



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

# **2022-2024 Continuing Education Catalog**

**Publication Date: June 1, 2022**

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.

## **Non-Discrimination Statement**

Tarrant County College (TCC) does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, genetic information or veteran status in its application and admission processes, educational programs and activities, facilities, or employment policies, procedures and processes.

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# Catalog Addenda

## 2022-2024 Continuing Education Catalog Addenda

*Last updated January 17, 2024*

### Spring 2024

02/15/2024	Program Update: Film Industry: Gaffer Grip (update to total certificate hours 213 to 165)
01/17/2024	Program Update: Computer Network and Cybersecurity Technician (add NE Campus location)

### Fall 2023

12/07/2023	Program Update: Computer Network and Cybersecurity Technician (revise course hours and total certificate hours to align with industry needs)
10/27/2023	Program Update: Cloud Computing (revise course offerings to align with industry needs)
10/27/2023	Course Update: CJLE 1006, CJLE 1012, and CJLE 1018 (corrected required corequisite)
10/16/2023	Course Update: CJLE 1029 (corrected required corequisite)
10/06/2023	Program Update: Basic Heavy Equipment Operator (revise course hours CNSE 1021 and CNSE 1071; change total certificate hours 335 to 290)
09/21/2023	New Program and Courses Approved: Film Industry: Gaffer Grip, Film Industry: Light Commercial Construction, and Film Industry: Hair and Makeup

### Spring 2023

06/26/2023	Courses deactivated due to low offering: PFPB 1007 and PFPB 1080
06/12/2023	New Program and Courses Approved: Cardiac Electrophysiology
04/14/2023	New Program and Courses Approved: Multi-Family Property Maintenance
02/20/2023	Program Update: add House Bill 1508 Licensing Requirements notice to each applicable program
01/23/2023	Program Update for Fall 2023: Basic Peace Officer (delete CJLE 1011 and CJLE 2047; add CJLE 1024 and CJLE 1029; change total certificate hours 656 to 768; add selective admissions criteria)

01/05/2023	Update to Continuing Education Program Inventory List (revise program and Classification of Instructional Programs [CIP] codes)
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## Fall 2022

12/09/2022	Program Update: Veterinary Clinical Assistant - new CIP code per Texas Higher Education Coordinating Board (THECB)
11/29/2022	Program Update: Patient Care Technician (change total certificate hours and program type)
09/13/2022	Deactivated Interior Design program and courses: INDS 1011; INDS 1020; INDS 2025
07/14/2022	Deactivated Dietary Manager program and courses: DITA 1000; DITA 1001

## Continuing Education Important Dates

### Fall Term 2022

<b>September 1, 2022</b>	<b>Quarter 1 (Q1) Begins</b>
September 5, 2022	Labor Day Holiday (College Closed)
November 21 - 27, 2022	Thanksgiving Holiday - Student/Faculty
November 24 - 27, 2022	Thanksgiving Holiday (College Closed)
December 19, 2022 - January 1, 2023	Winter Break (College Closed)
November 30, 2022	Quarter 1 (Q1) Ends
<b>December 1, 2022</b>	<b>Quarter 2 (Q2) Begins</b>

### Spring Term 2023

January 16, 2023	Martin Luther King Holiday (College Closed)
February 28, 2023	Quarter 2 (Q2) Ends
<b>March 1, 2023</b>	<b>Quarter 3 (Q3) Begins</b>
March 13 - 19, 2023	Spring Break (College Closed)

May 29, 2023	Memorial Day (College Closed)
May 31, 2023	Quarter 3 (Q3) Ends

## Summer Term 2023

<b>June 1, 2023</b>	<b>Quarter 4 (Q4) Begins</b>
June 19, 2023	Juneteenth National Independence Day Holiday (College Closed)
July 4, 2023	Independence Day Holiday (College Closed)
August 31, 2023	Quarter 4 (Q4) Ends

## Fall Term 2023

<b>September 1, 2023</b>	<b>Quarter 1 (Q1) Begins</b>
September 4, 2023	Labor Day Holiday (College Closed)
November 20 - 26, 2023	Thanksgiving Holiday - Student/Faculty
November 23 - 26, 2023	Thanksgiving Holiday - All Faculty, Staff, and Students (College Closed)
December 18, 2023 - January 1, 2024	Winter Break (College Closed)
November 30, 2023	Quarter 1 (Q1) Ends
<b>December 1, 2023</b>	<b>Quarter 2 (Q2) Begins</b>

## Spring Term 2024

January 15, 2024	Martin Luther King Holiday (College Closed)
February 28, 2024	Quarter 2 (Q2) Ends
<b>March 1, 2024</b>	<b>Quarter 3 (Q3) Begins</b>
March 11 - 17, 2024	Spring Break (College Closed)

May 27, 2024	Memorial Day (College Closed)
May 31, 2024	Quarter 3 (Q3) Ends

## Summer Term 2024

<b>June 1, 2024</b>	<b>Quarter 4 (Q4) Begins</b>
June 19, 2024	Juneteenth National Independence Day Holiday (College Closed)
July 4, 2024	Independence Day Holiday (College Closed)
August 31, 2024	Quarter 4 (Q4) Ends

## 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**
  - o 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:
  - o Under **Availability**, choose **Open Sections Only** to find classes that are not full
  - o Under **Subject**, choose a subject to further filter the results
7. Select **Add**
  - o A pop-up window will appear with additional course section details
  - o 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**
  - o To keep browsing, select **Close**
  - o 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
  - o 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:**

<ul style="list-style-type: none"> <li>- The course is canceled by the College</li> <li>- The student drops on/or before midnight of the 1<sup>st</sup> day of class</li> </ul>	100%
	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**

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 7:30 a.m. - 6:00 p.m.

