

BIOLOGY (BIOL)

BIOL 1322 NUTRITION AND DIET THERAPY 3 lec/3 lab (3 Cr.)

Nutrients including functions, food sources, digestion, absorption, and metabolism with application to normal and therapeutic human nutritional needs.

BIOL 1406 GENERAL BIOLOGY I 3 lec/3 lab (4 Cr.)

A survey course of contemporary biology for students majoring in the sciences. Topics emphasized will include the chemical basis of life, structure and function of cells, energy transformations, molecular biology and genetics.

BIOL 1407 GENERAL BIOLOGY II 3 lec/3 lab (4 Cr.)

A survey of current biological concepts for students majoring in the sciences. Emphasis will be placed on topics that include evolution, biological diversity, ecology, and comparative structure and function of organisms.

BIOL 1411 GENERAL BOTANY 3 lec/3 lab (4 Cr.)

The study of structure and function of plant cells, tissues, and organs. An evolutionary survey and life histories of the following representative groups: algae, fungi, mosses, liverworts, ferns, and seed producing organisms. Plants reproductive and functional interactions with their environment and with man will be included. Selected laboratory exercises will compliment the lecture topics. Prerequisite: high school biology.

BIOL 1413 GENERAL ZOOLOGY 3 lec/3 lab (4 Cr.)

Designed for individuals majoring in biology and those pursuing a course of study in pre-professional areas as dentistry, medicine, veterinary science, and ecology as they relate to animal form and function, diversity, behavior, and evolution. Prerequisite: high school biology.

BIOL 2401 ANATOMY AND PHYSIOLOGY I 3 lec/3 lab (4 Cr.)

Human anatomy and physiology are studied using a body systems approach, with emphasis on the relationships between form and function at the gross and microscopic levels. Topics include anatomical and directional terminology, cell and cell chemistry, tissues, integumentary system, skeletal system, articulations, muscular system, and nervous system. Laboratory work includes physiological and anatomical studies of mammals. No prerequisite, but BIOL 1406, BIOL 2404 or equivalent recommended.

BIOL 2402 ANATOMY AND PHYSIOLOGY II 3 lec/3 lab (4 Cr.)

Continuation of BIOL 2401. Topics include endocrine system, cardiovascular system, respiratory system, lymphatic system, digestive system, urinary system, fluids and electrolytes, reproductive system, development, and genetics. Laboratory work includes physiological and anatomical studies of mammals. Prerequisite: BIOL 2401 or consent of instructor.

BIOL 2404 INTRODUCTION TO ANATOMY AND PHYSIOLOGY 3 lec/3 lab (4 Cr.)

Survey course of the structure and function of human anatomy and physiology, including basic chemistry, cell structure and function, tissues and organ systems of the human body. Serves as a foundation course for allied health disciplines and is recommended as a prerequisite for BIOL 2401 and BIOL 2420.

BIOL 2406 ENVIRONMENTAL BIOLOGY 3 lec/3 lab (4 Cr.)

Survey and introduction to man's environmental problems of life. Emphasis on pollution, population dynamics, and conservation of resources. Stress placed on concept of environmental interdependence with man as a part of, rather than separate from, the ecosystem.

BIOL 2420 MICROBIOLOGY 3 lec/3 lab (4 Cr.)

Topics include morphology and physiology of microorganisms and taxonomy of representative groups of pathogenic bacteria and viruses. Additional subjects consist of immunology, antimicrobial agents, and infectious diseases. Laboratory procedures employ staining techniques, culturing and sensitivity determinations. Identification of unknown microorganisms and other procedures related to microorganisms will be employed. No prerequisite, but BIOL 1406, BIOL 2404, or equivalent recommended.

BUSINESS (BUSG, BUSI, BMGT, HRPO, MRKG)

BMGT 1303 PRINCIPLES OF MANAGEMENT 3 lec (3 Cr.)

Concepts, terminology, principles, theory, and issues that are the substance of the practice of management.

BMGT 1331 PRODUCTION AND OPERATIONS MANAGEMENT 3 lec (3 Cr.)

Fundamentals of the various techniques used in the practice of production management to include location, design, and resource allocation.

BMGT 1368, 1369, 2368 PRACTICUM - BUSINESS ADMINISTRATION AND MANAGEMENT, GENERAL
21 External learning experience (3 Cr.)

Practical, general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid.

BMGT 1391 SPECIAL TOPICS IN BUSINESS ADMINISTRATION AND MANAGEMENT
3 lec (3 Cr.)

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.

BMGT 2309 LEADERSHIP
3 lec (3 Cr.)

Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to inspire and influence. Topics include the application of leadership skills in relation to the dynamic leader-follower-situational environment, creating an organizational culture and environment for successful leadership at all levels, the role of leadership in the strategic management process; including analysis of how organizations develop and implement strategy for achieving organizational objectives in a changing environment, and leadership's role in the strategic, tactical, and operational planning process.

BMGT 2311 MANAGEMENT OF CHANGE
3 lec (3 Cr.)

