### Non-Credit Course Descriptions

#### 2-D Design
**ARTSC 3131101**
An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design. Prerequisite: College Level Readiness in Reading AND Writing. This course is linked to ARTS 1311.

#### ABE ESOL Advanced Level / Civics
**ENGLC 6400015**
This course intends to address the language needs of adult learners who have an advanced English language skills. This course is designed to increase students’ proficiency and confidence in English and provide Civics Education. This course is for students, who can participate in conversations on a variety of subjects, might need some repetition but they are able to understand the main topic. These students can read different types of texts and use context to completely understand the message and develops reading strategies for comprehension. These students navigate their workplace without difficulty but need to polish their communication skills. Participants in the class will learn English through everyday situation including workplace and civics. Adult learners will use their speaking, listening, reading and writing skills as well as grammar, numeracy, life skills, American culture and civics. In addition to this, adult learners will experience the use of technology inside and outside the classroom to enhance their language learning experience.

#### ABE ESOL Beginning Level
**ENGLC 6400011**
This multilevel course intends to address the language needs of adult learners who have low to high beginning level of English language skills. This course is for adult learners who can understand basic greetings, phrases, and commands and whose literacy level allows them to read and write in their native language but it is limited in English. Participants in the class will obtain fundamental language knowledge and skills that will enable them to use the English language in their daily lives, activities, and workplace. Competency-based lessons are created around everyday topics everyday lessons containing topics such as community, health, shopping, transportation and family and friends. Adult learners will use their speaking, listening, reading and writing skills as well as grammar, numeracy, life skills and American culture. In addition to this, adult learners will experience the use of technology inside and outside the classroom to enhance their language learning experience.

#### ABE ESOL Intermediate Level
**ENGLC 6400013**
This multilevel course intends to address the language needs of adult learners who have a low to high intermediate level of English language skills. This course is for adult learners who can initiate and engage in simple conversations that include descriptions, personal opinions, and inferences on familiar topics. Adult learners in this course apply complex listening strategies to comprehend conversations; read different types of texts and is able to answer comprehension questions. Participants in the class will obtain intermediate level language knowledge and skills that will enable them to use the English language in their daily lives, activities, and workplace. Competency-based lessons are created around everyday topics such as workplace, community, family, emergencies, and health. Adult learners will use their speaking, listening, reading and writing skills as well as grammar, numeracy, life skills and American culture. In addition to this, adult learners will experience the use of technology inside and outside the classroom to enhance their language learning experience.

#### ABE ESOL Literacy
**ENGLC 6400010**
This course intends to address the language needs of adult learners who are true English language beginners and whose literacy level is low. This course is for adult learners who depend on gestures, their first language, and visual aids to communicate with others. Participants in the class will learn English through everyday lessons containing topics such as community, health, shopping, transportation and family and friends. Adult learners will work on developing their speaking, listening, reading, and writing skills as well as grammar, numeracy, life skills and American culture. In addition to this, adult learners will experience the use of technology inside and outside the classroom to enhance their language learning experience.

#### ABE GED Math and Language Arts
**ABEAC 6400015**
This course is used in the grant-funded AEL program. This course designed to provide basic mathematics and foundational reading and writing skills and remediation necessary for career and college readiness. This course does not carry institutional credit. This course will not transfer nor be used to meet degree requirements. This course provides foundational mathematic, reading, language and writing skills for students preparing for the Texas Certificate of High School Equivalency test, TSIA assessment, entry into workforce certification programs, and career pathways. Approval Required, TSI placement score level 1-2, TABE test.
<table>
<thead>
<tr>
<th>Course Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ABE Math and Reading for Trade Careers</strong></td>
<td>ABEAC 6400003</td>
<td>This course is for Adult Basic Education students who are working towards completion in a workforce training/certification program. Student will increase proficiency in math and reading, as well as contextualized skills, specific to business, allied health or trade careers. Prior departmental approval is required.</td>
</tr>
<tr>
<td><strong>Access I</strong></td>
<td>ITSWC 2105311</td>
<td>An introduction to database concepts including: Program parameters, data dictionary, optional field characteristics, calculations, constant default values, data entry form design, database organization, and report generation. Prerequisite: Windows training or equivalent knowledge.</td>
</tr>
<tr>
<td><strong>Access II</strong></td>
<td>ITSWC 2105509</td>
<td>Instruction in data validation, data manipulation, browsing through records, records selection and query, indexing, and sorting. Prerequisites: Access I or equivalent knowledge.</td>
</tr>
<tr>
<td><strong>Accounting, Office I</strong></td>
<td>ACNTC 2100106</td>
<td>This course focuses on analyzing, classifying and recording business transactions. Emphasis is placed on understanding the complete accounting cycle and preparing financial statements, bank reconciliations and payroll. Qualifies for Texas State Board of Public Accountancy 28.8 CPEs.</td>
</tr>
<tr>
<td><strong>Accounting, Office II</strong></td>
<td>ACNTC 2104201</td>
<td>Focus on accounting for merchandising, notes payable, notes receivable, valuation of receivables, valuation of plant and equipment, and voucher system. Qualifies for Texas State Board of Public Accountancy 28.8 CPEs.</td>
</tr>
<tr>
<td><strong>ACPE IV Sterile Compounding Certification</strong></td>
<td>PHRAC 1109101</td>
<td>The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP &lt;797&gt; standards. This course combines a preliminary online didactic component, followed by face-to-face laboratory sections that include process evaluations, and a final written exam. This course is designed to train pharmacists and pharmacy technicians in sterile compounding and aseptic technique (SCAT) based on current USP&lt;797&gt; standards. All course activities are designed to be completed within a short time-frame. CPE activity completers will receive a frame-able certificate of completion, ACPE statement of credit, and upload of ACPE CE credits for 40 hours/4.0 CEUs. This course is an &quot;IV certification&quot; course.</td>
</tr>
<tr>
<td><strong>Acting I</strong></td>
<td>DRAMC 3135101</td>
<td>Introduction to the art of acting, emphasizing techniques of speech and movement on stage, pantomime, and character analysis, through participation in lab scenes and departmental productions. This course is linked to DRAM 1351. Prerequisite: College Level Readiness in Reading AND Writing</td>
</tr>
<tr>
<td><strong>Administrative Office Procedures</strong></td>
<td>POFTC 2100902</td>
<td>Study of current office procedures duties, and responsibilities applicable in office environment. Keyboarding proficiency recommended. Suggested Prerequisite: Basic keyboarding skills</td>
</tr>
<tr>
<td><strong>AEL ABE Pre-Algebra</strong></td>
<td>ABEAC 6400018</td>
<td>This course is a basic mathematics course designed to provide remediation in developmental basic mathematic skills necessary for career and college readiness. This course does not carry institutional credit. This course will not transfer nor be used to meet degree requirements. This course provides foundational mathematic skills for students preparing for the Texas Certificate of High School Equivalency test, TSIA assessment, entry into workforce certification programs, and career pathways.</td>
</tr>
<tr>
<td><strong>American Music</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Non-Credit Course Descriptions

MUSIC
3101001
A general survey of various styles of music of the Americas, including but not limited to jazz, folk, rock, and contemporary music. This course is linked to MUSI 1310. (5009025326) Prerequisites: College Level Readiness in Reading AND Writing

Apple Coding Introduction to Programming
ITSEC
2100304
Basic programming concepts and techniques. Topics include familiarization with and utilization of computer systems; developing logic; preparing top-down design of problems; and creating programs.

Arabic I, Beginning
ARABC
3000001
This course includes beginner’s punctuation, oral practice, conversation, development of listening comprehension, basic principles of grammar, simple exercises in composition, easy reading which includes cultural material. This course is linked to ARAB 1411. Prerequisite: College Level Readiness in Reading AND Writing

Arabic II, Beginning
ARABC
3101101
This course is a continuation of ARAB 1411 with increased emphasis on comprehension, speaking, reading and writing. Intensive drills to increase vocabulary and knowledge of structure. This course is linked to ARAB 1412. Prerequisite: ARAB 1411; College Level Readiness in Reading AND Writing

Assessment Test Interpreting
TESTC
8900124
Assessment Testing for the new Bilingual English/Spanish Interpreting Certificate.

AutoCAD, Advanced
DFTGC
1200400
Two- and three-dimensional drawings using three-dimensional display options and specifying user-defined coordinate systems. Prerequisites: AutoCAD, Intermediate. Textbook required.

AutoCAD, Intermediate
DFTGC
1105000
Topics include applications; creating, sorting, and retrieving predefined components; placing, rotating, and scaling components; modifying; rubber banding; adding text and dimensions to drawings; multilayering drawings; grids, orthogonal mode; data storage format for writing auxiliary programs; input and output devices; resolution and physical limitations. Textbook required.

AutoCAD, Introduction
DFTGC
2101401
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.
AWS Academy Cloud Foundations is intended for students who seek a foundational understanding of cloud computing concepts, independent of specific technical roles. It provides an overview of cloud concepts, AWS core services, security, architecture, pricing, and support.

Upon successful completion of the AWS Cloud Foundations course, students get access to vouchers for a free practice exam and discounted exam voucher for the AWS Certified Cloud Practitioner exam. Prerequisite for all other AWS Academy courses.

Module:

Module 1: Cloud Concepts
Module 2: AWS Core Services
Module 3: AWS Cloud Security
Module 4: Cloud Architecting
Module 5: Cloud Support Services

Basic Blueprint Reading for Plumbers NCCER

2100601
Introduction to reading and interpreting working drawings. Includes symbols and abbreviations and the use of sketching techniques to create isometric and orthographic drawings of drain, waste, vent, hot and cold water, and gas piping components.

Basic Electrical Wiring NCCER

2100002
Presentation of the theory of residential electric circuits. Topics include load calculations and safety in electrical work, installation of wiring, load protection, ground fault, and other devices commonly used in 110-volt household applications.

Basic Framing NCCER

2100103
Knowledge and skills required to erect wood frame structures with emphasis on layout and construction of floors, walls, and roofs. Includes safety procedures for using hand and power tools and structural materials.