Summer: Monday – Thursday 8:00 a.m. - 5:00 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.

## 2023-2024 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 Status	Program Code	Program Name	Program Type	Campus	NE	NW	SE	TR	Hours	CIP Code
	ACNT.C005.CE	Accounting Clerk	OSA		NE				233	52.0302
	ACNT.C004.CE	Accounting Technician	IA	SO	NE	NW	SE	TR	285	52.0302
	OFFA.C004.CE	Administrative Assistant	IA	SO	NE	NW	SE	TR	191	52.0401
	DFTG.C001.CE	AutoCAD & 3-D Software	IA		NE				80	15.1302
	AUTC.T003.CE	Automotive Metal Repair	CE	SO					592	47.0603
<b>Revised</b>	AUTC.T004.CE	Automotive Refinishing	CE	SO					592	47.0603
	DEMR.C001.CE	Basic Diesel Technician	IA	SO					320	47.0605
	FIRP.T004.CE	Basic Fire Fighting	CE			NW			528	43.0203
	CNSE.C001.CE	Basic Heavy Equipment Operator	IA	SO					290	49.0202
<b>Revised</b>	CRIM.T004.CE	Basic Peace Officer	CE			NW			768	43.0107
<b>New</b>	CVTT.T001.CE	Cardiac Electrophysiology	CE				TR	458	51.0901	
	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
<b>Revised</b>	ITCS.T003.CE	Computer Network and Cybersecurity Technician	CE			NW			384	11.1003
	DEMR.T001.CE	Diesel Technician	CE	SO					768	47.0605

Program Status	Program Code	Program Name	Program Type	Campus					Hours	CIP Code
Revised	AUTS.T001.CE	Engine Analysis Technician	CE	SO					768	47.0604
New	RTVF.C001.CE	Film Industry: Gaffer Grip	IA	SO	NE				165	10.0202
New	RTVF.C002.CE	Film Industry: Hair and Makeup	IA	SO	NE				213	12.0407
New	CONS.C001.CE	Film Industry: Light Commercial Construction	IA	SO	NE				197	15.1001
	HORT.C002.CE	Horticulture Basics	OSA		NW				208	01.0601
	HROA.C001.CE	Human Resources Office Assistant	IA	SO	NE	NW	SE	TR	170	52.1001
	MASS.T001.CE	Massage Therapy	CE	SO					580	51.3501
	HITT.C001.CE	Medical Coder	IA					TR	232	51.0713
New	CBFM.C001.CE	Multi-Family Property Maintenance	IA	SO					112	46.0401
	NURA.C002.CE	Nurse Aide	IA					TR	100	51.3902
	OFFA.C003.CE	Office Assistant	IA	SO	NE	NW	SE	TR	180	52.0408
	OPTS.C002.CE	Ophthalmic Assistant	IA					TR	304	51.1802
Revised	PTCT.T002.CE	Patient Care Technician	CE					TR	368	51.3902
	PHRA.C002.CE	Pharmacy Technician	OSA					TR	232	51.0805
	PLAB.C001.CE	Phlebotomy Technician	IA					TR	168	51.1009
	PFPB.T001.CE	Pipefitting - Basic	CE	SO					416	46.0502
	RELE.C001.CE	Real Estate Salesperson Licensure	IA		NE				180	52.1501
New	EPCT.T008.CE	Surface Water Operator	CE		NW				506	15.0506

Program Status	Program Code	Program Name	Program Type	Campus					Hours	CIP Code
	UPHL.C001.CE	Upholstery	IA	SO					336	48.0303
	VTHT.T002.CE	Veterinary Clinical Assistant	CE	SO					620	01.8301
Revised	EPCT.T007.CE	Wastewater Operator	CE			NW			424	15.0506
Revised	EPCT.T006.CE	Water Operator	CE			NW			404	15.0506

## Programs

### Arts and Humanities

#### Multiple Campuses

#### Film Industry: Gaffer Grip

**RTVF.C001.CE**

*Institutional Award*

**Arts & Humanities Pathway**

*Learn more about Film Industry*

#### Program Requirements

- OSHT 1000 - Basic Safety and Health
- FLMC 1071 - Introduction to the Film Industry
- CETT 1002 - Electricity Principles
- FLMC 1004 - Lighting for Film or Video
- RTVB 1021 - TV/Video Field Production

**Total Certificate Hours: 165**

#### Film Industry: Light Commercial Construction

**CONS.C001.CE**

*Institutional Award*

## **Arts & Humanities Pathway**

*Learn more about Film Industry*

### **Program Requirements**

- OSHT 1000 - Basic Safety and Health
- FLMC 1071 - Introduction to the Film Industry
- CETT 1002 - Electricity Principles
- CBFM 1011 - Building Set Construction/Maintenance
- CBFM 2017 - Mechanical Maintenance

