

Course Descriptions

Arranged alphabetically by course section number.

ABDR-2002 AUC: Auto Body Mech/Electrical Service

Instruction in the repair, replacement, and/or service of those mechanical or electrical systems that are subject to damage from a collision. Topics include drivetrain removal, reinstallation and service; cooling system service and repair; exhaust system service; and emission control systems. Additional topics include wire and connector repair, reading wiring diagrams, and troubleshooting. Meets with credit course. Textbook required. 14.40 CEUs

ABDR-2049 AUC: Advanced Refinishing

Skill development in multistage refinishing including base coat/clear coat techniques, color matching fundamentals and techniques. Further development in identification of problems and solutions in color matching and partial panel refinishing. Meets with credit course. Recommended prerequisite: Basic Refinishing. Textbook required. 14.40 CEUs

ABDR-2051 AUC: Spec Refinish Tech

Advanced topics in specialty automotive refinishing. Emphasis on refinishing of vinyl tops, interior plastics, fiberglass, aluminum and galvanized panels, as well as custom graphics and current industry innovations. Meets with credit course. Recommended prerequisite: Basic Refinishing. Textbook required. 14.40 CEUs

ACNT-1002 Accounting/Bookkeeping, Begin.

This course covers fundamental systems used in today's business. Curriculum includes double-entry bookkeeping principles, setting up accounting systems, entering transactions in journals, posting, closing and preparing financial statements. The course focuses on concepts and their application in transaction analysis and financial statement preparation, including analysis of financial statements and asset and equity accounting in proprietorships, partnerships and corporations. Textbook required. 2.40 CEUs

ACNT-1010 QuickBooks Accounting

An introduction to the accounting cycle in a computerized environment. Custom design your accounting system using QuickBooks software to set up and record transactions for small business. Learn program parameters, maximum accounts, and company's user-specified accounts; department jobs; number of open months; maximum fiscal periods; program control; error handling; automatic budget updates; reversing entries; recurring entries; flexible month ends; and user-specified growth rates. Textbook required. Recommended prerequisite: Windows, Beg and Bookkeeping, Beg. 2.00 CEUs

ACNT-1010 QuickBooks Accounting (16-hour)

An introduction to the accounting cycle in a computerized environment. Custom design your accounting system using QuickBooks software to set up and record transactions for small business. Learn program parameters, maximum accounts, and company's user-specified accounts; department jobs; number of open months; maximum fiscal periods; program control; error handling; automatic budget updates; reversing entries; recurring entries; flexible month ends; and user-specified growth rates. Textbook required. Recommended prerequisite: Windows, Beg. or equivalent experience. 1.60 CEUs

ACNT-1091 Principles of Payroll Accounting

This course introduces general payroll procedures and techniques with an emphasis on record keeping, wage and tax reporting, direct deposit, and payroll systems and reports. The class fosters the development of accounting principles as they relate specifically to payroll systems. 3.60 CEUs

AERX-1050 AERO: Private Pilot Ground School

This course provides the basic elements for private pilot ground school instruction to include flight fundamentals, airplane systems, air traffic control, federal air regulations, navigation, weather theory, and charts. Instruction is designed to assist students in passing examination and certification as a private pilot. 4.80 CEUs

AIRP-1051 AERO: Instrument Grnd. School

A study of basic instrument radio and navigation fundamentals used in instrument flight. Topics include a description and practical use of aerial navigation systems and instruments, charts used for instrument flight, and Federal Aviation Administration regulations. Qualifies as part of a program leading to Federal Aviation Administration certification. 4.80 CEUs

ARTX-1060 Beginning Pottery: Handbuilding

Introduction to clay-forming processes. Students will create various types of vessels including a vase, box and plate. Pottery will be glazed and fired.

ARTX-1070 Beg. Pottery: Potter's Wheel

Introduction to the wheel-throwing process. Students will create various types of vessels including a bowl, plate and vase. Pottery will be glazed and fired.

ARTX-1200 Painting: Watercolor, Beginning

Introduction to various techniques in watercolor painting for the beginner and intermediate adult student. No previous background necessary in art. Color theory will be stressed.

AUMT-1019 AUT: Auto Engine Repair

Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. Meets with credit course. Student must also enroll in AUMT-1091 Theory of Automotive Engine Repair. Textbook required. 11.20 CEUs.

AUMT-1091 AUT: Thry Eng Prf Analysis II

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes proper use of advanced engine performance diagnostic equipment. Meets with credit course. Student must also enroll in AUMT-2034 (Engine Performance Analysis II). Textbook required. 3.20 CEUs

AUMT-2017 AUT: Engine Perf Analysis I

Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. Meets with credit course. Student must also enroll in AUMT-1091 (Theory of Engine Performance Analysis I). Textbook required. 11.20 CEUs.

AUMT-2034 AUT: Engine Perf Analysis II

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. Recommended prerequisite: AUMT-2017 (Engine Performance Analysis I). Meets with credit course. Textbook required. 14.40 CEUs

BMGT-1012 Introduction to Management

Have you just become a manager or would you like to become one? This is an introductory course in the world of management. An overview of management philosophy, decision-making process, planning, organizing, supervision/control, organizational structure, operative procedures, and control procedures. 3.00 CEUs

BMGT-1021 TCP: Training Project Management

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. 2.40 CEUs

BMGT-1091 Starting Your Own Business

This 16-hour class is designed to provide the basic elements of instruction necessary for starting a small business. Topics will include money requirements, methods of borrowing money, choosing a good location, legal tax considerations, how to promote a small business, inventory control, depreciation, and ratio analysis. 1.60 CEUs

CETT-1009 ELE: Analysis of DC-AC Circuits

Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques. Emphasis on circuit simulation using PSpice. Course includes soldering techniques, hand tools, circuit fabrication techniques, troubleshooting techniques and circuit analysis using Mathcad. Meets with credit course. Requires knowledge of beginning algebra. Textbook required. 9.60 CEUs

CETT-1041 ELE: Solid State Circuits

A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements and analysis. Recommended prerequisites: DC Circuits and Intermediate Algebra. Meets with credit course. Textbook required. 9.60 CEUs.

