

ALVIN
COMMUNITY
COLLEGE

GENERAL INFORMATION

1976-77



ALVIN, TEXAS 77511

1976-1977 GENERAL INFORMATION BULLETIN

NUMBER 1

VOLUME XXVII

Faculty	Staff	Students	Admission
1976-1977	1976-1977	1976-1977	1976-1977
1976-1977	1976-1977	1976-1977	1976-1977
1976-1977	1976-1977	1976-1977	1976-1977

Alvin Community College is an equal opportunity institution and does not discriminate against anyone on the basis of race, creed, color, sex or national origin.

Faculty	Staff	Students	Admission
1976-1977	1976-1977	1976-1977	1976-1977
1976-1977	1976-1977	1976-1977	1976-1977
1976-1977	1976-1977	1976-1977	1976-1977

COVER DESIGN: Artist Concept of
Alvin Community College Building
Expansion Program.

1976

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ACADEMIC CALENDAR

Fall Semester 1976

29-30 July	Orientation for New Students
19-20 August	Orientation for New Students
23-24 August	Faculty Workshop
25-26 August	REGISTRATION
30 August	Classes Begin
6 September	Labor Day
7 September	Last Day to Add Classes
9 October	ACT Test
20 November	ACT Test
25-26 November	Thanksgiving Holidays
1 December	Last Day to Apply For Fall Graduation
10 December	End of Classes
13-14-15-16 December	FINAL EXAMS

Spring Semester 1977

10-11 January	Faculty Workshop
12-13 January	REGISTRATION
17 January	Classes Begin
24 January	Last Day to Add Classes
5 February	ACT Test
31 March-2 April	TJCTA
1 April	Last Day to Apply for Spring Graduation
2 April	ACT
4-8 April	Spring Holidays
6 May	Classes End
9-10-11-12 May	FINAL EXAMS
16 May	COMMENCEMENT

Summer Term 1977

First Session

30-31 May	REGISTRATION
1 June	Classes Begin
18 June	ACT Test
1 July	Last Day to Apply For August Graduation
4 July	Independence Day Holiday
6 July	End of Classes
7-8 July	FINAL EXAMS

Summer Term 1977

Second Session

11 July	REGISTRATION
12 July	Classes Begin
29-30 July	Orientation for New Students
16 August	End of Classes
17-18 August	FINAL EXAMS

GENERAL INFORMATION

PURPOSE

Alvin Community College is a publicly 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 semiprofessional 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. **Learning Resources**—The Learning Resources Center includes the Media Center, Library, and Free Studies Department. The four objectives are: (1) to provide leadership and assistance in the development of instructional systems; (2) to provide a collection of materials and supportive equipment needed to meet institutional, instructional, and individual needs of students and faculty; (3) to provide a qualified staff concerned and involved in serving the needs of students, faculty, and community; (4) to encourage learning, innovation, and community service by providing facilities and resources which will make them possible. The lab areas of the center provide individual and group tutoring of basic skills.

HISTORY

The Alvin Community 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 Community College. A separate administration, tax-district, and College

of a newly created Alvin Community 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 Community 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 Community College moved to its present campus for the summer session of 1963.

By a vote of both the original district and voters of adjoining territories, the College district was enlarged to nearly twice its geographical size in 1974.

In the spring of 1975, an \$8 million bond issue was approved thereby providing funds for the facilities necessary to meet an expanding enrollment.

Historically, the enrollment of Alvin Community College has grown from 134 students (1949) to 1709 (1965) to a record high of 2480 (1975). During this period of growth, the leadership of Alvin Community 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 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 auxiliary nursing complex and counseling center. Off-campus facilities include the Jackson Street Playhouse, Adult Learning Center, Art Department and Music Department.

A special service of the College is administered by the staff of the Learning Resource Center. The LRC is housed in the student activities building. Its objectives are devoted to the concept of support for both faculty and students in a multimedia approach. The three main divisions of the center, the library, the media center, and the free studies department, offer a variety of materials and services in an effort to fulfill the center's objectives.

The Library is concerned with the acquisition of print media as well as the cataloging and circulation of both print and non-print media. The library presently has a collection of 27,000 books, 250 periodicals, microfilm, video tape cassettes, audio tape cassettes, disk records, filmloops, 35mm slides and multi-media packages.

The Media Center is responsible for non-print media acquisition and production and for providing the equipment necessary to utilize this media. The Media Center is also a resource for curriculum design in the area of non-print media.

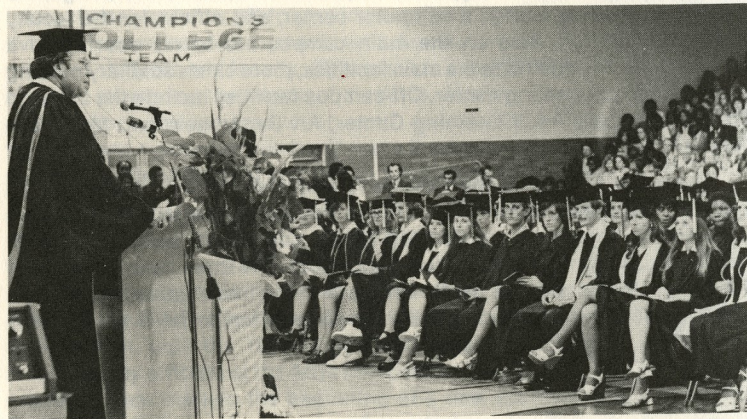
The Free Studies Area provides individual and small group tutorial services in the areas of math, English, and reading. Self-instructional, programmed-learning packets are also available for students who need varying degrees of remediation in these areas. The Free Studies department is the primary resource for curriculum development within the LRC, particularly in the area of self-paced instruction.

Approximately seven miles south of the main campus is the Chocolate Bayou Special Training Center: a fully equipped building including classrooms, and staff offices.

RECOGNITION

Alvin Community College holds full membership in 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 Community College is a member of the American Association of Community 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

The administration of Alvin Community 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:

Curriculum Student: A student is designated as a curriculum 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 curriculum 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 is designated a general studies student by the College. Such students may later apply to the College for admission to a program as regular students.
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.

Regular attendance in 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 two 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 grade-point average or higher and must have the approval of the 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 first 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.

DEAN'S LIST

The names of students who complete 12 or more semester hours with a grade-point average of 3.5, with no grade lower than a "C" for the term will be placed on the Dean's List in recognition of scholastic achievement.

Students who enroll for less than 12 credits during a semester and earn a G. P. A. (Grade Point Average) of 3.5 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.

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 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.

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

Alvin Community 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 (College Entrance Examination Board) CLEP (College Level Examination Program) subject examinations in certain subjects. These tests may be taken at Alvin Community 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 Community College. These tests are offered to students currently enrolled or accepted for enrollment at Alvin Community 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 standing tests, payable at the time of testing to Alvin Community College.

A student must be accepted for admission by Alvin Community 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 ACC 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. Advanced standing hours are considered as residence hours.

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

PHYSICAL EDUCATION REQUIREMENT

Alvin Community College supports the significance and importance of physical training/education as a collegiate concept. Man's physiological and psychological health is intertwined with his physical faculties. Therefore, the College requires one year of physical activity as partial satisfaction for most 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
R = Re-enroll — No credit until the course objectives are completed. To permit re-enrollment for the completion of the course objectives.

- U = Unsatisfactory — No grade point credit
W = Withdrawal

- 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 a verifiable and unavoidable reason. The College assumes (1) that the course is almost complete; and (2) that the student will complete the course as soon as possible. The "I" grade will be deleted from a student's record at the end of the semester following the issuance unless special permission is given by the Dean of Instruction or his designate.

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

*As a general guide, a grade of "A" will be assigned for grades (or equivalents) of 90-100; "B" for 80-89; "C" for 70-79; and "D" for 60-69.

STUDENT RECORDS POLICY

The Registrar's Office is responsible for maintaining permanent academic records. Students must file changes in address, telephone numbers, residency classification and other applicable personal information.

Student records are regarded as confidential. Student records are released only for use by faculty and professional staff for authorized college-related purposes. The release of student records for off-campus use occurs only with the student's knowledge and consent, or where required by law, or upon subpoena or court order.

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 the required hours as specified in each program, 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. Late applications for graduation will result in the candidates delayed graduation until the following semester.
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 Community 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 course 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. Late applications for graduation will result in the candidates delayed graduation until the following semester.
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.

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 at 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. Late applications for graduation will result in the candidates delayed graduation until the following semester.
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 Community 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 second degree, diploma, or certificate.

HONORS PROGRAM

Alvin Community College's Honors Program is concerned with academic enrichment. It is restricted to full-time (12 hours or more) first semester freshman plus the continuing group of scholars currently enrolled in the Program. Students will be offered participation in the Program by the College based on their prior academic attainment plus their individual and composite scores on the ACT test. Participants in the Program will receive tuition, fees, and books not to exceed \$150.00 per semester.

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. A Bulletin must be selected in its entirety.

GRADUATION HONORS

Honors recognition will be given to those degree candidates whose grade point average for all work at Alvin Community 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.

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.

5. Alvin Community College will accept credits from an unaccredited institution contingent upon 12 hours of satisfactory resident work at Alvin Community College.

*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.

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 completed.

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.

CORE CURRICULA (State Coordinating Board) CORE CURRICULA

Subject	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 Bachelor Degree in Engineering
a. English Language Proficiency (i.e., freshman English)	6 hours	6 hours	9 hours
b. Literature	6 hours	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* 8 hours Physics*
f. Natural Science B	6-8 hours	6-8 hours	
g. Mathematics (Collegiate level)	6 hours	6 hours (Finite Math and Analysis plus sequential course appropriate to a business degree)	9 hours (analytical geom- etry and calculus)
h. Foreign Language	for the BA degree: 12-14 hours in a single language for the BS degree: 6-8 hours in a single language	9 hours	3 hours (to satisfy ECPD requirements)
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	Economics: 6 hours Accounting: 6 hours	Engineering Mathematics 3 hours* Engineering Graphics: 2 hours
j. Special Courses		

*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.



Deposited in the collection of the College from the ...

STUDENT SERVICES, POLICIES and REGULATIONS

ADMISSION REQUIREMENTS

The following items should be submitted to the Admissions Office of the College as part of the application for admission. A complete application for admission is required for admission to the Associate Degree Program.

1. A completed Health and Immunization form available from the Admissions Office.
2. Test scores as outlined in the application form.
3. A completed Health and Immunization form available from the Admissions Office.
4. Transcripts from high school and college (if applicable).
5. A copy of the application form for admission to the Associate Degree Program.

The Admissions Office will advise applicants of the results of their application for admission. If an applicant is not accepted for admission, the Admissions Office will provide information regarding the reasons for the decision.

A student, whose native language is English, may be admitted to Alvin Community 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 17 may apply to the Associate Dean of Admissions for approval.
 - 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 Community 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. Students admitted by individual approval are subject to the same policies and regulations as all other students.

Those students whose native language is other than English must establish their ability to profit from instruction in English. Therefore, they will be required to score at least 450 on the TOEFL.

ADMISSION REQUIREMENTS

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.) Transcripts become the property of ACC and are not returned to the Student.

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

A student from another college enrolling only for summer sessions may enter Alvin Community College upon completion of an application for admission and a statement certifying that he is a bona fide student in good standing at another college. However, if the student plans to enter Alvin Community 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.

ADMISSION PROCEDURES

New Students

The Associate Dean of Admissions notifies the student of the approval of his application for admission. If the student appears in person he is sent to the counseling center for planning his program of studies and the courses for his initial semester are selected. If notification of admission is given by mail, the student is asked to contact the counseling center for a pre-registration interview. . . students with ACT scores of below 14 will be directed to the Free Studies department for study skills, English, and math assessment prior to registration. He will subsequently be assigned an advisor who will assist him in his curriculum development during his tenure at Alvin Community 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.

The 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 Community College will be determined in the Office of Admissions.

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

1. In-District — Students who are residents of the Alvin Community College District. (Resident at least 12 months).
2. Out of District — Students whose homes are not in the Alvin Community College District but who are residents of Texas.
3. Out of State or Out of Country — An out-of-state or out-of-country student is a person living away from his family and whose family resides in another state or another country or who 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.

4. Alien — An alien who is living in this country under a visa permitting permanent residence or who has filed with the proper federal immigration authorities a declaration of intention to become a citizen has the same privilege of qualifying for residence status fee for purposes under this act as has a citizen of the United States. A resident alien residing in a junior college district located immediately adjacent to Texas boundary lines shall be charged the resident tuition by that junior college.

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 residence 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 or as posted in the case of advance registration. A student may not attend class 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 Aid 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 Vocational Nursing Students is \$150.00 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 as follows:

*per six weeks session

Schedule also applies to continuous registration.

**ALVIN COMMUNITY COLLEGE
1975-1976**

TUITION AND MATRICULATION FEE SCHEDULE

SEM HOURS	In-District		Out-of-District		ALIEN
	TUITION	MAT. FEES	TUITION	MAT. FEES	
3	\$25.00	\$.00	\$25.00	\$.00	\$200.00
4	25.00	.00	25.00	.00	200.00
5	25.00	.00	25.00	.00	200.00
6	25.00	6.00	31.00	18.00	200.00
7	28.00	7.00	35.00	21.00	200.00
8	32.00	8.00	40.00	24.00	200.00
9	36.00	9.00	45.00	25.00	200.00
10	40.00	10.00	50.00	25.00	200.00
11	44.00	10.00	54.00	25.00	200.00
12	48.00	10.00	58.00	25.00	200.00
13	52.00	10.00	62.00	25.00	200.00
14	56.00	10.00	66.00	25.00	200.00
15	60.00	10.00	70.00	25.00	210.00
16	64.00	10.00	74.00	25.00	224.00
17	68.00	10.00	78.00	25.00	238.00
18	72.00	10.00	82.00	25.00	252.00
19	76.00	10.00	86.00	25.00	266.00
20	80.00	10.00	90.00	25.00	280.00
			TOTAL	TOTAL	
			\$25.00	\$ 25.00	\$ 25.00
			25.00	.00	25.00
			25.00	.00	25.00
			31.00	18.00	43.00
			35.00	21.00	49.00
			40.00	24.00	56.00
			45.00	25.00	61.00
			50.00	25.00	65.00
			54.00	25.00	69.00
			58.00	25.00	73.00
			62.00	25.00	77.00
			66.00	25.00	81.00
			70.00	25.00	85.00
			74.00	25.00	89.00
			78.00	25.00	93.00
			82.00	25.00	97.00
			86.00	25.00	101.00
			90.00	25.00	105.00

SPECIAL FEES

Student Service Fee — per semester	\$10.00
Summer term	None
Applied Music Fees	
Private Lessons — Per semester hour	\$25.00
Class Piano — Per course	10.00
Class Voice — Per course	10.00
Class Change Fee	
(For approved class changes made for the convenience of the student) Per each add or drop maximum:	\$ 2.00
	\$ 5.00
Credit by Examination	
Per semester hour:	\$ 4.00
Graduation Fee	
Cap and Gown	\$ 7.00
Diploma	6.00
Lab Fees	\$ 5.00
(Art, Biology, Business Machines, Chemistry, Computer Science, Crafts, Drafting, Electronics, Foreign Language, Medical Laboratory Technology, Nursing, Physics, Shorthand, Typing)	
Air Conditioning & Refrigeration and Welding Lab Fee	\$15.00
Physical Education Fee (per semester)	
Towel Service Fee	\$ 5.00
Bowling Fee	\$13.00
Golf Fee	\$13.00
Returned Check Fee	\$ 3.00
Late Registration Fee	\$ 5.00
TNSA Membership Fee	\$11.00
State Board Examination Fee (ADN)	\$30.00
Malpractice Insurance Fee	\$ 8.55
Transcript Fee	\$ 1.00
Initial copy free. Three or more copies simultaneously, 50c each.	
Building use fee for other than In-District students	\$ 5.00

REFUND POLICIES

Any student who officially drops a course or withdraws from school during the first two weeks of the fall or spring semesters will be refunded 70 percent of tuition and fees. After the second week no refund will be made. Refunds will be made at the request of the student withdrawing from college. The refund check will be mailed to the address designated by the student.

