

ALVIN JUNIOR  
COLLEGE  
1972-1973







**1972 - 1973**

***GENERAL INFORMATION BULLETIN***

NUMBER I

VOLUME XXIV



1972

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Cover design by Johnny L. Richey — Student, Art Department

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## ACADEMIC CALENDAR

### Fall Semester 1972

24-25 August	Faculty Workshop
28-29 August	Orientation for New Students
30-31 August —	REGISTRATION
1 September	
5 September	Classes Begin
14 September	Last Day to Add Classes
13 October	*Last Day to Withdraw Without Penalty
21 October	ACT Test
23-26 November	Thanksgiving Holidays
9 December	ACT Test
15 December	End of Classes
18-20 December	FINAL EXAMS

### Spring Semester 1973

10, 11, 12 January	Faculty Workshop
11-12 January	Orientation for New Students
15-17 January	REGISTRATION
18 January	Classes Begin
31 January	Last Day to Add Classes
5 February	Last Day to Apply for Spring Graduation
22, 23 February	TJCTA Meeting
24 February	ACT Test
1 March	Last Day to Withdraw Without Penalty
16-22 April	Spring Holidays
28 April	ACT Test
11 May	Classes End
14-17 May	FINAL EXAMS
26 May	COMMENCEMENT

### Summer Term 1973

#### First Session

4-5 June	REGISTRATION
6 June	Classes Begin
4 July	Independence Day Holiday
11 July	End of Classes
12-13 July	FINAL EXAMS

### Summer Term 1973

#### Second Session

16-17 July	REGISTRATION
18 July	Classes Begin
21 July	ACT Test
22 August	End of Classes
23-24 August	FINAL EXAMS

## GENERAL INFORMATION

### PURPOSE

Alvin Junior College is a publically supported, two year comprehensive community college which offers educational opportunities beyond the high school level. In addition to providing instructional programs designed to prepare students to enter the upper division of senior colleges and universities or to make immediate entry into a career field, the college seeks to prepare the individual for democratic and creative living in the home and in the community.

### OBJECTIVES

The college is committed to the development of superior programs of education in several major areas:

1. **University-Parallel Education**—Two years of university parallel work is offered which is acceptable for transfer to the upper division of four-year colleges and universities.

2. **Occupational/Technical Education**—These programs are designed to meet the increasing demand for technicians and semi-professional workers for employment in industry, business, the professions, and government.

3. **Continuing Education Programs**—The primary thrust of this area is the offering of non-credit adult education courses. These courses, workshops, and seminars are offered for persons, regardless of their previous education, who are not concerned with earning academic credit but who wish to enrich their cultural lives or to improve their personal efficiency.

4. **Developmental Studies**—These courses, labs, and programs, are offered to help develop skills necessary to succeed in courses and programs throughout the college. The primary locus of these studies is the Learning Resources Center. The Center includes the following: Media Center, Library, and Free Studies Department (programmed and individualized instruction).

### HISTORY

The Alvin Junior College District was approved by the qualified voters of the Alvin Independent School District on November 2, 1948. Since its inception, until the 1971-72 academic year, the college has been administered by officials of the Alvin Independent School District. The 1971-72 academic year marked the beginning of a new era in the history of Alvin Junior College. A separate administration, tax-district, and college board were established to assume the management, control and operation of a newly created Alvin Junior College District.



Initially, when the college and public schools were in the same system, the college was part of Alvin High School. The first classes began on September 12, 1949, in facilities which grouped grades 11 through 14 in one building and which placed Alvin under a system known as the 6-4-4 plan. One of the more important changes in the program of Alvin Junior College was the building of a separate physical plant for academic work at the college level and dropping of the 6-4-4 plan in favor of a 6-3-3-2 arrangement. The college program was strengthened by additional facilities, by an enlarged faculty, and by successfully meeting the standards of the Southern Association of Colleges and Secondary Schools (1959). Alvin Junior College moved to its present campus for the summer session of 1963.

Historically, the enrollment of Alvin Junior College has grown from 134 students (1949) to 1709 (1965-66) to a record high of 1808 (1971-72). During this period of growth, the leadership of Alvin Junior College has been under four presidents: Mr. A. G. Welch (1949-1954), Dr. A. B. Templeton (1954-1964), Mr. D. P. O'Quinn (1964-1971), and Dr. T. V. Jenkins (1971 to present).

### **FACILITIES**

Four major buildings comprise the main campus facilities, which are located on 62.69 acres in Alvin, Texas. Included in these buildings are classrooms, laboratories, a gymnasium, a cafeteria, a student lounge, the student counseling center, a learning resources center, a computer center, and offices for the faculty and administration. Also on the main campus are tennis courts and a baseball field. In addition to the main facilities, there exists an auxiliary music instruction building.

Approximately seven miles south of the main campus is the Chocolate Bayou Facility: a fully equipped nursing education building including classrooms, nursing laboratory and staff offices.

### **RECOGNITION**

Alvin Junior College is fully accredited by the Southern Association of Colleges and Schools. It holds full membership in the Association of Texas Colleges and Universities, and is approved by the Texas Education Agency and the Coordinating Board of the Texas College and University System.

Alvin Junior College is a member of the American Association of Junior Colleges, the Southern Association of Junior Colleges, the Texas Junior College Association, the Texas Public Junior College Association, the Association of Texas Colleges and Universities, and the National Commission on Accrediting.

## **ACADEMIC POLICIES AND REGULATIONS**



## ADMINISTRATIVE INTERPRETATION AND CHANGE

The administration of Alvin Junior College acts as final interpreter of this Bulletin. The College may change requirements and regulations as necessitated by college or legislative action.

### CLASSIFICATION OF STUDENTS

All students are classified according to the following categories:

**Regular Student:** A student is designated as a regular student when his file in the Admissions Office contains all of the information required for general admission to the College as a regular student and when he has been admitted to one of the curriculums of the College. A regular student is one of the following:

1. A full-time or part-time student working toward completion of an associate degree, diploma, certificate, or developmental program;
2. A full-time or part-time student taking credit courses for transfer to another college or university.

**Special Student:** A special student is one who is permitted to register under special conditions including the following:

1. A part-time student taking a course (s) as an audit for no credit;
2. A high school senior who with the permission of his high school principal and the Associate Dean of Admissions is concurrently enrolled in a college course(s);
3. A part-time student not enrolled in an associate degree, diploma, or certificate program who may be taking a course(s) for credit (such students may later apply to the College for admission to a program as a regular student);
4. A person who has not yet fulfilled all of the requirements as a regular student but who is admitted under special consideration.

**Full-time Student:** A student is considered a full-time student if he is carrying 12 or more credits of course work.

**Part-time Student:** A student is considered a part-time student if he is carrying less than 12 credits of course work.

**Freshman:** A student is classified as a freshman until he has completed 32 credits of work in his designated curriculum.

**Sophomore:** A student is considered a sophomore after he has completed 32 or more credits of course work in his designated curriculum. Transferred credits are included providing they apply toward meeting the requirements of the student's curriculum.

## ATTENDANCE

Regular attendance at classes is expected. When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. The student is responsible for the subsequent completion of all study missed during an absence. Any instruction missed and not subsequently completed will necessarily affect the grade of the student regardless of the reason for the absence.

Anytime a student has accumulated an equivalence of 2 weeks of absences from any class within a semester the instructor may recommend to the Dean of Instruction that the student be administratively dropped.

### NORMAL ACADEMIC LOAD

The normal academic course load for students is 15-17 credits. The minimum full-time load is 12 credits and the normal maximum full-time load is 18 credits. A student wishing to carry an academic load of more than 18 credits must ordinarily have a 3.0 average or higher and must have the approval of the appropriate Associate Dean of Instruction.

If the student has received academic warning or academic probation, he may be required to take less than the normal semester course load.

### AUDIT

A student wishing to take a credit course for no credit must register for the course and pay the regular fee. A student may change to an audit status from a credit class or from a credit status to audit only during the 1st two weeks of the regular session. The student may, in succeeding terms, take any course for credit which he has previously audited. Audit courses will be reflected on the student's permanent record as "Audit." He may not petition for credit for the course he audited.

### ADDING AND DROPPING COURSES

Official course adds and drops are initiated in the counseling center. (Students must adhere to dates published in college calendar.) Students are required to formally withdraw from courses before leaving the college.

Students who withdraw before the end of the sixth week of classes during the regular session or the first week of classes of a summer term will receive a grade of "W".



Students who withdraw after the sixth week of the regular session or after the first week of a summer term will receive a grade of WP (withdraw passing), if passing in the course at the time of withdrawal; they will receive a grade of "WF" if failing at the time of withdrawal.

### DEAN'S LIST

The names of students who complete 12 or more semester hours with a grade point average of 3.2, with no grade lower than a "C" for the term will be placed on the Dean's List in recognition of scholastic achievement.

### MERIT LIST

Students who enroll for less than 12 credits during a semester and earn a G. P. A. (Grade Point Average) of 3.2 without any "F" or "U" grades will be placed on the Merit List.

### ACADEMIC WARNING

Any student who fails to attain a minimum grade point average of 2.0 or higher for any one semester, or who receives an "F" or "U" grade in any course, will receive an Academic Warning.

### ACADEMIC PROBATION

Any student who fails to maintain a cumulative grade point average of 1.5 will be placed on academic probation until such time as his average is 1.5 or better. The statement "Placed on Academic Probation" will be placed on the student's permanent record.

A student on academic probation is required to consult with his counselor and may be required to elect less than the normal academic load in his next semester following this action.

A student on academic probation is ineligible for appointive or elective office in student organizations.

A student pursuing a degree program is cautioned that, although an average between 1.5 and 1.99 may not result in formal academic probation, a minimum of 2.0 in his curriculum is a prerequisite to the receipt of an Associate Degree.

Part-time students will be placed on probation only after they have accumulated twelve semester hours credit.

### ACADEMIC SUSPENSION

The student on academic probation who fails to attain a grade point average of 1.5 for the next semester he is in attendance will be subject to academic suspension. Academic suspension normally will be for one semester. The statement "Placed on Academic Suspension", will be placed on the student's permanent record. The student must apply for readmission under all circumstances of academic suspension.

### ACADEMIC DISMISSAL

A student who does not maintain at least a 2.0 average for the semester following reinstatement to the College after having been on academic suspension will be academically dismissed from that curriculum. Academic dismissal normally is permanent unless, with good cause the student reapplies and is recommended under special consideration, for readmission by the Matriculation Committee of the College. The statement "Placed on Academic Dismissal", will be placed on the student's permanent record.

Part-time students will be dismissed only after they have accumulated twenty-four semester hours credit.

### CREDIT BY EXAMINATION

Alvin Junior College awards credit in some subjects to academically qualified students based on scores made on advanced placement or advanced standing examinations.

**Advanced Placement.** Credit, and a grade of passing will be awarded on scores made on the CEEB CLEP (College Level Examination Program) subject examinations in certain subjects. These tests may be taken at Alvin Junior College or at any of the national test centers.

**Advanced Standing.** Credit and a letter grade of A, B, or C will be awarded to students who successfully complete locally constructed and administered examinations over certain subjects offered at Alvin Junior College. These tests are offered to students currently enrolled or accepted for enrollment at Alvin Junior College.

**Waiver.** A qualified student may bypass certain freshman level courses if he demonstrates sufficient competence in the subject to reasonably assure success in the next level. No credit will be awarded for the course being waived.

**Fees.** The fee for taking the CLEP test in a subject is approximately \$15.00, payable to CEEB. A fee of \$4.00 per semester hour is charged for Advanced Placement tests, payable at the time of testing to Alvin Junior College.



A student must be accepted for admission by Alvin Junior College before advanced credit will be approved. Credit will be awarded and placed on the student's academic record only after an equal number of semester hours are successfully completed on the AJC campus.

Advance placement or standing ordinarily will not be awarded for a course in which the student has been enrolled or for which a previous advanced placement test has been taken. Final decision on whether a test will or will not be given shall be made by the Associate Dean of Students.

Students interested in advanced placement, advanced standing or waiver should contact the counseling center for further information.

### PHYSICAL EDUCATION REQUIREMENT

Alvin Junior College supports the significance and importance of physical training/education as a collegiate concept. Man's physiological being is inextricably intertwined with his nonphysical faculties. Therefore, the College requires one year of physical education as partial satisfaction in curriculums of one year or longer in duration.

### GRADING SYSTEM

- A = Excellent — Four grade points per credit
- B = Good — Three grade points per credit
- C = Average — Two grade points per credit
- D = Poor — One grade point per credit
- F = Failure — Zero grade points

S = Satisfactory — no grade point credit (applies only to specialized courses, seminars, and developmental courses).

R = Re-enroll — No credit until the course objectives are completed. To be used only for developmental courses (Free Studies Department) to permit re-enrollment for the completion of the course objectives.

U = Unsatisfactory — No grade point credit (applies only to specialized courses, seminars, and developmental courses).

W = Withdrawal — No credit (A grade of withdrawal implies that the student was making satisfactory progress in the course at the time of his withdrawal or that the withdrawal was officially made before the "deadline" date published in the College calendar).

WP = Withdraw Passing — (Not considered in calculating grade point average)

WF = Withdraw Failing

I = Incomplete — No credit (A grade of incomplete is assigned only in cases of student absence from a limited number of class sessions near the end of a term or grading period and when the absence was for a verifiably unavoidable reason; i.e., sickness verified by a medical statement, accident verified by police records, etc., or absence from final examination for verifiably and unavoidable reason. An "incomplete" must be academically removed during the next full term following its issuance unless special permission for an extension of time is given by the Dean of Instruction or his designate. The instructor issuing the incomplete may specify a make-up time less than the full-semester interval by notifying the student of the "deadline" date in writing at the beginning of the semester.

X = Audit — No credit (Permission of the instructor and the Dean of Instruction is required to audit a class).

### GRADING IN DEVELOPMENTAL COURSES (FREE STUDIES DEPARTMENT)

A grade of "S" (satisfactory) shall be assigned for satisfactory completion of each Developmental Course.

Students making satisfactory progress but not completing all of the course objectives for a Developmental Course shall be graded with an "R" (re-enroll) and re-enrolled the following term to complete the course objectives. Students must complete all of the course objectives required for each course before an "S" grade will be awarded for that course.

Students not making satisfactory progress in a Developmental Course shall be graded "U" (unsatisfactory) and counselors will recommend consultation with the instructor to determine the subsequent sequence of courses for the student who receives a grade of "U". Students receiving a grade of "U" in a Developmental Course will be restricted from re-enrolling in that course during the next two semesters at the college.



## GRADUATION REQUIREMENTS

### ASSOCIATE DEGREE REQUIREMENTS (A.A., A.S., A.A.S.)

To be eligible for graduation with an Associate Degree from the College, a student must:

1. Have fulfilled all the course requirements of his particular curriculum as outlined in the College Bulletin.
2. Have been recommended for graduation by the appropriate Division Chairman in his curriculum.
3. Have completed at least 62 semester hours applicable to an associate degree, of which 24 credits must be acquired at the College.
4. Have earned a grade point average of at least 2.0 on work attempted which is applicable toward graduation in his particular curriculum.
5. Have filed an application for graduation in the Office of the Registrar.
6. Have resolved all financial obligations to the College and returned all materials including Library books.
7. Attend commencement exercises.
8. Under extraordinary circumstances any deviation in fulfilling curriculum requirements may be waived by the Dean of Instruction.

### DIPLOMA REQUIREMENTS

To be awarded a diploma from the College, a student must:

1. Have completed 62 semester hours in a program planned to meet the desires and needs of the individual student (24 of the hours must be acquired at Alvin Junior College).
2. Have completed at least 16 semester hours of general education courses (Course work in humanities and social science courses).
3. Have earned a grade point average of at least 2.0 in all work which is applied to the Diploma program.
4. Have been recommended for graduation by the Dean of Instruction.
5. Have filed an application for graduation in the Office of the Registrar.
6. Have resolved all financial obligations to the College and returned all materials including Library books.
7. Attend commencement exercises.

### CERTIFICATE REQUIREMENTS

To be awarded a certificate from the College, a student must:

1. Have fulfilled all the requirements of his particular program area as outlined in the College Bulletin.
2. Have been recommended for graduation by the appropriate Division Chairman in his program area.
3. If the certificate is one semester or longer in length, the student must complete the equivalent of a least one general education course per semester.
4. If he pursues a degree program but is unable to complete the degree requirements, he may, upon recommendation of the appropriate Division Chairman and the Dean of Instruction, be issued a certificate provided the portion of study successfully completed is equivalent to an approved program offered at the College.
5. Have filed an application for graduation in the Office of the Registrar.
6. Have resolved all financial obligations to the College and returned all materials including Library books.
7. Attend commencement exercises.
8. Under extraordinary circumstances, any deviation in fulfilling curriculum requirements may be waived by the Dean of Instruction.

### SECOND DEGREE OR CERTIFICATE

In awarding students an additional degree, diploma, or certificate, Alvin Junior College will grant credit for all previously completed applicable courses which are requirements of the additional degree, diploma, or certificate. The student must pay the regular fee for the award.

### COLLEGE BULLETIN: Graduation Requirements

Ordinarily a student will graduate under the requirements of the Bulletin existent when he enters the college. However, when he is continuously enrolled, he may choose the option of graduating under the Bulletin existent when he graduates or any other Bulletin existent between the times of his entrance and graduation.

### GRADUATION HONORS

Honors recognition will be given to those degree candidates whose grade point average for all work at Alvin Junior College is 3.2 or higher.

Appropriate honors based on scholastic achievements are recorded on the student's degree as follows:

- 3.2 Grade Point Average — Cum Laude (with honors)
- 3.5 Grade Point Average — Magna Cum Laude (with high honors)
- 3.8 Grade Point Average — Summa Cum Laude (with highest honors)



## CORE CURRICULA

The Coordinating Board, Texas College and University System, has adopted a "Core Curricula" for three major fields of study and is conducting studies in additional fields. The objective of this work is to provide "a basic core of general academic courses which, when offered at a junior college during the first two years of collegiate study, shall be freely transferable among all public institutions of higher education in Texas who are members of recognized accrediting agencies on the same basis as if the work had been done at the receiving institution."

The following statement of policy was adopted by the Coordinating Board, Texas College and University System, on October 16, 1967. It became effective on September 1, 1968, and applied to all public colleges and universities in Texas. Private colleges and universities usually implement this policy voluntarily.

### GENERAL PROVISIONS

1. The mandatory provisions regarding transfer of college credits pertain only to credits earned at an accredited\* Texas Public Junior College, such credits having application toward a degree in an academic field covered by the core curricula at a Texas Public Senior College or University.

2. Each Texas public senior college or university shall accept credits earned by any student transferring from an accredited Texas public junior college; provided such credits are within the core curricula of the student's declared major field. The senior college or university shall grant the student full value toward degree requirements as these are stated in the catalog of the senior institutions and as they apply to the student's declared major.

3. Inasmuch as the core curricula do necessarily depend upon the student's major, he shall be required to declare his major field no later than the end of his first year of attendance at the junior college and upon request for admission by transfer to a senior institution.

4. The student shall not be required to complete the entire core curricula for it to be valid and freely transferable, but any sub-item shall also be transferable, provided such item was completed prior to original registration in the senior institution.

\*An accredited college in Texas is one accredited by the Southern Association of Colleges and Schools or by the Association of Texas Colleges and Universities.