Basic Handtools for Floorhands

1100010
This course introduces participants to the proper use of various types of hammers, wrenches, pliers, screwdrivers, saws, drills, ratchets and sockets, and much more. In addition to learning about the personal protective equipment (PPE) that should be worn while using various types of hand tools, the safety risks, and the best way to mitigate those risks, will also be covered. Participants will be required to select, properly use, inspect, clean and store tools after completing several hands-on lab projects.

Basic Mechanical Skills for Mechatronics

1103002
Basic mechanical skills using hand and power tools in an industrial environment. Topics include tool use and maintenance, lubrication, measuring, threads and fasteners, bench works, basic mechanical drawings, and basic shop calculations (English and metric). Also addresses rigging procedures to include chain falls, jacks, cable, fulcrum, port-a-power, and come-alongs.
### Non-Credit Course Descriptions

#### Basic Peace Officer I
**CJLEC 2100601**
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.***

#### Basic Peace Officer III
**CJLEC 2101801**
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.***

#### Basic Peace Officer IV
**CJLEC 2102401**
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. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.***

#### Basic Peace Officer V
**CJLEC 2102900**
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. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.***

#### Beginning Ballet
**DANCC 3980008**
Instruction in the fundamental techniques and concepts associated with ballet, including placement, alignment, technique and terminology. Classical ballet barre, center work and floor combinations are utilized. This course is linked to DANC 1241.

#### Beginning Jazz Dance
**DANCC 3104702**
Instruction and participation in jazz dance technique. Emphasis is upon placement, alignment, technique and terminology. Body awareness and development, rhythm awareness, jazz styles and rhythmic combinations of movement are studied. This course is linked to DANC 1247.

#### Beginning Spanish I
**SPANC 3141101**
This course includes beginner’s pronunciation, oral practice, conversation, development of listening comprehension, basic principles of grammar, simple exercises in composition, easy reading which includes cultural material. Students with prior language experience must take a placement exam to advance to the next level and receive credit. (1609055113) This course is linked to SPAN 1411. Prerequisite: College Level Readiness in Reading AND Writing

#### Beginning Spanish II
**SPANC 3141201**
This course is a continuation of SPAN 1411 with increased emphasis on comprehension, speaking, reading and writing. Intensive drills to increase vocabulary and knowledge of structure. Students with prior language experience must take a placement exam to advance to the next level and receive credit. (1609055113) This course is linked to SPAN 1412. Prerequisite: SPAN 1411 or placement exam; College Level Readiness in Reading AND Writing

#### Business English
**POFTC 2100109**
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.
### Business Principles

**BUSGC 2100101**

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decisions-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

### Cardiovascular Technology Technician, Clinical

**CVTTC 2106003**

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. Hospital will require immunizations such as Hepatitis B, TB Skin Test, Varicella, Measles, Mumps, Rubella and Tetanus. Student must present a successful background check in order to attend clinical. Prerequisite: Electrocardiography and Diagnostic Electrocardiography. CPR certification is also required in order to attend clinical. This course is a component of Electrocardiography Technician that prepares for American Certification Agency for Healthcare Professionals. This course will review the following medical terminology; heart anatomy and physiology, basic EKG techniques, and infection control and safety. The course will also review basic electrophysiology, ECG waves and interpretations, and basic pharmacology and special procedures while in a clinical setting.

### CCNA 1: Introduction to Networks

**ITCCC 2101401**

This course covers networking architecture, structure, security, 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.

### CCNA 2: Switching, Routing and Wireless Essentials

**ITCCC 2104401**

Describes the architecture, components, and basic operation of routers and explains the basic principles of routing and routing protocols. It also provides an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Additionally, wireless technologies are covered along with best practices for implementing wireless within and network environment.

### Ceramics I

**ARTSC 3234601**

Exploration of ideas using basic ceramic processes. An introduction to ceramics that examines the historical and cultural significance of the ceramic arts through research and application of various construction methods and firing processes. This course is linked to ARTS 2346.

### Ceramics II

**ARTSC 3234701**

Investigates advanced techniques, as well as the creative possibilities of clay, glazes and firing procedures. This course is linked to ARTS 2347. Prerequisite: College Level Readiness in Reading AND Writing; ARTS 2346 or Departmental approval.

### Certified Logistics Technician

**INMTC 1103601**

The CLT Course provides students with the mid-level technical knowledge needed to understand the world of supply chain logistics and related core competencies, earning 21st Century, in-demand skills needed for long-term career paths in over 5.8 million supply chain logistics jobs. CLT is a nationally portable, industry-led certification that prepares individuals for front-line material handling and supply chain logistics jobs in fulfillment centers, warehouses, distribution centers, and factories. This Course includes product receiving, product storage, order processing, packaging and shipment, inventory control, safe handling of hazardous materials, evaluation of transportation modes, customs, dispatch and tracking operations.

### Certified Nurse Aide for Health-Clinical

**NURXC 7000001**

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. For High School Partnership only.
### Chamber Singers

**MUENC**  
3105101  
The Chamber Singers are a small vocal ensemble performing sacred and secular choral literature of various eras including madrigals. A maximum of four credit hours may be earned. (5009035826) This course is linked to MUEN

### Class Guitar I

**MUSIC**  
3119201  
Class instruction in fundamental guitar playing, including technique, music-reading, fretboard theory, melodic and harmonic realizations. A maximum of four credit hours may be earned. (5009115126) This course is linked to MUSI

### Class Voice

**MUSIC**  
3118302  
Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice training. Does not apply to a music major degree. A maximum of four credit hours of voice classes may be earned. (5009085126) This course is linked to MUSI 1183.

### Clinical Medical Assistant-LAB

**MDCAC**  
2106002  
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. Introduction to medical office operations, equipment, procedures, and human relations skills. Emphasis on the application of basic psychological principles and the study of behavior as they apply to special populations. Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients and co-workers in an ambulatory care setting. Application of governmental health care guidelines. Includes specimen collection and handling, quality assurance and quality control in performance of Clinical Laboratory Improvement Amendments (CLIA)-

### Clinical Medical Assistant-LEC

**MDCAC**  
2106001  
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. Introduction to medical office operations, equipment, procedures, and human relations skills. Emphasis on the application of basic psychological principles and the study of behavior as they apply to special populations. Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients and co-workers in an ambulatory care setting. Application of governmental health care guidelines. Includes specimen collection and handling, quality assurance and quality control in performance of Clinical Laboratory Improvement Amendments (CLIA)-
Non-Credit Course Descriptions

Cloud Deployment & Infrastructure

ITNWC
1103600
"Academy Cloud Architecting covers the fundamentals of building IT infrastructure on Amazon Web Services. The course is designed to teach solutions architects how to optimize the use of the AWS Cloud by understanding AWS services and how these services fit into cloud-based solutions. This course emphasizes best practices for the AWS Cloud, and it recommends various design patterns to help you think through the process of architecting optimal IT solutions on AWS. Upon successful completion of the AWS Cloud Architecting course, students get access to vouchers for a free practice exam and discounted exam voucher for the AWS Certified Solutions Architect & Associate.

Module 1: Welcome to Cloud Architecting
Module 2: Designing Your Environment
Module 3: Designing for High Availability I
Module 4: Designing for High Availability II
Module 5: Automating Your Infrastructure
Module 6: Decoupling Your Infrastructure
Module 7: Designing Web-Scale Media
Module 8-13: Well-Architected Framework
Module 14: Troubleshooting
Module 15: Design Patterns and Sample Architecture"

Coding Certification Exam Review

HITTC
2204500
Review of coding competencies and skills in preparation for a coding certification exam.

Commercial Drivers License Exam Preparation

CVOPC
1101503
Preparation for the federally mandated Commercial Drivers License examination, Texas Department of Public Safety CDL Class A. This course is a component of the preparation required to prepare for CDL testing. Emphasis on Pre-Trip Check, Backing Skills and Road Skills. The course is customized for East End Driving & Placement Service.

Commercial Drivers License Written Skills

CVOPC
2100502
Overview of the State of Texas Class A Commercial Drivers License written test. In-depth coverage of general knowledge, air brakes, combination vehicle, doubles and triples, tankers, and hazardous materials. Includes preparation for mastery of the Commercial Drivers License written examination.

Communication Skills for the ESOL Workforce Professional High Intermediate

COMGC
2100402
This course is designed to be repeated with varying content for speakers of languages other than English, exposing students to the uses of language in industry-specific, job-related contexts. In this course, the students continue to develop their English language skills and strategies for listening to general, educational, or adapted work-related content and for speaking in conversation and possible discussions at the workplace, business, school and community. Students will improve their fluency when using the English language and will gain confidence when conversing with English native speakers. Students will put into practice their English language skills by preparing a presentation on a topic of interest. The instructor will teach students the use of phrases and active listening skills to communicate in work-related interactions and common small talk. Pair, small group discussion activities, reading materials and some writing tasks, will reinforce classroom activities. The instructor will guide the students in the use of inference, clear pronunciation, level-appropriate vocabulary and level-specific grammar usage.
### Non-Credit Course Descriptions

#### Components of Special Education

**ATCPC**
7000027

An introduction to Special Education, emphasizing proven practices, making accommodations and delivery of individualized instruction tailored to the specific needs of individual students with disabilities. Students will also develop awareness, sensitivity, knowledge, skills and competence necessary to become a special educator. This course is required to meet the 300+ hours of coursework and training to be in compliance with the Texas Education Agency to be recommended for a Standard Certification.

#### Concepts of Total Quality Control for Mechatronics

**BMGTC**
1102405

Principles and elements of total quality management.

#### Concert Choir

**MUENC**
3930001

Concert Choir is a large vocal ensemble performing large-scale sacred and secular works. In addition to local concerts, the group participates in campus activities. The Choir is open to students with vocal experience. A maximum of four credit hours may be earned. *(5009035726)* This course is linked to MUEN 1141. Prerequisite: College Level Readiness in Reading AND Writing

#### Configuring Adv Windows Server

**ITMTC**
2207300

This course focuses on advanced configuration of services necessary to deploy, manage and maintain a Windows Server infrastructure, such as advanced networking services. Active Directory Domain Services (AD DS), Active Directory Rights Management Services (AD RMS), Active Directory Federation Services (AD FS), Network Load Balancing, Failover Clustering, business continuity and disaster recovery services as well as access and information provisioning and protection technologies such as Dynamic Access Control (DAC), and Web Application Proxy integration with AD FS and Workplace Join. This course is linked to ITMT 2373. Prerequisite: ITMT 2372

#### Construction Methods & Materials I NCCER

**CNBTC**
2101106

This course develops a foundation for construction skilled construction trade training. It covers basic job site safety, identification and safe use of construction and hand tools and power tools, reading construction drawings, construction math, rigging equipment identification and the safe use of rigging equipment, and job site communication skills.

