

Degree Description

This program prepares students for employment and advancement as administrative professionals, office management, and executive secretaries. The duties range from operation of office software to operating and managing all application software for an office, department or company, as well as management of employees and office processes. An emphasis is placed on executive-level information processing, including word processing, digital publishing, office procedures, records and information management, electronic spreadsheet applications, and management concepts. Areas of employment include office management, banking, government and bookkeeping.

Marketable Skills:

1. Communication Skills- Apply basic rules of grammar; utilize terminology applicable to business writing, speaking, and presentations. 2. Teamwork- Work as a team to complete group projects and reach goals by considering different points of view and working with others 3. Time Management- Develop skills needed to complete tasks and meet deadlines. 4. Critical Thinking- Make decisions and apply ethical standards using creative thinking, innovation, inquiry, and analysis of information. 5. Software Integration- Produce documents, spreadsheets, databases, and presentations using Microsoft Office software 6. Desktop Publishing- Use publishing software to create finished documents and forms. 7. Records Management- Use database software to create and maintain electronic records as well as apply records management theories to hard copy records. 8. Customer Service- Apply principles and processes of customer service, including assessing customer needs, quality standards, and customer satisfaction.

Semester I	Hours
POFT 1393 Special Topics: Introduction to Keyboarding ¹	3 hours
POFT 1309 Administrative Office Procedures I	3 hours
BCIS 1305 Business Computer Applications	3 hours
POFT 1301 Business English ² <i>or</i> ENGL 1301 Composition I	3 hours
POFT 1321 Business Math	3 hours
	15 hours

Semester II	Hours
ARTC 1313 Digital Publishing I	3 hours
POFT 1349 Administrative Office Procedures II	3 hours
POFT 2331 Administrative Project Solutions	3 hours
ITSC 1309 Integrated Software Applications I	3 hours
ITSW 1301 Introduction to Word Processing	3 hours
	15 hours

Semester III	Hours
ACNT 1303 Introduction to Accounting I ²	3 hours
POFT 1319 Records & Information Management I	3 hours
Social/Behavioral Science elective ⁵	3 hours
Math elective <i>or</i> Life & Physical Science elective ⁵	3 hours
ENGL 2311 Technical & Business Writing <i>or</i> ENGL 1302 Composition II	3 hours
	15 hours

Semester IV	Hours
Language, Philosophy, & Culture elective ⁵	3 hours
BMGT 1325 Office Management ⁴	3 hours
Government (college-level) <i>or</i> History (college-level) <i>or</i> Economics (college-level) ⁵	3 hours
POFT 2486 Internship-Administrative Assistant	4 hours
POFT 1232 Workplace Diversity	2 hours
	15 hours

Total hours: 60 hours

- ¹ Maybe 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.
- ² May be eligible for articulation through the statewide ATC Program. See your high school counselor.
- ³ Students must meet Guidelines for Internships and Practicums (See the MCC General Catalog) had have approval of the program director to enroll in this course.
- ⁴ BMGT 1325 is the CAPSTONE course that brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing tasks. Check for prerequisites.
- ⁵ See Back for Electives List.

Electives/General Education Courses

Business

ECON 1301 Introduction To Economics	3 hours
ECON 2301 Principles of Macroeconomics	3 hours
ECON 2302 Principles of Microeconomics	3 hours
ECON 2389 Academic Cooperative	3 hours

Government

GOVT 2304 Introduction to Political Science	3 hours
GOVT 2305 Federal Government	3 hours
GOVT 2306 Texas Government	3 hours
GOVT 2311 Mexican-American and Latinx Politics	3 hours
GOVT 2389 Academic Cooperative	3 hours

History

HIST 1301 United States History I	3 hours
HIST 1302 United States History II	3 hours
HIST 2301 Texas History	3 hours
HIST 2311 Western Civilization I	3 hours
HIST 2312 Western Civilization II	3 hours
HIST 2321 World Civilizations I	3 hours
HIST 2322 World Civilizations II	3 hours
HIST 2327 Mexican-American History I	3 hours
HIST 2328 Mexican-American History II	3 hours
HIST 2381 African-American History I	3 hours
HIST 2389 Academic Cooperative	3 hours