**Total Certificate Hours: 197**

## **Film Industry: Hair and Makeup**

### **RTVF.C002.CE**

*Institutional Award*

## **Arts & Humanities Pathway**

*Learn more about Film Industry*

### **Program Requirements**

- CSME 1054 - Artistry of Hair I
- CSME 1090 - Artistry of Makeup
- FLMC 1071 - Introduction to the Film Industry
- OSHT 1000 - Basic Safety and Health

**Total Certificate Hours: 213**

## **Business and Industry**

### **Multiple Campuses**

## **Accounting Technician**

### **ACNT.C004.CE**

*Institutional Award*

## **Business & Industry Pathway**

*Learn more about Accounting*

## **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.C004.CE*

*Institutional Award*

**Business & Industry Pathway**

*Learn more about Administrative Assistant*

## **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.C003.CE*

*Institutional Award*

## **Business & Industry Pathway**

*Learn more about Office Assistant*

### **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**

### **Real Estate Salesperson Licensure**

#### **RELE.C001.CE**

*Institutional Award*

## **Business & Industry Pathway**

*Learn more about Real Estate*

### **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**

*Licensing Notice: Texas House Bill 1508*

*This program prepares a student for an occupational license. However, the student may not be eligible for licensing if they have a prior criminal history. For more details, see House Bill 1508 Licensing Requirements.*

## **Accounting Clerk**

**ACNT.C005.CE***Occupational Skills Award***Business & Industry Pathway***Learn more about Accounting*

## 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***Business & Industry Pathway***Learn more about Human Resources*

## 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**

## Northwest Campus

## Horticulture Basics

**HORT.C002.CE***Occupational Skills Award*

**Business & Industry Pathway***Learn more about Horticulture*

## Program Requirements

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

**Total Certificate Hours: 208**

## Surface Water Operator

**EPCT.T008.CE***Continuing Education Certificate***Business & Industry Pathway***Learn more about Surface Water Operator*

## Program Requirements

- EPCT 1015 - Basic Water Works Operations
- EPCT 2001 - Surface Water Production I
- EPCT 1075 - Surface Water Production II
- EPCT 2025 - Water Utility Calculations
- EPCT 1030 - Water Utility Safety
- TECM 1013 - Math Basics
- EPCT 1052 - HAZWOPER Training
- EPCT 1070 - Water Laboratory
- EPCT 1074 - Surface Water Internship

**Total Certificate Hours: 506***Licensing Notice: Texas House Bill 1508*

*This program prepares a student for an occupational license. However, the student may not be eligible for licensing if they have a prior criminal history. For more details, see House Bill 1508 Licensing Requirements.*

## Wastewater Operator

**EPCT.T007.CE***Continuing Education Certificate***Business & Industry Pathway***Learn more about Wastewater Operator*

## Program Requirements

- EPCT 1025 - Basic Wastewater Operations
- EPCT 1030 - Water Utility Safety
- EPCT 1052 - HAZWOPER Training
- EPCT 1073 - Internship
- EPCT 1071 - Wastewater Laboratory
- EPCT 2021 - Wastewater Collection
- EPCT 2025 - Water Utility Calculations
- EPCT 2050 - Wastewater Treatment
- TECM 1013 - Math Basics

## Total Certificate Hours: 424

*Licensing Notice: Texas House Bill 1508*

*This program prepares a student for an occupational license. However, the student may not be eligible for licensing if they have a prior criminal history. For more details, see House Bill 1508 Licensing Requirements.*

## Water Operator

### EPCT.T006.CE

*Continuing Education Certificate*

#### Business & Industry Pathway

*Learn more about Water Operator*

## Program Requirements

- EPCT 1015 - Basic Water Works Operations

Choose one from the following:

- EPCT 2020 - Water Distribution
- EPCT 2007 - Groundwater Production
- EPCT 1070 - Water Laboratory
- EPCT 2025 - Water Utility Calculations
- EPCT 1030 - Water Utility Safety
- TECM 1013 - Math Basics
- EPCT 1073 - Internship
- EPCT 1052 - HAZWOPER Training

## Total Certificate Hours: 404

*Licensing Notice: Texas House Bill 1508*

*This program prepares a student for an occupational license. However, the student may not be eligible for licensing if they have a prior criminal history. For more details, see House Bill 1508 Licensing Requirements.*

## **South Campus**

### **Automotive Metal Repair**

*AUTC.T003.CE*

*Continuing Education Certificate*

**Business & Industry Pathway**

*Learn more about Automotive Collision Repair*

### **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**

### **Automotive Refinishing**

*AUTC.T004.CE*

*Continuing Education Certificate*

**Business & Industry Pathway**

*Learn more about Automotive Collision Repair*

### **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**

### **Engine Analysis Technician**

**AUTS.T001.CE***Continuing Education Certificate***Business & Industry Pathway***Learn more about Automotive Service Technology***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

Choose one from the following:

- AUMT 2007 - Hybrid and/or Battery Electric Vehicle (BEV) Systems Diagnostics **or**
- AUMT 2088 - Internship - Automobile/Automotive Mechanics Technology/Technician
- AUMT 2021 - Auto Electrical Diagnosis and Repair

**Total Certificate Hours: 624****Diesel Technician****DEMR.T001.CE***Continuing Education Certificate***Business & Industry Pathway***Learn more about Diesel Technician***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**

