

**Degree Description**

This program prepares students for employment and advancement in law firms and legal departments of business, industry and government. The emphasis is on workplace competencies with specific knowledge of court systems, litigation processes, manual and computerized legal research, investigation, and law office management. A minimum grade of C is required in all Paralegal classes for graduation.

For information about credit through advanced standing for students holding their Professional Legal Secretary or Certified Legal Assistant certifications, see the policy on Advanced Standings.

Marketable Skills

1. identify, know, and execute the TEXAS RULES OF PROFESSIONAL CONDUCT for paralegals in daily contact with clients, court personnel, and other legal officials.
2. Produce documents using a software such as Word, Excel, or Access using both beginning and advanced features.
3. Develop an investigation plan and theory for the case that includes discovery from the initial client interview.
4. Using fundamental reading skills, apply basic rules of grammar, spelling, capitalization, number usage, and punctuation, and utilize terminology applicable to technical and business writing and when speaking.
5. Apply basic legal skills to the litigation process from filing the Plaintiff's Original Petition, trial preparation, settlement, trial and post-trial practices.
6. Apply working knowledge of fundamentals of effective legal research and writing - law library techniques, computer assisted legal research, briefs, and legal memoranda.
7. Preparation of legal documents based on hypothetical facts in real estate, family law, contract, litigation and business organizations.
8. Using logic and reasoning (critical thinking) to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

<b>Semester I</b>	<b>Hours</b>
<a href="#">LGLA 1313 Introduction to Paralegal Studies</a>	3 hours
<a href="#">POFT 1393 Special Topics: Introduction to Keyboarding</a> <sup>1</sup>	3 hours
<a href="#">POFT 1309 Administrative Office Procedures I</a>	3 hours
<a href="#">POFT 1301 Business English</a> <i>or</i> <a href="#">ENGL 1301 Composition I</a>	3 hours
<a href="#">BUSI 2301 Business Law</a>	3 hours
	<b>15 hours</b>

<b>Semester II</b>	<b>Hours</b>
<a href="#">LGLA 1311 Introduction to Law</a>	3 hours
<a href="#">LGLA 1345 Civil Litigation</a>	3 hours
<a href="#">ITSW 1301 Introduction to Word Processing</a> <i>or</i> <a href="#">POFI 2340 Advanced Word Processing</a>	3 hours
<a href="#">ENGL 1302 Composition II</a> <i>or</i> <a href="#">ENGL 2311 Technical &amp; Business Writing</a>	3 hours
<a href="#">Language, Philosophy, &amp; Culture elective</a> <i>or</i> <a href="#">Creative Arts elective</a>	3 hours
	<b>15 hours</b>

<b>Semester III</b>	<b>Hours</b>
<a href="#">LGLA 2313 Criminal Law and Procedure</a>	3 hours
<a href="#">LGLA 1391 Practice of Family and Property Law</a>	3 hours
<a href="#">LGLA 2307 Law Office Management</a>	3 hours
<a href="#">ITSW 1304 Introduction to Spreadsheets</a>	3 hours
<a href="#">Math elective</a>	3 hours
	<b>15 hours</b>

<b>Semester IV</b>	<b>Hours</b>
<a href="#">LGLA 1301 Legal Research and Writing</a>	3 hours
<a href="#">LGLA 2388 Internship-Paralegal/Legal Assistant</a> <sup>2</sup>	3 hours
<a href="#">GOVT 2306 Texas Government</a>	3 hours
<a href="#">LGLA 2333 Advanced Legal Document Preparation</a>	3 hours
<a href="#">SPCH 1318 Interpersonal Communication</a> <i>or</i> <a href="#">SPCH 1315 Public Speaking</a>	3 hours
	<b>15 hours</b>

**Total hours: 60 hours**

<sup>1</sup> May be waived if the student has taken a keyboarding course (touch method) or if the student can keyboard by touch at least 30 words a minute. A keyboarding test is required.

<sup>2</sup> Students must meet Guidelines for Internships and Practicums (General Catalog) and have approval of the program director to enroll in this course. LGLA 2388 is the Capstone course, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job task. Check for prerequisites.

