CEUs: 4.0

Basic design elements including color, texture, and space.

### **INDS 1071 - Home Interior Field Experience**

Contact Hours: 30 CEUs: 3.0

Practice of the execution of a design concept providing real world experience as the student demonstrates understanding and ability to apply from concept to completion.

*Recommended Prerequisite/Corequisite(s)* INDS 1011, INDS 1020, and INDS 2025

### **INDS 2025 - Professional Practices for Interior Design**

Contact Hours: 48 CEUs: 4.8

A study of business practices and procedures for interior designers, including professional ethics, project management, marketing, and legal issues.

### **ITCC 1014 - CCNA 1: Introduction Networks**

Contact Hours: 80 CEUs: 8.0

This course covers networking architecture, structure, and functions; introduces the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations to provide a foundation for the curriculum.

*Recommended Prerequisite(s)*: ITNW 1025, or consent of Department Chair

### **ITNW 1007 - Internet, Basic**

Contact Hours: 16 CEUs: 1.6

Introduction to the Internet including e-mail, home page, and how to perform basic research to address company/business needs. Textbook required.

*Required Prerequisite(s)*: Basic knowledge of desktop computer and Microsoft Windows interface

## **ITNW 1009 - Fundamentals of Cloud Computing**

Contact Hours: 80 CEUs: 8.0

Introduction to Cloud computing from a business and technical perspective, including Cloud concepts, services, architecture, system integration, connectivity, data center migration, administration, security, compliance and technical support. Coverage includes preparation for industry certifications. Topics may adapt to changes in industry practices.

## **ITNW 1025 - Fundamentals of Networking Technologies**

Contact Hours: 80 CEUs: 8.0

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

## **ITNW 1036 - Cloud Deployment & Infrastructure Management**

Contact Hours: 80 CEUs: 8.0

Focus on Cloud infrastructure, deployment, security models, and key considerations in migrating to Cloud computing. Includes the technologies and processes required to build on-premise and Cloud environments, including computation, storage, networking, virtualization, business continuity, security, and management.

## **ITNW 1058 - Network+**

Contact Hours: 80 CEUs: 8.0

Assists individuals in preparing for the Computing Technology Industry Association (CompTIA) Network+ certification exam and career as a network professional.

## **ITNW 1058 - Network+**

Contact Hours: 100 CEUs: 10.0

Assists individuals in preparing for the Computing Technology Industry Association (CompTIA) Network+ certification exam and career as a network professional.

## **ITNW 1092 - Cloud Practitioner Skills**

Contact Hours: 80 CEUs: 8.0

Skills development in architecture and deployment of secure and robust applications on web-based technologies. Develop solutions using customer-focused architectural design principles. Learn cloud implementation best practices and leverage them throughout a project life cycle.

## **ITSC 1006 - Introduction to Computer Systems**

Contact Hours: 15 CEUs: 1.5

MS Windows operating systems file creation/deletion, data entry and manipulation, automatic file execution, configuration, and directory commands.

## **ITSW 1022 - Introduction to Electronic Spreadsheets**

Contact Hours: 20 CEUs: 2.0

Instruction in terminology, program parameters, display characteristics, formatting features, mathematical functions, and printing using Excel for Windows.

## **ITSW 1030 - E-mail and Calendaring Software**

Contact Hours: 20 CEUs: 2.0

An introduction to e-mail and calendaring software as a desktop information management tool.

**ITSW 1037 - Introduction to Presentation Software**

Contact Hours: 20 CEUs: 2.0

Introduction to computerized presentation graphics that leads the participant through planning, design, and production of business graphics and charts. Presentation files are produced utilizing multimedia software.

**ITSW 1041 - Intermediate Presentation Graphics Software**

Contact Hours: 20 CEUs: 2.0

Create and modify multimedia presentations complete with slides, charts, and special effects.

**ITSW 1046 - Intermediate Spreadsheets I**

Contact Hours: 20 CEUs: 2.0

Intermediate instruction in moving and copying cell contents; sorting, mathematical, statistical and financial functions; date and time arithmetic; report generation; and built-in graphics support.

*Required Prerequisite(s): ITSW 1022*

**ITSW 1053 - Introduction to Database/File Management**

Contact Hours: 20 CEUs: 2.0

An introduction to database concepts including: Program parameters, data dictionary, optional field characteristics, calculations, constant default values, data entry form design, database organization, and report generation.

