



# **Tarrant County College®**

**SUCCESS WITHIN REACH.**

## **2024-2026 Continuing Education Catalog**

**Effective Fall 2024 through Summer 2026**

Publication Date: April 1, 2024

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.

Refer to the Catalog Addenda to review modifications made to this catalog.

### **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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# **Continuing Education Important Dates**

## **Fall 2025**

August 8, 2025 - December 18, 2025	2025QF Continuing Education (CE) Fall Quarter 2025QL Lifestyle and Community Learning (LCL) Fall Quarter
September 1, 2025	Labor Day Holiday (College Closed)
November 24 - 26, 2025	Hours of Operation: 8:00 am - 5:00 pm
November 24 - 30, 2025	Thanksgiving Holiday - Students/Faculty (Non-instructional days)
November 27 - 30, 2025	Thanksgiving Holiday - Staff (College Closed)
December 22, 2025 - January 4, 2026	Winter Break (College Closed)

## **Spring 2026**

December 19, 2025 - May 14, 2026	2026QS Continuing Education (CE) Spring Quarter 2026QP Lifestyle and Community Learning (LCL) Spring Quarter
January 19, 2026	Martin Luther King Holiday (College Closed)
March 16 - 25, 2026	Spring Break (College Closed)

## **Summer 2026**

May 15, 2026 - August 6, 2026	2026QU Continuing Education (CE) Summer Quarter 2026QM Lifestyle and Community Learning (LCL) Summer Quarter
May 25, 2026	Memorial Day (College Closed)
June 19, 2026	Juneteenth National Independence Day Holiday (College Closed)
July 4, 2026	Independence Day Holiday (College Closed)

## **Fall 2024**

August 1, 2024 - December 12, 2024	2024QF Continuing Education (CE) Fall Quarter 2024QL Lifestyle and Community Learning (LCL) Fall Quarter
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September 2, 2024	Labor Day Holiday (College Closed)
November 25 - 27, 2024	Hours of Operation: 8:00 am - 5:00 pm
November 25 - December 1, 2024	Thanksgiving Holiday - Students/Faculty (Non-instructional days)
November 28 - December 1, 2024	Thanksgiving Holiday - Staff (College Closed)
December 16, 2024 - January 1, 2025	Winter Break (College Closed)

## Spring 2025

December 13, 2024 - May 15, 2025	2025QS Continuing Education (CE) Spring Quarter 2025QP Lifestyle and Community Learning (LCL) Spring Quarter
January 20, 2025	Martin Luther King Holiday (College Closed)
March 17 - 23, 2025	Spring Break (College Closed)

## Summer 2025

May 16, 2025 - August 7, 2025	2025QU Continuing Education (CE) Summer Quarter 2025QM Lifestyle and Community Learning (LCL) Summer Quarter
May 26, 2025	Memorial Day (College Closed)
June 19, 2025	Juneteenth National Independence Day Holiday (College Closed)
July 4, 2025	Independence Day Holiday (College Closed)

## 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.

### Registration Through Instant Enrollment

Most new or returning students will register for continuing education classes using the MyTCCTrack Instant Enrollment registration tool. This tool allows students to quickly choose, register, and pay for classes in a single transaction.

1. Navigate to the Instant Enrollment tool
2. Click Search for Sections to view all classes **or** enter criteria in the Advanced Search to find specific course information (Start Dates, Course Number, and/or Location)

Refer to the TCC website for additional guidance on Continuing Education and/or Learning & Community Learning registration information.

Registration for most CE classes can also be completed in person at any campus Admissions and Registrar office.

## **Program Admission Requirements**

Some continuing education (CE) programs may require selective admission criteria or specific eligibility requirements/prerequisites. Each program page will indicate the criteria/requirements if applicable. Due to these requirements, students may need to contact the program coordinator(s) prior to beginning the registration process.

CE programs requiring selective admission criteria or specific eligibility requirements:

- Accounting Clerk
- Basic Fire Fighting
- Basic Peace Officer
- Cardiac Electrophysiology
- Medical Coder
- Nurse Aide
- Ophthalmic Assistant
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy Technician
- Veterinary Clinical Assistant

## **Bacterial Meningitis**

The 82nd Texas Legislature approved Senate Bill 1107, which requires all new to TCC students under the age of 22 to submit evidence of being immunized against meningococcal meningitis. The meningitis vaccination (MCV4) requirement applies to:

- New and returning continuing education students under the age of 22 and enrolled in programs that require at least 360 contact hours for completion

## **Prepare for 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 undergraduate semester hours per term and/or from payment of tuition if auditing credit classes or payment of course fees if auditing 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.

