

CURRICULUM COMMITTEE
October 28, 2011
Minutes

Present: Diane Brice, Carol Buse, Craig Clifton, Tamara Clunis, Matt Craig, Bill Crawford, Kim Davis, Shawn Fouts, Matthew Goodman, Judy Massie, Jerry Moller, Carol Moore, Jason Norman, John Robertson, Kathy Wetzels, Henry Wyckoff

Absent: Bob Austin, Mark Usnick

Others

Present: Ann Fry, Kim Hays, Bob Mathews, Jenna Marion, Scott Rankin, Terry Tucker

ACADEMIC SUCCESS

BAS Courses

Jenna Marion submitted a request to update the following BAS course descriptions:

- **BASM 0101: Basic Academic Skills**
Basic Skills course that develops and reinforces math skills to meet TSI requirements.
- **BASM 0202: Basic Academic Skills**
Basic Skills course that develops and reinforces math skills to meet TSI requirements.
- **BASM 0302: Basic Academic Skills**
Basic Skills course that develops and reinforces math skills to meet TSI requirements.
- **BASR 0101: Basic Academic Skills**
Basic Skills course that develops and reinforces reading skills to meet TSI requirements.
- **BASR 0202: Basic Academic Skills**
Basic Skills course that develops and reinforces reading skills to meet TSI requirements.
- **BASR 0302: Basic Academic Skills**
Basic Skills course that develops and reinforces reading skills to meet TSI requirements.
- **BASW 0101: Basic Academic Skills**
Basic Skills course that develops and reinforces writing skills to meet TSI requirements.
- **BASW 0202: Basic Academic Skills**
Basic Skills course that develops and reinforces writing skills to meet TSI requirements.
- **BASW 0302: Basic Academic Skills**

Basic Skills course that develops and reinforces writing skills to meet TSI requirements.

She also submitted a request to restrict enrollment in the BAS courses in the Learning Center to only students who do not have skills to enroll in college-level coursework. The Learning Center does not offer curriculum to students who have proven skills to enroll in college level courses.

Brice moved, seconded by Moller to approve the updated BASM, BASR and BASWR course descriptions and to restrict enrollment in the Learning Center to only students who require developmental coursework. The motion carried.

ARTS & SCIENCES

Interior Design

Ann Fry submitted a request to update the course description for the following courses:

INDS 1351: History of Interiors I

An historical survey of design in architecture, interiors, furnishings and decorative elements from the ancient cultures through the Italian Renaissance time period.

INDS 1352: History of Interiors II

A multi-cultural historical survey of design in architecture, interiors, furnishings and decorative elements from the post-Renaissance period to present time.

Crawford moved, seconded by Wyckoff to update the interior design course descriptions. The motion carried.

Ann Fry also submitted a request to add the following course to the course inventory:

- INDS 1301: Basic Elements of Design
A study of basic design concepts with projects in shape, line, value, texture, pattern, spatial illusion and form.
(3 sem hrs; 2 lec, 2 lab)
Course Outcomes:
 - Identify basic design elements
 - Create two- and three-dimensional design projects using basic design elements
 - Use appropriate design terminology

Update the Interior Design Certificate (INDS.CERT) by:

- Replacing INDS 1291: ST – Introduction to Interior Design with INDS 1301: Basic Elements of Design
- Increasing the total from 26 to 27 semester hours

Update the AAS (INDS.AAS) degree by:

- Replacing INDS 1291: ST – Introduction to Interior Design with INDS 1301: Basic Elements of Design
- Replacing the elective with INDS 2310: Kitchen and Bath Design
- Increasing the total from 62 to 63 semester hours
- Add an optional course for kitchen and bath students: INDS 2364: Practicum – Interior Design

Update the Professional Certificate (INDS.CERT.PRO) by:

- Deleting:
 - INDS 1300: Interior Design Drafting Applications
 - INDS 2310: Kitchen & Bath Design
 - INDS 2417: Rendering Techniques
 - INDS 2311: Interior Environmental Factors
- And adding:
 - INDS 2435: Residential Design II
 - INDS 2431: Commercial Design II
 - INDS 2317: Rendering Techniques
 - INDS 2237: Portfolio Presentation

Wyckoff moved, seconded by Goodman to approve the updates to the Interior Design AAS (INDS.AAS), Certificate (INDS.CERT) and Professional Certificate (INDS.CERT.PRO). The motion carried.

Music

Jim Rauscher submitted a request to delete the following courses from the course inventory:

- MUSI 1300: Foundations of Music
- MUSI 1301: Rudiments of Music

And add the following course to the course inventory:

MUSI 1303: Fundamentals of Music
Introduction to the basic elements of music theory for non-music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. (Does not apply to a music major degree.) (3 sem hrs; 3 lec)

Norman moved, seconded by Craig to delete MUSI 1300 and MUSI 1301 and add MUSI 1303 to the course inventory. The motion carried.

Photography

The photography department requested the following course be removed from the Photography Certificate (PHTC.CERT):

- PHTC 2341: Color Photography II

Robertson moved, seconded by Wyckoff to delete PHTC 2341 from the PHTC.CERT requirements. The motion carried.

CAREER & TECHNICAL EDUCATION

Electronic Systems Technology

Gil Carnahan submitted a request to delete the following course from the course inventory:

- ITSY 1317: Wireless Foundations

Add the following course to the course inventory:

ITSY 2317: Wireless Security Development

Development of information security policies, standards and guidelines for an organization. Includes Demilitarized Zone (DMZ), antivirus, Virtual Private Network (VPN), wireless communications, remote access and other critical administrative and operational security policies. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. Emphasizes wireless security goals of availability, integrity, accuracy and confidentiality in the design, planning, implementing, operating and troubleshooting of wireless LAN along with appropriate planning and administrative controls.

(3 sem hrs; 2 lec, 2 lab)

Course Outcomes:

1. Develop information security policies, standards and guidelines
2. Configure DMZ, antivirus, VPN, wireless communications and remote access
3. Design, install, configure, monitor, maintain and troubleshoot wireless solutions
4. Identify Best Practices and appropriate defenses including firewalls, encryption, physical security, intrusion detection and biometrics
5. Demonstrate proper implementation and evaluation of wireless security using MAC filtering, WEP, LEAP, EAP and 802.1x technologies.

And replace ITSY 1317: Wireless Foundations with ITSY 2317: Wireless Security Development in the following programs:

- Electronics Systems Networking Technology AAS (CETT.AAS.NT)
- Electronics Systems Networking Technology Certificate (CETT.CERT.NETWORK)
- Electronics Systems Technology AAS (CETT.AAS.EST)

Craig moved, seconded by Goodman to approve the changes to the Electronic Systems Technology courses and programs. The motion carried.

Renewable Energy

Ron Mashburn submitted a request to replace WIND 1300: Introduction to Wind Energy with ENER 1350: Overview of the Energy Industry in the following programs:

- Renewable Energy – Basic Wind Technician (RNEW.CERT.BWND)
- Renewable Energy – Advanced Wind Technician (RNEW.CERT.AWND)

Moller moved, seconded by Crawford to approve the course change in the RNEW.CERT.BWND and RNEW.CERT.AWND certificates. The motion carried.

Ron Mashburn submitted a request to add the following certificates to the Renewable Energy program:

- Renewable Energy – Basic Solar Technician (RNEW.CERT.BSLR)
- Renewable Energy – Advanced Solar Technician (RNEW.CERT.ASLR)

Robertson moved, seconded by Buse to approve the addition of the RNEW.CERT.BSLR and RNEW.CERT.ASLR certificates. The motion carried.

Ron Mashburn and Art Schneider submitted a request to make the following changes to the Renewable Energy AAS (RNEW.AAS) degree:

- Update the program description to read: Prepares students for careers in operation, maintenance and manufacturing within the renewable energy industry. Graduates will have a strong background in the appropriate core sub-disciplines of electronics, control systems and electro-mechanical equipment. They will also have appropriate safety training, problem-solving skills, effective oral and written communication skills, and proper record-keeping techniques.
A specialty area of wind energy or solar will be chosen by the student depending upon the student's career goal.
- Replace WIND 1300: Introduction to Wind Energy with ENER 1350: Overview of Energy Industry
- Create separate options for Wind Energy and Solar
- Update program total from 64 semester hours to 62-64 semester hours

Wyckoff moved, seconded by Clifton to approve the recommended updates to the RNEW.AAS degree. The motion carried.

Professional Truck Operations

Bob Mathews submitted a request to add the following courses to the course inventory:

- CVOP 1205: Commercial Drivers License Written Skills
Overview of the State of Texas Class A Commercial Drivers License written test. In-depth coverage of air brakes, combination vehicle, doubles and triples, tankers, and hazardous materials. Includes preparation for mastery of the Commercial Drivers License written examination.
(2 sem hrs; 1 lec, 2 lab)
- CVOP 1301: Commercial Drivers License Driving Skills
Overview of the State of Texas Class A Commercial Drivers License driving test. In-depth coverage of in-cab air brake test, proper shifting, right and left-hand turns, movement in traffic, parking of a tractor trailer, highway and city driving, and backward movement and control. Driving practice is in a tractor-trailer, school bus and passenger bus.
(3 sem hrs; 1 lec, 4 lab)
- CVOP 2135: Defensive Driving Course – Professional Truck Driver
Defensive driving techniques. Includes identification of hazardous situations and methods for recognizing, understanding and taking corrective action to prevent accidents in a tractor-trailer combination.
(1 sem hr; 1 lec)
- CVOP 2333: Advanced Driving Skills I
Operation of a tractor-trailer combination in city and highway conditions. Includes controlling and maneuvering the vehicle through various traffic situations in different conditions with numerous tractor-trailer combinations.
(3 sem hrs; 1 lec, 4 lab)
- CVOP 2337: Advanced Driving Skills II
Continuation of tractor-trailer operation in city and highway conditions. Exploration and practical applications of space management techniques, improved methods for control in difficult traffic situations and effective operation in various conditions.
(3 sem hrs; 2 lec, 2 lab)

Moller moved, seconded by Robertson to approve the additions of the CVOP courses to the course inventory. The motion carried

Utility Power Worker

Terry Tucker submitted a request to add the following local need courses to the course inventory:

- ELPT 1371: Overhead Distribution/Transmission Operations
Examination of overhead distribution and transmission practices and operations. Topics include installation of suspension insulators from structures, rescue and install phases with hot sticks and work with hand line from pole or ground. Principles of transformers, meter loops, capacitors, regulators, reclosures and sectionalizers are covered.
Hours (3 sem hrs; 2 lec, 2 lab)

- LNWK 1371: Underground Distribution/Transmission Operations
Examination of underground electrical system layout and construction with emphasis on safety problems inherent with underground distribution. Topics include the proper use of special tools and equipment specific to underground distribution. Students will perform terminations and splices; test equipment and tools; and perform various replacement and testing functions.
Hours (3 sem hrs; 2 lec, 2 lab)
- LNWK 1471: Substations
Substation construction and component operation. This course will encompass not only the purpose of the substation, operation and testing, but the maintenance and specific safety issues related to the substation.
Hours (4 sem hrs; 3 lec, 2 lab)

Add the following WECM courses to the course inventory:

- ELPT 1321: Introduction to Electrical Safety and Tools
Safety rules and regulations. Includes the selection, inspection, use and maintenance of common tools for electricians.
Hours (3 sem hrs; 2 lec, 2 lab)
- ELPT 2323: Transformers
Transformer types, construction, connections, protection, grounding and associated safety procedures.
Hours (3 sem hrs; 2 lec, 2 lab)

Update the following course descriptions:

- ELPT 1391: Special Topics in Electrical and Power Transmission Installer, General 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.
- LNWK 1391: Special Topics in Lineworker
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.

Make the following changes to the Utility Power Worker Certificate (LINE.CERT):

Remove:

- QCTC 1341: Statistical Process Control
- ELPT 1391: ST – Electrical & Power Transmissions Installer – Distribution /Transmission Operations
- ELPT 2474: Practicum – Electrical and Power Transmission Installation/Installer

- LNWK 1391: Special Topics in Lineworker – Underground Distribution System

Add:

- MATH 1314: College Algebra as an option to TECM 1343: Technical Algebra and Trigonometry
- CETT 1409: DC-AC Circuits as an option to ELPT 1311: Basic Electrical Theory
- IEIR 1312: Distribution Systems as an option to ELPT 2380: Cooperative Education
- ELPT 1321: Introduction to Electrical Safety and Tools
- ELPT 1371: Overhead Distribution/Transmission Operations
- ELPT 2323: Transformers
- LNWK 1371: Underground Distribution/Transmission Operations
- LNWK 1471: Substations

Update the hours from 43 semester hours to 43-44 semester hours

Wyckoff moved, seconded by Massie to approve all updates to the Utility Power Worker Certificate (LINE.CERT). The motion carried.

A request was also submitted to add the following courses to the Utility Power Worker Certificate (LINE.CERT):

- CVOP 1205: Commercial Drivers License Written Skills
- CVOP 1301: Commercial Drivers License Driving Skills

Add increase the total number of hours from 43-44 to 48-49 semester hours.

Moller moved, seconded by Wyckoff to add the CVOP courses to the Utility Power Worker certificate. The motion carried.

HEALTH SCIENCES

Medical Laboratory Technology

Jan Martin submitted a request to update the Medical Laboratory Technology (MLAB.AAS) program:

- Delete MDCA 1409: Anatomy and Physiology for Medical Assistants
- Delete 2-3 hours of related electives (including BCIS 1305, COSC 1300, HITT 1303, HPRS 1205, POFI 1204 or SPNL 1201)
- Add BIOL 2401: Human Anatomy and Physiology I and BIOL 2402: Human Anatomy and Physiology II
- Increase program total from 70-71 to 72 semester hours.

Craig moved, seconded by Wetzel to approve the updates to the MLAB.AAS program. The motion carried.