## Electives/General Education Courses

### Creative Arts

<a href="#">ARTS 1301 Art Appreciation</a>	3 hours
<a href="#">ARTS 1303 Art History I (Prehistoric to the 14th Century)</a>	3 hours
<a href="#">ARTS 1304 Art History II (14th Century to the Present)</a>	3 hours
<a href="#">DRAM 1310 Introduction to Theater</a>	3 hours
<a href="#">DRAM 2361 History of Theater I</a>	3 hours
<a href="#">DRAM 2362 History of Theater II</a>	3 hours
<a href="#">HUMA 1315 Fine Arts Appreciation</a>	3 hours
<a href="#">MUSI 1306 Music Appreciation</a>	3 hours
<a href="#">MUSI 1308 Music Literature I</a>	3 hours
<a href="#">MUSI 1309 Music Literature II</a>	3 hours
<a href="#">MUSI 1310 American Music</a>	3 hours

### Language, Philosophy, & Culture

<a href="#">ENGL 2321 British Literature</a>	3 hours
<a href="#">ENGL 2322 British Literature I</a>	3 hours
<a href="#">ENGL 2323 British Literature II</a>	3 hours
<a href="#">ENGL 2326 American Literature</a>	3 hours
<a href="#">ENGL 2327 American Literature I: Up to the Civil War</a>	3 hours
<a href="#">ENGL 2328 American Literature II: Civil War to the Present</a>	3 hours
<a href="#">ENGL 2331 World Literature</a>	3 hours
<a href="#">ENGL 2332 World Literature I: Up to the 17th Century</a>	3 hours
<a href="#">ENGL 2333 World Literature II: 17th Century to the Present</a>	3 hours
<a href="#">ENGL 2341 Forms of Literature</a>	3 hours
<a href="#">FREN 2311 Intermediate French I</a>	3 hours
<a href="#">GERM 2311 Intermediate German I</a>	3 hours
<a href="#">HUMA 1301 Introduction to Humanities I</a>	3 hours
<a href="#">HUMA 1302 Introduction to Humanities II</a>	3 hours
<a href="#">PHIL 1301 Introduction to Philosophy</a>	3 hours
<a href="#">PHIL 1304 Introduction to World Religions</a>	3 hours
<a href="#">PHIL 2306 Introduction to Ethics</a>	3 hours
<a href="#">SPAN 2311 Intermediate Spanish I</a>	3 hours
<a href="#">SGNL 2301 Intermediate ASL I</a>	3 hours

### Math

<a href="#">MATH 1314 College Algebra</a>	3 hours
<a href="#">MATH 1316 Plane Trigonometry</a>	3 hours
<a href="#">MATH 1324 Mathematics for Business &amp; Social Sciences</a>	3 hours
<a href="#">MATH 1325 Calculus for Business &amp; Social Sciences</a>	3 hours
<a href="#">MATH 1332 Contemporary Mathematics (Quantitative Reasoning)</a>	3 hours
<a href="#">MATH 1342 Elementary Statistical Methods</a>	3 hours
<a href="#">MATH 2412 Pre-Calculus Mathematics</a>	4 hours
<a href="#">MATH 2413 Calculus I</a>	4 hours
<a href="#">PHIL 2303 Introduction to Formal Logic</a>	3 hours

## Course Descriptions

### LGLA 1313 Introduction to Paralegal Studies

Provides an overview of the paralegal profession including professional regulation, trends and issues, ethical obligations, and the paralegal's role in the delivery of legal services. Recommended: Passing score on the TSI Assessment or concurrent enrollment in READ 0302. Semester Hours 3 (3 lec)

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### POFT 1393 Special Topics: Introduction to Keyboarding

Address topics 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. Develops skill in keyboarding techniques with emphasis on alphabet, number, and symbol keys by touch and the development of acceptable speed and accuracy. Skills can be applied to computers and other equipment with keyboards. Emphasizes proper keyboarding technique. Semester Hours 3 (3 lec)

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### POFT 1309 Administrative Office Procedures I

Studies current office procedures, duties, and responsibilities applicable to an office environment including telephone skills, time management, travel and meeting arrangements, mail processing, human relations and interview skills are covered. Offered only in fall semester. Semester Hours 3 (3 lec)

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### POFT 1301 Business English