## Fees

Continuing education course fees vary depending on the course and are subject to change without notice. Fees 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

Fee payment for continuing education courses is due on the same day as registration. Failure to pay fees 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. It is the student's responsibility to be aware of the fee payment deadline for each term, and 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 fees are 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 above. By submitting a voucher, the third party sponsor agrees to pay all fees. This includes any non-refundable fees. If a third party sponsor has not paid the student's fees, per the voucher, by the end of the next term/quarter, the unpaid fees 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 fees 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 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.**

## **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> <li>- The student drops before midnight of the 2<sup>nd</sup> business day following the 1<sup>st</sup> day of class</li> <li>- The student drops after 2<sup>nd</sup> business day following the 1<sup>st</sup> day of class</li> </ul>	100% 100% 80% 0%
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- 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) course fee payments are not included on the Form 1098-T. Contact your tax advisor for further guidance.

## Financial Aid

Students enrolled in continuing education courses may apply for financial aid to help pay for course fees. Financial aid assistance is available through various grants, scholarships, and a 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 to pay for course fees only and do 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 Financial Aid Application to apply for funding. A student must 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 Continuing Education Financial Aid Application and tax documents); and
2. Be enrolled in a state-funded continuing education workforce course.

To apply for Continuing Education TPEG financial aid 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 it to Student Financial Aid Services. 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 aid eligibility. Please make sure your home address and telephone number are up to date with the Admissions and Registrar's Office.

- **Community Action Partners (CAP Works)**  
CAP Works is a state-funded grant program that provides financial aid 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 financial aid 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 non-credit course sections are offered on throughout the academic year, for specific term dates refer to Non-Credit Important Dates.

### 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.

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.

## **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 and Courses**

Continuing education programs and courses may lead to certifications and industry-recognized credentials and CEUs. Continuing education cross-listed courses may be considered for prior learning assessment.

For courses designed for personal enrichment and lifelong learning, including senior education and youth camps, contact Lifestyle and Community Learning.

## **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**

Students enrolled in classes at Trinity River Campus (TRC) or Trinity River East Campus (TREC) only are required to display a parking permit on 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 the Northeast, Northwest, South, and Southeast campuses. 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 8:00 a.m. - 5:00 p.m.

Summer: Monday - Thursday 7:30 a.m. - 6:00 p.m.

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

The following documentation is required to obtain a parking permit:

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

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

# 2024-2026 Continuing Education Program Inventory List

## Continuing Education Program Type Definitions

**Continuing Education Certificate:** 360 to 799 contact hours

**CE** *A coherent sequence of continuing education courses that must be submitted to the Coordinating Board as a workforce education certificate program.*

**Occupational Skills Award:** 144 to 359 contact hours

**OSA** *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.*

**Institutional Award:** Fewer than 360 contact hours

**IA** *A series of courses that represent achievement of an identifiable skill proficiency.*

**Institutional Credential Leading to Licensure or Certification:**

**ICLC** *Awarded by an institution upon a student's completion of a course or series of courses that represent the achievement of identifiable skill proficiency leading to licensure or certification.*

Program Status	Program Code	Program Name	Program Type	Campus				Hours	CIP Code
	DFTG.C001.CE	AutoCAD & 3-D Software	IA		NE			80	15.1302
	FIRP.T004.CE	Basic Fire Fighting	CE		NW			528	43.0203
	CRIM.T004.CE	Basic Peace Officer	CE		NW			768	43.0107
	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
<b>Revised</b>	ITSC.C003.CE	Cisco Support	ICLC	NE				320	11.1002
<b>New</b>	ITNW.C002.CE	Cloud Computing	OSA	NE				320	11.0902
<b>Revised</b>	ITCS.T004.CE	Computer Network and Cybersecurity Technician	OSA	NE	NW			336	11.1003
<b>New</b>	NDTE.C005.CE	Eddy Current Technician	ICLC		NW			224	15.0702