No refunds will be made after the third day of summer school.

ENTRANCE TESTING

The American College Test (ACT) ordinarily will be required of all students registered in a curriculum program at Alvin Community 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.) All new students registered in a curriculum program except those students with an ACT score of 14 or above will be required to take the Nelson-Denny Reading Test, the English placement examination, and the mathematics placement examination. The use of these tests is explained in the Free Studies section of this Bulletin.

COUNSELING

As a service to students and to the community, Alvin Community 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 or 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 begin 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 Community 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 Veterans Coordinator in the Records Office who provides assistance with veterans affairs.

TEXAS REHABILITATION COMMISSION

The Texas Rehabilitation Commission 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 Texas Rehabilitation Commission. Application for this assistance should be made to the nearest Texas Rehabilitation Commission Office before each registration period of the school year. For further information please contact the Dean of Student's Office who can direct students to the local Texas Rehabilitation Commission office in Alvin.

FINANCIAL AID

The primary purpose of the student financial aid program at Alvin Community 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 Community 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 (1) complete the necessary requirements for admission to the College; (2) complete the College's application for financial aid; and (3) file the Parent's Confidential Statement of the College Scholarship Services and request a copy to be sent to Alvin Community College. 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 Community 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

Basic Educational Opportunity Grants

A new federal program initiated in August of 1973 offers those who are at least half-time students an opportunity to receive federal grants. The Basic Educational Opportunity Grant (BEOG) is limited to students who have not attended a post high school educational institution before April 1, 1973. The need of a student is determined by the use of a confidential income statement of the student's family. Every student who feels he might possibly qualify for this program should submit an application. Applications for this particular program can usually be obtained through high school counselors' offices as well as Alvin Community College.

SHORT-TERM LOANS

Alvin Community 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 Community 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 COLLEGE STUDENT LOAN PROGRAM

Residents of Texas who qualify may borrow from this state program at an approximate 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.

NURSING SCHOLARSHIPS

Scholarships are available for students in the Nursing Program (enrolled in nursing classes) who qualify on the basis of financial need.

NURSING LOANS

Loans are available for students in the Nursing Program (enrolled in nursing classes) who qualify on the basis of financial need. Up to 85% of the loan may be canceled if the borrower is employed as a registered nurse under specified circumstances.

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 Law Enforcement or Correctional Science curriculum at Alvin Community College. It is necessary for a student to remain employed in public-funded law enforcement for two (2) years after the close of the semester in which he receives the grant, otherwise, the grant becomes a loan.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS

Supplemental 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 filing for other student financial aid will be considered for one of these grants.

TEXAS PUBLIC EDUCATION GRANTS

A grant fund has been made available by state law to be administered by this institution for grants to needy students. Although funds are somewhat limited in this program, all applicants for other student financial aid will be considered for one of these grants.

HAZLEWOOD ACT

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

ATHLETIC GRANTS-IN-AID

For information on athletic grants-in-aid contact the Athletic Director.

MUSIC GRANTS-IN-AID

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

COLLEGE WORK-STUDY PROGRAM

This program provides on-campus employment for students who qualify on the basis of financial need. In order to be eligible for employment under this program, the student must be enrolled or accepted as at least a half-time student, be in need of the job earnings to pay for his college expenses, and be in good standing at Alvin Community College.

Additional information will be available to all interested students and prospective students as new types of student aid develop at Alvin Community 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 Security Office. Certain areas are reserved. Traffic regulations will be distributed by the Security Office.

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 Community 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

Alvin Community 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 DEGREE GENERAL LIBERAL ARTS PROGRAM

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 curriculum. Students who complete this curriculum normally transfer to a four-year college where they may major in one of the following subject-areas:

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

Program Requirements: This curriculum will 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
First Semester				
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
	*Elective	3	0	3
	**Foreign Language	3	1-2	4
PHED	Physical Education	0	3	1
		—	—	—
		15	4-5	17

Second Semester

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
	*Elective	3	0	3
	**Foreign Language	3	1-2	4
PHED	Physical Education	0	3	1
		—	—	—
		15	4-5	17

Third Semester

ENGL 211 or ENGL 221	Survey of Literature I	3	0	3
	Physics 111, or Chem 111, or Biol 111	3	2	4
GOVT 211	American National and State Governments I	3	0	3
	*Electives	6	0	6
		—	—	—
		15	2	16

Fourth Semester

ENGL 212 or ENGL 222	Survey of Literature II	3	0	3
	Physics 112, or Chem 112, or Biol 112	3	2	4
GOVT 212	American National and State Governments II	3	0	3
	*Electives	6	0	6
		—	—	—
		15	2	16

Total Minimum Credit Requirement
for a General Liberal Arts Degree 66

* Co-op courses may be selected as satisfaction of elective credit.

** Recommended elective depending on the transfer requirements of the college the student will be attending.

ART MAJOR

Associate In Arts Degree Program

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 the Art curriculum.

Program Requirements: This curriculum will 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.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Comp. & Rhetoric I	3	0	3
HIST 111	West. Civil. to 1660	3	0	3
or 141	U.S. to 1877			
ARTS 111	Design I	0	6	3
ARTS 121	Drawing I	0	6	3
ARTS 120	Art Appreciation	3	0	3
PHED	Physical Education	0	3	1
		9	15	16
Second Semester				
ENGL 122	Comp. and Rhetoric II	3	0	3
HIST 112	West. Civil. Since 1660	3	0	3
or 142	U.S. Since 1877			
ARTS 112	Design II	0	6	3
ARTS 122	Drawing II	0	6	3
ARTS 240	Watercolor Painting	0	6	3
PHED	Physical Education	0	3	1
		6	21	16
Third Semester				
ENGL 211	Survey of Literature I	3	0	3
or				
ENGL 221				
GOVT 211	Amer. Nat. & State Govt. I	3	0	3
ARTS 211	Drawing III	0	6	3
ARTS 251	Commercial Art I	0	6	3
or 231	Painting I			
BIOL 111	General Biology I	3	2	4
		9	14	16

		Fourth Semester		
ENGL 212	Survey of Literature II	3	0	3
or				
ENGL 222				
GOVT 212	Amer. Nat. & State Govt.	3	0	3
ARTS 252	Commercial Art II	0	6	3
or				
ARTS 232	Painting II	0	6	3
ARTS 221	Design III	0	6	3
BIOL 112	General Biology II	3	2	4
		9	14	16

Total Minimum Credits Required
for Arts Degree 64

*Co-op courses may be selected as satisfactory credit.



Associate in Arts Degree Program

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 the Drama Curriculum.

Program Requirements: This curriculum will 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.

Course Number	Course Title	Lecture	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
HIST 111	Western Civilization to 1660, or 141 The U.S. to 1877	3	0	3
DRAM 120	Integration of Abilities	3	0	3
DRAM 130	Introduction to Theatre Arts	3	0	3
DRAM 111	Rehearsal and Performance	0	2	1
PHED 125	Fundamentals of Movement	0	3	1
SPCH 110 or Elective*		3	0	3
		15	5	17
Second Semester				
ENGL 122	Composition and Rhetoric II	3	0	3
HIST 112	Western Civilization since 1660, or 142 The U.S. since 1877	3	0	3
DRAM 140	Introduction to Acting	2	2	3
DRAM 150	Stage Makeup	2	2	3
DRAM 112	Rehearsal and Performance	0	2	1
PHED 126	Fundamentals of Movement	0	3	1
*Elective		3	0	3
		13	9	17

ENGL 211	Survey of Literature I	3	0	3
or				
ENGL 221				
GOVT 211	American National and State Governments I	3	0	3
DRAM 230	Introduction to Technical Theatre	2	2	3
DRAM 240	Advanced Acting	2	2	3
DRAM 211	Rehearsal and Performance	0	2	1
	Elective	3	0	3
		13	6	16

Fourth Semester

ENGL 212	Survey of Literature II	3	0	3
or				
ENGL 222				
GOVT 212	American National and State Governments II	3	0	3
DRAM 250	Theatre Speech	3	0	3
DRAM 212	Rehearsal and Performance	0	2	1
	*Elective	6	0	6
		15	2	16

Total Minimum Credit Requirement for Drama Major Degree 66

*Co-op courses may be selected as satisfaction of elective credit.



Associate In Arts Degree Program

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 the Music curriculum.

Program Requirements: This curriculum will 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.

Music Major (Instrumental 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 141	Music Theory	3	0	3
MUSC 121	Ear Training and Sight-Singing	1	2	2
	Applied Music: Principal Instrument	1	5	2
MUSC 131*	Class Piano	0	2	1
MUSC 185	Concert Band	0	3	1
PHED	Physical Education	0	3	1
		—	—	—
		11	15	16

Second Semester				
ENGL 122	Composition and Rhetoric II	3	0	3
HIST 142	The U.S. since 1877	3	0	3
MUSC 142	Music Theory	3	0	3
MUSC 122	Ear Training and Sight-Singing	1	2	2
	Applied Music: Principal Instrument	1	5	2
MUSC 132*	Class Piano	0	2	1
MUSC 186	Concert Band	0	3	1
PHED	Physical Education	0	3	1
		—	—	—
		11	15	16

ENGL 211 or ENGL 221	Survey of Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
MUSC 243	Music Theory	3	0	3
MUSC 111	Survey of Music Literature	3	0	3
	Applied Music: Principal Instrument	1	5	2
MUSC 233*	Class Piano	0	2	1
MUSC 287	Concert Band	0	3	1
		—	—	—
		13	10	16

Fourth Semester

ENGL 212 or ENGL 222	Survey of Literature II	3	0	3
GOVT 212	American National and State Governments II	3	0	3
MUSC 244	Music Theory	3	0	3
MUSC 112	Survey of Music Literature	3	0	3
	Applied Music: Principal Instrument	1	5	2
MUSC 234*	Class Piano	0	2	1
MUSC 288	Concert Band	0	3	1
		—	—	—
		13	10	16

*Musc 115, 116, 215, 216

Total Minimum Credits Required for
a Music Major Degree 64

*Coop courses may be selected as satisfaction of elective credit.



**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 141	Music Theory	3	0	3					
MUSC 121	Ear Training and Sight-Singing	1	2	2					
MUSC 127	Applied Music-Voice	1	5	2					
MUSC 131*	Class Piano	0	2	1					
MUSC 151	Concert Choir	0	3	1					
PHED	Physical Education	0	3	1					
		—	—	—					
		11	15	16					

Second Semester

ENGL 122	Composition and Rhetoric II	3	0	3					
HIST 142	The U.S. since 1877	3	0	3					
MUSC 142	Music Theory	3	0	3					
MUSC 122	Ear Training and Sight-Singing	1	2	2					
MUSC 128	Applied Music-Voice	1	5	2					
MUSC 132*	Class Piano	0	2	1					
MUSC 152	Concert Choir	0	3	1					
PHED	Physical Education	0	3	1					
		—	—	—					
		11	15	16					

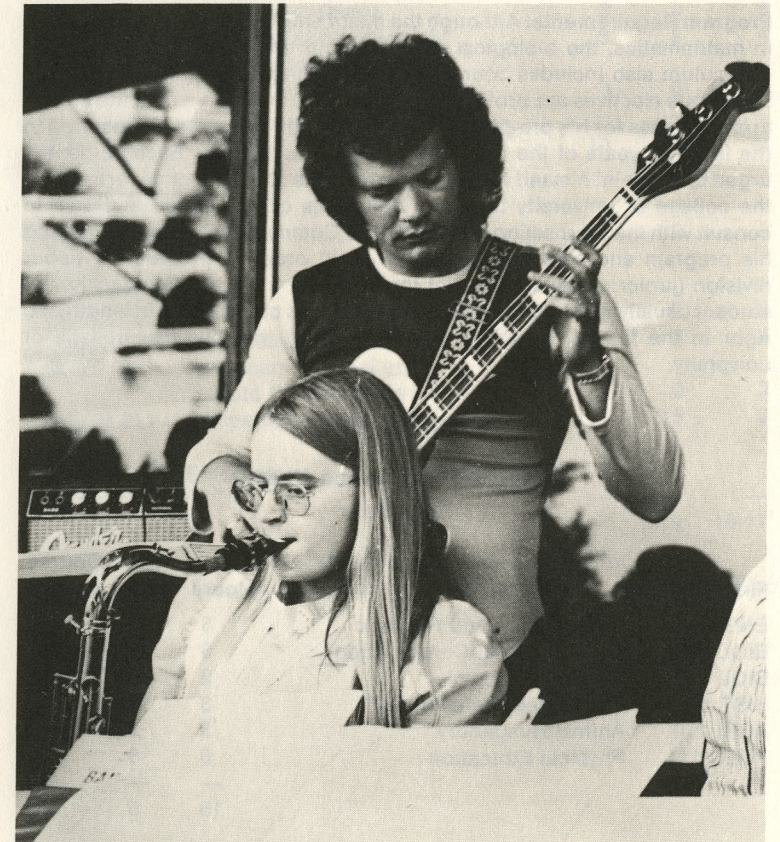
Third Semester

ENGL 211 or ENGL 221 GOVT 211	Survey of Literature I American National and State Governments I	3	0	3					
MUSC 243	Music Theory	3	0	3					
MUSC 111	Survey of Music Literature	3	0	3					
MUSC 227	Applied Music-Voice	1	5	2					
MUSC 233*	Class Piano	0	2	1					
MUSC 253	Concert Choir	0	3	1					
		—	—	—					
		13	10	16					

		Fourth Semester		
ENGL 212 or ENGL 222 GOVT 212	Survey of Literature II American National and State Governments II	3	0	3
MUSC 244	Music Theory	3	0	3
MUSC 112	Survey of Music Literature	3	0	3
MUSC 228	Applied Music-Voice	1	5	2
MUSC 234*	Class Piano	0	2	1
MUSC 254	Concert Choir	0	3	1
		—	—	—
		13	10	16

*Music 115, 116, 215, 216

Total Minimum Credits Required for
a Music Major Degree 64



Degree: Associate in Science

Length: Four-semester (Two-Year Program)

Purpose: Associate in Science Degree (AS) is awarded to those students who fulfill the requirements of the Agriculture, Biological Science, Business Administration, Mathematics or Physical Science curriculum. 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	Mathematics
Conservation	Pre-Medicine
Engineering	Pharmacy
Pre-Dentistry	Pre-Veterinary

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 Community 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.