CETT-1045 Microprocessors

An introductory course in microprocessor software and hardware: architecture, timing sequence, operation and programming. Discussion of appropriate software diagnostic language tools. 9.60 CEUs

COMG-1000 ESL: 1 English Work and Life

Designed for students whose primary language is other than English. Presentation of industry-related basic reading, writing, speaking and listening skills. Emphasis on high-frequency vocabulary and phonics, refining oral and written production and listening skills for enhanced job productivity, and increasing control of the English sound system. 4.80 CEUs

COMG-1001 ESL: 2 Communications

Provides on-the-job dynamic communicative practice for students whose primary language is other than English and introduces students to the uses of language in a variety of relevant job-related contexts. 4.80 CEUs

COMG-1003 ESL: 3 Communications

Addresses essential listening, speaking, reading, writing and computational skills required by business and industry. Improvement of communication skills related to successful job performance. 4.80 CEUs

COMG-1004 ESL: 3 English Work and Life

Designed for students whose primary language is other than English. Improvement in reading, writing, speaking and listening skills for job success. Focus on recognition and comprehension of analogies, antonyms, synonyms and context clues. Interpretation of factual material and inferences associated with job-related communication. 4.80 CEUs

COMG-1005 ESL: 4 English Work and Life

Designed for students whose primary language is other than English. Emphasis on industry-related vocabulary development and skills acquisition including determining meaning from context, identifying word forms and variation in meaning, synonyms and antonyms, connotation and denotation, and fact and opinion. 4.80 CEUs

COMG-1006 ESL: 4 Communications

Mastery of a selected vocabulary of technical/occupational terms including appropriate pronunciation of terms and use of English language structures required by business and industry for successful on-the-job performance. 4.80 CEUs

COMG-1007 ESL: 5 Communications

Designed for students whose primary language is other than English. Focus on comprehending challenging industrial and job-related materials. Exploration of various reference sources and practice suggested proofreading techniques to assist with on-the-job document production. 4.80 CEUs

Tarrant County College

ALLIED HEALTH PROGRAMS
CONTINUING EDUCATION
TRINITY RIVER CAMPUS

Activity Director Long Term Care

Phlebotomy

Medication Aide

Medical Coder

Medication Aide Update

Pharmacy Technician

Ophthalmic Assistant

Certified Nurse Aide

Central Sterile Processing

Coming Soon

Registered Nurse Refresher

Medical Assistant

COMG-1008 ESL: 5 English Work and Life

Focuses on communication situations found in business and the workplace for students whose primary language is other than English. Emphasizes internal communication with employees and external communication with customers, clients and suppliers. Covers problem-solving and decision-making communications and business etiquette. 4.80 CEUs

COMG-1015 ESL: Fundamentals

For students who speak little or no English and need help in listening, speaking, reading and writing. Designed to be repeated with varying content. Skill development in pronunciation and use of job-related vocabulary. Includes non verbal communication techniques. 4.00 CEUs

COMG-1091 ESL: 1 Communications

Listening, speaking, reading and writing will be taught. Designed to be repeated with varying content. Skill development in pronunciation and use of job-related vocabulary. Includes nonverbal communication techniques. 4.80 CEUs

COMG-1091 ESL: 2 English Work and Life

Listening, speaking, reading and writing will be taught. Designed to be repeated with varying content. Skill development in pronunciation and use of job-related vocabulary. Includes nonverbal communication techniques. 4.80 CEUs

COMG-1091 ESL: Conversation/Pronunciation

Develop your speaking skills to improve pronunciation and fluency. This course teaches pronunciation of the sounds of American English that tend to be difficult for speakers of other languages, as well as phrasing, stress and intonation, to reduce miscommunication at work and in daily life. Students practice conversations in a relaxed, friendly classroom to gain confidence and fluency. 2.00 CEUs

COMG-1091 ESL: Pronunciation, Advanced

Improve your American English-speaking skills. This course focuses on improving word stress, phrasing and intonation to help students communicate more effectively with native English speakers. Practice with other advanced ESL students to increase fluency and speaking confidence and maximize career opportunities. 3.00 CEUs

DENX-2000 DA: RDA Exam

Texas State Board of Dental Examiners required Registered Dental Assistant Exam necessary for candidates to obtain their Registered Dental Assistant Certification.

DFTG-1005 CAD: Technical Drafting

Introduction to the principles of drafting to include terminology and fundamentals including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. Meets with credit course. Textbook required. 9.60 CEUs

DFTG-1009 CAD: Basic Computer-Aided Drafting

An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating and scaling objects; adding and dimensions; using layers; coordinating systems; as well as input and output devices. Recommended prerequisite: DFTG-1005 (Technical Drafting). Meets with credit course. Textbook required. 9.60 CEUs

DFTG-1009 CAD: CATIA

An introduction to basic computer-aided drafting using CATIA software. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating and scaling objects; adding and dimensions; using layers; coordinating systems; as well as input and output devices. Meets with credit course. Recommended prerequisite: Technical Drafting. Textbook required. 9.60 CEUs

DFTG-1025 Blueprint Reading & Sketching

Interpret working drawings including dimensions, notes, symbols, sections, and auxiliary views; and sketch pictorials and multi-view drawings. 9.60 CEUs

DFTG-1050 AutoCAD, Intermediate

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. 2.00 CEUs

DFTG-1058 CAD: Elec./Electronic Dftg.

A study of the principles of layout of electrical and electronic drawings stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. Recommended prerequisite: Working knowledge of technical drafting and basic CAD. Meets with credit course. Textbook required. 9.60 CEUs

DFTG-1091 AutoCAD, Beginning

This is an introductory course in the basic 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 the AutoCAD interface; drawing setup; drawing aids; basic drawing and editing commands; placing text, menus, display commands, and selection commands. Textbook required. 2.00 CEUs

DFTG-2002 CAD: Machine Drafting

Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings. Recommended prerequisite: Working knowledge of technical drafting and basic CAD. Meets with credit course. Textbook required. 9.60 CEUs

DFTG-2019 CAD: Intermediate Computer-Aided Dftg.

A continuation of practices and techniques used in basic computer-aided drafting emphasizing batched files, scripted files, customized program menus, and extracted attributes. Introduction to three-dimensional drafting. Recommended prerequisite: Working knowledge of technical drafting and basic CAD. Meets with credit course. Textbook required. 9.60 CEUs

DFTG-2023 Pipe Drafting

A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations and isometrics. 9.60 CEUs

DFTG-2038 Final Project - Advanced Drafting

A drafting course in which students participate in a comprehensive project from conception to conclusion. 9.60 CEUs

DFTG-2040 CAD: Solid Modeling/Design

A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Recommended prerequisite: Basic Computer-Aided Drafting. Meets with credit course. Textbook required. 9.60 CEUs

DITA-1032 First Choice: Interpersonal Skills

A study of factors in positive relationships. Topics include personal dress/hygiene, understanding of self and others, verbal and nonverbal communication, listening skills, negotiating, assertiveness and teamwork. 3.20 CEUs

DNTA-1001 DA: Dental Materials

Structure, properties and procedures related to dental materials. Includes safety and standard precautions practiced in the lab and classroom settings. 6.40 CEUs

DNTA-1003 DA: Registered DA Course

This course is in preparation for Dental Assistants to meet Texas State Board of Dental Examiners (TSBDE) examination requirements. Includes review of radiology, infection control and jurisprudence. 1.60 CEUs

DNTA-1005 DA: Dental Radiology

Introduction to radiation physics, protection, the operation of radiographic equipment, exposure, processing and mounting of dental radiographs. Specific safety and standard precautions for the classroom and lab settings will be practiced. 8.00 CEUs