Program Status	Program Code	Program Name	Program Type	Campus				Hours	CIP Code
New	ECGT.C002.CE	Electrocardiography Technician	ICLC	SO			TR	80	51.3902
Revised	RTVF.C005.CE	Film Industry: Grip and Lighting	ICLC	SO	NE			213	10.0202
Revised	RTVF.C006.CE	Film Industry: Hair and Makeup	ICLC	SO	NE			213	12.0407
Revised	CONS.C003.CE	Film Industry: Light Commercial Construction	ICLC	SO	NE			197	15.1001
	HORT.C002.CE	Horticulture Basics	OSA		NW			208	01.0601
New	NDTE.C002.CE	Liquid Penetrant / Magnetic Particle Technician	IA		NW			96	15.0702
	MASS.T001.CE	Massage Therapy	CE	SO				580	51.3501
Revised	HITT.C002.CE	Medical Coder	ICLC			TR		232	51.0713
	CBFM.C001.CE	Multi-Family Property Maintenance	IA	SO				112	46.0401
Revised	NURA.C003.CE	Nurse Aide	ICLC			TR		100	51.3902
Revised	PTCT.T002.CE	Patient Care Technician	CE	SO		TR		384	51.3902
	PHRA.C002.CE	Pharmacy Technician	OSA	SO		TR		232	51.0805
Revised	PLAB.C002.CE	Phlebotomy Technician	ICLC			TR		168	51.1009
New	NDTE.C006.CE	Radiographic Inspector	ICLC		NW			224	15.0702
	EPCT.T008.CE	Surface Water Operator	CE		NW			506	15.0506
New	EDUC.T002.CE	Tarrant County College Educator Preparation Program	CE	SO				640	13.1206
New	NDTE.C007.CE	Ultrasound Technician	ICLC		NW			256	15.0702
	UPHL.C001.CE	Upholstery	IA	SO				336	48.0303

Program Status	Program Code	Program Name	Program Type	Campus					Hours	CIP Code
	EPCT.T007.CE	Wastewater Operator	CE			NW			424	15.0506
	EPCT.T006.CE	Water Operator	CE			NW			404	15.0506
<b>Deactivated Continuing Education Programs</b>										
Deactivated	ACNT.C005.CE	Accounting Clerk	OSA		NE				233	52.0302
Deactivated	ACNT.C004.CE	Accounting Technician	IA	SO	NE	NW	SE	TR	285	52.0302
Deactivated	OFFA.C004.CE	Administrative Assistant	IA	SO	NE	NW	SE	TR	191	52.0401
Deactivated	AUTC.T003.CE	Automotive Metal Repair	CE	SO					592	47.0603
Deactivated	AUTC.T004.CE	Automotive Refinishing	CE	SO					592	47.0603
Deactivated	DEMR.C001.CE	Basic Diesel Technician	IA	SO					320	47.0605
Deactivated	CNSE.C001.CE	Basic Heavy Equipment Operator	IA	SO					290	49.0202
Deactivated	DEMR.T001.CE	Diesel Technician	CE	SO					768	47.0605
Deactivated	AUTS.T001.CE	Engine Analysis Technician	CE	SO					624	47.0604
Deactivated	HROA.C001.CE	Human Resources Office Assistant	IA	SO	NE	NW	SE	TR	170	52.1001
Deactivated	OFFA.C003.CE	Office Assistant	IA	SO	NE	NW	SE	TR	180	52.0408
Deactivated	OPTS.C002.CE	Ophthalmic Assistant	IA					TR	304	51.1802
Deactivated	PFPB.T001.CE	Pipefitting - Basic	CE	SO					416	46.0502
Deactivated	RELE.C001.CE	Real Estate Salesperson Licensure	IA		NE				180	52.1501
Deactivated	VTHT.T002.CE	Veterinary Clinical Assistant	CE	SO					620	01.8301



## **Continuing Education Programs**

### **Arts and Humanities Pathway**

#### **Multiple Campuses**

#### **Film Industry: Grip and Lighting**

##### **RTVF.C005.CE**

*Institutional Credential Leading to Licensure or Certification*

##### **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: 213**

#### **Film Industry: Light Commercial Construction**

##### **CONS.C003.CE**

*Institutional Credential Leading to Licensure or Certification*

##### **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.C006.CE**

*Institutional Credential Leading to Licensure or Certification*

### **Arts & Humanities Pathway**

*Learn more about Film Industry*

### **Program Requirements**

- CSME 1054 - Artistry of Hair I
- CSME 1070 - Artistry of Makeup
- FLMC 1071 - Introduction to the Film Industry
- OSHT 1000 - Basic Safety and Health