AGRICULTURE

**Associate in Science Degree
First Year**

First Semester		Lecture Hours	Lab Hours	Course Credits
ENGL 121	Composition and Rhetoric I	3	0	3
BIOL 110	Environmental Conservation	3	0	3
BIOL 111	General Biology I	3	2	4
HIST 141	The United States to 1877	3	0	3
AGRI 110	Animal Husbandry	3	0	3
PHED 111	Physical Education	0	3	1
		—	—	—
		15	5	17

Second Semester

ENGL 122	Composition and Rhetoric II	3	0	3
BIOL 112	General Biology II	3	2	4
HIST 142	The United States since 1877	3	0	3
AGRI 120	Fundamentals of Crop Production	3	0	3
AGRI 130	Agriculture Equipment Technology	2	2	3
PHED 112	Physical Education	0	3	1
		—	—	—
		14	7	17

Second Year

Third Semester

ENGL 211	Survey of Literature I	3	0	3
or				
ENGL 221	Survey of Literature I	3	0	3
BUAD 130	Business Mathematics	3	0	3
AGRI 210	Farm Management	3	0	3
CHEM 111	Introductory Chemistry I	3	2	4
GOVT 211	American National and State Governments I	3	0	3
		—	—	—
		15	2	16

Fourth Semester

ENGL 212	Survey of Literature II	3	0	3
or				
ENGL 222	Survey of Literature II	3	0	3
AGRI 220	Soils and Fertilizers	2	2	3
CHEM 112	Introductory Chemistry II	3	2	4
GOVT 212	American National and State Governments II	3	0	3
CO-OP 211	Cooperative Education	0	15	3
or				
BIOL 210	Entomology	3	3	4
		—	—	—
		11-14	7-19	16-17

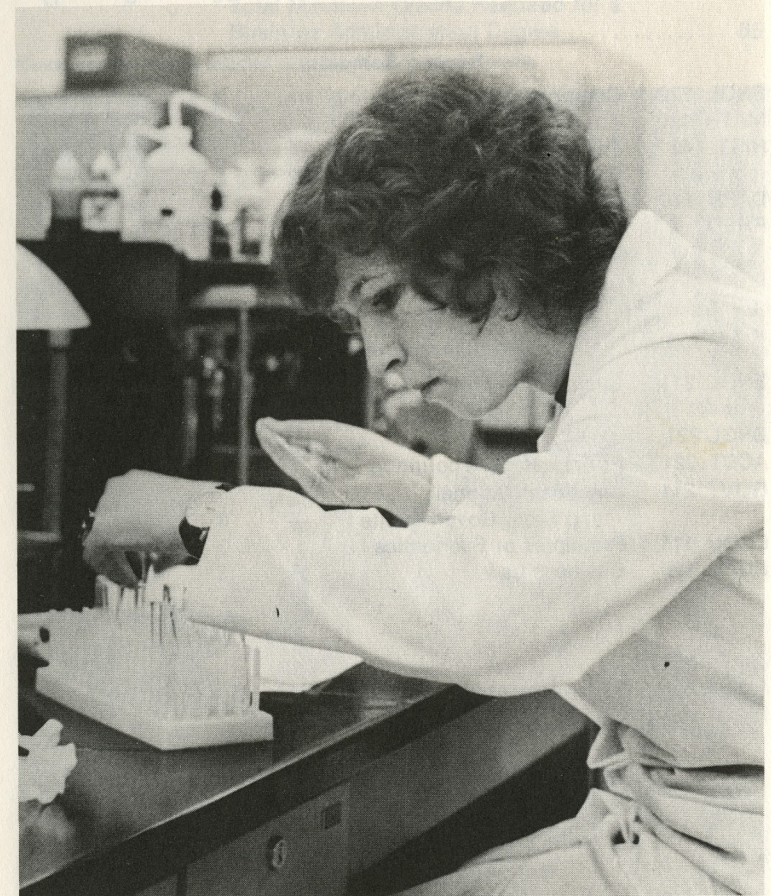
Total Minimum Credits Required for
An Agriculture Major Degree 66-67

Associate In Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
BIOL 111	Biology I (Zoology)	3	2	4
CHEM 121	General Chemistry & Analysis	3	4	4
ENGL 121	Composition & Rhetoric I	3	0	3
MATH 121	College Algebra — Plane			
or 132	Trigonometry	3	0	3
HIST 141	The U.S. to 1877	3	0	3
PHED	Physical Education	0	3	1
		<hr/>	<hr/>	<hr/>
		15	9	18
Second Semester				
BIOL 112	Biology II (Botany)	3	2	4
CHEM 122	General Chemistry & Analysis	3	4	4
ENGL 122	Composition & Rhetoric II	3	0	3
MATH 132	Plane Trigonometry —			
or 150	Analytic Geometry	3	0	3
HIST 142	The U.S. since 1877	3	0	3
PHED	Physical Education	0	3	1
		<hr/>	<hr/>	<hr/>
		15	9	18
Third Semester				
BIOL 110	Environmental Conservation	3	0	3
or				
BIOL 121	Human Anatomy & Physiology	3	2	4
CHEM 211	Organic Chemistry	3	4	4
ENGL 211	Survey of Literature I	3	0	3
or				
ENGL 221	American National and			
GOVT 211	State Government I	3	0	3
		<hr/>	<hr/>	<hr/>
		15	6	13-14

BIOL 210	Entomology	3	3	4
or				
BIOL 222	Human Anatomy & Physiology	3	2	4
CHEM 212	Organic Chemistry	3	4	4
ENGL 211	Survey of Literature II	3	0	3
or				
ENGL 222	American National and			
GOVT 212	State Government II	3	0	3
		<hr/>	<hr/>	<hr/>
		12	9	14

Total Minimum Credits Required
for Biological Science Degree 63-64



Associate in Science

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
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
	Phys 111, Chem 111, or Biol 111	3	2	4
	Elective*	3	0	3
PHED	Physical Education	0	3	1
		15	5	17

Second Semester

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
	Phys 112, Chem 112, or Biol 112	3	2	4
DAPR 110	Introduction to Computer Science	3	2	4
PHED	Physical Education	0	3	1
		15	7	18

Third Semester

ENGL 211 or ENGL 221	Survey of Literature I	3	0	3
ACCT 221	Principles of Accounting 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
		15	1	15

Fourth Semester				
ENGL 212 or ENGL 222	Survey of Literature II	3	0	3
ACCT 222	Principles of Accounting II	3	1	3
GOVT 212	American National and State Governments II	3	0	3
ECON 112	Principles of Economics II	3	0	3
	*Elective	3	0	3
		15	1	15

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

Total Minimum Credits Required for a
Business Administration Degree 65

*Co-op courses may be selected as satisfaction of elective credit.



MATHEMATICS

Associate In Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 121	Composition and Rhetoric I	3	0	3
MATH 121	College Algebra —	3	0	3
MATH 132	Plane Trigonometry	3-6	0	3-6
HIST 141	The U.S. to 1877	3	0	3
PHED	Physical Education	0	3	1
	Natural Science with Laboratory	3	2-4	4
		—	—	—
		15	5-7	17

Second Semester				
ENGL 122	Composition and Rhetoric II	3	0	3
MATH 150	Analytic Geometry	3	0	3
HIST 142	The U.S. since 1877	3	0	3
PHED	Physical Education	0	3	1
	Natural Science with Laboratory	3	2-4	4
	*Elective	3	0	3
		—	—	—
		15	5-7	17

Third Semester				
ENGL 211 or ENGL 221	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 211 or 213	**Differential and Integral Calculus	3-5	0	3-5
	*Elective	3	0	3
		—	—	—
		15-17	2-4	16-18

Fourth Semester

ENGL 212 or ENGL 222	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
MATH 212 or 214	Differential and Integral Calculus	3-5	0	3-5
		—	—	—
		18-20	2-4	19-21

*Co-op courses may be selected as satisfaction of elective credit.
** MATH 213, 214 and 215 are fully equivalent to MATH 211 and 212.

Total Minimum Credits Required for a Mathematics Degree 66



PHYSICAL SCIENCE

Associate In Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHEM 121	General Chemistry and Analysis	3	4	4
ENGL 121	Composition and Rhetoric I	3	0	3
HIST 141	The U.S. To 1877	3	0	3
MATH 121 or 132	College Algebra Plane Trigonometry	3-6	0	3-6
PHED	Physical Education	0	3	1
		—	—	—
		12-15	7	14-17

Second Semester

CHEM 122	General Chemistry and Analysis	3	4	4
ENGL 122	Composition and Rhetoric II	3	0	3
HIST 142	The U.S. Since 1877	3	0	3
MATH 132 or 150	Plane Trigonometry Analytic Geometry	3	0	3
	**Elective	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		15	7	17

Third Semester

CHEM 211 or PHYS 141, 146	Organic Chemistry I Mechanics and Heat Mec. and Heat Lab	3-3	3-4	4
ENGL 211	Survey of Lit. I	3	0	3
GOVT 211	American Nat'l. and State Gov'ts. I	3	0	3
BIOL 111	General Biology I	3	2	4
*MATH 213	Differential Calculus	3	0	3
		—	—	—
		15	5-6	17

Fourth Semester

CHEM 212 or PHYS 242, 247	Organic Chemistry II Electricity and Magnetism and Lab	3-3	3-4	4
ENGL 212	Survey of Lit. II	3	0	3
GOVT 212	American Nat'l and State Gov'ts. II	3	0	3
BIOL 112	General Biology II	3	2	4
*MATH 214	Integral Calculus	3	0	3
	**Elective	3	0	3
		—	—	—
		18	5-6	20

*MATH 211 and 212 may be substituted for MATH 213 and 214.

** It is recommended that electives be selected from either Chemistry, Physics, Mathematics, or Biology. Physics majors should take MATH 211 or MATH 213 the second semester.

Total Minimum Credits Required for a
Physical Science Degree 68



ASSOCIATE IN APPLIED SCIENCE DEGREES

Degree: Associate in Applied Science (A.A.S.)

Length: Four-Semester (Two-year) Program.

Purpose: Associate in Applied Science Degree (A.A.S.) is awarded to those students who fulfill the requirements in one of the following programs:

Accounting	Electronic Technology
Air Conditioning and Refrigeration	Law Enforcement and Police Administration
Child Care	Medical Laboratory Technology
Computer Science	Mid-Management
Correctional Science	Nursing Home Administration
Court Reporting	Nursing Technology
Drafting Technology	Secretarial Science
Electronics Instrumentation	Welding

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 the 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.

Internship Option: The Accounting student may choose to serve an internship during the third and fourth semesters of the program for pay and for college credit.

ACCOUNTING

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ACCT 221	Principles of Accounting I	3	1	3
BUAD 130	General Business Mathematics	3	0	3
SECT 121	Typewriting I	2	3	3
ENGL 111	Communication Skills	3	0	3
SOSC 111	Contemporary American Civilization I	3	0	3
or				
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	3	1
		14	8	16

Second Semester				
ACCT 222	Principles of Accounting II	3	1	3
DAPR 110	Intro. to Computer Science	3	3	4
MMGT 121	Principles of Management	3	0	3
ENGL 112	Communication Skills	3	0	3
SOSC 112	Contemporary American Civilization II	3	0	3
or				
GOVT 211	American National & State Government	3	0	3
PHED	Physical Education	0	3	1
		15	7	17

Third Semester				
ACCT 231	Intermediate Accounting I	3	0	3
ACCT 230	Tax and Payroll Accounting	3	0	3
ECON 111	Principles of Economics I	3	0	3
PSYC 110	Human Relations	3	0	3
ACCT 211*	Accounting Internship	0	20	3
or				
Elective		12	20	15

Fourth Semester

ACCT 232	Intermediate Accounting II	3	0	3
ACCT 240**	Cost Accounting	3	0	3
ECON 112	Principles of Economics II	3	0	3
BUAD 120	Business Law	3	0	3
ACCT 212*	Accounting Internship	0	20	3
or				
Elective***		—	—	—
		12	20	15

Total Minimum Credits Required for
Accounting Major Degree 63

*In lieu of serving the internship, the student may substitute two electives such as Introduction to Business, Office Machines, Principles of Marketing, Principles of Real Estate, Personnel Management, etc.

**Acct 250 — Auditing — may be substituted instead.

***Coop courses may be selected as satisfaction of elective credit.



AIR CONDITIONING AND REFRIGERATION

Degree: Associate in Applied Science.

Length: Four-Semester (two-year) Program.

Purpose: The Associate in Applied Science Degree Curriculum in Air Conditioning and Refrigeration is designed to prepare the student for full-time employment immediately upon graduation from the Program. The Air Conditioning and Refrigeration technician is prepared for employment as an engineering assistant in installation, maintenance, research and development in the Air Conditioning and Refrigeration field.

Program Requirements: In addition to the general requirements for admission to the College, entry into the Air Conditioning and Refrigeration Program requires a personal interview with the Department Head of the Air Conditioning and Refrigeration Program.

AIR CONDITIONING AND REFRIGERATION

Associate in Applied Science

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ACRH 131	Air Conditioning Fundamentals I	3	0	3
ACRH 133	Air Conditioning & Electrical Circuits I	3	0	3
ACRH 140	Introduction to Refrigeration	3	3	4
MATH 151	Technical Math I	3	0	3
PHYS 133	Technical Physics I	3	3	4
PHED	Physical Education	0	3	1
		—	—	—
		15	9	18
Second Semester				
ACRH 132	Air Conditioning Fundamentals II	3	3	4
ACRH 141	Refrigeration Systems Servicing I	3	3	4
ACRH 170	Domestic Refrigeration	3	1	3
ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		12	10	15

First Summer Session

ACRH 135	Air Conditioning and Refrigeration Troubleshooting	1	3	2
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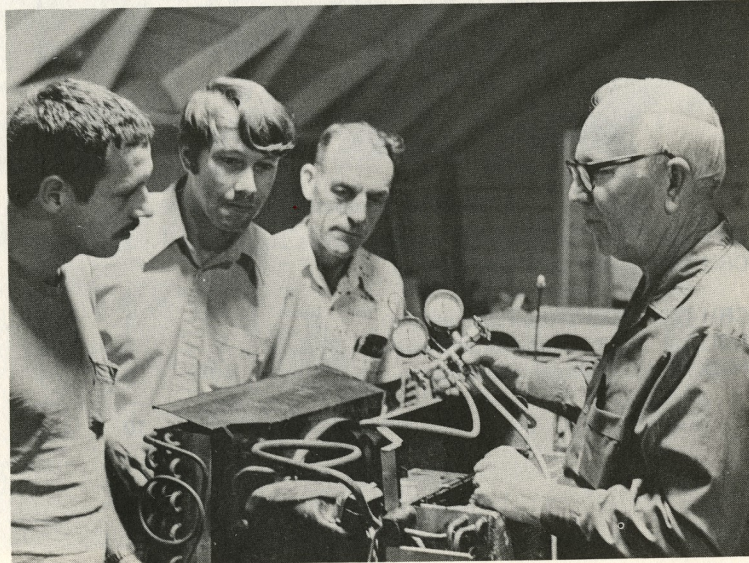
Third Semester

ACRH 242	Refrigeration Systems Servicing II	2	6	4
ACRH 250	Heating and Ventilation	2	6	4
ENGL 112	Communication Skills II	3	0	3
PSYC 110	Human Relations	3	0	3
SOSC 111	Contemporary American Civilization I	3	0	3
		—	—	—
		13	12	17

Fourth Semester

ACRH 234	Air Conditioning & Electrical Circuits II	2	6	4
ACRH 260	Heat Load Calculations	3	0	3
ACRH 280	Automotive Air Conditioning	3	3	4
PROD 230	Industrial Management	3	0	3
		—	—	—
		11	9	14

Total Credits required for the Air Conditioning & Refrigeration Degree 66



Please see Mid-Management, Banking Specialization.