Mortuary Science

Scott Rankin submitted a request to update the prerequisites, corequisites and/or course descriptions for the following Mortuary Science courses:

- MRTS 1291 - Special Topics in Funeral Service & Mortuary Science
Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the occupation and relevant to the professional development of the student. This course may be repeated multiple times to improve student proficiency.
- MRTS 1301 - Contemporary Funeral Service Practices
Corequisites: MRTS 1310 and MRTS 1342
- MRTS 1310 - Funeral Service Clinical Orientation
Corequisites: MRTS 1301 and MRTS 1342
- MRTS 1311 - History of Mortuary Science (removed prerequisite)
- MRTS 1342 - Mortuary Management I
Corequisites: MRTS 1301 and MRTS 1310
- MRTS 1360 - Funeral Service Clinical I
Prerequisites: MRTS 1310
Corequisite: MRTS 2342
- MRTS 1391 - Special Topics in Funeral Service and Mortuary Science
Prerequisites: Program Director consent
Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the occupation and relevant to the professional development of the student. This course may be repeated multiple times to improve student proficiency.
Hours (3 sem hrs; 3 lec)
End-of-Course Outcomes: Learning outcomes/objectives are determined by local occupational need and business and industry trends
- MRTS 2342 - Mortuary Management II
Corequisites: MRTS 1342 and MRTS 1360
- MRTS 2360 - Funeral Service Clinical II
Corequisites: MRTS 2432 and MRTS 244
- MRTS 2432 - Human Anatomy
Corequisites: MRTS 2360 and MRTS 2445
- MRTS 2445 - Technical Procedures I
Corequisites: HITT 1305, MRTS 2360 and MRTS 2445
- MRTS 2447 - Technical Procedures II
Prerequisites: MRTS 2432, MRTS 2445
A continuation of Technical Procedures I. Introduction of additional topics on treatment planning and application to include the fundamentals in the preservation, disinfection and restoration of human remains. Presentation of treatment planning

and application in preparation for professional practice. This course is an enhanced online course that requires students to come to Amarillo at the end of the semester for an on-site lab. Students should be prepared to be in lab at their expense, M-F 8AM to 5PM one week prior to final examinations, no exceptions will be made to the required lab.

Hours (4 sem hrs; 3 lec, 3 lab)

End-of-Course Outcomes: Relate norms to select cases; explain color theories; demonstrate skill in selection and application of media; and justify restorative procedures.

Brice moved, seconded by Norman to approve updates to the Mortuary Science courses. The motion carried.

He also requested to add the following information to the Mortuary Science certificate program description, requiring limited admission into the certificate program:

A student seeking entry into the Mortuary Science program must file a specific program application form and complete additional admission procedures as required. Information is available on the Mortuary Science website

To continue in the program, a student may repeat a MRTS course only one time and may repeat no more than two MRTS courses while enrolled in the program. The term "repeat" shall be interpreted to mean re-enrollment following withdrawal, drop or unsatisfactory grade. A student will have 36 months to complete all major requirements.

And allow the option of completion of MRTS 1391 in place of MRTS 1291 modifying the total hours from 35 semester hours to 35-36 semester hours

Clifton moved, seconded by Wetzel to approve the requested changes in the Mortuary Science certificate (MRTS.CERT). The motion carried.

Curriculum Revision Request	
Division: Academic Success	
Department / Program: Access Learning Center	
Prepared By: Jenna Marion	
Request	
a. Update course descriptions for BASM, BASR, and BASW courses.	
b. Restrict enrollments in BAS, BASM, BASR, and BASW courses to only students who are not eligible to enroll in college level courses.	
c.	
d.	
Rationale / Justification: a. The course descriptions do not accurately reflect the content of the courses. b. The Access Learning Center provides basic skills in reading, writing, and math. The courses are designed to give the students foundation skills to prepare them for college level coursework and exit level testing. The Learning Center is not designed to provide students with college level curriculum.	
Effects of Revisions	
A. Faculty & Staff Requirements:	NA
B. Equipment/Facility Requirements:	NA
C. Location:	NA
D. Income prejections:	NA
Effective Date: 01/09/2012	

Access Learning Center

Current	Proposed
<i>BASM 0101 - Basic Academic Skills</i> Basic Skills course that develops and reinforces math, reading and writing skills with special emphasis on math to meet TSI requirements.	<i>BASM 0101 - Basic Academic Skills</i> Basic Skills course that develops and reinforces math skills to meet TSI requirements.
<i>BASM 0202 - Basic Academic Skills</i> Basic skills course that develops and reinforces reading, math and writing skills with special emphasis on math to meet TSI requirements.	<i>BASM 0202 - Basic Academic Skills</i> Basic Skills course that develops and reinforces math skills to meet TSI requirements.
<i>BASM 0302 - Basic Academic Skills</i> Basic skills course that develops and reinforces reading, math and writing skills with special emphasis on math to meet TSI requirements.	<i>BASM 0302 - Basic Academic Skills</i> Basic Skills course that develops and reinforces math skills to meet TSI requirements.
<i>BASR 0101 - Basic Academic Skills</i> Basic skills course that develops and reinforces reading, math and writing skills with special emphasis on reading to meet TSI requirements.	<i>BASR 0101 - Basic Academic Skills</i> Basic Skills course that develops and reinforces reading skills to meet TSI requirements.
<i>BASR 0202 - Basic Academic Skills</i> Basic skills course that develops and reinforces reading, math and writing skills with special emphasis on reading to meet TSI requirements.	<i>BASR 0202 - Basic Academic Skills</i> Basic Skills course that develops and reinforces reading skills to meet TSI requirements.
<i>BASR 0302 - Basic Academic Skills</i> Basic skills course that develops and reinforces reading, math and writing skills with special emphasis on reading to meet TSI requirements.	<i>BASR 0302 - Basic Academic Skills</i> Basic Skills course that develops and reinforces reading skills to meet TSI requirements.
<i>BASW 0101 - Basic Academic Skills</i> Basic skills course that develops and reinforces math, reading and writing skills with special emphasis on writing to meet TSI requirements.	<i>BASW 0101 - Basic Academic Skills</i> Basic Skills course that develops and reinforces writing skills to meet TSI requirements.
<i>BASW 0202 - Basic Academic Skills</i> Basic skills course that develops and reinforces reading, math and writing skills with special emphasis on writing to meet TSI requirements.	<i>BASW 0202 - Basic Academic Skills</i> Basic Skills course that develops and reinforces writing skills to meet TSI requirements.
<i>BASW 0302 - Basic Academic Skills</i> Basic skills course that develops and reinforces reading, math and writing skills with special emphasis on writing to meet TSI requirements.	<i>BASW 0302 - Basic Academic Skills</i> Basic Skills course that develops and reinforces writing skills to meet TSI requirements.

Catalog Changes for Spring 2012 Catalog

Division: Visual Arts, Design, and Humanities (Arts and Sciences)

Department/Program: Interior Design

Prepared by: Ann Fry, Program Coordinator

Request:

- a. Replace existing course descriptions of INDS 1351 – History of Interiors I and INDS 1352 – History of Interiors II with those from the Workforce Education Course Manual, 2010-2011

Rationale/Justification:

- a. Change needed for SACSCOC compliance

Effects of Revisions:

- A. **Faculty & Staff Requirements:** none
- B. **Equipment/Facility Requirements:** none
- C. **Location:** none
- D. **Income projections:** none

Effective date: January 2012 (Spring semester)

Current Course Descriptions

INDS 1351 – History of Interiors I

~~Historical survey of antiquities and European styles and periods of architecture, interiors and furnishings with consideration of Egypt, Greece, Italy, Spain and France.~~

INDS 1352 – History of Interiors II

~~Historical survey of English, American, Asian and twentieth-century styles and periods of architecture, interiors and furnishings~~

Proposed Course Descriptions

INDS 1351 – History of Interiors I

A historical survey of design in architecture, interiors, furnishings, and decorative elements from the ancient cultures through the Italian Renaissance time period

INDS 1352 – History of Interiors II

A multi-cultural historical survey of design in architecture, interiors, furnishings, and decorative elements from the post-Renaissance period to present time

WECM print-outs attached



WORKFORCE EDUCATION COURSE MANUAL, 2010-2011

WECM Course

History of Interiors I

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
50.0408	INDS	1351	History of Interiors I	Active	3	48	96
50.0408	INDS	1451	History of Interiors I	Active	4	64	96

Course Level: Intermediate

Course Description: An historical survey of design in architecture, interiors, furnishings, and decorative elements from the ancient cultures through the Italian Renaissance time period.

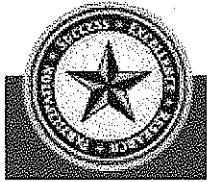
End-of-Course Outcomes: Identify architecture, interiors, and furnishings by periods and styles; use historical terminology; and compare various periods and styles.

Cross Reference(s): CEU Course Section: History of Interiors I

CIP Code Description: 50.0408 (Interior Design)

Year: 2007

[Search WECM](#) | [WECM Comments](#) | [WECM \(Old System\)](#)



WORKFORCE EDUCATION COURSE MANUAL, 2010-2011

WECM Course

History of Interiors II

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
50.0408	INDS	1352	History of Interiors II	Active	3	48	96
50.0408	INDS	1452	History of Interiors II	Active	4	64	96

Course Level: Intermediate

Course Description: A multi-cultural historical survey of design in architecture, interiors, furnishings, and decorative elements from the post-Renaissance period to present time.

End-of-Course Outcomes: Identify architecture, interiors and furnishings by periods and styles; define and use interior design historical terminology; and compare various periods and styles.

Cross Reference(s): CEU Course Section: History of Interiors II

CIP Code Description: 50.0408 (Interior Design)

Year: 2007

[Search WECM](#) | [WECM Comments](#) | [WECM \(Old System\)](#)

Current and Proposed Curriculum for Interior Design for Spring 2012

Division: Visual Arts, Design, and Humanities (Arts and Sciences)

Department/Program: Interior Design

Prepared by: Ann Fry, Program Coordinator

Request:

- a. Replace approved elective in AAS degree with INDS 2310 Kitchen and Bath Design
- b. Add INDS 2364 Practicum – Interior Design to the AAS as an optional class for those students that want to go into Kitchen and Bath Design as a career path.
- c. Add INDS 1301 Basic Elements of Design to the course inventory; Replace INDS 1291 S.T. Intro to Interior Design with INDS 1301.
- d. Re-design the Professional Certificate to better support designer registration process for graduates

Rationale/Justification:

- a. (and b) In order to maintain our supported status and move to accredited status with the National Kitchen and Bath Association (NKBA) for that accreditation, we need to make the AAS the basis for that accreditation. Currently, the AAS combined with the Professional Certificate combine to satisfy that requirement. However, we have had no students complete that certificate. By replacing the recommended elective with INDS 2310 Kitchen and Bath Design in the AAS as well as offering INDS 2364 Practicum – Interior Design as an optional required course, students who wish to pursue Kitchen and Bath Design would then qualify to begin the certification process in that area. These classes would combine with the rest of the AAS to meet minimum requirements for accreditation by NKBA.
- b. (see above)
- c. In order to more directly correspond to 4-year university programs for purposes of articulation, this should be a 3-hour class. There is no INDS ____ Intro to Interior Design class for credit in WECM. As a result, we need to go back to a course previously included in the curriculum (INDS 1301 Basic Elements of Design).
- d. Historically, the Professional Certificate acted as a springboard for our graduates to be prepared to take the national qualifying exam (NCIDQ) following 3 years of work experience in the field. When Texas decided to require a 4-year degree from a CIDA-accredited program as part of the requirements for interior design registration, it made the Professional Certificate inconsequential. However, there is another pathway to registration. Graduates may complete a combined 6 years of education in Interior Design and years work experience, apply to the NCIDQ to take the exam, and upon passage of the exam apply for registration in another state (i.e. Oklahoma). When registered as an Interior Designer in another state, they may then apply for Texas registration through the reciprocity clause in the Texas statute. As a result, the Professional certificate would become viable

Current and Proposed Curriculum for Interior Design for Spring 2012

again as a tool to help graduates enter the profession. The revision will take the student to the next level in professional coursework and prepare for the NCIDQ exam.

Effects of Revisions:

- A. **Faculty & Staff Requirements:** Enrollment in Professional Certificate courses could require additional faculty which could be addressed initially through adjuncts; but if the program grows, an additional full-time faculty could be needed.
- B. **Equipment/Facility Requirements:** More classroom space could be needed, but creative/efficient scheduling should take care of that.
- C. **Location:** The new location on the Washington Campus should be adequate.
- D. **Income projections:** Could see an increase in income due to increased (or prolonged) enrollment in the program.

Effective date: August 2012 (Fall semester)

Current and Proposed Curriculum for Interior Design for Spring 2012

Current:

INDS.CERT (26 Hours)

ARTS 1316 –Drawing I
INDS 1291 – S.T. Introduction to Interior Design
INDS 1311 – Fundamentals of Interior Design
INDS 1315 – Materials, Methods and Estimating
DFTG 1305- Technical Drafting
INDS 1349 – Fundamentals of Space Planning
INDS 2325 – Professional Practice for Interior Designers
DFTG 1309 – Basic Computer-Aided Drafting
INDS 2307 Textiles for Interior Design

INDS.AAS (62 Hours)

General Education Requirements: 15 Hours

INDS 1291 – S.T. Introduction to Interior Design
INDS 1311 – Fundamentals of Interior Design
DFTG 1305 – Technical Drafting
INDS 2321 – Presentation Drawings
INDS 1315 – Materials, Methods, and Estimating
INDS 1349 – Fundamental of Space Planning
INDS 2325 – Professional Practices for Interior Design
DFTG 1309 – Basic Computer-Aided Drafting
INDS 1345 – Commercial Design I
INDS 1351 – History of Interiors I
INDS 2307 – Textiles for Interior Design
INDS 2315 - Lighting for Interior Designers
INDS 2313 – Residential Design I
INDS 1352 – History of Interiors II
INDS 2330 – Interior Design Building Systems
Elective – to be approved by Prog. Coordinator (3 hrs)

INDS.CERT.PRO (29 Hours)

(Advanced Technical Certificate)

INDS 1300 – Interior Design Drafting Applications
INDS 2310 – Kitchen & Bath Design
INDS 1391 – S.T. - Bath Design
INDS 2417 – Rendering Techniques
INDS 2311 – Interior Environmental Factors
INDS 1491 – S.T. - Kitchen Design
DFTG 2338 – Final Project
DFTG 2319 – Intermediate CAD
INDS 2364 – Practicum – Interior Design

Proposed:

INDS.CERT. (27 Hours)

ARTS 1316 –Drawing I
INDS 1301 – Basic Elements of Design
INDS 1311 – Fundamentals of Interior Design
INDS 1315 – Materials, Methods and Estimating
DFTG 1305- Technical Drafting
INDS 1349 – Fundamentals of Space Planning
INDS 2325 – Professional Practice for Interior Designers
DFTG 1309 – Basic Computer-Aided Drafting
INDS 2307 Textiles for Interior Design

INDS.AAS (63 Hours)

General Education Requirements: 15 Hours

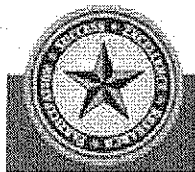
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INDS 2321 – Presentation Drawings
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INDS 1349 – Fundamental of Space Planning
INDS 2325 – Professional Practices for Interior Design
DFTG 1309 – Basic Computer-Aided Drafting
INDS 1345 – Commercial Design I
INDS 1351 – History of Interiors I
INDS 2307 – Textiles for Interior Design
INDS 2315 - Lighting for Interior Designers
INDS 2313 – Residential Design I
INDS 1352 – History of Interiors II
INDS 2330 – Interior Design Building Systems
INDS 2310 – Kitchen and Bath Design
(Optional additional course for K&B students:
INDS 2364 – Practicum – Interior Design)

INDS.CERT.PRO (29 Hours)

(Advanced Technical Certificate)

INDS 2435 – Residential Design II
INDS 2431 – Commercial Design II
INDS 1391 – S.T. - Bath Design
INDS 2317 – Rendering Techniques
INDS 1491 – S.T. - Kitchen Design
DFTG 2338 – Final Project
DFTG 2319 – Intermediate CAD
INDS 2364 – Practicum – Interior Design
INDS 2237 – Portfolio Presentation

New Course Descriptions: See attached print-outs from WECM



WORKFORCE EDUCATION COURSE MANUAL, 2011-2012

WECM Course

Basic Elements of Design

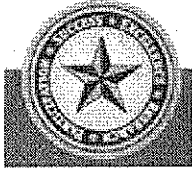
CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
50.0408	INDS	1301	Basic Elements of Design	Active	3	64	96

Course Level: Introductory

Course Description: A study of basic design concepts with projects in shape, line, value, texture, pattern, spatial illusion, and form.