#### CPR for Healthcare Provider

**EHLTC**
3200001

HeartCode BLS is an interactive self-directed eLearning program which completes the requirements for the American Heart Association BLS for Healthcare Providers course. Learners complete a computer-based cognitive portion consisting of lessons teaching the BLS algorithm; realistic adult and infant patient cases that test knowledge of the correct sequence of patient care activities and give the student a detailed debriefing of performance; and a multiple

#### Creating Successful Classrooms

**ATCPC**
7000081

This course will address components of successful classroom management and effective instructional methods. Students will learn strategies to create an effective and positive learning environment for all students. This course is required to meet the 300+ hours of coursework and training to be in compliance with the Texas Education Agency to be recommended for a Standard Certification.

#### Dance Appreciation

**DANCC**
3200300

The cultural, historical and aesthetic qualities of dance are presented through lectures, films, videos, and dance productions. Primitive, classical and contemporary dance forms are included. This course is linked to DANC 2303.

#### Database & Strategic Infrastructure Security

**ITSYC**
1200100

Identify elements of firewall design, types of security threats and responses to security attacks. Use Best Practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities.

#### Dental Assisting I
Non-Credit Course Descriptions

DNTAC
2105303
An expanded study of dental assisting techniques with emphasis on four-handed dentistry and utilization of armamentarium for general practice and specialty procedures. This course focuses on office procedures, communication skills, basic dental anatomy and instrumentation, basic equipment operation and maintenance, preparation of examination and treatment areas, infection control, safety issues and clinical dental radiology. Also, dental assisting techniques with emphasis on four-handed dentistry and utilization of tray setups for general practice and specialty procedures. Students are required to submit complete immunization records including Hepatitis B and TB results. This course is a component of the Dental Assisting Certificate that prepares for the TSBDE exam. Textbooks, supplies and uniform are not included in tuition.

Dental Assisting II

DNTAC
2101502
A study of pre-clinical chairside assisting procedures, instrumentation, OSHA and other regulatory agencies’ standards. This course prepares the student to function competently and safely as a chairside dental assistant. Prerequisite: Dental Assisting I. Co-requisite: Dental Assisting Clinical, CPR and Registered Dental Assistant Exam & Review.

Dental Assisting Review & Exam

DNTAC
2100302
Preparation for Dental Assistants to meet Texas State Board of Dental Examiners (TSBDE) examination requirements. Includes review of radiology, infection control, and jurisprudence. State test and application forms included. Meets all state requirements for registered dental assistants.

Drafting and Design Technology REVIT

DFTGC
2109114
Topics address comprehensive architectural design, documentation and presentation using Revit Architecture 2 and 3 dimensional modeling. The primary emphasis will focus on the role of Building Information Modeling (BIM) in transferring building data throughout the building life cycle.

Drawing I

ARTSC
3930002
A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline. (5004015326) This course is linked to ARTS 1316.

Drawing II

ARTSC
3930003
A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline. (5007055226) This course is linked to ARTS 1317. Prerequisites: ARTS 1316; College Level Readiness in Reading AND Writing

Drilling/Rig Floor Core Skills

PTRTC
1100301
A study of practices and procedures drilling operations. Rig equipment, casing design, fishing, and proper procedures to successfully drill a well are discussed.

EKG Tech Exam Review

ECRXC
7000003
Review for the EKG Tech exam.
Electrical/Electronics for Field Service Technicians
IEIRC
1102004
A study of electricity and its use in a process control system and the production process. Topics include the conversion of electricity to mechanical, fluid, or thermal energy.

Electrical/Electronics for Mechatronics
IEIRC
1102003
A study of electricity and its use in a process control system and the production process. Topics include the conversion of electricity to mechanical, fluid, or thermal energy.

Electrocardiography
ECRDC
2101101
Fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities. This continuing education course is an introduction to electrocardiography (ECG). This course is designed to prepare students to take a national certification. Students must also register for diagnostic electrocardiography, ECG clinical, professional liability insurance and exam. This course is a component of Electrocardiography Technician that prepares for American Certification Agency for Healthcare Professionals. This course will define the foundations of medical terminology, heart anatomy and physiology, basic EKG techniques, and infection control and safety.

Electrocardiography Monitor Technician
ECRDC
2101103
Fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities. 6 hours of observation time TBA.

Electrocardiography Technician Proctor Fee
ECRXC
7000002
Three hour examination to achieve certification as an electrocardiogram technician consisting of both written and practical portions. Student must have successfully completed the college's ECG Technician training program in order to sit for exam. Exam will be administered by an (ACA) American Certification Agency instructor. Student is also responsible for (ACA) American Certification Agency for Health Professionals examination fee. Prerequisites: Electrocardiography, Diagnostic Electrocardiography, Clinical-Cardiovascular Technology/Technologist

Electrocardiography, Diagnostic
DSAEC
2104002
Cardiac testing including the techniques and interpretation of patient physical assessment. Covers electrocardiography, stress testing, Holter monitoring, vital signs, and cardiovascular pharmacology. This intermediate electrocardiography (ECG) course prepares students for more advanced cardiac testing. Prerequisite is Electrocardiography. This course is designed to prepare students to take a national certification. Students must also register for ECG clinical, professional liability insurance and exam.

English/Spanish Interpreting in Court Settings
FRNLC
2109145
This course further develops the skills in consecutive interpretation with note taking, sight translation, and simultaneous interpreting in court settings. Peer-assessment and self-assessment are encouraged in order to bring awareness of the importance of self-monitoring in interpreting. This course discusses current issues in court interpreting and provides information for further development in the profession. Furthermore, it provides intensive practice in accuracy, listening and information retention skills, grammar, interpreting style and knowledge of terminology and specialties to perform as a court interpreter and to take the Judicial Branch Certification Commission (JBCC) exam, which certifies Texas court interpreters.

Enterprise Systems, Tools, Concepts, and Careers
ITSCC
1109200
This seminar course provides an overview discussion of ERP emerging trends and projects. This can include a look at new ERP software tools, reviewing case studies on ERP implementation issues, discussion of "big data" generated by enterprise systems and data analytics tools, and a preview of career opportunities for those with an ERP skillset.
Non-Credit Course Descriptions

EPA Review & Exam
HARTC 2104301
Intensive training in an identified area(s) to update knowledge and/or skills. Prepare for the exam to become EPA certified to recover and contain refrigerant from both high and low pressure air conditioning and refrigeration systems. Exam fee included.

ERP Business Process Integration with Simulation
BMGTC 1109700
This seminar course emphasizes the integration of enterprise systems within an organization using a sequence of ERP simulation games. Students will compete as corporate teams to make common business decisions such as product lines, sales pricing, advertising, production levels, and distribution markets using one or more ERP simulation games (Distribution game, Manufacturing game, etc.) with the ultimate goal to see who will be the most profitable. The objective of these exercises is to show how a common ERP system is used by managers to carry out business decisions.

ERP Configuration
ITSCC 1109100
This is an advance level course that will focus on the implementation phase of enterprise (ERP) systems. Emphasis is on based on three key areas of: defining and assigning user organizational levels (company code, plant, storage location, etc.), defining master data requirements (chart of accounts, cost centers, customer master data, vendor master data, material master data), and implementation of business rules for each module of an enterprise system. Students will have a back end look of enterprise system and complete hands on exercises using the SAP IMG implementation tool where they will create the required organizational elements and master data, and then test out the configuration for each business process (FICO, production, sales, MRP, and IWM).

ERP Program CAPSTONE
BMGTC 1109503
This capstone course in ERP systems leads students through the official SAP TERP10 (training in ERP for 10 days) certification course culminating in the SAP professional certification exam. Students will complete a rigorous curriculum that includes the integration of the complete supply chain and business process to include FICO, Purchasing, Manufacturing, Sales, MRP, Inventory & Warehouse Management, Enterprise Asset Management, Project Systems, and Business Intelligence. The knowledge base will include the integration of organizational levels, master data, business process, and reporting. After completion of this final course and exam students will be awarded an SAP Certification and will be ready for a career as an SAP implementation consultant.

ESOL Advanced Listening and Speaking
ESOLC 3008401
Develops listening and speaking skills in speakers of languages other than English and prepares them to function in educational, vocational and/or personal English-speaking contexts. This course carries institutional credit but will not transfer and will not be used to meet degree requirements. This course is linked to ESOL 0384. Prerequisite: ESOL 0383 or placement by testing.

ESOL Grammar for Writing V
ESOLC 3000805
Focuses on Standard English grammar usage for academic purposes. Open only to non-native speakers. This course carries institutional credit but will not transfer and will not be used to meet degree requirements. This course is linked to ESOL 0395. Prerequisite: ESOL 0394 or Placement by exam.

ESOL Grammar I
ESOLC 3000801
This course is designed to help students with very little English proficiency to understand and use basic English grammar correctly in both written and spoken communication. Students develop control of fundamental structures including basic tenses, parts of speech and simple sentences. This course carries institutional credit but will not transfer and will not be used to meet degree requirements. Prerequisite: Placement by exam. This course is linked to ESOL Grammar II.

