

JANUARY, 2018

VOLUME 1

# EXTENDED EDUCATION CATALOG

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**Frank Phillips College- Dalhart**



**Extended Education Classes**

412 Denver Ave., STE 504, Dalhart, TX 79022  
(806) 244-7669

**ACNT 1001- Beginning Bookkeeping**

THECB CIP 52.0302

Focus on analyzing, classifying, and recording business transactions. Emphasizes understanding of complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

**ACNT 1002- Accounting 1**

THECB CIP 52.0302

Focus on fundamental accounting concepts and their application to transaction analysis. Prepare and analyze financial statements for businesses.

**ACNT 1010- Introduction to QuickBooks**

THECB CIP 52.0302

Basic introduction to the use of QuickBooks for small businesses.

**ACNT 1010 - QuickBooks Accounting 1**

THECB CIP 52.0302

An introduction to the accounting cycle in a computerized environment. Custom design your accounting system using QuickBooks software.

**ACNT 1010- QuickBooks Accounting-**

THECB CIP 52.0302

An introduction to the accounting cycle in a computerized environment. Custom design your accounting system using QuickBooks software to set up and record transactions for small business. Learn program parameters, maximum accounts, and company's user-specified accounts; department jobs; number of open months; maximum fiscal periods; program control; error handling; automatic budget updates; reversing entries; recurring entries; flexible month ends; and user-specified growth rates.

**BMGT 1009- Information and Project Management**

THECB CIP 52.0201

Critical path methods for planning and controlling projects. Includes time/cost tradeoffs, resource utilization, stochastic considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision.

**BMGT 1019- Essential Soft Skills**

THECB CIP 52.0201

Valuable employees often need help to improve performance in the workplace. This class includes four main points on professionalism, effective communication, time management and problem solving with conflict resolution.

### **BMGT 1020- Foundation Skills for People Leaders**

THECB CIP 52.0201

Concepts and skills of leadership in the work setting. Introduces leadership and motivational theories and leadership styles. Includes evaluation of leadership performance. This course will explore topics critical to developing effective people managing skills such as, motivation, delegation, coaching, communication, trust building and team development, all of those non-technical skills you need to be an effective people leader.

### **BMGT 1021- Introduction to Project Management**

THECB CIP 52.0201

Methods for planning and controlling projects. Includes project management concepts and models, critical path, analysis of time/cost benefits, and resource utilization.

### **BMGT 1021- Training Project Management**

THECB CIP 52.0201

This course offers a step-by-step approach to managing training projects. It includes instruction on methods for planning and controlling projects, project management concepts and models, critical path, analysis of time/cost benefits, and resource utilization. Other topics include status reports and post-project debriefing.

### **BMGT 1022- Workplace Communication**

THECB CIP 52.0201

Communication skills as applicable to individuals or groups in the workplace. Includes skills in listening, writing, and verbal/non-verbal communications.

### **BMGT 1022- Workplace Communication Basic Writing**

THECB CIP 52.0201

Communication skills as applicable to individuals or groups in the workplace. Includes skills in listening, writing, and verbal/non-verbal communications. Focus is on handwriting, writing in English, and reading handwritten English for forms, note taking, and other business communications.

### **BMGT 2009- Leadership Skills**

THECB CIP 52.0201

Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles.

### **BUSG 1008- Small Business Management**

THECB CIP 52.0703

A study of the concepts and skills necessary for starting and operating a small business including planning, organizing, staffing, managing, financing, marketing, and accounting functions.

### **BUSG 1012- Professionalism in the Workplace**

THECB CIP 52.0101

Develop entry-level skills for the workplace. Includes professionalism, interpersonal skills, communication, workplace civility and employability skills.

**CBFM 2317—Mechanical Maintenance**

THECB CIP 46.0401

General principles of mechanical and electrical systems as related to inspection, repair, and preventative maintenance of facility equipment.

**CETT 1002—Electricity Principles**

THECB CIP 15.1201

Principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operations.

**CETT 1303—DC Circuits**

THECB CIP 15.1201

A study of the fundamentals of direct current including Ohm's law, Kirchhoff's laws and circuit analysis techniques.

**CETT 1305—AC Circuits**

THECB CIP 15.1201

A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformer, and resonance.

**CETT 1325—Digital Fundamentals**

THECB CIP 15.1201

An entry level course in digital electronics to include numbering systems, logic gates, Boolean algebra, and combinational logic.

**CETT 1409—DC-AC Circuits**

THECB CIP 15.1201

Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques.