End-of-Course Outcomes: Identify basic design elements; create two- and three-dimensional design projects using basic design elements; and use appropriate design terminology.

64 Hours (3 sem hrs, 2 lec, 2 lab)



WORKFORCE EDUCATION COURSE MANUAL, 2011-2012

WECM Course
Residential Design II

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
50.0408	INDS	2435	Residential Design II	Active	4	64	112

Suggested Prerequisite: Residential Design I or approval of program director

Course Level: Advanced

Course Description: A comprehensive study of complex residential interior design problems, including advanced space planning, documentation, specifications, budgets, and presentation renderings.

End-of-Course Outcomes: Write client profiles and design concept statements for residential spaces; develop advanced residential space planning solutions; prepare construction documentation; produce comprehensive presentations; and evaluate design solutions.

Cross Reference(s): CEU Course Section: Residential Design II

CIP Code Description: 50.0408 (Interior Design)

Year: 2007

Curriculum Revision Request**Division:** Arts and Sciences**Department / Program:** Music**Prepared By:** Jim Rauscher**Request**

- a. Delete "MUSI 1300 Foundations of Music" from the Amarillo College Catalog, to comply with the ACGM, p. 102, which states that "this course is scheduled for deletion in Fall 2011"
- b. Delete "MUSI 1301 Rudiments of Music" from the Amarillo College Catalog. This course is no longer in the ACGM.
- c. Offer the following new course, beginning in Spring, 2012, which will replace the current MUSI 1300 and MUSI 1301 courses: MUSI 1303 Fundamentals of Music See attachments: 1) ACGM p. 102, with course description 2) projected syllabus for MUSI 1301, including student learning outcomes
- d.

Rationale / Justification: MUSI 1300 and MUSI 1301 are being replaced in the ACGM by MUSI 1303 Fundamentals of Music

Effects of Revisions

- | | |
|---|----------------------------------|
| A. Faculty & Staff Requirements: | no changes to current needs |
| B. Equipment/Facility Requirements: | no changes to current needs |
| C. Location: | Music Building Room 200 |
| D. Income prejections: | no change to current projections |

Effective Date: 01/01/2012

MUSI (Music)

- MUSI 1300 Foundations of Music** [This course is scheduled for deletion in fall 2011]
MUSI 1104 Teaching Music in the Elementary School (1 SCH version) [This course is scheduled for deletion in fall 2011]

MUSI 1304 Foundations of Music

Study of the fundamentals of music for prospective classroom teachers with an introduction to melodic, rhythmic, and harmonic elements. Emphasis on participation in singing and reading music.

Approval Number..... 50.0904.54 26
 CIP Area Visual & Performing Arts
 maximum SCH per student..... 3
 maximum SCH per course 3
 maximum contact hours per course..... 80

MUSI 1301 Fundamentals of Music I

- MUSI 1101 Fundamentals of Music I (1 SCH version, keyboard-based)** [This course is scheduled for deletion in fall 2011]

MUSI 1302 Fundamentals of Music II

- MUSI 1102 Fundamentals of Music II (1 SCH version, keyboard-based)** [This course is scheduled for deletion in fall 2011]

MUSI 1303 Fundamentals of Music (single-semester course)

Introduction to the basic elements of music theory for non-music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. (Does not apply to a music major degree.)

Approval Number..... 50.0904.55 26
 CIP Area Visual & Performing Arts
 maximum SCH per student..... 6
 maximum SCH per course 3
 maximum contact hours per course..... 48

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.)

Approval Number..... 50.0902.51 26
 CIP Area Visual & Performing Arts
 maximum SCH per student..... 3
 maximum SCH per course 3
 maximum contact hours per course..... 48

MUSI 1303 Fundamentals of Music

Course description: Introduction to the basic elements of music theory for non-music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. (*Does not apply to a music major degree.*)

Hours: (3 sem hrs; 3 lec)

Class type: On Campus Course

Textbook: Music Theory for Non-Majors, by Peter Spencer

Supplies: Staff paper, pencils, three ring binder

Student Performance/Course Objectives:

- a. Identify notes in the Grand Staff
- b. Major/minor scale structure
- c. Notate rhythmic dictation
- d. Sight sing simple melodies using the moveable "do" system of solfeggio
- e. Aural and written identification of intervals
- f. Basic understanding of triads and the I, IV, V7 chords
- g. Basic understanding of keys
- h. Study of various simple and compound meters

Grading Criteria: Based upon written and auditory examinations, homework assignments, attendance, class participation, and assigned lab work. Possible daily quizzes, announced and unannounced. A minimum of two minor quizzes, and two major examinations will be given, all consisting of both aural and written items. The second major examination will be the final exam, given during the scheduled exam time during finals week.

Course Calendar:

- | | |
|---------|--|
| Week 1: | Chapter 1: The Keyboard and Basic Elements of Music |
| Week 2: | Chapter 2: Introduction of Major/minor scales, whole/half steps, tetrachords, sight singing and ear-training exercises |
| Week 3: | Chapter 2: Natural/melodic/harmonic minor scales, sight singing and rhythmic dictation |
| Week 4: | Chapter 3: Scale degree names, note values, simple meter, key signatures |
| Week 5: | Chapter 3: key signatures, continued; note values, rhythmic dictation |
| Week 6: | Chapter 3: key signatures, continued; rhythmic dictation |

- Week 7: Chapter 4: melodic intervals; major/minor/diminished/augmented intervals; compound intervals.
- Week 8: Chapter 4: intervals and their inversions; Midterm Exam
- Week 9: Review Midterm Exam. Chapter 5: Melody and Elements of Melody; eartraining, rhythmic dictation
- Week 10: Chapter 5: analysis of melodies, tempo/dynamic markings terminology, eartraining & rhythmic dictation
- Week 11: Chapter 6: compound meters; principles of notation, triad structure, written/aural exercises
- Week 12: Chapter 6: triad quality, scale degrees, flags/beams, triads with accidentals, written exercises
- Week 13: Chapter 7: seventh chords, chord symbols, written exercises and eartraining exercises
- Week 14: Chapter 8: harmony and melody; harmonic cadences; harmonizing a melody; written exercises; notate melodies with chord symbols
- Week 15: Review; eartraining/sightsinging portion of final exam will be given
- Final Exam week: Final written exam, at scheduled time

i.

Curriculum Revision Request**Division:** Arts & Sciences**Department / Program:** Visual Arts, Design, & Humanities**Prepared By:** Donna Salter**Request**

- a. Remove PHTC 2341: Color Photography II from PHTC.Cert Program
- b.
- c.
- d.

Rationale / Justification: Skills taught in PHTC 2341 are no longer necessary due to our focus on digital photography. Students learn advanced color concepts, etc. in PHTC 2349 Digital Imaging II.

Effects of Revisions

- | | |
|---|----|
| A. Faculty & Staff Requirements: | na |
| B. Equipment/Facility Requirements: | na |
| C. Location: | na |
| D. Income prejections: | na |

Effective Date: 01/17/2011

CURRENT

Certificate of Completion
Major Code - PHTC.CERT
actx.edu/photography

For students intent on learning the skills necessary to become a professional photographer without the core curriculum course work required in the two-year Associate in Applied Science degree. Students completing the Photography Certificate program will be eligible to apply for many entry level positions as a professional photographer or lab technician. Students must provide for their own use the following equipment: digital camera (of design approved by instructor), light meter, flash unit and tripod.

Program Requirements

Major Course Requirements (33 Semester Hours)

- ARTS 2356 - Fundamentals of Photography I
- ARTS 2357 - Fundamentals of Photography II
- PHTC 1300 - Photo Digital Imaging I
- PHTC 1341 - Color Photography I
- PHTC 1345 - Illustrative Photography I
- PHTC 1353 - Portraiture I
- PHTC 2341 - Color Photography II
- PHTC 2343 - Portfolio Development
- PHTC 2345 - Illustrative Photography II
- PHTC 2349 - Photo Digital Imaging II
- PHTC 2353 - Portraiture II

Related Course Requirements (9 Semester Hours)

- ARTC 1325 - Introduction to Computer Graphics
- or
- BCIS 1305 - Business Computer Applications
- COMM 1337 - Television Production
- COMM 2327 - Introduction to Advertising

Total (42 Semester Hours)

PROPOSED

Certificate of Completion
Major Code - PHTC.CERT
actx.edu/photography

For students intent on learning the skills necessary to become a professional photographer without the core curriculum course work required in the two-year Associate in Applied Science degree. Students completing the Photography Certificate program will be eligible to apply for many entry level positions as a professional photographer or lab technician. Students must provide for their own use the following equipment: digital camera (of design approved by instructor), light meter, flash unit and tripod.

Program Requirements

Major Course Requirements (~~33~~ 30 Semester Hours)

- ARTS 2356 - Fundamentals of Photography I
- ARTS 2357 - Fundamentals of Photography II
- PHTC 1300 - Photo Digital Imaging I
- PHTC 1341 - Color Photography I
- PHTC 1345 - Illustrative Photography I
- PHTC 1353 - Portraiture I
- ~~PHTC 2341 - Color Photography II~~
- PHTC 2343 - Portfolio Development
- PHTC 2345 - Illustrative Photography II
- PHTC 2349 - Photo Digital Imaging II
- PHTC 2353 - Portraiture II

Related Course Requirements (9 Semester Hours)

- ARTC 1325 - Introduction to Computer Graphics
- or
- BCIS 1305 - Business Computer Applications
- COMM 1337 - Television Production
- COMM 2327 - Introduction to Advertising

Total (~~42~~ 39 Semester Hours)

CURRICULUM REVISION REQUEST	
Division:	Career and Technical Education
Department/Program:	Electronics Systems Technology
Prepared by:	Gil Carnahan
Request:	<p>Delete ITSY 1317: Wireless Foundations from the course inventory.</p> <p>Add ITSY 2317: Wireless Security Development to the course inventory.</p> <p>Remove ITSY 1317: Wireless Foundations from the following certificates and degrees: CETT.AAS.NT CETT.CERT.NETWORK CETT.AAS.EST</p> <p>Add ITSY 2317: Wireless Security Development to the following certificates and degrees: CETT.AAS.NT CETT.CERT.NETWORK CETT.AAS.EST</p>
Rationale/Justification:	<p>ITSY 1317 will be archived by WECM on 08/2012.</p> <p>ITSY 2317 will replace ITSY 1317.</p>
Effects of Revisions	No changes at this time.
Faculty & Staff Requirements:	No changes at this time.
Equipment/Facility Requirements:	No changes at this time.
Location:	No changes at this time.
Income Projections:	No changes at this time.
Effective Date:	08/01/2012

ITSY 1317 – Wireless Foundations

Skill development in planning, designing, implementing, operating and troubleshooting for wireless and cellular telephony systems. Includes call processing, hand-off, site analyses, overview of RF antenna, testing, maintenance, access protocols, security and vendor interoperability.

Hours (3 sem hrs; 3 lec, 1 lab)

ITSY 2317 – Wireless Security Development

Development of information security policies, standards, and guidelines for an organization. Includes Demilitarized Zone (DMZ), antivirus, Virtual Private Network (VPN), wireless communications, remote access, and other critical administrative and operational security policies. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. Emphasizes wireless security goals of availability, integrity, accuracy, and confidentiality in the design, planning, implementing, operating, and troubleshooting of wireless LAN along with appropriate planning and administrative controls.

Hours (3 sem hrs; 2 lec, 2 lab)

fees



WORKFORCE EDUCATION COURSE MANUAL, 2011-2012

WECM Course

Wireless Foundations

**This course has been recommended to be archived on 08/31/2012.
Objectives covered more appropriately by other WECM courses.**

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
11.1003	ITSY	1317	Wireless Foundations	Archive Pending	3	48	96

Course Level: Introductory

Course Description: Skill development in planning, designing, implementing, operating, and troubleshooting for wireless and cellular telephony systems. Includes call processing, hand-off, site analyses, overview of RF antenna, testing, maintenance, access protocols, security, and vendor interoperability.

End-of-Course Outcomes: Describe and explain the development of the Public Switched Telephone Network (PSTN); describe and explain fundamentals of Wireless LAN; compare the different cellular wireless networks; describe wireless transmission fundamentals; and design, configure, and implement a wireless network using access-points and bridges.

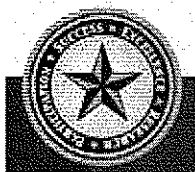
Lab Recommended

Cross Reference(s): ITSY 1017: Wireless Foundations

CIP Code Description: 11.1003 (Computer and Information Systems Security)

Year: 2011

[Search WECM](#) | [WECM Comments](#) | [WECM \(Old System\)](#)



WORKFORCE EDUCATION COURSE MANUAL, 2011-2012

WECM Course

Wireless Security Development

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
11.1003	ITSY	2317	Wireless Security Development	Active	3	64	96

Course Level: Intermediate

Course Description: Development of information security policies, standards, and guidelines for an organization. Includes Demilitarized Zone (DMZ), antivirus, Virtual Private Network (VPN), wireless communications, remote access, and other critical administrative and operational security policies. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. Emphasizes wireless security goals of availability, integrity, accuracy, and confidentiality in the design, planning, implementing, operating, and troubleshooting of wireless LAN along with appropriate planning and administrative controls.