Language, Philosophy, & Culture

ENGL 2321 British Literature	3 hours
ENGL 2322 British Literature I	3 hours
ENGL 2323 British Literature II	3 hours
ENGL 2326 American Literature	3 hours
ENGL 2327 American Literature I	3 hours
ENGL 2328 American Literature II	3 hours
ENGL 2331 World Literature	3 hours
ENGL 2332 World Literature I	3 hours
ENGL 2333 World Literature II	3 hours
ENGL 2341 Forms of Literature	3 hours
FREN 2311 Intermediate French I	3 hours
GERM 2311 Intermediate German I	3 hours
HUMA 1301 Introduction to Humanities I	3 hours
HUMA 1302 Introduction to Humanities II	3 hours
PHIL 1301 Introduction to Philosophy	3 hours
PHIL 1304 Introduction to World Religions	3 hours
PHIL 2306 Introduction to Ethics	3 hours
SPAN 2311 Intermediate Spanish I	3 hours
SGNL 2301 Intermediate ASL I	3 hours

Life & Physical Science

BIOL 1406 Biology for Science Majors I	4 hours
BIOL 1407 Biology for Science Majors II	4 hours
BIOL 1408 Biology for Non-Science Majors I	4 hours
BIOL 1409 Biology for Non-Science Majors II	4 hours
BIOL 1411 General Botany	4 hours
BIOL 1413 General Zoology	4 hours
BIOL 2401 Anatomy & Physiology I	4 hours
BIOL 2402 Anatomy & Physiology II	4 hours
BIOL 2404 Anatomy & Physiology (specialized)	4 hours
CHEM 1405 Introductory Chemistry I	4 hours
CHEM 1411 General Chemistry I	4 hours
CHEM 1412 General Chemistry II	4 hours
ENVR 1301 Environmental Science I (lecture)	3 hours
ENVR 1101 Environmental Science I (lab)	1 hours
ENVR 1302 Environmental Science II - Lecture	3 hours
ENVR 1102 Environmental Science II (lab)	1 hours
ENVR 1401 Environmental Science I (lecture + lab)	4 hours
ENVR 1402 Environmental Science II	4 hours
GEOL 1301 Earth Sciences I for Non-Science Majors (lecture)	3 hours
GEOL 1101 Earth Sciences I for Non-Science Majors (lab)	1 hours
GEOL 1302 Earth Sciences II for Non-Science Majors (lecture)	3 hours
GEOL 1102 Earth Sciences II for Non-Science Majors (lab)	1 hours
GEOL 1303 Physical Geology (lecture)	3 hours
GEOL 1103 Physical Geology Laboratory	1 hours
GEOL 1304 Historical Geology (lecture)	3 hours
GEOL 1104 Historical Geology Laboratory	1 hours
GEOL 1401 Earth Sciences for Non-Science Majors I (lecture + lab)	4 hours
GEOL 1403 Physical Geology (lecture + lab)	4 hours
GEOL 1404 Historical Geology (lecture + lab)	4 hours
PHYS 1401 College Physics I	4 hours
PHYS 1402 College Physics II	4 hours
PHYS 1403 Stars and Galaxies	4 hours
PHYS 1404 Solar System	4 hours
PHYS 1405 Elementary Physics I	4 hours

Math

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

Social/Behavioral Science

ANTH 2351 Cultural Anthropology	3 hours
CRIJ 1301 Introduction to Criminal Justice	3 hours
ECON 2301 Principles of Macroeconomics	3 hours
ECON 2302 Principles of Microeconomics	3 hours
ENGR 2308 Engineering Economics	3 hours
PSYC 2301 General Psychology	3 hours
SOCL 1301 Introduction to Sociology	3 hours
SOCL 1306 Social Problems	3 hours
SOCL 2326 Social Psychology	3 hours
SOCW 2361 Introduction to Social Work	3 hours

Course Descriptions

POFT 1393 Special Topics: Introduction to Keyboarding

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. Semester Hours 3 (3 lec)

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. Semester Hours 3 (3 lec)