DNTA-1015 DA: Chairside Assisting

An introduction to pre-clinical chairside assisting procedures, instrumentation, infection and hazard control protocol, equipment safety and maintenance. 6.40 CEUs

DNTA-1037 DA: Dental Science

An introduction to anatomical systems with emphasis placed on head and neck anatomy. Topics include the physiology and morphology of the deciduous and the permanent teeth along with basic dental terminology. 3.20 CEUs

DNTA-1041 DA: Dental Lab Procedures

The study of dental laboratory procedures including skills associated with chairside assisting; pouring, trimming, and polishing study casts; preliminary impressions; and fabricating provisional restorations. 4.80 CEUs

DNTA-1042 DA: Intermediate Applications

An in-depth study of dental assisting techniques with emphasis on four-handed dentistry, utilization of tray setups for specific general practice, and specialties procedures. 1.6 CEUs

DNTA-1045 DA: Preventive Dentistry

The study of prevention of dental diseases, community dental health research and projects, fluoridation, nutrition and nutritional counseling, visual aids, and oral hygiene instruction for dental patients. 4.80 CEUs

DNTA-1051 DA: Dental Office Management

The study of business office procedures, including telephone management, appointment control, receipt of payment for dental services, completion of third-party reimbursement forms, supply inventory maintenance, data entry for charges and payments, record management (manage recall systems), federal and state guidelines regarding health-care providers, and operating basic business equipment. 3.20 CEUs

DNTA-1053 DA: Dental Assisting Apps

Comprehensive procedures and applications for the general and specialty areas of dentistry. 6.40 CEUs

DNTA-1091 DA: Nitrous Oxide Exam Review

This course is a review of theory material, nitrous oxide monitoring, and techniques in preparation for the Nitrous Oxide Monitoring Examination offered through the Texas State Board of Dental Examiners. 0.80 CEUs

EDUX-1000 Transitions

This course is designed for developmentally challenged individuals who are at least 18 years of age who want to enhance their academic skills and learn new vocational skills to prepare for self-sufficiency.

EDUX-1001 Transitions II

This course builds upon the Transitions course with additional instruction in communications, academics, and self-sufficiency skills necessary to prepare developmentally challenged students with the proper foundation to be successful at home and in the community.

EHKP-1034 Intro to Interior Decorating

Study of design of useful interior environments for all types of facilities, including a history of interior design, the elements of principle design, use of color and textiles, appropriate furniture choices, a master plan, and maintenance and housekeeping considerations. Course will also teach patterns, lighting, styles of decorum and room-planning suggestions. Textbook required 2.00 CEUs

EHKP-1091 HIDA: Floors and Walls

The Advanced Interior Decorating Program must be taken after the successful completion of the Home Interior Decorating Program. Students will learn the essentials on flooring and wall design, and how to identify various types of rugs from antique to current. Students will also learn how to define panel walls, characteristics of various paints and finishings as well as estimating wall coverings. 0.80 CEUs

EHKP-1091 HIDA: Small Spaces

The Advanced Home Interior Decorating Program must be taken after the successful completion of the Home Interior Decorating Program. This course is specially designed to show you how to get the most out of small spaces including homes, apartments, small offices and rooms. Other topics to include: organizing closets, window treatments and entrances. 0.80 CEUs

EHKP-1091 HIDA: Tips and Tools

The Advanced Interior Decorating Program must be taken after the successful completion of the Home Interior Decorating Program. This course will help you develop communication techniques to advance your professionalism and ethical behavior. You will also expand your skills in designing kitchens, baths, exteriors and commercial projects. 1.20 CEUs.

EHKP-1091 Interior Decorating: Fundamentals

A continuation of Intro to Interior Decorating for home interiors. This course includes: elements of design, business principles, and design strategies. Students who complete Intro and Fundamentals will receive a 60-hour institutional certificate for Interior Decorating. Textbook required. 4.00 CEUs

EMSP-1019 CPR for Health-Care Providers

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. 0.80 CEUs

EMSP-2035 ACLS Provider Course

This course is designed for health-care providers to develop proficiency in the knowledge and skills of ACLS. Registrants should be active providers in the medical, nursing, paramedic or allied health fields and must currently be competent in AHA BCLS. Participants should also have experience in arrhythmia recognition. The fees charged for this course do not represent revenue to the American Heart Association. Textbook required. 1.60 CEUs

EMSP-2036 ACLS Recertification

Demonstration of theory and skills necessary for the management of cardiac emergencies as mandated by the American Heart Association. 0.70 CEUs

ESLX-1020 ESL: Academic Reading

This course will help develop higher-level reading skills required for the new TOEFL test, as well as college-level work. Increase your vocabulary, improve your comprehension and analytical skills, and learn to recognize rhetorical structures. Practice paraphrasing and citing material from different sources. Textbook required. Prerequisites: Completed ESLX-2000 (ESL: Reading Skills, Advanced) and either completed or enrolled in COMG-1091 (Grammar/Composition 4). 3.00 CEUs

ESLX-3330 ESL: Introduction to Writing

Learn the basics of writing in English, starting with simple sentences and paragraphs. 2.00 CEUs

ESLX-3350 ESL: TOEFL Exam Preparation

This course covers strategies and techniques to prepare for the TOEFL exam. Topics include reading and listening comprehension, structure, written expression, and vocabulary. Textbook required. 3.00 CEUs

ESLX-3530 ESL: Writing 2

Learn to write paragraphs in English. ESL Writing 2 continues from ESL: Introduction to Writing by teaching fundamental composition skills needed for successful academic writing. Students will learn about topic sentences, supporting details, ordering of details, and transition words. 3.0 CEUs

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FDST-1023 Growing Grapes in Texas

The course will take students through a history of grape growing from ancient times to the present. It will explore the many types of grapes grown worldwide, their many uses, and their growing requirements, finally focusing on the types of grapes adaptable to Texas and the Metroplex region. The course content will include an overview of grape selection, breeding, asexual propagation, and genetics. There will be discussions of grape phenology, soil requirements, pest management, water quality and demand, canopy management, nutrition, mechanization, and harvesting. Students will get hands-on experience in grape anatomy, taxonomy, selection, availability, planting, irrigation, pruning and trimming, trellising, and other aspects of vineyard management at the TCC vineyard and at a commercial vineyard located near the TCC Northwest Campus. 4.80 CEUs

FITT-2013 Personal Fitness Trainer

A study of the aspects of one-on-one training. A survey of scientific principles, methodologies, and research as applied to exercise and physical fitness. Emphasis on physiological responses and adaptations to exercise. Topics include basic elements of kinesiology, biomechanics, motor learning, and the physical fitness industry. 4.80 CEUs

FRNX-1140 French Conversational, Beginning

Learn practical conversational French while focusing on listening and speaking skills. Emphasis will be placed on real-life conversational situations, such as shopping, dining in restaurants, asking directions, and personal expression. 2.40 CEUs

GENX-1011 GED Comprehensive Preparation

This is a comprehensive GED preparation course that addresses all of the content areas tested on the exam. Students will have an individualized education plan to address their strengths and weaknesses in reading, language arts, writing, math, science and social studies. 6.00 CEUs

GENX-1012 GED Spanish Comprehensive Preparation

This course is a comprehensive and intensive Spanish GED preparation course that addresses all of the content areas tested on the exam. Students will have an individualized education plan to address their strengths and weaknesses in reading, language arts, writing, math, science and social studies. 6.00 CEUs

GENX-1015 Transition to College Success

Strategies for learning and success. Examines factors that underlie learning, success, and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational and career planning, and learning styles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources are covered.