**ITSW 2049 - Advanced Spreadsheets**

Contact Hours: 20 CEUs: 2.0

Advanced concepts in electronic spreadsheets. Topics address macro programming features, database functions, merging/linking spreadsheets, data file transfer, and Boolean functions.

**ITSW 2057 - Microsoft Certification Review for Excel Specialist**

Contact Hours: 40 CEUs: 4.0

Prepares the student to sit for the Excel Microsoft Office Specialist Exam.

**ITSY 1000 - Fundamentals of Information Security**

Contact Hours: 120 CEUs: 12.0

An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed.

**MRKG 1091 - Social Media Marketing**

Contact Hours: 12 CEUs: 1.2

Gain the knowledge and skills to market your business effectively using social media. Learn which platforms are the best fits for your company and how to use metrics to measure your social media marketing success. The legalities of social media, search engine optimization and crowdsourcing will also be addressed.

**MSSG 1005 - Hydrotherapy/Therapeutic Modalities**

Contact Hours: 32 CEUs: 3.2

The use of accepted hydrotherapy and holistic health-care modalities of external application of temperature for its reflexive effect. Meets the minimum 20 contact hour requirement for licensure.

**MSSG 1007 - Business Practices & Professional Ethics**

Contact Hours: 48 CEUs: 4.8

The study of physical and financial office practices and marketing. Includes ethical practices for massage therapists as established by law or regulatory agency. Meets the minimum 45 contact hour requirement for licensure.

### **MSSG 1009 - Health and Hygiene**

Contact Hours: 32 CEUs: 3.2

The study of safety and sanitation practices including universal precautions. The importance of proper body mechanics, maintaining a healthy lifestyle, maintaining the massage environment, and the advantage of therapeutic relationships is also included. Meets the minimum 20 contact hour requirement for licensure.

### **MSSG 1011 - Massage Fundamentals I**

Contact Hours: 128 CEUs: 12.8

Introduction to the theory and the application of skills necessary to perform Swedish massage to meet the minimum 125 contact hour requirement for licensure.

### **MSSG 1013 - Anatomy and Physiology**

Contact Hours: 80 CEUs: 8.0

In-depth coverage of the structure and function of the human body. Includes cell structure and function, tissues, body organization, and the integumentary, skeletal, muscular, nervous, and endocrine systems. Emphasizes homeostasis/wellness care. Meets the minimum 75 contact hour requirement for Anatomy and Physiology for licensure.

### **MSSG 2011 - Massage Fundamentals II**

Contact Hours: 112 CEUs: 11.2

A continuation of Massage Therapy Fundamentals I. Emphasizes specialized techniques and assessment of client needs to identify a specific plan of care. Completes the requirements for Massage Techniques for licensure.

### **MSSG 2013 - Kinesiology for Massage**

Contact Hours: 50 CEUs: 5.0

Applied study of human kinesiology. Muscle movements and dysfunctions will be discussed and palpated. Includes theory and practice of functional muscle testing. Meets the minimum 50 contact hour requirement for licensure.

### **MSSG 2014 - Pathology for Massage**

Contact Hours: 48 CEUs: 4.8

General discussion of pathologies as they relate to massage therapy. Includes universal precautions and their management in professional practice. Also covers etiology, signs, symptoms and the physiological and psychological reactions to disease and injury. Meets the minimum 40 contact hour requirement for licensure.

*Required Prerequisite(s):* MSSG 1013

### **MSSG 2086 - Internship**

Contact Hours: 50 CEUs: 5.0

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.

*Required Prerequisite(s):* MSSG 1013 and MSSG 1009

*Required Corequisite(s):* MSSG 2011, MSSG 2013, and MSSG 2014

### **NUPC 1060 - Clinical - Patient Care Assistant**

Contact Hours: 96 CEUs: 9.6

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.

*Required Corequisite(s): PLAB 1023, ECRD 1011, HPRS 1006, HPRS 1004, HPRS 2000, and HPRS 2001*

### **NUPC 1091 - PCT Professionalism**

Contact Hours: 16 CEUs: 1.6

Introduces students to professionalism in the workplace. Students will gain an understanding of how their professional conduct impacts the quality of care to patients and the effectiveness of the health care team.

### **NURA 1001 - Nurse Aide**

Contact Hours: 100 CEUs: 10.0

Preparation for entry-level nursing assistants to achieve a level of knowledge, skills and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident 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.