BCIS 1305 Business Computer Applications

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet. (BCIS 1305 is included in the Business Field of Study.) Semester Hours 3 (2 lec/2 lab)

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)

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. Note: ENGL 1301 is a pre-requisite for all 2000-level literature courses. Prerequisite: TSI complete in Writing or the equivalent. Semester Hours 3 (3 lec)

POFT 1321 Business Math

Instructs the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. Applies problem solving skills utilizing electronic calculators. Enables the student to use mathematical approaches in computing percents and their applications in business discounts, interest, taxes, payroll, markups, consumer and business credit investments, and other business applications. Semester Hours 3 (3 lec)

ARTC 1313 Digital Publishing I

Introduces the fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout. Students learn to apply fundamentals of page layout, define typographic terminology and specifications, import text and graphics into page layout programs, and the course discusses file formats and file management. Prerequisite: ITSW 1301 with a grade of C or better or approval of the Program Director. Semester Hours 3 (2 lec/2 lab)

POFT 1349 Administrative Office Procedures II

Provides an in-depth coverage of office procedures with emphasis on decision-making, goal setting, management theories, and critical thinking. Prerequisite: POFT 1309, Administrative Office Procedures I with a grade of C. Semester Hours 3 (3 lec)

POFT 2331 Administrative Project Solutions

Advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem-solving skills. Prerequisites: POFT 1393, ITSW 1301, and POFT 2301 Semester Hours 3 (2 lec/3 lab)

ITSC 1309 Integrated Software Applications I

Introduces business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. Semester Hours 3 (2 lec/2 lab)

ITSW 1301 Introduction to Word Processing

Presents an overview of the production of documents, tables, and graphics. Identifies word processing terminology and concepts; creates technical documents, formats and edits documents, uses simple tools and utilities, and prints documents. Presents pagination, merge and storage of documents. Semester Hours 3 (2 lec/2 lab)

ACNT 1303 Introduction to Accounting I

Analyzes, classifies, and records business transactions in a manual and computerized environment. Emphasis is on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. May not be counted toward the associate degree if taken after successful completion of ACCT 2401. Semester Hours 3 (3 lec/lab)

POFT 1319 Records & Information Management I

Introduces basic records information management systems including manual and electronic filing. Prerequisites: ITSC 1309 Integrated Software Applications with minimum grade of C or better. Semester Hours: 3 (3 lec)

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: TSI complete in Writing or the equivalent. Semester Hours 3 (3 lec)

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)

BMGT 1325 Office Management

Presents systems, procedures, and practices related to organizing and planning office work, supervising employees' performance, and exercising leadership skills. Offered only in spring semester. Prerequisite: POFT 1301 or ENGL 1301, POFT 1309 and ITSW 1301 with a grade of C or better. Semester Hours 3 (3 lec)

POFT 2486 Internship-Administrative Assistant

Establishes 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. Course covers interpersonal and job-related skills. Prerequisites: POFT 1309 and ITSW 1301. Must meet internship requirements. (See Guidelines for Internships.) Semester Credit Hours 4 (1 lec/15 lab/internship)

POFT 1232 Workplace Diversity

Examines gender, cultural background, age, and other factors affecting coworker/client relationships. Includes behavioral expectations and standards in the business environment. Identify diversity factors in the workplace; explain how the demographics of the labor market change; describe ways to adapt to demographic changes; and cite behaviors that create an environment of inclusion. Semester Hours 2 (2 lec)

ECON 1301 Introduction To Economics

Analyzes microeconomic and macroeconomic principles for non-business majors. Microeconomic topics will include supply and demand, consumer behavior, price and output decisions by firms under various market structures, factor markets, market failures, international trade, and exchange rates. Macroeconomic topics will include national income, unemployment, inflation, business cycles, aggregate supply and demand, monetary and fiscal policy, and economic growth. Semester Hours 3 (3 lec)

ECON 2301 Principles of Macroeconomics

Analyzes the economy as a whole including measurement and determination of aggregate demand and aggregate supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, fiscal policy and monetary policy. Prerequisite: Must have passed the TSI Assessment or be concurrently enrolled in INRW 0402. Semester Hours 3 (3 lec)