## CORE CURRICULA (State Coordinating Board)

### CORE CURRICULA

	Major Field I Bachelor of Arts Degree in Arts and Sciences Bachelor of Science in Mathematics & Natural Sciences	Major Field II Bachelors Degree in Business Admin- istration (incl. Accounting)	Major Field III Bachelors Degree in Engineering
Subject			
a. English Language Proficiency (i.e., freshman English)	6 hours	6 hours	9 hours
b. Literature	6 hours	6 hours	
c. Government (to meet state statute requirement)	6 hours	6 hours	6 hours
d. History (to meet state statute requirement)	6 hours	6 hours	6 hours
e. Natural Science A	6-8 hours	6-8 hours	8 hours Chemistry*
f. Natural Science B	6-8 hours	6-8 hours	8 hours Physics*
g. Mathematics (Collegiate level)	6 hours	6 hours	9 hours
		(Finite Math and Analysis plus sequential course appropriate to a business degree)	(analytical geometry and calculus)
h. Foreign Language	12-14 hours in a single language for the BA degree: 6-8 hours in a single language for the BS degree:		
i. Humanities Electives: excluding courses in literature beyond b. above, also no more than 12-14 hours foreign language may be used in h. and i. combined	6 hours	9 hours	3 hours (to satisfy ECPD requirements)
j. Special Courses	.....	Economics: 6 hours Accounting: 6 hours	Engineering Mathematics 3 hours* Engineering Graphics: 2 hours

\*The content of these courses and the mathematics prerequisites of these courses must be the same as these same courses in the curricula of ECPD accredited senior colleges.



## **DEFINITIONS OF ACADEMIC TERMS**

Following are the definitions of terms with which the reader may not be familiar:

**Admission:** Acceptance of a student for enrollment.

**Audit:** A comment recorded on a transcript in place of a grade for a course which a student has elected to take without credit.

**Corequisite:** A course which must be taken simultaneously or prior to another course.

**Prerequisite:** An academic requirement which must be met before a certain course can be taken.

**Curriculum:** A specific course of study leading to a degree or certificate.

**Elective:** A subject or course which a student may choose to take as distinguished from a "required course".

**Faculty:** The instructional staff of the College.

**Grade Point Average:** The ratio of grade points earned to credit hours attempted.

**Matriculation:** Enrollment in the college.

**Academic Probation:** The status of a student whose grade point average is below the minimum standard.

**Registration:** Process of enrolling for classes, constituting selection of courses by day and hour and the payment of fees.

**Term:** A subdivision of the academic year; i.e., Fall, Spring and Summer Terms.

**Transcript:** A certified copy of the student's academic record.

**Suspension:** A requirement that a student cease matriculation in the college for at least one semester.

**Expulsion:** Dismissal from the College normally without recourse for re-enrollment.

## **STUDENT SERVICES, POLICIES and REGULATIONS**



## ADMISSION STANDARDS

A student may be admitted to Alvin Junior College on any one of the following conditions:

1. Graduation from an accredited high school.
2. Transfer in good standing from another college or university.
3. Successful completion of the General Educational Development (GED) Test, as certified by the State of Texas.
4. Individual approval.
  - a. Individuals above the age of 21 may apply to the Associate Dean of Admissions.
  - b. A student who is within two units of graduating from an accredited high school may, upon recommendation of the high school principal and individual approval of the Associate Dean of Admissions be permitted to matriculate at Alvin Junior College when enrolled concurrently in a senior high school for sufficient courses to graduate at the close of the current session. Priority for permission will be given to the academically superior student. The class load of such student shall not exceed the equivalent of one three hour course. Students admitted by individual approval are subject to the same policies and regulations as all other students.

## ADMISSION PROCEDURE

The following items should be submitted to the Admissions Office of the College as far in advance of the registration date as possible.

1. A completed application for admission. Forms are available from the Associate Dean of Admissions.
2. Test results as outlined in another section of this bulletin.
3. A completed Health and Immunization form available from the Office of Admissions.
4. Transcripts of high school and college credits. (A separate transcript is required from each college attended. A student enrolled in a high school or college at the time he applies for admission may be tentatively admitted. A copy of the final transcript must be sent to the registrar after courses are completed.)

The Associate Dean of Admissions will advise applicants of the approval or disapproval of their application for admission.

## SUMMER STUDENTS

A student from another college enrolling only for summer sessions may enter Alvin Junior College either with a letter of good standing or a transcript from the Admissions Office of the prior institution. However, if the student plans to enter Alvin Junior College during the fall semester, he must present a transcript of all previous college work and fulfill all other admission requirements.

## TEMPORARY WAIVER OF ENTRANCE REQUIREMENTS

A student who fails to meet the admission requirements at the time of his registration may enroll on a provisional basis with the approval of the Associate Dean of Admissions.

## REGISTRATION PROCEDURES

### New Students

Upon approval of his application for admission a student will be notified to appear for a pre-registration interview. At this interview, the student will be assisted in planning his program of studies and the courses for his initial semester will be selected. He will subsequently be assigned an advisor who will assist him in his curriculum development during his tenure at Alvin Junior College.

### All Students

Each student enrolling for more than seven (7) semester hours must see his faculty advisor prior to registration. (Detailed instructions for registration will be available at the time of registration.)

## ADMISSION TO SPECIFIC CURRICULUMS

In addition to the general admission requirements specific requirements are usually prescribed for each curriculum of the College. Among the items generally considered in determining the eligibility of a student for admission to a curriculum in the College are his educational and occupational experiences, and other reasonable standards to insure that the student possesses the potential to meet program requirements.

The specific requirements for each curriculum in the College are listed in the Curriculum Offerings section of the College Bulletin. Persons who do not meet the requirements for a specific curriculum or course may be eligible to enter the curriculum or course after they have completed preparatory course work.

It is policy not to admit a student to a curriculum unless he meets all of the listed requirements for the curriculum. The admissions office



will officially admit the student upon the approval of the appropriate Dean responsible for the curriculum. If the student has not completed all of the admission requirements for the curriculum, the student will be required to complete these requirements in the developmental program.

### RESIDENCE STATUS

The legal residence of each application for admission to Alvin Junior College will be determined in the Office of Admissions.

For tuition purposes, the students who enroll in Alvin Junior College will be classified as follows:

1. In-District — Students who are residents of the Alvin Independent School District. (Resident at least 12 months or eligible to vote in city or county elections.)
2. Out of District — Students whose homes are not in the Alvin Independent School District but who are residents of Texas.
3. Out of State — An out-of-state student is a person less than 21 years of age, living away from his family and whose family resides in another state or whose family has not resided in Texas for the twelve months immediately preceding the day of registration.

Individual determination can be affected by: death or divorce of parents; custody of minor by court order; marriage of student; active military duty of student or student's parents; full-time employment of the student's spouse or parents in a senior state supported college or university of Texas; or temporary assignments of student's parents out of Texas that do not affect actual legal residence.

Full details of the aforementioned can be obtained from the Office of Admissions.

### RESIDENT CLASSIFICATION STUDENT RESPONSIBILITY

The responsibility of registering under the proper residence classification is that of the student, and if there is any question of his right to classification as a resident of Texas, it is his obligation, prior to or at the time of his registration, to raise the question with the Office of Admissions and have such officially determined.

Once a student has been found to be a non-resident, his status is frozen as long as he remains in attendance at this college or until a petition for change of status has been approved.

Every student who is classified as a resident student but who becomes a non-resident at any time by virtue of a change of a legal resi-

dence by his own action or by the person controlling his domicile is required to notify the Office Of Admissions at once.

### FINANCIAL INFORMATION

All tuition and fees must be paid in full at the time of registration. Registration is not complete until all payments have been made. Students who have received a scholarship are required to pay the full tuition and fees personally if the granting organization has not paid the scholarship at the time of registration. Students needing financial assistance should make application to the Student Financial Aids Office at least 30 days prior to registration.

The College reserves the right to change, without notice, tuition, other charges, and related requirements and regulations as necessitated by College or legislative action.

### TUITION AND MATRICULATION FEES

#### Fall or Spring Terms

	In-District	Out-Of-District	Out-Of-State	Alien
Tuition (Semester Hour)	\$ 4.00	\$ 4.00	\$17.00	\$14.00
Minimum	25.00	25.00	25.00*	200.00
Matriculation Fees	\$1 per sem. hour for 6 hrs. and above; (\$10 max)	\$3. per sem. hour for 6 hrs. and above; (\$25 max.)	None	None

NOTE: Tuition for all Licensed Vocational Nursing Students (LVN) is \$100.00 for 12 months.

\*Out-of-State Students have \$200 maximum tuition

#### Summer Term

Tuition (Semester Hour)	\$10.00	\$10.00	\$17.00	\$ 14.00
Minimum	\$25.00	\$25.00	\$25.00	\$100.00
Matriculation Fees	None	None	None	None

A schedule of rates for students based on semester hour is listed on the following page.

\*per six weeks session







## REFUNDS

Any student withdrawing officially from school will receive refund of his tuition according to the following scale:

	Long Session	Summer Session
First Week .....	.70%	.50%
Second Week .....	.50%	.None
Third Week .....	.None	.None

The activity fee and various laboratory fees are not refundable, unless the class is discontinued by the College.

## ENTRANCE TESTING

The American College Test (ACT) will be required of all students registered in a curriculum program at Alvin Junior College. This test is not used as a selective device for college admission, but will be used for counseling, research, and follow-up programs. (A CEEB SAT score may be substituted for the ACT with permission of the Associate Dean of Admissions.)

## COUNSELING

As a service to students and to the community, Alvin Junior College maintains a staff of professional counselors, in addition to a system of faculty advisors, in each instructional program.

The counseling center functions to assist students in making intelligent decisions regarding their vocational, educational, and personal-social plans. As a part of this assistance, students have available appropriate tests, inventories, and occupational and educational information.

The counseling service provides individual attention and supplementation to the instructional program of the College.

Each regular student will be assigned to a counselor and a faculty advisor.

## ORIENTATION

An orientation program has been established to acquaint new students with the purposes and programs of the College. The orientation programs begins weeks before registration when the student is asked to meet with a counselor at the College for an interview to discuss the student's educational interests, to determine what additional tests he may need, and to plan the student's application for admission to a specific curriculum at the College. The student will also meet with a faculty advisor in his major curriculum and/or a counselor to plan his program and course

of studies. An orientation period is scheduled for all new students prior to registration for group orientation to the College and a discussion of student services and activities.

## VETERANS ADMINISTRATION BENEFITS

Alvin Junior College has been duly approved by the Veterans Administration for the training of veterans under the Veterans Readjustment Benefits Act. Application forms to attend under the program may be secured at V. A. Headquarters. Prospective students should contact the Associate Dean of Admissions who serves as the Veterans Program Officer.

## VOCATIONAL REHABILITATION

The Texas Education Agency, through the Vocational Rehabilitation Divisions, offers assistance for tuition to students who have certain physical disabilities, provided the vocational objective selected by the disabled person has been approved by a representative of the Division. Application for this assistance should be made to the nearest Rehabilitation Office or to the Director of Vocational Rehabilitation, Texas Education Agency, Austin, Texas.

## FINANCIAL AID

The primary purpose of the student financial aid program at Alvin Junior College is to provide financial assistance to students who, without such aid would be unable to attend college. Although the college constantly seeks additional support for student loans, scholarships, and grants, funds are limited in some of these areas.

Financial aid is awarded in the form of scholarships, grants, loans, and jobs. Details about different programs can be found in the following paragraphs. All applications should be made through the **Office of Student Financial Aid and Placement, Alvin Junior College, Alvin, Texas 77511.**

Most aid is assigned according to financial need, academic grades, and academic load. The amount of support which may be expected from the income, assets, and all other resources of the family and the student is considered in determining the student's financial need. All students who apply for aid in which financial need is a qualification are required to file an application in the Office of Student Financial Aid which contains information concerning the family's income, assets, and liabilities. A student must submit a new application each year in order that his financial need may be re-evaluated. Since the amount of financial assistance awarded usually reflects the financial standing of the student's family, all information this office receives is handled confidentially.



The application form used at Alvin Junior College can only be obtained at the Office of Student Financial Aid. This application and the transcript of the student's past school work are needed before this office can determine his eligibility in different programs.

A student should apply to the Office of Student Financial Aid sixty (60) days before the funds are to be used. However, some types of aid do not require this much time. **It is necessary for a student to apply in person.**

### **Financial Aid Programs Available**

#### **Short Term Loans**

Alvin Junior College has limited funds to provide immediate assistance for tuition, fees, and books. These funds are made available through gifts contributed by individuals and organizations interested in Alvin Junior College and the welfare of its students. These are considered emergency loans and must be repaid during the term of enrollment so that the money may be continually circulated.

#### **Hinson-Hazlewood (formerly TOP)**

Residents of Texas who qualify may borrow from this state program at an interest rate of 7%. However, depending on the student's family income, he may qualify for federal interest subsidy whereby the Federal Government will pay the interest on the student's loan while he is enrolled. Repayments must begin within nine (9) months after separation from the college or when one's class load falls below one-half of full-time.

#### **Law Enforcement Education Program (LEEP)**

Grants are available to pay tuition, fees, and books for full-time employees of public-funded law enforcement agencies and who are enrolled in the police science or correctional sciences at Alvin Junior College. It is necessary for a student to remain with his present employer (law enforcement agency) for two years after the close of the semester in which he receives the grant.

Loans are available for full-time students. For a loan to be cancelled it is necessary for a student to be employed by any public-funded law enforcement agency for four years after he has completed his course of study. A loan is cancelled at a rate of 25% per year.

#### **Educational Opportunity Grants**

Educational Opportunity Grants are awarded to students of greatest financial need. The minimum grant is \$200 per academic year. These grants can be no more than one-half the total assistance given a student. Any student filling for other student financial aid will be considered for one of these grants.

#### **Tuition Scholarships**

A scholarship fund was made available by state law to be administered by this institution for scholarships to needy students. All students for other student financial aid will be considered for one of these scholarships.

#### **Hazlewood Act**

Students who were veterans prior to 1955 and who have exhausted all of their G. I. benefits may qualify for tuition and fee expenses required at registration.

#### **Vocational Rehabilitation**

Students of low-income families, handicapped students, or others who have been approved by the State Rehabilitation Commission may qualify under the program for tuition, fees, books, and other educational expenses according to their individual needs.

#### **Connally-Carrillo Act**

Tuition expenses are available under this act if students of low-income families were in the top 25% of their high school graduating class, reside in Texas, and are under twenty-five (25) years of age.

#### **Music Grants-in-Aid**

For information on the music grants-in-aid contact the Chairman of the Music Department.

#### **Work-Study Program**

This program provides employment on the campus for students from low-income families. In order to be eligible for employment under this program, the student must be enrolled or accepted as a full-time student, be in need of the job earnings to pay for his college expenses, and be in good standing at Alvin Junior College. A student may work up to fifteen (15) hours per week during the school term. During vacation periods he may work forty (40) hours per week if work and funds are available.

Additional information will be made available to all interested students and prospective students as new types of student aid develop at Alvin Junior College.

### **PLACEMENT SERVICE**

The College maintains a placement service in the Financial Aid and Placement Office for students who wish to secure part-time or full-time employment while attending college, during vacations or after graduation. Occupational information on job requirements and opportunities is provided in the Placement Center. The College maintains contact with business, industry, the professions, and the government for the latest information about jobs.



Students who seek part-time work are encouraged to do so with a view to their future career plans. The experience gained will assist them in finding permanent and satisfying positions.

### **CAFETERIA**

Hot and cold food and beverages may be obtained from the cafeteria which is located in the Student Center.

### **PARKING**

Automobiles must be registered before they may be parked on campus. Parking permits are distributed during registration and afterward by the Dean of Financial and Administrative Services. Certain areas are reserved. Traffic regulations will be distributed by the Dean of Students.

### **CO-CURRICULAR ACTIVITIES**

Activities outside the classroom provide some of the most valuable educational experiences a student will have while attending college. For this reason, Alvin Junior College encourages its students to participate in these activities. An activity period, the time of which will be announced from the Office of Student Activities, is provided for Student use.

### **STUDENT HANDBOOK**

A student handbook is available to provide additional information of interest to students. The handbook describes student activities and organizations and will also list the college rules and regulations.

### **BOOKSTORE**

A College Bookstore is operated for the convenience of students and faculty. It is located in the Student Center.

## **CURRICULUM OFFERINGS**



## ACADEMIC PROGRAMS

Alvin Junior College offers a variety of academic programs. The following degrees, diplomas and certificates are awarded to those students who successfully complete approved programs.

### ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

#### GENERAL LIBERAL ARTS, ART or MUSIC

**Degree:** Associate in Arts (A.A.)

**Length:** Four-Semester (Two-Year) Program

**Purpose:** Associate in Arts Degree (A.A.) is awarded to those students who fulfill the requirements in General Liberal Arts, Music or Art curriculums. Students who complete these curriculums normally transfer to a four year college where they may major in one of the following subject-areas:

Art	Library Science
Economics	Music
Education	Philosophy
English	Physical Education
Foreign Language	Pre-Law
Government	Psychology
History	Sociology
Journalism	Speech

**Program Requirements:** These curriculums include the general education courses and introductory specialty courses usually required in the first two years of equivalent baccalaureate programs. Each student is urged to acquaint himself with the requirements of the major department in the college or university to which he expects to transfer in planning his program and selecting his electives.

## General Liberal Arts

### Associate In Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
HIST 141	The U.S. to 1877	3	0	3
MATH 111	Selected Topics I	3	0	3
	Foreign Language	3	1-2	4
	Elective	3	0	3
PHED	Physical Education	0	2	1
	<b>Total</b>	<b>15</b>	<b>3-4</b>	<b>17</b>
<b>Second Semester</b>				
ENGL 122	Composition and Rhetoric II	3	0	3
HIST 142	The U.S. since 1877	3	0	3
MATH 112	Selected Topics II	3	0	3
	Foreign Language	3	1-2	4
	Elective	3	0	3
PHED	Physical Education	0	2	1
	<b>Total</b>	<b>15</b>	<b>3-4</b>	<b>17</b>
<b>Third Semester</b>				
ENGL 211	Survey of Literature I	3	0	3
	Natural Science with Laboratory	3	2-3	4
GOVT 211	American National and State Governments I	3	0	3
	Electives	6	0	6
	<b>Total</b>	<b>15</b>	<b>2-3</b>	<b>16</b>
<b>Fourth Semester</b>				
ENGL 212	Survey of Literature II	3	0	3
	Natural Science with Laboratory	3	2-3	4
GOVT 212	American National and State Governments II	3	0	3
	Electives	6	0	6
	<b>Total</b>	<b>15</b>	<b>2-3</b>	<b>16</b>



**Art Major**

**Associate In Arts Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
HIST 111 or 141	Western Civilization to 1660 or The U.S. to 1877	3	0	3
ARTS 111	Basic Design	1	5	3
PSYC 121	General Psychology	3	0	3
PHED	Physical Education	0	2	1
	Elective	3	0	3
	Total	13	7	16
<b>Second Semester</b>				
ENGL 122	Composition and Rhetoric II	3	0	3
HIST 112 or 142	Western Civilization since 1660 or The U.S. since 1877	3	0	3
ARTS 112	Basic Design	1	5	3
ECON 110	Consumer Economics	3	0	3
PHED	Physical Education	0	2	1
	Elective	3	0	3
	Total	13	7	16
<b>Third Semester</b>				
ENGL 211	Survey of Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
ARTS 221	History of Art I	3	0	3
BIOL 111	General Biology I	3	2	4
	Elective	3	0	3
	Total	15	2	16
<b>Fourth Semester</b>				
ENGL 212	Survey of Literature II	3	0	3
GOVT 212	American National and State Governments II	3	0	3
ARTS 222	History of Art II	3	0	3
BIOL 112	General Biology II	3	2	4
	Elective	3	0	3
	Total	15	2	16