## **Basic Diesel Technician**

**DEMR.C001.CE**

*Institutional Award*

**Business & Industry Pathway**

*Learn more about Diesel Technician*

### **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**

## **Basic Heavy Equipment Operator**

**CNSE.C001.CE**

*Institutional Award*

**Human & Public Service Pathway**

*Learn more about Heavy Equipment Operator*

### **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: 290**

## **Pipefitting - Basic**

**PFPB.T001.CE**

*Continuing Education Certificate*

**Business & Industry Pathway**

*Learn more about Pipefitting*

### **Program Requirements**

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

**Total Certificate Hours: 416**

## **Multi-Family Property Maintenance**

### **CBFM.C001.CE**

*Institutional Award*

#### **Business & Industry Pathway**

*Learn more about Multi-Family Property Maintenance*

### **Program Requirements**

- CBFM 1012 - Basic Interior Finishing
- MAIR 2005 - Central Air Conditioning Systems
- EECT 2043 - Troubleshooting & Maintenance of Electrical Systems
- PFPB 1011 - Plumbing Maintenance Skills
- MAIR 1051 - Appliance Repair
- COMG 1003 - Communication Skills for the Workplace

**Total Certificate Hours: 112**

## **Upholstery**

### **UPHL.C001.CE**

*Institutional Award*

#### **Business & Industry Pathway**

*Learn more about Upholstery*

### **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 Instructional Designer**

*HRPO.C001.CE  
Institutional Award*

**Business & Industry Pathway**

*Learn more about Certified Instructional Designer*

### **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**

## **Certified Instructor**

*HRPO.C002.CE  
Institutional Award*

**Business & Industry Pathway**

*Learn more about Certified Instructor*

### **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*

**Business & Industry Pathway**

*Learn more about Certified Training Manager*

### **Program Requirements**

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

**Total Certificate Hours: 72**

## **Health Science**

### **South Campus**

#### **Massage Therapy**

##### **MASS.T001.CE**

*Continuing Education Certificate*

##### **Health Science Pathway**

*Learn more about Massage Therapy*

#### **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**

*Licensing Notice: Texas House Bill 1508*

*This program prepares a student for an occupational license. However, the student may not be eligible for licensing if they have a prior criminal history. For more details, see House Bill 1508 Licensing Requirements.*

## **Veterinary Clinical Assistant**

##### **VTHT.T002.CE**

*Continuing Education Certificate*

## **Health Science Pathway**

*Learn more about Veterinary Clinical Assistant*

### **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**

## **Trinity River Campus**

### **Pharmacy Technician**

*PHRA.C002.CE*

*Occupational Skills Award*

## **Health Science Pathway**

*Learn more about Pharmacy Technician*

### **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**

*Licensing Notice: Texas House Bill 1508*

*This program prepares a student for an occupational license. However, the student may not be eligible for licensing if they have a prior criminal history. For more details, see House Bill 1508 Licensing Requirements.*

### **Cardiac Electrophysiology**

**CVTT.T001.CE***Continuing Education Certificate***Health Science Pathway***Learn more about Cardiac Electrophysiology***Program Requirements**

- CVTT 1004 - Cardiovascular Anatomy and Physiology
- CVTT 1040 - Cardiovascular Pathophysiology
- CVTT 1091 - Current Trends in Cardiac Electrophysiology Technology
- CVTT 2060 - Clinical - Cardiovascular Technology/Technologist

**Total Certificate Hours: 458****Ophthalmic Assistant***OPTS.C002.CE**Institutional Award***Health Science Pathway***Learn more about Ophthalmic Assistant***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***Licensing Notice: Texas House Bill 1508*

*This program prepares a student for an occupational license. However, the student may not be eligible for licensing if they have a prior criminal history. For more details, see House Bill 1508 Licensing Requirements.*

**Medical Coder****HITT.C001.CE***Institutional Award***Health Science Pathway***Learn more about Medical Coder*

## 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

*Licensing Notice: Texas House Bill 1508*

*This program prepares a student for an occupational license. However, the student may not be eligible for licensing if they have a prior criminal history. For more details, see House Bill 1508 Licensing Requirements.*

## Patient Care Technician

*PTCT.T002.CE*

*Continuing Education Certificate*

**Health Science Pathway**

*Learn more about Patient Care Technician*

## 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: 368

*Licensing Notice: Texas House Bill 1508*

*This program prepares a student for an occupational license. However, the student may not be eligible for licensing if they have a prior criminal history. For more details, see House Bill 1508 Licensing Requirements.*

## Nurse Aide

*NURA.C002.CE*

*Institutional Award*

**Health Science Pathway**

*Learn more about Nurse Aide*

## **Program Requirements**

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

## **Total Certificate Hours: 100**

*Licensing Notice: Texas House Bill 1508*

*This program prepares a student for an occupational license. However, the student may not be eligible for licensing if they have a prior criminal history. For more details, see House Bill 1508 Licensing Requirements.*

## **Phlebotomy Technician**

**PLAB.C001.CE**

*Institutional Award*

**Health Science Pathway**

*Learn more about Phlebotomy Technician*

## **Program Requirements**

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

## **Total Certificate Hours: 168**

*Licensing Notice: Texas House Bill 1508*

*This program prepares a student for an occupational license. However, the student may not be eligible for licensing if they have a prior criminal history. For more details, see House Bill 1508 Licensing Requirements.*