ESOL Grammar II
ESOLC 3000802
This course continues to develop English grammar skills by providing extensive and varied practice that encourages growth in all areas of language use. Emphasis is placed on the use of verb tenses, modal verbs, nouns, adjectives and adverbs. This course carries institutional credit but will not transfer and will not be used to meet degree requirements. This course is linked to ESOL 0392. Prerequisite: ESOL 0391 or Placement by exam.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Code</th>
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<tbody>
<tr>
<td>ESOL Grammar III</td>
<td>ESOLC 3000803</td>
</tr>
<tr>
<td>Students continue the study of grammatical structures required for quality oral and written academic communication. They develop skills in understanding form, meaning and usage of complex grammatical structures including gerunds and infinitives, conditionals and complex sentences with noun, adjective and adverb clauses. This course carries institutional credit but will not transfer and will not be used to meet degree requirements. This course is linked to ESOL 0394. Prerequisite: ESOL 0393 or Placement by exam.</td>
<td></td>
</tr>
</tbody>
</table>

| ESOL Grammar IV                      | ESOLC 3000804 |
| Students continue the study of grammatical structures required for quality oral and written academic communication. They develop skills in understanding form, meaning and usage of complex grammatical structures including gerunds and infinitives, conditionals and complex sentences with noun, adjective and adverb clauses. This course carries institutional credit but will not transfer and will not be used to meet degree requirements. This course is linked to ESOL 0394. Prerequisite: ESOL 0393 or Placement by exam. |

| ESOL Language Skills Workshop        | ESOLC 3000800 |
| This course refines the use of communication skills necessary for personal, academic, and business communication. It incorporates negotiated student/instructor-generated content and accommodates individual goals in a workshop format. Open lab available. This course carries institutional credit but will not transfer and may not be used to meet degree requirements. This course is linked to ESOL 0308. Prerequisite: Placement by testing |

| ESOL Oral Communication II           | ESOLC 3008201 |
| In this course English-language students increase proficiency in the spoken language necessary for basic personal, academic, and professional communication. Students communicate with a growing degree of fluency, using newly acquired vocabulary with some degree of accuracy, and master basic language functions. Students acquire and practice strategies for comprehending statements and short spoken passages. This course carries institutional credit but will not transfer and may not be used to meet degree requirements. This course is linked to ESOL 0382. Pre-requisite: ESOL 0381 or placement by testing |

| ESOL Oral Communication III          | ESOLC 3008301 |
| This course continues to provide dynamic communicative practice for English-language students. Students increase their degree of fluency, accuracy, and comprehension in listening and speaking skills necessary for personal, academic, and professional communication. They develop skills at using functional language in a variety of relevant contexts. This course carries institutional credit but will not transfer and may not be used to meet degree requirements. This course is linked to ESOL 0383. Prerequisite: ESOL 0382 or placement by testing |

| ESOL Reading & Vocabulary I          | ESOLC 3006101 |
| This course for beginning English-language students develop English reading proficiency and vocabulary for academic, career, or personal purposes and prepares them to function in a multicultural, multilingual society. Materials are vocabulary-controlled and based on concrete topics. Students practice reading and comprehending simple short stories and articles, writing related sentences, and developing basic library skills. Focus is on literal comprehension and developing a personally relevant vocabulary base. Students who enroll in this course should have basic literacy skills in their native language and be familiar with Roman script. This course carries institutional credit but will not transfer and may not be used to meet degree requirements. This course is linked to ESOL 0361. Pre-requisite: Placement by testing |

| ESOL Reading & Vocabulary II         | ESOLC 3006201 |
| This course for English-language students develops reading proficiency and vocabulary skills for academic, career, or personal purposes and prepares them to function in a multicultural, multilingual society. The course includes practice in reading and comprehending multi-paragraph descriptive and narrative articles, stories, reports, and dictionary entries. Focus is on literal comprehension, word analysis, vocabulary expansion, dictionary skills, and the use of library resources. Writing is required to complement varied reading activities. This course carries institutional credit but will not transfer and may not be used to meet degree requirements. This course is linked to ESOL 0362. Pre-requisite: placement by exam or ESOLC 3006101.
Non-Credit Course Descriptions

ESOL Reading & Vocabulary III
ESOLC 3006301
This course continues to develop English-language students' reading and higher order thinking skills necessary for college readiness. The course includes extensive practice in reading and comprehending multi-page articles, narratives, reports, editorials, opinion essays, and reference materials, and writing related responses. Focus is on interpretation of factual material, drawing inferences and conclusions, and paraphrasing and summarizing selected passages. Writing is required to complement reading activities. This course carries institutional credit but will not transfer and may not be used to meet degree requirements. This course is linked to ESOL 3006201 or placement by exam.

ESOL Reading & Vocabulary IV
ESOLC 3006401
Development of reading and higher order thinking skills necessary for college readiness. This course carries institutional credit but will not transfer and will not be used to meet degree requirements. This course is linked to ESOL 3006401. Prerequisite: ESOLC 3006301 or placement by testing.

ESOL Writing I
ESOLC 3007101
In this course beginning English-language students develop, practice and apply the basic structures of English to perform simple writing tasks. Students who enroll in this course should have basic literacy skills in their native language and be familiar with Roman script. This course carries institutional credit but will not transfer and may not be used to meet degree requirements. This course is linked to ESOL 0371. Pre-requisite: placement by testing.

ESOL Writing II
ESOLC 3007201
In this course English-language students increase proficiency in the writing skills necessary for basic personal, academic, and professional communication. Students use process writing techniques to write simple paragraphs and gain mastery in the use of the basic structures of the language. This course carries institutional credit but will not transfer and may not be used to meet degree requirements. This course is linked to ESOL 0372. Pre-requisite: ESOL 0371 or placement by testing.

ESOL Writing III
ESOLC 3007301
This course continues to develop English-language students' writing skills for personal, academic and professional purposes. Students use more sophisticated grammar structures in writing well-developed paragraphs and/or essays using process writing techniques. This course carries institutional credit but will not transfer and may not be used to meet degree requirements. This course is linked to ESOL 0373. Pre-requisite: ESOL 0372 or placement by testing.

ESOL Writing IV
ESOLC 3007401
Development of college-level writing focusing on idea generation, drafting, organization, revision, and utilization of standard English. This course carries institutional credit but will not transfer and will not be used to meet degree requirements. This course is linked to ESOL 0374. Pre-requisites: ESOL 0373 or placement by testing.

Essentials of Medical Terminology
HPRSC 2100604
Medical terminology related to sterile processing is unique. The course introduces the student to a broad range of terms related to health care with a focus on sterile processing.

Excel I
ITSC 2102224
Instruction in terminology, program parameters, display characteristics, formatting features, mathematical functions, and printing. Create and modify workbooks, format worksheets, create and apply ranges, and create and print reports. Additional topics include using formulas, creating and modifying lines and objects. Prerequisite: Windows or equivalent knowledge.
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<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>Excel II</td>
<td>ITSWC 2104606</td>
<td>Instruction in moving and copying, cell contents; sorting mathematical, statistical, and financial functions; date and time arithmetic; report generation; and built-in graphics support. Create formulas to generate mathematical functions; create charts and produce reports. Prerequisite: Excel I.</td>
</tr>
<tr>
<td>Exercise Science</td>
<td>FITTC 2201301</td>
<td>This course will include 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. Co-requisite: FITTC 2103701, Personal Training.</td>
</tr>
<tr>
<td>Film Appreciation</td>
<td>DRAMC 3206601</td>
<td>Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures and cinema's impact on and reflection of society. This course is linked to DRAM 2366.</td>
</tr>
<tr>
<td>Foundational Interpreting Program</td>
<td>FRNLC 2109142</td>
<td>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. The Foundational Interpreting Program provides an introduction to English and Spanish interpreting as well as a historical framework for the current principles, ethics, roles, responsibilities, and standard practices of the interpreting profession. This course includes intercultural communication, linguistic and cognitive skills, and emotional intelligence. Emphasis is on community, medical, and legal interpreting as well as identification of professional interpreting organizations and journal/publications that provide information on interpreting methods. This course prepares participants to perform as a community, medical or legal interpreter and to take a certification exam such as the National Board of Certification for Medical Interpreters.</td>
</tr>
<tr>
<td>French I, Beginning</td>
<td>FRENC 3141101</td>
<td>This course includes beginner's pronunciation, oral practice, conversation, use of recordings for ear training, basic principles of grammar, simple exercises in composition, easy reading which includes cultural material. This course is linked to FREN 1411. Prerequisite: College Level Readiness in Reading AND Writing</td>
</tr>
<tr>
<td>French I, Intermediate</td>
<td>FRENC 3231101</td>
<td>French readings, grammar, and composition based partly on the formal text and partly on selected readings. Stress will be placed on oral work. This course is linked to FREN 2311. Prerequisite: FREN 1412; College Level Readiness in Reading AND Writing</td>
</tr>
<tr>
<td>French II, Beginning</td>
<td>FRENC 3141201</td>
<td>A continuation of FREN 1411 with increased emphasis on comprehension, speaking, reading and writing. Intensive drills to increase vocabulary and knowledge of structure. This course is linked to FREN 1412. Prerequisite: FREN 1411 OR placement by exam; College Level Readiness in Reading AND Writing</td>
</tr>
<tr>
<td>Fundamentals of Cybersecurity - Ethical Hacker</td>
<td>ITDFC 2100000</td>
<td>A study of the application of digital forensic technology to collect, analyze, document, and present information while maintaining a documented chain of custody. Overview of ethics, crime, and other legal guidelines/regulations/laws. Includes overview of tools used for forensic analysis of digital devices in investigations.</td>
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<tr>
<td>Course Description</td>
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<tr>
<td>Fundamentals of Networking Technologies</td>
<td>ITNW</td>
<td>2102501</td>
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<tr>
<td>Corequisite: ITSC 1301 or COSC 1301 or BCIS 1305 (for Business majors only)</td>
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<tr>
<td>Gas Metal Arc Welding (GMAW)</td>
<td>WLDGC</td>
<td>2103004</td>
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<tr>
<td>Principles of gas metal arc welding, setup and use of GMAW and FCAW equipment, and safe use of tools/equipment. Instruction in various joint designs. This course covers manipulative skills in welding techniques, applications, and theory. Knowledge and skills in GMAW and FCAW using mild steel; perform fillet welds in the flat, horizontal, vertical, and overhead positions. Students work independently in the welding booth under the guidance of an instructor to meet and/or exceed the competencies.</td>
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<tr>
<td>Gas Tungsten Arc Welding (GTAW)</td>
<td>WLDGC</td>
<td>2103404</td>
</tr>
<tr>
<td>Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs. This course covers advanced principles of welding with emphasis on special processes and special needs of students. The course is designed to familiarize students with the complexities of using the GTAW process. Each student will learn about different electrodes and the applications using various techniques to become knowledgeable in the welding process. Student purchases personal tools, supplies and workbook.</td>
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<tr>
<td>GED Full Review</td>
<td>DEVSC</td>
<td>3900506</td>
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<tr>
<td>Instruction in the content areas of the GED Test: Reasoning through Language Arts, Mathematics, Social Studies, and Science. A person must be 17 years of age to take this class. The GED test must be registered for separately.</td>
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<tr>
<td>GED Revisión en Español</td>
<td>DEVSC</td>
<td>3930001</td>
</tr>
<tr>
<td>La preparación en las cinco áreas del GED en Español examen: GED matemáticas, estudios sociales de GED, GED ciencia, comprensión de lectura de GED y escritura GED. La persona interesada en este curso, debe ser de 17 años de edad al registrarse.</td>
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<tr>
<td>Generalist Teacher Preparation</td>
<td>ATCPC</td>
<td>7000086</td>
</tr>
<tr>
<td>The Generalist course prepares individuals to teach in early childhood through grade 8 classrooms in Texas. The course addresses the standards and competencies needed to pass the TExES EC-6 and/or 4-8 Generalist examinations, and provides students with the knowledge and skills associated with elementary curricular content and appropriate learning and assessment practices. This course is required to meet the 300+ hours of coursework and training to be in compliance with the Texas Education Agency to be recommended for a Standard Certification.</td>
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<tr>
<td>Grant Writing 101</td>
<td>ETWRC</td>
<td>2100001</td>
</tr>
<tr>
<td>Details the components of a typical grant proposal. Includes foundation research, writing a cover letter, and evaluating needs assessments. Emphasizes presenting an organization’s problem statement in a clear concise manner.</td>
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<tr>
<td>Health Care Management in Occupational Therapy</td>
<td>OTHAC</td>
<td>1203500</td>
</tr>
<tr>
<td>Explores the roles of the occupational therapy assistant in health care delivery. Topics include documentation, reimbursement, credentialing, ethical standards, health care team role delineation, and management.</td>
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<tr>
<td>Health Occupations Orientation</td>
<td>ORTAC</td>
<td>7000000</td>
</tr>
<tr>
<td>Health Occupations Orientation introduces students to the expectations of the health occupations program they have enrolled in and the career pathways available to them at LSC.</td>
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</tbody>
</table>
### Non-Credit Course Descriptions