**Music Major  
(Instrumental Concentration)**

**Associate In Art Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
HIST 141	The U.S. to 1877	3	0	3
MUSC 120	Music of Yesterday and Today	2	1	2
	Principal Instrument	1	6	2
MUSC 117	Applied Music-Piano	1	6	2
MUSC 181	Stage Band	0	3	1
	Elective	3	0	3
	Total	13	16	16
<b>Second Semester</b>				
ENGL 122	Composition and Rhetoric II	3	0	3
HIST 142	The U.S. since 1877	3	0	3
MUSC 110	Introduction to Music	3	0	3
	Principal Instrument	1	6	2
MUSC 118	Applied Music-Piano	1	6	2
MUSC 182	Stage Band	0	3	1
	Elective	3	0	3
	Total	14	15	17
<b>Third Semester</b>				
ENGL 211	Survey of Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
MUSC 141	Music Theory	3	0	3
MUSC 121	Ear Training and Sight-Singing	1	2	2
	Principal Instrument	1	6	2
MUSC 217	Applied Music-Piano	1	6	2
MUSC 283	Stage Band	0	3	1
PHED	Physical Education	0	2	1
	Total	12	19	17



Fourth Semester				
ENGL 212	Survey of Literature II	3	0	3
GOVT 212	American National and State Governments II	3	0	3
MUSC 142	Music Theory	3	0	3
MUSC 122	Ear Training and Sight-Singing	1	2	2
	Principal Instrument	1	6	2
MUSC 218	Applied Music-Piano	1	6	2
MUSC 284	Stage Band	0	3	1
PHED	Physical Education	0	2	1
		—	—	—
	Total	12	19	17

**Music Major  
(Voice Concentration)**

**Associate In Art Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
HIST 141	The U.S. to 1877	3	0	3
MUSC 120	Music of Yesterday and Today	2	1	2
MUSC 127	Applied Music-Voice	1	6	2
MUSC 117	Applied Music-Piano	1	6	2
MUSC 151	Concert Choir	0	5	1
	Elective	3	0	3
		—	—	—
	Total	13	18	16

Second Semester				
ENGL 122	Composition and Rhetoric II	3	0	3
HIST 142	The U.S. since 1877	3	0	3
MUSC 110	Introduction to Music	3	0	3
MUSC 128	Applied Music-Voice	1	6	2
MUSC 118	Applied Music-Piano	1	6	2
MUSC 152	Concert Choir	0	5	1
	Elective	3	0	3
		—	—	—
	Total	14	17	17

Third Semester				
ENGL 211	Survey of Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
MUSC 141	Music Theory	3	0	3
MUSC 121	Ear Training and Sight-Singing	1	2	2
MUSC 227	Applied Music-Voice	1	6	2
MUSC 217	Applied Music-Piano	1	6	2
MUSC 253	Concert Choir	0	5	1
PHED	Physical Education	0	2	1
		—	—	—
	Total	12	21	17

Fourth Semester				
ENGL 212	Survey of Literature II	3	0	3
GOVT 212	American National and State Governments II	3	0	3
MUSC 142	Music Theory	3	0	3
MUSC 122	Ear Training and Sight-Singing	1	2	2
MUSC 228	Applied Music-Voice	1	6	2
MUSC 218	Applied Music-Piano	1	6	2
MUSC 254	Concert Choir	0	5	1
PHED	Physical Education	0	2	1
		—	—	—
	Total	12	21	17

**SCIENCE AND MATHEMATICS**

**Degree:** Associate in Science

**Length:** Four-semesters (Two Year Program)

**Purpose:** Associate in Science Degree (A.S.) is awarded to those students who fulfill the requirements of the Science and Mathematics or Business Administration curriculums. Students who complete these curriculums normally transfer to a four-year college where they may major in one of the following subject areas:

Agriculture	Physics
Biology	Geology
Business Administration	Forestry
Chemistry	Home Economics
Conservation	Mathematics
Engineering	Pre-Medicine
Oceanography	Pharmacy
Pre-Dentistry	



**Program Requirements:** Although the major emphasis in this curriculum is in mathematics, the biological sciences, and the physical sciences, the curriculum also includes courses in the humanities and social sciences. Numerous electives are provided so that the student can select the appropriate courses for his pre-professional or scientific program as required in the first two years of the four-year college or university. Each student is urged to acquaint himself with the requirements of the major department of the college or university to which transfer is contemplated and also to consult with the Counseling Center of Alvin Junior College in planning his program and selecting his electives. In order to prepare for upper division (junior class) standing at the four-year college or university, the student usually must complete a program that is comparable in length and rigor to the first two years of the program at the four-year college or university. Upon completion of the program the graduate will be awarded the Associate in Science Degree with a major in Science or Mathematics.

**Science and Mathematics  
Associate In Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
MATH 141 or 140	*Pre-Calculus	3-6	0	3-6
	Natural Science with Laboratory	3	2-4	4
HIST 141	The U.S. to 1877	3	0	3
PHED	Physical Education	0	2	1
	Total	12-15	4-6	14-17
<b>Second Semester</b>				
ENGL 122	Composition and Rhetoric II	3	0	3
MATH 142, 213, or 211	**Pre-Calculus or Differential Calculus or Differential and Integral Calculus	3-5	0-1	3-5
	Natural Science with Laboratory	3	2-4	4
HIST 142	The U.S. since 1877	3	0	3
	***Elective	3	0	3
PHED	Physical Education	0	2	1
	Total	15	4-7	16-17

**Third Semester**

ENGL 211	Survey of Literature I	3	0	3
	****Natural Science with Laboratory	3	2-4	4
GOVT 211	American National and State Governments I	3	0	3
MATH 214 or 212	Integral Calculus or Differential and Integral Calculus	3-5	0-1	3-5
	Elective	3	0	3
	Total	15-17	2-5	16-18

**Fourth Semester**

ENGL 212	Survey of Literature II	3	0	3
	Natural Science with Laboratory	3	2-4	4
GOVT 212	American National and State Governments II	3	0	3
	Electives	6	0	6
	Total	15	2-4	16

\*Six semester hours of Pre-Calculus fulfills the math requirement for Science Majors.  
 \*\*Math 213, 214, and 215 are fully equivalent to Math 211 and 212.  
 \*\*\*Elective for students taking Math 142 or 213.  
 \*\*\*\*For Science Majors or elective credit for Math Majors.

**BUSINESS ADMINISTRATION**

**Degree:** Associate in Science.

**Length:** Four semester (two years) curriculum.

**Purpose:** The rapid growth in business in our highly industrial area has resulted in a great demand for qualified personnel in business administration. The Associate in Science in Business Administration is designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree program in Business Administration.

**Program requirements:** Since the student must be knowledgeable in fields beyond every-day business technology, this curriculum requires courses in English, social science, natural science, and mathematics and also in accounting, economics, and computer science. The student must usually complete a 2 year program of comparable length and course content to the first 2 years of the program at the four-year college or university to which he plans to transfer. For this reason students should check with the four-year college or university to which they plan to transfer to determine what courses are required for admission at the junior level.



## Business Administration

### Associate in Science

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
MATH 180	Finite Mathematics	3	0	3
HIST 141	The United States to 1877	3	0	3
BIOL 111	General Biology	3	2	4
	Elective*	3	0	3
PHED	Physical Education	0	2	1
	Total	15	4	17
<b>Second Semester</b>				
ENGL 122	Composition and Rhetoric II	3	0	3
MATH 190	Analysis	3	0	3
HIST 142	The United States since 1877	3	0	3
BIOL 112	General Biology	3	2	4
DAPR 110	Introduction to Computer	3	2	4
PHED	Physical Education	0	2	1
	Total	15	6	18
<b>Third Semester</b>				
ENGL 211	Survey of Literature I	3	0	3
ACCT 221	Accounting Theory I	3	1	3
GOVT 211	American National and State Governments I	3	0	3
ECON 111	Principles of Economics I	3	0	3
BUAD 120	Business Law	3	0	3
	Elective*	3	0	3
	Total	18	1	18
<b>Fourth Semester</b>				
ENGL 212	Survey of Literature II	3	0	3
ACCT 222	Accounting Theory II	3	1	3
GOVT 213	American National and State Governments II	3	0	3
ECON 112	Principles of Economics II	3	0	3
	Elective*	3	0	3
	Total	15	1	15

\*Recommended electives to be taken from the following: Sociology 111, Psychology 110 or Speech 110

## ASSOCIATE IN APPLIED SCIENCE DEGREES

The Associate in Applied Science Degree (A.A.S.) is awarded to those students who fulfill the requirements in one of the following programs: Accounting, Business Management, Computer Science, Drafting Technology, Electronic Technology, Law Enforcement, Criminology and Corrections, Nursing Technology, and Secretarial Science. These programs are two-years in length and are designed to prepare the student for immediate occupational employment.

### ACCOUNTING

**Degree:** Associate in Applied Science.

**Length:** Four semester (two years) curriculum.

**Purpose:** The Associate in Applied Science Degree curriculum in Accounting is designed for persons who seek full-time employment in the accounting field immediately upon completion of the community college curriculum. Both persons who are seeking their first employment in an accounting position and those presently employed in the field but who are seeking promotions may benefit from this curriculum.

**Program requirements:** The first two semesters of the Accounting program are similar to other curriculums in business. In the second year the student will pursue a specialty in Accounting. The curriculum will include technical courses in Accounting and related areas. Instruction will include both theoretical and practical applications needed for future success in Accounting. Students are urged to consult with counseling office and their faculty advisor in planning their program and in selecting electives. Upon satisfactory completion of the two-year program the student will be awarded an Associate of Applied Science degree in Accounting.

### Accounting

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 111	Communication Skills	3	0	3
SECT 121*	Typewriting I	2	3	3
ACCT 111	Principles of Accounting I	3	2	3
BUAD 130	General Business Math	3	0	3
BUAD 110	Introduction to Business	3	0	3
PHED	Physical Education	0	2	1
	Total	14	7	16



### Second Semester

ENGL 112	Communication Skills	3	0	3
ACCT 112	Principles of Accounting II	3	2	3
DAPR 110	Computer Science	3	2	4
SECT 150	Office Machines	2	3	3
MATH 180	Finite Mathematics	3	0	3
PHED	Physical Education	0	2	1
Total		14	9	17

### Third Semester

BUAD 120	Business Law	3	0	3
SOSC 111	Contemporary American Civilization I	3		3
ECON 111	Economics or Consumer Economics	3	0	3
ACCT 251	Intermediate Accounting I	3	2	3
BUAD 131	Principles of Management I	3	0	3
Total		15	2	15

### Fourth Semester

BUAD 210	Principles of Marketing	3	0	3
ACCT 252	Intermediate Accounting II	3	2	3
PSYC 110	Human Relations	3	0	3
SOSC 112	Contemporary American Civilization II	3	0	3
	Elective	3	0	3
Total		15	4	15

\*The requirement for Typing may be waived if student's proficiency level indicates no need for the course.

## BUSINESS MANAGEMENT

**Degree:** Associate in Applied Science

**Length:** Four semester (2-year) curriculum

**Purpose:** With the rapid development of industry in the Gulf Coast Area, there has developed a need for qualified personnel to assist business in the area of management and supervision. The Associate in Applied Science in Business Management is designed for persons who seek full-time employment as midlevel management personnel, supervisors, and administrators. Those persons who are seeking their first employment in this area and those who are seeking promotions to management areas will benefit from this curriculum.

**Program Requirements:** The curriculum will include technical courses in management, accounting, communication skills, and emphasis in the area of human relations and psychology. Instruction will include both concepts and practical applications needed for success in management. Upon satisfactory completion of the two-year program, the student will be awarded the Associate of Applied Science Degree in Business Management.

## Business Management

### Associate In Applied Science

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 111	Communication Skills	3	0	3
MATH 180	Finite Math	3	0	3
SECT 121	Typewriting I	2	3	3
BUAD 110	Introduction to Business	3	0	3
BUAD 131	Principles of Management I	3	0	3
PHED	Physical Education	0	2	1
Total		14	5	16
<b>Second Semester</b>				
ENGL 112	Communication Skills	3	0	3
DAPR 110	Introduction to Computer Science	3	2	4
PSYC 110	Human Relations	3	0	3
BUAD 132	Principles of Management II	3	0	3
ECON 110	Consumer Economics	3	0	3
PHED	Physical Education	0	2	1
Total		15	4	17



Third Semester				
BUAD 120	Business Law	3	0	3
SOSC 111	Contemporary American Civilization I	3	0	3
BUAD 210	Principles of Marketing	3	0	3
BUAD 220	Personnel Management	3	0	3
ACCT 111	Principles of Accounting I	3	2	3
Total		15	2	15

Fourth Semester				
SOSC 112	Contemporary American Civilization II	3	0	3
BUAD 230	Industrial Management	3	0	3
ACCT 112	Accounting Principles II	3	2	3
PSYC 121	General Psychology Elective	3	0	3
Total		15	2	15

### COMPUTER SCIENCE TECHNOLOGY COMPUTER PROGRAMMING

**Degree:** Associate in Applied Science Degree.

**Length:** Four semesters or two years.

**Purpose:** The Computer Science Technology Curriculum is designed to provide the types of educational and skill experiences which both industry and the computer manufacturers agree are needed, specifically to develop in students the skills, knowledges, attitudes, and abilities which will enable them to function in positions of responsibility in the current employment market. Special emphasis will be on computer programming.

**Program Requirements:** The curriculum in Computer Science is a two year program encompassing instruction in the many areas required for competence as a technician in the Computer Science industry. Approximately one-half of the curriculum will include courses in Computer Technology with the remaining courses in technically related areas, mathematics, business, and general education. This curriculum will provide the student with a broad background qualifying him to perform effectively in several different occupational areas of the Computer Science Technology field. Upon completion of the two year curriculum, with an over-all grade point average of 2.0 for all Computer Science courses attempted, the student will be awarded the Associate in Applied Science Degree with a major in Computer Science Technology, specializing in business computer programming.

### Computer Science (Computer Programming)

#### Associate In Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
First Semester				
DAPR 110	Introduction to Computer Science	3	3	4
DAPR 115	Computer Operations	3	2	3
BUAD 130	General Business Mathematics	3	0	3
BUAD 110	Introduction To Business	3	0	3
ENGL 111	Communication Skills	3	0	3
PHED	Physical Education	0	2	1
Total		15	7	17

Second Semester				
ENGL 112	Communication Skills	3	0	3
MATH 180	Finite Mathematics	3	0	3
DAPR 130	Computer Programming (Intro COBOL)	3	2	3
DAPR 120	Computer Programming (RPG)	3	2	3
ECON 111	Principles of Economics I	3	0	3
Total		15	4	15

Third Semester				
DAPR 230	Computer Programming (Advanced COBOL)	3	2	3
DAPR 250	Computer Programming (Assembly)	3	2	3
ACCT 221	Accounting Theory I	3	1	3
SOSC 111	Contemporary American Civilization I	3	0	3
MATH 190	Analysis or	3	0	3
BUAD 120	Statistics	3	0	3
Total		15	5	15



### Fourth Semester

DAPR 240	Systems Analysis	3	2	3
DAPR 220	Seminar & Project	3	2	3
PSYC 110	Human Relations	3	0	3
ACCT 222	Accounting Theory II	3	1	3
SOSC 112	Contemporary American Civilization II	3	0	3
PHED	Physical Education	0	2	1
Total		15	7	16

### DRAFTING TECHNOLOGY

**Degree:** Associate in Applied Science.

**Length:** Four-semester (two-year) program.

**Purpose:** Drafting technicians work on a team with engineers, scientists, supervisors, and skilled craftsmen, converting theories and ideas into products and processes. Drafting technicians participate in designing and developing machines, processes, materials, and services for our increasingly complex world of work. They consider why things work as well as how things work. Technician jobs frequently require the ability to apply scientific principles and to solve design, process, or service problems. The drafting technician may be required to have extensive knowledge in such fields as welding, home building, machine shops, instrumentation, process equipment, and fabrication.

**Program Requirements:** The drafting technician is an essential member of the technician-engineering team. He should be proficient in both technical knowledge and skills involving drawing instruments as schematics, working drawings, and blueprints are developed. This program provides an opportunity for students to specialize in several phases of drafting, with proper qualifications for employment as Junior Draftsmen.

### Drafting Technology

#### Associate in Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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#### First Semester

DRFT 110	Fundamentals of Drafting	2	4	3
ENGL 111	Communication Skills	3	0	3
MATH 151	Technical Math I	3	0	3
PHYS 131	Technical Science I	3	2	3
PHED	Physical Education	0	2	1
	Elective	2		3
Total		13	8	16

#### Second Semester

DRFT 120	Descriptive Geometry	2	4	3
DRFT 140	Architectural Drawing	2	4	3
ENGL 112	Communication Skills	3	0	3
MATH 152	Technical Math II	3	0	3
PHYS 132	Technical Science II	3	2	3
PHED	Physical Education	0	2	1
Total		13	12	16

#### Third Semester

DRFT 130	Machine Drafting	2	4	4
DRFT 210	Construction Drafting	2	4	4
SOSC 111	Contemporary American Civilization I	3	0	3
MATH 250	Advanced Technical Mathematics	3	0	3
	Elective	3	0	3
Total		13	8	17

#### Fourth Semester

PSYC 110	Human Relations	3	0	3
DRFT 220	Pipe Drafting	2	4	4
DRFT 160	Surveying	1	3	2
SOSC 112	Contemporary American Civilization II	3	0	3
	Elective			3
Total		9	7	15



## ELECTRONIC TECHNOLOGY

**Degree:** Associate of Applied Science

**Length:** Four-semester (two-year) program

**Purpose:** The associate of Applied Science Degree curriculum including Electronics Technology is designed to prepare the student for full-time employment immediately upon completion of graduation from the program. The electronics technician is prepared for employment as an engineering assistant in production, maintenance, and research and development in the electronics field.

**Program Requirements:** In addition to the general admission requirements established for Alvin Junior College, entry into the Associate in Applied Science curriculum in Electronic Technology requires a proficiency in Algebra. Students who require increased proficiency in algebra will be required to complete the Development Mathematics I course prior to enrolling in the initial Electronic Technology course.

### Electronic Technology

#### Associate in Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ELEC 110	Introduction to Electronics Technology	2	0	2
ELEC 115	Introduction to Electronics Technology Laboratory	0	3	1
ELEC 120	DC Theory and Circuit Analysis	3	0	3
ELEC 125	DC Theory and Circuit Analysis Lab	0	3	1
MATH 151	Technical Math I	3	0	3
PHYS 131	Technical Science I	2	3	3
ENGL 111	Communication Skills	3	0	3
PHED	Physical Education	0	2	1
<b>Total</b>		<b>13</b>	<b>11</b>	<b>17</b>
<b>Second Semester</b>				
ELEC 130	AC Theory and Circuit Analysis	3	0	3
ELEC 135	AC Theory and Circuit Analysis Lab	0	3	1
ELEC 140	Electronics I	3	0	3
ELEC 145	Electronics I Laboratory	0	3	1
MATH 152	Technical Math II	3	0	3
PHYS 132	Technical Science II	2	3	3
ENGL 112	Communication Skills	3	0	3
PHED	Physical Education	0	2	1
<b>Total</b>		<b>14</b>	<b>11</b>	<b>18</b>

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### Third Semester

ELEC 210	Electronics II	3	0	3
ELEC 215	Electronics II Laboratory	0	3	1
ELEC 230	Electronic Tests and Measurements	3	0	3
ELEC 235	Electronic Tests and Measurements Lab	0	3	1
DAPR 110	Introduction to Computer Science	3	2	4
SOSC 111	Contemporary American Civilization I	3	0	3
MATH 250	Advanced Technical Math	3	0	3
<b>Total</b>		<b>15</b>	<b>8</b>	<b>18</b>

### Fourth Semester

ELEC 220	Electronics III	3	0	3
ELEC 225	Electronics III Laboratory	0	3	1
ELEC 240	Electronics Seminar and Project	2	0	2
ELEC 245	Electronics Project Laboratory	0	3	1
DRFT 150	Electronic Drafting	1	3	2
SOSC 112	Contemporary American Civilization II	3	0	3
PSYC 110	Human Relations	3	0	3
<b>Total</b>		<b>12</b>	<b>11</b>	<b>16</b>

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## LAW ENFORCEMENT AND POLICE ADMINISTRATION

**Degree:** Associate in Applied Science

**Length:** Two year program

**Purpose:** The curriculum in Law Enforcement and Police Administration has been designed to prepare individuals for career services in law enforcement and related occupations. Supported by a broad general education, training is given to develop professional competence in the fields of law enforcement administration, police science, the prevention and control of delinquency and crime, correctional administration and industrial security administration. This curriculum is applicable to both the preparatory student and the experienced officer.