Introduces the practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Students will apply the basic rules of grammar, spelling, capitalization, number usage, and punctuation; utilize terminology applicable to technical and business writing; develop proofreading and editing skills; and teaches how to write effective sentences and paragraphs for business applications. Semester Hours 3 (3 lec)

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### ENGL 1301 Composition I

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis is on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus is on writing the academic essay as a vehicle for learning, communication, and critical analysis. Prerequisite: TSI complete in Reading and Writing or the equivalent. Semester Hours 3 (3 lec)

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### BUSI 2301 Business Law

The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context. Semester Hours 3 (3 lec)

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### LGLA 1311 Introduction to Law

Presents legal terminology relating to substantive areas of law and the federal and state judicial systems. Emphasizes the paralegal's role in the legal system. Topics include: legal terminology, categorizing substantive areas of law and the federal and state judicial system, and identifying ethical considerations of the paralegal relating to the legal profession. Offered only in spring semester. Recommended: Passing score on the TSI Assessment or concurrent enrollment in INRW 0402. Semester Hours 3 (3 lec)

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### LGLA 1345 Civil Litigation

Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes the paralegal's role in civil litigation. Recommended: Passing score on the TSI Assessment or concurrent enrollment of INRW 0402. Semester Hours 3 (3 lec)

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### ITSW 1301 Introduction to Word Processing

Presents an overview of the production of documents, tables, and graphics. Students will identify word processing terminology and concepts, create technical documents, format and edit documents, use simple tools and utilities, and print documents. Presents pagination, merging and storage of documents. Prerequisite: POFT 1393 with a grade of C or better or a keyboarding skill of 30 words a minute using touch method. Semester Hours 3 (2 lec/2 lab)

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### POFI 2340 Advanced Word Processing

Presents advanced techniques in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Emphasis is on business applications. Students will design and create macros, use advanced formatting features, import data, and use graphic and special functions to enhance documents. Emphasizes advanced printing techniques. Offered only in fall semester. Prerequisite: ITSW 1301 with a grade of C or better or consent of the program director. Semester Hours 3 (2 lec/2 lab)

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### ENGL 1302 Composition II

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis is on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Prerequisite: ENGL 1301 or its equivalent with a grade of C or better or consent of division chair. Semester Hours 3 (3 lec)

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### ENGL 2311 Technical & Business Writing

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice of individual and collaborative processes involved in the creation of ethical and efficient documents. Prerequisite: Passing score on writing portion of TSI Assessment or credit for ENGL 0301. Semester Hours 3 (3 lec)

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### LGLA 2313 Criminal Law and Procedure

Presents fundamental concepts of criminal law and procedures from arrest to final disposition, including principles of federal and state law, emphasizing the role of the paralegal in the criminal justice system. Offered only in the fall semester. Recommended: Passing score on the TSI Assessment or concurrent enrollment in INRW 0402. Semester Hours 3 (3 lec)

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### LGLA 1391 Practice of Family and Property Law

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. Property topics include the nature of property, rights and duties of ownership, conveyances and document recording. Family law topics include marriage, divorce, marital property and the parent-child relationship. Offered only in the fall semester. Recommended: Passing score on the TSI Assessment or concurrent enrollment in INRW 0402. Semester Hours 3 (3 lec)

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### LGLA 2307 Law Office Management

Presents fundamental principles and structure of management, administrative and substantive systems in the law office. Includes law practice technology as applied to paralegals. Recommended: Passing score on the TSI Assessment or concurrent enrollment in INRW 0402. Semester Hours 3 (3 lec)

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### ITSW 1304 Introduction to Spreadsheets

Introduces the concepts, procedures and importance of electronic spreadsheets. Semester Hours 3 (2 lec/2 lab)

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### LGLA 1301 Legal Research and Writing

Presents the fundamentals of legal research and writing emphasizing the paralegal's role, including resources and processes used in legal research and writing. Topics include: locating primary and secondary legal authority, implement researching strategies using standard and electronic research tools, drafting legal documents, and analyzing the ethical considerations of the paralegal relating to legal research and writing. Offered only in spring semester. Recommended: Passing score on the TSI Assessment or concurrent enrollment in INRW 0402. Semester Hours 3 (3 lec)