**Total Certificate Hours: 213**

## Business and Industry Pathway

### **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**

### **Northwest Campus**

# 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.*

### **Eddy Current Technician**

**NDTE.C005.CE**

*Institutional Credential Leading to Licensure or Certification*

**Business & Industry Pathway**

*Learn more about Nondestructive Inspection, Testing & Evaluation*

*Credential Map*

## Program Requirements

- NDTE 1040 - Electromagnetic Testing
- NDTE 2072 - Advanced Eddy Current

**Total Certificate Hours: 224**

## Liquid Penetrant / Magnetic Particle Technician

### **NDTE.C002.CE**

*Institutional Award*

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

*Learn more about Nondestructive Inspection, Testing & Evaluation*

Credential Map

## Program Requirements

- NDTE 1010 - Liquid Penetrant/Magnetic Particle Testing

**Total Certificate Hours: 96**

## Radiographic Inspector

### **NDTE.C006.CE**

*Institutional Credential Leading to Licensure or Certification*

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

*Learn more about Nondestructive Inspection, Testing and Evaluation*

Credential Map

## Program Requirements

- NDTE 1071 - Introduction to Radiation Safety
- NDTE 2073 - Industrial Radiography

**Total Certificate Hours: 224**

## Ultrasound Technician

### **NDTE.C007.CE**

*Institutional Credential Leading to Licensure or Certification*

**Business & Industry Pathway**

*Learn more about Nondestructive Inspection, Testing & Evaluation*

Credential Map

## **Program Requirements**

- NDTE 1005 - Introduction to Ultrasonics
- NDTE 2001 - Advanced Ultrasonics

**Total Certificate Hours: 256**

## **South Campus**

### **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 Pathway****Multiple Campuses****Electrocardiography Technician****ECGT.C002.CE***Institutional Credential Leading to Licensure or Certification***Health Science Pathway***Learn more about Electrocardiography Technician***Program Requirements**

- ECRD 1071 - Electrocardiography

**Total Certificate Hours: 80****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.*

## 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**

# **Patient Care Technician**

## **PTCT.T002.CE**

*Continuing Education Certificate*

### **Health Science Pathway**

*Learn more about Patient Care Technician*

## **Program Requirements**

- HPRS 1006 - Essentials of Medical Terminology
- HPRS 2001 - Pathophysiology
- HPRS 1004 - Basic Health Profession Skills
- ECRD 1071 - Electrocardiography
- PLAB 1023 - Basic Phlebotomy
- HPRS 2000 - Pharmacology for Health Professions
- NUPC 1060 - Clinical - Patient Care Assistant

## **Total Certificate Hours: 384**

*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.C002.CE***Institutional Credential Leading to Licensure or Certification***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.*

## **Nurse Aide**

**NURA.C003.CE***Institutional Credential Leading to Licensure or Certification***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.C002.CE***Institutional Credential Leading to Licensure or Certification*

## **Health Science Pathway**

*Learn more about Phlebotomy Technician*

### **Program Requirements**

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

### **Total Certificate Hours: 144**

*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 Pathway**

### **Northwest Campus**

### **Basic Fire Fighting**

#### **FIRP.T004.CE**

*Continuing Education Certificate*

#### **Human & Public Service Pathway**

*Learn more about Fire Technology*

Credential Map

### **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.*

## South Campus

# Tarrant County College Educator Preparation Program

**EDUC.T002.CE**

*Continuing Education Certificate*

**Human and Public Service Pathway**

*Learn more about the TCC Educator Preparation Program*

## Program Requirements

### Term I

- EDTC 1071 - Integrative Instructional Approaches
- EDTC 1070 - The Science of Teaching Reading
- EDTC 1073 - Instructional Methods for Teaching English, Language Arts, Reading, & Social Studies
- EDTC 1077 - Teaching English as a Second Language (ESL)

### Term II

- EDTC 1075 - Foundations of Educational Technology
- EDTC 1072 - Instructional Methods for Teaching Math and Science
- EDTC 1076 - Teaching Exceptional Learners
- EDTC 1074 - Instructional Methods for Teaching Fine Arts, Health & Physical Education