GENX-1024 Stepping Stones: Life Skills I

Course is designed for individuals who are developmentally challenged, to help them learn how to enhance their quality of life. Students will learn how to develop their social, vocational, employment and life skills, empowering them to meet daily challenges confidently and independently. 8.10 CEUs

GENX-1030 Food Handler Certification

Emphasis on personal hygiene, safe food handling and food bacteriology.

GENX-1100 GED Social Studies & Science Prep.

Two of the five exams included in the GED. Requires review of terminology and concepts, as well as comprehension and calculations.

GENX-2100 THEA Exam Prep: Reading

This course will help you review reading skills needed to successfully complete the Texas Higher Education Assessment (THEA) Test, formerly known as TASP. Topics include study skills and comprehension of written materials. Textbook required. 1.20 CEUs

GENX-2101 THEA Exam Prep: Writing

This course is a review of writing skills giving students an opportunity to brush up on specific techniques and strategies to improve success on the Texas Higher Education Assessment (THEA) Test, formerly known as TASP. Topics include spelling, grammar and punctuation, writing sentences and paragraphs, developing an idea, and organizing and writing a paper. Textbook required. 1.20 CEUs

GENX-2102 THEA Exam Prep: Math

This course reviews the essentials of mathematics to improve students' success on the Texas Higher Education Assessment (THEA) Test, formerly known as TASP. Students will review all basic mathematical areas, including algebra and geometry. Textbook required. 1.20 CEUs

GENX-7340 GRE Exam Prep: Verbal

Sharpen your skills before taking the verbal ability portion of the Graduate Records Exam (GRE). This course will cover sentence completion, analogies, vocabulary, and reading techniques following the format of the GRE. Textbook required.

GENX-7350 GRE Exam Prep: Math

Get ready to take the math portion of the Graduate Records Exam (GRE) with a review of basic math. This course will cover arithmetic, algebra, geometry, and formulas following the format of the GRE.

GENX-7380 GMAT Exam Prep: Verbal

Prepare for the Graduate Management Admission Test (GMAT) Verbal portion with a 12-hour review of language and vocabulary skills. Textbook required.

GENX-7390 GMAT Exam Prep: Math

Prepare for the Graduate Management Admission Test (GMAT) Math portion with a 12-hour review of basic math, including arithmetic, algebra, geometry, tables and graphs, and word problems following the format of the GMAT. Textbook required.

GENX-9040 GED Exam Prep: Math

This class is a review of math skills taught through 10th grade. Topics include fractions, decimals, percents, measurement, geometry, fundamental algebra, and solving word problems. You'll work problems similar to those on the actual GED test to help you become familiar with the GED test format. Textbook required.

GENX-9060 GED Exam Prep: Reading

This course is a review of reading skills taught through 10th grade. Emphasis will be on test-taking skills; reading for details; and reading in science, social studies, and literature -- the three reading skill areas that are included in the GED test. Textbook required.

GENX-9080 GED Exam Prep: Writing

Do you need to brush up on your writing skills before taking the GED? Then this course is for you! This class is a review of writing skills taught through 10th grade. Topics include spelling, punctuation, grammar, style, organization, writing sentences and paragraphs, and test-taking tips. Textbook required.

GERS-1004 LTC Activity Directing I

Role of the activity director in long-term health-care facilities. Includes study of history, regulations, communications, advocacy, ethics, service delivery, and volunteer management. This course, when combined with "Long-Term Care Activity Directing II" and "Practicum-Gerontology" meets the State requirements to be qualified as an activity director in Texas. 9.60 CEUs

GERS-1068 LTC Act. Direct Practicum-Gerontology

Practical, general and workplace training supported by an individualized learning plan developed by the employer, college and student. 11.20 CEUs

HECX-1000 Interior Decorating Advanced: Practicum

The Advanced Interior Decorating Program must be taken after successful completion of the Home Interior Decorating Program. Students will have an initial meeting with the instructor to set up mentorships. Mentors will be required to assess students' performance on various assigned tasks. 1.20 CEUs

HECX-1870 Cake Decorating, Advanced

More advanced instruction on cake decorating, frosting recipes, and creative cake decorating techniques.

HECX-1890 Cake Decorating, Beginning

Basic techniques in cake decorating, including the frosting recipe; how to create leaves, borders, sweet peas, roses, lattice work; and how to make a doll cake. 1.80 CEUs

HECX-1970 Flower Arranging

Learn basic techniques of flower arranging for personal use and enjoyment. Student should provide garden cuttings or dried, artificial, or silk flowers on third class period.

HITT-1005 Medical Terminology

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols; surgical procedures; medical specialties; and diagnostic procedures. 4.80 CEUs

HITT-1013 ICD-9-CM Coding

Presentation and application of ICD-9-CM coding rules, principles, guidelines, and conventions utilizing ICD-9-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. 4.80 CEUs

HITT-1091 Coding Procedures, Advanced

This class is designed for those who have used, or currently use, ICD-9-CM and CPT coding manuals in their work and desire to sit for the American Academy of Professional Coder's (AAPC) Certified Professional Coder's (CPC) board exam or the American Health Information Management Association's (CCS-P) board exam. The student will learn principles of medical coding related to the three main coding manuals: CPT, ICD-9-CM, and HCPCS. Recommended prerequisite: Medical Terminology. 9.60 CEUs

HPEX-1020 Golf Fundamentals

This course teaches beginning golf instruction encompassing all phases from tee to green.

HPEX-1100 Jujitsu, Beginning (Ages 7+)

This course provides basic techniques in the field of martial arts with Jujitsu. Striking and kicking, weapons, and self-defense will be taught. Students will advance at their own speed through the ranks.

HPEX-1110 Jujitsu, Advanced (Ages 7+)

Provides advanced techniques in the field of martial arts with Jujitsu. Striking and kicking, weapons, and self-defense will be taught. Students will advance through the ranks at their own speed.

HPEX-1130 Adult Swimming, Beginning

This course is designed for the beginning-level swimmer to learn basic swimming skills.