**CETT 1025—Digital Fundamentals**

THECB CIP 15.1201

An entry level course in digital electronics to include numbering systems, logic gates, Boolean algebra, and combinational logic.

**COMG 1000- ESL: 1 English Work and Life**

THECB CIP 09.0101

Designed for students whose primary language is other than English. Presentation of industry-related basic reading, writing, speaking and listening skills. Emphasis on high-frequency vocabulary and phonics, refining oral and written production and listening skills for enhanced job productivity, and increasing control of the English sound system.

**COMG 1001- ESL: 2 Communications**

THECB CIP 09.0101

Provides on-the-job dynamic communicative practice for students whose primary language is other than English and introduces students to the uses of language in a variety of relevant job-related contexts.

**COMG 1015- ESL: Fundamentals**

THECB CIP 09.0101

For students who speak little or no English and need help in listening, speaking, reading and writing. Designed to be repeated with varying content. Skill development in pronunciation and use of job-related vocabulary. Includes nonverbal communication techniques.

**DFTG 1325—Blueprint Reading and Sketching**

THECB CIP 15.1301

An introduction to reading and interpreting working drawings for fabrication processes and associated trades. Use of sketching techniques to create pictorial and multiple-view drawings.

**ELPT 1011—Basic Electrical Theory**

THECB CIP 46.0301

Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

**ELPT 1331—Survey of the National Electrical Code**

THECB CIP 46.0301

Content, format, rules, and calculations in the National Electrical Code (NEC).

**ELPT 1341—Motor Control**

THECB CIP 46.0301

Operating principles of solid-state controls, along with their practical applications. Includes braking, jogging, plugging, and safety interlocks, wiring, and schematic diagram interpretations.

**ELPT 1045—Commercial Wiring**

THECB CIP 46.0301

Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.

**ELPT 1057—Industrial Wiring**

THECB CIP 46.0301

Wiring methods used for industrial installations. Includes motor circuits, raceway and bus way installations, proper grounding techniques, and associated safety procedures.

**ELPT 2339—Electrical Power Distribution**

THECB CIP 46.0301

Design, operation, and technical details of modern power distribution systems including generating equipment, transmission lines, plant distribution, protective devices. Includes calculations of fault current, system load analysis, rates, and power economics.

**ELPT 2347—Electrical Testing and Maintenance**

THECB CIP 46.0301

Proper and safe use of electrical power equipment test devices and the interpretation of test results. Includes protective relay testing and calibration, direct current (DC) testing, insulation power testing, and medium voltage switchgear.

**HITT 1005- Medical Terminology-**

THECB CIP 52.0707

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols; surgical procedures; medical specialties; and diagnostic procedures.

**HRPO 1000- Understanding the HR Function**

THECB CIP 52.1001

Introduction to the theory, practice, and law of human resource management.

**HRPO 1008- Diversity in the Workplace**

THECB CIP 52.1001

The impact of diversity on individual and organizational performance.

**IEIR 1343—Industrial Equipment Maintenance**

THECB CIP 47.0105.0000

Maintenance and repair of power transmission systems involving gear, V-belt, and chain drives with emphasis on both plain and anti-friction bearings. Introduces theory of various types of pumps and compressors. Laboratory activities include maintenance, repair, and overhaul procedures used on common process pumps and compressors.

**IFWA 1050- Food Safety and Sanitation**

THECB CIP 12.0508

Designed to meet requirements of Texas Health Department personnel certified in food safety. Common food safety and sanitation practices that should be utilized in food establishments. Topics include keys to providing safe food, food safety hazards, standards for the food safety handler, purchasing and receiving safe food, storing food safely, keeping food safe during preparation and service, proper cleaning and sanitizing, and developing an Integrated Pest Management (IPM) program

### **INMT 1391—Special Topics in Manufacturing Technology/Technician**

THECB CIP 1530613

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

### **INMT 2303—Pumps, Compressors & Mechanical Drives**

THECB CIP 15.0613

A study of the theory and operations of various types of pumps and compressors. Topics include mechanical power transmission systems including gears, v-belts, and chain drives.

### **INTC 1305—Introduction to Instrumentation**

THECB CIP 15.0404

A survey of the instrumentation field and the professional requirements of the instrumentation technician.

### **INTC 1348—Analytical Instrumentation**

THECB CIP 15.0404

Analytical instruments emphasizing utilization in continuous process applications. Includes, but not limited to, chromatography, pH, conductivity, and spectrophotometric instruments.

### **INTC 1350—Digital Measurement and Controls**

THECB CIP 15.0404

Basic measurement control instrumentation. Includes movement of digital data through common systems employing parallel and serial transfers.