End-of-Course Outcomes: Develop information security policies, standards, and guidelines; configure DMZ, antivirus, VPN, wireless communications, and remote access; design, install, configure, monitor, maintain, and troubleshoot wireless solutions; identify Best Practices and appropriate defenses including firewalls, encryption, physical security, intrusion detection, and biometrics; and demonstrate proper implementation and evaluation of wireless security using MAC filtering, WEP, LEAP, EAP, and 802.1x technologies.

Lab Recommended

Cross Reference(s): ITSY 2017: Wireless Security Development

CIP Code Description: 11.1003 (Computer and Information Systems Security)

Year: 2011

[Search WECM](#) | [WECM Comments](#) | [WECM \(Old System\)](#)

Electronics Systems Networking Technology (A.A.S.)

Program Advisor: Gil Carnahan, 371-5275
(gccarnahan@actx.edu) or contact Judy Jackman, 371-
5444 (jajackman@actx.edu)

Associate in Applied Science**Major Code - CETT.AAS.NT****actx.edu/electronics**

Through this program the student will become competent
in automating access to the network, corporate security
strategies and handling routine hardware maintenance.

Program Requirements**General Education Requirements (15 Semester
Hours)****Communication - 6 Hours**

Speech

ENGL 1301 - Freshman Composition I

Humanities/Fine Arts - 3 Hours

Humanities or Fine Arts

Mathematics/Natural Sciences - 3 HoursMATH 1332 - Contemporary Mathematics I
(or any college level Mathematics course)**Social and Behavioral Sciences - 3 Hours**

Social/Behavioral Science

Major Requirements (48 Semester Hours)

BCIS 1305 - Business Computer Applications

CETT 1409 - DC-AC Circuits

CPMT 1443 - Microcomputer Architecture

CPMT 2349 - Advanced Computer Networking
Technology

LOTT 1301 - Introduction to Fiber Optics

QCTC 1303 - Quality Control

ITCC 1401 - Exploration - Network Fundamentals

ITCC 1404 - Cisco Exploration 2 - Routing
Protocols and ConceptsITCC 2359 - Advanced Voice Over Internet
Protocol (VOIP)ITCC 2408 - Cisco Exploration 3 - LAN Switching
and WirelessITCC 2410 - Cisco Exploration 4 - Accessing the
WAN~~ITSY 1317 - Wireless Foundations~~

ITSY 2317 - Wireless Security Development

ITSY 1342 - Information Technology Security

ITSY 2300 - Operating System Security

Total (63 Semester Hours)

**Electronics Systems Networking Technology
Certificate**

Program Advisor: Gil Carnahan, 371-5275
(gccarnahan@actx.edu) or contact Judy Jackman, 371-
5444 (jajackman@actx.edu)

Certificate of Completion

Major Code - CETT.CERT.NETWORK
actx.edu/electronics

Networking Specialist provides on-site administrative support for networking users in a variety of work environments. Typical job tasks include automating access to the network, implementing corporate security strategies, customizing and optimizing the software, and handling routine software/hardware maintenance.

Program Requirements**Major Requirements (41 Semester Hours)**

CPMT 1443 - Microcomputer Architecture
CPMT 2349 - Advanced Computer Networking
Technology
ITCC 1401 - Exploration - Network Fundamentals
ITCC 1404 - Cisco Exploration 2 - Routing
Protocols and Concepts
ITCC 2359 - Advanced Voice Over Internet
Protocol (VOIP)
ITCC 2408 - Cisco Exploration 3 - LAN Switching
and Wireless
ITCC 2410 - Cisco Exploration 4 - Accessing the
WAN
~~ITSY 1317 - Wireless Foundations~~
ITSY 1342 - Information Technology Security
ITSY 2300 - Operating System Security
LOTT 1301 - Introduction to Fiber Optics
QCTC 1303 - Quality Control

ITSY 2317 - Wireless Security Development

Total (41 Semester Hours)

Electronics Systems Technology (A.A.S.)

Program Advisor: Gil Carnahan, 371-5275
(gccarnahan@actx.edu) or contact Judy Jackman, 371-5444 (jajackman@actx.edu)

Associate in Applied Science**Major Code - CETT.AAS.EST****actx.edu/electronics**

Through this program the student will become competent in safety practices, laws and theories of electricity, test equipment, electronic servicing, digital troubleshooting and microprocessor applications.

Program Requirements**General Education Requirements (15 Semester Hours)****Communication - 6 Hours**

Speech

ENGL 1301 - Freshman Composition I

Humanities/Fine Arts - 3 Hours

Humanities or Fine Arts

Mathematics/Natural Sciences - 3 Hours

MATH 1332 - Contemporary Mathematics I

(or any college level Mathematics course)

Social and Behavioral Sciences - 3 Hours

Social/Behavioral Science

Major Requirements (36 Semester Hours)

CETT 1329 - Solid State Devices

CETT 1345 - Microprocessors

EECT 2439 - Communications Circuits

LOTT 1301 - Introduction to Fiber Optics

ITCC 2359 - Advanced Voice Over Internet

Protocol (VOIP)

ITCC 1401 - Exploration - Network

Fundamentals

QCTC 1303 - Quality Control

CPMT 1443 - Microcomputer Architecture

CPMT 2349 - Advanced Computer Networking

Technology

~~ITSY 1317 - Wireless Foundations~~

ITSY 2317 - Wireless Security Development

ITSY 1342 - Information Technology Security

Total (62 Semester Hours)**Note:**

The following courses may be substituted for an EST required course with Departmental Advisor approval:

CETT 1380 - Cooperative Education - Computer Engineering Technology/Technician

CETT 1391 - Special Topics in Computer Engineering Technology/Technician

CURRICULUM REVISION REQUEST	
Division:	Career and Technical Education
Department/Program:	Renewable Energy
Prepared by:	Ronald Mashburn
Request:	<p>1. Delete the following WIND 1300 from the following certificates:</p> <ul style="list-style-type: none">• RNEW.CERT.BWND• RNEW.CERT.AWND <p>Add ENER 1350 to the following certificates:</p> <ul style="list-style-type: none">• RNEW.CERT.BWND• RNEW.CERT.AWND
Rationale/Justification:	<p>ENER 1350 will replace WIND 1300. ENER 1350 provides a more detailed description of the information, description, characteristics, terminology and processes of the renewable energy industry (including wind, solar, geo-thermal, and fuel cell technology). WIND 1300 is geared more towards the specific requirements of only wind energy.</p>
Effects of Revisions	No changes at this time.
Faculty & Staff Requirements:	No changes at this time.
Equipment/Facility Requirements:	No changes at this time.
Location:	No changes at this time.
Income Projections:	No changes at this time.
Effective Date:	01/01/2012 (Spring 2012)

Program Advisor: Ron Mashburn, 335-4223
(rgmashburn@actx.edu) or contact Judy Jackman,
371-5444 (jajackman@actx.edu)

Contact the Testing Center or the Program Advisor for testing requirements. Testing requirements are based on the unique needs of the certificate program.

Certificate of Completion

Major Code - RNEW.CERT.BWND
actx.edu/wind

Prepares students for entry-level positions in the wind turbine and related industries.

Program Requirements

STEM Core Requirements (11 Semester Hours)

- CETT 1409 - DC-AC Circuits
- CETT 1425 - Digital Fundamentals
- INTC 2336 - Distributed Control and Programmable Logic

Major Requirements (15 Semester Hours)

- IEIR 1310 - Motor Controls
- IEIR 1312 - Distribution Systems
- ~~WIND 1300 - Introduction to Wind Energy~~
- WIND 1302 - Wind Safety
- WIND 2310 - Wind Turbine Materials/Electro-Mechanical Equipment

- ENER 1350 – Overview of the Energy Industry

Total (26 Semester Hours)

Program Advisor: Ron Mashburn, 335-4223
(rgmashburn@actx.edu) or contact Judy Jackman,
371-5444 (jajackman@actx.edu)

Contact the Testing Center or the Program Advisor for testing requirements. Testing requirements are based on the unique needs of the certificate program.

Certificate of Completion

Major Code - RNEW.CERT.AWND
actx.edu/wind

Prepares students for positions in the operation, maintenance and manufacture of wind turbines and related industries.

Program Requirements

STEM Core Requirements (11 Semester Hours)

- CETT 1409 - DC-AC Circuits
- CETT 1425 - Digital Fundamentals
- INTC 2336 - Distributed Control and Programmable Logic

Major Requirements (25 Semester Hours)

- BCIS 1305 - Business Computer Applications
- IEIR 1310 - Motor Controls
- IEIR 1312 - Distribution Systems
- ~~WIND 1300 - Introduction to Wind Energy~~
- WIND 1302 - Wind Safety
- WIND 2310 - Wind Turbine Materials/Electro-Mechanical Equipment
- WIND 2459 - Wind Power Delivery System
- WIND 2355 - Wind Turbine Troubleshooting and Repair

- ENER 1350 – Overview of the Energy Industry

Total (36 Semester Hours)

CURRICULUM REVISION REQUEST	
Division:	Career and Technical Education
Department/Program:	Renewable Energy
Prepared by:	Ronald Mashburn
Request:	<p>Add a Basic Solar Technician Certificate for Renewable Energy:</p> <ul style="list-style-type: none"> • RNEW.CERT.BSLR <p>Add an Advanced Solar Technician Certificate for Renewable Energy</p> <ul style="list-style-type: none"> • RNEW.CERT.ASLR
Rationale/Justification:	<p>The Basic and Advanced Solar Certificates will allow students to choose between wind energy and solar.</p> <p>Advisory Committee Members and Industry have expressed the need for the addition of solar certificates to better meet the specific needs of solar technology.</p>
Effects of Revisions	No changes at this time.
Faculty & Staff Requirements:	No changes at this time.
Equipment/Facility Requirements:	No changes at this time.
Location:	No changes at this time.
Income Projections:	No changes at this time.
Effective Date:	01/01/2012 (Spring 2012)

Renewable Energy - Basic Solar Technician

Program Advisor: Ronald Mashburn, 335-4223
 (rgmashburn@actx.edu) or contact ~~Judy Jackman,~~
 371-5444 (~~jajackman@actx.edu~~)

Contact the Testing Center or the Program Advisor for testing requirements. Testing requirements are based on the unique needs of the certificate program.

Certificate of Completion

Major Code - RNEW.CERT.BSLR
actx.edu/wind

Prepares students for entry-level positions in the solar industry.

Program Requirements**STEM Core Requirements (11 Semester Hours)**

- CETT 1409 - DC-AC Circuits
- CETT 1425 - Digital Fundamentals
- INTC 2336 - Distributed Control and Programmable Logic

Major Requirements (16 Semester Hours)

- ENER 1350 – Overview of Energy Industry
- HART 1311 – Solar Fundamentals
- ELMT 1402 – Solar Photovoltaic Systems
- WIND 1302 – Wind Safety
- WIND 2310 – Wind Turbine Materials/Electro-Mechanical Equipment

Total (27 Semester Hours)**Renewable Energy - Advanced Solar Technician**

Program Advisor: Ronald Mashburn, 335-4223
 (rgmashburn@actx.edu) or contact ~~Judy Jackman,~~
 371-5444 (~~jajackman@actx.edu~~)

Contact the Testing Center or the Program Advisor for testing requirements. Testing requirements are based on the unique needs of the certificate program.

Certificate of Completion

Major Code - RNEW.CERT.ASLR
actx.edu/wind

Prepares students for positions in the operation and maintenance of solar and related industries.

Solar Option (Advanced Solar Technician)**Program Requirements****STEM Core Requirements (11 Semester Hours)**

- CETT 1409 - DC-AC Circuits
- CETT 1425 - Digital Fundamentals
- INTC 2336 - Distributed Control and Programmable Logic

Major Requirements (27 Semester Hours)

- BCIS 1305 – Business Computer Applications
- ELMT 1402 – Solar Photovoltaic Systems
- ENER 1350 – Overview of Energy Industry
- WIND 1302 – Wind Safety
- HART 1311 – Solar Fundamentals
- WIND 2310 – Wind Turbine Materials/Electro-Mechanical Equipment
- WIND 2459 – Wind Power Delivery System
- EECT 2439 – Communications Circuits

Total (38 Semester Hours)

CURRICULUM REVISION REQUEST	
Division:	Career and Technical Education
Department/Program:	Instrument and Control Technology/Renewable Energy
Prepared by:	Ronald Mashburn and Arthur Schneider
Request:	<ol style="list-style-type: none"> Remove the "and wind" from the program description. Add "solar related parts" to the program description. Include a sentence for the specialty area in the program description. Change "Major Requirements" to "Major Course Requirements". Change hours to 23 Semester Hours. Remove the following courses from the Major Course Requirements area: <ul style="list-style-type: none"> • ELMT 2341 • IEIR 1310 • LOTT 1301 • WIND 1300 • WIND 2315 • WIND 2355 Add the following course to the Major Requirements area: <ul style="list-style-type: none"> • ENER 1350 Add a "Major Option Requirements (13-15 Semester Hours)" heading under the Major Course Requirements heading. Add "Student must choose one of the following Options:" statement under the Major Option Requirements heading. Add the following two options and required courses: <ol style="list-style-type: none"> Wind Energy <ul style="list-style-type: none"> • ELMT 2341 • IEIR 1310 • LOTT 1301 • WIND 2315 • WIND 2355 Solar <ul style="list-style-type: none"> • ELMT 1402 • HART 1311 • HART 1393 • METL 1313 Change the "Total" to 62-64 Semester Hours.
Rationale/Justification:	Advisory Committee Members and Industry have expressed the need for separate options for wind and solar to better meet the specific needs of each technology. Although the Major Requirements section encompasses courses that are relative to the Renewable Energy field, the options will provide courses that are specific to the individual fields.