## **Human and Public Service**

### **Northwest Campus**

## **Basic Fire Fighting**

**FIRP.T004.CE**

*Continuing Education Certificate*

**Human & Public Service Pathway**

*Learn more about Fire Technology*

## 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

*Licensing Notice: Texas House Bill 1508*

*This program prepares a student for an occupational license. However, the student may not be eligible for licensing if they have a prior criminal history. For more details, see House Bill 1508 Licensing Requirements.*

## Basic Peace Officer

**CRIM.T004.CE**

*Continuing Education Certificate*

**Human & Public Service Pathway**

*Learn more about Law Enforcement*

## Program Requirements

- CJLE 1006 - Basic Peace Officer I
- CJLE 1012 - Basic Peace Officer II
- CJLE 1018 - Basic Peace Officer III
- CJLE 1024 - Basic Peace Officer IV
- CJLE 1029 - Basic Peace Officer V

## Total Certificate Hours: 768

### Selective Admission Criteria:

*Consent of the Academy Coordinator is required for enrollment. Once admitted to the program, students must complete and earn a minimum grade of CR in each course. The endorsement of eligibility for the State Peace Officer Licensing Exam will only be issued to a student who has completed each course with a minimum grade of "CR" during that specific academy.*

*Enrollment is based on space availability for those who meet admission criteria.*

- *Students must have a personal interview with an academy coordinator.*
- *Students must complete the police academy application (available at the Criminal Justice Training Center).*

- *Students must meet minimum licensing requirements as established by the Texas Commission on Law Enforcement (TCOLE).*

*Licensing Notice: Texas House Bill 1508*

*This program prepares a student for an occupational license. However, the student may not be eligible for licensing if they have a prior criminal history. For more details, see House Bill 1508 Licensing Requirements.*

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

### **Multiple Campuses**

### **Computer Network and Cybersecurity Technician**

**ITCS.T003.CE**

*Continuing Education Certificate*

#### **STEM Pathway**

*Learn more about Computer Network and Cybersecurity*

### **Program Requirements**

- CPMT 1011 - Introduction to Computer Maintenance
- CPMT 2045 - Computer System Troubleshooting
- ITNW 1058 - Network+
- ITSY 1000 - Fundamentals of Information Security

### **Total Certificate Hours: 384**

### **Northeast Campus**

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

**DFTG.C001.CE**

*Institutional Award*

#### **Business & Industry Pathway**

*Learn more about Computer-Aided Drafting*

### **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**

### **Cisco Support**

**ITSC.C002.CE**

*Institutional Award*

**STEM Pathway**

*Learn more about Cisco Support*

### **Program Requirements**

- ITNW 1025 - Fundamentals of Networking Technologies
- ITCC 1014 - CCNA 1: Introduction Networks
- ITCC 1044 - CCNA 2: Switch, Routing, and Wireless Essentials
- ITCC 2020 - CCNA 3: Enterprise Networking, Security, and Automation

## **Total Certificate Hours: 320**

### **Cloud Computing**

**ITNW.C001.CE**

*Occupational Skills Award*

**STEM Pathway**

*Learn more about Cloud Computing*

### **Program Requirements**

- ITNW 1025 - Fundamentals of Networking Technologies
- ITNW 1009 - Fundamentals of Cloud Computing
- ITNW 1036 - Cloud Deployment & Infrastructure Management
- ITNW 2027 - Advanced Cloud Concepts

## **Total Certificate Hours: 320**

## **Texas House Bill 1508 Licensing Requirements**

### **House Bill 1508 Licensing Requirements**

## Notice to Students Pursuing a Tarrant County College Program That Prepares Them for an Occupational License:

Under Texas law, students who apply or enroll in a Tarrant County College program that may prepare them for an initial occupational license, and/or decide later to change to one of these programs, please be advised of the following:

An individual who has been convicted of a crime may be ineligible for an occupational license after completing the related educational program.

Each licensing authority that issues occupational licenses to students who complete educational programs must establish guidelines, including the reasons a particular crime is considered to relate to a particular license and any other standards that affect the decisions of the licensing authority.

Local or county licensing authorities may issue additional guidelines related to criminal history. Applicants should contact their respective local or county licensing authority for more details.

A person may request a criminal history evaluation letter regarding the personal eligibility for a license issued by a licensing authority under Texas Occupation Code 53.102.

This information is being provided to all students enrolled in or planning to enroll in a Tarrant County College program that prepares them for an occupational license regardless of whether the person has been convicted of a criminal offense.

Applicants to and enrollees of Tarrant County College are encouraged to review all applicable eligibility requirements related to the respective occupational license. Questions related to eligibility requirements should be directed to the applicable licensing authority.

## **Occupational License Continuing Education Program List**

### **Fire Protection Technology**

- Basic Fire Fighting

### **Health Sciences**

- EKG Technician
- Massage Therapy
- Medical Coder
- Nurse Aide
- Ophthalmic Assistant
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy Technician

### **Law Enforcement**

- Basic Peace Officer

### **Occupational Safety & Environmental Technology**

- Surface Water Operator

- Wastewater Operator
- Water Operator

## Real Estate

- Real Estate Salesperson Licensure

# 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: 112 CEUs: 11.2

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: 112 CEUs: 11.2

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.