### **NURA 1001 - Nurse Aide**

Contact Hours: 60 CEUs: 6.0

Preparation for entry-level nursing assistants to achieve a level of knowledge, skills and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident 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.

### **NURA 1060 - Clinical-Nursing Aide**

Contact Hours: 40 CEUs: 4.0

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.

### **OPTS 1011 - The Visual System**

Contact Hours: 48 CEUs: 4.8

Overview of the visual system including the anatomy and physiology of the eye, related structures, and diseases.

### **OPTS 1015 - Basic Contact Lenses**

Contact Hours: 64 CEUs: 6.4

Introduction to contact lens theory and practice. Topics include the history, development, and manufacture of contact lenses; lens materials, designs, fitting, and care techniques; as well as skills necessary for the accurate measurement of lens parameters.

*Required Prerequisite(s): OPTS 1011*

### **OPTS 1019 - Vision Care Office Procedures**

Contact Hours: 48 CEUs: 4.8

Overview of procedures used in an optical, optometric, or ophthalmological office. Instruction on government, third party and other managed-care insurance claim forms, maintenance of patient records, safety regulations, correspondences and ethics. An overview of procedures used in an eye clinic including pediatric vision screening will be covered.

## **OPTS 2041 - Ophthalmic Techniques**

Contact Hours: 64 CEUs: 6.4

Presentation of information and practical training in the techniques necessary to properly assist the eye practitioner. Topics include visual acuity assessments and performance of various preliminary diagnostic tests.

## **OPTS 2045 - Advanced Ophthalmic Techniques**

Contact Hours: 80 CEUs: 8.0

Continuation of Ophthalmic Techniques. Introduction to principles and techniques of various diagnostic evaluations. Topics include refractometry and retinoscopy, ophthalmic photography, applanation tonometry, and advanced clinical assessments. An overview of standardized tools prevalent in the field will be covered.

*Required Prerequisite(s): OPTS 2041*

## **PFPB 1005 - Basic Blueprint Reading for Pipefitters**

Contact Hours: 48 CEUs: 4.8

Reading interpreting and sketching piping drawings. Includes isometric and orthographic views.

## **PFPB 1007 - Introduction to Pipefitting**

Contact Hours: 25 CEUs: 2.5

Instruction in pipefitting hand and power tools, ladder, and scaffold safety motorized equipment, and underground pipe installation.

## **PFPB 1008 - Basic Pipefitting Skills**

Contact Hours: 48 CEUs: 4.8

Mathematical operations necessary to calculate laying lengths of pipe fittings for fabrication. Identification and use of hand tools and power tools. Identification of pipe, pipe fittings, flanges, and fasteners used in the trade.

## **PFPB 1050 - Plumbing and Pipefitting Equipment and Safety**

Contact Hours: 64 CEUs: 6.4

Safe use of hand tools, power tools, rigging, and power equipment used in the plumbing trade for installation of different plumbing systems.

## **PFPB 1080 - Cooperative Education-Pipefitting**

Contact Hours: 128 CEUs: 12.8

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

## **PHRA 1001 - Introduction Pharmacy Technician**

Contact Hours: 48 CEUs: 4.8

An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety techniques, and supply and inventory techniques.

## **PHRA 1002 - Pharmacy Law**

Contact Hours: 24 CEUs: 2.4

Overview of federal and state laws governing the practice of pharmacy. The role of the pharmacy technician and the

pharmacist and their associated responsibilities. Includes Code of Ethics, patient confidentiality, and a comparison of legal and ethical aspects. Describes the legal and ethical constraints governing technician and pharmacist responsibilities in various settings

### **PHRA 1004 - Pharmacotherapy & Disease**

Contact Hours: 48 CEUs: 4.8

A study of the disease state and therapeutic properties of drugs used in pharmaceutical therapy.

### **PHRA 1005 - Drug Classification**

Contact Hours: 48 CEUs: 4.8

Study of pharmaceutical drugs, abbreviations, classifications, dosages, side effects, and routes of administration. Emphasis on the location of drugs within a pharmacy, inventory control, safety, and quality assurance procedures.

### **PHRA 1009 - Pharmacy Mathematics**

Contact Hours: 48 CEUs: 4.8

Solving pharmaceutical calculation problems encountered in the preparation and distribution of drugs.

### **PHRA 1043 - Pharmacy Technician Certification Review**

Contact Hours: 16 CEUs: 1.6

A review of major topics covered on the National Pharmacy Technician Certification examination.