**Admission Requirements:** In addition to the general requirements for admission to the college, entry into the Police Science program requires the following:

1. A personal interview with the Law Enforcement Department.
2. Satisfactory results on required tests.
3. Special Requirements: For employment with law enforcement agencies, the following qualifications are prerequisites: (a) Excellent physical condition free from any physical or mental condition which might adversely affect acceptance or performance as a law enforcement officer; (b) Normal hearing, color vision, and eye functions with visual acuity not less than 20/40 in either eye without correction; (c) Weight in proportion to height (Very few law enforcement agencies will accept male applicants who are less than 5'8" in height); and (d) Excellent moral character—no convictions in any crime involving moral turpitude or any felony and no excessive number of traffic citations. (Background investigation will be conducted by the employing agency to confirm the foregoing).

**Program Requirements:** Approximately one-half of the curriculum will include courses in law enforcement with the remaining courses in related areas, general education, and electives. Instruction will include both the theoretical concepts and practical applications needed for future success in law enforcement or related activities. Student are urged to consult with their faculty advisor and the counseling office in planning their program and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.

## Law Enforcement and Police Administration

### Associate In Applied Science Degree

#### Criminology and Corrections

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
LWNF 110	Introduction to Law Enforcement	3	0	3
LWNF 130	Legal Aspects of Law Enforcement	3	0	3
*ENGL 121	Composition and Rhetoric I or	3	0	3
ENGL 111	Communications Skills			
SOCI 111	Principles of Sociology	3	0	3
HIST 141	The United States to 1877	3	0	3
PHED	Physical Education	0	2	1
Total		15	2	16

<b>Second Semester</b>				
*ENGL 122	Composition and Rhetoric II or			
ENGL 112	Communication Skills	3	0	3
HIST 142	The United States since 1877	3	0	3
SOCI 230	Penology	3	0	3
SOCI 122	Social Problems	3	0	3
*PSYC 121	General Psychology or			
PSYC 110	Human Relations	3	0	3
PHED	Physical Education	0	2	1
Total		15	2	16

<b>Third Semester</b>				
LWNF 250	Legal Aspects of Corrections	3	0	3
LWNF 220	Introduction to Police Administration	3	0	3
LWNF 230	Police Operations	3	0	3
LWNF 240	Police-Community Relations	3	0	3
GOVT 211	American National and State Governments I	3	0	3
Total		15	0	15



Fourth Semester				
LWNF 210	Elements of Police Supervision	3	0	3
LWNF 260	Probation and Parole	3	0	3
LWNF 270	Juvenile Delinquency	3	0	3
GOVT 212	American National and State Governments II	3	0	3
LWNF 140	Criminal Procedure and Evidence	3	0	3
Total		15	0	15

\*See Advisor prior to registration.

### Law Enforcement and Police Administration Associate In Applied Science Degree

Law Enforcement				
Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
LWNF 110	Introduction to Law Enforcement	3	0	3
LWNF 130	Legal Aspects of Law Enforcement	3	0	3
*ENGL 121	Composition and Rhetoric I or			
ENGL 111	Communication Skills	3	0	3
HIST 141	The United States to 1877	3	0	3
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	2	1
Total		15	2	16
<b>Second Semester</b>				
*ENGL 122	Composition and Rhetoric II or			
ENGL 112	Communication Skills	3	0	3
HIST 142	The United States since 1877	3	0	3
LWNF 120	Criminal Investigation	3	0	3
LWNF 140	Criminal Procedure and Evidence	3	0	3
*PSYC 121	General Psychology or			
PSYC 110	Human Relations	3	0	3
PHED	Physical Education	0	2	1
Total		15	2	16

Third Semester				
BIOL 111	General Biology I (or General Elective)	3	2	4
LWNF 220	Introduction to Police Administration	3	0	3
LWNF 230	Police Operations	3	0	3
LWNF 240	Police-Community Relations	3	0	3
GOVT 211	American National and State Governments I	3	0	3
Total		15	2	16

Fourth Semester				
LWNF 210	Elements of Police Supervision	3	0	3
LWNF 250	Legal Aspects of Corrections	3	0	3
LWNF 270	Juvenile Delinquency	3	0	3
GOVT 212	American National and State Governments II	3	0	3
BIOL 112	General Biology II (or General Elective)	3	2	4
Total		15	2	16

\*See Advisor prior to registration.

### NURSING TECHNOLOGY

**Degree:** Associate in Applied Science

**Length:** Four semesters and Two summer sessions.

**Purpose:** The aim of the Associate degree program in nursing is to prepare the graduate to give direct patient care, under supervision in beginning staff positions, in hospitals and other health-care facilities. The program is technical in nature and includes a background in general education and skills related to patient care.

The graduate is competent to function independently in nursing situations involving hygienic, comfort, and safety measures, interpersonal relations and problem-solving skills. He performs delegated medical activities. In complex nursing situations, the practitioner must have the leadership and guidance of the professional nurse.

At the completion of the twenty-four calendar month program, the graduate is qualified to take the State Board Test Pool Examination to become a Registered Nurse (RN) in Texas.



**Admission Requirements:**

1. To be admitted to the nursing program a student must fulfill all the admission requirements for enrolling in Alvin Junior College. Contact Admissions Office.

2. A student entering college for the first time will be required to take ACT (American College Testing Program), a reading placement test, and other admission tests. A prospective student for the Nursing Program must achieve a composite ACT score of 16. If a prospective student is unable to achieve a composite ACT score of 16, the following courses may be recommended:

ENGL 110	Developmental Writing
MATH 110	Developmental Mathematics
RDNG 110	Developmental Reading

Transfer students with over nine semester hours credit, with an average grade of "C" in all courses will be exempt from this requirement.

3. A student enrolled in pre-nursing courses is eligible for admission to the nursing program if the student attains a "C" average in six or more semester hours of credit.

4. Since classes must be limited in number, it is advisable for qualified students to make application in the spring before the fall semester.

5. A complete physical examination which includes chest x-ray, serology, and immunizations for small pox, poliomyelitis, and tetanus is required.

6. An interview with the Department of Nursing is required.

7. Advanced standing may be secured by examination. The application for registration by examination and the college transcript, must indicate the time spent in nursing/military programs. A student who desires to take advanced standing examinations in nursing will follow the policy of the college.

**Program Requirements:**

1. After a student has enrolled the required nursing courses must be completed in proper sequence.

2. Prior to entering the Nursing Program a student may take several or all of the general liberal arts courses required in the Nursing Program.

3. Any required course in the biological sciences, completed more than five years previous to the time the student is accepted, may not satisfy degree requirements.

4. No grade below a "C" will be acceptable in nursing courses.

5. A student may be terminated from the program if clinical experience (hospital) performance is unsatisfactory. This is determined by the clinical instructor and lead instructor who works with the student in the affiliating hospital area and the Director of Nursing Education.

6. You are required to earn at least 24 semester hours at Alvin Junior College.

7. Hospitalization insurance, malpractice insurance, and transportation to and from the various health agencies are the responsibility of the student.

**Nursing****Associate in Applied Science Degree in Nursing**

Course Number	Course Title	Summer School	Lecture Hours	Lab Hours	Course Credits
PSYC 110	Human Relations		3	0	3
PSYC 130	Child Growth and Development		3	0	3
		Total	6	0	6

**First Semester**

ENGL 111	Communication Skills		3	0	3
BIOL 121	Anatomy and Physiology		3	2	4
NURS 110	Introduction to Nursing		4	12	8
PHED	Physical Education		0	2	1
		Total	10	16	16

**Second Semester**

ENGL 112	Communication Skills		3	0	3
BIOL 122	Anatomy and Physiology		3	2	4
NURS 120	Maternal and Child Health		4	12	8
PHED	Physical Education		0	2	1
		Total	10	16	16

**Summer School**

NURS 130	Psychiatric Nursing		3	6	5
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**Third Semester**

SOSC 111	Contemporary American Civilization		3	0	3
NURS 211	Medical-Surgical Nursing		4	12	8
BIOL 225	Basic Microbiology		3	3	4
		Total	10	15	15



**Fourth Semester**

SOSC 112	Contemporary American Civilization	3	0	3
NURS 212	Medical-Surgical Nursing Elective	4	12	8
		3	0	3
		—	—	—
	<b>Total</b>	<b>10</b>	<b>12</b>	<b>14</b>

**SECRETARIAL SCIENCE**  
**Executive Secretary**

**Degree:** Associate in Applied Science

**Length:** Two-year program (4 semesters)

**Purpose:** The Associate in Applied Science degree curriculum in Secretarial Science is designed to offer a background in business courses which will prepare the student for employment in the secretarial field. It is designed for those seeking first employment, and for those seeking promotion in the secretarial field. The program has been developed in response to the needs of businesses in the fast growing Gulf Coast area for efficient executive secretaries.

**Program Requirements:** The two-year curriculum in secretarial science provides instruction in areas required for competence as an executive secretary in the business office. The curriculum includes courses in secretarial science and related courses, plus general electives. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate in Applied Science Degree in Secretarial Science.

**Secretarial Science**  
**Associate-In Applied Science**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ACCT 110	Office Accounting	2	1	3
BUAD 130	General Business Math	3	0	3
ENGL 111	Communication Skills	3	0	3
SECT 111	Shorthand I	3	2	3
SECT 121	Typewriting I	3	2	3
PHED	Physical Education	0	2	1
		—	—	—
	<b>Total</b>	<b>14</b>	<b>7</b>	<b>16</b>

**Second Semester**

ENGL 112	Communications Skills	0	3	3
BUAD 110	Introduction to Business	3	0	3
SECT 150	Office Machines	2	3	3
SECT 112	Shorthand II	3	2	3
SECT 122	Typing II	3	2	3
PHED	Physical Education	0	2	1
		—	—	—
	<b>Total</b>	<b>11</b>	<b>12</b>	<b>16</b>

**Third Semester**

SECT 230	Records Management	2	2	3
SECT 130	Business Communications	3	0	3
SECT 210	Advanced Shorthand	3	2	3
PSYC 110	Human Relations	3	0	3
SOSC 111	Contemporary Amer. Civ.	3	0	3
		—	—	—
	<b>Total</b>	<b>14</b>	<b>4</b>	<b>15</b>

**Fourth Semester**

SECT 140	Secretarial Practice	3	2	3
SECT 240	Office Procedures	3	0	3
DAPR 115	Computer Operations	3	2	3
SECT 215	Dictation and Transcription	3	2	3
SOSC 112	Contemporary Amer. Civ. II	3	0	3
BUAD 120	Business Law or Elective	3	0	3
		—	—	—
	<b>Total</b>	<b>18</b>	<b>6</b>	<b>18</b>

**CERTIFICATE PROGRAMS**

The Certificate of completion in Technical Education is awarded to those students who fulfill the requirements in one of the following programs.:

- |                             |                           |
|-----------------------------|---------------------------|
| Drafting                    | Stenography               |
| Electronics                 | Clerical                  |
| Law Enforcement             | Licensed Vocational Nurse |
| Criminology and Corrections | Nursing Assistant         |
| Computer Science            |                           |

These programs vary in length from one to two semesters and are designed to prepare the student for immediate occupational employment.



## DRAFTING TECHNOLOGY

**Degree:** Certificate

**Length:** Two-semester (one year) program

**Purpose:** The one-year program is designed to prepare the student for entry into the drafting occupation.

**Program Requirements:** The drafting technician is an essential member of the technician-engineering team. He should be proficient in both technical knowledge and skills involving drawing instruments as schematics, working drawings, and blueprints are developed.

### Drafting Technology

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
DRFT 110	Fundamentals of Drafting	2	4	3
ENGL 111	Communication Skills	3	0	3
MATH 151	Technical Math I	3	0	3
DRFT 130	Machine Drafting	2	4	4
PHED	Physical Education	0	2	1
	Elective	3		3
	Total	13	10	17
<b>Second Semester</b>				
DRFT 120	Descriptive Geometry	2	4	3
DRFT 220	Pipe Drafting	2	4	4
ENGL 112	Communication Skills	3	0	3
MATH 152	Technical Math II	3	0	3
PHED	Physical Education	0	2	1
	Total	10	10	14
<b>or Second Semester</b>				
DRFT 140	Architectural Drawing	2	4	3
DRFT 210	Construction Drafting	2	6	4
ENGL 112	Communication Skills	3	0	3
MATH 152	Technical Math II	3	0	3
PHED	Physical Education	0	2	1
	Total	11	11	14

## ELECTRONIC TECHNOLOGY

**Degree:** Certificate

**Length:** Two-semester (one-year) program

**Purpose:** The one-year program is provided to allow the student to become familiar with basic electronics. The required electronics background for general field maintenance is stressed.

**Program Requirements:** The certificate in Electronics will be awarded upon satisfactorily completing the two semester program.

### Electronic Technology

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
MATH 151	Technical Mathematics I	3	0	3
ELEC 120	DC Theory and Circuit Analysis	3	0	3
ELEC 125	DC Theory and Circuit Analysis Laboratory	0	3	1
ELEC 110	Introduction to Electronic Technology	2	0	2
ELEC 115	Introduction to Electronic Technology Laboratory	0	3	1
ENGL 111	Communication Skills	3	0	3
PSYC 110	Human Relations	3	0	3
PHED	Physical Education	0	2	1
	Total	14	8	17
<b>Second Semester</b>				
MATH 152	Technical Mathematics II	3	0	3
ELEC 130	AC Theory and Circuit Analysis	3	0	3
ELEC 135	AC Theory and Circuit Analysis Laboratory	0	3	1
ELEC 230	Electronic Tests and Measurements	3	0	3
ELEC 235	Electronic Tests and Measurements Laboratory	0	3	1
ELEC 140	Electronics I	3	0	3
ELEC 145	Electronics I Laboratory	0	3	1
PHED	Physical Education	0	2	1
	Total	12	11	16



**LAW ENFORCEMENT AND POLICE ADMINISTRATION**

**LAW ENFORCEMENT**

**Degree:** Certificate

**Length:** Thirty semester hours

**Purpose:** The Certificate program is designed for mature persons working in the Law Enforcement field. A certificate represents the completion of 30 hours of approved course work.

**Program Requirements:** A certificate student will take seven courses from Group I, three courses from Group II and two semesters of physical education. Course selection will be determined by consultation with the Department Chairman, after he is familiar with the student's background, abilities and goals.

**Law Enforcement**

Course	Lecture Hours	Lab Hours	Course Credits
Group I	21	0	21
Group II	9	0	9
Physical Education	0	4	2
	—	—	—
Total	30	4	32

**Group I**

Introduction to Law Enforcement  
 Criminal Investigation  
 Legal Aspects of Law Enforcement  
 Criminal Procedure and Evidence  
 Element of Police Supervision  
 Police Administration  
 Principles of Sociology  
 Social Problems  
 Criminology  
 Penology  
 Juvenile Delinquency  
 Police Operations

**Group II**

Composition and Rhetoric  
 General Psychology  
 Human Relations  
 Communication Skills  
 American National and State Governments  
 U. S. History

**LAW ENFORCEMENT AND POLICE ADMINISTRATION**

**CRIMINOLOGY AND CORRECTIONS**

**Degree:** Certificate

**Length:** Thirty semester hours

**Purpose:** The Certificate program is designed for mature persons working in the correctional field. A certificate represents the completion of 30 hours of approved course work.

**Program Requirements:** A certificate student will take seven courses from Group I and three courses from Group II. Course selection will be determined by consultation with the Division Chairman, after he is familiar with the student's background, abilities and goals.

A certificate student will take seven courses from Group I and three courses from Group II. Course selection will be determined by consultation with the Division Chairman, after he is familiar with the student's background, abilities and goals.

**CRIMINOLOGY AND CORRECTIONS**

Course	Lecture Hours	Lab Hours	Course Credits
Group I	21	0	21
Group II	9	0	9
Physical Education	0	4	2
	—	—	—
Total	30	4	32

**Group I**

Penology  
 Probation and Parole  
 Legal Aspects of Corrections  
 Introduction to Law Enforcement  
 Criminology  
 Legal Aspects of Law Enforcement  
 Principles of Sociology  
 Social Problems  
 Juvenile Delinquency  
 Criminal Procedure and Evidence

**Group II**

Composition and Rhetoric  
 General Psychology  
 Human Relations  
 Communication Skills  
 Counseling  
 American National and State Governments  
 U. S. History



**COMPUTER SCIENCE TECHNOLOGY**

**COMPUTER OPERATIONS**

**Degree:** Certificate

**Length:** Two semesters or one year

**Purpose:** The Computer Operations Curriculum is designed to provide the student with occupational experience which will qualify them for job opportunities in business and industry. Individuals completing this curriculum will be qualified to intelligently operate such equipment as computers, data transmission equipment in a teleprocessing environment, and selected unit record equipment such as keypunches, verifiers, and sorters.

**Program Requirements:** The curriculum includes technical courses in computer science, courses in related subjects, and general education courses. Each student is urged to consult with the Counseling Center and his faculty advisor in planning his program. Upon satisfactory completion of the two semesters curriculum, with an overall 2.0 grade point average for all Computer Science courses attempted, the student will be awarded the Certificate in Computer Science (Computer Operations).

**Computer Operations**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
DAPR 110	Introduction to Computer Science	3	3	4
DAPR 115	Computer Operations	3	2	3
BUAD 110	Introduction to Business	3	0	3
ENGL 111	Communication Skills	3	0	3
ACCT 110	Office Accounting	3	0	3
PHED	Physical Education	0	2	1
	Total	15	7	17
<b>Second Semester</b>				
DAPR 120	Computer Programming (RPG)	3	2	3
DAPR 130	Computer Programming (Intro. COBOL)	3	2	3
BUAD 130	General Business Mathematics	3	0	3
ENGL 112	Communication Skills	3	0	3
PSYC 110	Human Relations	3	0	3
PHED	Physical Education	0	2	1
	Total	15	6	16

**SECRETARIAL SCIENCE**

**Options: Stenographer  
General Office Worker**

**Degree:** Certificate

**Length:** Two-semester (one-year) program

**Purpose:** The one-year program is designed to prepare the student to adequately discharge the responsibilities of stenographic work, office occupations, and general business employment.

**Program requirements:** The one-year program in Stenographer and General Office Worker combines instruction in the areas required for competence as a stenographer or office worker. Students are advised to consult with a faculty member in the business department in planning their program and selecting electives. Upon satisfactory completion of the one-year program, the student will be awarded a one-year certificate.

**Stenographer One-Year**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
SECT 230	Records Management	2	2	3
BUAD 130	General Business Math or equivalent*	3	0	3
SECT 111	Communication Skills	3	0	3
SECT 121	Shorthand I	3	2	3
PHED	Typing I	2	3	3
	Physical Education	0	2	1
	Total	13	9	16
<b>Second Semester</b>				
SECT 130	Business Communications	3	0	3
SECT 150	Office Machines	2	3	3
SECT 112	Shorthand II	3	2	3
SECT 122	Typing II	3	2	3
SECT 240	Office Procedures	3	0	3
PHED	Physical Education	0	2	1
	Total	14	9	16

\*May be waived by demonstrated competency in High School Math.



**COMPUTER SCIENCE TECHNOLOGY**

**COMPUTER OPERATIONS**

**Degree:** Certificate

**Length:** Two semesters or one year

**Purpose:** The Computer Operations Curriculum is designed to provide the student with occupational experience which will qualify them for job opportunities in business and industry. Individuals completing this curriculum will be qualified to intelligently operate such equipment as computers, data transmission equipment in a teleprocessing environment, and selected unit record equipment such as keypunches, verifiers, and sorters.