CHILD CARE and DEVELOPMENT

Degree: Associate in Applied Science.

Length: Two year program.

Purpose: The curriculum in Child Care and Development has been designed to prepare individuals for career services in day care centers, pre-school programs and related occupations. Supported by a broad general education, training is given to develop professional competence in the area of child care.

Admission Requirements: In addition to the general requirements for admission to the college, entry into the Child Care and Development program requires the following:

1. A personal interview with the Child Care and Development Department.
2. Satisfactory results on required test.

Program Requirements: Approximately one-half of the curriculum will include courses in child care 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 child care work or related activities. Students 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.

CHILD CARE AND DEVELOPMENT

Associate in Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHCD 110	Pre-School and Day Care Program	3	0	3
*CHCD 120	Pathological Conditions of Children or			
CHCD 130	Child Care Services	3	0	3
SOCI 111	Principles of Sociology	3	0	3
*ENGL 121	Composition and Rhetoric I or			
ENGL 111	Communication Skills	3	0	3
BIOL 121	Anatomy and Physiology	3	2	4
PHED	Physical Education	0	3	1
		—	—	—
		15	5	17

Second Semester

CHCD 140	Child Care Recreation	1	2	2
CHCD 150	Introductory Creative Activities	1	2	2
CHCD 160	Literature for Young Children	1	2	2
CHCD 170	Music for Young Children	1	2	2
* ENGL 122	Composition and Rhetoric II or			
ENGL 112	Communication Skills	3	0	3
BIOL 122	Anatomy and Physiology	3	2	4
PHED	Physical Education	0	3	1
		—	—	—
		10	13	16

Third Semester

CHCD 210	Creative Activities II	1	2	2
CHCD 220	Child Nutrition and Health Care	3	0	3
CHCD 240	Child Care and Development I	3	2	4
SOCI 122	Social Problems	3	0	3
PSYC 130	Child Growth and Development	3	0	3
		—	—	—
		13	4	15

Fourth Semester

CHCD 230	Advanced Child Growth and Development	3	0	3
CHCD 250	Child Care and Development II	3	4	4
* CHCD 260	Seminar and Field Work or			
CHCD 270	Special Project	3	8	4
SOCI 110	Marriage and the Family	3	0	3
	*Elective	3	0	3
		—	—	—
		15	12	17

*Co-op courses may be selected as satisfaction of elective credit.

Total Credits required for a
Child Care & Development Major Degree 65

**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	Course Credits
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	3	1
		—	—	—
		15	8	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 210	Computer Programming (FORTRAN)	3	2	3
ECON 111	Principles of Economics I	3	0	3
		—	—	—
		15	4	15

Third Semester

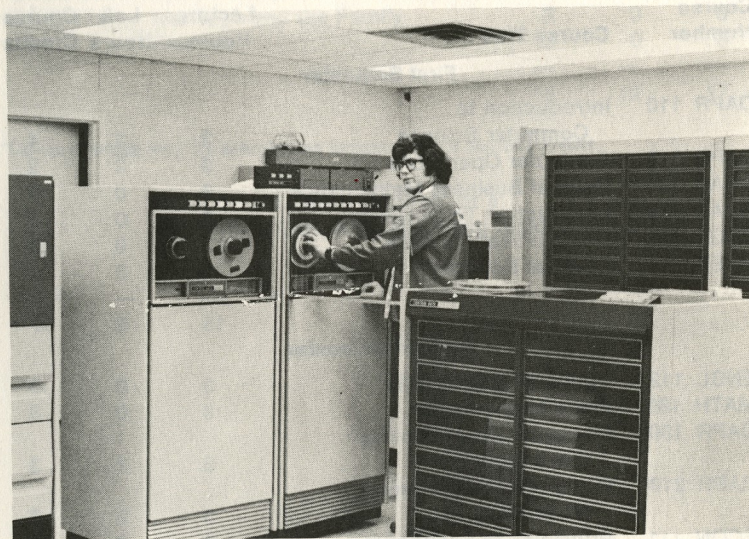
DAPR 230	Computer Programming (Advanced COBOL)	3	2	3
DAPR 250	Computer Programming (Assembly)	3	2	3
ACCT 221	Accounting Theory I	3	1	3
SOSC 111	Contemporary American Civilization I	3	0	3
MATH 190	Analysis or	3	0	3
MATH 230	Statistics	—	—	—
		15	5	15

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	3	1
		—	—	—
		15	8	16

*Co-op courses may be selected as satisfaction of elective credit.

Total Credits Required for a
Computer Science Major Degree 63



CORRECTIONAL SCIENCE

Degree: Associate in Applied Science.

Length: Two-Year Program

Purpose: The curriculum in Correctional Science has been designed to prepare individuals for career services with the Texas Department of Corrections, with juveniles in institutions and related correctional occupations. Supported by a broad general education, training is given to develop professional competence in the field of contemporary corrections. This curriculum is applicable to both the preparatory student and the experienced correctional worker.

Admission Requirements: In addition to the general requirements for admission to the College, entry into the Correctional Science Program requires the following:

1. A personal interview with the Correctional Science Department.
2. Satisfactory results on required tests.
3. Special Requirements: for employment with correctional agencies, the following qualifications are often prerequisites: (a) excellent physical condition free from any physical or mental condition which might adversely affect acceptance or performance as a correctional officer; (b) normal hearing, color vision, and eye functions; (c) weight in proportion to height; (d) excellent moral character.

Program Requirements: Approximately one-half of the curriculum will include courses in Correctional Science 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 correctional work. Students 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.

CORRECTIONAL SCIENCE

Associate in Applied Science

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CRSC 110	Introduction to Corrections	3	0	3
CRSC 120	Penology	3	0	3
ENGL 121*	Composition and Rhetoric I or			
ENGL 111	Communication Skills	3	0	3
SOCI 111	Principles of Sociology	3	0	3
HIST 141	The United States to 1877	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		15	3	16

Second Semester				
ENGL 122*	Composition and Rhetoric II or	3	0	3
ENGL 112	Communication Skills	3	0	3
HIST 142	The United States since 1877	3	0	3
CRSC 130	American Legal System	3	0	3
CRSC 140	Crime and Delinquency	3	0	3
PSYC 120	General Psychology or			
PSYC 110	Human Relations	3	0	3
PHED	Physical Education	0	3	1
		15	3	16

Third Semester				
CRSC 150	Introduction to the Criminal Justice System	3	0	3
CRSC 210	Probation, Pardons, and Parole	3	0	3
CRSC 220	Institutional Procedures, Jails and Detention	3	0	3
SOCI 122	Social Problems	3	0	3
GOVT 211	American National and State Government	3	0	3
		15	0	15

Fourth Semester				
CRSC 230	Contemporary Practices in Corrections	3	0	3
CRSC 240	Corrections I. Organization and Operations	3	0	3
CRSC 250	Corrections II. Theory and Practice	3	0	3
PSYC 250	Fundamentals of Behavior Pathology	3	0	3
GOVT 212	American National and State Government	3	0	3
		15	0	15

Total Minimum Credits for the Correctional Science Degree 62

*See advisor prior to registration.

Degree: Associate in Applied Science.

Length: Four-Semester (Two-Year) Curriculum, plus one summer term.

Purpose: The Associate in Applied Science Degree curriculum in Court Reporting is designed to prepare students for job entry positions in court reporting; to prepare students for positions related to court reporting, i.e., transcribers, note-readers, and typists; and to assist in preparing students for job entry positions as legal secretaries. The purpose of this curriculum is to meet a need which exists due to the greatly expanding Gulf Coast area, the increasing demand for qualified court reporters throughout the nation, and the lack of institutions to provide the necessary training.

Program Requirements: The curriculum is designed to run for two years. However, the machine shorthand courses will be offered in such a way as to allow students to progress at their own individual rates. Maximum use of live dictation exists in the program, as practice tapes are encouraged for use off-campus. Accommodations will be made for students to secure credit for work previously accomplished through the credit-by-examination procedure.

Program Objectives: The objective of the two-year curriculum is for the student to attain the machine shorthand speed of 225 words/minutes, with material equivalent to standards of the National Shorthand Reporters Association (NSRA). An accompanying objective will be the attainment of the Legal Stenography Certificate at the end of the Second Semester of the Program for those students who so desire.

Associate in Applied Science

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
SECT 122	Typing II	2	3	3
CTRP 111	Machine Shorthand Theory	6	4	6
CTRP 121	Legal Terminology and Dictation	4	1	3
ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
		15	11	16

Second Semester				
SECT 220	Typing III	2	3	3
CTRP 112	Machine Shorthand I (60-80-100)	6	4	6
CTRP 122	Medical Terminology and Dictation	4	1	3
ENGL 112	Communication Skills II	3	0	3
PHED	Physical Education	0	3	1
		15	11	16

COMPLETES REQUIREMENTS FOR THE LEGAL STENOGRAPHY CERTIFICATE

Summer Semester

CTRP 120	Machine Shorthand II (120-140)	6	4	6
GOVT 211	American National & State Government	3	0	3
		9	4	9

Third Semester

PSYC 110	Human Relations	3	0	3
CTRP 211	Machine Shorthand III (160-180)	6	4	6
CTRP 210	Transcription	0	5	3
CTRP 220	Courtroom Procedures	3	2	3
CTRP 230	Tape**	0	5	3
		12	16	18

Fourth Semester

CTRP 212	Machine Shorthand IV (200-225)	6	4	6
CTRP 240	Stenorette	3	2	3
CTRP 210	Transcription	0	5	3
CTRP 220	Courtroom Procedures	3	2	3
CTRP 230	Tape	0	5	3
		12	18	18

COMPLETES REQUIREMENTS FOR AAS DEGREE IN COURT REPORTING

*If typing requirements have been fulfilled, the student is encouraged to attend the tape library.
**The student is encouraged to utilize the tape library for home practice.

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.

*The Drafting Technology curriculum at the printing of this Bulletin is currently being revised. Students should secure a revised curriculum from the department chairman of drafting.

DRAFTING TECHNOLOGY

Associate in Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DRFT 110	Fundamentals of Drafting	2	6	4
ENGL 111	Communication Skills	3	0	3
MATH 151	Technical Math I	3	0	3
PHYS 133	Technical Physics I	3	3	4
DRFT 120	Descriptive Geometry	2	4	3
PHED	Physical Education	0	3	1
		13	16	18
Second Semester				
DRFT 130	General Drafting	2	6	4
ENGL 112	Communication Skills	3	0	3
MATH 152	Technical Math II	3	0	3
DRFT 270	Construction Drafting	2	6	4
SOSC 111	Contemporary American Civilization I	3	0	3
PHED	Physical Education	0	3	1
		13	15	18

Third Semester

DRFT	Drafting Elective I	2	6	4
	Related Elective I			(3 or 4)
	Related Elective II			(3 or 4)
SOSC 112	Contemporary American Civilization II	3	0	3
		—	—	—
				(13 or 15)

Fourth Semester

PSYC 110	Human Relations	3	0	3
DRFT	Drafting Elective II	2	6	4
	Related Elective III			(3 or 4)
DRFT 260	Surveying	2	3	3
	Free Elective	3	0	3
		—	—	—
				(16 or 17)

Total Credits Required for a Drafting Technology Major Degree 65 or 68

Selection for Drafting elective I and II (Drafting elective II will be in the same area as Drafting elective I)

1. DRFT 211, 212 — Pipe Drafting I and II
2. DRFT 221, 222 — Structural Drafting I and II
3. DRFT 231, 232 — Electrical Drafting I and II
4. DRFT 241, 242 — Architectural Drafting I and II
5. DRFT 251, 252 — Machine Drafting I and II

Selection for Related elective I, II and III

1. Related electives can be selected from a second area of speciality listed above.
2. Related electives may also be any of the following:
 - a. DAPR 110 — Introduction to Computer Science
 - b. MATH 250 — Advanced Technical Math
 - c. ELEC 110 and 115 — Introduction to Electronic Technology
 - d. PHYS 134 — Technical Physics II

ELECTRONIC INSTRUMENTATION

Degree: Associate in Applied Science

Length: Two-year program.

Purpose: The Associate in Applied Science Degree curricula including Electronic Instrumentation Technology are designed to prepare the student for full-time employment upon graduation from the Program. The instrumentation technician is prepared to perform installation, maintenance and repair of complex industrial instrumentation and control systems. However, he may assume other responsibilities in support of research, development and evaluation of instrumentation and control systems.

Admission Requirements: In addition to the general requirements for admission to the college, entry into the Electronic Instrumentation Program requires a proficiency in algebra. Students who require increased knowledge in algebra will be required to complete the Developmental Mathematics I course prior to enrolling in D.C. Theory and Circuit Analysis.

Program Requirements: Approximately one-half of the curriculum will consist of courses in electronics and electronic instrumentation, with the remaining courses in related areas and general education. Instruction will include both theoretical concepts and practical applications needed for future success in electronic instrumentation work or related activities. Students are urged to consult with their faculty advisor and the counseling center in planning their program. Upon satisfactory completion of the program the graduate will be awarded the Associate in Applied Science Degree.

ELECTRONIC INSTRUMENTATION TECHNOLOGY

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ELEC 110	Introduction to Electronic Technology	3	0	3
ELEC 115	Introduction to Electronic Technology Lab	0	3	1
ELEC 120	D.C. Theory and Circuit Analysis	3	0	3
ELEC 125	D.C. Theory and Circuit Analysis Lab	0	3	1
MATH 151	Technical Math I	3	0	3
PHYS 133	Technical Physics I	3	3	4
ENGL 111	Communications Skills I	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		15	12	19

Second Semester

ELEC 130	A.C. Theory and Circuit Analysis	3	0	3
ELEC 135	A.C. Theory and Circuit Analysis Lab	0	3	1
ELEC 140	Electronics I	3	0	3
ELEC 145	Electronics I Lab	0	3	1
MATH 152	Technical Math II	3	0	3
PHYS 134	Technical Physics II	3	3	4
ENGL 112	Communication Skills II	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		15	12	19

Third Semester

ELEC 230	Electronic Instrumentation and Measurement Tech.	3	0	3
ELEC 235	Elect. Instrumentation and Measurement Tech. Lab	0	3	1
*ELEC 281	Principles of Industrial Measurement	3	3	4
*ELEC 282	Principles of Automatic Control	3	3	4
DAPR 110	Introduction to Computer Science	3	3	4
		—	—	—
		12	12	16

Fourth Semester

ELEC 220	Electronics III	3	0	3
ELEC 225	Electronics III Lab	0	3	1
*ELEC 283	Advanced Automatic Control	3	3	4
ELEC 290	Computer and Computer Controlled Systems	3	0	3
ELEC 295	Computers and Computer Controlled Systems Lab	0	3	1
DRFT 110	Fundamentals of Drafting	2	4	3
PSYC 110	Human Relations	3	0	3
		—	—	—
		14	13	18

Total Credit Requirements for
Electronic Instrumentation Technology Degree . . . 72

*These courses will be taken at Brazosport College.

ELECTRONIC TECHNOLOGY

Degree: Associate of Applied Science

Length: Four-Semesters (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 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 Community 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 ELEC 120 and ELEC 125.