### **PLAB 1023 - Basic Phlebotomy**

Contact Hours: 48 CEUs: 4.8

Theoretical and practical aspects of specimen collections for clinical laboratories. Topics include professionalism, ethics, medical terminology, related anatomy, physiology and utilization of laboratory equipment. Textbook required.

### **PLAB 1060 - Phlebotomy Clinical**

Contact Hours: 120 CEUs: 12.0

This 120 clock-hour course serves as the clinical practice extension of the phlebotomy course. It is designed to provide the student with additional theoretical knowledge while concentrating on the development of skills useful in phlebotomy. Students will be assigned to clinical facilities where they will gain a working comprehension of both the technical and procedural aspects of phlebotomy.

### **POFI 1024 - Word Processing Applications I**

Contact Hours: 20 CEUs: 2.0

Introduction to word processing terminology, editing functions, formatting, and special text options. Students must be familiar with PCs and using Windows.

### **POFI 1024 - Word Processing Applications I - Medical**

Contact Hours: 30 CEUs: 3.0

Introduction to word processing terminology, editing functions, formatting, and special text options. Coursework is oriented toward use of word processing software focused on patient medical information input.

### **POFI 1042 - Word Processing Applications II**

Contact Hours: 20 CEUs: 2.0

Word processing production techniques, including search and replace functions, headers and footers, mail merge, file functions, and printer setup.

### **POFI 2037 - Word Processing Applications III**

Contact Hours: 20 CEUs: 2.0

Advanced instruction in document preparation, editing, and formatting, emphasizing special problems encountered in business and industry.

### **POFM 1006 - Medical Secretary**

Contact Hours: 40 CEUs: 4.0

Presentation of procedures related specifically to the medical office including insurance, financial records, scheduling appointments, mailing procedures, written communications, and medical terminology.

### **POFM 1064 - Medical Secretary Practicum**

Contact Hours: 112 CEUs: 11.2

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

### **POFT 1003 - Receptionist and Office Procedures**

Contact Hours: 30 CEUs: 3.0

Instruction in basic office duties and etiquette for the receptionist. Topics include communication techniques and basic office procedures.

### **POFT 1004 - Business Writing Communications**

Contact Hours: 20 CEUs: 2.0

A study of the basic elements of composition for business documents. Using the rules of grammar, expressing clear and correct sentences, and developing skills for composing business correspondence.

### **POFT 1010 - Basic Keyboarding I**

Contact Hours: 25 CEUs: 2.5

Introduction to skill development in keyboarding for accuracy and speed.

### **POFT 1010 - Basic Keyboarding II**

Contact Hours: 25 CEUs: 2.5

Continued skill development in keyboarding.

*Required Prerequisite(s):* POFT 1010

### **POFT 1023 - Fundamentals of Filing & Records Management**

Contact Hours: 15 CEUs: 1.5

Skill development in alphabetic and numeric filing.

### **RELE 1000 - Promulgated Forms**

Contact Hours: 30 CEUs: 3.0

Promulgated Contract Forms, shall include but is not limited to unauthorized practice of law, broker-lawyer committee, current promulgated and approved forms, commission rules governing use forms and case studies involving use of forms.

## **RELE 1002 - Principles of Real Estate I**

Contact Hours: 30 CEUs: 3.0

Overview of licensing as a real estate broker or salesperson in Texas. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination.

## **RELE 1012 - Law of Contracts**

Contact Hours: 30 CEUs: 3.0

This course is a review of real estate contracts required by Section 6A (3) of the Real Estate License Act with emphasis on general contract law requirements. Also covers the purpose, history and working process of the Broker-Lawyer Committee. Includes preparation of real estate contract forms with emphasis on the most commonly used forms.

## **RELE 1020 - Real Estate Finance**

Contact Hours: 30 CEUs: 3.0

Monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity laws affecting mortgage lending, Community Reinvestment Act, and the state housing agency.

## **RELE 1039 - Principles of Real Estate II**

Contact Hours: 30 CEUs: 3.0

Overview of licensing as a real estate broker or salesperson in Texas. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state and local laws relating to housing discrimination and housing credit discrimination.

## **RELE 2002 - Law of Agency**

Contact Hours: 30 CEUs: 3.0

A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures, and the disclosure of an agency.

## **SCIT 1000 - Human Anatomy/Physiology**

Contact Hours: 40 CEUs: 4.0

An overview of the structure and functions of the human body.