**Program Requirements:** The curriculum includes technical courses in computer science, courses in related subjects, and general education courses. Each student is urged to consult with the Counseling Center and his faculty advisor in planning his program. Upon satisfactory completion of the two semesters curriculum, with an overall 2.0 grade point average for all Computer Science courses attempted, the student will be awarded the Certificate in Computer Science (Computer Operations).

**Computer Operations**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
DAPR 110	Introduction to Computer Science	3	3	4
DAPR 115	Computer Operations	3	2	3
BUAD 110	Introduction to Business	3	0	3
ENGL 111	Communication Skills	3	0	3
ACCT 110	Office Accounting	3	0	3
PHED	Physical Education	0	2	1
	<b>Total</b>	15	7	17
<b>Second Semester</b>				
DAPR 120	Computer Programming (RPG)	3	2	3
DAPR 130	Computer Programming (Intro. COBOL)	3	2	3
BUAD 130	General Business Mathematics	3	0	3
ENGL 112	Communication Skills	3	0	3
PSYC 110	Human Relations	3	0	3
PHED	Physical Education	0	2	1
	<b>Total</b>	15	6	16

**SECRETARIAL SCIENCE**

**Options: Stenographer  
General Office Worker**

**Degree:** Certificate

**Length:** Two-semester (one-year) program

**Purpose:** The one-year program is designed to prepare the student to adequately discharge the responsibilities of stenographic work, office occupations, and general business employment.

**Program requirements:** The one-year program in Stenographer and General Office Worker combines instruction in the areas required for competence as a stenographer or office worker. Students are advised to consult with a faculty member in the business department in planning their program and selecting electives. Upon satisfactory completion of the one-year program, the student will be awarded a one-year certificate.

**Stenographer One-Year**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
SECT 230	Records Management	2	2	3
BUAD 130	General Business Math or equivalent*	3	0	3
SECT 111	Communication Skills	3	0	3
SECT 121	Shorthand I	3	2	3
PHED	Typing I Physical Education	2 0	3 2	3 1
	<b>Total</b>	13	9	16
<b>Second Semester</b>				
SECT 130	Business Communications	3	0	3
SECT 150	Office Machines	2	3	3
SECT 112	Shorthand II	3	2	3
SECT 122	Typing II	3	2	3
SECT 240	Office Procedures	3	0	3
PHED	Physical Education	0	2	1
	<b>Total</b>	14	9	16

\*May be waived by demonstrated competency in High School Math.



### General Clerical One-Year

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ACCT 110	Office Accounting	2	2	3
BUAD 110	Introduction to Business			3
BUAD 130	General Business Mathematics or Equivalent*	3	0	3
SECT 121	Beginning Typing	3	2	3
ENGL 111	Communication Skills	2	3	3
PHED	Physical Education	0	2	1
	Total	13	9	16
<b>Second Semester</b>				
PSYC 110	Human Relations	3	0	3
SECT 150	Office Machines	2	3	3
SECT 140	Secretarial Practice	3	2	3
SECT 122	Intermediate Typing	3	2	3
SECT 230	Records Management	3	0	3
PHED	Physical Education	0	2	1
	Total	14	9	16

\*May be waived by demonstrated competency in high school mathematics.

### LICENSED VOCATIONAL NURSING PROGRAM

**Degree:** Certificate

**Length:** Twelve Months.

**Purpose:** The purpose of the Alvin Junior College Vocational Nursing Program is to provide an approved, formalized educational program that will prepare the person to share in the prevention of disease, care of the sick, and restorative nursing within the scope of the defined functions of the Vocational Nurse.

Graduates of this program are prepared to function as an actively participating member of the health team. They are prepared to give nursing care to patients in situations that are relatively free of complexity under the supervision of the Registered Nurse and/or Physician and to assist professional nurses in giving nursing care to patients, in more complex situations.

Graduates of the Vocational Nurse Program are eligible for writing the Texas State Board Examination for Licensed Vocational Nurse (L.V.N.).

### Admission Requirements:

Age: 17 through 59 years of age.

Citizenship: U. S. citizen or legal declaration of intention of becoming a U. S. citizen.

Health: Satisfactory physical and mental health.

Education: High School graduate or its equivalent.

Entrance Examination: The Vocational Nursing aptitude test is administered by Alvin Junior College.

**Program Requirements:** Students will need to obtain certain personal articles including uniform, cap (for women), nursing shoes, shoulder insignia, pin, and watch with second hand.

Hospitalization and malpractice insurance coverage are the responsibility of the student.

Transportation to and from the various health agencies is the responsibility of the student.

### L.V.N. Program

#### Recommended Course Breakdown:

Pre-Clinical:

First 16 weeks of classes are held at Alvin Junior College.

NURS 001.	Personal and Vocational Relationships.	16 hours
NURS 002.	Introduction to Vocational Nursing Skills, including introduction to Pharmacology and Nutrition.	225 hours
NURS 007.	Body Structure and Function (Lecture and Lab).	96 hours
NURS 008.	Microbiology (Lecture and Lab).	32 hours
Clinical:		
NURS 009.	Normal Growth and Development.	16 hours
NURS 003.	Maternal and Child Health Nursing Practice 3 weeks "Obstetrics" 2 weeks "Nursing"	35 hours
NURS 004.	Pediatric Nursing Practice 3 weeks	25 hours
NURS 005.	Psychiatric Nursing Practice 2 weeks (if available).	20 hours
NURS 006.	Medical-Surgical Nursing 6 weeks Surgical	110 hours
		<b>*575 hours</b>

\*575 lecture hours, 1250 pre-clinical and clinical practice hours are required in the L.V.N. Program.



## NURSING ASSISTANT PROGRAM

**Degree:** Certificate

**Length:** One semester

**Purpose:** The program is designed to provide the individual with the necessary skills and knowledge for performance as an essential member of the nursing team. Theory is integrated with supervised clinical practice.

### Admission Requirements:

1. An interview with the nursing department.
2. Satisfactory physical and mental health.
3. A pre-entrance test is required.

### Program Requirements:

1. Satisfactory clinical and classroom performance.
2. Regular attendance.

### Program Content:

#### COURSE UNITS

##### Pre-clinical:

Orientation  
Introduction to the Patient  
The Working Environment  
Communication Skills

##### Clinical:

The Patient's Unit  
Personal Care of the Patient  
Observing and Recording Vital Signs  
Special Treatments  
Food Service

The above course content is taught over a semester period and has the following lecture-lab ratio:

Total nursing lecture hours	44
Total nursing lab hours	240
Total Liberal Arts hours	16
	<hr/>
	300

#### DIPLOMA

The two-year Education Diploma is primarily for the student who wishes to complete his academic work at the junior college level and who desires to have maximum flexibility in course selection. He completes at least 62 semester hours in a program planned to meet his desires and needs. Essentially, the Diploma is designed for the student who does not desire to pursue a specific degree or certificate program.

## DESCRIPTION OF COURSES ACCOUNTING

**ACCT 110. Office Accounting** (3 credits). Procedures and techniques used in recording business transactions and preparing financial statements. Course adapted to the needs of those training for secretarial positions. Lecture 2 hours; laboratory 1 hour: Total 3 hours per week.

**ACCT 111-112. Principles of Accounting I, II** (3 credits) (3 credits). Fundamentals of Accounting. The Accounting cycle, ledgers, working papers, and the preparation of financial statements under various forms of business ownership. Also understanding and interpreting financial statements. Lecture 3 hours; Laboratory 2 hours: Total 5 hours per week.

**ACCT 221-222. Accounting Theory I, II** (3 credits) (3 credits). Accounting theory for BBA majors. Principles and their application to various forms of business inventory valuation, internal control systems, manufacturing processes, budgeting and analysis of financial statements. Prerequisites: DAPR 110 and MATH 180, 190. Lecture 3 hours; Laboratory 1 hour: Total 4 hours per week.

**ACCT 230. Tax and Payroll Accounting** (3 credits). Principles of Federal Income Tax, Social Security taxes, unemployment taxes, sales taxes Payroll systems and accounting methods used in computing wages. Prerequisite: ACCT 112. Lecture 3 hours; Laboratory 1 hour: Total 4 hours per week.

**ACCT 240. Cost Accounting** (3 credits). Basic concepts of cost accounting and how they function within a manufacturing firm. Material cost, labor cost, manufacturing overhead, and marketing costs of the cost accounting system. Prerequisite: ACCT 112. Lecture 3 hours; Laboratory 2 hours: Total 5 hours per week.

**ACCT 251-252. Intermediate Accounting I, II** (3 credits) (3 credits). Extensive analysis of the principle elements of accounting systems and statements. Prerequisite: ACCT 112. Lecture 3 hours; Laboratory 2 hours: Total 5 hours per week.

#### ART

**ARTS 110. Art for Elementary Majors** (3 credits). This is a course in the methods, the philosophy, and the problems of elementary teaching. It is designed to meet the requirements for certification and has three lecture hours per week.

**ARTS 111. Basic Design** (3 credits). This course explores the realm of two-dimensional designs: mosaics, collages, batik, yarn paintings, etc. Basic skills of drawing, color theory, and use of a variety of media are included. The course has one hour of lecture and five hours of laboratory practice.

**ARTS 112. Basic Design** (3 credits). This course explores the possibilities and skills of three-dimensional art: wire sculpture, papier mache



forms, bas reliefs, and carvings of balsa wood, plaster, salt blocks, and wax blocks. There is a one hour lecture plus five laboratory hours per week. Prerequisite: ARTS 111.

**ARTS 120. Materials and Processes** (3 credits). A general course designed to survey various art materials and the techniques involved in their use. Two lecture and two laboratory hours per week.

**ARTS 121. Commercial Art I** (3 credits). A practical course designed to refine lettering skills and to develop the special skills and techniques involved in commercial poster layouts. This is a laboratory course and six hours of practice are scheduled per week.

**ARTS 122. Commercial Art II** (3 credits). An advanced course in commercial poster layout. It requires six laboratory hours per week. Prerequisite: ARTS 121.

**ARTS 130. Art Projects** (1 to 5 credits). This course is designed to allow the student free choice in the selection and development of art projects. Two laboratory hours per week. Prerequisite: ARTS 120 or instructor approval.

**ARTS 131. Introductory Crafts** (3 credits). This course is a study of various areas of craftwork including the designing and construction of projects in the areas of: art metal, weaving, ceramics, papier mache, leather, etc. The class meets for two lecture hours and four laboratory hours per week.

**ARTS 132. General Crafts** (3 credits). Special emphasis is placed on design and development of projects in jewelry, leather, art metal, ceramics, and wood. It carries two hours of lecture and four hours of laboratory work. Prerequisite: ARTS 131.

**ARTS 211-212. Drawing and Painting I, II** (3 credits) (3 credits). A laboratory course in painting providing skills in the use of: oils, pastels, gouache, acrylics, pencil, charcoal, and ink. There are two hours of lecture and four hours of studio practice per week.

**ARTS 221. History of Art I** (3 credits). This is a survey of the art of the world from prehistoric times to the Renaissance. Emphasis is placed on how the events of each age influence the art of that age. Three lecture hours per week.

**ARTS 222. History of Art II** (3 credits). This survey course studies the art of the world from the Renaissance through the present time. Three lecture hours per week.

### BIOLOGY

**BIOL 110. Environmental Conservation** (3 credits). The management of natural resources, considers the problems caused by population and pollution, balance of nature and man's importance in the environment. Three lecture hours per week.

**BIOL 111-112. General Biology I, II** (4 credits) (4 credits). These courses are to be taken in sequence. Fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles. Diversity of living organisms, their structure, physiology and evolution. Three lecture and two laboratory hours per week.

**BIOL 121-122. Anatomy and Physiology I, II** (4 credits) (4 credits). These courses are to be taken in sequence. A study of the structure and function of the organ-systems of the human body. Three lecture and two laboratory hours per week.

**BIOL 210. Comparative Anatomy of the Vertebrate.** (4 credits). The morphology, physiology and phylogenesis of the vertebrates. Extensive laboratory work includes the study of selected lower chordates and at least five vertebrate class representatives. Lecture two hours per week and laboratory six hours per week. Prerequisite: BIOL 111-112 or their equivalent.

**BIOL 220. Introductory Microbiology** (4 credits). A study of the morphology, taxonomy, physiology, and genetics of bacteria and other selected microorganisms. Microbial physiology, isolation, and pure culture techniques, ecological aspects pertaining to water, sewage and the chemical cycles in nature will be stressed. Recommended for majors in biology, pre-med, pre-dental, and allied fields. Three lecture and three laboratory hours per week. Prerequisite: BIOL 112.

**BIOL 225. Basic Microbiology.** (4 credits). A one semester course stressing the principles and applications of microorganisms with emphasis given to their role in disease, ecology, sanitation, and public health in general. Techniques involving sterilization, pure culture techniques, isolation of potential pathogens. The microbiology of water and sewage will also be considered from the standpoint of public health. Recommended for students of nursing and the paramedical areas. Three lecture and three laboratory hours per week.

### BUSINESS ADMINISTRATION

**BUAD 110. Introduction to Business** (3 credits). A survey of modern business organization, principles, procedures and practices with emphasis on opportunities in business. Lecture three hours per week.

**BUAD 120. Business Law** (3 credits). The Commercial Codes pertaining to contracts, agency, property, sales, modern labor legislation, employment. Lecture three hours per week.

**BUAD 130. General Business Mathematics** (3 credits). This course includes a review of business arithmetic short-cuts, simple and compound interest, depreciation, discounts, payrolls, and property taxes. Lecture three hours per week.



**BUAD 131. Principles of Management I** (3 credits). Management functions; planning, organizing, staffing, directing, and controlling. Management examined as both a science and art with emphasis on the body of knowledge and the personal abilities required to be successful as a manager. Lecture 3 hours per week.

**BUAD 132. Principles of Management II** (3 credits). The application of management principles to realistic management situations. The case method of study in analyzing management problems with emphasis on the body of knowledge and the personal abilities required to be successful as a manager. Lecture three hours per week.

**BUAD 210. Principles of Marketing** (3 credits). A general analysis of the social, economic, technological, ethical, and legal aspects of a modern capitalistic distributive system, with special emphasis on the dynamic environment within which the business firm performs its marketing activities. Lecture three hours per week.

**BUAD 220. Personnel Management** (3 credits). Principles and practices of personnel management; emphasis on the procurement, development, compensation, integration, and maintenance of the labor force. Prerequisite: BUAD 132. Lecture 3 hours per week.

**BUAD 230. Industrial Management** (3 credits). A study of industrial organization, line and staff functions, control techniques, labor-management relations, policy and procedures, effective supervision, and industrial planning. Prerequisite: BUAD 132. Lecture 3 hours per week.

### CHEMISTRY

**CHEM 111-112. Introductory Chemistry I, II** (4 credits) (4 credits). These courses are to be taken in sequence. A general course which is designed for those students who do not plan to do further work in science or engineering. Topics covered include: atomic-molecular theory, valence, formulae, chemical equations, gas laws, solutions and an introduction to the various organic functional groups, systematic organic nomenclature, elementary biochemistry, polymer chemistry, and heterocyclics. Three lecture and two hours laboratory per week.

**CHEM 121-122. General Chemistry and Analysis** (4 credits) (4 credits). These courses are to be taken in sequence. The topics presented include: atomic structure; the periodic classification; the gas laws; reactions involving oxygen and hydrogen; acids, bases, and salts; solutions of electrolytes; ionization, and the halogens. The study of systems involving chemical equilibria and the quantitative analysis of the common cations and anions using semi-micro techniques in the laboratory are also emphasized. Three lecture and four laboratory hours per week. Prerequisite: high school chemistry or its equivalent.

**CHEM 210. Quantitative Analysis** (4 credits). The fundamental principles of quantitative analysis are emphasized. Determinations are made involving gravimetric and volumetric methods. Acid-base titrations

are carried out. Some of the more modern techniques are utilized, which include spectrophotometric and electroanalytical procedures. Two hours of lecture and six hours of laboratory per week. Prerequisite: CHEM 122.

**CHEM 211-212. Organic Chemistry** (4 credits) (4 credits). These courses are to be taken in sequence. The chemistry of aliphatic hydrocarbons, mono- and poly-functional aliphatic compounds, amino acids, proteins, and carbohydrates is considered. Emphasis is placed on the preparation, interrelations, nomenclature, properties, and uses of various compounds. The chemistry of aromatic compounds, heterocyclic compounds, dyes, terpenes, organo-metallic compounds, and polymers are also included. Three lecture and four laboratory hours per week. Prerequisite: CHEM 122.

### DATA PROCESSING

**DAPR 110. Introduction to Computer Science** (4 credits). This is an introduction to computers, algorithms, and computation. Lectures will include an introduction to problem organization, detailed coverage of storage media, fundamentals of flow charting and block diagramming, fundamentals of input and output operations, and elementary programming techniques. This course is intended to provide a foundation for future detailed study of specific systems. Basic FORTRAN will be used in solving problems on the computer. Three hours lecture and three hours laboratory per week. Prerequisite: High School Algebra or equivalent.

**DAPR 115. Computer Operations** (3 credits). This course provides extensive hands-on experience with a third generation computer system. Operation of the central processor, input-output devices, and storage devices is included. Laboratory exercises are executed involving planning and operation of the equipment. Practical exercises offered are typical of those performed in data processing installations, using keypunch, verifier, sorter, interpreter, and computer. Three hours lecture and two hours laboratory per week. Prerequisite: Consent of the department.

**DAPR 120. RPG Programming** (3 credits). Report Program Generator is a compiler language that will process data into a printed report with a minimum of programming effort. The coding forms provided make the programmer's role principally clerical. Lecture will include a detailed description of the language, forms and use. Several programs are constructed, run, and debugged as an aid to comprehending RPG and its capabilities. Three hours lecture and two hours laboratory per week. Prerequisite: DAPR 115 and DAPR 110.

**DAPR 130. Computer Programming (Introductory COBOL)** (3 credits). Students will be required to program, debug, and test specified business problems using COBOL. This high level language is commonly used for business problems. Lectures will cover processing of data



**BUAD 131. Principles of Management I** (3 credits). Management functions; planning, organizing, staffing, directing, and controlling. Management examined as both a science and art with emphasis on the body of knowledge and the personal abilities required to be successful as a manager. Lecture 3 hours per week.

**BUAD 132. Principles of Management II** (3 credits). The application of management principles to realistic management situations. The case method of study in analyzing management problems with emphasis on the body of knowledge and the personal abilities required to be successful as a manager. Lecture three hours per week.

**BUAD 210. Principles of Marketing** (3 credits). A general analysis of the social, economic, technological, ethical, and legal aspects of a modern capitalistic distributive system, with special emphasis on the dynamic environment within which the business firm performs its marketing activities. Lecture three hours per week.

**BUAD 220. Personnel Management** (3 credits). Principles and practices of personnel management; emphasis on the procurement, development, compensation, integration, and maintenance of the labor force. Prerequisite: BUAD 132. Lecture 3 hours per week.

**BUAD 230. Industrial Management** (3 credits). A study of industrial organization, line and staff functions, control techniques, labor-management relations, policy and procedures, effective supervision, and industrial planning. Prerequisite: BUAD 132. Lecture 3 hours per week.

### CHEMISTRY

**CHEM 111-112. Introductory Chemistry I, II** (4 credits) (4 credits). These courses are to be taken in sequence. A general course which is designed for those students who do not plan to do further work in science or engineering. Topics covered include: atomic-molecular theory, valence, formulae, chemical equations, gas laws, solutions and an introduction to the various organic functional groups, systematic organic nomenclature, elementary biochemistry, polymer chemistry, and heterocyclics. Three lecture and two hours laboratory per week.

**CHEM 121-122. General Chemistry and Analysis** (4 credits) (4 credits). These courses are to be taken in sequence. The topics presented include: atomic structure; the periodic classification; the gas laws; reactions involving oxygen and hydrogen; acids, bases, and salts; solutions of electrolytes; ionization, and the halogens. The study of systems involving chemical equilibria and the quantitative analysis of the common cations and anions using semi-micro techniques in the laboratory are also emphasized. Three lecture and four laboratory hours per week. Prerequisite: high school chemistry or its equivalent.