#### Health Occupations Professionalism

**NURAC 2109102**

Develop entry-level skills for the workforce. Includes professionalism, interpersonal skills, communication, workplace civility, and employability skills. This course is a component of the Patient Care Tech Certification that prepares for National Center for Competency Exam.

#### HTML I, Web Site Development

**ITNWC 2105901**

This course will focus on the use of the World Wide Web (WWW) and the creation of a home page. Web browsers and Hypertext Markup Language (HTML) are discussed. Plan the content, structure, and layout of a web site that you create using HTML. Includes tables, hot buttons, animations, and comparison of browsers. Prerequisite: Computer Fundamentals or equivalent knowledge.

#### HTML II, Website Development (Advanced)

**ITNWC 2203600**

Instruction in more technical and in-depth uses of HTML and the internet in business and service-related opportunities. Application of styles to a website and introduction to CSS best practices, layout and techniques. Participants must have high school diploma or successful completion of the GED.

#### Human Resources aPHR Test Preparation

**HRPOC 2109100**

Major concepts, theories, and their applications to prepare for the Associate Professional in Human Resources (aPHR) Certification Exam. Prerequisites: High School Diploma or GED.

#### Hydraulics

**HYDRC 1109107**

Designed to give students the fundamental knowledge and skills required to work with hydraulic equipment. This course is supported by lab Volt equipment, giving students hands on experience with hydraulic equipment.

#### IADC RigPass® Petroleum Safety and Environmental Hazards

**PTRTC 1202500**

Various hazards associated with the petroleum industry.

#### IADC WellSharp®

**PTRTC 1109105**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

#### Integrated Reading and Writing for ESOL

**ESOLC 3003101**

Integration of critical reading and academic writing skills. The course fulfills TSI requirements for reading and/or writing. This course carries institutional credit but will not transfer and will not be used to meet degree requirements. This course is linked to ESOL 0310. Prerequisite: ESOL 0364 and ESOL 0374 or instructor approval or placement by exam

#### Integrating Technology

**ATCPC 7009301**

Students will learn to use technology to design effective instruction and to analyze data to evaluate and improve instruction.
### Non-Credit Course Descriptions

#### Intermediate Japanese I

**JAPNC 3201101**

This course stresses both oral and written exercises to increase vocabulary, expansion of grammatical principles and short themes written on a variety of topics. Selected readings are included to improve comprehension in Japanese. Students with prior language experience should take a placement exam to advance to the next level and receive credit. This course is linked to JAPN 2311.

#### Intermediate Spanish I

**SPANC 3231101**

This course stresses both oral and written exercises to increase vocabulary, expansion of grammar principles, and short themes written on a variety of topics. Selected readings are included to improve comprehension in Spanish. This course is linked to SPAN 2311. Prerequisites: SPAN 1412 or SPANC 3101201 or placement exam; ENGL 0305 and ENGL 0307 or higher level course (ENGL 1301) or placement by testing.

#### Intermediate Spanish II

**SPANC 3231201**

This course is a continuation of SPAN 2311, with emphasis on works by Spanish-speaking authors. Continued reinforcement of grammatical principles and development of writing skills are stressed. This course is linked to SPAN 2312. Prerequisite: SPAN 2311 or placement by exam; College Level Readiness in Reading AND Writing

#### Intro to Industrial Maintenance

**INMTC 1100502**

Basic mechanical skills and repair techniques common to most fields of industrial maintenance. Topics include precision measuring instruments and general safety rules common in industry, including lock-out/tag-out.

#### Introduction Microsoft Excel

**ITSWC 2102210**

Learn the fundamentals of Microsoft Excel. You will understand how to format worksheets, use formulas, edit worksheets, charts, and graphs; and generate reports. Throughout the course you will move on to intermediate Excel offerings.

#### Introduction Microsoft Word

**POFIC 2102406**

Gather an introduction to the word processing system. Understand the basics of Word before covering advanced formatting, images, collaborating documents, insert and modify text; create and modify paragraphs; format documents; manage documents; and work with graphics. USB drive required. Prerequisites: Computer Fundamentals or equivalent knowledge.

#### Introduction to Carpentry NCCER

**CRPTC 2102901**

An introduction to the carpentry trade including safety, tools, equipment, terminology, and methods.

#### Introduction to Computers

**COSCC 3100101**

Overview of computer systems—hardware, operating systems, the Internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings are also studied. This course is not intended to count toward a student’s major field of study in business or computer science. This course is linked to COSC 1301.

#### Introduction to Enterprise Systems

**BMGTC 1109125**

This course is an introduction to enterprise systems with a particular emphasis on SAP software. This includes the fundamentals of enterprise resource planning (ERP) systems concepts and the importance of how they are used within an organization. Students will have an applied curriculum that takes them through the following business processes: financial and cost accounting (FICO), production, sales, material planning, and inventory & warehouse management. Students will learn the front-end end user perspective of each of these areas on the most current SAP system, and become comfortable with creating standard business documents such as general ledger postings, purchase orders, production orders, sales orders, and goods movements' postings in and out of the warehouse.
**Non-Credit Course Descriptions**

**Introduction to Oil & Gas**
PTRTC 1109118
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

**Introduction to the Plumbing Trade NCCER**
PFPBC 2101301
Material selection, mathematical calculations applicable to the plumbing trade, hand and power tools, and safety practices.

**IT Essentials**
ITSCC 2107101
IT Essentials curriculum provides an introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level Information and Communications Technology (ICT) professionals. The curriculum covers the fundamentals of computer hardware and software as well as advanced concepts such as security, networking, and the responsibilities of an ICT professional. This course is linked to ITSC 1371. Co-requisites: COSC 1301 or ITSC 1301 or BCIS 1305 (for Business majors only).

**IT Foundations**
ITSCC 2107200
This course is designed to expose students to fundamentals of Information Technology (IT) Service Management with knowledge/skills specific to (but not limited to): IT Service Management best practices, Process Management, Project Management, Customer Service, Understanding roles of Stakeholders, Owners, Champions, System Operators, Systems Administrators, Users and Service Desk. This course is linked to ITSC 1372. Co-requisites: COSC 1301 or ITSC 1301 or BCIS 1305 (for Business majors only).

**Italian I, Beginning**
ITALC 3101101
This course includes beginner's pronunciation, oral practice, conversation, use of recordings for ear training, basic principles of grammar, simple exercises in composition, easy reading which includes cultural material. This course is linked to ITAL 1411. Prerequisite: College Level Readiness in Reading AND Writing

**Japanese I, Beginning**
JAPNC 3101101
Beginner's oral practice and dictation. Conversation, use of recordings for ear training, basic principles of grammar, simple exercises in composition, easy reading which includes cultural material. This course is linked to JAPN 1411. Prerequisite: College Level Readiness in Reading AND Writing

**Jazz Ensemble**
MUENC 3930002
The study and performance of big band jazz. Swing, Latin, rock and other jazz styles are included. A maximum of four credit hours may be earned. Prerequisite/Corequisite: College Level Readiness in Reading AND Writing