ELECTRONIC TECHNOLOGY

Associate of Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ELEC 110	Introduction to Electronic Technology	3	0	3
ELEC 115	Introduction to Electronic 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 133	Technical Physics I	3	3	4
ENGL 111	Communication Skills	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		15	12	19
Second Semester				
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 134	Technical Physics II	3	3	4
ENGL 112	Communication Skills	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		15	12	19

Third Semester

ELEC 210	Electronics II	3	0	3
ELEC 215	Electronics II Laboratory	0	3	1
ELEC 230	Electronics Instrumentation and Measurement Techniques	3	0	3
ELEC 235	Electronics Instrumentation and Measurement Techniques 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
		<hr/>	<hr/>	<hr/>
		15	8	18

Fourth Semester

ELEC 220	Electronics III	3	0	3
ELEC 225	Electronics III Laboratory	0	3	1
ELEC	Electronic Elective	0	0	3
DRFT 110	Fundamentals of Drafting	2	4	3
SOSC 112	Contemporary American Civilization II	3	0	3
PSYC 110	Human Relations	3	0	3
		<hr/>	<hr/>	<hr/>
		11	7	16

Total Credit Requirements for
Electronic Technology Major Degree 72



LAW ENFORCEMENT AND POLICE ADMINISTRATION

Degree: Associate in Applied Science

Length: Four-Semesters (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. Students 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.

MEDICAL LABORATORY TECHNICIAN

Degree: Associate in Applied Science in Medical Laboratory Technology.

Length: Five Semesters (Two Year Program)

Purpose: The curriculum in Medical Laboratory Technology is designed to prepare individuals for careers associated with allied health fields by providing an approved, formalized educational program directed toward an Associate Degree in Applied Science. After satisfactorily completing the requirement of the first year (3 semesters), a certificate will be awarded, and the individual may apply to the American Society of Clinical Pathologists for the Board of Registry examination for Certified Laboratory Assistant (CLA). Upon completion of the two year program in Medical Laboratory Technology, the individual will be awarded an Associate Degree in Applied Science and may apply to the American Society of Clinical Pathologists for the Board of Registry examination for Medical Laboratory Technician (MLT).

Admission Requirements: In addition to the general requirements for admission to Alvin Community College, entry into the Medical Laboratory Technology program requires the following:

1. All students will be required to write the American College Test.
2. A composite score of 16 must be achieved on the ACT, or 713 on the SAT, or a grade point average of 2.5 in nine or more semester hours of credit in courses approved for the Medical Laboratory Technology curriculum.
3. A transfer student must qualify in accordance with the current Department of Medical Laboratory Technology procedures.
Methods for awarding credit for previous education or training:
 - a. Transfer of credit from an accredited college or university:
Credit will be given for courses equivalent to those included in the Medical Laboratory Technology Program at Alvin Community College as determined by examination of the syllabus of the transfer course. A grade of "C" or better must have been earned in transfer courses.
 - b. Credit by examination:
Credit will be given for previous education or experience if competence is demonstrated through an approved examination and performance evaluation. CLEP tests and local examinations may be used. No more than 50% of the course work necessary for a degree may be attained in this manner.
4. A complete physical examination which includes chest x-ray, urinalysis, and serology is to be submitted with the application for admission.
5. An interview with the Director of Medical Laboratory Technology is required. The applicant will be notified of the decision of the Admissions Committee.
6. A MLT student will abide by the curriculum requirements of the MLT department at the time they are accepted into the MLT program. Curriculum requirements of the MLT program take precedence over the Bulletin under which the student entered Alvin Community College.

7. After a student has enrolled, the required MLT courses must be completed in proper sequence.
8. Prior to entering the MLT program, a student may take several or all of the general liberal arts courses required in the MLT program.
9. Any required course completed more than five years previous to the time the student is accepted may not satisfy degree requirements.
10. A MLT student is required to satisfactorily complete both theory and clinical experience of the MLT course. In the event either theory or clinical is evaluated unsatisfactorily, the student will be required to repeat the course in its entirety the next time offered.
11. No grade below a "C" will be acceptable in MLT or biology courses.
12. A MLT student must maintain a grade point average of at least 2.00 in order to progress in the MLT program.
13. A student may be terminated from the program if clinical performance is unsatisfactory.
14. A student not successfully completing a MLT course for the second time will be subject to redirection.
15. If a student is not enrolled in a MLT course for a semester, application for readmission to the MLT program is required.
16. A student is required to earn at least 24 resident semester hours at Alvin Community College.
17. Hospitalization insurance, malpractice insurance, laboratory uniforms, and transportation to and from the various health facilities are the responsibilities of the student.



(Medical Laboratory Technician)

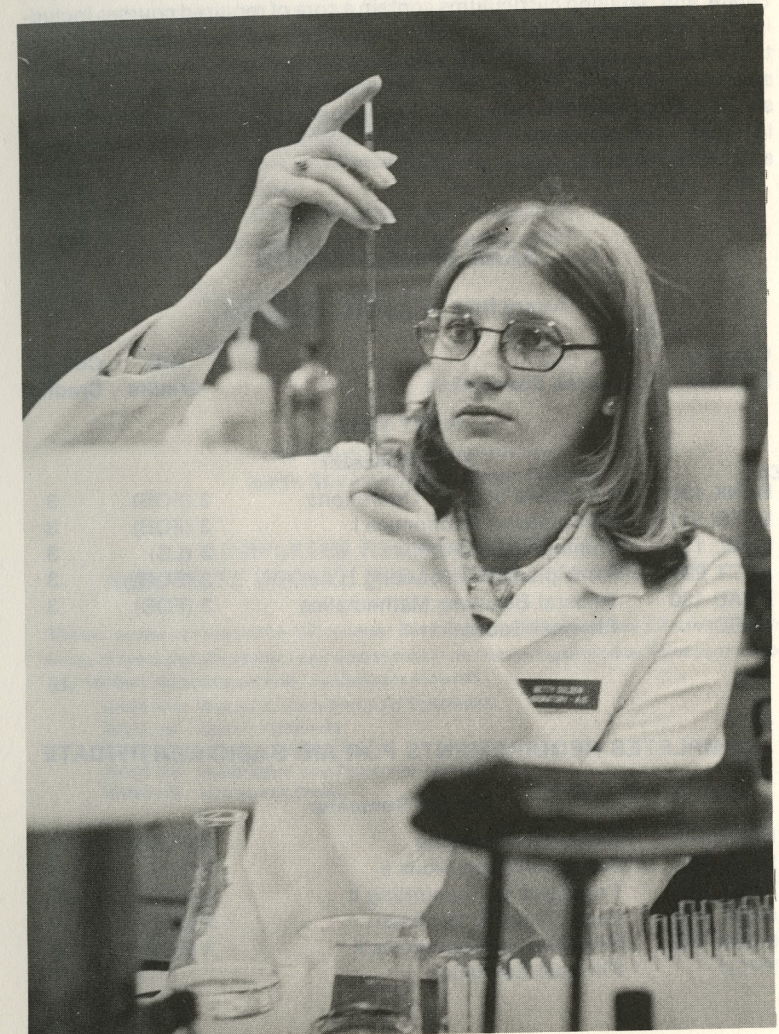
Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
BIOL 121	Anatomy and Physiology I	3	2	4
CHEM 110	Chemistry for Allied Health Sciences	3	2	4
ENGL 111*	Communication Skills	3	0	3
PHED	Physical Education	0	3	1
HMLT 111	Clinical Chemistry I	2	4	3
HMLT 113	Hematology I	2	12	5
		<hr/>	<hr/>	<hr/>
		13	23	20
Second Semester				
BIOL 122	Anatomy and Physiology II	3	2	4
MATH 130	Mathematics for Allied Health Sciences	3	0	3
PSYC 110	Human Relations	3	0	3
PHED	Physical Education	0	3	1
SOCI 111	Principles of Sociology	3	0	3
HMLT 115	Phlebotomy-Serology- Immunology	1	4	2
HMLT 116	Urinology and Clinical Microscopy	1	4	2
		<hr/>	<hr/>	<hr/>
		14	13	18
Summer Semester (12 weeks)				
HMLT 117	Clinical Microbiology I	2	4	3
HMLT 119	Clinical Seminar	3	4	3
HMLT 120	Concepts of Medical Laboratory Sciences	1	0	1
		<hr/>	<hr/>	<hr/>
		6	8	7
Third Semester				
MATH 131	Mathematics for Allied Health Sciences	3	0	3
ENGL 112*	Communication Skills	3	0	3
PHYS 133	Technical Physics I	3	2	4
NURS 210	Medical Terminology	3	0	3
HMLT 112	Clinical Chemistry II	2	4	3
HMLT 114	Hematology II	2	4	3
		<hr/>	<hr/>	<hr/>
		16	10	19

HMLT 211	Clinical Instrumentation	2	10	4
HMLT 212	Immuno-hematology	1	4	2
HMLT 118	Clinical Microbiology II	2	10	4
		<hr/>	<hr/>	<hr/>
		5	24	10

Total Credit Requirements for
Medical Laboratory Technician
Major Degree

74

*If student intends to pursue 4-year baccalaureate degree, substitute ENGL 121, 122.



MID-MANAGEMENT I

Degree: Associate in Applied Science.

Length: Four Semester (Two-year) Program

Purpose: The Mid-Management Program has been designed to prepare individuals for career occupations in the fields of Banking, Production, Real Estate, and Retailing. The program is applicable to both the preparatory student and the individual currently working.

Program Requirements: The Banking curriculum follows the requirements of the American Institute of Banking in providing the Basic and Standard certificates of the American Institute of Banking. The Production, Real Estate, and Retailing curriculums contain a core of required courses including four management courses, four semesters of internship, general education courses, and a recommended list of electives. In addition, four specialized courses are taken in the area specialization chosen by the student. Emphasis is thereby placed on training the individual for a particular specialized occupation by providing a combination of general courses, specialized courses, and internships.

BANK SPECIALIZATION

Associate in Applied Science

Course Number	Course Description	AIB Credits	Course Credits
FIRST YEAR			
First Semester			
BANK 130	Principles of Bank Operations	3 (FOB)	3
ECON 111	Principles of Economics I	3 (FOB)	3
ENGL 111	*Communication Skills I	3 (LC)	3
ACCT 221	Principles of Accounting I	3 (FOB)	3
BUAD 130	General Business Mathematics	3 (FOB)	3
PHED	Physical Education		1
			—
			16

COMPLETES REQUIREMENTS FOR AIB BASIC CERTIFICATE

Second Semester			
BANK 140	Money and Banking	3 (FOB)	3
ENGL 112	*Communication Skills II	3 (LC)	3
ACCT 222	Principles of Accounting II	3 (FOB)	3
BANK 280	Teller Training Seminar	3 (BF)	3
ECON 112	Principles of Economics II	3 (FOB)	3
PHED	Physical Education		1
			—
			16

First Semester

MGMT 111	Introduction to Mid Management	3 (MS)	3
MMGT 112	**Internship		3
DAPR 110	Introduction to Computer Science	3 (FOB)	4
PSYC 110	Human Relations	3 (G-E)	3
SOCI 111	Principles of Sociology		
or			
SOSC 111	Contemporary American Civilization II	3 (G-E)	3
			—
			16

COMPLETES REQUIREMENTS FOR AIB STANDARD CERTIFICATE

Second Semester

MMGT 121	Principles of Management	3 (MS)	3
MMGT 122	**Internship		3
BANK 230	Bank Public Relations and Marketing	3 (BF)	3
GOVT 211	Amer. Nat'l. and State Governments I		
or			
SOSC 112	Contemporary American Civilization II	3 (G-E)	3
	Elective	3 (G-E)	3
			—
			15

Total Credit Requirements for Bank Specialization Major Degree 63

COMPLETES REQUIREMENTS FOR ASSOCIATE DEGREE IN BANK MID-MANAGEMENT

*These courses correspond to AIB courses: Bank Letters and Reports and Effective English.
 **In lieu of internship, the student may elect to substitute electives approved by the department or any banking functions courses. Suggestions include:

- BANK 150 Analyzing Bank Financial Statements
- BANK 240 Bank Investments
- BANK 250 Credit Administration
- BANK 260 Supervision and Personnel Admin.
- BANK 270 Installment Credit

MID-MANAGEMENT CORE CURRICULUM
AND ELECTIVES*

CORE CURRICULUM

Course Number	Course Title
MMGT 111-112	Introduction to Mid-Management - Internship
MMGT 121-122	Principles of Management - Internship
MMGT 211-212	Personnel Management - Internship
MMGT 221-222	Problems in Management - Internship
ENGL 111-112	Communication Skills I and II
BUAD 130	Business Mathematics
PSYC 110	Human Relations
SOSC 111-112	Contemporary American Civilization I and II
or	
GOVT 211	American National and State Government I
and	
SOCI 111	Principles of Sociology I
or	
ECON 111-112	Principles of Economics I and II
PHED	Physical Education

Electives

ACCT 221	Principles of Accounting I
ACCT 222	Principles of Accounting II
BUAD 110	Introduction to Business
BUAD 120	Business Law
DAPR 110	Computer Science
MATH 180	Finite Math
MATH 190	Analysis
REAL 230	Real Estate Law
SECT 121	Typing I
SECT 150	Business Machines

*See your advisor for application to your specialization.

PRODUCTION SPECIALIZATION

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MMGT 111	Introduction to Mid-Management	3	0	3
MMGT 112	Internship	0	20	3
	Elective*	3	0	3
ENGL 111	Communication Skills I	3	0	3
SOSC 111	Contemporary American Civilization I	3	0	3
or				
SOCI 111	Principles of Sociology			
PHED	Physical Education	0	3	1
		12	23	16
Second Semester				
MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	20	3
ENGL 112	Communication Skills II	3	0	3
BUAD 130	Business Math*	3	0	3
SOSC 112	Contemporary American Civilization II	3	0	3
or				
GOVT 211	American National and State Government I			
PHED	Physical Education	0	3	1
		12	23	16
Third Semester				
MMGT 211	Personnel Management	3	0	3
MMGT 212	Internship	0	20	3
PROD 230	Industrial Management	3	0	3
ECON 111	Principles Economics I	3	0	3
PSYC 110	Human Relations	3	0	3
		12	20	15

Fourth Semester

MMGT 221	Problems in Management	3	0	3
MMGT 222	Internship	0	20	3
PROD 240	Production Planning and Control	3	0	3
ECON 112	Principles Economics II	3	0	3
	Elective	3	0	3
		<hr/>	<hr/>	<hr/>
		12	20	15

Total for 2 years curriculum 62

*Math 180 (Finite Math) and Math 190 (Analysis) are recommended.