Knowledge skills and tools that enable a leader/organization to facilitate change in a pro-active participative style.

BMGT 2371 PRINCIPLES OF PERSONNEL MANAGEMENT FOR MENTAL RETARDATION WORKERS

3 lec (3 Cr.)

Introductory course focusing on basic management situations and problems that the new or potential manager is likely to encounter. The course provides specific grounding in procedures used at mental retardation centers in preparing job descriptions, evaluating work standards, using the Positive Performance Program, interviewing prospective employees and using the TDMHMR Management by Objectives system. It also allows the student to gain familiarity with management skills and communications techniques needed to be an effective manager.

BMGT 2488 INTERNSHIP I - MANAGEMENT TRAINING I
1 lec/20 lab (4 Cr.)

Establishes a work-based learning experience that enables the student to apply specialized occupational theory skills and concepts at Mexia State School. The learning plan is developed between the college and the employer. Mexia State School employees only.

BUSG 2309 SMALL BUSINESS MANAGEMENT
3 lec (3 Cr.)

A course on how to start and operate a small business. Topics include facts about small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

BUSG 2366, 2367 PRACTICUM (OR FIELD EXPERIENCE) - BUSINESS, GENERAL
21 External learning experience (3 Cr.)

Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

BUSI 1301 BUSINESS PRINCIPLES
3 lec (3 Cr.)

Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary.

BUSI 1307 PERSONAL FINANCE
3 lec (3 Cr.)

A study of the financial problems encountered in managing family financial affairs. Topics include financial security for the family, budgeting, use of credit, home ownership, financial tangles, and savings and investment planning.

BUSI 2301 BUSINESS LAW
3 lec (3 Cr.)

Principles of law that form the legal framework for business activity. Nature and scope of law; court systems; law of contracts; principal and agent; business organizations, including partnerships and corporations.

HRPO 2301 HUMAN RESOURCES MANAGEMENT
3 lec (3 Cr.)

Behavioral and legal approaches to the management of human resources in organizations.

HRPO 2307 ORGANIZATIONAL BEHAVIOR
3 lec (3 Cr.)

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences.

MRKG 1301 CUSTOMER RELATIONS
3 lec (3 Cr.)

Topics include general principles of customer service, including skills knowledge, attitudes, and behaviors pertinent to the professional development of the student. Emphasis will be placed on the importance of teamwork in an organization, internal and external customer relationships, professional communication, and resolving customer complaints. How to recover from and win back the angry customer and delivering exceptional customer service will be stressed.

MRKG 1302 PRINCIPLES OF RETAILING
3 lec (3 Cr.)

Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing.

MRKG 1311 PRINCIPLES OF MARKETING
3 lec (3 Cr.)

Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

**BUSINESS INFORMATION
TECHNOLOGY**
**(HITT, HPRS, MRMT, POFI,
POFL, POFM, POFT)**

HITT 1305 MEDICAL TERMINOLOGY I
2 lec/3 lab (3 Cr.)

Instruction in the practical application of a medical vocabulary system. Topics include structure, recognition, analysis, definitions, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms.

HITT 2346 ADVANCED MEDICAL CODING
2 lec/3 lab (3 Cr.)

In-depth coverage of ICD and CPT coding rubrics, conventions, principles, and updates as they apply to accurate coding of complex medical/surgical cases, with emphasis on case studies. Government regulations and

changes in health care reporting will be addressed. Prerequisite: POFM 1300.

HPRS 1206 MEDICAL TERMINOLOGY
2 lec (2 Cr.)

Introduces study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedure, medical specialties and diagnostic procedures. Mexia State School employees only.

HPRS 2321 MEDICAL LAW AND ETHICS
3 lec (3 Cr.)

Instruction in the principles, procedures, and regulations governing the legal and ethical relationships among physicians, patients, and health care professionals. Topics include current ethical issues related to the various healthcare professions and patient confidentiality.

MRMT 1307 MEDICAL TRANSCRIPTION I
2 lec/3 lab (3 Cr.)

Fundamentals of medical transcription, including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Emphasis on development of speed and accuracy. Prerequisite: HITT 1305 and POFI 2401 or Equivalent.

POFI 1301 COMPUTER APPLICATIONS I
2 lec/3 lab (3 Cr.)

Overview of computer applications (the Windows operating system, Microsoft Word, and Microsoft Excel) including current terminology and technology. Introduction to computer hardware, software applications, and procedures. Prerequisite: POFT 1127 or POFT 1329

POFI 1341 COMPUTER APPLICATIONS II
2 lec/3 lab (3 Cr.)

Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, (Microsoft PowerPoint and Microsoft Access), and procedures. Prerequisite: POFI 1301.

POFI 2401 WORD PROCESSING I
3 lec/3 lab (4 Cr.)

Instruction in the various aspects of a word processing software package (Microsoft Word). Emphasis on the use of text editing features to produce business documents. Prerequisite: POFT 1329, POFI 1301, or COSC 1401.

POFI 2431 DESKTOP PUBLISHING FOR THE OFFICE
3 lec/3 lab (4 Cr.)

In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create pub-