**Leadership Skills for Experienced Supervisors**
BMGTC 1101007
Supervisory tasks, leadership and motivational skills, communication processes, organizational design, and effective solution strategies. This course is designed to provide experienced supervisors with effective strategies for managing and developing their employees. The program builds on the required Management Skills for New Supervisors. Much of the program will be focused on developing team relationships, improving departmental and personal productivity, understanding profit and loss, and managerial skills expected of mid-level managers. Each module will also include a targeted Leadership piece. The Action Planning lesson will help participants create a plan for using what they have learned after they leave the course. Participants will learn and apply tips, tricks, and techniques that promote the company's core values. Prerequisites: Leadership Certificate Program: Level 1, or commiserate
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<tr>
<th>Course Description</th>
<th>Institution</th>
<th>Code</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>Leadership Skills for New Supervisor</strong></td>
<td>BMGTC</td>
<td>1101006</td>
<td>This course is designed to provide new and current supervisors with effective strategies for managing and developing their employees. Much of the program will be focused on developing positive working relationships, improved communication, and targeted employee improvement processes. It is also designed to help the supervisor identify his or her own strengths, attitudes, and leadership approach. Each module will include a targeted Leadership piece. The Action Planning lesson will help participants create a plan for using what they have learned after they leave the course. Participants will learn and apply tips, tricks, and techniques that promote the company’s core values.</td>
</tr>
<tr>
<td><strong>Leading with your Personality Styles</strong></td>
<td>BMGTC</td>
<td>1101909</td>
<td>Learn to use your natural personality style in your role as a leader — whether you are a current or aspiring leader. Globally used and developed with decades of research, Myers-Briggs® begins with the Myers-Briggs® Type Indicator® (MBTI®) assessment to measure self-awareness and improvement. The course provides insight into valuing differences and implementation to leadership techniques that improve how we communicate, learn, and work.</td>
</tr>
<tr>
<td><strong>Lean Six Sigma Black Belt Certification</strong></td>
<td>BMGTC</td>
<td>1109150</td>
<td>Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Course was designed to be repeated multiple times to improve student proficiency. This course is designed to take Green Belts to the Black Belt level; this certification requires completing a capstone project, which gives you the opportunity to apply the knowledge and skills acquired to specific problems. As a Black Belt or Project Lead, you will master the skills necessary to lead a complex process improvement project that produces bottom line results. Format: Workshop/Online.</td>
</tr>
<tr>
<td><strong>Lean Six Sigma Green Belt Certification</strong></td>
<td>BMGTC</td>
<td>1109151</td>
<td>Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. The content blends the Lean process improvement tools with the problem-solving tools of Six Sigma following the DMAIC (Define, Measure, Analyze, Improve, and Control) model. Learn to play a major role in process improvement projects as a team member or leader of projects within your functional areas. This certification requires completing a capstone project, which gives you the opportunity to apply the knowledge and skills acquired to specific problems. As a Green Belt or Project Lead, you will master the skills necessary to lead a complex process improvement project that produces bottom line results.</td>
</tr>
<tr>
<td><strong>Linux Installation and Configuration</strong></td>
<td>ITSCC</td>
<td>2101600</td>
<td>Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux. This course is linked to ITSC 1316.</td>
</tr>
<tr>
<td><strong>Medical Assisting Credential Exam Review</strong></td>
<td>MDCAC</td>
<td>2105401</td>
<td>A preparation for one of the National Commission for Certifying Agencies (NCCA) credentialing exams. Review content of previous medical assisting courses. Practice test taking strategies and study techniques; develop a time management routine for the exam; and identify medical terminology in word structure, prefixes, suffixes, and in roots or combining forms.</td>
</tr>
<tr>
<td><strong>Medical Terminology I</strong></td>
<td>HITTC</td>
<td>2100500</td>
<td>Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. This course is a component of the Patient Care Tech Certification that prepares for National Center for Competency Exam.</td>
</tr>
<tr>
<td><strong>Medication Aide</strong></td>
<td>NURAC</td>
<td>2101302</td>
<td>Instruction in preparation and administration of designated medications by non-licensed nursing personnel employed in licensed health care agencies including the responsibilities associated with such administration. Student must be currently employed in a facility as a nurse aide or non-licensed direct care staff person on the first official day of the medication aide training program. Student must also have been employed for 90 days in a nursing home, MHMR or TDCJ facility within the twelve-month period preceding the course. GED or high school diploma required.</td>
</tr>
<tr>
<td><strong>Medication Aide Refresher</strong></td>
<td>NURAC</td>
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### Non-Credit Course Descriptions

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>NURAC 2104104</td>
<td>Intensive training in an 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. Fulfillment of the annual education renewal requirements of the Certified Medication Aide. Topics include review update of medication aide training rules, medication administration and related responsibilities. Please bring your medication aide permit number with you to class. This course prepares for the TDADS Medication Aide Exam.</td>
<td></td>
</tr>
<tr>
<td>OTHAC 1200900</td>
<td>Mental Health in Occupational Therapy</td>
<td>Promotion of mental health and wellness through occupational therapy. Topics include theory and intervention strategies to enhance occupational performance.</td>
</tr>
<tr>
<td>MUSIC 3130601</td>
<td>Music Appreciation</td>
<td>Understanding music through the study of cultural periods, major composers, and musical elements, illustrated with audio recordings and live performances. Course does not apply to a music major degree. [5009025126] This course is linked to MUSI 1306. Prerequisite: College Level Readiness in Reading AND Writing</td>
</tr>
<tr>
<td>MUSIC 3101101</td>
<td>Music Theory I</td>
<td>The study of analysis and writing of tonal melody and diatonic harmony, including fundamental music concepts, scales, intervals, chords, 7th chords, and early four-part writing. Analysis of small compositional forms. Optional correlated study at the keyboard. [5009045126] Prerequisite: College Level Readiness in Reading AND Writing; Corequisite: MUSI 1116. This course is linked to MUSI 1311.</td>
</tr>
<tr>
<td>NURXC 7000005</td>
<td>Nurse Aide for Health Care</td>
<td>Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident’s 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. This course is a component of the Certified Nurse Aide Certification that prepares for Nurse Aide Competency Exam. The course explains the National Nurse Aide Assessment Program (NNAAP) Skills.</td>
</tr>
<tr>
<td>NURXC 7000002</td>
<td>Nurse Aide Health Care ISDs</td>
<td>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’s 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. For High School Partnership only.</td>
</tr>
<tr>
<td>NURAC 2200503</td>
<td>Nurse Aide Skills</td>
<td>Upgrading current skills and instruction in recently developed techniques needed for effective patient care. Must be certified with the Texas Department of Health and Human Services.</td>
</tr>
<tr>
<td>NURAC 2100105</td>
<td>Nurse Aide, Certified</td>
<td>Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident’s 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. This course is a component of the Certified Nurse Aide Certification that prepares for Nurse Aide Competency Exam. The course explains the National Nurse Aide Assessment Program (NNAAP) Skills.</td>
</tr>
<tr>
<td>Course Description</td>
<td>Code</td>
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</tr>
<tr>
<td>Nurse Aide, Certified (Clinical)</td>
<td>NURAC</td>
<td>2106003                                                                 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. This course is a component of the Certified Nurse Aide Certification that prepares for Nurse Aide Competency Exam. The course explains the National Nurse Aide Assessment Program (NNAAP) Skills in a long-term care facility. Student must also register for insurance and state exam proctor fee.</td>
</tr>
<tr>
<td>Nurse Aide, Certified (Clinical)</td>
<td>NURXC</td>
<td>7000006                                                                 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. This course is a component of the Certified Nurse Aide Certification that prepares for Nurse Aide Competency Exam. The course explains the National Nurse Aide Assessment Program (NNAAP) Skills in a long-term care facility. Student must also register for insurance and state exam proctor fee.</td>
</tr>
<tr>
<td>Occupational Performance from Birth through Adolescence</td>
<td>OTHAC</td>
<td>1104100                                                                 Occupational performance of newborns through adolescence. Includes frames of reference, evaluation tools and techniques, and intervention strategies.</td>
</tr>
<tr>
<td>Occupational Therapy Practitioner Field</td>
<td>OTHAC</td>
<td>1109100                                                                 Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This is a recertification course for students who currently hold a licensure for Occupational Therapy which has expired.</td>
</tr>
<tr>
<td>Oil and Gas, Introduction</td>
<td>PTRTC</td>
<td>1109110                                                                 Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.</td>
</tr>
<tr>
<td>OSHA 10 Safety and Accident Prevention</td>
<td>OSHTC</td>
<td>2101502                                                                 Recognize and evaluate hazards in the workplace and implement control measures including engineering, administrative, and personal protective equipment.</td>
</tr>
<tr>
<td>Painting I</td>
<td>ARTSC</td>
<td>3231601                                                                 An introduction to various painting theories and techniques using oil and/or acrylics. (5007085226) This course is linked to ARTS 2316. Prerequisites: ARTS 1311 and ARTS 1316.</td>
</tr>
<tr>
<td>Painting II</td>
<td>ARTSC</td>
<td>3231701                                                                 A continuation of Painting I, with an emphasis on individual expression. (5007085226) This course is linked to ARTS 2317. Prerequisites: ARTS 2316. College Level Readiness in Reading AND Writing.</td>
</tr>
<tr>
<td>Payroll Accounting I</td>
<td>ACNTC</td>
<td>2101511                                                                 Focus on payroll and associated records, including time and record keeping, actual payroll, and quarterly and annual reports. Qualifies for Texas State Board of Public Accountancy 28.8 CPEs.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Description</td>
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</tr>
<tr>
<td>ACNTC 2109112</td>
<td>Continuation of Payroll Accounting I</td>
<td>Focus on payroll and associated records, including time and record keeping, actual payroll, and quarterly and annual reports.</td>
</tr>
<tr>
<td>ATCPC 7000062</td>
<td>Pedagogy and Professional Responsibilities (PPR)</td>
<td>Students will learn to design developmentally appropriate classroom instruction and assessment; create a positive, productive learning environment; manage a classroom in a way that encourages cooperation and self-discipline; and apply technology applications as part of the instructional process. This course requires 30 hours of external field-based experience in K-12 schools. This course is required to meet the 300+ hours of coursework and training to be in compliance with the Texas Education Agency to be recommended for a Standard Certification.</td>
</tr>
<tr>
<td>MUENC 3103401</td>
<td>Percussion Ensemble</td>
<td>This course involves the study and performance of music compositions for small percussion groups. It is recommended for music majors whose performing medium is percussion. Open to other qualified students by approval of department. A maximum of four credit hours may be earned. Prerequisite: College Level Readiness in Reading AND Writing</td>
</tr>
<tr>
<td>FITTC 2103702</td>
<td>Personal Training</td>
<td>A study of the aspects of one-on-one training including marketing, program development, legal aspects, documentation, training methodologies, and business considerations. Emphasis on the development of safe and enjoyable individualized training sessions. This course is a component of the program that prepares for the National Academy of Sports Medicine.</td>
</tr>
<tr>
<td>PLABC 2102301</td>
<td>Phlebotomy</td>
<td>Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology. This course is a component of the program that prepares for the ASCP Certification. This course will define and measure competencies of the following described which are required by ASCP; circulatory system, laboratory operations, non-blood specimens, point-of-care testing, specimen collection, and specimen processing and handling.</td>
</tr>
<tr>
<td>PLABC 2109100</td>
<td>Phlebotomy Clinical for Patient Care Technician</td>
<td>Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. 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. For Patient Care Tech students.</td>
</tr>
<tr>
<td>PLABC 2106001</td>
<td>Phlebotomy, Clinical</td>
<td>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. Times to be arranged.</td>
</tr>
<tr>
<td>PHOTC 3235601</td>
<td>Photography I</td>
<td>A beginning course which introduces students to theoretical and applied aspects of photography, including cameras, lenses, photographic materials and techniques, black-and-white darkroom procedures and photographic composition. May include digital photography practices. Prerequisite: College Level Readiness in Reading AND Writing</td>
</tr>
</tbody>
</table>