	<ol style="list-style-type: none"> 1. Changing the program description statement will more accurately reflect the addition of the solar options. 2. The "Major Course Requirements" heading will list only the courses that are required for both options. 3. ENER 1350 provides a more detailed description of the information, description, characteristics, terminology and processes of the renewable energy industry (including wind, solar, geo-thermal, and fuel cell technology). WIND 1300 is geared more towards the specific requirements of only wind energy. 4. The "Major Option Requirement" heading will list the Wind Energy and the Solar Option, and will allow students to choose between the Wind Energy and the Solar Options. 5. Each option will list the required course. 6. The Total Hours will change to 62-64 Semester Hours.
Effects of Revisions	No changes at this time.
Faculty & Staff Requirements:	No changes at this time.
Equipment/Facility Requirements:	No changes at this time.
Location:	No changes at this time.
Income Projections:	No changes at this time.
Effective Date:	01/01/2012 (Spring 2012)

Renewable Energy (A.A.S.)

Program Advisor Ronald Mashburn, 335-4223
(rgmashburn@actx.edu) or contact Judy Jackman,
371-5444 (jajackman@actx.edu)

Associate in Applied Science**Major Code - RNEW.AAS****actx.edu/wind**

Prepares students for careers in the renewable energy industry in the operation, maintenance and manufacture of ~~wind turbines and solar related parts~~. Graduates will have a strong background in the appropriate core sub-disciplines of electronics, control systems and electro-mechanical equipment. They will also have appropriate safety training, problem-solving skills, effective oral and written communication skills, and proper record-keeping techniques.

A specialty area of wind energy or solar will be chosen by the student depending upon the student's career goal.

Program Requirements**General Education Requirements (15 Semester Hours)****Communication - 6 Hours**

- ENGL 1301 - Freshman Composition I
- SPEECH

Social and Behavioral Sciences - 3 Hours

Social and Behavioral Sciences

Mathematics/Natural Sciences - 3 Hours

- MATH 1332 - Contemporary Mathematics I (or any college level math)

Humanities/Fine Arts - 3 Hours

Humanities or Fine Arts

STEM Core Requirements (11 Semester Hours)

- CETT 1409 - DC-AC Circuits
- CETT 1425 - Digital Fundamentals
- INTC 2336 - Distributed Control and Programmable Logic

Major Course Requirements (23 Semester Hours)

- BCIS 1305 - Business Computer Applications
- EECT 2439 - Communications Circuits
- ENER 1350 - Overview of Energy Industry
- IEIR 1312 - Distribution Systems
- WIND 1302 - Wind Safety
- WIND 2310 - Wind Turbine Materials/Electro-Mechanical Equipment
- WIND 2459 - Wind Power Delivery System

Major Option Requirements (13-15 Semester Hours)

Student must choose one of the following options:

Wind Energy

- ELMT 2341 - Electromechanical Systems
- IEIR 1310 - Motor Controls
- LOTT 1301 - Introduction to Fiber Optics
- WIND 2315 - Wind Business
- WIND 2355 - Wind Turbine Troubleshooting and Repair

Solar

- ELMT 1402 - Solar Photovoltaic Systems
- HART 1311 - Solar Fundamentals
- HART 1393 - Special Topics in Solar Technology/Technician
- METL 1313 - Introduction to Corrosion

Total (62-64 Semester Hours)

Prepares students for careers in the operation, maintenance and manufacturing within the renewable energy industry.

Renewable Energy (A.A.S.)

Program Advisor Ronald Mashburn, 335-4223
 (rgmashburn@actx.edu) or contact Judy Jackman,
 371-5444 (jajackman@actx.edu)

Associate in Applied Science

Major Code - RNEW.AAS

actx.edu/wind

Prepares students for careers in the renewable energy and wind industry in the operation, maintenance and manufacture of wind turbines and related parts. Graduates will have a strong background in the appropriate core sub-disciplines of electronics, control systems and electro-mechanical equipment. They will also have appropriate safety training, problem-solving skills, effective oral and written communication skills, and proper record-keeping techniques.

Program Requirements**General Education Requirements (15 Semester Hours)****Communication - 6 Hours**

ENGL 1301 - Freshman Composition I
 SPEECH

Social and Behavioral Sciences - 3 Hours

Social and Behavioral Sciences

Mathematics/Natural Sciences - 3 Hours

MATH 1332 – Contemporary Mathematics I (or any college level math)

Humanities/Fine Arts - 3 Hours

Humanities or Fine Arts

STEM Core Requirements (11 Semester Hours)

CETT 1409 - DC-AC Circuits
 CETT 1425 - Digital Fundamentals
 INTC 2336 - Distributed Control and Programmable Logic

Major Requirements (38 Semester Hours)

BCIS 1305 - Business Computer Applications
 ELMT 2341 – Electromechanical Systems
 EECT 2439 – Communications Circuits
 IEIR 1310 – Motor Controls
 IEIR 1312 - Distribution Systems
 LOTT 1301 – Introduction to Fiber Optics
 WIND 1300 – Introduction to Wind Energy
 WIND 1302 - Wind Safety
 WIND 2310 - Wind Turbine
 Materials/Electro-Mechanical Equipment
 WIND 2315 – Wind Business
 WIND 2355 – Wind Turbine Troubleshooting and Repair
 WIND 2459 - Wind Power Delivery System

Total (64 Semester Hours)

solar related parts

A specialty area of wind energy or solar will be chosen by the student depending upon the student's career goal.

Major Course Requirements (23 Semester Hours)

ENER 1350 – Overview of Energy Industry

Major Option Requirements (13-15 Semester Hours)

Student must choose one of the following Options:

Wind Energy

ELMT 2341 - Electromechanical Systems
 IEIR 1310 - Motor Controls
 LOTT 1301 – Introduction to Fiber Optics
 WIND 2315 - Wind Business
 WIND 2355 - Wind Turbine Troubleshooting and Repair

Solar

ELMT 1402 – Solar Photovoltaic Systems
 HART 1311 – Solar Fundamentals
 HART 1393 – Special Topics in Solar Technology/Technician
 METL 1313 – Introduction to Corrosion

Total (62-64 Semester Hours)

Curriculum Revision Request**Division:** Career & Technical Education**Department / Program:** Professional Truck Operations**Prepared By:** Robert Mathews**Request**

- a. Add 5 academic CVOP courses to the course inventory: CVOP 1205, CVOP 1301, CVOP 2135, CVOP 2333, and CVOP 2337
- b.
- c.
- d.

Rationale / Justification: Industry is requiring employees to have a CDL prior to employment. Programs need to add CDL as a program requirement. Making CDL courses academic allow program revisions with the ability for students to apply for financial aid to cover these courses in their program.

Effects of Revisions

- | | |
|---|--|
| A. Faculty & Staff Requirements: | No additional faculty required |
| B. Equipment/Facility Requirements: | All necessary equipment already exists |
| C. Location: | East Campus |
| D. Income prejections: | |

Effective Date: 08/15/2012

CVOP 1205: Commercial Drivers License Written Skills

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

(2 sem hrs; 1 lec, 2 lab)

Course Outcomes:

1. Explain all state and federal laws with respect to the Commercial Drivers License
2. Identify all components of the vehicle
3. Explain their application to the safe operation and compliance of a commercial vehicle

CVOP 1301: Commercial Drivers License Driving Skills

Overview of the State of Texas Class A Commercial Drivers License driving test. In-depth coverage of in-cab air brake test, proper shifting, right and left-hand turns, movement in traffic, parking of a tractor trailer, highway and city driving, and backward movement and control. Driving practice is in a tractor-trailer, school bus and passenger bus.

(3 sem hrs; 1 lec, 4 lab)

Course Outcomes:

1. Explain the air brake system
2. Perform an in-cab air brake test
3. Demonstrate safe operation and compliance with the law in various maneuvers of a commercial vehicle in various traffic situations.

CVOP 2135: Defensive Driving Course – Professional Truck Driver

Defensive driving techniques. Includes identification of hazardous situations and methods for recognizing, understanding and taking corrective action to prevent accidents in a tractor-trailer combination.

(1 sem hr; 1 lec)

Course Outcomes:

1. Explain defensive driving techniques and apply defensive driving techniques in various situations.

CVOP 2333: Advanced Driving Skills I

Operation of a tractor-trailer combination in city and highway conditions. Includes controlling and maneuvering the vehicle through various traffic situations in different conditions with numerous tractor-trailer combinations.

(3 sem hrs; 1 lec, 4 lab)

Course Outcomes:

1. Maintain an accurate driver's record of duty status
2. Safely manipulate and control the vehicle in various traffic situations
3. Safely back an articulated combination into and through various obstacles.

CVOP 2337: Advanced Driving Skills II

Continuation of tractor-trailer operation in city and highway conditions. Exploration and practical applications of space management techniques, improved methods for control in difficult traffic situations and effective operation in various conditions.

(3 sem hrs; 2 lec, 2 lab)

Course Outcomes:

1. Maintain an accurate driver's record of duty status
2. Demonstrate advanced skill levels in vehicle control in various traffic situations
3. Demonstrate advanced skill levels in backward direction vehicle control with various conditions and situations.

Utility Power Worker

Curriculum Revision Request Form

Division:	Industrial & Transportation Technologies
Department/ Program:	Utility Power Worker (LINE)
Prepared by:	Terry Tucker
Request:	<p>Revise the Utility Power Worker Certificate of Completion as follows:</p> <p>Delete From: Manufacturing Core Requirements QCTC 1341: Statistical Process Control</p> <p>Add To: Manufacturing Core Requirements The <u>option</u> to take MATH 1314: College Algebra In place of TECM 1343: Technical Algebra and Trigonometry</p> <p>Delete From: Major Course Requirements ELPT 2464: Practicum – Electrical and Power Transmission Installation/Installer</p> <p>Delete From: Major Course Requirements ELPT 1391: Special Topics - Electrical and Power Transmission Installation/Installer – Distribution/Transmission Operations</p> <p>Delete From: Major Course Requirements LNWK 1391: Special Topics in Lineworker – Underground Distribution Systems</p> <p>Add To: Major Course Requirements The <u>option</u> to take CETT 1409: DC-AC Circuits In place of ELPT 1311: Basic Electrical Theory</p> <p>Add To: Major Course Requirements The <u>option</u> to take IEIR 1312: Distribution Systems In place of ELPT 2380: Cooperative Education – Electrical and Power Transmission Installation/Installer</p>

Add To: Major Course Requirements

ELPT 1321: Introduction to Electrical Safety and Tools

Course Description:

Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.

End-of-Course Outcomes:

- Explain electrical hazards and how to avoid them in the workplace
- Discuss safety issues concerning lockout-tagout procedures
- Demonstrate safe work habits using common hand and power tools for electricians.

Add To: Major Course Requirements

ELPT 2323: Transformers

Course Description:

Transformer types, construction, connections, protection, grounding, and associated safety procedures.

End-of-Course Outcomes:

- Describe how transformers operate and the operating characteristics of various types
- Compute transformer sizes for various applications
- Summarize National Electric Code (NEC) regulations governing the installation of transformers
- Explain the types and purposes of grounding transformers
- Demonstrate proper safety procedures

Add To: Major Course Requirements – (Local Needs Course)

ELPT 1371: Overhead Distribution/Transmission Operations

(See Local Needs Form for description and objectives)

Add To: Major Course Requirements – (Local Needs Course)

LNWK 1371: Underground Distribution/Transmission Operations

(See Local Needs Form for description and objectives)

Add To: Major Course Requirements – (Local Needs Course)

LNWK 1471: Substations

(See Local Needs Form for description and objectives)

Rational:

The Utility Power Worker department requests the above changes to accomplish the following goals:

Enhance program by adding or dropping courses:

Delete: QCTC 1341: Statistical Process Control - This course instruction is not relevant to the Utility Power Worker Program

Delete: ELPT 2464: Practicum-Electrical and Power Transmission

Installation/Installer - As a new program, we cannot support more than one practicum/Coop. We have ELPT 2380-Coop at this time which is to be completed at the mid-point in a student's progression through the Utility Power Worker. This course will continue to be carried in the course inventory.

Add: ELPT 1371: Overhead Distribution/Transmission Operations which will include the same material as the previous special topics but will be a local needs course to be continually taught.

Add: ELPT 2323: Transformers - This course will cover both basic and advanced concepts. Transformers are fundamental to all high voltage operations and will provide necessary background knowledge for future classes in the program and field application.

Add: LNWK 1471: Substations - This course will expand the student's knowledge beyond the line operations of tower climbing and repair on overhead and underground operations to the substation/power generation aspect to High Voltage Electricity and provide additional employment opportunities as a substation technician.

Add: LNWK 1371: Underground Distribution/Transmission Operations which will include the same material as the previous special topics but will be a local needs course to be continually taught

Create flexibility in scheduling and awarding credits:

Option: to take MATH 1314: College Algebra in place of TECM 1343: Technical Algebra and Trigonometry - Either of these math courses will support the math skills needed in the Utility Power Worker Program and allow more flexibility.

Option: to take CETT 1409: DC-AC Circuits in place of ELPT 1311: Basic Electrical Theory - This option will allow students who may have taken either class entering into the program to satisfy the Utility Power Worker electrical instruction criteria. The Utility Power Worker program requires a basic introduction and understanding of electricity theory and practice which either class will satisfy.

Option: to take IEIR 1312: Distribution Systems in place of ELPT 2380: Cooperative Education. - This will be allowed based on the Utility Power Worker coordinator and staff approval. This option will allow students to progress through the UPW program if there are no cooperative education opportunities available at the time. Furthermore, IEIR 1312: Distribution Systems provides additional skills and training beneficial to the Utility Power Worker.