## **TECM 1001 - Industrial Mathematics**

Contact Hours: 64 CEUs: 6.4

Math skills applicable to industrial occupations. Includes fraction and decimal manipulation, measurement, percentage, and problem solving techniques for equations and ratio/proportion applications.

## **TECM 1003 - Technical Calculations**

Contact Hours: 48 CEUs: 4.8

Specific mathematical calculations required by business, industry, and health occupations.

## **TECM 1013 - Business Math**

Contact Hours: 25 CEUs: 2.5

Fundamental math skills applicable to business and industry for successful on-the-job performance.

## **TECM 1013 - Math Basics**

Contact Hours: 8 CEUs: 0.8

Math skills applicable to business and industry for successful on-the-job performance. Refresher course covers mathematical concepts applicable to the water and wastewater industry. Topics include volume, capacity, detention time, conversions, proportions (direct and inverse), and formulas. Course approved by TCEQ.

*Required Prerequisite(s): EPCT 2025*

## **UPHL 1003 - Fundamentals of Upholstery**

Contact Hours: 96 CEUs: 9.6

An introduction to upholstery careers and safety practices, including upholstery safety, OSHA and the Hazardous Communication Act, Material Safety Data Sheets (MSDS), shop operations, proper selection, use and care of hand tools and sewing machines. Practice in sewing basic seams, a welt cord, and welting material to pieces of fabric. An introduction to stripping, inspecting, repairing basic frames, and installing seat covers.

## **UPHL 1051 - Intermediate Upholstery**

Contact Hours: 96 CEUs: 9.6

A study of proper selection and estimate of materials and re-upholstering standards, including continued shop safety practices; basic mathematical concepts and measuring systems; and proper selection, use, and care of hand tools and equipment.

## **UPHL 1055 - Auto and Boat Upholstery**

Contact Hours: 144 CEUs: 14.4

A study of automotive and boat upholstery, including the unique upholstering techniques involved with the automotive and boat upholstery industry.

## **VTHT 1001 - Introduction to Veterinary Technology**

Contact Hours: 64 CEUs: 6.4

Survey of the profession of veterinary technology with emphasis on basic techniques, handling and care of animals, and ethical and professional requirements.

## **VTHT 1008 - Orientation to Veterinary Medicine**

Contact Hours: 8 CEUs: 0.8

Survey of veterinary medicine, including veterinary-related careers, safety in the veterinary workplace, the human-companion animal bond, animal restraint, client relations, basic medical terminology.

## **VTHT 1009 - Veterinary Nutrition**

Contact Hours: 32 CEUs: 3.2

Fundamentals of energy and non-energy producing nutrients, their sources and functions. Integration of concepts including digestion, absorption, and metabolism with application to normal and therapeutic nutritional needs.

## **VTHT 1013 - Veterinary Anatomy and Physiology**

Contact Hours: 64 CEUs: 6.4

Gross anatomy of domestic animals including physiological explanations of how each organ system functions.

### **VTHT 1041 - Anesthesia and Surgical Assistance**

Contact Hours: 80 CEUs: 8.0

In-depth application of surgical, obstetrical, and anesthesia techniques including identification and use of instruments and equipment.

### **VTHT 1049 - Veterinary Pharmacology**

Contact Hours: 32 CEUs: 3.2

Fundamentals of pharmacology including recognition, calculations, labeling, packaging, and administration of common veterinary drugs, biologics, and therapeutic agents. Discussion of normal and abnormal responses to these agents.

### **VTHT 1066 - Practicum: Veterinary Assistant**

Contact Hours: 228 CEUs: 22.8

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

### **VTHT 2001 - Canine and Feline Clinical Management**

Contact Hours: 64 CEUs: 6.4

Survey of feeding, common management practices, and care of canines and felines in a clinical setting. Introduction to common diseases of canines and felines encountered in the practices of veterinary medicine.

### **VTHT 2023 - Veterinary Clinical Pathology**

Contact Hours: 48 CEUs: 4.8

In-depth study of hematology and blood chemistries with emphasis on lab procedures.

### **WLDG 1021 - Welding Fundamentals**

Contact Hours: 96 CEUs: 9.6

An introduction to the fundamentals of equipment used in oxy-fuel and arc welding, including welding and cutting safety, basic oxy-fuel welding and cutting, basic arc welding processes and basic metallurgy.