ECON 2302 Principles of Microeconomics

Analyzes the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. Prerequisite: Must have passed the TSI Assessment or be concurrently enrolled in INRW 0402. Semester Hours 3 (3 lec)

ECON 2389 Academic Cooperative

An instructional program designed to integrate on-campus study with practical hands-on experience in economics. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. Semester Hours 3 (3 lec)

GOVT 2304 Introduction to Political Science

Introductory survey of the discipline of political science focusing on the scope, and methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function. NOTE: Must have passed the reading portion of the TSI Assessment or have credit for INRW 0302 or INRW 0402. Semester Hours 3 (3 lec)

GOVT 2305 Federal Government

Origin and development of the U.S. Constitution; structure and powers of the national government including the legislative, executive, and judicial branches; federalism; political participation; the national election process; public policy; civil liberties; and civil rights. NOTE: Must have passed the reading portion of the TSI Assessment or have credit for INRW 0302 or INRW 0402. Semester Hours 3 (3 lec)

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 0302 or INRW 0402. Semester Hours 3 (3 lec)

GOVT 2311 Mexican-American and Latinx Politics

The study of Mexican American and Latinx politics within the American political experience. Topics include historical, cultural, socioeconomic, and constitutional issues that pertain to the study of Mexican Americans and other Latinx populations in the United States. Other topics such as political participation, governmental institutions, electoral politics, political representation, demographic trends, and other contemporary public policy debates will also be addressed. NOTE: Must have passed the reading portion of the TSI Assessment or have credit for INRW 0302 or INRW 0402. Semester Hours 3 (3 lec)

GOVT 2389 Academic Cooperative

An instructional program designed to integrate on-campus study with practical hands-on experience in government. In conjunction with class seminars, the individual student will set specific individual goals and objectives in the study of human social behavior and/or social institutions. Semester Hours 3 (3 lec)

HIST 1301 United States History I

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. NOTE: Must have passed the reading portion of the TSI Assessment or have credit for INRW 0302 or INRW 0402. Semester Hours 3 (3 lec)

HIST 1302 United States History II

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. NOTE: Must have passed the reading portion of the TSI Assessment or have credit for INRW 0302 or INRW 0402. Semester Hours 3 (3 lec)

HIST 2301 Texas History

A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas. NOTE: Must have passed the reading portion of the TSI Assessment or have credit for INRW 0302 or INRW 0402. Semester Hours 3 (3 lec)

HIST 2311 Western Civilization I

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations. Prerequisite: Must have passed the reading portion of the TSI Assessment or have credit for INRW 0302 or INRW 0402. Semester Hours 3 (3 lec)

HIST 2312 Western Civilization II

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism. Prerequisite: Must have passed the reading portion of the TSI Assessment or have credit for INRW 0302 or INRW 0402. Semester Hours 3 (3 lec)

HIST 2321 World Civilizations I

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. This course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange. NOTE: Must have passed the reading portion of the TSI Assessment or have credit for INRW 0302 or INRW 0402. Semester Hours 3 (3 lec)

HIST 2322 World Civilizations II

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. Examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange. NOTE: Must have passed the reading portion of the TSI Assessment or have credit for INRW 0302 or INRW 0402. Semester Hours 3 (3 lec)

HIST 2327 Mexican-American History I

A survey of the economic, social, political, intellectual, and cultural history of Mexican Americans/Chicanx. Periods include early indigenous societies, conflict and conquest, early European colonization and empires, New Spain, early revolutionary period, Mexican independence and nation building, United States expansion to the United States-Mexico War Era. Themes to be addressed are mestizaje and racial formation in the early empire, rise and fall of native and African slavery, relationship to early global economies, development of New Spain's/Mexico's northern frontier, gender and power, missions, resistance and rebellion, emergence of Mexican identities, California mission secularization, Texas independence, United States' wars with Mexico, and the making of borders and borderlands. (May be applied to U.S. History requirement.) Semester Hours 3 (3 lec)