### **AUMT 2007 - Hybrid and/or Battery Electric Vehicle (BEV) Systems Diagnostics**

Contact Hours: 96 CEUs: 9.6

An advanced study of hybrid and/or battery electric vehicles (BEV) and the unique characteristics of hybrid and/or BEV systems. Includes hybrid and/or BEV safety procedures, diagnosis, and repair of hybrid and/or BEV systems. May be taught manufacturer specific.

*Required Prerequisite(s): AUMT 1007*

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

Contact Hours: 96 CEUs: 9.6

Theory, operation, diagnosis of drivability concerns, and repair of ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught manufacturer specific. This course is for general automotive program students.

*Required Corequisite(s): AUMT 1007*

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

Contact Hours: 96 CEUs: 9.6

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.

*Required Prerequisite(s): AUMT 1007*

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

Contact Hours: 112 CEUs: 11.2

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 1007*

### **AUMT 2088 - Internship - Automobile/Automotive Mechanics Technology/Technician**

Contact Hours: 144 CEUs: 14.4

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.

**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.

**CBFM 1011 - Building Set Construction/Maintenance**

Contact Hours: 64 CEUs: 6.4

Basic principles of residential and commercial maintenance and repair. Emphasis on safety, materials, and tools. An introduction to commercial construction including the applications of methods and components of theatrical production including the following: set construction document interpretation, set construction, basic drafting, materials and application methods, basic painting, and carpentry.

**CBFM 1012 - Basic Interior Finishing**

Contact Hours: 16 CEUs: 1.6

Interior wall finishing. Includes drywall installation and finishing. Also covers painting, wall coverings, and paneling.

**CBFM 2017 - Mechanical Maintenance**

Contact Hours: 48 CEUs: 4.8

General principles of mechanical and electrical systems related to inspection, repair, and preventative maintenance of facility equipment. An introduction to mechanical and electrical systems and the applications of skills methods and equipment in association with theatrical production including the following: set construction document interpretation, set construction, basic drafting, materials and application methods, equipment installations, electricity and controls.

**CETT 1002 - Electricity Principles**

Contact Hours: 48 CEUs: 4.8

Principles of electricity including proper use of test equipment, AC/DC circuits, and component theory and operations. An introduction to electrical systems and the applications of skills methods and equipment in association with theatrical production including the following: set construction document interpretation, set construction, basic drafting, materials and application methods, equipment installations, electricity and controls

**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.\*\*\*

*Required Corequisite(s): CJLE 1012, CJLE 1018, CJLE 1024, and CJLE 1029*

### **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.\*\*\*

*Required Corequisite(s): CJLE 1006, CJLE 1018, CJLE 1024, and CJLE 1029*

### **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.\*\*\*

*Required Corequisite(s): CJLE 1006, CJLE 1012, CJLE 1024, and CJLE 1029*

### **CJLE 1024 - Basic Peace Officer IV**

Contact Hours: 176 CEUs: 17.6

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

*Required Corequisite(s): CJLE 1006, CJLE 1012, CJLE 1018, and CJLE 1029*

### **CJLE 1029 - Basic Peace Officer V**

Contact Hours: 64 CEUs: 6.4

Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, and IV. Satisfies or exceeds the Texas Commission on Law Enforcement approved Basic Peace Officer Academy Course #1000.

*Required Corequisite(s): CJLE 1006, CJLE 1012, CJLE 1018, and CJLE 1024*

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

Contact Hours: 102 CEUs: 10.2

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: 60 CEUs: 6.0

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 1003 - Communication Skills for the Workplace**

Contact Hours: 16 CEUs: 1.6

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

### **CPMT 1003 - Introduction to Computer Technology**

Contact Hours: 80 CEUs: 8.0

A fundamental computer course that provides explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities.

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

Contact Hours: 96 CEUs: 9.6

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

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

Contact Hours: 96 CEUs: 9.6

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

### **CSME 1054 - Artistry of Hair I**

Contact Hours: 112 CEUs: 11.2

Introduction to hair design. In-depth coverage on the achievement of professional quality hair results with techniques such as wet styling, thermal styling, and hairstyle finishing techniques for film and theater. Learn how to research, create and re-create the sought-after hairstyles by learning the newest hair techniques that are in demand on film and television sets. Gaining knowledge of products to use to achieve specific effects, how to maintain a look throughout the day, and what quick techniques to use to achieve certain textures and looks including hair chemistry, color theory, and lighting design.

*Required Prerequisite(s): Must complete a cosmetology program approved by TDLR (Texas Department of Licensing and Regulation) and obtain a cosmetology license.*

### **CSME 1090 - Artistry of Makeup**

Contact Hours: 64 CEUs: 6.4

Exploration of skill development and knowledge in the business of makeup artistry for the theater and film industry, including makeup application techniques, building a makeup kit, breaking down a script, researching and creating makeup looks, working as part of a production team. It further delves into on-set procedures and theory such as anatomy, skin science, color theory, and lighting design.