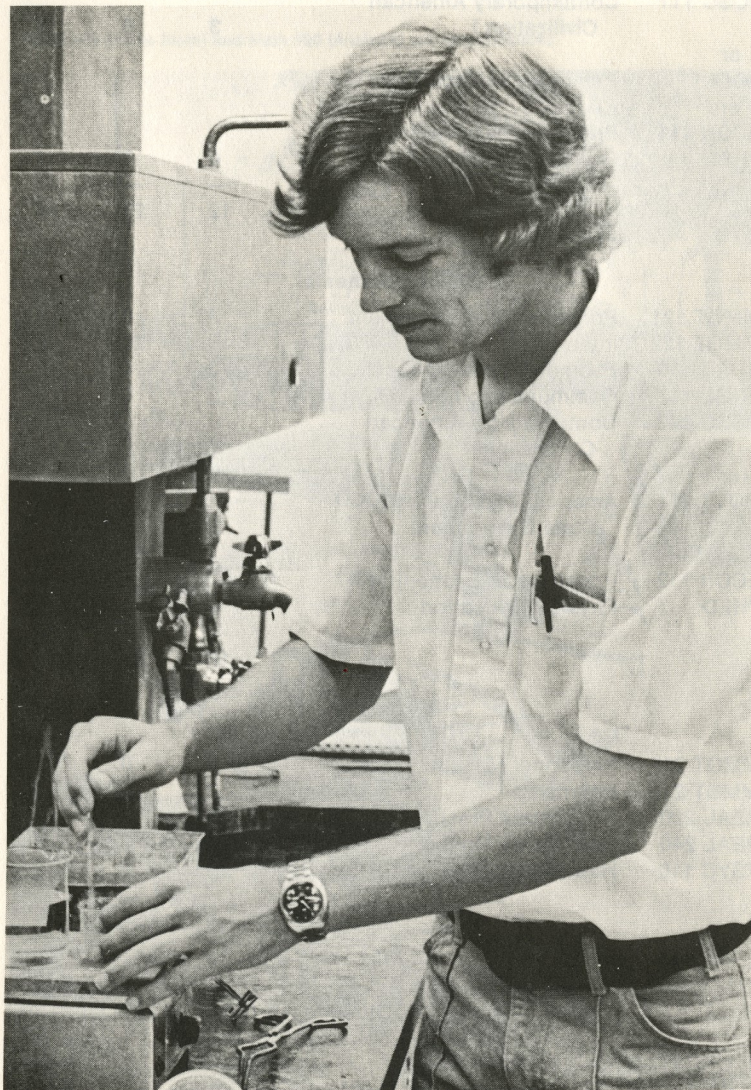
REAL ESTATE SPECIALIZATION

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MMGT 111	Introduction to Mid-Management	3	0	3
MMGT 112	Internship	0	20	3
REAL 130	Principles of Real Estate	3	0	3
ENGL 111	Communication Skills I	3	0	3
SOSC 111	Contemporary American Civilization I	3	0	3
	or			
SOCI 111	Principles of Sociology			
	or			
ECON 111	Principles of Economics I	0	3	1
PHED	Physical Education			
		<hr/>	<hr/>	<hr/>
		12	23	16
Second Semester				
MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	20	3
BUAD 130	Business Mathematics	3	0	3
ENGL 112	Communication Skills II	3	0	3
SOSC 112	Contemporary American Civilization II	3	0	3
	or			
GOVT 211	American National and State Government			
	or			
ECON 112	Principles of Economics II	0	3	1
PHED	Physical Education			
		<hr/>	<hr/>	<hr/>
		12	23	16
Third Semester				
MMGT 211	Personnel Management	3	0	3
MMGT 212	Internship	0	20	3
REAL 220	Real Estate Practice	3	0	3
REAL 240	Real Estate Finance	3	0	3
PSYC 110	Human Relations	3	0	3
		<hr/>	<hr/>	<hr/>
		12	20	15

Fourth Semester

MMGT 221	Problems in Management	3	0	3
MMGT 222	Internship	0	20	3
REAL 250	Real Estate Brokerage	3	0	3
REAL 260	Real Estate Appraisal	3	0	3
	Elective	3	0	3
		<hr/>	<hr/>	<hr/>
		12	20	15

Total for 2-year curriculum 62



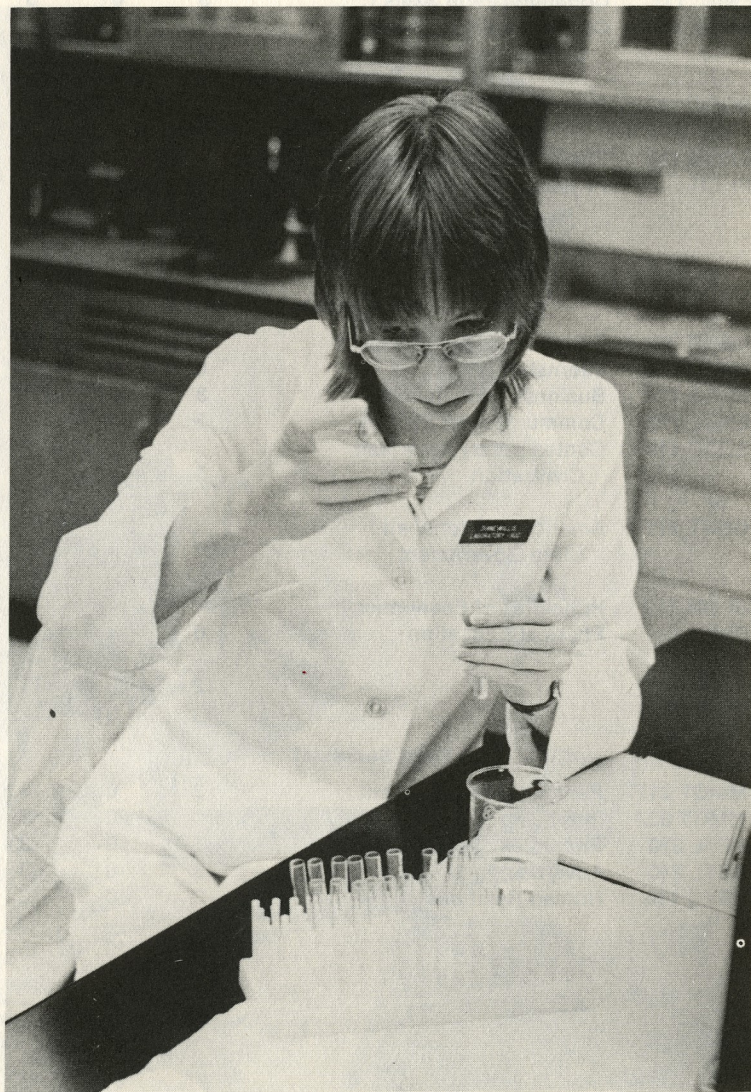
RETAIL SPECIALIZATION

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MMGT 111	Introduction to Mid-Management	3	0	3
MMGT 112	Internship	0	20	3
RETL 130	Principles of Retailing	3	0	3
ENGL 111	Communication Skills I	3	0	3
SOSC 111	Contemporary American Civilization	3	0	3
or				
SOCI 111	Principles of Sociology			
or				
ECON 111	Principles of Economics I	0	3	1
PHED	Physical Education			
		<hr/>	<hr/>	<hr/>
		12	23	16
Second Semester				
MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	20	3
BUAD 130	Business Mathematics	3	0	3
ENGL 112	Communication Skills II	3	0	3
SOSC 112	Contemporary American Civilization	3	0	3
or				
GOVT 211	American National and State Government			
or				
ECON 112	Principles of Economics II	0	3	1
PHED	Physical Education			
		<hr/>	<hr/>	<hr/>
		12	23	16
Third Semester				
MMGT 211	Personnel Management	3	0	3
MMGT 222	Internship	0	20	3
RETL 230	Principles of Marketing	3	0	3
RETL 240	Advertising	3	0	3
PSYC 110	Human Relations	3	0	3
		<hr/>	<hr/>	<hr/>
		12	22	15

Fourth Semester

MMGT 221	Problems in Management	3	0	3
MMGT 222	Internship	0	20	3
RETL 250	Selling and Salesmanship	3	0	3
RETL 260	Retail Mdse. Management	3	0	3
	*Elective	3	0	3
		—	—	—
		12	20	15

Total for 2-year curriculum 62



ASSOCIATE DEGREE IN NURSING

Degree: Associate in Applied Science

Length: Two-Year Program

Purpose: The aim of the Associate Degree Nursing Program (ADN) is to prepare the graduate to give direct patient care as a member of the health team, in hospitals and other health-care facilities. The program includes a background in general education and skills related to patient care. The graduate is competent to function in nursing situations utilizing the nursing process, which involves problem-solving associated with patient care.

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

Admission Requirements for the Associate Degree Nursing Program:

1. A student must fulfill all the admission requirements for enrolling in Alvin Community College.
2. All students will be required to write the American College Test.
3. A composite score of 16 must be achieved on the ACT, or a grade point average of 2.5 in nine or more semester hours of credit in courses approved for the ADN curriculum. These nine hours must include at least one natural science course taken at Alvin Community College and that applies to the ADN curriculum. Elective hours and P.E. will not be counted as part of the nine hours.
4. Students admitted to the nursing curriculum with a score below 14 on any segment of the ACT and a grade point average of 2.5 will be directed to the Free Studies department for study skills, reading, English and Math assessment and appropriate registration.
5. A transfer student must qualify in accordance with the current Department of Nursing procedures.
6. Classes begin in June of each year and must be limited in number; therefore, it is advisable for a qualified student to complete application by April 1.
7. A complete physical examination which includes chest x-ray, serology, smallpox vaccination, and immunizations for poliomyelitis, and tetanus is to be submitted with the application for admission.
8. An interview with the Director of Nursing or her representative is required. The applicant will be notified of the decision of the Admissions Committee.
9. A student may complete two of the five nursing courses, excluding Nursing 212, by Advanced Standing Examination. A student may not retake an Advanced Standing Examination after failing the examination. A student is not eligible to write an Advanced Standing Examination of a course that (s)he has failed.
10. It is strongly recommended that once a student is accepted into the ADN Program that all remaining courses be completed at Alvin Community College.

Program Requirements:

1. A nursing student will abide by the curriculum requirements of the nursing department at the time they are accepted into the ADN program. Curriculum requirements of the nursing (ADN) program take precedence over the catalogue under which the student entered Alvin Community College.
2. After a student has enrolled, the required nursing courses must be completed in proper sequence.
3. Prior to entering the nursing (ADN) program, a student may take several or all of the general liberal arts courses required in the nursing (ADN) program.
4. Any required course completed more than five years previous to the time the student is accepted, may not satisfy degree requirements.
5. An ADN student is required to satisfactorily complete both theory and clinical experience of the nursing course. In the event either theory or clinical is evaluated unsatisfactorily, the student will be required to repeat the course in its entirety the next time offered.
6. No grade below a "C" will be acceptable in nursing or science courses.
7. Students may enroll in no more than one nursing course in any one semester.
8. A nursing student must maintain a grade point average of at least 2.00 in order to progress in the ADN program.
9. A student may be terminated from the program if clinical performance is unsatisfactory. A student who has accumulated five days of absences in nursing classes, either in theory or lab or a combination of both, within a semester will be dropped. Clinical absences must be made up as designated by the Nursing Department.
10. A student not successfully completing a course in the nursing curriculum for the second time will be redirected.
11. If a student is not enrolled in a nursing course for a semester, application for readmission to the ADN program is required.
12. A student is required to earn at least 24 resident semester hours at Alvin Community College.
13. Hospitalization insurance, malpractice insurance, and transportation to and from the various health facilities are the responsibilities of the student. Malpractice insurance is required for the student to be assigned to a clinical area.
14. A student must take the last required (ADN) nursing course needed to meet graduation requirements on campus at Alvin Community College.
15. All courses in the nursing curriculum are pre- or co-requisites for NURS 212.

16. In order to meet the objectives of the nursing courses, students will be required to spend some time in the LRC viewing media, reading nursing journals, etc.

NURSING

Associate in Applied Science Degree in Nursing

FIRST YEAR

Summer Semester

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
CHEM 110	Chem for Allied Health Sciences	3	2	4
or				
*CHEM 121	General Chemistry & Analysis			
PSYC 110	Human Relations	3	0	3
or				
*PSYC 120	General Psychology			
PSYC 130	Child Growth & Development	3	0	3
		<hr/>	<hr/>	<hr/>
		9	2	10

Fall Semester

ENGL 111	Communication Skills	3	0	3
or				
*ENGL 121	Composition & Rhetoric I			
BIOL 121	Anatomy & Physiology I	3	2	4
NURS 110	Introduction to Nursing	4	12	8
PHED	Physical Education	0	3	1
		<hr/>	<hr/>	<hr/>
		10	17	16

Spring Semester

ENGL 112	Communication Skills	3	0	3
or				
*ENGL 121	Composition & Rhetoric II			
BIOL 122	Anatomy and Physiology II	3	2	4
NURS 120	Maternal and Child Health Nursing	4	12	8
PHED	Physical Education	0	3	1
		<hr/>	<hr/>	<hr/>
		10	17	16

SECOND YEAR

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Summer Semester (12 weeks)				
NURS 130	Psychiatric Nursing	4	8	5
Fall Semester				
SOCI 111	Principles of Sociology	3	0	3
NURS 211	Medical-Surgical Nursing I	4	12	8
BIOL 225	Basic Microbiology	3	3	4
		10	15	15
Spring Semester				
NURS 212	Medical-Surgical Nursing II	4	12	8
	Nursing Elective	3	0	3
		7	12	11

Total Credit Requirements for Associate Degree in Nursing 73

*May substitute if student intends to pursue 4-year baccalaureate degree.



NURSING HOME ADMINISTRATION PROGRAM

Degree: Associate in Applied Science, Degree in Nursing Home Administration

Purpose:

Statement of purpose. The purpose of the Alvin Community College Department of Nursing Home Administration is to provide an approved, formalized educational program that will prepare competent men and women for careers associated with the management of nursing homes and extended health care facilities. A graduate of the program is expected to be prepared to pursue a career as:

- (1) Licensed nursing home administrator
- (2) Extended-care facility administrator
- (3) Retirement center administrator
- (4) Custodial care facility administrator
- (5) Administrator of special programs for the aging

At the completion of this program the student will be able to transfer to a four-year college or university and pursue studies toward a baccalaureate degree. The curriculum also provides a liberal arts background for general education and personal enrichment.

Admission

Standards. A student may be admitted to Alvin Community 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.