HPEX-1252 Pilates, SRT

Pilates is an easy-to-understand combination of exercises done in a special rhythm to produce maximum results. It involves a series of calisthenic motions designed to build strength and flexibility without a focus on high-powered cardiovascular exercise. 2.00 CEUs

HPEX-1311 Self-Defense, Beginning

Various forms of self-defense are introduced including stand up and matwork. The history and philosophy of the martial arts are explored. The student should progress from no previous experience in self-defense to an adequate skill level covering basic self-defense situations. Both mental and physical aspects of the arts are stressed. Uniform required. 2.60 CEUs

HPEX-1450 Zumba Fitness

A fusion of Latin and international music and dance themes creating a dynamic, exciting and effective fitness system. The routines feature aerobic and fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body; maximize caloric output, fat burning, and total body toning. Course is designed for everyone at any level. No dance experience necessary.

HPEX-1500 Yoga - Short Course

This course will teach breathing, relaxation and a variety of simple stretching poses. Yoga achieves a balance of strength, flexibility and energy. Each class will end with a relaxation session to reduce stress and promote inner happiness.

HPEX-1570 Cardio Kickboxing

This coeducational fitness course will get you into shape by firming, toning, losing body fat, and increasing endurance while teaching you basic Martial Arts techniques. Why not learn something useful while getting into shape at the same time?

HPEX-1600 Tennis Fundamentals

Basic tennis fundamentals, game rules, etiquette, serving, forehand and backhand techniques are taught in this class.

HPEX-1930 Swimming for Babies

This course will provide acclimation to the water and help develop innate swimming ability. An adult must accompany child in the water during instruction. Children younger than two years must wear plastic pants in the pool.

HPEX-1940 Swimming for Toddlers

This course will provide acclimation to the water and develop innate swimming ability. An adult must accompany child in the water during instruction.

HPEX-3180 Swimming for 5-Year-Olds

This course will provide acclimation to the water and help develop beginning swimming skills and water survival skills. An adult must accompany child in the water during instruction.

HPEX-3300 Water Exercise

This course gives adults the opportunity to improve their physical fitness and swimming form. All exercising is done freestanding or holding onto side of pool. Music is also used. Course does not require swimming skills or going under water.

HPEX-5600 Figure Control A

Designed for women and girls to tone muscles and stay slim through conditioning exercises using modern equipment.

HPEX-5680 Swimming Exercise

A fitness course that develops aerobic fitness and flexibility by participating in an organized exercise program in water.

HPEX-9060 Rec. Swim/Fitness Club

Designed to provide recreational and fitness activities on an arranged basis. Organized instruction for the development and implementation of an individualized exercise program.

HPEX-9060 Rec. Swim/Fitness for Couples

Designed to provide recreational and fitness activities for couples on an arranged basis. One registration per couple.

HPEX-9060 Rec. Swim/Fitness for Youth

Designed to provide recreational and fitness activities for youth on an arranged basis. Organized instruction for the development and implementation of an individualized exercise program. For children under 17. Contact the Continuing Education Office for registration.

HPEX-9080 Water Aerobics

This low-impact exercise is for adults. The focus is on range of motion, flexibility, toning, strengthening, and circulation -- all intended to produce cardiovascular and muscle benefits without joint strain. Swimming skills are not required.

HPEX-9550 Swimming Level 1

This course is designed for the beginning level swimmer to learn swimming skills, basic lifesaving skills, and water survival techniques. Strokes covered are front crawl, back crawl, elementary backstroke, sidestroke, and overarm side.

HRGY-1091 Jewelry Casting I

This program is designed for anyone who wants to learn Jewelry Casting to use as a profession. Learn the art of casting in silver and gold using or combining different shapes and textures. 2.40 CEUs

HRGY-1091 Jewelry II

This program is a continuation of Jewelry Casting I for anyone who wants to learn Jewelry Casting to use as a profession. Learn the art of casting in silver and gold using or combining different shapes and textures. 2.40 CEUs

HRPO-1000 Essentials of Human Resource Mgt

Introduction to the theory, practice and law of human resource management. This course will provide participation with knowledge and skills that can be used immediately. 1.50 CEUs

HRPO-1007 TCP: Evaluating Training Interventions

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. 2.40 CEUs

HRPO-1091 HR: Compensation and Benefits

This eight-hour course will review employee compensation laws and packages. Topics include structuring a benefit package, merit raises and pay for performance, Texas workers compensation and unemployment insurance laws, and rewards and recognition. 0.80 CEUs

HRPO-1091 HR: Employment and Training

This eight-hour course will provide HR staff with best practice strategies in the area of employment and training. Topics will include job analysis, specification, and descriptions; planning and recruitment; screening, interviewing, and selecting staff; employee orientation; and employee training and development. 0.80 CEUs

HRPO-1091 HR: Performance Evaluations

This 12-hour course will provide strategies and techniques for fair and objective performance evaluations, as well as methods of corrective action. Topics will include due process issues, performance review objectives, documenting performance reviews, documentation for corrective action or dismissal, and coaching/counseling techniques. 1.20 CEUs

HRPO-1091 HR: Personnel Policy/Legal

Personnel policies help employees operate by the structure established by the organization. Knowledge of the law helps the HR employee monitor staff to keep them operating within state and federal regulations. Topics in this 12-hour course include developing a concise employee manual; review sexual harassment laws; discrimination of gender, race, religion, age, and disabilities; and handling complaints and grievances. 1.20 CEUs

HRPO-1091 TCP: The Training Professional

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. 2.40 CEUs

HRPO-1091 TCP: Training Design & Development

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. 2.40 CEUs

HRPO-1091 TCP: Training Implementation

Techniques for facilitating and directing a training environment. Includes instruction on delivering and managing classroom training, discussion of adult learning and training styles. 2.40 CEUs

HRPO-1091 TCP: Training Needs and Task Analysis

Examines training needs and task analysis at several levels. Includes topics on performance analysis models, types of needs assessment, and reporting assessment results to management. 2.40 CEUs

HRPO-2030 PHR/SPHR Certification Preparation

Major concepts, theories, and their applications to prepare for the Professional Human Resources (PHR) Certification Exam or the Senior Professional Human Resources (SPHR) Certification Exam. 3.60 CEUs

IFWA-1091 Dietary Manager 2

This is a continuation of the Dietary Manager's Program designed to prepare men and women to assume supervisory positions in health-care food service departments. This is an on-the-job training program for people with leadership qualities. You learn through the practical projects and experiences that are provided in your health-care facility. 6.00 CEUs

ITNW-1007 Internet Concepts

Introduction to the Internet including email, home page, and how to perform basic research to address company/business needs. Use hands-on practice to learn browser basics, email, real-time communication, searching for information, downloading files, and browser security. Student should have a basic knowledge of a desktop computer and of the Microsoft Windows interface. Recommended prerequisites: ITSC-1002 (Intro to PCs) and ITSC-1006 (Windows: Beginning). Textbook required. 1.60 CEUs