*Required Prerequisite(s): Must complete a cosmetology program approved by TDLR (Texas Department of Licensing and Regulation) and obtain a cosmetology license.*

### **CVTT 1004 - Cardiovascular Anatomy and Physiology**

Contact Hours: 48 CEUs: 4.8

A study of anatomy, physiology, and structural relationships of the human heart and vascular system. Focuses on cardiac anatomy, electro-cardiology, cardiac hemodynamics, and the innervation of the heart. Students will be

expected to obtain or provide documentation of the Advanced Cardiovascular Life Support (ACLS) certification with the American Heart Association (AHA).

### **CVTT 1040 - Cardiovascular Pathophysiology**

Contact Hours: 48 CEUs: 4.8

Continuation of CVTT 1004 - Cardiovascular Anatomy and Physiology. Methods of hemodynamic data collection and implications in relation to cardiac diseases.

### **CVTT 1091 - Current Trends in Cardiac Electrophysiology Technology**

Contact Hours: 112 CEUs: 11.2

This course is designed for the working healthcare professional and will integrate cardiac physiology knowledge and skills required for this highly specialized area of cardiology. This course will provide lecture, cardiac simulation training and student demonstrations. Topic areas will include cardiac operational devices and procedures, regulatory, socioeconomic, and behavioral issues as they relate to providing the best patient care required of a practitioner in this subspecialty.

### **CVTT 2060 - Clinical - Cardiovascular Technology/Technologist**

Contact Hours: 250 CEUs: 25.0

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.

### **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 intermediate 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 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.

**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.

**EECT 2043 - Troubleshooting & Maintenance of Electrical Systems**

Contact Hours: 16 CEUs: 1.6

Analysis of electrical and electronic circuits and equipment using various types of test equipment. Problem corrections including replacement of defective parts.

**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 1015 - Basic Water Works Operations**

Contact Hours: 20 CEUs: 2.0

Study of conventional water treatment plants. Includes administration and management. Emphasizes the operation of motors, pumps, and disinfection in small water plants. Other topics include characteristics, production, treatment, disinfection, storage, and distribution of potable water. Course approved by TCEQ.

**EPCT 1025 - Basic Wastewater Operations**

Contact Hours: 20 CEUs: 2.0

Information and operational skills needed for wastewater treatment plants. Study of wastewater collection and treatment system including characteristics, flow measurement, sedimentation, activated sludge, fixed film process, ponds, disinfection, and safety. Course approved by TCEQ.

**EPCT 1030 - Water Utility Safety**

Contact Hours: 20 CEUs: 2.0

Biological hazards; hazards of gases in the atmosphere; confined space; excavating and trenching; first aid; personal protection; chemical and electrical hazards; job site protection; motor vehicle safety; and record keeping. Course approved by TCEQ.

### **EPCT 1052 - HAZWOPER Training**

Contact Hours: 40 CEUs: 4.0

Emphasis on identification and proper handling of hazardous materials per 29 CFR 1910.120 (q). Includes regulations, emergency situations, notification procedures in emergency response plans, spill containment, and proper use of personal protective equipment. Topics address federally mandated OSHA requirements for education in Occupational Safety and Health Act, Hazard Communication Standard, OSHA Standards, Code of Federal Regulations, and Hazard Waste Legislation.

### **EPCT 1070 - Water Laboratory**

Contact Hours: 24 CEUs: 2.4

A course in distribution, groundwater and surface water fields with limited to advanced level experience. Includes a hands-on component. Meets TCEQ requirements.

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Contact Hours: 24 CEUs: 2.4

A course in distribution, groundwater and surface water fields with limited to advanced level experience. Includes a hands-on component. Meets TCEQ requirements.

### **EPCT 1071 - Wastewater Laboratory**

Contact Hours: 24 CEUs: 2.4

A course in wastewater and wastewater collections for experienced operators to learn concepts in laboratory testing of wastewater. Instruction provided on laboratory equipment, applying laboratory techniques and how to interpret data. Topics include basic and associated mathematical concepts, laboratory safety, QA/QC, pH, biochemical oxygen demand, total suspended solids, Ammonia, phosphorus and volatile organic carbon. Also includes student hands-on component. Meets TCEQ requirements.

### **EPCT 1073 - Internship**

Contact Hours: 252 CEUs: 25.2

An in-depth coverage of treatment protocols that allows the student to apply specialize occupational theory, skills, and concepts. Direct supervision is provided by the licensed professional.

*Required Prerequisite(s): EPCT-1025 and Wastewater D Level License or EPCT-1015 and Water Level D License*

### **EPCT 1074 - Surface Water Internship**

Contact Hours: 330 CEUs: 33.0

An in-depth coverage of treatment protocols that allow the student to apply specialize occupational theory, skills, and concepts. Direct supervision is provided by the licensed professional.

*Recommended Prerequisite(s): EPCT 1015 and Water D level license*

### **EPCT 1075 - Surface Water Production II**

Contact Hours: 20 CEUs: 2.0

This course satisfies the Water Operator requirements for Texas Commission on Environmental Quality's. This course is designed to provide an advanced version of Surface Water I, covering in-depth problems that arise from the five steps of water production: mixing, flocculation, coagulation, sedimentation, filtration, and disinfection.

Water treatment; clarification; impurity removal; facility maintenance and operation; public health standards; and hydrologic cycle and water sources.