Enhance measurable student skills:

Add: ELPT 1321: Introduction to Electrical Safety and Tools - This course will expand the student's safety skills beyond general industry to the specific skills and safety topics related to the Utility Power Worker including High Voltage

	<p>Operation, specific Equipment operations, and tool safety for the Utility Power Worker. This addition will allow the program to include OSHA 10/30 certifications to be obtained in required EPCT 1307: Introduction to Environmental Safety and Health along with First Aid/CPR certifications and the specific safety skills concentrated for Utility Power Worker to be taught in ELPT 1321.</p> <p><u>Increase retention and completions:</u> Align courses closer to industry needs with the ability to later progress to an A.A.S degree once established. Furthermore, the changes created ensure students have options to progress through the program independent of industry restrictions. After graduating, students will have the necessary skills to move directly into employment opportunities with certifications such as First Aid/CPR, climb training, CDL, and OSHA 10/30 which are highly sought by industry and allow Amarillo College to stand-out as a leader in the industry because of our unique ability to offer these courses and save industry money due to retraining and most importantly make our graduates more marketable.</p> <p><u>Create baseline UPW courses for participation and inclusion into WECM:</u> Create consistent naming convention for student inquiry and marketing. Create consistent course description and learning outcomes. Create consistent lecture, lab, contact hour and credit hour balance.</p>
Effects of Revisions:	
	A. Faculty / Staff Requirements: No change
	B. Equipment / Facility Requirements: No change
	C. Location: No change
	D. Income Projections: No change
Effective Date:	Spring 2012

Current	Proposed
<p>UTILITY POWER WORKER</p> <p>ELPT 1391: Special Topics in Electrical and Power Transmission Installer—Distribution/Transmission Operations Examination of overhead distribution and transmission practices and operations. Topics include installation of suspension insulators from structures, rescue and install phases with hot sticks and work with hand line from pole or ground. Principles of transformers, meter loops, capacitors, regulators, reclosures and sectionalizers are covered. Hours (3 Sem Hrs; 2 Lec, 2 Lab)</p> <p>ELPT 2380: Cooperative Education - Electrical and Power Transmission Installation/Installer Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Hours (3 Sem Hrs; 1 Lec, 40 hrs work/week)</p> <p>ELPT 2464: Practicum - Electrical and Power Transmission Installation/Installer Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Hours (4 Sem Hrs; 40 hrs work/week)</p> <p>LNWK 1301: Orientation & Line Skills Fundamentals Examination of utility company operations. Topics include company structure, safety and distribution standards handbook, lineman's tools, vocabulary, and work procedures. Discussion of basic electrical systems including the history of power generation and distribution with emphasis on generating plants and substations. Hours (3 Sem Hrs; 2 Lec, 2 Lab)</p> <p>LNWK 1391: Special Topics in Lineworker – Underground Distribution Systems Examination of underground electrical system layout and construction with emphasis on safety problems inherent with underground distribution. Topics include the proper use of special tools and equipment specific to underground distribution. Students will perform terminations and splices; disconnect, test and restore a pad mount transformer. Hours (3 Sem Hrs; 2 Lec, 2 Lab)</p> <p>LNWK 2322: Distribution Line Construction Study of electric distribution line construction. Includes reading staking sheets and framing specifications, tailboard discussions, pole framing and setting, installing conductors, transformers and other line equipment, and OSHA and NESC regulations. Hours (3 Sem Hrs; 2 Lec, 2 Lab)</p> <p>LNWK 2324: Troubleshooting Distribution Systems Study of power outages and voltage complaints on distribution systems. Includes lockout-tagout procedures,</p>	<p>UTILITY POWER WORKER</p> <p>ELPT 1391: Special Topics in Electrical and Power Transmission Installer, General 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. Hours (3 Sem Hrs; 2 Lec, 2 Lab)</p> <p>ELPT 2380: Cooperative Education - Electrical and Power Transmission Installation/Installer Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Hours (3 Sem Hrs; 1 Lec, 40 hrs work/week)</p> <p>ELPT 2464: Practicum - Electrical and Power Transmission Installation/Installer Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Hours (4 Sem Hrs; 40 hrs work/week)</p> <p>LNWK 1301: Orientation & Line Skills Fundamentals Examination of utility company operations. Topics include company structure, safety and distribution standards handbook, lineman's tools, vocabulary, and work procedures. Discussion of basic electrical systems including the history of power generation and distribution with emphasis on generating plants and substations. Hours (3 Sem Hrs; 2 Lec, 2 Lab)</p> <p>LNWK 1391: Special Topics in Lineworker 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. Hours (3 Sem Hrs; 2 Lec, 2 Lab)</p> <p>LNWK 2322: Distribution Line Construction Study of electric distribution line construction. Includes reading staking sheets and framing specifications, tailboard discussions, pole framing and setting, installing conductors, transformers and other line equipment, and OSHA and NESC regulations. Hours (3 Sem Hrs; 2 Lec, 2 Lab)</p> <p>LNWK 2324: Troubleshooting Distribution Systems Study of power outages and voltage complaints on distribution systems. Includes lockout-tagout procedures, safety grounds, backfeed, induced voltage, causes of outages, and analyzing voltage complaints. Hours (3 Sem Hrs; 2 Lec, 2 Lab)</p>

safety grounds, backfeed, induced voltage, causes of outages, and analyzing voltage complaints.
Hours (3 Sem Hrs; 2 Lec, 2 Lab)

fee?

ELPT 1321: Introduction to Electrical Safety and Tools
Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.

Hours (3 Sem Hrs; 2 Lec, 2 Lab)

\$24

ELPT 1371: Overhead Distribution/Transmission Operations

Examination of overhead distribution and transmission practices and operations. Topics include installation of suspension insulators from structures, rescue and install phases with hot sticks and work with hand line from pole or ground. Principles of transformers, meter loops, capacitors, regulators, reclosures and sectionalizers are covered.

Hours (3 Sem Hrs; 2 Lec, 2 Lab)

\$24

ELPT 2323: Transformers

Transformer types, construction, connections, protection, grounding, and associated safety procedures.

Hours (3 Sem Hrs; 2 Lec, 2 Lab)

\$24

LNWK 1371: Underground Distribution/Transmission Operations

Examination of underground electrical system layout and construction with emphasis on safety problems inherent with underground distribution. Topics include the proper use of special tools and equipment specific to underground distribution. Students will perform terminations and splices; test equipment and tools, and perform various replacement and testing functions.

Hours (3 Sem Hrs; 2 Lec, 2 Lab)

\$24

LNWK 1471: Substations

Substation construction and component operation. This course will encompass not only the purpose of the substation, operation, and testing, but the maintenance and specific safety issues related to the substation.

Hours (4 Sem Hrs; 3 Lec, 2 Lab)

\$24

Current	Proposed
<p>Utility Power Worker Certificate</p> <p>Program Advisor: Dr. Kim Hays, 335-4366 (kthays@actx.edu) or contact Melodie Graves, 345-4300 (mgraves@actx.edu)</p> <p>Certificate of Completion Major Code - LINE.CERT</p> <p>Prepares individuals with the basic skills necessary to enter the electrical field as a Lineman, Meterman, or Industrial Electrician.</p> <p>Manufacturing Core Requirements (12 Semester Hours) DFTG 1325 - Blueprint Reading and Sketching EPCT 1307 - Introduction to Environmental Safety and Health QCTC 1341 - Statistical Process Control TECM 1343 - Technical Algebra and Trigonometry</p> <p>Major Course Requirements (31 Semester Hours) ELPT 1311 - Basic Electrical Theory</p> <p>ELPT 1391 - ST - Electrical and Power Transmission Installer Distribution/Transmission Operations <i>ELPT 2380 - Cooperative Education - Electrical and Power Transmission Installation/Installer</i> ELPT 2464 - Practicum - Electrical and Power Transmission Installation/Installer IEIR 1310 - Motor Controls <i>IEIR 1312 - Distribution Systems</i> LNWK 1301 - Orientation and Line Skill Fundamentals LNWK 1391 - Special Topics in Lineworker - Underground Distribution Systems LNWK 2322 - Distribution Line Construction LNWK 2324 - Troubleshooting Distribution Systems</p> <p>Total (43 Semester Hours)</p>	<p>Utility Power Worker Certificate</p> <p>Program Advisor: Terry Tucker, 335-4217 (tptucker@actx.edu) or contact Melodie Graves, 345-4300 (mgraves@actx.edu)</p> <p>Certificate of Completion Major Code - LINE.CERT</p> <p>Prepares individuals with the basic skills necessary to enter the electrical field as a Lineman, Meterman, or Industrial Electrician.</p> <p>Manufacturing Core Requirements (9 Semester Hours) DFTG 1325 - Blueprint Reading and Sketching EPCT 1307 - Introduction to Environmental Safety and Health</p> <p>TECM 1343 - Technical Algebra and Trigonometry OR MATH 1314 - College Algebra</p> <p>Major Course Requirements (34-35 Semester Hours) ELPT 1311 - Basic Electrical Theory OR CETT 1409 - DC-AC Circuits</p> <p>ELPT 2380 - Cooperative Education - Electrical and Power Transmission Installation/Installer OR <i>IEIR 1312 - Distribution Systems</i></p> <p>IEIR 1310 - Motor Controls</p> <p>LNWK 1301 - Orientation and Line Skill Fundamentals</p> <p>LNWK 2322 - Distribution Line Construction LNWK 2324 - Troubleshooting Distribution Systems ELPT 1321 - Introduction to Electrical Safety and Tools ELPT 1371 - Overhead Distribution/Transmission Operations ELPT 2323 - Transformers LNWK 1371 - Underground Distribution/Transmission Operations LNWK 1471 - Substations</p> <p>Total (43-44 Semester Hours)</p>

Utility Power Worker

Curriculum Revision Request Form

Division:	Industrial & Transportation Technologies
Department/ Program:	Utility Power Worker (LINE)
Prepared by:	Terry Tucker
Request:	<p>Revise the Utility Power Worker Certificate of Completion as follows:</p> <p style="text-align: center;">Add To: Major Course Requirements CVOP 1205: CDL Written CVOP 1301: CDL Driving</p>
Rational:	<p>The Utility Power Worker department requests the above changes to accomplish the following goals:</p> <p><u>Enhance measurable student skills:</u> <u>Add:</u> CVOP 1205: CDL Written and CVOP 1301: CDL Driving – Having a CDL license is an industry requirement for the Utility Power Worker career field. These courses will enhance the student's abilities so they will be employable as soon as they complete the program. It will also give students another option should they not find employment in the UPW career field.</p>
Effects of Revisions:	
	A. Faculty / Staff Requirements: No change
	B. Equipment / Facility Requirements: No change
	C. Location: No change
	D. Income Projections: No change
Effective Date:	Spring 2012

Current	Proposed
<p>Utility Power Worker Certificate</p> <p>Program Advisor: Terry Tucker, 335-4217 (tptucker@actx.edu) or contact Melodie Graves, 345-4300 (mgraves@actx.edu)</p> <p>Certificate of Completion Major Code - LINE.CERT</p> <p>Prepares individuals with the basic skills necessary to enter the electrical field as a Lineman, Meterman, or Industrial Electrician.</p> <p>Manufacturing Core Requirements (9 Semester Hours) DFTG 1325 - Blueprint Reading and Sketching EPCT 1307 - Introduction to Environmental Safety and Health</p> <p>TECM 1343 - Technical Algebra and Trigonometry OR MATH 1314 - College Algebra</p> <p>Major Course Requirements (34-35 Semester Hours) ELPT 1311 - Basic Electrical Theory OR CETT 1409 - DC-AC Circuits ELPT 1321 - Introduction to Electrical Safety and Tools ELPT 1371 - Overhead Distribution/Transmission Operations ELPT 2323 - Transformers ELPT 2380 - Cooperative Education - Electrical and Power Transmission Installation/Installer OR IEIR 1312 - Distribution Systems IEIR 1310 - Motor Controls LNWK 1301 - Orientation and Line Skill Fundamentals LNWK 1371 - Underground Distribution/Transmission Operations LNWK 1471 - Substations LNWK 2322 - Distribution Line Construction LNWK 2324 - Troubleshooting Distribution Systems</p> <p>Total (43-44 Semester Hours)</p>	<p>Utility Power Worker Certificate</p> <p>Program Advisor: Terry Tucker, 335-4217 (tptucker@actx.edu) or contact Melodie Graves, 345-4300 (mgraves@actx.edu)</p> <p>Certificate of Completion Major Code - LINE.CERT</p> <p>Prepares individuals with the basic skills necessary to enter the electrical field as a Lineman, Meterman, or Industrial Electrician.</p> <p>Manufacturing Core Requirements (9 Semester Hours) DFTG 1325 - Blueprint Reading and Sketching EPCT 1307 - Introduction to Environmental Safety and Health</p> <p>TECM 1343 - Technical Algebra and Trigonometry OR MATH 1314 - College Algebra</p> <p>Major Course Requirements (39-40 Semester Hours) CVOP 1205 - CDL Written CVOP 1301 - CDL Driving ELPT 1311 - Basic Electrical Theory OR CETT 1409 - DC-AC Circuits ELPT 1321 - Introduction to Electrical Safety and Tools ELPT 1371 - Overhead Distribution/Transmission Operations ELPT 2323 - Transformers ELPT 2380 - Cooperative Education - Electrical and Power Transmission Installation/Installer OR IEIR 1312 - Distribution Systems IEIR 1310 - Motor Controls LNWK 1301 - Orientation and Line Skill Fundamentals LNWK 1371 - Underground Distribution/Transmission Operations LNWK 1471 - Substations LNWK 2322 - Distribution Line Construction LNWK 2324 - Troubleshooting Distribution Systems</p> <p>Total (48-49 Semester Hours)</p>

CURRICULUM REVISION REQUEST FORM

1. Division: Allied Health

2. Department/Program: Medical Laboratory Technology

3. Prepared by: Jan Martin

4. Request: Revise the Medical Laboratory Technology program as follows:

a. Eliminate MDCA 1409: Anatomy and Physiology for Medical Assistants.

b. Eliminate the limited elective, where students are able choose from the following:

- BCIS 1305 (Business Computer Applications),
- COSC 1300 (Introduction to Computing),
- HITT 1303 (Medical Terminology II),
- HPRS 1205 (Medical Law/Ethics for Health Professionals),
- POFI 1204 (Computer Fundamentals), or
- SPNL 1201 (Health Care Spanish)

c. Add BIOL 2401: Human Anatomy and Physiology I and BIOL 2402: Human Anatomy and Physiology II

5. Rationale/Justification:

a - c. The directors and coordinators of programs in the Health Science Career Cluster have met several times and have agreed to designate Medical Terminology and Human Anatomy and Physiology I as the core classes in our cluster. The MLAB curriculum already required Medical Terminology I but only required a one semester, basic, non-lab Anatomy and Physiology course that addressed all of the major body systems. Anatomy and Physiology I, designated by our cluster, only addresses a few of the body systems. In order for the students to learn the basics of all of the major body systems, we would like to also add Anatomy and Physiology II.