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### **LGLA 2388 Internship-Paralegal/Legal Assistant**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. This may be a paid or unpaid experience. This course serves as the Capstone experience for paralegal students. Students must meet Guidelines for Internships and have approval of the program director to enroll in this course. Prerequisites: LGLA 1311, 1313, ITSW 1301 with minimum grade of C or concurrently enrolled. An approved workstation and consent of program director. Semester Hours 3 (1 lec/15 lab)

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### **GOVT 2306 Texas Government**

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. NOTE: Must have passed the reading portion of the TSI Assessment or have credit for INRW 0402. Semester Hours 3 (3 lec)

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### **LGLA 2333 Advanced Legal Document Preparation**

Introduces the use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various area of law. Topics will include: terminology related to legal document preparation, drafting transaction and litigation documents based on hypothetical situations, distinguishing among the various transaction and litigation documents, and analyzing the ethical considerations of the paralegal relating to legal document preparation. Offered only in spring semester. Recommended: Passing score on the TSI Assessment or concurrent enrollment in INRW 0402. Semester Hours 3 (2 lec/2 lab)

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### **SPCH 1318 Interpersonal Communication**

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts, including friendships, romantic partners, families, and relationships with co-workers and supervisors. Semester Hours 3 (3 lec)

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### **SPCH 1315 Public Speaking**

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. Semester Hours 3 (3 lec)

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### **ARTS 1301 Art Appreciation**

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts. Semester Hours 3 (3 lec)

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### **ARTS 1303 Art History I (Prehistoric to the 14th Century)**

A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. Semester Hours 3 (3 lec)

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### **ARTS 1304 Art History II (14th Century to the Present)**

A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. Semester Hours 3 (3 lec)

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### **DRAM 1310 Introduction to Theater**

Survey of all phases of theater including its history, dramatic works, stage techniques, production procedures, and relation to the fine arts. Participation in major productions may be required. Applies as a required Humanities or Visual & Performing Arts course for all students. Semester Hours 3 (3 lec)

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### **DRAM 2361 History of Theater I**

Study of the history of the theater from primitive times through the Renaissance. Required of theatre majors; open to non-theatre majors. Semester Hours 3 (3 lec)

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### **DRAM 2362 History of Theater II**

Study of the history of the theater from the Renaissance through today. Required of theatre majors; open to non-theatre majors. Semester Hours 3 (3 lec)

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### **HUMA 1315 Fine Arts Appreciation**

This course is an exploration of the purposes and processes in the visual and performing arts (such as music, painting, architecture, drama, and dance) and the ways in which they express the values of cultures and human experience. Semester Hours 3 (3 lec)

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### **MUSI 1306 Music Appreciation**

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.) Applies as a required humanities or fine arts course for all students. Semester Hours 3 (3 lec)

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### **MUSI 1308 Music Literature I**

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. Surveys music literature from Gregorian chant to the early classical period. Emphasis is on music materials and listening skills through recorded music and scores. Required for music majors and minors. Semester Hours 3 (3 lec)

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### **MUSI 1309 Music Literature II**

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. Surveys music literature from the classical period to the present. Emphasis is on music materials and listening skills through recorded music and scores. Required for music majors and minors. Semester Hours 3 (3 lec)

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### **MUSI 1310 American Music**

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music. Satisfies general humanities elective requirements. Semester Hours 3 (3 lec)

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### **ENGL 2321 British Literature**

A survey of the development of British literature from the Anglo-Saxon period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

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### **ENGL 2322 British Literature I**

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

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### **ENGL 2323 British Literature II**

A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

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### **ENGL 2326 American Literature**

A survey of American literature from the period of exploration and settlement to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

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### **ENGL 2327 American Literature I: Up to the Civil War**

A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

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### **ENGL 2328 American Literature II: Civil War to the Present**

A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

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### **ENGL 2331 World Literature**

A survey of world literature from the ancient world to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

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### **ENGL 2332 World Literature I: Up to the 17th Century**

A survey of world literature from the ancient world through the 16th century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

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### **ENGL 2333 World Literature II: 17th Century to the Present**

A survey of world literature from the 17th century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

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### **ENGL 2341 Forms of Literature**

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

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### **FREN 2311 Intermediate French I**