ITSC-1006 Windows, Beginning

This is the second introductory course in computers. It teaches the basics of navigating in the Windows environment and includes a study of micro-processor architecture, file creation/deletion, data entry and manipulation, automatic file execution, configuration, and directory commands. Call your campus to learn what version of Windows is being taught. Recommended prerequisite: prior hands-on computer experience. Textbook required. 1.60 CEUs

ITSC-1010 Computer Basics

Overview of personal computer systems. Includes introduction to computer hardware, software and the everyday use of computers. This course is designed for those who have had little or no experience with a computer. Emphasis is on the basic understanding of the microcomputer, the components, operating system, and common applications. 1.60 CEUs

ITSC-1012 Computer Concepts

If you have had some experience with a computer and know how to manipulate a mouse, this may be the course for you. A study of computer systems and their uses in today's business communities. Textbook required. Recommended prerequisites: ITSC-1010 (Computer Basics). 1.60 CEUs

ITSW-1003 Photoshop I

Introduction to graphics software for image enhancement, photo retouching, and image composition using Adobe Photoshop. Covers introduction to the Photoshop application environment, graphics digital editing tools, using layers, adding text, and color techniques providing skills and knowledge for graphics editors and illustrators. Recommended prerequisite: experience using Windows and Windows applications and a basic understanding of graphics image files. Textbook required. 2.00 CEUs

ITSW-1003 Photoshop II

Introduction to graphics software for image enhancement, photo retouching, and image composition. Continuation of Photoshop I using advanced techniques. Recommended prerequisite: Photoshop I. Textbook required. 2.00 CEUs

ITSW-1022 MS Excel Beginning Workshop

Instruction in terminology, program parameters, display characteristics, formatting features, mathematical functions, and printing. 0.80 CEUs

ITSW-1022 MS Excel, Beginning

Instruction in terminology, machine use, program parameters, display characteristics, formatting features, mathematical functions, and printing. Textbook required. Recommended prerequisite: ITSC 1010, ITSC 1022, or familiarity with Windows. 1.60 CEUs

ITSW-1037 MS PowerPoint Beginning Workshop

Introduction to computerized presentation graphics that leads the participant through planning, design and production of business graphics and charts. Presentation files are produced utilizing multimedia software. 0.80 CEUs

ITSW-1041 MS PowerPoint Intermediate Workshop

Create and modify multimedia presentations complete with slides, charts and special effects, including video and audio transitions using Microsoft PowerPoint. 0.80 CEUs


ITSW-1046 MS Excel, Intermediate

Instruction in moving and copying cells; mathematical, statistical and financial functions; date and time arithmetic; report generation; and built-in graphics support. Textbook required. Recommended prerequisite: Demonstrate mastery of the objectives in ITSW-1022 (MS Excel, Beginning). 1.60 CEUs

ITSW-1053 MS Access, Beginning

Instruction in program parameters, data dictionary, optional field characteristics, calculation, constant default values, designing data entry forms, database origination, and report generation. Textbook required. Recommended prerequisite:

ITSC-1010 (Presentation Graphics) or familiarity with Windows. Students will find having taken other Microsoft application courses extremely helpful. 1.60 CEUs



Massage Therapy

Imagine working at a luxurious resort in the Caribbean or on another continent! Massage Therapy is one of the fastest-growing careers whether you are a private practitioner or working alongside other medical professionals in a clinical setting. In just over four months, you will be able to start the career of your dreams or use Massage Therapy to supplement your current income.

This 565-hour program will provide you with all the skills and knowledge you will need to start out as a certified Massage Therapist, as well as preparing you for the Texas Department of State Health Services' licensing exam and even the National Certification Exam. Graduates of this program must meet state guidelines to sit for the certification exam.

Call Continuing Education Services on South Campus at 817-515-4834.

ITSW-1055 MS Access, Intermediate

Instruction in data validation, data manipulation, browsing through records, record selection, and query; indexing; and sorting. Textbook required. Recommended prerequisite: Demonstrate mastery of the objectives in ITSW 1053 (MS Access, Beginning). 1.60 CEUs

ITSW-2029 MS Excel Intermediate Workshop

Techniques for customizing the spreadsheet environment by analyzing workbook data and creating worksheets and charts. 0.80 CEUs

ITSW-2047 MS Access, Advanced

Advanced concepts of relational database management, hierarchical model, network models, relational models, table merging, relational capabilities, report generation, security features, data file transfer, graphics support, and macro commands. Textbook required. Recommended prerequisite: Demonstration of mastery of the objectives in ITSW-1055 (MS Access Intermediate). 1.60 CEUs

ITSW-2049 MS Excel, Advanced

Advanced concepts in electronic spreadsheets. Topics address macro programming features, database functions, merging/linking spreadsheets, data file transfer, and Boolean functions. Textbook required. Recommended prerequisite: Demonstration of mastery of the objectives in ITSW-1046 (MS Excel, Intermediate). 1.60 CEUs

JRNX-5110 Photography, Beginning

Learn how to use your camera with ease. Learn f-stops, shutter speeds, depth-of-field, focusing, use of film, flash, and lenses. Learn to take landscapes, travel, sports and nature scenes. Bring your camera to class or learn about the best camera for you. (Darkroom instruction not included.) 1.50 CEUs

JRNX-5120 Photography, Close-Up

Have you ever wanted to focus closer than your lens would let you? Then you are ready for the extraordinary world of close-up images. Subjects will include handling depth-of-field problems, exposure and adjustments, composition, using natural and supplemental lighting, and manipulating the tripod. To fully utilize the information in this class, students will need an adjustable 35mm camera, a macro (close-focusing) lens, or close-up attachment lenses, etc. Bring camera, tripod and close-up equipment, if available.

JRNX-5130 Photography, Outdoor

This course in outdoor photography will teach you the basic techniques to produce high-quality images of nature, landscape and scenic views. It will cover exposure (f-stops and shutter speed), composition, light and seeing photographically. This course is designed for students who have an adjustable camera (one that allows selections of f-stops and shutter speeds), a basic knowledge of how their camera works, and a desire to improve the quality of their photographs. Students should bring their 35mm camera, a tripod, minimum of two 36-exposure rolls of color slide film, notebook, and camera owner's manual and spare batteries for the camera. Film developing not included in course fee.

JRNX-5260 Digital Photo Editing

Master the basics of editing digital images using photo editing software. Learn to touch up, enhance, or modify your digital photographs or scanned images to create professional-looking reproductions.