This course is linked to ARTS 2356.
<table>
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<tr>
<th>Course Description</th>
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<tbody>
<tr>
<td><strong>Photography II</strong></td>
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<tr>
<td>PHOTC 3235701</td>
</tr>
<tr>
<td>A continuation of Photography I, this course provides further study of photographic theories, techniques and processes. The analysis and utilization of the design and compositional elements in photography are also stressed. May include digital photography practices. (5006055226) This course is linked to ARTS 2357. Prerequisite: College Level Readiness in Reading AND Writing; ARTS 2356</td>
</tr>
<tr>
<td><strong>Photoshop I</strong></td>
</tr>
<tr>
<td>ITSWC 2100302</td>
</tr>
<tr>
<td>Graphics software for image enhancement, photo retouching, and image composition. Apply the basics of digital imaging, and use of common tools, palettes, and commands for manipulating images and compressing them for the fastest downloads. Prerequisites: Computer Fundamentals or equivalent knowledge required.</td>
</tr>
<tr>
<td><strong>Photoshop I for Web</strong></td>
</tr>
<tr>
<td>GRPHC 2109107</td>
</tr>
<tr>
<td>Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Course content with focused modules on Copyright Law and licensing considerations, web graphic formats, image layers and blending, image export and delivery. Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student in web design and web.</td>
</tr>
<tr>
<td><strong>Photoshop II for Web</strong></td>
</tr>
<tr>
<td>GRPHC 2109108</td>
</tr>
<tr>
<td>Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Course content with focused modules on typographical design, vector drawing techniques, advanced filtering and creating a professional web gallery. Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student in web design and web development.</td>
</tr>
<tr>
<td><strong>Physical Function in Occupational Therapy</strong></td>
</tr>
<tr>
<td>OTHAC 1203100</td>
</tr>
<tr>
<td>Physical function to promote occupational performance. Includes frames of reference, evaluative tools, intervention strategies, and consumer education.</td>
</tr>
<tr>
<td><strong>Piano Class I</strong></td>
</tr>
<tr>
<td>MUSIC 3118101</td>
</tr>
<tr>
<td>Beginning class instruction in the fundamentals of keyboard technique. (5009075126) This course is linked to MUSI 1181.</td>
</tr>
<tr>
<td><strong>Piano Class II</strong></td>
</tr>
<tr>
<td>MUSIC 3118201</td>
</tr>
<tr>
<td>Advanced beginning class instruction in the fundamentals of keyboard technique. (5009075126) This course is linked to MUSI 1182.</td>
</tr>
<tr>
<td><strong>Piano Class III</strong></td>
</tr>
<tr>
<td>MUSIC 3218101</td>
</tr>
<tr>
<td>Intermediate class instruction of keyboard technique. This course is linked to MUSI 2181.</td>
</tr>
<tr>
<td><strong>Piano Class IV</strong></td>
</tr>
<tr>
<td>MUSIC 3218201</td>
</tr>
<tr>
<td>Advanced class instruction of keyboard technique. (5009075126) This course is linked to MUSI 2182.</td>
</tr>
</tbody>
</table>
Non-Credit Course Descriptions

Pipe Welding
WLDGC
2104106
This course covers pipe welding techniques and applications. Student purchases personal tools, supplies and workbook.

PMP Certification Exam Preparation
BMGXC
5000134
Methods for planning and controlling projects. Includes project management concepts and models, critical path, analysis of time/cost benefits, and resource utilization. If you have work-related experience, this class is for you. We will help you hone your expertise to a razor sharp edge during our comprehensive review of the ten major project management subject areas from the PMBOK® 5th Edition. This course prepares you to take the Project Management Professional (PMP®) exam and satisfies the 35-contact hour requirement needed to qualify to take the PMP® exam. Structure: Environment: Seminar/Classroom/Workshop/Online. Three days of classroom instruction followed by two days of online practice questions and comprehensive feedback (at your own pace). Includes a new Amazon Kindle, lunch and refreshments.

PowerPoint I
ITSWC
2103702
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. Microsoft PowerPoint is used to create dynamic presentations that incorporate special effects. Prerequisite: Windows or equivalent knowledge.

PowerPoint II
ITSWC
2104102
Create and modify multimedia presentations complete with slides, charts, and special effects. Microsoft PowerPoint is used to create dynamic presentations for demonstrations and the Web using graphs, charts, hyperlinks, objects, and timings. Prerequisite: PowerPoint I or equivalent knowledge.

Professional Development for Musicians
MUSCC
3109101
This course will assist students in developing the critical skills required to be successful musicians in the professional world. Students will learn how to write professional résumés, CVs, cover letters, and bios; effective audition, rehearsal, and performance technique; and the basics of music law and music business. Departmental approval and audition required. This course is linked to MUSC 1191.

Professional Truck Driver I
CVOPC
2101315
Overview of the State of Texas Class A Commercial Drivers License written test. Includes presentation for mastery of the Commercial Drivers License written examination, general truck driving skills with hands-on component, and instruction coordinated with the Department of Transportation. This course provides the trainee with the basic knowledge and skills test which includes pre-trip inspection, basic control skills test, straight line backing, parallel parking and alley docking. The purpose of the Commercial Driver’s License is to certify basic skills in actually operating a commercial vehicle. Day and weekend classes are available. For further information on how to register, please call 281-765-7750. Student support specialists will help you complete registration information.

Professional Truck Driver II
CVOPC
2104001
A continuation of Professional Truck Driver I. General truck driving with hands-on skill development and instruction coordinated with the Department of Transportation. This course provides the trainee with the basic knowledge and skills test which includes pre-trip inspection, basic control skills test, driving. The purpose of the Commercial Driver’s License is to certify basic skills in actually operating a commercial vehicle. Day and weekend classes are available. For further information on how to register, please call 281.765.7750. Student support specialists will help you complete registration information. Commercial Driver’s License Written Skills, Professional Truck Driver I, Professional Truck Driver II, and Commercial Driver's License Exam Preparation must be taken concurrently.

Professional Truck Driver: Classroom
CVOPC
1100500
This course is for students in the Stevens Transport Truck Driving Program only. The course is designed to prepare participants to obtain a Commercial Permit License (CPL). Overview of the State of Texas Class A Commercial Driver’s License written test. Includes preparation for mastery of the Commercial Driver’s License written examination, general truck driving skills with hands-on component, and instruction coordinated with the Department of
### Non-Credit Course Descriptions

#### Professional Truck Driver: Road Skills
**CVOPC 1104003**
A continuation of Professional Truck Driver I. General truck driving with hands-on skill development and instruction coordinated with the Department of Transportation. This course is for students in the Stevens Transport Truck Driving Program only. A continuation of Professional Truck Driver: Theory. The course is designed to prepare participants to obtain a Commercial Driver's License (CDL). General truck driving with hands-on skill development and instruction coordinated with the Department of Transportation. Includes behind-the-wheel driving time on a practice range and on public roads.

#### Programmable Logic Controllers
**ELPTC 1100304**
Basic hardware and software applications for industrial Programmable Logic Controllers (PLC). Includes power supplies, discrete Input/Output (IO) modules, programming devices, processors, basic logic elements, timers, and counters. This course teaches participants about programmable logic controllers (PLCs) and how they are used in industrial environments. Participants will learn about PLC theory, installation, operation, maintenance, and troubleshooting. PLC hardware with external equipment.

#### Programmable Logic Controllers for Mechatronics
**ELPTC 1100308**
Basic hardware and software applications for industrial Programmable Logic Controllers (PLC). Includes power supplies, discrete Input/Output (IO) modules, programming devices, processors, basic logic elements, timers, and counters.

#### QuickBooks I
**ACNTC 2101002**
Set up accounts; record and process basic transactions, journal entries, accounts receivable and payable; and generate fundamental business reports. Additional topics include cost accounting, budget controls, and year-end reporting. Prerequisites: Windows or equivalent knowledge and Office Accounting or equivalent experience.

#### QuickBooks II
**ACNTC 2105402**
Enhance your skills using advanced features in accounts receivable, transactions, invoicing, adjustments, and security features. Topics include advanced report verification and generation. Prerequisite: QuickBooks I or equivalent experience.

#### Refrigeration Principles NCCER
**HARTC 2100705**
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety.

#### Science of Teaching Reading Preparation
**ATCPC 7000091**
The Science of Teaching Reading Preparation course is for classroom teachers of early learners and middle school English Language Arts (ELAR). The course addresses the discipline that deals with the theory and practice of teaching early reading. The standards inform proper teaching techniques, strategies, teacher actions, teacher judgements, and decisions by taking into consideration theories of learning, understandings of students and their needs, and the backgrounds and interests of individual students.
The preparation course will also guide the student in understanding of the Kindergarten-Grade 5 Texas Essential Knowledge and Skills (TEKS) and Texas Prekindergarten Guidelines pertaining to reading and apply knowledge of developmentally appropriate, research- and evidence-based assessment and instructional practices to promote students' development of grade level skills within the following components of reading: oral language development; print awareness; phonological and phonemic awareness; phonics; fluency; vocabulary development; comprehension of literary text; comprehension of informational text; and beginning strategies and reading comprehension skills.