HIST 2328 Mexican-American History II

Historical, economic, social, and cultural development of Mexican-Americans/Chicanos/as. A survey of the economic, social, political, intellectual, and cultural history of Mexican Americans/Chicanx. Periods include the United States-Mexico War Era, incorporation of Northern Mexico into the United States, Porfirian Mexico, and the nineteenth century American West, 1910 Mexican Revolution and Progressive Era, the Great Depression and New Deal, World War II and the Cold War, Civil Rights Era, Conservative Ascendancy, the age of NAFTA and turn of the 21st Century developments. Themes to be addressed are the making of borders and borderlands, impact of Treaty of Guadalupe Hidalgo, gender and power, migration and national identities, citizenship and expulsion, nineteenth century activism and displacement, industrialization and the making of a transnational Mexican working class, urbanization and community formation, emergence of a Mexican American Generation, war and citizenship, organized advocacy and activism, Chicano Movement, changing identifications and identities, trade and terrorism. (May be applied to U.S. History requirement.) Semester Hours 3 (3 lec)

HIST 2381 African-American History I

A survey of the social, political, economic, cultural, and intellectual history of people of African descent in the formation and development of the United States to the Civil War/Reconstruction period. African American History I includes the study of African origins and legacy, transAtlantic slave trade, and the experiences of African Americans during Colonial, Revolutionary, Early National, Antebellum, and the Civil War/Reconstruction Eras. This course will enable students to understand African American history as an integral part of U.S. history. (May be applied to the U.S. History requirement.) Semester Hours 3 (3 lec)

HIST 2389 Academic Cooperative

An instructional program designed to integrate on-campus study with practical hands-on experience in history. In conjunction with class seminars, the individual student will set specific individual goals and objectives in the study of human social behavior and/or social institutions. NOTE: Must have passed the reading portion of the TSI Assessment or have credit for INRW 0402. Semester Hours 3 (3 lec)

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)

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)

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)

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)

ENGL 2327 American Literature I

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)

ENGL 2328 American Literature II

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)

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)

ENGL 2332 World Literature I

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)

ENGL 2333 World Literature II

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)

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)

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)

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)

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)

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)

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)

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

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)

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)

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)

BIOL 1406 Biology for Science Majors I

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. NOTE: Must have passed the reading and writing portion of the TSI Assessment or have credit for INRW 0302 or INRW 0402. Semester Hours 4 (3 lec/3 lab)

BIOL 1407 Biology for Science Majors II

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Prerequisite: BIOL 1406 with a minimum grade of C. Semester Hours 4 (3 lec/3 lab)

BIOL 1408 Biology for Non-Science Majors I

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Semester Hours 4 (3 lec/3 lab)

BIOL 1409 Biology for Non-Science Majors II

This course will provide and reinforce a survey and of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Semester hours 4 (3 lec/3 lab)

BIOL 1411 General Botany

Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. Includes the role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. This course is intended for science majors. Semester Hours 4 (3 lec/3 lab)

BIOL 1413 General Zoology

Fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. This course is intended for science majors. Semester Hours 4 (3 lec/3 lab)

BIOL 2401 Anatomy & Physiology I

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, and nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. NOTE: Must have passed the reading and writing portion of the TSI Assessment or have credit for INRW 0302 or INRW 0402. Semester Hours 4 (3 lec/3 lab)

BIOL 2402 Anatomy & Physiology II

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Prerequisite: BIOL 2401 with a grade of C or better. Semester Hours 4(3 lec/3 lab)

BIOL 2404 Anatomy & Physiology (specialized)

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. Semester Hours 4 (3 lec/3 lab)

CHEM 1405 Introductory Chemistry I

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors. Semester Hours 4 (3 lec/3 lab)

CHEM 1411 General Chemistry I

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Includes basic laboratory experiments supporting theoretical principles presented in CHEM 1411, as well as an introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. Prerequisite: MATH 1314 with a minimum grade of C, passing score on non-credit equivalency exam for MATH 1314, or consent of division chair. High school chemistry is strongly recommended. Semester Hours 4 (3 lec/3 lab)