**CHEM 210. Quantitative Analysis** (4 credits). The fundamental principles of quantitative analysis are emphasized. Determinations are made involving gravimetric and volumetric methods. Acid-base titrations

are carried out. Some of the more modern techniques are utilized, which include spectrophotometric and electroanalytical procedures. Two hours of lecture and six hours of laboratory per week. Prerequisite: CHEM 122.

**CHEM 211-212. Organic Chemistry** (4 credits) (4 credits). These courses are to be taken in sequence. The chemistry of aliphatic hydrocarbons, mono- and poly-functional aliphatic compounds, amino acids, proteins, and carbohydrates is considered. Emphasis is placed on the preparation, interrelations, nomenclature, properties, and uses of various compounds. The chemistry of aromatic compounds, heterocyclic compounds, dyes, terpenes, organo-metallic compounds, and polymers are also included. Three lecture and four laboratory hours per week. Prerequisite: CHEM 122.

### DATA PROCESSING

**DAPR 110. Introduction to Computer Science** (4 credits). This is an introduction to computers, algorithms, and computation. Lectures will include an introduction to problem organization, detailed coverage of storage media, fundamentals of flow charting and block diagramming, fundamentals of input and output operations, and elementary programming techniques. This course is intended to provide a foundation for future detailed study of specific systems. Basic FORTRAN will be used in solving problems on the computer. Three hours lecture and three hours laboratory per week. Prerequisite: High School Algebra or equivalent.

**DAPR 115. Computer Operations** (3 credits). This course provides extensive hands-on experience with a third generation computer system. Operation of the central processor, input-output devices, and storage devices is included. Laboratory exercises are executed involving planning and operation of the equipment. Practical exercises offered are typical of those performed in data processing installations, using keypunch, verifier, sorter, interpreter, and computer. Three hours lecture and two hours laboratory per week. Prerequisite: Consent of the department.

**DAPR 120. RPG Programming** (3 credits). Report Program Generator is a compiler language that will process data into a printed report with a minimum of programming effort. The coding forms provided make the programmer's role principally clerical. Lecture will include a detailed description of the language, forms and use. Several programs are constructed, run, and debugged as an aid to comprehending RPG and its capabilities. Three hours lecture and two hours laboratory per week. Prerequisite: DAPR 115 and DAPR 110.

**DAPR 130. Computer Programming (Introductory COBOL)** (3 credits). Students will be required to program debug, and test specified business problems using COBOL. This high level language is commonly used for business problems. Lectures will cover processing of data



from the original document to the final report. Three hours lecture and two hours laboratory per week. Prerequisite: DAPR 110, DAPR 115, and consent of the department.

**DAPR 210. Computer Programming (FORTRAN)** (3 credits). A detailed study of Fortran IV. This high level language is commonly used in scientific computations. One of the basic objectives is providing the student with the knowledge to handle mathematical and statistical problems on a computer. Three hours lecture and two hours laboratory per week. Prerequisite: DAPR 110, MATH 121 or MATH 180, or consent of the department.

**DAPR 220. Seminar & Project.** (Credit: 3 semester hours). A study of problems of an advance type. Problems chosen to enhance students' background and to give experience on the system analysis level. The student will design a system and write the necessary programs to implement the system under the supervision of a sponsoring instructor. Corequisite: DAPR 240.

**DAPR 230. Computer Programming (Advanced COBOL)** (Credit: 3 semester hours). This course is designed to acquaint the student with the more advanced aspects of COBOL. Complete business application systems will be implemented, coded, programmed, tested, and documented as one would expect to find in a real life environment. Three hours lecture and two hours laboratory per week. Prerequisite: DAPR 130.

**DAPR 240. Systems Analysis.** (Credit: 3 semester hours). A study of the area of systems and systems analysis. Topics covered are: scope of systems analysis, systems investigation, input design, output design, designing files, design and documentation, proving the design, communications, justifying the system, implementation, controls and security, hardware, software. Three hours lecture and two hours laboratory per week. Prerequisite: DAPR 130 and Corequisite DAPR 220.

**DAPR 250. Computer Programming (Assembly Language).** A study of assembly languages. The student studies the assembly language of CDC-3200 and IBM-360. Three hours lecture and two hours laboratory per week. Prerequisite: DAPR 110, DAPR 115, and consent of the department.

### DRAFTING

- ✓ **DRFT 110. Fundamentals of Drafting** (3 credits). A basic course with exercises in the use of drawing instruments, freehand lettering, geometric construction, orthographic projection, freehand sketching, and pictorial drawings. Two lecture and four laboratory hours each week.
- ✓ **DRFT 120. Descriptive Geometry** (3 credits). Problems relating to point, lines, and planes; intersection and sheetmetal developments; and auxiliary views. Two lecture and four laboratory hours per week. Prerequisite: DRFT 110 or equivalent.

✓ **DRFT 130. Machine Drafting** (4 credits). Problems relating to detail and assembly drawings of small machines, with emphasis on screw threads, fasteners, gears and shop processes. Two lecture and four laboratory hours per week. Prerequisite: DRFT 110 or equivalent.

**DRFT 140. Architectural Drawing** (3 credits). Basic drafting techniques as related to the preparation of residential details, with emphasis on floorplans, plot plans, foundations, structural details, sections, and elevations. Two lecture and four laboratory hours per week. Prerequisite: Permission of Department.

**DRFT 150. Electronic Drafting** (2 credits). Basic drafting techniques as related to the preparation of electronic drawings, with emphasis on components and symbols, circuit layouts, schematic diagrams, block diagrams, and panel mounting. One lecture and three laboratory hours per week.

**DRFT 160. Surveying** (2 credits). A course designed to emphasize the principles of surveying, including the use of the tape, level, transit, tabulation of field data, boundary surveys, and basic topographic mapping. One lecture and three laboratory hours per week. Prerequisite: Technical Math I and/or consent of the department.

**DRFT 210. Construction Drafting** (4 credits). A course designed to gain insight into all types and methods of construction, the nature of various building materials and their use, and methods of construction. Two lecture and four laboratory hours per week. Prerequisite: DRFT 140.

✓ **DRFT 220. Pipe Drafting** (4 credits). A course designed for the study of engineering standards, pipe and fitting designs, symbols and specifications. Two lecture and four laboratory hours per week. Prerequisite: DRFT 130.

**DRFT 230. Structural Drafting** (3 credits). A course designed to cover A.I.S.C. specifications and standards, design and detail or structural members and connections. Two lecture and four laboratory hours per week. Prerequisite: DRFT 210.

### ECONOMICS

**ECON 110. Consumer Economics** (3 credits). How to make the most efficient use of business goods and services; and insight into buying problems such as use and evaluation of advertising; consumer financial problems such as banking, credit, personal accounting and budgeting, and installment buying. Three lecture hours per week.

**ECON 111. Principles of Economics I** (3 credits). Analysis of the economy as a whole ((its organization and basic forces influencing its growth and development); supply-demand relationships; national income, employment, and fiscal policy; money, monetary policy, and economic stability. Three lecture hours per week.



**ECON 112. Principles of Economics II** (3 credits). Economics of the firm and resource allocation (price and output determination — pure competition monopolistic competition, oligopoly, monopoly); economic problems (business, agriculture, labor, etc.); international economic relations. Three lecture hours per week. Prerequisite: ECON 111.

### ELECTRONICS

**ELEC 110. Introduction to Electronics Technology** (2 credits). An introduction to concepts in Electronic Technology, including a study of basic electronic manufacturing methods and electronic equipment utilization. Lecture 2 hours per week. Corequisite: ELEC 115.

**ELEC 115. Introduction to Electronics Technology Laboratory** (1 credit). Three laboratory hours per week. Corequisite: ELEC 110.

✓ **ELEC 120. D.C. Theory and Circuit Analysis** (3 credits). A study of direct current electricity involving voltage, current and resistance relationships and basic network equations. Three lecture hours per week. Prerequisite: Technical Math I or equivalent. Corequisite: ELEC 125.

✓ **ELEC 125. D.C. Theory and Circuit Analysis Laboratory.** (1 credit). Three laboratory hours per week. Corequisite: ELEC 120.

✓ **ELEC 130. A.C. Theory and Circuit Analysis** (3 credits). The analysis of passive electronic circuits with respect to time varying d.c. and a.c. waveforms. Three lecture hours per week. Prerequisite: ELEC 120. Corequisite: ELEC 135 and Technical Math II or equivalent.

✓ **ELEC 135. A.C. Theory and Circuit Analysis Laboratory** (1 credit). Three laboratory hours per week. Corequisite: ELEC 130.

**ELEC 140. Electronics I** (3 credits). An introduction to discrete active components and circuit configurations in preparation for the study of amplifier, oscillator, and digital circuit analysis. Three lecture hours per week. Prerequisites: ELEC 130 and 135. Corequisite: ELEC 145.

**ELEC 145. Electronics I Laboratory** (1 credit). Three laboratory hours per week. Corequisite: ELEC 140.

**ELEC 210. Electronics II** (3 credits). Linear amplifier analysis and design including an introduction to oscillators. Three lecture hours per week. Prerequisite: ELEC 140 and 145. Corequisite: ELEC 215.

**ELEC 215. Electronics II Laboratory** (1 credit). Three laboratory hours per week. Corequisite: ELEC 210.

**ELEC 220. Electronics III** (3 credits). An introduction to digital circuit analysis and design with emphasis on integrated circuits. Three lecture hours per week. Prerequisite: ELEC 210 and 215. Corequisite: ELEC 225.

**ELEC 225. Electronics III Laboratory** (1 credit). Three laboratory hours per week. Corequisite: ELEC 220.

**ELEC 230. Electronics Tests and Measurements** (3 credits). Theory of operation and application of standard laboratory test equipment. Three lecture hours per week. Corequisite: ELEC 215, 210, and 235.

**ELEC 235. Electronic Tests and Measurements Laboratory** (1 credit). Three laboratory hours per week. Corequisite: ELEC 230.

**ELEC 240. Electronics Seminar and Project** (2 credits). A survey of current electronic devices found in industrial applications. Seminar and lecture, two hours per week. Prerequisite: 16 hours of electronics or approval of the department. Corequisite: ELEC 245.

**ELEC 245. Electronics Project Laboratory** (1 credit). Design and construction of an electronic project or a research report related to the student's occupational objectives. Minimum of three laboratory hours per week. Corequisite: ELEC 240.

**ELEC 250. Electronic Logic Design** (3 credits). An advanced study of discrete and integrated circuit applications to electronic logic design. Three lecture hours per week. Prerequisite: ELEC 220 and 225.

**ELEC 260. Communications Circuits and Systems** (3 credits). A study of the circuits and theory involved in modern electronic communications systems. Three lecture hours per week. Prerequisite: ELEC 210, 215, ELEC 230, 235, or approval of the department.

**ELEC 270. Survey of Electronics Systems** (3 credits). An overview of current theory and application of electronics from a systems viewpoint. Three lecture hours per week. Prerequisite: 16 hours of electronics or approval of the department.

**ELEC 280. Industrial Instrumentation and Control** (3 credits). Industrial instrumentation and techniques as applied to the process industry. Three lecture hours per week. Prerequisite: ELEC 210 and 215.

### ENGLISH

**ENGL 110. Developmental Writing** (3 credits). Free Studies Writing is a course with a laboratory setting which involves diagnosis of specific individual writing deficiencies and strengths. The student is guided through a sequence of learning experiences in organization of ideas and sentence structure tailored specifically to his individual needs. The instructional units are designed to upgrade the writing skills of the student as well as help him become proficient in all communication skills.

**ENGL 111-112. Communication Skills** (3 credits) (3 credits). Purpose of the course is to teach correct and effective use of the English language, oral and written, in areas likely to be required by the occupational/technical student. Emphasis in practical aspects of listening, writing, reading, and speaking. Three lecture hours per week. Prerequisite: Satisfactory score in English proficiency examination.



**ENGL 121. Composition and Rhetoric I** (3 credits). This standard course aims to promote clarity and correctness of expression through a review of grammar and through practice in writing. It includes the study of techniques of prose writing through a consideration of the essay and short fiction. Three lecture hours per week.

**ENGL 122. Composition and Rhetoric II** (3 credits). This course enlarges on the skills and concepts relating to composition and literature covered in ENGL 121. It provides more intensive practice in theme writing, including a research paper, and emphasizes the techniques of longer prose fiction, drama, and poetry. Three lecture hours per week. Prerequisite: ENGL 121.

**ENGL 211. Survey of Literature I** (3 credits). This course is a study of masterpieces of literature of the classical style. An effort will be made to share through literature some of the ideas which have shaped our cultural heritage and to show how these ideas in literature are related to those expressed in other arts. Collateral reading reports, and themes will be required. Three lecture hours per week. Prerequisite: ENGL 122.

**ENGL 212. Survey of Literature II** (3 credits). This course is a continuation of ENGL 211. The study includes romantic, realistic, impressionistic and expressionistic styles of literature. Collateral reading, reports, and themes will be required. Three lecture hours per week. Prerequisite: ENGL 211.

### FREE STUDIES

The Department of Free Studies at Alvin Junior College has two goals: (1) to provide students with the freedom to select the instructional methods which will give them additional preparation as a prerequisite for the beginning course offered in a specific department; (2) to provide students with the freedom and guidance to pursue any area of study which they desire.

Various types of instructional media exist in the department in order to meet individual or curricular needs. Audio-tutorial programs, peer group sessions, tutoring, films, programmed textbooks, filmstrips, filmloops, slides, models, microforms, and printed materials are employed in a multitude of learning paths from which students may choose. The Department of Free Studies is not completely separate from other departments. Instead, it exists as an adjunct to all other departments by providing a supplement through self-directed study and the use of individualized instructional resources.

Some courses exist solely to meet goal (1) which is stated above, and they are scheduled for specific times in the Free Studies Laboratory. These courses are English 110, Mathematics 110 and Reading 110. A description of each follows.

**ENGL 110. Developmental Writing** (3 credits). A course with a laboratory setting which involves diagnosis of specific individual writing deficiencies and strengths. The student is guided through a sequence of learning experiences in organization of ideas and sentence structure tailored specifically to his individual needs. The instructional units are designed to upgrade the writing skills of the student as well as help him become proficient in all communication skills.

**MATH 110. Developmental Mathematics** (3 credits). A course which includes classroom instruction and a laboratory in the form of audio-visual aids, programmed texts, mathematical games, tutoring, and peer counseling. While topics are selected which will meet individual needs, some of the topics often included in the course are: flow charts, elementary operations, number systems, geometry, arithmetic, polynomials, linear equations, exponents, radicals, graphs, and percent.

**RDNG 110. Developmental Reading** (3 credits). Is designed to improve the students reading and studying effectiveness. It is concerned with the improvement of reading comprehension, vocabulary and reading. One of the major course objectives is to help students develop an interest in reading for pleasure as well as for information. Learning experiences are developed in the following areas: use of the dictionary, vocabulary building, techniques of note-taking, exam-taking and studying, and reading for enjoyment. Developmental reading is offered in a laboratory setting.

### FRENCH

**FREN 111-112. Elementary French** (4 credits) (4 credits). This course is designed for those students who have had no previous instruction in French. Stress is placed on conversational French though care is exercised to teach the essentials of grammar. Three lecture hours and two laboratory hours per week.

**FREN 211-212. Intermediate French** (3 credits) (3 credits). French readings, grammar, and composition based partly on a formal text and partly on selected readings. Stress will be placed on oral work. Three lecture hours and one laboratory hour per week. Prerequisite: FREN 112.

### GEOGRAPHY

**GEOG 110. Principles of Geography** (3 credits). A study of the natural and cultural features within the world wide geographic setting. Emphasis is placed on world climatic regions with discussion and interpretation. Three lecture hours per week.



## GOVERNMENT

**GOVT 211. American National and State Governments I** (3 credits). A study of the origin and development of our federal system of government; analysis of federal and state constitutions with special attention to the Texas Constitution; federal-state and inter-state relations; and special emphasis on problems of citizenship in a modern democratic society. Three lecture hours per week. Prerequisite: Sophomore standing.

**GOVT 212. American National and State Governments II** (3 credits). A study of the functions and services of the government of the United States, the states in general, and Texas in particular. Three lecture hours per week. Prerequisite: Sophomore standing.

## HISTORY

**HIST 111. Western Civilization to 1660** (3 credits). The chief political, social and intellectual developments of occidental civilization from the earliest human cultures to 1660. The origins of languages, literature, governments, and economic and social practices are included. Three lecture hours per week.

**HIST 112. Western Civilization since 1660.** (3 credits). This course is a continuation of HIST 111. Three lecture hours per week.

**HIST 121. History of Latin America I.** (3 credits). Spanish and Portuguese colonies from discovery to independence. Three lecture hours per week.

**HIST 122. History of Latin America II** (3 credits). Latin American republics since independence. Three lecture hours per week.

**HIST 131. History of Texas to 1865.** (3 credits). A study of the growth and development of Texas from 1500 until 1865: the Spanish colonial period; the French influence; the end of Spanish rule; the Mexican colonial period; and analysis of the Revolution; the Republic era; the Statehood years; and the role of Texas in the Civil War. Three lecture hours per week.

**HIST 132. History of Texas since 1865** (3 credits). An analysis of cultural, social, industrial, and political developments in Texas from 1865 to the present. Emphasis will be placed on the Reconstruction period, political history since the Civil War, and the emergence of the modern state of Texas. Studies of governors and their administrations will be included. Three lecture hours per week.

**HIST 141. The United States to 1877** (3 credits). American history from colonial origins through reconstruction. Exploration and colonization of the new world, the American Revolution, westward expansion, the Civil War and reconstruction. Three lecture hours per week.

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**HIST 142. The United States since 1877** (3 credits). A survey of American history from 1877 to the present. Chief topics: Big Business, Big Labor, the United States as a world power, the Great Depression and the Cold War. Three lecture hours per week.

## HUMANITIES

**HUMN 101. Introduction to Humanities** (3 credits). A study of representative examples of literature, art, and music of the classical, romantic, realistic, impressionistic and expressionistic periods. The interrelationship of the arts and their philosophies is stressed. Three lecture hours per week.

## JOURNALISM

**JOUR 110. Introduction to Mass Communications** (3 credits). Objective includes enabling student to describe in writing each of the following: process of communication, attitude formation and change, comparative systems of mass communications, structure and function of mass media in the United States and current issues concerning the mass media. Field trips to media provide support for class discussions. Three lecture hours per week.

**JOUR 120. Journalism Activities** (1 credit). This course is designed to give basic journalism training to students through experience on college publications. Two laboratory hours per week. Prerequisite: Instructor approval.

## LAW ENFORCEMENT

**LWNF 110. Introduction to Law Enforcement.** (Credit: 3 semester hours). An introductory course to law enforcement. Covers the history of the police profession and the development of the English and American police systems. Organization of federal, state, and local law enforcement agencies, their authority, duties, and responsibilities. Includes career opportunities, personnel requirements, and standards. Three lecture hours per week.

**LWNF 120. Criminal Investigation.** (Credit: 3 semester hours). Theories and concepts of the investigator's role in modern criminal investigation; basic skills necessary in conducting an investigation, developing sources of information, the collection and preservation of evidence, and preparation of reports are developed. Three lecture hours per week.

**LWNF 130. Legal Aspects of Law Enforcement.** (Credit: 3 semester hours). History and philosophy of modern law; laws of arrest, search and seizure; determination of probable cause; Texas Penal Code; emphasis on practical legal problems confronting the law enforcement officer. Three lecture hours per week.