Please note: An email was sent to the MLAB Program Advisory Board, which included the proposed changes as well as a survey conducted via Class Climate, to solicit support or comments regarding the changes. Fourteen surveys were sent out and twelve responses were received. All twelve responses indicated support for the proposed changes. (Please see attached email and survey results)

6. Effects of Revisions:

A. Faculty and Staff Requirements: No change for Medical Laboratory Technology, but an increase in faculty/staff will most likely be necessary for Biological Sciences

B. Equipment/Facility Requirements: Unknown

C. Location: Unknown

D. Income projections: Potential increase for Amarillo College, in general, as students will be completing one additional semester hour

7. Effective Date: March 1, 2012

MEDICAL LABORATORY TECHNOLOGY PROGRAM

CURRENT AND PROPOSED CURRICULA IN CATALOG FORMAT

CURRENT CURRICULUM

MEDICAL LABORATORY TECHNOLOGY

Program Advisor: Janet Martin, 354-6059 (jmmartin@actx.edu) or
contact Cherie Clifton, 354-6007 (cacclifton@actx.edu)

Associate In Applied Science
Major Code – MLAB.AAS
actx.edu/medical_lab

This two year program prepares the student to perform laboratory procedures which aid the physician and pathologist in the diagnosis and treatment of disease in the hospital, clinical or research laboratory. Upon successful completion of this program, the student will be eligible to write a national certification examination for the Medical Laboratory Technician.

The MLAB courses are to be taken in sequential order unless special permission has been granted, in advance, by the Program Director or Education Coordinator. A grade of C or higher is required for satisfactory completion of all required MLAB, mathematics and science courses.

To continue in the program, a student may repeat a MLAB course only one time, and may repeat no more than two courses while enrolled in the program. The term "repeat" shall be interpreted to mean re-enrollment following withdrawal, drop or an unsatisfactory grade from a class. Students who are forced to completely withdraw from the college during a given semester may re-apply for admission to the program. Once the student has actually begun the program, he/she must complete all MLAB major courses within 36 months. A student seeking entry into Medical Laboratory Technology must file a specific program application form with the department and complete additional admission procedures as required. Information is available on the MLT website.

Program Requirements

General Education Requirements (19 Semester Hours)

Communication - 6 Hours

- Speech
- ENGL 1301 - Freshman Composition I

Humanities/Fine Arts - 3 Hours

- Humanities or Fine Arts

Mathematics/Natural Sciences - 7 Hours

- Chemistry (must have lecture/lab components totaling 4 semester hrs.)
- MATH 1314 - College Algebra
- or
- MATH 1332 - Contemporary Mathematics I

Social/Behavioral Sciences - 3 Hours

- Social/Behavioral Science

PROPOSED CURRICULUM

MEDICAL LABORATORY TECHNOLOGY

Program Advisor: Janet Martin, 354-6059 (jmmartin@actx.edu) or
contact Cherie Clifton, 354-6007 (cacclifton@actx.edu)

Associate In Applied Science
Major Code – MLAB.AAS
actx.edu/medical_lab

This two year program prepares the student to perform laboratory procedures which aid the physician and pathologist in the diagnosis and treatment of disease in the hospital, clinical or research laboratory. Upon successful completion of this program, the student will be eligible to write a national certification examination for the Medical Laboratory Technician.

The MLAB courses are to be taken in sequential order unless special permission has been granted, in advance, by the Program Director or Education Coordinator. A grade of C or higher is required for satisfactory completion of all required MLAB, mathematics and science courses.

To continue in the program, a student may repeat a MLAB course only one time, and may repeat no more than two courses while enrolled in the program. The term "repeat" shall be interpreted to mean re-enrollment following withdrawal, drop or an unsatisfactory grade from a class. Students who are forced to completely withdraw from the college during a given semester may re-apply for admission to the program. Once the student has actually begun the program, he/she must complete all MLAB major courses within 36 months. A student seeking entry into Medical Laboratory Technology must file a specific program application form with the department and complete additional admission procedures as required. Information is available on the MLT website.

Program Requirements

General Education Requirements (27 Semester Hours)

Communication - 6 Hours

- Speech
- ENGL 1301 - Freshman Composition I

Humanities/Fine Arts - 3 Hours

- Humanities or Fine Arts

Mathematics/Natural Sciences - 15 Hours

- Biol 2401 Human Anatomy and Physiology I
- Biol 2402 Human Anatomy and Physiology II
- Chemistry (must have lecture/lab components totaling 4 semester hrs.)
- MATH 1314 - College Algebra
- or
- MATH 1332 - Contemporary Mathematics I

Major Course Requirements (46-Semester Hours)

- ~~MDCA 1409 - Anatomy and Physiology for Medical Assistants~~
- MLAB 1201 - Introduction to Clinical Laboratory Science
- MLAB 1211 - Urinalysis and Body Fluids
- MLAB 1227 - Coagulation
- MLAB 1235 - Immunology/Serology
- MLAB 1331 - Parasitology/Mycology
- MLAB 1415 - Hematology
- MLAB 2266 - Practicum I
- MLAB 2267 - Practicum II
- MLAB 2271 - Seminar I
- MLAB 2431 - Immunohematology
- MLAB 2472 - Seminar II
- MLAB 2501 - Chemistry
- MLAB 2534 - Microbiology
- PLAB 1163 - Clinical - Phlebotomy/Phlebotomist
- PLAB 1223 - Phlebotomy

Related Required Courses (5-6 Semester Hours)

- HITT 1305 - Medical Terminology I
- ~~And choice of one of the following:~~
- ~~BCIS 1305 (Business Computer Applications)~~
- ~~COSC 1300 (Introduction to Computing)~~
- ~~HITT 1303 (Medical Terminology II)~~
- ~~HPRS 1205 (Medical Law/Ethics for Health Professionals)~~
- ~~POFI 1204 (Computer Fundamentals)~~
- ~~SPNL 1201 (Health Care Spanish)~~

Total (70-71 Semester Hours)

Social/Behavioral Sciences - 3 Hours

- Social/Behavioral Science

Major Course Requirements (42 Semester Hours)

- MLAB 1201 - Introduction to Clinical Laboratory Science
- ~~MLAB 1211 - Urinalysis and Body Fluids~~
- ~~MLAB 1227 - Coagulation~~
- ~~MLAB 1235 - Immunology/Serology~~
- ~~MLAB 1331 - Parasitology/Mycology~~
- ~~MLAB 1415 - Hematology~~
- ~~MLAB 2266 - Practicum I~~
- ~~MLAB 2267 - Practicum II~~
- ~~MLAB 2271 - Seminar I~~
- ~~MLAB 2431 - Immunohematology~~
- ~~MLAB 2472 - Seminar II~~
- ~~MLAB 2501 - Chemistry~~
- ~~MLAB 2534 - Microbiology~~
- ~~PLAB 1163 - Clinical - Phlebotomy/Phlebotomist~~
- ~~PLAB 1223 - Phlebotomy~~

Related Required Courses (3 Semester Hours)

- ~~HITT 1305 - Medical Terminology I~~

Total (72 Semester Hours)

CURRICULUM REVISION REQUEST FORM

- 1. Division:** Health Sciences
- 2. Department/Program:** Mortuary Science
- 3. Prepared by:** Scott Rankin
- 4. Request:** Update prerequisite and corequisite information for the following courses:
 - a. MRTS 1291: Special Topics in Funeral Service & Mortuary Science
 - b. MRTS 1301: Contemporary Funeral Service Practices
 - c. MRTS 1310: Funeral Service Clinical Orientation
 - d. MRTS 1311: History of Mortuary Science
 - e. MRTS 1325: Thanatochemistry
 - f. MRTS 1342: Mortuary Management I
 - g. MRTS 1360: Funeral Service Clinical I
 - h. MRTS 1391: Special Topics in Funeral Service and Mortuary Science
 - i. MRTS 2335: Mortuary Jurisprudence
 - j. MRTS 2342: Mortuary Management II
 - k. MRTS 2360: Funeral Service Clinical II
 - l. MRTS 2432: Human Anatomy
 - m. MRTS 2445: Technical Procedures I
 - n. MRTS 2447: Technical Procedures II
- 5. Rationale/Justification:** By changing current prerequisites and corequisites and adding the YMRTS-CERT and YMRTS-AAS prerequisites to the catalog and system, it will keep students that have not been accepted into the Mortuary Science program from registering for MRTS courses. For those that have been properly accepted into the Mortuary Science program, it will make the class registration process easier for them each semester.
- 6. Effects of Revisions:**
 - A. Faculty and Staff Requirements:** None
 - B. Equipment/Facility Requirements:** None
 - C. Location:** None
 - D. Income projections:** None
- 7. Effective Date:** Spring 2012 (Spring Registration – November 7th, 2011)

Current	Proposed
<p>MRTS 1291 - Special Topics in Funeral Service & Mortuary Science <i>Prerequisite: Program Director Consent</i> Topics address current events, skills, knowledge and/or attitudes and behaviors pertinent to the occupation and relevant to the professional development of the student. This course may be repeated multiple times to improve student proficiency. Hours (2 sem hrs; 2 lec)</p>	<p>MRTS 1291 - Special Topics in Funeral Service & Mortuary Science <i>Prerequisites: Program Director Consent</i> Topics address <u>recently identified</u> current events, skills, knowledge and/or attitudes and behaviors pertinent to the occupation and relevant to the professional development of the student. This course may be repeated multiple times to improve student proficiency. Hours (2 sem hrs; 2 lec) End-of-Course Outcomes: Learning outcomes/objectives are determined by <u>local occupational need and business and industry trends.</u></p>
<p>MRTS 1301 - Contemporary Funeral Service Practices <i>Corequisites: MRTS 1310, MRTS 1311 and MRTS 1342</i> Survey of general principles related to customs, religions, human relations and social behavior. Presentation of the requirements for burial, cremation, anatomical donation and burial-at-sea. An introduction to funeral counseling as a basis for fulfillment of responsibilities as a funeral director. Hours (3 sem hrs; 3 lec)</p>	<p>MRTS 1301 - Contemporary Funeral Service Practices <i>Corequisites: <u>MRTS 1310 and MRTS 1342</u></i> Survey of general principles related to customs, religions, human relations and social behavior. Presentation of the requirements for burial, cremation, anatomical donation and burial-at-sea. An introduction to funeral counseling as a basis for fulfillment of responsibilities as a funeral director. Hours (3 sem hrs; 3 lec)</p>
<p>MRTS 1310 - Funeral Service Clinical Orientation <i>Corequisites: MRTS 1301, MRTS 1311 and MRTS 1342, or Program Director consent</i> Preparation for a funeral service career facilitated with on-site observation and participation. Instruction in equipment use, procedures and functions in the daily operation of a funeral home. Hours (3 sem hrs; 2 lec, 3 clinic)</p>	<p>MRTS 1310 - Funeral Service Clinical Orientation <i>Corequisites: <u>MRTS 1301 and MRTS 1342</u></i> Preparation for a funeral service career facilitated with on-site observation and participation. Instruction in equipment use, procedures and functions in the daily operation of a funeral home. Hours (3 sem hrs; 2 lec, 3 clinic)</p>
<p>MRTS 1311 - History of Mortuary Science <i>Prerequisite: ENGL 1301</i> An overview of the principles and history of funeral service. Introduction to the period of time from the early Egyptians (c. 4000 BC) to the present and exploration of funeral service as a career. Hours (3 sem hrs; 3 lec)</p>	<p>MRTS 1311 - History of Mortuary Science An overview of the principles and history of funeral service. Introduction to the period of time from the early Egyptians (c. 4000 BC) to the present and exploration of funeral service as a career. Hours (3 sem hrs; 3 lec)</p>
<p>MRTS 1325 - Thanatochemistry <i>Prerequisite: College-level mathematics course</i> A survey of the basic principles of chemistry as they relate to funeral service. The chemical principles and precautions involved in sanitation, disinfection, public health and embalming practice will be stressed. The government regulation of chemicals currently used in funeral service is reviewed. Hours (3 sem hrs; 3 lec) Notes Designed for non-science majors, allied health students and specifically mortuary science majors.</p>	<p>MRTS 1325 - Thanatochemistry <i>Prerequisites: <u>College-level mathematics course</u></i> A survey of the basic principles of chemistry as they relate to funeral service. The chemical principles and precautions involved in sanitation, disinfection, public health and embalming practice will be stressed. The government regulation of chemicals currently used in funeral service is reviewed. Hours (3 sem hrs; 3 lec) Notes Designed for non-science majors, allied health students and specifically mortuary science majors.</p>
<p>MRTS 1342 - Mortuary Management I <i>Corequisites: <u>MRTS 1301, MRTS 1310 and MRTS 1311</u></i> Introduction to basic accounting and bookkeeping and processing of survivor benefits. Projects in generating forms and documents related to disposition of human remains utilizing computer software designed for mortuaries. Hours (3 sem hrs; 3 lec)</p>	<p>MRTS 1342 - Mortuary Management I <i>Corequisites: <u>MRTS 1301 and MRTS 1310</u></i> Introduction to basic accounting and bookkeeping and processing of survivor benefits. Projects in generating forms and documents related to disposition of human remains utilizing computer software designed for mortuaries. Hours (3 sem hrs; 3 lec)</p>