**ASSOCIATE IN APPLIED SCIENCE DEGREE
IN
NURSING HOME ADMINISTRATION**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
*ENGL 111	Communication Skills	3	0	3
SOCI 111	Principles of Sociology	3	0	3
HNHA 111	Introduction to Nursing Home Administration	3	0	3
PHED	Physical Education	0	3	1
BUAD 130	General Business Mathematics	3	0	3
PSYC 110	Human Relations	3	0	3
		15	3	16

Second Semester

**ENGL 112	Communication Skills	3	0	3
BUAD 120	Business Law	3	0	3
***PSYC 230	Psychology of Personal Adjustments	3	0	3
HNHA 112	Psychology of Patient Care	3	0	3
HNHA 113	Principles of Patient Care	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		15	3	16

Third Semester

HNHA 211	Nursing Home Administration Internship I	3	20	6
ACCT 221	Principles of Accounting I	3	2	3
MMGT 121	Principles of Management	3	0	3
or				
MMGT 211	Personnel Management Elective	3	0	3
		3	0	3
		—	—	—
		9	22	15

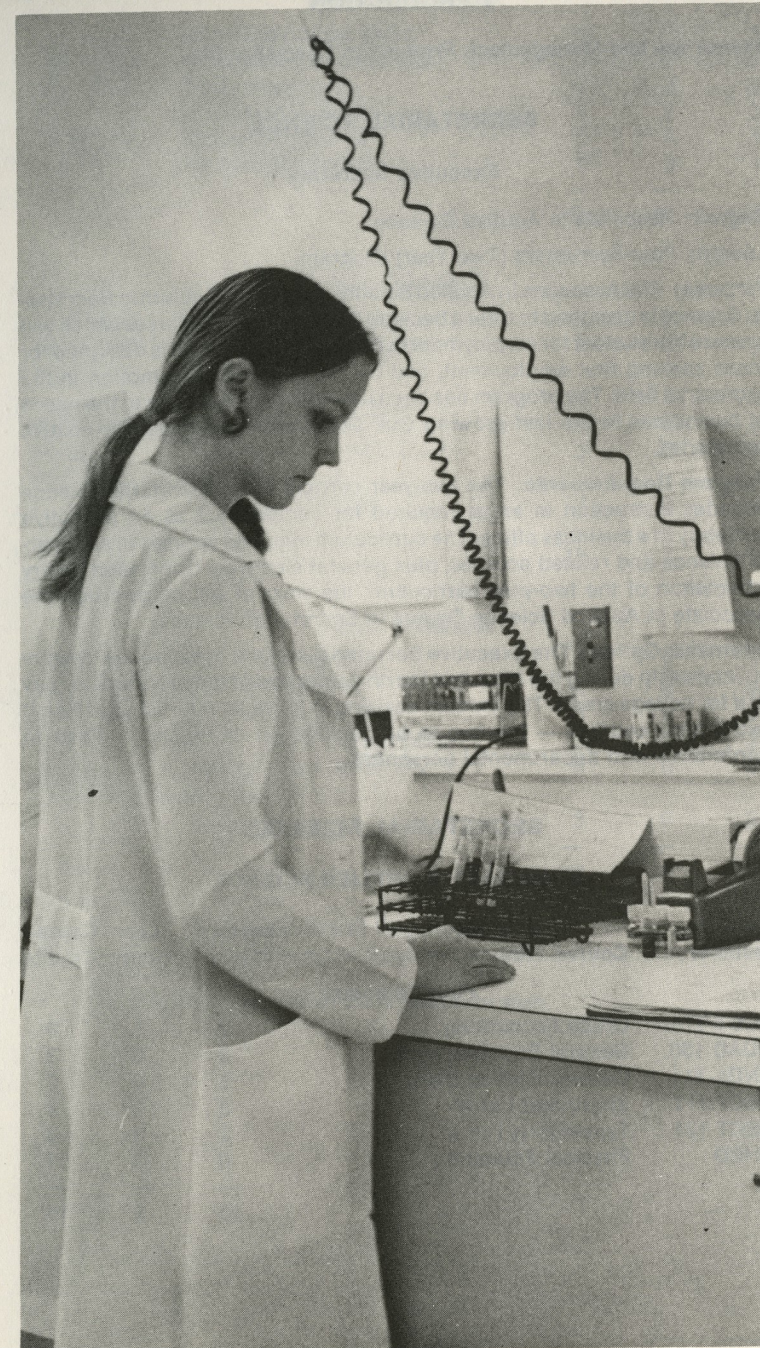
Fourth Semester

ACCT 222	Principles of Accounting II	3	2	3
HNHA 212	Nursing Home Administration Internship II	3	20	6
HNHA 213	Nursing Home Administration Law	3	0	3
HNHA 214	Financial Management of the Nursing Home Elective	3	0	3
		3	0	3
		—	—	—
		12	22	18

*If student intends to pursue four-year baccalaureate degree, substitute ENGL 121.

**If students intends to pursue four-year baccalaureate degree, substitute ENGL 122.

***Prerequisite may be waived for Nursing Home Administration applicant with approval of Psychology Department.



PRODUCTION

Please see Mid-Management, Production Specialization.

SECRETARIAL SCIENCE

Executive Secretary

Degree: Associate in Applied Science

Length: Four-Semesters (Two-Year) Program.

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 a 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.

Internship Option: The Executive Secretarial student may choose to serve an internship during the third and fourth semesters of the program, for pay and for college credit. The student desiring to serve an internship will omit two 3-hour courses — the two to be decided on an individual basis in conference with departmental personnel.

SECRETARIAL SCIENCE

ASSOCIATE IN APPLIED SCIENCE

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
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 or II*	3	2	3
SECT 121	Typewriting I or II*	2	3	3
PHED	Physical Education	0	3	1
		13	9	16

Second Semester

ENGL 112	Communications Skills	3	0	3
BUAD 110	Introduction to Business	3	0	3
SECT 150	Office Machines	2	3	3
SECT 112	Shorthand II or III*	3	2	3
SECT 122	Typewriting II or III*	2	3	3
PHED	Physical Education	0	3	1
		13	11	16

Third Semester

SECT 230	Records Management	2	2	3
SECT 130	Business Communication	3	0	3
SECT 210	Shorthand III or Business Elective	3	2	3
PSYC 110	Human Relations	3	0	3
SOSC 111	Contemporary Amer. Civ. I	3	0	3
SECT 220	Typewriting III or Business Elective	2	3	3
		16	7	18

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
		18	6	18

Total Credit Requirements for
Secretarial Science Degree 68

*Placement tests will determine which course needs to be taken.

WELDING

Degree: Associate in Applied Science.

Length: Four-Semester (two-year) Program.

Purpose: The Associate in Applied Science Degree Curriculum in Welding is designed to prepare the student for full-time employment upon graduation in the career of welding. The basic objective of the program is to develop the skills in ferrous and nonferrous metals for employment in construction trades and area industrial needs.

Program Requirements: In addition to the general requirements for admission to the College, entry into the Welding Program requires a personal interview with the Director of the Welding Program.

WELDING

Associate in Applied Science

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
WELD 110	Welding Processes	2	6	4
WELD 121	Arc Welding (Plate I)	2	6	4
WELD 160	Shop Equipment and Safety	1	2	2
DRFT 110	Fundamentals of Drafting (including Blueprint reading)	2	6	4
PHED	Physical Education	0	3	1
		7	23	15

Second Semester

WELD 131	Basic MIG and TIG	2	6	4
WELD 122	Arc Welding (Plate II)	2	6	4
MATH 151	Technical Math I	3	0	3
ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
		10	15	15

Third Semester

WELD 241	Basic Layout Design and Fabrication	1	4	3
WELD 251	Pipe Welding I	2	6	4
WELD 231	Advanced MIG and TIG	2	6	4
DRFT 211	Pipe Drafting I	2	6	4
ENGL 112	Communication Skills II	3	0	3
		10	22	18

Fourth Semester

WELD 242	Adv. Layout Design and Fabrication	1	4	3
WELD 252	Pipe Welding II	2	6	4
WELD 270	Welding Specifications and Testing	2	3	3
PSYC 110	Human Relations	3	0	3
	Elective	3	0	3
		11	13	16

Total Credits Required for the
Welding Degree 64

*Co-op courses may be selected as satisfaction of elective.



REAL ESTATE

Please see Mid-Management, Production Specialization.

RETAIL

Please see Mid-Management, Production Specialization.

CERTIFICATE PROGRAMS

The Certificate of completion in technical education is awarded to those students who fulfill the requirements in one of the following programs:

Agriculture	Computer Science
Air Conditioning & Refrigeration	Stenography
Certified Laboratory Assistant	Clerical
Child Care & Dev.	Vocational Nurse
Correctional Science	Nursing Assistant
Drafting	Respiratory Therapy
Electronics	Technician
Law Enforcement	Welding

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

AGRICULTURE

Degree: Certificate

Length: Two-semester (one-year) program

Purpose: The program is designed to prepare the student for entry into an agriculture or related occupation. Completion of this program will also enhance the effectiveness of those presently employed in an agriculture related occupation.

Program Requirements: The one-year program in Agriculture combines formal instruction with on-the-job work experience. The certificate in Agriculture will be awarded upon satisfactory completion of the two semester program.

AGRICULTURE

Certificate Level — One Year

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
First Semester				
ENGL 111	Communication Skills I	3	0	3
BIOL 110	Environmental Conservation	3	0	3
AGRI 110	Animal Husbandry	3	0	3
CO-OP 111	Cooperative Education	0	15	3

—	—	—
9	15	12

Second Semester

ENGL 112	Communication Skills II	3	0	3
AGRI 120	Fundamentals of Crop Production	3	0	3
AGRI 130	Agriculture Equipment Technology	2	2	3
CO-OP 112	Cooperative Education	0	15	3
		8	17	12

Total requirements for
Agriculture Certificate 24

AIR CONDITIONING AND REFRIGERATION

Degree: Certificate.

Length: Two-Semester (one-year) Program.

Purpose: The one-year certificate in Air Conditioning and Refrigeration is designed to prepare the student for full-time employment immediately upon certification from the Program. The basic objective of the program is to incorporate adequate shop and lab experience of a sufficient duration to develop competencies for employment in the air conditioning and refrigeration field.

Program Requirements: In addition to the general requirements for admission to the College, entry in the Air Conditioning and Refrigeration Program requires a personal interview with the Department Head of the Air Conditioning and Refrigeration Program.

AIR CONDITIONING AND REFRIGERATION

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ACRH 131	Air Conditioning Fundamentals I	3	0	3
ACRH 133	Air Conditioning & Electrical Circuits I	3	0	3
ACRH 140	Introduction to Refrigeration	3	3	4
MATH 151	Technical Math I	3	0	3
PHYS 133	Technical Physics I	3	3	4
PHED	Physical Education	0	3	1
		15	9	18

Second Semester				
ACRH 132	Air Conditioning Fundamentals II	3	3	4
ACRH 141	Refrigeration Systems Servicing I	3	3	4
ACRH 170	Domestic Refrigeration	3	1	3
ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
		12	10	15

First Summer Session				
ACRH 135	Air Conditioning and Refrigeration Troubleshooting	1	3	2

Total Credits Required for the Air Conditioning & Refrigeration Certificate 35



Degree: Certificate

Length: Three Semesters (One-Year Program)

Purpose: The curriculum is designed to prepare individuals for careers associated with allied health fields by providing an approved, formalized educational program directed toward Medical Laboratory Technology. After satisfactorily completing the requirement of the first year (3 semesters), a certificate will be awarded, and the individual may apply to the American Society of Clinical Pathologists for the Board of Registry examination for Certified Laboratory Assistant (CLA).

Admission Requirements: In addition to the general requirements for admission to Alvin Community College, entry into the Medical Laboratory Technology program requires the following:

1. All students will be required to write the American College Test.
2. A composite score of 16 must be achieved on the ACT, or a grade point average of 2.5 in nine or more semester hours of credit in courses approved for the Medical Laboratory Technology curriculum.
3. A transfer student must qualify in accordance with the current Department of Medical Laboratory Technology procedures.
4. A complete physical examination which includes chest x-ray, urinalysis, serology, and immunizations for poliomyelitis and diphtheria/tetanus is to be submitted with the application for admission.
5. An interview with the Director of Medical Laboratory Technology is required. The applicant will be notified of the decision of the Admissions Committee.
6. A MLT student will abide by the curriculum requirements of the MLT department at the time they are accepted into the MLT program. Curriculum requirements of the MLT program take precedence over the Bulletin under which the student entered Alvin Community College.
7. After a student has enrolled, the required MLT courses must be completed in proper sequence.
8. Prior to entering the MLT program, a student may take several or all of the general liberal arts courses required in the MLT program.
9. Any required course completed more than five years previous to the time the student is accepted may not satisfy degree requirements.
10. A MLT student is required to satisfactorily complete both theory and clinical experience of the MLT course. In the event either theory or clinical is evaluated unsatisfactorily, the student will be required to repeat the course in its entirety the next time offered.

11. No grade below a C will be acceptable in MLT or biology courses.
12. A MLT student must maintain a grade point average of at least 2.00 in order to progress in the MLT program.
13. A student may be terminated from the program if clinical performance is unsatisfactory.
14. A student not successfully completing a MLT course for the second time will be subject to redirection.
15. If a student is not enrolled in a MLT course for a semester, application for readmission to the MLT program is required.
16. A student is required to earn at least 24 resident semester hours at Alvin Community College.
17. Hospitalization insurance, malpractice insurance, laboratory uniforms, and transportation to and from the various health facilities are the responsibilities of the student.

CERTIFIED LABORATORY ASSISTANT

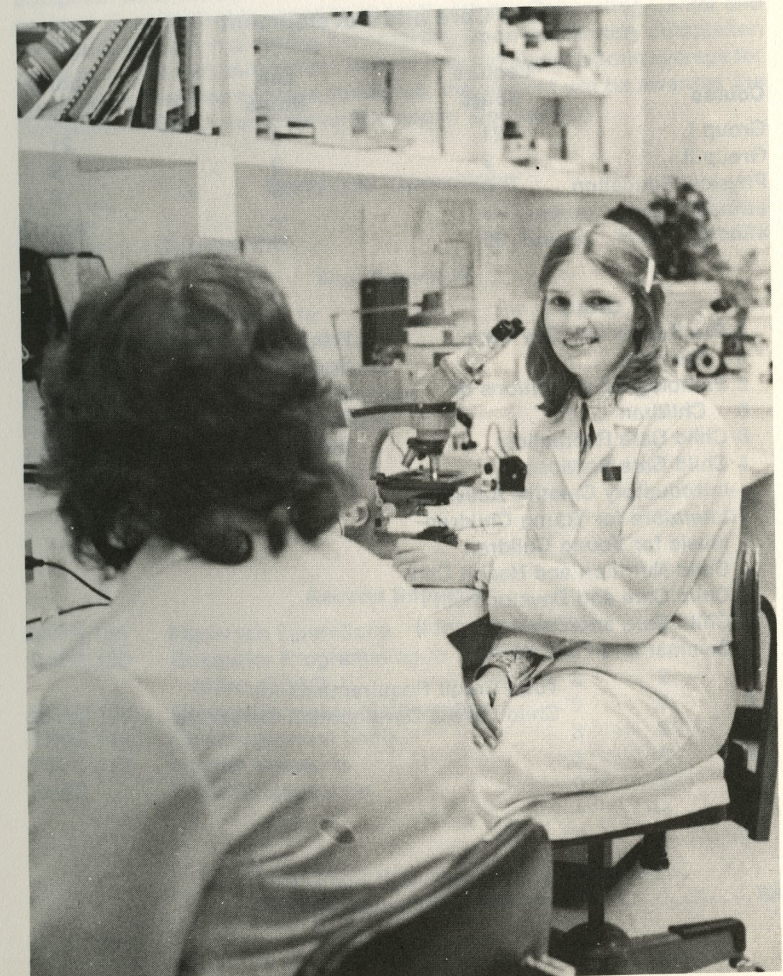
Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
BIOL 121	Anatomy and Physiology I	3	2	4
CHEM 110	Chemistry for Allied Health Sciences	3	2	4
ENGL 111	Communication Skills	3	0	3
PHED	Physical Education	0	3	1
HMLT 111	Clinical Chemistry I	2	4	3
HMLT 113	Hematology I	2	12	5
		13	23	20
Second Semester				
BIOL 122	Anatomy and Physiology II	3	2	4
MATH 130	Mathematics for Allied Health Sciences	3	0	3
PSYC 110	Human Relations	3	0	3
PHED	Physical Education	0	3	1
SOCI 111*	Principles of Sociology	3	0	3
HMLT 115	Phlebotomy-Serology-Immunology	1	4	2
HMLT 116	Urinology and Clinical Microscopy	1	4	2
		14	13	18

Total Credit Requirements for Certified Laboratory Assistant Certificate 45

Summer Semester (12 weeks)				
HMLT 117	Clinical Microbiology I	2	4	3
HMLT 119	Clinical Seminar	3	4	3
HMLT 120	Concepts of Medical Laboratory Sciences	1	0	1
		6	8	7

*Students pursuing Certified Laboratory Assistant (CLA) may substitute SOSC 111, Contemporary American Civilization I (3 credits).

*Pending Agency approval.



CHILD CARE AND DEVELOPMENT

Degree: Certificate

Length: Thirty-two semester hours.