CHEM 1412 General Chemistry II

Chemical equilibrium, phase diagrams and spectrometry, acid-base concepts, thermodynamics, kinetics, electrochemistry, nuclear chemistry, an introduction to organic chemistry and descriptive inorganic chemistry. Includes basic laboratory experiments supporting theoretical principles presented in CHEM 1412, as well as an introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports. Prerequisite: CHEM 1411 with a grade of C or better. Semester Hours 4 (3 lec/4 lab)

ENVR 1301 Environmental Science I (lecture)

A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. Semester Hours 3 (3 lec)

ENVR 1101 Environmental Science I (lab)

This laboratory-based course accompanies ENVR 1301 Environmental Science (lecture). Activities will cover methods used to collect and analyze environmental data. Prerequisite: Credit for or concurrent enrollment in ENVR 1301. Semester Hour 1 (3 lab)

ENVR 1302 Environmental Science II - Lecture

General interest course requiring a minimum of previous science background and relating scientific knowledge to problems involving energy and the environment. Semester Hours 3 (3 lec)

ENVR 1102 Environmental Science II (lab)

General interest course requiring a minimum of previous science background and relating scientific knowledge to problems involving energy and the environment. Lab exercises relate scientific knowledge to problems involving energy and the environment. Includes research projects related to the historical development of current environmental practices and concerns. May include other research projects dealing with current or potential environmental concerns. Prerequisite: Credit for or concurrent enrollment in ENVR 1302. Semester Hour 1 (3 lab)

ENVR 1401 Environmental Science I (lecture + lab)

A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. The laboratory activities will cover methods used to collect and analyze environmental data. Semester Hours 4 (3 lec/3 lab)

ENVR 1402 Environmental Science II

General interest course requiring a minimum of previous science background and relating scientific knowledge to problems involving energy and the environment. Lab exercises relate scientific knowledge to problems involving energy and the environment. Includes research projects related to the historical development of current environmental practices and concerns. May include other research projects dealing with current or potential environmental concerns. Semester Hours 4 (3 lec/3 lab)

GEOL 1301 Earth Sciences I for Non-Science Majors (lecture)

Survey of geology, meteorology, oceanography and astronomy. Semester Hours 3 (3 lec)

GEOL 1101 Earth Sciences I for Non-Science Majors (lab)

This laboratory-based course accompanies GEOL 1301 Earth Sciences I. Activities will cover methods used to collect and analyze data in geology, meteorology, oceanography and astronomy. Prerequisite: GEOL 1301. Semester Hours 1 (3 lab)

GEOL 1302 Earth Sciences II for Non-Science Majors (lecture)

Extension of the study of geology, astronomy, meteorology and oceanography, focusing on natural resources, hazards and climate variability. Prerequisite: GEOL 1401, 1403 or 1404. Semester Hours 3 (3 lec)

GEOL 1102 Earth Sciences II for Non-Science Majors (lab)

This laboratory-based course accompanies GEOL 1302 Earth Sciences II. Activities will focus on methods used to collect and analyze data related to natural resources, hazards and climate variability. Prerequisite: Credit for or concurrent enrollment in GEOL 1302. Semester Hour 1 (3 lab)

GEOL 1303 Physical Geology (lecture)

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Semester Hours 3 (3 lec)

GEOL 1103 Physical Geology Laboratory

This laboratory-based course accompanies GEOL 1303 Physical Geology. Laboratory activities will cover methods used to collect and analyze earth science data. Prerequisite: GEOL 1303 or concurrent enrollment. Semester Hour 1 (3 lab)

GEOL 1304 Historical Geology (lecture)

A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Prerequisites: GEOL 1303 or 1403. Semester Hours 3 (3 lec)

GEOL 1104 Historical Geology Laboratory

This laboratory-based course accompanies GEOL 1304 Historical Geology. Laboratory activities will introduce methods used by scientists to interpret the history of life and major events in the physical development of earth from rocks and fossils. Prerequisite: GEOL 1304. Semester Hour 1 (3 lab)

GEOL 1401 Earth Sciences for Non-Science Majors I (lecture + lab)

Survey of geology, meteorology, oceanography, and astronomy. The lab activities will cover methods used to collect and analyze data in geology, meteorology, oceanography and astronomy. Semester Hours 4 (3 lec/3 lab)