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: FREN 1412, three years of high school French, or consent of instructor or division chair. Students with three years of high school French are encouraged to see a French instructor prior to enrolling. Semester Hours 3 (3 lec)

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### **GERM 2311 Intermediate German I**

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: GERM 1412, three years of high school German, or consent of instructor or division chair. Students with three years of high school German are encouraged to see a German instructor prior to enrolling. Semester Hours 3 (3 lec)

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### **HUMA 1301 Introduction to Humanities I**

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. Team taught by faculty from diverse departments as a colloquium (academic seminar led by a different lecturer and on a different topic at each session). Works may include studies, journals, novels, poems, treatises, graphic novels, films, plays, paintings, musical compositions, etc. Semester Hours 3 (3 lec)

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### **HUMA 1302 Introduction to Humanities II**

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. Team taught by faculty from diverse departments as a colloquium (academic seminar led by a different lecturer and on a different topic at each session). Works may include studies, journals, novels, poems, treatises, graphic novel films, plays, paintings, musical compositions, etc. Semester Hours 3 (3 lec)

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### **PHIL 1301 Introduction to Philosophy**

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications. Semester Hours 3 (3 lec)

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### **PHIL 1304 Introduction to World Religions**

A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam. Semester hours 3

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### **PHIL 2306 Introduction to Ethics**

The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value. Semester Hours 3 (3 lec)

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### **SPAN 2311 Intermediate Spanish I**

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis is on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 1412, three years of high school Spanish, or consent of instructor or division chair. Students with three years of high school Spanish are encouraged to see a Spanish instructor prior to enrolling. Semester Hours 3 (3 lec)

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### **SGNL 2301 Intermediate ASL I**

Review and application of conversational skills in American Sign Language and interpreting from signing to voice as well as from voice to signing. Introduction to American Sign Language literature and folklore. Prerequisite: SGNL 1402 with a grade of C or better or consent of the program director. Semester Hours 3 (3 lec)

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### **MATH 1314 College Algebra**

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Graphing calculator required. Recommended Prerequisite: TSI complete. Prerequisite: MATH 0311 or consent of division chair. Semester Hours 3 (3 lec)

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### **MATH 1316 Plane Trigonometry**

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included. Graphing calculator required. Prerequisite: MATH 1314 with a minimum grade of C, or passing score on non-credit equivalency exam for MATH 1314, or consent of division chair. Semester Hours 3 (3 lec)

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### **MATH 1324 Mathematics for Business & Social Sciences**

The application of common algebraic functions, including polynomial, exponential, logarithmic and rational, to problems in business, economics and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices, linear programming; and probability, including expected value. Prerequisite: MATH 0311 or consent of division chair. Semester Hours 3 (3 lec)

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### **MATH 1325 Calculus for Business & Social Sciences**

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics and social sciences. This course is not a substitute for MATH 2413, Calculus I. Prerequisite: MATH 1324 or equivalent or consent of division chair. Semester Hours 3 (3 lec)

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### **MATH 1332 Contemporary Mathematics (Quantitative Reasoning)**

Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered. Graphing calculator required. Prerequisite: TSI math complete or MATH 0308 or consent of division chair. Semester Hours 3 (3 lec)

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### **MATH 1342 Elementary Statistical Methods**

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended. Graphing calculator required. Prerequisite: TSI math complete or MATH 0308 or completion of college-level math course or consent of division chair. Semester Hours 3 (3 lec)

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### **MATH 2412 Pre-Calculus Mathematics**

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. Prerequisite: MATH 1314 with a minimum grade of C, or passing score on non-credit equivalency exam for MATH 1314, or consent of division chair. Semester Hours 4 (4 lec)

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### **MATH 2413 Calculus I**

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Graphing calculator required. Prerequisite: MATH 2412 with a minimum grade of C, or both MATH 1314 and MATH 1316 with minimum grades of C, or passing score on non-credit equivalency exam for MATH 2412, or consent of division chair. Semester Hours 4 (4 lec)

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### **PHIL 2303 Introduction to Formal Logic**

The purpose of the course is to introduce the student to symbolic logic, including syllogisms, propositional and predicate logic, and logical proofs in a system of rules. Semester Hours 3 (3 lec)

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