LAWT-1091 Court Interpretation I

There is a growing need for trained Spanish interpreters in the federal and state courts. This course teaches students fluent in Spanish and English courtroom interpretation procedures; simultaneous, consecutive and sight translation; legal note-taking skills; and legal vocabulary skills. Participants must be Spanish-English bilingual. 4.80 CEUs

LAWT-1091 Court Interpretation II

There is a growing need for trained Spanish interpreters in the federal and state courts. This course teaches students fluent in Spanish and English courtroom interpretation procedures; simultaneous, consecutive, and sight translation; legal note-taking skills; and legal vocabulary skills. Participants must be Spanish-English bilingual and have completed level I. 4.80 CEUs

LAWT-1091 Court Interpretation Level III

There is a growing need for trained Spanish interpreters in the federal and state courts. This course teaches students fluent in Spanish and English courtroom interpretation procedures; simultaneous, consecutive, and sight translation; legal note-taking skills; and legal vocabulary skills. Participants must be Spanish-English bilingual and have completed Level 1 & 2 Court Interpretation in Spanish. 4.80 CEUs

MSSG-1009 MSG: Health and Hygiene

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. 3.20 CEUs.

MSSG-1011 MSG: Massage Fundamentals I

Introduction to the theory and the application of skills necessary to perform Swedish massage to meet the minimum 125-contact-hour requirement for licensure. 12.80 CEUs

MSSG-1013 MSG: Anatomy and Physiology

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. 8.00 CEUs

MSSG-2000 MSG: MBLEx Test Preparation

Prepare for the state-required Massage and Bodywork Licensing Examination. This examination covers Anatomy & Physiology, Pathology, and Kinesiology but does not cover local laws. Discover test-taking strategies and key concepts needed to do your best.

MSTX-1040 Motorcycle Rider Education

This class provides instruction and practical exercises for motorcycle operation. Training includes motorcycle riding techniques and road safety. Minimum age is 15. (Students between the ages of 15-18 must have completed 32 classroom hours of Driver's Education, and present a copy of a DE-964 showing a completion of at least 6 hours of driver's education). 1.90 CEUs

MTHX-1000 Geometry for Home-Schoolers

This class will introduce students to the tools of geometry: geometric figures, shapes and motions, triangle relationships, measuring in the plane, measuring in space, reasoning and parallel line, and providing triangles congruent. 4.80 CEUs

MTHX-1005 Math Enrichment

This course seeks to reinforce foundational math skills while developing higher-level problem solving and reasoning skills. The focus is on key foundational math concepts, building conceptual understanding, discovery and analytical skills, and cultivating creative problem-solving skills.

MTHX-1010 Pre-Algebra for Home-Schoolers

This class will introduce students to the tools of pre-algebra: adding, subtracting, multiplying and division; using percents and estimation; problem solving; order of operation; solving inequalities and other related subjects. 4.80 CEUs

MTHX-1011 College Algebra for Home-Schooled

Topics include: graphing, functions, matrices, rational and irrational expressions with graphing and polynomial use. Method of teaching is lecture as well as student board work. Grading objectives are based on tests, quizzes and homework assignments. Recommended prerequisites: Algebra I and II. 4.80 CEUs

MTHX-1030 Math Prep 1: Decimals/Fract./Percentage

Review of basic mathematical operations involving decimals, fractions and percents. 0.90 CEUs

MTHX-1040 Math Prep 2: Algebra/Geometry, Basics

This course is the beginning of algebra and geometry. Review signed numbers, 1+2 variable equations, graphing and elementary geometry. 0.90 CEUs

MTHX-2000 Algebra I - Home-Schooling

The first half of Algebra I. Students will learn to master concepts studied in a core class. Students will learn factoring, solving quadratic equations, rational/irrational expressions, graphing and solving equalities and inequalities. 4.80 CEUs

MTHX-2001 Algebra II - Home-Schooling

The first half of Algebra II. Students will continue learning advanced algebra skills such as algorithms, sequences and series, linear equations, and extended work with polynomials. 4.80 CEUs

MUSC-1092 Introduction to Piano Technology

Basic training in tuning and repairing pianos, overview of unison and tempered tuning, making basic adjustments, and performing basic repairs. Students should have a basic knowledge of musical intervals and terms. 5.20 CEUs

NURA-1001 Nurse Aide

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 residents' 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. Call 817-515-4592 for admission requirements. 9.00 CEUs

NURA-1013 Medication Administration

This course provides instruction in preparation and administration of designated medications by non-licensed personnel employed in health-care agencies licensed by the Texas Department of Aging and Disability Services including the responsibilities associated with such administration. Textbook required. 13.00 CEUs

NURA-1041 Medication Admin. Update

This seven-hour class meets the guidelines established by the Texas Department of Aging and Disability Services for the annual update required of medication aides for continued certification. Persons arriving more than five minutes late will not be admitted into class and will need to reschedule. 0.70 CEUs

OPTS-1011 The Visual System

Overview of the visual system including the anatomy and physiology of the eye, related structures, and diseases. 4.80 CEUs

OPTS-1019 Vision Care Office Procedures

Overview of procedures used in an optical, optometric, or ophthalmological office. Instruction on government, third party and other managed-care insurance claim forms, maintenance of patient records, safety regulations, correspondences and ethics. 4.80 CEUs

OPTS-2041 Ophthalmic Techniques

Presentation of information and practical training in the techniques necessary to properly assist the eye practitioner. Topics include visual acuity assessments and performance of various preliminary diagnostic tests. 4.80 CEUs

OPTS-2045 Advanced Ophthalmic Techniques

Continuation of Ophthalmic Techniques. Introduction to principles and techniques of various diagnostic evaluations. Topics include refractometry and retinoscopy, ophthalmic photography, applanation tonometry, and advanced clinical assessments. An overview of standardized tools prevalent in the field will be covered. 8.00 CEUs

PHRA-1001 PT: Intro to Pharmacy Technician

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. 4.80 CEUs

PHRA-1002 PT: Pharmacy Law

Survey of federal and state laws governing the practice of pharmacy. Describes the legal and ethical constraints governing technician and pharmacist responsibilities in various settings. 1.80 CEUs

PHRA-1004 PT: Pharmacotherapy and Disease

A study of disease processes and the therapeutic properties of the drugs used in treatment. 4.80 CEUs

PHRA-1005 PT: Drug Classification

Study of pharmaceutical drugs, abbreviations, classifications, dosages, actions in the body, and routes of administration. Emphasis on the location of drugs within a pharmacy, inventory control, safety, and quality assurance procedures. 4.80 CEUs

PHRA-1009 PT: Pharmacy Mathematics

Students will demonstrate the ability to perform pharmaceutical calculations required for the usual dosage determination and solution preparation. 4.80 CEUs

PHRA-1061 PT: Clinical

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. 12.60 CEUs

PLAB-1023 Basic Phlebotomy

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. 4.20 CEUs

PLAB-1060 Phlebotomy Clinical

This 120-clock-hour course serves as the clinical practice extension of the phlebotomy course. It is designed to provide the student with additional theoretical knowledge while concentrating on the development of skills useful in phlebotomy. Students will be assigned to clinical facilities where they will gain a working comprehension of both the technical and procedural aspects of phlebotomy. 12.00 CEUs

POFI-1004 Transitions: Office Skills

Introduction to word processing terminology, editing functions, formatting, and special text options. This course must be taken concurrently with EDUX 1000 Transitions core course. 2.00 CEUs