### Term III

- EDTC 2071 - Internship I

### Term IV

- EDTC 2072 - Internship II

## Total Certificate Hours: 640

*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 Pathway

### Multiple Campuses

## Computer Network and Cybersecurity Technician

### ITCS.T004.CE

*Occupational Skills Award*

### 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: 336

### Northeast Campus

### Cisco Support

#### ITSC.C003.CE

*Institutional Credential Leading to Licensure or Certification (ICLC)*

#### STEM Pathway

*Learn more about Cisco Support*

Credential Map

## 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.C002.CE

*Occupational Skills Award*

#### STEM Pathway

*Learn more about Cloud Computing*

Credential Map

## 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**

## **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**

# **Texas 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**

- 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

### **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.

### **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.

### **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*

### **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: 84 CEUs: 8.4

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

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

Contact Hours: 84 CEUs: 8.4

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 1070 - 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):* Cosmetology license from a Texas Department of Licensing and Regulation (TDLR) approved cosmetology program

### **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.

## **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 1071 - Electrocardiography**

Contact Hours: 80 CEUs: 8.0

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

## **EDTC 1070 - The Science of Teaching Reading**

Contact Hours: 48 CEUs: 4.8

A course in the science of reading and integrating reading instruction into elementary school. Strategies are provided to incorporate vocabulary development, comprehension, and fluency into daily content area instruction. Instruction will focus on strategies for preparing all students for college and career in the literacy of speaking, listening, reading, and writing in all content areas and meeting the needs of struggling reading, English language learners, gifted learners, and diverse populations.

## **EDTC 1071 - Integrative Instructional Approaches**

Contact Hours: 48 CEUs: 4.8

This course is designed to equip teacher candidates with the knowledge and skills necessary to create, manage, and assess effective learning environments. It integrates principles of classroom management, instructional planning, data-driven instruction, and the use of technology to enhance student engagement and performance. Candidates will learn to develop and implement strategies that foster a positive classroom climate, manage student behavior, and use data to inform instructional practices. The course emphasizes the importance of ethical and legal responsibilities in education and prepares candidates to meet the Texas Teacher Standards and the Texas Teacher Evaluation and Support System (T-TESS) competencies.

## **EDTC 1072 - Instructional Methods for Teaching Math and Science**

Contact Hours: 48 CEUs: 4.8

Provides preservice teachers with foundational principles, concepts, and methods for teaching science and mathematics. Focuses on developmentally appropriate instruction in four disciplines of science - Physical Science, Life Science, Earth and Space Sciences, and Engineering, Technology, and Applications of Science – alongside mathematics topics – arithmetic, geometry, algebra, probability, and statistics. Emphasis is placed on fostering scientific literacy and mathematical proficiency through inquiry-based learning, and technology. The course also addresses curriculum development, assessment, and classroom management strategies for teaching diverse groups.

## **EDTC 1073 - Instructional Methods for Teaching English, Language Arts, Reading, & Social Studies**

Contact Hours: 48 CEUs: 4.8

Course designed to equip teacher candidates with the knowledge, skills, and strategies needed to effectively teach English, Language Arts, and Social Studies. Provides teacher candidates with knowledge and skills to integrate English Language Arts and Reading (ELAR) with Social Studies in the classroom. The course explores the foundational principles of language acquisition, emergent literacy, and second-language development, with a focus on promoting oral language, reading, writing, and listening skills. Additionally, the course centers on the fundamental elements of elementary social studies programs, including the establishment of objectives, selection of materials, organization of curriculum, and exploration of content.

## **EDTC 1074 - Instructional Methods for Teaching Fine Arts, Health & Physical Education**

Contact Hours: 48 CEUs: 4.8

Course provides an in-depth exploration of integrated arts and health education, designed for future educators. The curriculum presents trends that bridge current theory and practice of the disciplines of Music, Art, Theatre, Health, and Physical Education with a focus on equipping students with the tools to create engaging, standards-aligned lessons for Grades EC–6. The course emphasizes teaching with, about, in, and through the arts, while integrating literacy, health and physical education to promote the holistic development of students.

## **EDTC 1075 - Foundations of Educational Technology**

Contact Hours: 48 CEUs: 4.8

Topics address digital citizenship, assessing digital content, copyright, lesson design, collaborating with colleagues and parents, integration with English Language Arts/ Reading/Math/ Science /Social Studies standards, assessment and use of data collected. Exploration of Professional Learning Networks to increase educational technology skill set.

## **EDTC 1076 - Teaching Exceptional Learners**

Contact Hours: 48 CEUs: 4.8

Overview of the special education process while focusing on various types of learners with special needs, including

children with disabilities, gifted learners, and children at risk such as homeless and migrant children. Topics include: legal requirements and laws, topics on public laws relating to individuals with disabilities, categories of exceptionality, identification and intervention, collaboration, identification and assessment of children, inclusion, and planning, delivering, and documenting educational services.