#### Shielded Metal Arc Welding (SMAW)
**WLDGC 2102804**
An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Students will develop knowledge and skills in the welding process; safety and health, use and care of hand tools, and five essentials of shielded metal arc, strike and control the arc, run a straight bead in the flat position, complete a series of beads, and restart a continuous bead and fill the crater; perform fillet welds in the flat, horizontal, vertical, and overhead positions; discuss electrode selection, power sources, and safety. Students work independently in the welding booth under the guidance of an instructor to meet and/or exceed the competencies. Break test may be used. Student purchases personal tools, supplies and workbook.

#### Sight Singing and Ear Training I
Non-Credit Course Descriptions

MUSIC
3101601
Singing tonal music in treble and bass clefs, and aural study of elements of music, such as scales, intervals and chords, and dictation of basic rhythm, melody and diatonic harmony. (5009045626) This course is linked to MUSI 1116.
Corequisite: MUSI 1311

Solid Works III
DFTGC
1109103
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. This course is for the SolidWorks user who is already familiar with the SOLIDWORKS program and is also more CAD literate, who wants to expand their knowledge of the different features that SOLIDWORKS has to offer. The class will cover SOLIDWORKS tools and techniques and expands on Solids, Surfaces, Multibodies, Configurations, Drawings, Sheet Metal and Assemblies. This class will help students to prepare for the Certified Solid Works Associate exam. Textbook required.

SolidWorks I
DFTGC
2109120
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Learn the basics of user interface, how to model objects, simple assemblies, and creating technical drawings.

SolidWorks II
DFTGC
1109101
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Learn to develop the skills more and get into complex assembly, difficult modeling concepts, and the creation of fully functional production drawings. Learn how to make solid models, how to make assemblies, and how to make technical drawings, when a student has these skills, they can learn all other aspects of the program as well.

Spanish Conversation I
SPANC
3130001
This is a conversational Spanish course for beginners. It includes extensive comprehension, oral practice, and use of multi-media materials. It is intended to develop basic communication skills for the student to apply these skills to everyday life and work situations. It is an alternate track for the student who needs immediate communicative experience in Spanish. (1609055413) This course is linked to SPAN 1300. Prerequisite: College Level Readiness in Reading AND Writing

Spanish for Native Speaker II
SPANC
3201500
This course is a continuation of SPAN 2313, with emphasis on works by Spanish-speaking authors. Continued reinforcement of grammatical principles and development of writing skills are stressed. This is an intermediate level 2 transferable course for native/heritage speakers equivalent to SPAN 2312. This course is linked to SPAN 2315.

Special Topics in Computer & Information Systems Security/Information Assurance
ITDFC
1109001
The Certified Information Systems Security Professional (CISSP) is an information security certification for security analysts. It was created by the International Information Systems Security Certification Consortium (ISC). The certification was created to ensure professionals in computer security have standardized knowledge of computer security. This CISSP Exam Preparation course will give you the training you need to sit for the (ISC) CISSP Exam. In order to obtain the CISSP certification, you must have: At least five years of professional experience in the information security field and a work history reflecting direct experience in at least two of the eight domains listed in the (ISC) CISSP Common Body of Knowledge (CBK).

Stagecraft I
DRAMC
3233101
This course introduces students to the aesthetics and practice of stagecraft design and provides the student with a basic understanding of the design requirements for the technical aspects of a play. This course will include hands-on design experience. This course is linked to DRAM 1330.

Substitute Teacher
EDTCC
### Non-Credit Course Descriptions

#### 2100201
An exploration of the role of the substitute, identification of student needs, behavior modification and classroom management, teaching methodologies, school personnel relationships, mandated state standards, and growth and development of students. NOTE: Before registering for this class, please check with your local school district to find out the requirements for working as a substitute teacher in that district. Some districts require a minimum number of college credit hours. This course may be used to complete the Substitute Teaching Certification along with taking the Tools for Teaching class. Book required.

#### Symphonic Band

**MUENC 3212401**
The study of a wide variety of literature for wind and percussion instruments through rehearsal and performance. Open to all students with instrumental music experience. A maximum of four credit hours may be earned. This course is linked to MUEN 2124. Corequisite: College Level Readiness in Reading AND Writing

#### Symphony Orchestra

**MUENC 3112301**
The study and performance of music compositions for full orchestra, including strings, woodwinds, brass, and percussion. Recommended for music majors whose principle performance instrument is violin, viola, cello, or string bass. A maximum of four credit hours may be earned. This course is linked to MUEN 1123. Prerequisite/Corequisite: College Level Readiness in Reading AND Writing

#### TCP Internship Extension

**ATCPC 7000055**
This fee is charged to individuals who have not completed all requirements of their internship and who must extend their internship and the mentoring relationship for one more semester.

#### TCP Internship I

**ATCPC 7000065**
This course is designed for post-baccalaureate individuals who have been accepted into the Alternative Teacher Certification Program with the Lone Star College System and have been hired as the teacher of record by a school accredited through the Texas Education Agency. The intern will learn the fundamentals of providing feedback to students, as well as understanding instructional strategies that support a well-managed classroom. The intern will learn experimentally in the classroom and will be supported and coached by a supervisor assigned by the college. The course is designed to demonstrate learner-centered instruction regardless of individual differences among students. This course is required to meet the 300+ hours of coursework and training to be in compliance with the Texas Education Agency to be recommended for a Standard Certification.

#### TCP Internship II

**ATCPC 7000066**
This course is designed for post-baccalaureate individuals who have been accepted into the Alternative Teacher Certification Program with the Lone Star College System and have been hired as the teacher of record by a school accredited through the Texas Education Agency. The intern will learn the fundamentals of providing feedback to students, as well as understanding instructional strategies that support a well-managed classroom. The intern will learn experimentally in the classroom and will be supported and coached by a supervisor assigned by the college. The course is designed to demonstrate learner-centered instruction regardless of individual differences among students. This course is required to meet the 300+ hours of coursework and training to be in compliance with the Texas Education Agency to be recommended for a Standard Certification.

#### Technical Customer Service

**EECTC 1109108**
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. This course covers general principles of customer service within a technical environment. Participants will learn topics which internal/external customer relationships, time-management, best practices, and verbal and non-verbal communication skills.

#### TExES ESL/Bilingual Review Session

**ATCPC 7200013**
Preparation of teachers to test for the supplemental exam in English As a Second Language or Bilingual Supplemental. Teachers will learn competencies required by the State of Texas for the certifications and review for the State TExES exam.
Non-Credit Course Descriptions

**TExES Review: Generalist 4-8**
ATCPC 7200021
The TExES review course is an overview of the standards and competencies needed to pass the TExES examination. The course provides students with preparation training at the appropriate grade and content levels.

**TExES Review: Generalist EC-6**
ATCPC 7200014
The TExES review course is an overview of the standards and competencies needed to pass the TExES examination. The course provides students with preparation training at the appropriate grade and content levels.

**TExES Review: Math**
ATCPC 7200016
The TExES review course is an overview of the standards and competencies needed to pass the TExES examination. The course provides students with preparation training at the appropriate grade and content levels.

**TExES Review: PPR EC-12**
ATCPC 7200018
The TExES review course is an overview of the standards and competencies needed to pass the TExES examination. This course is required to meet the 300+ hours of coursework and training to be in compliance with the Texas Education Agency to be recommended for a Standard Certification.

**TExES Review: Special Education**
ATCPC 7200019
The TExES review course is an overview of the standards and competencies needed to pass the TExES examination. The course provides students with preparation training at the appropriate grade and content levels.

**Theatre Appreciation**
DRAMC 3131001
Survey of theatre including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. This course is linked to DRAM 1310.

**Theatre, Practicum**
DRAMC 3202003
This course is open to all students interested in theatrical production and is recommended for all students participating in productions. Credit is earned for technical work (costuming, lighting, set construction, publicity and makeup), performance work, or other participation as designated by departmental faculty. This course is linked to DRAM 1120, 1121, 2120, and 2121. Prerequisite: College Level Readiness in Reading AND Writing

**Tools for Teaching Module**
ATCPC 7200009
The Tools for Teaching module will address specific strategies on how to deal with disruptive classroom behavior. The design and strategies in the module were developed by Dr. Fred Jones. The tools presented prepare teachers for designing their classroom to minimize discipline problems and maximize instruction. These tools will help promote confidence and effective teaching. This course may be used to complete the Substitute Teaching Certification along with taking the Substitute Teacher Training.

**Troubleshooting Skills/Technical**
EECTC 1204302
A study of the techniques used in troubleshooting various types of industrial equipment to include mechanical, electrical, hydraulic, and pneumatic systems and their control devices

**Using Strengths to Unlock Potential**
BMGTC 1101910
Focusing on strengths leads to higher engagement and overall better results. Dive into the CliftonStrengths® workshop to explore Gallup’s 34 talent themes and discover the unique combination of strengths for yourself. Explore how to use these to your full potential in areas of personal branding, leadership, and teamwork.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>IMEDC</td>
<td>Web Page Creation - Online</td>
<td>Web site creation with graphic elements. Includes use of Web authoring software and study of websites and browsers. Design, layout and publishing techniques for Web documents. Utilizes techniques for developing tables and forms using HTML and Dreamweaver. Prerequisite: Internet browser and email experience. Requirements: Internet access and email. Student must have access to the MX version of Dreamweaver or greater.</td>
</tr>
<tr>
<td>POFIC</td>
<td>Word II</td>
<td>Word processing production techniques. Includes search and replace functions, headers and footers, mail merge, file functions, and printer setup. Prerequisite: Word I.</td>
</tr>
<tr>
<td>ITSEC</td>
<td>WordPress I</td>
<td>Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Identifying the factors for a data driven site with CMS vs. a Static Site including review of all the options of WordPress, Joomla and Drupal. Recognizing the components and practical usage of WordPress.</td>
</tr>
<tr>
<td>BUSXC</td>
<td>Work Skills for the Workplace</td>
<td>Develop entry-level skills for the workforce. Includes professionalism, interpersonal skills, communication, workplace civility, and employability (resume/interview) skills.</td>
</tr>
<tr>
<td>ENGLC</td>
<td>Writing, Creative</td>
<td>Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. This course is linked to ENGL 2307.</td>
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