**LWNF 140. Criminal Procedure and Evidence.** (Credit: 3 semester hours).

Examination of the rules governing the admissibility of evidence as they may affect the law enforcement officer in the administration of criminal justice, including study of the rules of evidence, kinds and degrees of evidence and their application in the legal processes from arrest through probation and parole procedures to final disposition of the case. Three lecture hours per week.

**LWNF 210. Elements of Police Supervision.** (Credit: 3 semester hours).

Duties and problems of the police supervisor; recruitment, training, promotion, discipline and morale, duty assignments and shift supervision, human relations and leadership problems, essentials of organization, types of organizations, planning the work of the department. Three lecture hours per week.

**LWNF 220. Introduction to Police Administration.** (Credit: 3 semester hours).

An analysis of the duties and responsibilities of police administrators; study of the principles of police organization; police management, coordination and personnel management. Three lecture hours per week.

**LWNF 230. Police Operations.** (Credit: 3 semester hours).

Principles of organization and functioning of police patrols; problems and methods of operation and supervision; police records and communications. Three lecture hours per week.

**LWNF 240. Police-Community Relations.** (Credit: 3 semester hours).

The interrelationship of law enforcement agencies and the community; problems related to police-community relations; emerging law enforcement concept of active involvement in community relations. Three lecture hours per week.

**LWNF 250. Legal Aspects of Corrections.** (Credit: 3 semester hours).

Legal problems from conviction to release; pre-sentence investigation, sentencing, probation and parole, loss and restoration of civil rights. Court system of U.S. is explained at all levels. Three lecture hours per week.

**LWNF 260. Probation and Parole.** (Credit: 3 semester hours).

Probation as a judicial process and parole as an executive function are examined as to development and organization. Three lecture hours per week.

**LWNF 270. Juvenile Delinquency.** (Credit: 3 semester hours).

The nature and extent of delinquency. The environments in which juvenile delinquency develops, delinquent sub-cultures and peer groups; evaluation of prevention, control and treatment programs. Prerequisite: Soci 111 or 122 or approval of instructor. Three lecture hours per week.

**LWNF 280. Understanding Human Behavior.** (Credit: 3 semester hours).

Deviant behavior in infancy, childhood, adolescence, and the adult; psychodynamic processes, diagnostic and therapeutic procedures.

Prerequisite: Psyc 121 or approval of instructor. Three lecture hours per week.

**LWNF 290. Interviewing and Counseling.** (Credit: 3 semester hours).

Emphasis on principles and procedures. Review and analysis of the various approaches and techniques used with individuals and groups. Three lecture hours per week.

## MATHEMATICS

**MATH 110. Developmental Mathematics** (3 credits). Developmental

Mathematics is a course which includes classroom instruction and a laboratory in the form of audio-visual aids, programmed texts, mathematical games, tutoring, and peer counseling. While topics are selected which will remove deficiencies and meet individual needs, some of the topics often included in the course are: flow charts, elementary operations, number systems, geometry, arithmetic, polynomials, linear equations, exponents, radicals, graphs, and percent.

Students are advised to register for this course on the basis of their previous academic experience and/or their scores on entrance examinations.

**MATH 111-112. Selected Topics I, II** (3 credits) (3 credits). This course

is designed to satisfy the mathematics requirement for liberal arts majors. Some of the topics included are: number theory, concepts of algebra, geometry, statistics, logic, computer science, matrix algebra, and history of mathematics. Three lecture hours per week.

**MATH 120. Slide Rule** (1 credit). This is a course for pre-engineers and

science majors. It is designed to introduce the student to elementary problems from all fields of engineering and science. Particular emphasis is placed on learning to manipulate the slide rule with speed and accuracy. Two lecture-laboratory hours per week.

**MATH 121. College Algebra** (3 credits). This course includes only a brief

review of elementary topics followed by a more intensive study of advanced topics in quadratic equations, systems of quadratic equations, inequalities, progressions, complex numbers, elementary theory of equations, permutations, combinations, mathematical induction and other selected topics as time permits. Three lecture hours per week. Prerequisite: Two years of high school algebra or consent of instructor.

**MATH 130. College Arithmetic** (2 credits). The acquisition in precise form

of those ideas or concepts in terms of which the quantitative thinking of the world is carried out. This course will stress understanding and correct use of whole numbers, fractions, percentage, and measurements. Short methods of calculation will be stressed throughout the course. Two hours of lecture per week.

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**MATH 132. Plane Trigonometry** (3 credits). Mastery of trigonometric functions with applications; functions of acute angles; functions of obtuse, and multiple angles; identities; derivation of formulas; logarithms; solution of both right triangles and obtuse triangles; practical problems involving heights and distances; graphical representation of trigonometric functions and geometric applications. Three lecture hours per week.

**MATH 140. Pre-Calculus** (6 credits). A study of elementary functions, their graphs and applications, including polynomials, rational and algebraic functions, exponential, logarithmic and trigonometric functions; and introduction to three dimensional analytic geometry. Six lecture hours per week. Prerequisite: high school Algebra and Trigonometry or permission of instructor. This course is equivalent to MATH 141-142.

**MATH 141-142. Pre-Calculus I, II** (3 credits) (3 credits). A course in the solution of geometric problems through applied algebra by the graphical representation of points, lines, curves and the transformation of coordinates, polar coordinates, transcendental curves, vectors, parametrics and space formulas, with special emphasis on rapid curve sketching. Three lecture hours per week. Prerequisite: MATH 121, 132, or permission of instructor.

**MATH 150. Analytic Geometry** (3 credits). A course in the solution of geometric problems through applied algebra by the graphical representation of points, lines, curves and the transformation of coordinates, polar coordinates, transcendental curves, vectors, parametrics and space formulas, with special emphasis on rapid curve sketching. Three lecture hours per week. Prerequisite: MATH 121, 132, or permission of instructor.

Note: A student will not receive credit for both MATH 140 and MATH 150.

**MATH 211-212. Differential and Integral Calculus I, II.** (5 credits) (5 credits). These courses are designed to meet the needs of engineering and science students. Differentiation and integration of algebraic functions with applications, followed by a similar treatment of transcendental functions, formal integration by various devices, series, expansion of functions, partial derivatives and multiple integrals constitute the course. Five lecture hours and one laboratory hour per week. Prerequisite: MATH 140, MATH 150, or consent of instructor.

**MATH 213-214. Differential and Integral Calculus I, II.** (3 credits) (3 credits). These courses are designed to meet the needs of engineering and science majors. These two courses, followed by a course in calculus applications, are fully equivalent to Math 211-212. A study of limits, differentiations, rates, maxima and minima, curvature, elementary integrals, definite integrals, areas, lengths, and volumes constitute the topics in the course. Three lecture hours per week. Prerequisite: MATH 140, MATH 150, or consent of instructor.

**MATH 210. Differential Equations** (3 credits). This course is designed to meet the needs of engineering students. The following topics are included: equations of the first order, singular solutions, linear equations with constant coefficient, miscellaneous methods of solving equations of higher order than the first, with geometric and physical applications. Three lecture hours per week. Prerequisite: MATH 214 or 212.

**MATH 215. Calculus Applications.** (3 credits). A study of centroids, moments of inertia, pressure, work, partial differentiation, series, multiple integrals, and hyperbolic functions constitute the material in this advanced course. Three lecture hours per week. Prerequisite: MATH 214.

**MATH 220. Linear Algebra** (3 credits). Systems of linear equations, vector spaces, linear dependence, bases, dimensions, linear mappings, matrices, determinants, quadratic forms, orthogonal reduction to diagonal form, eigenvalues, applications. Three lecture hours per week. Prerequisite or co-requisite: MATH 214 or MATH 212 or approval of instructor.

**MATH 160. Foundations of Mathematics** (3 credits). Modern methods will be used to develop skill and understanding in the use and meaning of sets, number symbols, operations, properties, equivalence and number relations, modular systems and bases, scientific notation, measurements, coordinate systems, equations, and various number systems. Three lecture hours per week.

**MATH 170. Modern Topics in Mathematics** (3 credits). Topics will include studies in modern geometry, sets, relations and functions, ratio and percent, systems of logic, statistics and graphs, probability, systems of equations, and problem solving with practical applications. Three lecture hours per week.

**MATH 180. Finite Mathematics** (3 credits). This course is designed to meet the needs of students majoring in business and other related fields. The course includes a review of the elementary topics of Algebra followed by a study of logic, sets, equations, relations, functions, linear systems, vectors, matrices, linear programming, and non-linear functions. Three lecture hours per week. Prerequisite: Two years of high school Algebra.

**MATH 190. Analysis** (3 credits). This course is designed to meet the needs of students majoring in business management, science, quantitative analysis or other related fields. The course includes a review of the real number system, relations and functions, sequences and series, and then follows these topics with a study of the differential and integral calculus. Three lecture hours per week. Prerequisite: MATH 180 or the equivalent.

**MATH 230. Statics** (3 credits). Topics included in the course are mathematics of finance, probability, testing hypotheses, sample theory,



parameter estimation, frequency functions, correlation and regression. Prerequisite: 6 semester hours of math.

**MATH 151. Technical Mathematics I** (3 credits). A course for technology students. Topics covered will include a review of arithmetic, and proceed through a treatment of measured data, slide rule operation, tables and interpolation, algebra, analytic geometry, and determinants. Three lecture hours per week.

**MATH 152. Technical Mathematics II.** (3 credits). Topics covered will include logarithms, exponential functions, numerical trigonometry of the right triangle, and analytical trigonometry. Three lecture hours per week. Prerequisite: MATH 151.

**MATH 250. Advanced Technical Mathematics** (3 credits). This course is designed for technology students who require a deeper understanding of definitions and procedures used in mathematics. Topics covered will include vector operations, differential calculus, integral calculus, and special functions. Three lecture hours per week. Prerequisite: MATH 152 or consent of instructor.

### MUSIC

**MUSC 110. Introduction to Music** (3 credits). This course is designed to familiarize students with the meaning of musical notation through the study of scales, chords, and rhythm. Especially adapted for students preparing to become teachers and other students who wish to gain a working knowledge of music. Enrollment in class piano is recommended when a student enrolls in this course. Three lecture hours per week.

**MUSC 111-112. Survey of Music Literature** (2 credits) (2 credits). A required course for music majors studying the fundamentals of music terminology and standard instrumental and vocal forms. Representative composers and compositions from secular and sacred music of most major eras are studied by means of records, lecture, and reports. Two lecture hours and one lab hour per week.

**MUSC 120. Music of Yesterday and Today** (2 credits). The aim of this general survey course is to provide a foundation for the enjoyment and understanding of music. Representative composers and their works are studied through recorded music. Two lecture and one lab hour per week.

**MUSC 121-122. Ear Training and Sight-Singing** (2 credits) (2 credits). A first year course which provides basic aural, visual, and vocal experiences in dictation and sight-singing. One lecture hour and two lab hours per week. Prerequisite: Approval of the instructor.

**MUSC 131-132. Class Piano** (1 credit) (1 credit). Class piano is designed for students with little or no previous experience. A study of basic techniques, scales, chords and basic repertoire. Meets two hours per week.

**MUSC 141-142. Music Theory** (3 credits) (3 credits). A study of the fundamentals of musicianship. Includes a study of scales, intervals, diatonic triads, inversions, written and keyboard harmony and a study of the dominant seventh chords and inversions. Three lecture hours per week. Prerequisite: MUSC 110 or satisfactory score on placement exam.

**MUSC 233-234. Music Theory** (3 credits) (3 credits). A continuation of the first year course with advanced aural and written study with emphasis on chromatic harmony and harmonic analysis. Class meets three hours per week. Prerequisite: MUSC 142.

### ENSEMBLES

**MUSC 151, 152, 253, 254. Concert Choir** (1 credit for each course). This choir presents in concert many selections of the world's fine literature. In addition to local concerts, this group will participate in campus activities and will make several concert tours to other cities. In order to obtain credit, members are to attend all called rehearsals and public performances. Five rehearsal hours per week. Prerequisite: High school choir experience is preferred, although others may be admitted by audition.

**MUSC 161, 162, 263, 264. College Singers** (1 credit for each course). This organization is limited in membership. Students are selected through auditions from the membership of the college choir. Three rehearsal hours per week. Prerequisite: Previous experience in choral music, a member in good standing of the concert choir, ability to sight-read and approval of the instructor.

**MUSC 171, 182, 273, 274. Grand Chorus** (1 credit for each course). Membership in this chorus is open to all students. A course in choral singing designed to acquaint the student with good choral literature. At least one public concert is given each semester. Usually offered in the evening. Two rehearsal hours per week.

**MUSC 181, 182, 283, 284. Stage Band** (1 credit for each course). This organization is the largest performing instrumental group. Numerous concerts both on and off campus include contemporary jazz and rock music as well as standard big band literature. Membership is open to all college students by audition with the instructor. Three rehearsal hours per week.

**MUSC 191, 192, 293, 294. Jazz Lab** (1 credit for each course). This organization performs for many special occasions on and off campus. Music includes small band jazz-rock with emphasis on individual improvisation. Membership is open to all college students by audition with the director. Three rehearsal hours per week.



## APPLIED MUSIC

**MUSC 115, 116, 215, 216. Applied Music — Piano** (1 credit for each course). One-half hour of individual instruction a week. Requires three hours of practice. Prerequisite: Approval of instructor.

**MUSC 117, 118, 217, 218. Applied Music — Piano** (2 credits for each course). One hour of individual instruction a week. Requires six hours of practice. Prerequisite: Approval of instructor.

**MUSC 125, 126, 225, 226. Applied Music — Voice** (1 credit for each course). One-half hour of individual instruction a week. Requires three hours practice. Prerequisite: Approval of instructor.

**MUSC 127, 128, 227, 228. Applied Music — Voice.** (2 credits for each course). One hour of individual instruction a week. Requires six hours of practice. Prerequisite: Approval of instructor.

**MUSC 135, 136, 235, 236. Applied Music — Brass** (2 credits for each course). One hour of individual instruction is offered in trumpet, trombone, French horn and tuba. Requires six hours of practice. Prerequisite: Approval of instructor.

**MUSC 145, 146, 245, 246. Applied Music — Woodwind** (2 credits for each course). One hour of individual instruction is offered in bassoon, clarinet, flute, oboe and saxophone. Requires six hours of practice. Prerequisite: Approval of instructor.

**MUSC 155, 156, 255, 256. Applied Music — Percussion** (2 credits for each course). One hour of individual instruction in the use of percussion instruments. Requires six hours of practice. Prerequisite: Approval of instructor.

## NURSING

### ADN — Associate Degree Nursing

**NURS 110. Introduction to Nursing** (8 credits). This is the basic course in the nursing curriculum; it provides the foundation upon which other courses build and expand. The course is concerned with wellness and the maintenance of health. However, the student is introduced to some deviations from wellness so that he has the opportunity to develop an awareness of the different levels of wellness.

Nutrition, Pharmacology, basic mental health concepts, communication, nursing skills, techniques, and scientific principles are integrated and emphasized throughout the course. History of nursing and the privileges and responsibilities of the nurse are also considered. Clinical experiences include adult and pediatric services. Four lecture hours, twelve laboratory hours.

**NURS 120. Maternal and Child Health** (8 credits). Approaches the family at the establishment phase and follows the family through the expectant, childbearing, pre-school, school, and teenage phase. The inter-relatedness of the family is considered throughout each phase with major emphasis on the normal aspects. Selected deviations from normal are also considered. Content is focused on the implications for nursing. Continued study of the related pharmacology and nutrition. Four lecture hours, twelve laboratory hours. Prerequisite: PSYC 110, 130; BIOL 121; NURS 110.

**NURS 130. Psychiatric Nursing** (5 credits). A study of principles and techniques involved in prevention and treatment of mental illness. Psychiatric team approach used. Rehabilitative methods are stressed. Study of drugs used in psychiatric therapy included. Clinical laboratory experience entails working with mentally ill patients, individually, in groups, and with their families. Emphasis is placed on the community approach. Several hospitals provide facilities for clinical experiences. Three lecture hours, six laboratory hours. Prerequisite: NURS 110; PSYC 110, 130; BIOL 121.

**NURS 211. Medical-Surgical Nursing I** (8 credits). Lecture, demonstration, observations, individual and group conferences, and clinical practice. This is an integrated course in which the medical, surgical, dietary, psychological, sociological, and community aspects of diseases and abnormalities and their management, are interrelated. This course is designed to aid the student in acquiring skills in meeting the needs of children and adults. Responsibilities and techniques in nursing interventions in the hospital and home are stressed. The student is afforded an opportunity to practice in hospital settings that provide a great variety of types of conditions and disease manifestations. Four lecture hours, twelve laboratory hours. Prerequisite: NURS 110; BIOL 122.

**NURS 212. Medical-Surgical Nursing II** (8 credits). This course is a continuation of Medical-Surgical Nursing I, but on a more advanced level. In addition to those nursing interventions of which the student is somewhat familiar, nursing in intensive care units, disaster and emergency nursing, are included. The course is designed to offer the student the opportunity of assuming greater responsibility and enriching experiences in nursing care of children and adults. The student is guided in making individual contributions to the total needs of the patient. Four lecture hours, twelve laboratory hours. Prerequisite: NURS 211, BIOL 225.



## NURSING

### LVN — Licensed Vocational Nursing

**NURS 001. Personal and Vocational Relationships** (16 contact hours).

This course introduces history of vocational nursing, nursing ethics, legal aspects, personal hygiene and grooming, role of the vocational nurse as part of the health team.

**NURS 002. Introduction to Vocational Nursing Skills, Pharmacology and Nutrition** (225 contact hours).

Introduces pharmacology, nutrition, mental health concepts, communication, and manual skills to nursing care. Clinical experience in nursing skills. Laboratory and hospital setting.

**NURS 003. Maternity and Newborn Nursing** (35 contact hours).

Practice three weeks obstetrics, 2 weeks newborn. This is a basic course approaching the family at the establishment phase and follows the family through the expectant, child bearing, including complications specific to mother and newborn. Continued study of related pharmacology and nutrition. Clinical experience in hospital setting.

**NURS 004. Pediatric Nursing** (25 contact hours).

Practice; three weeks. This is a basic course in childhood diseases. The effect of disease on normal growth and development. Nursing care measures necessary to meet the emotional and physical needs. Continued pharmacology and nutrition. Clinical experience in hospital setting.

**NURS 005. Psychiatric Nursing** (20 contact hours).

Practice; two weeks (Only if available). This is a course defining the basic concepts of positive mental health; the various aspects of emotional behavior due to illness, environment, and religious beliefs. Continued study of related pharmacology and nutrition. Clinical experience in hospital and mental health clinics.

**NURS 006. Medical-Surgical Nursing** (110 contact hours).

Practice; six weeks Medical, six weeks Surgical. A study of basic nursing care of medical-surgical patients, including the progressive steps in treatment and recovery. The course is designed to aid the student in meeting the needs of the adult and geriatric patient in the hospital, nursing home, and in the home. First aid is introduced. Continued study of related pharmacology and nutrition. Clinical experience in hospital, nursing home, and industry.

**NURS 007. Body Structure and Function** (96 contact hours).

A basic course in anatomy and physiology as a background for nursing care. Lecture and lab included.

**NURS 008. Microbiology** (32 contact hours).

A basic course in microbiology with emphasis on disease prevention, disease control programs and community resources. Lecture and lab included.

**NURS 009. Normal Growth and Development** (16 contact hours). This course is intended to provide the basic aspects of growth and development from birth through adolescence.

## PHILOSOPHY

**PHIL 111-112. Introduction to Philosophy I, II** (3 credits) (3 credits). These courses are to be taken in sequence. An introductory study of some philosophical issues concerning the perception and belief of man in society. Lecture three hours per week.

## PHYSICAL EDUCATION

### ACTIVITY COURSES FOR MEN

**PHED 111, 112. Individual and Dual Sports.** (1 credit) (1 credit). The course provides instruction and participation in the fundamentals of beginning tennis, badminton, archery, tumbling, table tennis and physical fitness. Two lab hours per week.