GEOL 1403 Physical Geology (lecture + lab)

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Laboratory activities will cover methods used to collect and analyze earth science data. Semester Hours 4 (3 lec/3 lab)

GEOL 1404 Historical Geology (lecture + lab)

A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Laboratory activities will introduce methods used by scientists to interpret the history of life and major events in the physical development of earth from rocks and fossils. Prerequisite: GEOL 1303 or 1403. Semester Hours 4 (3 lec/3 lab)

PHYS 1401 College Physics I

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Prerequisite: MATH 1314 and MATH 1316, 2412 or 2413 with a grade of C or better. Semester Hours 4 (3 lec/3 lab)

PHYS 1402 College Physics II

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Prerequisite: PHYS 1401. Semester Hours 4 (3 lec/3 lab)

PHYS 1403 Stars and Galaxies

Study of stars, galaxies, and the universe outside our solar system. Semester Hours 4 (3 lec/3 lab)

PHYS 1404 Solar System

Study of the sun and its solar system, including its origin. Semester Hours 4 (3 lec/3 lab)

PHYS 1405 Elementary Physics I

Conceptual level survey of topics in physics intended for liberal arts and other non-science majors. Semester Hours 4 (3 lec/3 lab)

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. Prerequisite: TSI math complete or MATH 0311. Semester Hours 3 (3 lec)

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)

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: TSI math complete or MATH 0311. Semester Hours 3 (3 lec)

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 2313 or 2413 - Calculus I. Prerequisite: MATH 1314 or MATH 1324, minimum grade C. Semester Hours 3 (3 lec)

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. Semester Hours 3 (3 lec)

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. Semester Hours 3 (3 lec)

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)

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)

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)

ANTH 2351 Cultural Anthropology

The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups, and ethics in the discipline. Prerequisite: Must have passed the reading portion of the TSI Assessment or have credit for INRW 0302 or INRW 0402. Semester Hours 3 (3 Lec)

CRIJ 1301 Introduction to Criminal Justice

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes, and an overview of the criminal justice system, including law enforcement and court procedures. Semester Hours 3 (3 lec)

ECON 2301 Principles of Macroeconomics

Analyzes the economy as a whole including measurement and determination of aggregate demand and aggregate supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, fiscal policy and monetary policy. Prerequisite: Must have passed the TSI Assessment or be concurrently enrolled in INRW 0402. Semester Hours 3 (3 lec)

ECON 2302 Principles of Microeconomics

Analyzes the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. Prerequisite: Must have passed the TSI Assessment or be concurrently enrolled in INRW 0402. Semester Hours 3 (3 lec)

ENGR 2308 Engineering Economics

Methods used for determining the comparative financial desirability of engineering alternatives. Provides the student with the basic tools required to analyze engineering alternatives in terms of their worth and cost, an essential element of engineering practice. The student is introduced to the concept of the time value of money and the methodology of basic engineering economy techniques. The course will address some aspects of sustainability and will provide the student with the background to enable them to pass the Engineering Economy portion of the Fundamentals of Engineering exam. Prerequisite: MATH 2413 with a grade of C or better. Semester Hours 3 (3 lec)

PSYC 2301 General Psychology

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes. NOTE: Must have passed the reading portion of the TSI Assessment or have credit for INRW 0302 or INRW 0402. Semester Hours 3 (3 lec)

SOCI 1301 Introduction to Sociology

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance. Semester Hours 3 (3 lec)

SOCI 1306 Social Problems

Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems. Semester Hours 3 (3 lec)

SOCI 2326 Social Psychology

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. Cross-listed as PSYC 2319. NOTE: Credit will not be given for both PSYC 2319 and SOCI 2326. Prerequisite: PSYC 2301 or SOCI 1301. Semester Hours 3 (3 lec)

SOCW 2361 Introduction to Social Work

An overview of the history and development of social work as a profession. The course is designed to foster a philosophical, historical, and critical understanding of the social work profession, including social work values, ethics, and areas of practice utilized under a Generalist Intervention Model. Prerequisite: TSI complete in Writing or have credit for INRW 0402 Semester Hours 3 (3 lec)