Current	Proposed
<p>MRTS 1360 - Funeral Service Clinical I <i>Prerequisite: MRTS 1342</i> <i>Corequisite: MRTS 2342 or Program Director consent</i> A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Focus and emphasis in this clinical experience will be concentrated in the area of funeral home management and funeral directing. Hours (3 sem hrs; 1 lec, 8 clinic)</p>	<p>MRTS 1360 - Funeral Service Clinical I <i>Prerequisites: MRTS 1310</i> <i>Corequisite: MRTS 2342</i> A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Focus and emphasis in this clinical experience will be concentrated in the area of funeral home management and funeral directing. Hours (3 sem hrs; 1 lec, 8 clinic)</p>
<p>MRTS 1391 - Special Topics in Funeral Service and Mortuary Science <i>Prerequisites: Program Director consent</i> Topics address current events, skills, knowledge and/or attitudes and behaviors pertinent to the occupation and relevant to the professional development of the student. This course may be repeated multiple times to improve student proficiency. Hours (3 sem hrs; 3 lec)</p>	<p>MRTS 1391 - Special Topics in Funeral Service and Mortuary Science <i>Prerequisites: Program Director consent</i> Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the occupation and relevant to the professional development of the student. This course may be repeated multiple times to improve student proficiency. Hours (3 sem hrs; 3 lec) End-of-Course Outcomes: Learning outcomes/objectives are determined by local occupational need and business and industry trends.</p>
<p>MRTS 2335 - Mortuary Jurisprudence <i>Prerequisites: MRTS 1301, MRTS 1310 and MRTS 1311</i> A survey of general principles of mortuary and business law. Emphasis is on ethical practice. Compliance with pre-need and at-need regulatory agencies included. A writing intensive course. Hours (3 sem hrs; 3 lec)</p>	<p>MRTS 2335 - Mortuary Jurisprudence <i>Prerequisites: MRTS 1301, MRTS 1310, MRTS 1311</i> A survey of general principles of mortuary and business law. Emphasis is on ethical practice. Compliance with pre-need and at-need regulatory agencies included. A writing intensive course. Hours (3 sem hrs; 3 lec)</p>
<p>MRTS 2342 - Mortuary Management II <i>Corequisite: MRTS 1360</i> Examination of the management of a funeral home as a small business. Topics include funeral service merchandising and marketing, human resource functions and professional practice. Hours (3 sem hrs; 3 lec)</p>	<p>MRTS 2342 - Mortuary Management II <i>Corequisites: MRTS 1342 and MRTS 1360</i> Examination of the management of a funeral home as a small business. Topics include funeral service merchandising and marketing, human resource functions and professional practice. Hours (3 sem hrs; 3 lec)</p>
<p>MRTS 2360 - Funeral Service Clinical II <i>Prerequisites: MRTS 2432</i> <i>Corequisite: MRTS 2445 or Program Director consent</i> A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Focus and emphasis in the portion of clinical experience will be concentrated in the area of embalming and restorative technique. Hours (3 sem hrs; 1 lec, 8 clinic)</p>	<p>MRTS 2360 - Funeral Service Clinical II <i>Corequisites: MRTS 2432 and MRTS 2445</i> A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Focus and emphasis in the portion of clinical experience will be concentrated in the area of embalming and restorative technique. Hours (3 sem hrs; 1 lec, 8 clinic)</p>
<p>MRTS 2432 - Human Anatomy <i>Corequisites: BIOL 2424</i> Examination of the major systems of the human body with emphasis on the circulatory system. Human cadaver dissection in the program laboratory is included. Hours (4 sem hrs; 3 lec, 4 lab)</p>	<p>MRTS 2432 - Human Anatomy <i>Corequisites: MRTS 2360 and MRTS 2445</i> Examination of the major systems of the human body with emphasis on the circulatory system. Human cadaver dissection in the program laboratory is included. Hours (4 sem hrs; 3 lec, 4 lab)</p>

Current	Proposed
<p>MRTS 2445 - Technical Procedures I <i>Prerequisite: MRTS 2432</i> <i>Corequisites: MRTS 2360</i> Introduction to the fundamentals in the preservation, disinfection and restoration of human remains. Presentation of treatment planning and application in preparation for professional practice. Hours (4 sem hrs; 3 lec, 3 lab)</p>	<p>MRTS 2445 - Technical Procedures I <i>Corequisites: HITT 1305, MRTS 2360 and MRTS 2445</i> Introduction to the fundamentals in the preservation, disinfection and restoration of human remains. Presentation of treatment planning and application in preparation for professional practice. Hours (4 sem hrs; 3 lec, 3 lab)</p>
<p>MRTS 2447 - Technical Procedures II <i>Prerequisites: MRTS 2432, MRTS 2445 and MRTS 2360 or Program Director consent</i> A continuation of MRTS 2445. Introduction to the fundamentals in the preservation, disinfection and restoration of human remains. Presentation of treatment planning and application in preparation for professional practice. This course is an enhanced online course that requires students to come to Amarillo at the end of the semester for an on-site lab. Students should be prepared to be in lab at their expense, M-F 8AM to 5PM one week prior to final examinations, no exceptions will be made to the required lab. Hours (4 sem hrs; 3 lec, 3 lab)</p>	<p>MRTS 2447 - Technical Procedures II <i>Prerequisites: MRTS 2432, MRTS 2445</i> A continuation of Technical Procedures I. Introduction of additional topics on treatment planning and application to include the fundamentals in the preservation, disinfection and restoration of human remains. Presentation of treatment planning and application in preparation for professional practice. This course is an enhanced online course that requires students to come to Amarillo at the end of the semester for an on-site lab. Students should be prepared to be in lab at their expense, M-F 8AM to 5PM one week prior to final examinations, no exceptions will be made to the required lab. Hours (4 sem hrs; 3 lec, 3 lab) End-of-Course Outcomes: Relate norms to select cases; explain color theories; demonstrate skill in selection and application of media; and justify restorative procedures.</p>

Curriculum Revision Request**Division:** Health Sciences**Department / Program:** Mortuary Science**Prepared By:** Scott Rankin**Request**

- a. REVISE THE MRTS.CERT PROGRAM REQUIREMENTS: In addition to completing all other certificate requirements, allow either MRTS 1291 or MRTS 1391 to satisfy program requirements in order for a student to receive a MRTS.CERT. Any student not desiring to take the Texas State Board Exam for certification, upon the program director's approval may move forward into the MRTS.AAS program. Each MRTS.AAS student is required to take and pass MRTS 1391 in order to sit for both parts of the National Board Exam. After a student has met all other MRTS.AAS requirements, the student can substitute MRTS 1391 for MRTS 1291. This would make them eligible to receive their CERTIFICATE and their ASSOCIATE OF APPLIED SCIENCE DEGREE.
- b.
- c.
- d.

Rationale / Justification: Licensing procedures and requirements vary for each state. For example, an individual seeking licensure in Texas as a funeral director ONLY need only complete a Mortuary Science Certificate program such as ours in addition to any licensing procedures set forth by the state. An individual in Oklahoma must complete the entire Mortuary Science Associate Degree even if they are only desiring to be a funeral director. Our MRTS.CERT program is designed to help students in Texas only interested in becoming a licensed funeral director. However, we require all students to complete the certificate program before moving on into the associate program. This helps each student move towards completion and protects the integrity of the program. By making this change, it would keep out-of-state students and possibly some Texas students from taking an 'unnecessary' step towards their goals.

Effects of Revisions**A. Faculty & Staff Requirements:****B. Equipment/Facility Requirements:****C. Location:****D. Income prejections:****Effective Date:** 11/07/2011

Mortuary Science Certificate

Program Advisor: Lisa Meehan, 356-3631
(lmeehan@actx.edu) or Cherie Clifton, 354-6007
(caclifton@actx.edu)

Contact the Testing Center or the Program Advisor for testing requirements. Testing requirements are based on the unique needs of the certificate program.

Certificate of Completion

Major Code - MRTS.CERT

The Certificate of Completion for funeral directing is offered to meet specific state or professional needs. The program is directed at the student desiring licensure as a funeral director only in the State of Texas. (It does not include instruction in embalming, restorative art, microbiology, pathology, chemistry or anatomy; therefore it is not accredited by the American Board of Funeral Service Education.) Students completing this program are eligible to sit for the Texas State Board Examination only. Prior conviction of a felony or a misdemeanor involving funeral directing and/or embalming renders the student ineligible to practice in the State of Texas.

Major Course Requirements (23 Semester Hours)

MRTS 1311 - History of Mortuary Science
MRTS 1301 - Contemporary Funeral Service Practices
MRTS 1310 - Funeral Service Clinical Orientation
MRTS 1342 - Mortuary Management I
MRTS 1360 - Funeral Service Clinical I
MRTS 2335 - Mortuary Jurisprudence
MRTS 2342 - Mortuary Management II
MRTS 1291 - Special Topics in Funeral Service & Mortuary Science

Related Required Courses (12 Semester Hours)

Speech
ENGL 1301 - Freshman Composition I
PSYC 2301 - General Psychology
SOCI 1371 - Sociology of Death and Dying

Total (35 Semester Hours)

Mortuary Science Certificate

Program Advisor: Scott Rankin, 356-3631
(jsrankin@actx.edu) or Cherie Clifton, 354-6007
(caclifton@actx.edu)

Contact the Testing Center or the Program Advisor for testing requirements. Testing requirements are based on the unique needs of the certificate program.

Certificate of Completion

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The Certificate of Completion for funeral directing is offered to meet specific state or professional needs. The program is directed at the student desiring licensure as a funeral director only in the State of Texas. (It does not include instruction in embalming, restorative art, microbiology, pathology, chemistry or anatomy; therefore it is not accredited by the American Board of Funeral Service Education.) Students completing this program are eligible to sit for the Texas State Board Examination only. Prior conviction of a felony or a misdemeanor involving funeral directing and/or embalming renders the student ineligible to practice in the State of Texas.

A student seeking entry into the Mortuary Science program must file a specific program application form and complete additional admission procedures as required. Information is available on the Mortuary Science [website](#).

To continue in the program, a student may repeat a MRTS course only one time and may repeat no more than two MRTS courses while enrolled in the program. The term "repeat" shall be interpreted to mean re-enrollment following withdrawal, drop or unsatisfactory grade. A student will have 36 months to complete all major requirements.

Major Course Requirements (23 – 24 Semester Hours)

MRTS 1311 - History of Mortuary Science
MRTS 1301 - Contemporary Funeral Service Practices
MRTS 1310 - Funeral Service Clinical Orientation
MRTS 1342 - Mortuary Management I
MRTS 1360 - Funeral Service Clinical I
MRTS 2335 - Mortuary Jurisprudence
MRTS 2342 - Mortuary Management II
MRTS 1291- Special Topics in Funeral Service & Mortuary Science
or
MRTS 1391- Special Topics in Funeral Service & Mortuary Science

Related Required Courses (12 Semester Hours)

Speech
ENGL 1301 - Freshman Composition I
PSYC 2301 - General Psychology
SOCI 1371 - Sociology of Death and Dying

Total (35 – 36 Semester Hours)

Mortuary Science (A.A.S.)

Program Advisor: Lisa Meehan, 356-3631
(lmeehan@actx.edu) or contact Cherie Clifton, 354-6007 (caclifton@actx.edu)

Associate in Applied Science

Major Code - MRTS.AAS

The Mortuary Science department at Amarillo College has as its central aim recognition of the importance of funeral service personnel as (1) members of a human services profession, (2) members of the community in which they serve, (3) participants in the relationship between bereaved families and those engaged in the funeral service profession, (4) professionals knowledgeable of and compliant with federal, state and local regulatory guidelines, as well as (5) professionals sensitive to the responsibility for public health, safety and welfare in caring for human remains.

The Amarillo College Mortuary Science Program has the following objectives:

1. Enlarge the background and knowledge of students about the funeral service profession;
2. Educate students in every phase of funeral service and help enable them to develop the proficiency and skills necessary of the profession;
3. Educate students concerning the responsibilities of the funeral service profession to the community at large;
4. Emphasize high standards of ethical conduct;
5. Provide a curriculum at the post-secondary level of instruction; and
6. Encourage student and faculty research in the field of funeral service.

A student seeking entry into the Mortuary Science program must file a specific program application form and complete additional admission procedures as required. Information is available on the Mortuary Science **website**.

To continue in the program, a student may repeat a MRTS course only one time and may repeat no more than two MRTS courses while enrolled in the program. The term "repeat" shall be interpreted to mean re-enrollment following withdrawal, drop or unsatisfactory grade. A student will have 36 months to complete all major requirements.

Each student is required to take the National Board Exam as a requirement of graduation from the Mortuary Science AAS program. The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE web site at www.abfse.org.

Mortuary Science (A.A.S.)

Program Advisor: Scott Rankin, 356-3631
(jsrankin@actx.edu) or contact Cherie Clifton, 354-6007 (caclifton@actx.edu)

Associate in Applied Science

Major Code - MRTS.AAS

The Mortuary Science department at Amarillo College has as its central aim recognition of the importance of funeral service personnel as (1) members of a human services profession, (2) members of the community in which they serve, (3) participants in the relationship between bereaved families and those engaged in the funeral service profession, (4) professionals knowledgeable of and compliant with federal, state and local regulatory guidelines, as well as (5) professionals sensitive to the responsibility for public health, safety and welfare in caring for human remains.

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Each student is required to take the National Board Exam as a requirement of graduation from the Mortuary Science AAS program. The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE web site at www.abfse.org.

Program Requirements	Program Requirements
<p>General Education Requirements (15 Semester Hours) Communications - 6 Hours Speech ENGL 1301 - Freshman Composition I</p> <p>Humanities/Fine Arts - 3 Hours Humanities or Fine Arts</p> <p>Mathematics/Natural Sciences - 3 Hours MATH 1332 - Contemporary Mathematics I (or any college level Mathematics course)</p> <p>Social/Behavioral Sciences - 3 Hours PSYC 2301 - General Psychology</p> <p>Major Course Requirements (42 Semester Hours) MRTS 1311 - History of Mortuary Science MRTS 1301 - Contemporary Funeral Service Practices MRTS 1310 - Funeral Service Clinical Orientation MRTS 1325 - Thanatochemistry MRTS 1342 - Mortuary Management I MRTS 1360 - Funeral Service Clinical I MRTS 1391 - Special Topics in Funeral Service and Mortuary Science MRTS 2335 - Mortuary Jurisprudence MRTS 2342 - Mortuary Management II MRTS 2360 - Funeral Service Clinical II MRTS 2432 - Human Anatomy MRTS 2445 - Technical Procedures I MRTS 2447 - Technical Procedures II</p> <p>Related Required Courses (12 Semester Hours) HITT 1305 - Medical Terminology I HPRS 2301 - Pathophysiology SCIT 1313 - Workplace Microbiology SOCI 1371 - Sociology of Death and Dying</p> <p>Total (69 Semester Hours)</p>	<p>General Education Requirements (15 Semester Hours) Communications - 6 Hours Speech ENGL 1301 - Freshman Composition I</p> <p>Humanities/Fine Arts - 3 Hours Humanities or Fine Arts</p> <p>Mathematics/Natural Sciences - 3 Hours MATH 1332 - Contemporary Mathematics I (or any college level Mathematics course)</p> <p>Social/Behavioral Sciences - 3 Hours PSYC 2301 - General Psychology</p> <p>Major Course Requirements (42 Semester Hours) MRTS 1311 - History of Mortuary Science MRTS 1301 - Contemporary Funeral Service Practices MRTS 1310 - Funeral Service Clinical Orientation MRTS 1325 - Thanatochemistry MRTS 1342 - Mortuary Management I MRTS 1360 - Funeral Service Clinical I MRTS 1391 - Special Topics in Funeral Service and Mortuary Science MRTS 2335 - Mortuary Jurisprudence MRTS 2342 - Mortuary Management II MRTS 2360 - Funeral Service Clinical II MRTS 2432 - Human Anatomy MRTS 2445 - Technical Procedures I MRTS 2447 - Technical Procedures II</p> <p>Related Required Courses (12 Semester Hours) HITT 1305 - Medical Terminology I HPRS 2301 - Pathophysiology SCIT 1313 - Workplace Microbiology SOCI 1371 - Sociology of Death and Dying</p> <p>Total (69 Semester Hours)</p>