**PHED 121, 122. Weightlifting.** (1 credit) (1 credit). A study of basic fundamental skills and techniques are included in this course. Two lab hours per week.

**PHED 131, 132. Bowling.** (1 credit) (1 credit). Designed for both the beginner and advanced bowler. After a four week instruction period a class league is formed with students receiving experience in league etiquette, procedures, scoring, etc. Two lab hours per week.

**PHED 141, 142. Golf** (1 credit) (1 credit). The course is designed to give students beginning instructions in golf and will deal with the history, skills, rules and safety of the game. Two lab hours per week.

**PHED 151, 152. Team Sports.** (1 credit) (1 credit). Activities taught may include Flag football, basketball, volley ball, soccer, speedball, and softball. Two lab hours per week.

**PHED 161, 162. Varsity Tennis.** (1 credit) (1 credit). A course for advanced tennis players who are participating on a collegiate level. Prerequisite: Instructor approval. Two lab hours per week.

**PHED 171, 172. Varsity Baseball.** (1 credit) (1 credit). A course for advanced baseball players who are competing on a collegiate level. Prerequisite: Instructor approval. Two lab hours per week.

**PHED 181, 182. Varsity Basketball.** (1 credit) (1 credit). A course for advanced basketball players who are competing on a collegiate level. Prerequisite: Instructor approval. Two lab hours per week.

**PHED 191, 192. Varsity Golf.** (1 credit) (1 credit). A course for advanced golf players who are competing on a collegiate level. Prerequisite: Instructor approval. Two lab hours per week.



- PHED 211-212. Individual and Dual Sports.** (1 credit) (1 credit). Prerequisite: Sophomore standing. Two lab hours per week.
- PHED 221, 222. Weightlifting.** (1 credit) (1 credit). Prerequisite: Sophomore standing. Two lab hours per week.
- PHED 231, 232. Bowling.** (1 credit) (1 credit). Prerequisite: Sophomore standing. Two lab hours per week.
- PHED 241, 242. Golf.** (1 credit) (1 credit). Prerequisite: Sophomore standing. Two lab hours per week.
- PHED 251, 252. Team Sports.** (1 credit) (1 credit). Prerequisite: Sophomore standing. Two lab hours per week.
- PHED 261, 262. Varsity Tennis.** (1 credit) (1 credit). Prerequisite: Instructor approval. Two lab hours per week.
- PHED 271, 272. Varsity Baseball.** (1 credit) (1 credit). Prerequisite: Instructor approval. Two lab hours per week.
- PHED 281, 282. Varsity Basketball.** (1 credit) (1 credit). Prerequisite: Instructor approval. Two lab hours per week.
- PHED 291, 292. Varsity Golf.** (1 credit) (1 credit). Prerequisite: Instructor approval. Two lab hours per week.

#### ACTIVITY COURSES FOR WOMEN

- PHED 115, 116. Individual and Dual Sports.** (1 credit) (1 credit). This course provides instruction and participation in the fundamentals of beginning tennis, badminton, archery, tumbling, table tennis, and the development of fitness, skills, knowledge and appreciation for all students. Equipment is furnished by the college. Two days of class instruction and participation per week.
- PHED 125, 126. Fundamentals of Dance.** (1 credit) (1 credit). This course provides instruction and participation in the fundamentals of beginning folk dance or beginning modern dance with a brief study of history and philosophy of the dance. Two days of class instruction and participation per week.
- PHED 135, 136. Bowling.** (1 credit) (1 credit) This course is designed for both the beginner and advanced bowler. After a four week instruction period a class league is formed with students receiving experience in league etiquette, procedures, scoring, and rules. Two lab hours per week.
- PHED 145, 146. Golf.** (1 credit) (1 credit). This course is designed to give students beginning instruction in golf and will deal with the history, skills, rules and safety of the game. Two lab hours per week.
- PHED 155, 156. Team Sports.** (1 credit) (1 credit). Activities taught may include Volleyball, Soccer, Basketball, and Softball. Two lab hours per week.

- PHED 165, 166. Varsity Tennis.** (1 credit) (1 credit) A course for advanced tennis players who are participating on a collegiate level. Two lab hours per week. Prerequisite: Instructor approval.
- PHED 215, 216. Individual and Dual Sports.** (1 credit) (1 credit). Prerequisite: Sophomore standing. Two lab hours per week.
- PHED 225, 226. Fundamentals of Dance.** (1 credit) (1 credit). Prerequisite: Sophomore standing. Two lab hours per week.
- PHED 235, 236. Bowling.** (1 credit) (1 credit). Prerequisite: Sophomore standing. Two lab hours per week.
- PHED 245, 246. Golf.** (1 credit) (1 credit). Prerequisite: Sophomore standing. Two lab hours per week.
- PHED 255, 256. Team Sports.** (1 credit) (1 credit). Prerequisite: Sophomore standing. Two lab hours per week.
- PHED 265, 266. Varsity Tennis.** (1 credit) (1 credit). Prerequisite: Sophomore standing and instructor approval. Two lab hours per week.

#### CO-EDUCATIONAL ACTIVITIES.

- PHED 117, 118. Co-ed Volleyball.** (1 credit) (1 credit). This course consists of instruction and participation in both beginning and advanced volleyball. It is open to both men and women. Two lab hours per week.
- PHED 127, 128. Co-ed Badminton.** (1 credit) (1 credit). This course consists of instruction and participation in both beginning and advanced badminton. It is open to both men and women. Two lab hours per week.
- PHED 217, 218. Co-ed Volleyball.** (1 credit) (1 credit). Prerequisite: Sophomore standing. Two lab hours per week.
- PHED 227, 228. Co-ed Badminton.** (1 credit) (1 credit). Prerequisite: Sophomore standing. Two lab hours per week.

#### THEORY COURSES:

- PHED 110. Foundations of Physical Education.** (3 credits). Designed for professional orientation in Physical Education, Health and Recreation. Brief history, philosophy and modern trends of physical education, teacher qualification, vocational opportunities and skill testing comprise the contents of the course. Three lecture hours per week.
- PHED 120. Personal and Community Health.** (3 credits). This course presents the essential present day knowledge of personal and community health. Stress is placed on physiological and anatomical background showing the student how to make a sound appraisal of the effects of health practices upon his own body. The water supply, waste disposal, pollution and prevention and control of diseases are



also discussed under community health. Three lecture hours per week.

**PHED 210. First Aid.** (3 credits). The theory and practice in the standard and advanced courses of the American Red Cross in first aid and home and farm study. Students meeting the requirements are awarded the appropriate Red Cross certifications. Three lecture hours per week.

### PHYSICS

**PHYS 111, 112. Physical Science I, II** (4 credits) (4 credits). A survey course of the physical science fields. Topics are selected from physics, chemistry, geology, astronomy, and meteorology. Experiments are chosen to illustrate the philosophy and methods of science. This course is designed and taught for the non-science major. Three lecture and two laboratory hours per week.

**PHYS 121-122. General Physics I, II** (4 credits) (4 credits). These courses are to be taken in sequence. An introductory course which includes mechanics, heat, electricity, magnetism, light and nuclear physics. Three lecture and three laboratory hours per week.

**PHYS 131-132. Technical Science I, II** (4 credits) (4 credits). Instruction includes motion, Newton's laws, sound, electricity and magnetism. Students are also introduced to atomic structure, inorganic reactions, bonding, organic nomenclature, heat, spectra, and optical instruments. This course is designed primarily for students in the technology program that need a fundamental understanding of physics and chemistry. Three lecture and two laboratory hours per week.

**PHYS 141. Mechanics and Heat** (4 credits). This is a course designed to meet the needs of science and engineering students. Topics covered include: vectors and vector products, equilibrium, moments of force, motion, Newton's laws, and heat. Three lecture and three laboratory hours per week. Corequisite: MATH 212 or 214.

**PHYS 242. Electricity and Magnetism** (4 credits). This course in electricity and magnetism is designed for science and engineering students. Three lecture and three laboratory hours per week. Prerequisite: PHYS 141.

**PHYS 243. Wave-Motion, Sound, Light** (4 credits). A course for students in science, engineering, and other related fields. Topics covered include: nature and propagation of light, reflection interference, diffraction, lens, polarization, natural radioactivity and nuclear energy. Three lecture and three laboratory hours per week. Prerequisite: PHYS 242.

### PSYCHOLOGY

**PSYC 110. Human Relations** (3 credits). Communication, perception, motivation, leadership, group dynamics, and social conflict are studied. The application of psychology to problems in industry and private life are also considered. Three lecture hours per week.

**PSYC 121-122. General Psychology** (3 credits) (3 credits). These courses are to be taken in sequence. They are designed to give the student a broad view of the field and acquaint him with the fundamental laws of behavior that have to do with daily conduct in various life situations. The study of human behavior relating experimental data to practical problems, the measurement of ability, sensory and perceptive processes, organic basis of behavior, heredity, maturation, learning and thinking, motivation, emotion, personality and social factors in behavior. Three lecture hours per week.

**PSYC 130. Child Growth and Development** (3 credits). A study of physical and psychological development from conception through adolescence with emphasis on factors which influence growth and development. Designed to help the individual develop skills in observing and interpreting children's behavior. Three lecture hours per week.

**PSYC 230. Psychology of Personal Adjustments** (3 credits). Theories of personality, individual development and adjustment along with the dynamics of adjustment as applied to personality development and effective living. Three lecture hours per week. Prerequisite: PSYC 122.

### SECRETARIAL SCIENCE

**SECT 111-112. Shorthand I, II** (3 credits) (3 credits). Aims at mastery of the principles of Gregg shorthand with drills in the correct formation of work outlines and phrase forms; the study of word signs, phrasing, dictation, transcription, and speed building. Lecture three hours, laboratory two hours per week.

**SECT 121-122. Typewriting I, II** (3 credits) (3 credits). The typewriting keyboard and skills essential to obtain employment in an office occupation. Correct typing techniques and practice in production problems such as centering, letters, manuscripts, simple tabulations, and forms. Lecture two hours, laboratory 3 hours per week.

**SECT 130. Business Communications** (3 credits). A study of the use of correct and forceful English and the application of positive qualities in writing business letters and reports. Lecture three hours per week.

**SECT 140. Secretarial Practice** (3 credits). A study of secretarial occupations and secretarial duties in the business office including handling of mail, filing, personality and human relations, grooming, and office routine. Lecture three hours and laboratory two hours per week. Prerequisite: SECT 112.



**SECT 150. Office Machines** (3 credits). Introduction to operations of rotary calculator, keydriven calculator, bookkeeping machine, and accounting machine. Designed as a survey course to give the student an insight into the use of these machines and to develop sufficient skill for machines to be used later in offices. Lecture two hours and laboratory three hours per week.

**SECT 210. Advanced Shorthand** (3 credits). Improvement of shorthand speed and office efficiency through practice. Further emphasis is given to widening vocabulary. Accurate transcription is stressed. Lecture three hours, and laboratory two hours per week. Prerequisite: SECT 112.

**SECT 215. Dictation and Transcription.** (3 credits). Intensive training designed to develop additional speed and accuracy in writing and transcribing shorthand to meet the demands for secretarial efficiency. Lecture three hours and laboratory two hours per week. Prerequisite: SECT 210.

**SECT 220. Advanced Typing** (3 credits). Emphasis on production typing with additional training given in letter writing, filing business papers, tabulation, stencil cutting, creation of office atmosphere. Lecture two hours and laboratory three hours per week. Prerequisite: SECT 122.

**SECT 230. Records Management** (3 credits). A study of basic filing procedures and records control, providing instruction in the fundamentals that are essential to the managing of the records of a business. Lecture two hours and laboratory two hours per week.

**SECT 240. Office Procedures** (3 credits). A study is made of business procedures including business etiquette, handling of office mail, filing systems, preparation of business reports, and office work flow. Lecture three hours per week.

### SOCIAL SCIENCE

**SOSC 111-112. Contemporary American Civilization I, II.** (3 credits) (3 credits). An analysis of the factors involved in the development of American society and culture. This course is to assist the student to better understand American economics, American government, American history and man's role in society. Three lecture hours per week.

### SOCIOLOGY

**SOCI 111. Principles of Sociology** (3 credits). The study of social groups, culture and personality with emphasis on the relationship of man to his institutions, social interaction, social changes, and pattern of behavior. Three lecture hours per week.

**SOCI 122. Social Problems** (3 credits). Specific conditions, problems, and issues; poverty, unemployment, old age, health, family, crime, juvenile delinquency, race, and nationality. Three lecture hours per week. Prerequisite: SOCI 111.

**SOCI 110. Marriage and Family Relationships** (3 credits). A cultural and practical approach to the problems of courtship, marriage, and parenthood with emphasis on the understanding of the problems and methods of adjustment used by a society undergoing rapid social change. Three lecture hours per week.

**SOCI 210. Contemporary Social Problems** (3 credits). Preparation for well-informed participation in public affairs through objective examination of existing social arrangements and traditional social institutions. Three hours per week.

**SOCI 220. Criminology** (3 credits). Current trends, nature and causes of crime. Indexes of crime, perspectives and methods in criminology, psychopathy and crime, culture areas and crime, processes in criminal behavior. Sociological aspects of criminal law and procedure. Three lecture hours per week.

**SOCI 230. Penology** (3 credits). Punishment, treatment and prevention of criminality. Sociological analysis of probation, parole and prison administration. Three lecture hours per week.

### SPANISH

**SPAN 111-112. Elementary Spanish I, II.** (3 credits) (3 credits). While this course is definitely aimed toward proficiency in conversational Spanish, care is taken to give the student the necessary background in pronunciation, verb forms, and grammatical construction to enable him to take Intermediate Spanish. Three lecture and one laboratory hour per week.

**SPAN 121-122. Intermediate Spanish I, II** (3 credits) (3 credits). This course includes more complex grammatical points. Reading of classical and contemporary literature with a view to furthering cultural appreciation and gaining a better understanding of international affairs. Three lecture and one laboratory hour per week.

**SPAN 211-212. Advanced Conversation and Composition** (3 credits) (3 credits). This course is designed to further the student's study and use of Spanish after the fourth semester of college study in the language. Three lecture and one laboratory hour per week. Prerequisite: Instructor approval.

### SPEECH

**SPCH 110. Fundamentals of Speech.** (3 credits). The Fundamentals of Speech consists of the study of the importance of speech as an aid



in social adjustment; the improvement of articulation and pronunciation; the study of the use of bodily activity and its relation to effective speaking; vocabulary development; the study of the general ends of speech and preparation toward the achieving of these ends. Three lecture hours per week.

**SPCH 120. Public Speaking** (3 credits). Public Speaking is devoted to the methods of organization and the techniques of delivery of the platform speech, emphasis upon explanation and persuasion. Study of group methods of problem solving and parliamentary procedure. Three lecture hours per week. Prerequisite: SPCH 110 or consent of instructor.

**SPCH 130. Oral Interpretation** (3 credits). Oral Interpretation is the study of platform interpretation of literature. Emphasis will be placed upon improvement in voice, pronunciation, and enunciation for interpreting lyric poetry, narrative prose and poetry, descriptive essay, monologue, and dramatic scenes. This course is particularly recommended for English and elementary majors. Three lecture hours per week. Prerequisite: SPCH 110.

**SPCH 140. Business Speech** (3 credits). Business Speech is devoted to the study of the techniques of technical reporting (i. e., speeches to instruct, speeches of special reporting); the study of special situation speeches; the study of techniques of problem-solving through public discussion (i. e., panel discussion, symposium, etc.); the study of the techniques of parliamentary law for purposes of learning to preside at various meetings; to give interview experience. Three lecture hours per week.

**SPCH 150. Forensics** (2 credits). Students are given an opportunity to participate in public speaking programs. He must appear in two such programs and do investigation on one famous successful platform speaker. Two lecture hours per week.

**SPCH 160. Introduction to the Theatre Arts** (3 credits). The principles of drama; development of theatre as an art; study of selected plays in terms of theatrical presentation; the living theatre as evidenced on stage, in the motion pictures and on television. Lecture two hours, laboratory three hours per week.

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 M.Ed., University of Houston  
 M.L., University of Houston

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 M.S., Boston University

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 B.S., University of Texas School of Nursing

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 M.A., Southwest Texas State University

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 M.C.S., Texas A&M University

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Nancey Lobb .....Psychology  
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 M.A., University of Texas

M. Candy Lockhart .....Nursing  
 B.S., Texas Woman's University

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 M.S., Texas A & I University

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 M.A., Texas Technological College

Barbara Masters .....Nursing  
 B.S., Prairie View A & M College  
 M.S., Texas Woman's University

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 M.B.A., University of Arkansas

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 M.A., Administration of Nursing Service, Columbia University

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Oscar Payne .....Nursing  
 B.S., Prairie View A & M College

Jerry Perkins .....Music  
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 B.MEd., Sam Houston State University  
 M.A., Sam Houston State University

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 M.Ed., University of Houston

Virginia Sheffel .....Psychology  
 B.A., Hillsdale College  
 M.Ed., Wayne State University

Gerald D. Skidmore .....Mathematics  
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 M.A., Sam Houston State University

Eloise Waggoner .....Nursing  
 B.A., Sacred Heart Dominican College

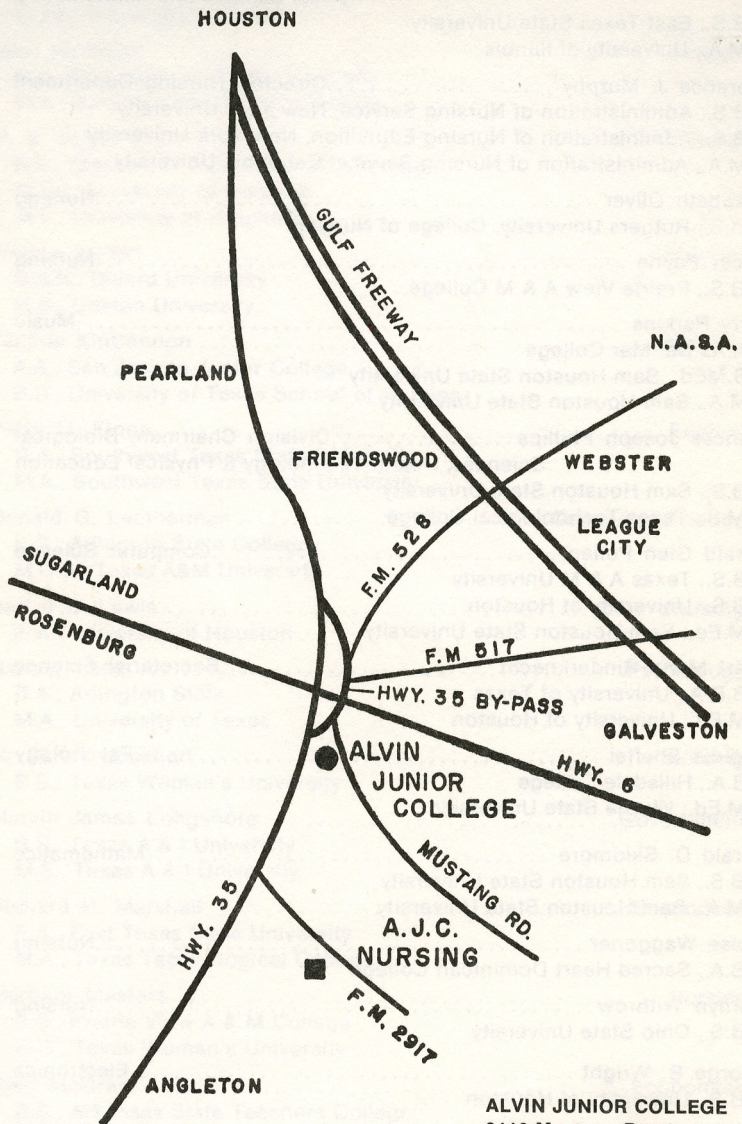
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 B.S., University of Houston

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