### **EDTC 1077 - Teaching English as a Second Language (ESL)**

Contact Hours: 48 CEUs: 4.8

Topics address connections between theory and methodology for the teaching of English as a Second Language and bilingual students. Emphasize the needs of English language learners/Bilingual students in academic instruction, with a focus on language and literacy integration, curriculum integration and reading and writing strategies for English language learners. Interactive exploration of research-based classroom practices.

### **EDTC 2071 - Internship I**

Contact Hours: 128 CEUs: 12.8

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. Students are advised, appraised, and mentored throughout the semester while teaching.

### **EDTC 2072 - Internship II**

Contact Hours: 128 CEUs: 12.8

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. Students are advised, appraised, and mentored throughout the semester while teaching.

### **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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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 specialized 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 specialized 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, percents, 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: 64 CEUs: 6.4

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

### **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 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 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: 84 CEUs: 8.4

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

### **ITSY 1000 - Fundamentals of Information Security**

Contact Hours: 84 CEUs: 8.4

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

### **NDTE 1005 - Introduction to Ultrasonics**

Contact Hours: 128 CEUs: 12.8

Basic theory and applications of the ultrasonic techniques of materials testing covering the theoretical material from the certification test for Ultrasonic Level I American Society of Nondestructive Testing. The class is structured to deliver Level 1 (40 hours) formal training, meeting the required ASNT SNT-TC-1A and NAS 410 hours.

### **NDTE 1010 - Liquid Penetrant/Magnetic Particle Testing**

Contact Hours: 96 CEUs: 9.6

Theoretical study and practical application of the nondestructive testing technique of penetrant and magnetic particle testing required by quality assurance and test personnel, including proper test technique, or combination of techniques and interpretation, evaluation of test results. The class is structured to deliver Level 1(16 hours) and Level II (16 hours) formal Liquid Penetrant and Magnetic Particle Testing training, meeting the required ASNT SNT-TC-1A and NAS 410 hours.

### **NDTE 1040 - Electromagnetic Testing**

Contact Hours: 96 CEUs: 9.6

General principles of electromagnetic testing, including theory, knowledge and skills for basic examination; effects of material properties, probe types, calibration standards and equipment selection. Class room training meets the 40-hour requirements of Level I in accordance with NAS 410, and ASNT SNT-TC-1A.

### **NDTE 1071 - Introduction to Radiation Safety**

Contact Hours: 96 CEUs: 9.6

This introductory industrial radiography class is tailored for individuals entering the field of industrial radiography. It serves as a fundamental training program to meet the needs of the State 40 Hour Radiation Safety. The course delves into common misconceptions related to industrial radiography, introduces the core principles of industrial radiography, offers insights into the science behind non-destructive testing, and emphasizes the crucial aspects of safety for both workers and the public. Prepares students for the State Radiation Examination. The course meets the requirements of the state 40 hours approved safety course, Level I by NAS 410, and ASNT SNT-TC-1A.

### **NDTE 2001 - Advanced Ultrasonics**

Contact Hours: 128 CEUs: 12.8

Designed to strengthen the student's knowledge and skills in ultrasonic testing. Emphasis on examination of components and characterization of flaws using advanced techniques. Class equivalent to Level II 40 Formal training in accordance with NAS 410, and ASNT SNT-TC-1A.

*Required Prerequisite(s): NDTE 1005*

### **NDTE 2072 - Advanced Eddy Current**

Contact Hours: 128 CEUs: 12.8

Advanced study of Eddy Current Testing that provides the student classroom training and hands-on applications. The student will progress through a series of lessons and gain demonstrated abilities comparable to a Level II technician. The classroom and lab training will meet the requirements of SNT-TC-1A and NAS -410.

*Required Prerequisite(s): NDTE 1040*

### **NDTE 2073 - Industrial Radiography**

Contact Hours: 128 CEUs: 12.8

Advanced study of Radiography testing that provides the student classroom training and hands on applications. The student will progress through a series of lessons and gain demonstrated abilities comparable to a Level II technician. The classroom and lab training will meet the requirements for SNT-TC-1A and NAS-410.

*Required Prerequisite(s): NDTE 1071*

### **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.

### **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.

### **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 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.

## **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: 96 CEUs: 9.6

This 96 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.

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

Contact Hours: 64 CEUs: 6.4

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 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*