*Required Prerequisite(s): EPCT 1015*

*Recommended Prerequisite(s): EPCT 2001*

### **EPCT 2001 - Surface Water Production I**

Contact Hours: 24 CEUs: 2.4

Water treatment; clarification; impurity removal; facility maintenance and operation; public health standards; and hydrologic cycle and water sources.

### **EPCT 2007 - Groundwater Production**

Contact Hours: 20 CEUs: 2.0

Types of wells; well hydraulics; well development; well maintenance; pump operation and ground water treatment; physical and chemical characteristics of ground water; disinfection; pumps and motors; and storage and distribution. Topics cover the proper operation of a groundwater system. Course approved by TCEQ.

### **EPCT 2020 - Water Distribution**

Contact Hours: 20 CEUs: 2.0

Sources and characteristics of water. Includes water distribution systems, water mains, valves and hydrants, storage, meters and services, pump installation and operations, maintenance of customer meters, and corrosion control.

Topics cover the proper operation of a water distribution system. Course approved by TCEQ.

### **EPCT 2021 - Wastewater Collection**

Contact Hours: 20 CEUs: 2.0

Design and purpose of wastewater systems. Includes methods of cleaning/inspecting sewer lines, repair/construction techniques, on-the-job safety, toxic and explosive gas detection, size/slope sewer line detection, flow velocities, and lift station operation and maintenance. Course approved by TCEQ.

### **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*

### **EPCT 2050 - Wastewater Treatment**

Contact Hours: 20 CEUs: 2.0

Theory of operations and maintenance of wastewater treatment. Topics include safety practices, the chlorination of wastewater and laboratory controls, rotating biological contractors, and the activated sludge process. Course approved by TCEQ.

### **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.

**FLMC 1004 - Lighting for Film or Video**

Contact Hours: 32 CEUs: 3.2

Fundamentals of lighting techniques for film or video production with respect to lighting tools, composition and camera motion to support dynamic storytelling.

**FLMC 1071 - Introduction to the Film Industry**

Contact Hours: 24 CEUs: 2.4

An overview of film operations and pathways to employment within the film industry.

**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 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: 32 CEUs: 3.2

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 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

**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

**ITCC 1044 - CCNA 2: Switch, Routing, and Wireless Essentials**

Contact Hours: 80 CEUs: 8.0

Describes the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts; provides an in-depth understanding of how routers and switches operate and are implemented in the LAN environment.

*Recommended Prerequisite(s)*: ITCC 1014

**ITCC 2020 - CCNA 3: Enterprise Networking, Security, and Automation**

Contact Hours: 80 CEUs: 8.0

Describes the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasizes network security concepts and introduces network

virtualization and automation.

*Recommended Prerequisite(s):* ITCC 1044

### **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.

*Recommended Prerequisite/Corequisite(s):* CPMT 1003

### **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.

*Recommended Prerequisite(s):* ITNW 1009

### **ITNW 1058 - Network+**

Contact Hours: 96 CEUs: 9.6

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.

### **ITNW 2027 - Advanced Cloud Concepts**

Contact Hours: 80 CEUs: 8.0

Focus on enterprise Cloud architecture, with advanced topics including multi-Cloud platforms inclusive of computing, networking, storage, monitoring and database.

*Required Prerequisite(s):* ITNW 1036

### **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: 96 CEUs: 9.6

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.

**MAIR 1051 - Appliance Repair**

Contact Hours: 16 CEUs: 1.6

Troubleshooting; defining and measuring voltage; current and resistance; circuits and circuit operation; shorts and shunts; motors; relays; and protective devices and controls for washers, dryers, microwaves, and refrigerators.

**MAIR 2005 - Central Air Conditioning Systems**

Contact Hours: 32 CEUs: 3.2

Operation/service of residential central air conditioning systems. Inspection of motors, belts, pulleys, and other air handling components. System checking and recharging, checking/replacement of thermostats, and switches/electrical parts. Instruction in the laws and restrictions involving service to central units.

**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

**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*

### **OSHT 1000 - Basic Safety and Health**

Contact Hours: 13 CEUs: 1.3

Basic concepts of safety and health. An introduction to construction safety practices including the applications of methods and components of theatrical construction. Identify common hazards and corrective actions in the workplace and incorporate job safety analysis and procedures focused on theatrical construction. Use of personal protective equipment (PPE) and safety equipment associated with set construction.

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

Contact Hours: 64 CEUs: 6.4

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

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

Contact Hours: 96 CEUs: 9.6

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 1011 - Plumbing Maintenance Skills**

Contact Hours: 16 CEUs: 1.6

Instruction in the maintenance of plumbing common in all structures including replacement of components, repair and replacement of fixtures, and use of equipment.

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

Contact Hours: 96 CEUs: 9.6

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

### **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

A study of pharmaceutical drugs, abbreviations, classifications, indications, dosages, side effects, and routes of administration.

**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 (PTCE), Exam for the Certification of Pharmacy Technicians (ExCPT).

**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.

**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.

### **RTVB 1021 - TV/Video Field Production**

Contact Hours: 48 CEUs: 4.8

Video field camera set up and operation for broadcast and digital media. Incorporates basic editing and field audio techniques.

### **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 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.

*Required Prerequisite(s): UPHL 1003*

### **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.

*Required Prerequisite(s): UPHL 1003 and UPHL 1051*

### **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.