POFI-1024 Microsoft Word, Beginning

Introduction to word processing terminology, editing functions, formatting, and special text options. 1.60 CEUs

POFI-2025 MS Word, Intermediate

A word processing application course to produce mailable documents. Take your use of MS Word to a higher level. Create tables and templates. Make MS Word produce letters with individual addresses. Textbook required. Recommended prerequisite: POFI-1003 (MS Word, Beginning). 1.60 CEUs

POFI-2037 MS Word, Advanced

This course continues instruction in document preparation, editing, and formatting. Emphasis on special problems encountered in business and industry. Bring excitement to your documents by learning to write macros and embed objects. Textbook required. Recommended prerequisite: POFT-2035 or demonstrate mastery of the objectives in POFI-2025 (MS Word, Intermediate). 1.60 CEUs

POFT-1006 Transitions: Career Exploration

This course is designed for developmentally challenged individuals who are at least 18 years of age to assist them in identifying their career options and educational goals. The course also provides instruction on job search skills and workplace behaviors. This course must be taken concurrently with EDUX 1000 Transitions core course. 4.00 CEUs

POFT-1010 Computer Keyboarding

Instruction in basic typewriting skills and knowledge including techniques in basic machine operation, touch typing for accuracy and speed, centering and tabulating, and beginning compositor at the keyboard. The student will learn correct finger position and methods of increasing speed and accuracy. Textbook required. 2.00 CEUs

POFT-1013 Transitions: Workforce Essentials

Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.

POFT-1093 Stepping Stones: Office Skills I

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Topics include general office skills with an emphasis on developing keyboarding techniques, basic Microsoft Word skills, occupational options and résumés. 4.10 CEUs

PSTR-1006 Stepping Stones: Cake Decorating I

Introduction to skills, concepts and techniques of cake decorating. 4.00 CEUs

PSYX-1010 PD: Counseling/Psychology

Intensive training in identified area(s) to meet continuing education and/or review/update requirements associated with professional licensure or certification. This course was designed to be repeated multiple times to improve student proficiency. 0.20 CEUs

RDGX-1002 Reading and Vocabulary Enrichment

This course seeks to reinforce foundational reading and comprehension skills. The focus is on recognition and comprehension of vocabulary and sentences necessary to understand and explain current events and short stories.

RELE-1002 RE: Principles of Real Estate I

Overview of licensing as a real estate broker or salesperson in Texas. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination. 3.00 CEUs

RELE-1012 RE: Law of Contracts - Short Course

This course is a review of real estate contracts required by Section 6A (3) of the Real Estate License Act with emphasis on general contract law requirements. Also covers the purpose, history and working process of the Broker-Lawyer Committee. Includes preparation of real estate contract forms with emphasis on the most commonly used forms. 3.00 CEUs

RELE-1015 Real Estate Property Mgmt.

A study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act. Also includes rent collections, advertising and marketing, eviction proceedings, accounting, tax aspects, and owner relations. 4.80 CEUs

RELE-1026 RE: Real Estate Mathematics - 30HR

Basic arithmetic skills. Includes mathematical logic, percentages, interest, time value of money, depreciation, amortization, proration, and estimation of closing statements. 3.00 CEUs

RELE-1039 RE: Principles of Real Estate II

Overview of licensing as a real estate broker or salesperson in Texas. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state and local laws relating to housing discrimination and housing credit discrimination. 3.00 CEUs

RELE-2002 RE: Law of Agency Short Course

A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures, and the disclosure of an agency. 3.0 CEUs

SLNG-1091 Sign Language, Beginning - Short Course

An introduction to sign language, fingerspelling and numbers. Provides basic functional skills to enable communication with the hearing-impaired. 1.60 CEUs

SLNG-1091 Sign Language, Intermediate

This is a continuation class for students wanting to improve their sign language skills to more effectively communicate with individuals who are deaf. Practice sessions will allow participants to enhance their conversational abilities and learn additional training in receptive skills. Textbook required. Recommended prerequisite: Sign Language, Beginning or equivalent. 1.60 CEUs

SMER-1025 SER: Small Engine Electrical System

Theory of operation and test procedures and equipment used in the diagnosis and repair of the various circuits which make up a small engine electrical system. Meets with credit course. Textbook required. 8.00 CEUs

SMER-1028 SER: Small Engine Service Principles

This course covers principles of operation of small engines and associated systems as used in lawn and garden applications. Emphasis on operating principles and overhaul procedures for two- and four-stroke small engines and their applicable drive systems. Meets with credit course. 8.00 CEUs

SMER-2050 SER: Small Engine Projects

A capstone course that provides students the opportunity to apply the knowledge and skills gained in the program. Completion of an assigned project in motorcycle, outboard or small engine equipment repair required. The course should be taken after completing specific specialized courses in the program. Prerequisite: consent of department chairperson. Meets with credit course. 8.00 CEUs

SPNX-1490 Spanish: Conversation, Beginning

Practice in comprehension and demonstration of the spoken language for students who wish to improve their skills in comprehension, pronunciation and oral expression. 2.40 CEUs

SPNX-1500 Spanish: Conversation, Beginning II

Practice in oral communication for students who wish to improve their skills in listening comprehension, pronunciation and oral expression. 2.40 CEUs

SPNX-1690 Spanish: Conversation, Advanced

This course will concentrate on increasing your ability to communicate effectively and accurately in Spanish. Instruction will focus on developing vocabulary range, improving pronunciation, language structure, and fluency for application in business and personal communication. 2.40 CEUs

UPHL-1091 Upholstery

Choosing proper padding and fabric, removing old upholstery, making patterns for new upholstery, installing correct base, cutting and fitting foam cushions, use of tools, tufting seats and backs, hand and machine care, and finishing the work. 3.6 CEUs

UPHL-1091 Upholstery, Intermediate

This class is designed for students who have completed at least one Upholstery Basic course. We will be working on more detailed projects you might have, such as frame-up construction, springing, padding, diamond tufting, and whole piece reconstruction. Students will still need to bring their own projects, but no additional tools will be needed unless specified after the course begins. 2.40 CEUs

WLDG-1012 WEL: Flux Cored Arc Welding

An overview of terminology, safety procedures, and equipment setup. Practice in performing T-joints, lap joints, and butt joints using self-shielding and dual-shield electrodes. Meets with credit course. Textbook required. 9.60 CEUs

WLDG-1028 WEL: Shielded Metal Arc Wldg

An introduction to shielded metal arc welding processes. Emphasis placed on power sources, electrode selection, oxy fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Meets with credit course. Textbook required. 9.60 CEUs

WLDG-1030 WEL: Gas Metal Arc Welding

A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction in various joint designs. Meets with credit course. Textbook required. 9.60 CEUs

WLDG-1034 WEL: Gas Tungsten Arc Welding

An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. Meets with credit course. Textbook required. 9.60 CEUs

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