### **INTC 1355—Unit Operations**

THECB CIP 15.0404

Automatic control requirements of industrial processes. Includes control systems, control loop tuning, and analysis.

### **INTC 1356—Instrumentation Calibration**

THECB CIP 15.0404

Techniques for configuring and calibrating transmitters, controllers, recorders, valves and valve positioners.

### **INTC 1358—Flow & Measurement Calibration**

THECB CIP 15.0404

Practical methods of flow measurements and flow integration. Emphasizes primary flow element selection and calculations in accordance with American Gas Association (AGA) and American Petroleum Institute (API) standards.

### **INTC 1391—Special Topics in Instrumentation Technology/Technician**

THECB CIP 15.0404

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

### **INTC 2336—Distributed Control and Programmable Logic**

THECB CIP 15.0404

An overview of distributed control systems including configuration of programmable logic controllers, smart transmitters, and field communicators. Functions of digital systems in a process control environment.

### **INTC 2339—Instrument & Control Review**

THECB CIP 15.0404

An overview of instrument and control technology in preparation for industry employment and national testing.

### **INTC 2388—Internship: Instrumentation Technology/Technician**

THECB CIP 15.0404

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

### **ITNW 1007- Social Media**

THECB CIP. 11.0401

Introduction to the basic uses of Internet concepts and terminology. Also demonstrates the ability to use social media for a variety of purposes while understanding the role social media plays in branding and increasing website traffic. Demonstrates the ability to use the social media tool Hootsuite.

### **ITSW 1003- Introduction to Digital Imaging**

THECB CIP 11.0301

Introduction to graphics software for image enhancements, photo retouching, and image composition.

### **ITSW 1022- Excel Basic**

THECB CIP 11.0301

This course will include instruction in Excel terminology, programming, characteristics, formatting, math functions and printing.

### **ITSC 1006- Word Basic**

THECB CIP 11.0101

This course will include word processing skills, learning word processing terminology, editing functions, formatting, and navigating special text options.

**MRKG 1000- Customer Service**

THECB CIP 52.1401

Introduction of techniques to create excellent customer service.

**MRKG 1002- Principles of Retailing**

THECB CIP 52.1401

Introduction to the retailing environment, types of retailers, current trends, the employment of retailing techniques, and factors that influence retailing.

**PTAC 1302—Introduction to Process Technology**

THECB CIP 41.0301

An introduction overview of the processing industries.

**PTAC 1308—Safety, Health & Environment I**

THECB CIP 41.0301

An overview of safety, health, and environmental issues in the performance of all job tasks in process industries.

**PTAC 2386—Internship: Process Technology/Technician**

THECB CIP 41.0301

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.

**PTAC 2420—Process Technology II - Systems**

THECB CIP 41.0301

A study of various process systems including related scientific principles. Suggested prerequisite: Process Instrumentation, Process Technology I – Equipment

**PTAC 2438—Process Technology III – Operations**

THECB CIP 41.0301

This course emphasizes activities associated with the hands-on operations of process equipment.

**PFPB 1443—Pipefitting Fabrication & Blueprint Reading**

THECB CIP 46.0502

Continuation of pipe fabrication, rigging, pipe hangers and supports, blueprint reading, standards and specifications, and trade math.

**PFPB 2408—Piping Standards & Materials**

THECB CIP 46.0502

Identification, description, and application of piping standards and specifications. Includes identification and use of various metallic and non-metallic piping materials, identification and installation of valves, and material take-offs.

### **PFPB 2432—Advanced Pipefitting Standards, Specifications & Installation**

THECB CIP 46.0502

Skill development in motorized equipment, above-ground pipe installation valves, field routing and vessel trim, spring can supports, testing piping systems and equipment, basic plumbing, planning work activities, and Non-Destructive Testing (NDT).

Prerequisite: Completion of PFPB 1443 and PFPB 2408 with a grade of C or better.

### **PFPB 2443—Advanced Pipe Practices**

THECB CIP 46.0502

Identification, installation, and testing of steam traps and steam trap station components; valve identification, application, and maintenance; identification, storage, and handling of in-line specialties; hydrostatic testing of process piping. Prerequisite: Completion of PFPB 1443 and PFPB 2408 with a grade of C or better.

### **PFPB 2449—Field Measuring, Sketching & Layout**

THECB CIP 46.0502

Field dimensioning, measuring, sketching, and layout of future process piping and use, care, and setup of transit and level.

Prerequisite: Completion of PFPB 1443 and PFPB 2408 with a grade of C or better.

### **RSTO 1010- Restaurant Management: Food & Beverage**

THECB CIP 12.0504

Study of the basics of food and beverage management. Emphasis on guest expectations with an overview of the food service industry. Topics include the latest technology, food service and financial management, organization of food and beverage operations, food and beverage marketing, product costs and pricing strategies, production, service, menus, sanitation, safety, facility design, and equipment.

### **RSTO 1041- Food Manager Certification**

THECB CIP 12.0504

This course is the 15 hour certification program for owners and operators of establishments which prepare and serve food to the public. Topics include methods of proper food storage, techniques for sanitary food service preparation, employee sanitation, pest control, accident prevention, housekeeping management, sanitation regulations and standards, and facility conditions which contribute to outbreaks of food-borne disease.

### **WLDG 1202—Fundamentals of Gas Metal Arc Welding (GMAW)**

THECB CIP 48.0508

Fundamentals of Gas Metal Arc Welding (GMAW). Includes setup and safe use of GMAW equipment as well as instruction in various basic weld joints.

### **WLDG 1204—Fundamentals of Oxy-Fuel Welding and Cutting**

THECB CIP 48.0508

Oxy-fuel welding and cutting equipment. Includes equipment safety, setup, and maintenance.

**WLDG 1206—Fundamentals of Gas Tungsten Arc Welding (GTAW)**

THECB CIP 48.0508

Fundamentals of Gas Tungsten Arc Welding (GTAW). Includes setup and safe use of GTAW equipment as well as instruction in flat positions on joint designs.

**WLDG 1305—Art Metals**

THECB CIP 48.0508

Fundamentals of producing utilitarian and ornamental items in various metals. Skills development through the techniques used in fabrication with sheet and/or stock materials including various welding and cutting processes.

**WLDG 1317—Introduction to Layout & Fabrication**

THECB CIP 48.0508

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

**WLDG 1337—Introduction to Welding Metallurgy**

THECB CIP 48.0508

A study of metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes and mechanical properties of metal including hardness, machinability, and ductility.

**WLDG 1391—Special Topics in Welder/Welding Technologist**

THECB CIP 48.0508

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

**WLDG 1428—Introduction to Shielded Metal Arc Welding (SMAW)**

THECB CIP 48.0508

An introduction to shielded metal arc welding processes. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs

**WLDG 1435—Introduction to Pipe Welding**

THECB CIP 48.0508

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on various welding positions and electrodes.

**WLDG 1457—Intermediate Shielded Metal Arc Welding (SMAW)**

THECB CIP 48.0508

A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions. Prerequisite: Completion of WLDG 1428 with a grade of C or better.

**WLDG 2439—Advanced Oxy-Fuel Welding & Cutting**

THECB CIP 48.0508

A study of all position welding on ferrous and nonferrous metals using oxy-fuel welding process, including welding and cutting, brazing, and soldering operations.

Prerequisite: WLDG 1204 with a grade of C or better.

**WLDG 2443—Advanced Shielded Metal Arc Welding (SMAW)**

THECB CIP 48.0508

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in positions. Prerequisite:

Completion of WLDG 1457 with a grade of C or better.

**WLDG 2447—Advanced Gas Metal Arc Welding (GMAW)**

THECB CIP 48.0508

Advanced topics in Gas Metal Arc Welding (GMAW). Includes welding in various positions.

Prerequisite: WLDG 1202 with a grade of C or better.

**WLDG 2451—Advanced Gas Tungsten Arc Welding (GTAW)**

THECB CIP 48.0508

Advanced topics in GTAW welding, including welding in various positions and directions.

Prerequisite: Completion of WLDG 1206 with a grade of C or better.

**WLDG 2452—Advanced Flux Cored Arc Welding**

THECB CIP 48.0508

Advanced concepts of flux cored arc welding of structural and fabricated steel products. Skill development in multi-pass fillet and v-groove welding. Prerequisite: WLDG 1202 with a grade of C or better.

**WLDG 2453—Advanced Pipe Welding**

THECB CIP 48.0508

Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process.

Topics include electrode selection, equipment setup and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Prerequisite: Completion of WLDG 1435 with a grade of C or better.

**WLDG 2488—Internship- Welder/Welding Technology**

THECB CIP 48.0508

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.

## **WLDG 2506—Intermediate Pipe Welding**

THECB CIP 48.0508

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) and/or other process. Welds will be done using various positions. Topics covered include electrode selection, equipment setup, and safe shop practices.