Purpose: The certificate program is designed for mature persons working in the child care field. A certificate represents the completion of 32 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.

Child Care and Development

Course	Lecture Hours	Lab Hours	Course Credits
Group I	21	0	21
Group II	9	0	9
Physical Education	0	6	2
	—	—	—
	30	6	32

Group I

Pre-School and Day Care Services
 Pathological Conditions of Children
 Child Care Recreation
 Child Care Services
 Introductory Creative Activities
 Literature for Young Children
 Music for Young Children
 Child Nutrition and Health Care
 Child Care and Development I
 Child Care and Development II
 Seminar and Field Work

Group II

Principles of Sociology
 Social Problems
 Human Relations
 Marriage and Family
 Communication Skills

Total Credit Requirements for
 Child Care & Development Certificate 32

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
First Semester				
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	3	1
		15	8	17
Second Semester				
DAPR 105	Keypunch Operations	2	3	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	3	1
		15	7	16

Total Credit Requirements for Computer
 Science Technology Certificate 33

CORRECTIONAL SCIENCE

Certificate Program: Certificate in Correctional Science

Length: Thirty-two semester hours

Purpose: The Certificate Program is designed for mature persons working in the correctional field. A certificate represents the completion of hours of approved course work including an appropriate internship.

Program Requirements: Approximately one-half of the certificate program will include courses in Correctional Science with the remaining courses in related areas. In the event that any student who has first enrolled in a "Certificate Only" program desires to thereafter enter a degree program, he must meet all prerequisites and requirements met by the degree student.

A certificate student will take seven courses from Group I and Physical Education. The student will take 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.

Certificate in Correctional Science

Course	Lecture Hours	Lab Hours	Course Credits
Group I	21	4	23
Group II	9	0	9
			—
Total			32

Group I

Introduction to Corrections
Penology
American Legal System
Crime and Delinquency
Probation, Pardons,
& Parole
Institutional Procedures, Jails,
& Detention
Contemporary Practices in
Correction
Corrections I. Organization
and Operations
Corrections II. Theory
and Practice
Physical Education

Group II

Composition and Rhetoric
General Psychology
Human Relations
Communications Skills
American, National, &
State Government
U.S. History

Total Credit Requirements for
Correctional Science Certificate 32

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 well as schematics, working drawings, and blueprints.

DRAFTING TECHNOLOGY

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DRFT 110	Fundamentals of Drafting	2	6	4
ENGL 111	Communications Skills	3	0	3
MATH 151	Technical Math I	3	0	3
PHYS 133	Technical Physics I	3	3	4
DRFT 120	Descriptive Geometry	2	4	3
PHED	Physical Education	0	3	1
		—	—	—
		13	16	18

Second Semester

DRFT 130	General Drafting	2	6	4
ENGL 112	Communications Skills	3	0	3
MATH 152	Technical Math II	3	0	3
DRFT 270	Construction Drafting	2	6	4
SOSC 111	Contemporary American Civilization I	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		13	15	18

Total Credit Requirements for
Drafting Technology Certificate 36

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
First Semester				
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	3	0	3
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	3	1
		—	—	—
		15	9	18
Second Semester				
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	3	1
		—	—	—
		12	12	16
Total Credit Requirements for Electronic Technology Certificate				34

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 and 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	6	2
	—	—	—
Total	30	6	32
Group I			
Group II			
Introduction to Law Enforcement			Composition and Rhetoric
Criminal Investigation			General Psychology
Legal Aspects of Law Enforcement			Human Relations
Criminal Procedure and Evidence			Communication Skills
Element of Police Supervision			American National and State Governments
Principles of Sociology			U. S. History
Social Problems			
Criminology			
Juvenile Delinquency			
Police Organization and Administration			
Patrol Administration			
Total Credit Requirements for Certificate in Law Enforcement			
32			

RESPIRATORY THERAPY TECHNICIAN PROGRAM

Degree: Certificate

Length: 13½ months

Purpose: The purpose of the Alvin Community College Department of Respiratory Therapy Technology is to provide an approved, formalized educational program that will prepare competent men and women for careers in Respiratory Therapy. The certificate recipient of the program will be eligible to become a Certified Respiratory Therapy Technician (C.R.T.T.) by making application and, successfully completing the examination administered by the National Board for Respiratory Therapy.

This certificate program is designed to meet the Upward Mobility/Lateral Exit concept. The Alvin Community College program and curriculum has been coordinated with Houston Community College. Those students desiring to continue with the Upward Mobility Concept are afforded the opportunity to transfer to Houston Community College to pursue the Associate Degree of Applied Sciences in Respiratory Therapy Technology. Correspondence documenting coordination between Alvin Community College and Houston Community College is included as an attachment to this application.

Admission Requirements:

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.

Admission Procedure:

1. Pre-Entrance testing.
2. All students entering the program are required to complete the regular Alvin Community College admission procedures. The proper forms are available from the Admission's Office.
3. Respiratory Therapy Technician students must meet health requirements of affiliating clinical institutions. A health examination by the student's personal physician is required using the Alvin Community College health form. The physical examination should include Chest x-ray, Urinalysis, Complete Blood Count (CBC), and VDRL.
4. Applicants will be notified concerning admission to the Respiratory Therapy Technology Program. There is a limit on the number to be accepted.
5. Applicants who are not admitted to the Respiratory Therapy Technician Program may take courses to enhance their potential for entering the program at a later date.

RESPIRATORY THERAPY TECHNICIAN

Course Number	Course Title	Lecture Hours	Lab Hours	Clock Hours	Course Credits
Summer Session I (6 Weeks)					
BIOL 121	Anatomy and Physiology I	8*	6*	14	4
HRTT 111	Introduction to Respiratory Therapy	8*	8*	16	4
		16	14	30	8
Summer Session II (6 weeks)					
HRTT 116	Clinical Science and Pulmonary Disorders	8*	0*	8	3
HRTT 112	Clinical Practical I	6*	22*	28	3
		14	22	36	6
Fall Semester					
HRTT 110	Introduction to Health Sciences	3	0	3	3
CHEM 110	Chemistry for Allied Health	3	2	5	4
HRTT 117	Clinical Applications I	3	0	3	3
HRTT 120	Pharmacology	3	0	3	3
HRTT 114	Respiratory Therapy Procedures I	3	6	9	4
		15	8	23	17
Spring Semester					
HMLT 117	Clinical Microbiology I	2	3	5	3
HRTT 118	Clinical Applications II	3	0	3	3
HRTT 115	Adv. Respiratory Procedures II	2	3	5	3
HRTT 113	Clinical Practical II	0	25	25	6
NURS 210	Medical Terminology	3	0	3	3
		10	31	41	18
Summer Session I (6 weeks)					
ENGL 111**	Communication Skills	8*	0*	8	3
HRTT 119	Clinical Practical III	0*	20*	20	3
		8	20	28	6

*The student will attend class for this number of hours per week during the length of the Summer Session shown.

**If the student intends to pursue the 2 year Associate Degree, substitute ENGL 121.

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
First Semester				
SECT 230	Records Management	3	2	3
BUAD 130	General Business Mathematics or equivalent*	3	0	3
ENGL 111	Communication Skills	3	0	3
SECT 111	Shorthand I or II**	3	2	3
SECT 121	Typewriting I or II**	2	3	3
PHED	Physical Education	0	3	1
		—	—	—
		14	10	16
Second Semester				
SECT 130	Business Communications	3	0	3
SECT 150	Office Machines	2	3	3
SECT 112	Shorthand II or III**	3	2	3
SECT 122	Typewriting II or III**	2	3	3
SECT 240	Office Procedures	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		13	11	16

Total Requirements for Stenographer/
General Office Worker Certificate 32

*May be waived by demonstrated competency in High School Math.
**Placement tests will determine which course needs to be taken.

General Clerical One-Year

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ACCT 110	Office Accounting	2	1	3
BUAD 110	Introduction to Business	3	0	3
BUAD 130	General Business Mathematics or equivalent*	3	0	3
SECT 121	Typewriting I or II	2	3	3
ENGL 111	Communication Skills	3	0	3
PHED	Physical Education	0	3	1
		—	—	—
		13	7	16
Second Semester				
PSYC 110	Human Relations	3	0	3
SECT 150	Office Machines	2	3	3
SECT 140	Secretarial Practice	3	2	3
SECT 122	Typewriting II or III**	2	3	3
SECT 230	Records Management	3	2	3
PHED	Physical Education	0	3	1
		—	—	—
		13	13	16

Total Credit Requirements for a
General Clerical Certificate 32

*May be waived by demonstrated competency in high school mathematics.
**Placement tests will be taken to determine which course needs to be taken.



VOCATIONAL NURSING PROGRAM

Degree: Certificate

Length: Twelve Months.

Purpose: The purpose of the Alvin Community College Program of Vocational Nursing is to provide an approved educational program designed to prepare the vocational nurse to function as a vital member of the health care team. The vocational nurse gives nursing care to patients in varied situations with the supervision of the registered nurse and/or physician.

Graduates of the twelve-month program are eligible to write the Texas State Board Examination for Vocational Nurses. Those passing the state examination will be issued a license by the State Board of Vocational Nurse Examiners and will qualify to practice as a Licensed Vocational Nurse (L.V.N.) in the state of Texas.

Admission Requirements:

1. Must apply for admission to Alvin Community College and fulfill all admission requirements for enrollment in the college. This includes taking the American College Testing Program exams (A.C.T.).
2. Be the age of 17-59* years old. (Those older than 59 will be considered on an individual basis.)
3. Be a citizen of the United States or have made legal declaration of intent.
4. Be in good physical and emotional health.
5. Be of good moral character.
6. Be a high school graduate or hold a certificate of equivalency (G.E.D.).
7. Satisfactorily score on the Pre-entrance exam for practical nurses.
8. Apply at least one semester in advance and have a personal interview with the Director of Vocational Nursing.
9. Complete the application for admission into the Vocational Nursing Program, which shall also include submission of three character references, copies of transcripts or G.E.D., and physical examination including blood counts, urinalysis, serology, chest x-ray or tine skin test, and immunizations for polio and diphtheria/tetanus.

Program Requirements:

1. Tuition for the twelve-month program is \$150.00 and is due in full at registration. Other fees throughout the year will include books, supplies, uniforms, bandage scissors, name pins, nursing shoes and cap, watch with second hand, testing fees, and photo.
2. Students are responsible for their own hospitalization and malpractice insurance.
3. Students are responsible for their transportation to health agencies and are expected to attend regularly to both class and clinical assignment.

4. All absences must be made up during the allotted vacation and holiday time at the end of the year.
5. A passing grade of 70 must be attained in each subject. Scores below 70 will constitute grounds for request of student withdrawal from program.
6. Observed holidays and vacation days will include:
 - 2 Days — Thanksgiving
 - 1 Day — Christmas
 - 4 Days — Vacation
 - 1 Day — New Year
 - 3 Days — Spring Vacation
 - 1 Day — July 4th
 - 1 Day — Labor Day
 - 7 Days — Vacation at end of Year
7. The Vocational Nursing Program may request at anytime the withdrawal or dismissal of a student whose health, conduct, personal qualities or abilities, and/or scholastic records indicate that it would be inadvisable for the student to continue in the program.
8. Transfer students must spend a minimum of six months in the Alvin Community College Vocational Nursing Program in order to be considered a graduate of this program.
9. A student who withdraws and wishes to be reinstated and receive credit for successfully completed courses must re-enter within one year from the date of withdrawal.

V.N. PROGRAM

Course Number	Course Title	Minimum* Clinical Experience	Minimum* Class Hours
NURS. 001	Personal and Vocational Relationships		10 hours
NURS. 002	Introduction to Vocational Nursing Skills, including Nutrition and Pharmacology	40 hours medication administration	225 hours
NURS. 007	Body Structure and Function		50 hours
NURS. 008	Disease Control and Prevention		10 hours
NURS. 005	Mental Health and Mental Illness	2 weeks (if available)	20 hours
NURS. 003	Maternal and Child Health Nursing	3 weeks, obstetrics 2 weeks, newborn	50 hours

NURS. 009	Child Growth and Development		10 hours
NURS. 004	Pediatric Nursing	3 weeks	50 hours
NURS. 006	Medical - Surgical Nursing	6 weeks, medical 6 weeks, surgical	125 hours

*A minimum of 550 lecture and 1250 pre-clinical and clinical experience hours is required in the Vocational Nursing Program.



WELDING

Degree: Certificate

Length: Two-Semester (one-year) Program

Purpose: The one-year certificate in Welding is designed to prepare the student for full-time employment upon certification in the career of welding. The basic objective of the program is to develop the skills in ferrous and non-ferrous metals for employment in construction trades and area industrial needs.

Program Requirements: In addition to the general requirements for admission to the College, entry into the Welding Program requires a personal interview with the Director of the Welding Program.

WELDING

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
WELD 110	Welding Processes	.2	6	4
WELD 121	Arc Welding (Plate I)	2	6	4
WELD 160	Shop Equipment and Safety	1	2	2
DRFT 110	Fundamentals of Drafting (including Blueprint Reading)	2	6	4
PHED	Physical Education	0	3	1
		7	23	15
Second Semester				
WELD 131	Basic MIG and TIG	2	6	4
WELD 122	Arc Welding (Plate II)	2	6	4
MATH 151	Technical Math I	3	0	3
ENGL 111	Communication Skills	3	0	3
PHED	Physical Education	0	3	1
		10	15	15

Total Credits Required for the
Welding Certificate 30

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	36

Total Contact Hours 320

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 for those who desire to pursue a specific degree or certificate program.

CONTINUING EDUCATION PROGRAM

Purpose

Alvin Community College is a comprehensive community college offering a wide variety of non-credit courses to area citizens. These courses are designed to provide general education opportunities for personal development, civic responsibility, social-cultural values, and to assist the individual in achieving his personal goals through adult non-credit courses. The college exists to serve the post-high school educational needs of the community.

The college hopes to achieve this purpose by offering adults in the community a program of diversified non-credit courses. This program of continuing education provides the opportunity for adults to improve their knowledge and basic skills while employed or for pleasure and recreational purposes.

General Information

Non-credit continuing education courses are generally open to persons of all ages, including school age children. However, certain courses are directed to the adult (18 years or older) while others are specifically directed to the younger student. Courses are scheduled for given dates and hours and some continue for longer periods of time to fulfill more specific requirements.

Most courses are offered in the evening and range from three to 320 hours in length. Costs vary from \$2.50 to \$95.00 per course. Any course will be offered when there is sufficient demand, suitable meeting space, and a qualified instructor. The college is interested in receiving requests for special courses, or for special time-frames for offering them, and will attempt to schedule any short course not already identified when there seems to be sufficient interest.

Contact the Associate Dean, Continuing Education, for information regarding scheduling any program, particularly programs of an occupational nature that will provide training, skills, and knowledge for individuals already employed and individuals seeking employment.

Continuing Education and Adult Non-Credit Courses

Non-credit courses in the following areas are generally scheduled each year. Any course will be offered when there are sufficient demand, suitable meeting space and a qualified instructor.

OCCUPATIONAL

Alterations and Tailoring
Basic Law Enforcement
(Qualifying Certificate)

Gift Wrapping
Nursing Assistant
Use of The Slide Rule

Blueprint Reading
 Electrical Maintenance
 Electronic Instrumentation
 Mechanical Maintenance I
 Mechanical Maintenance II
 Federal Income Tax
 for Consultants
 Income Tax
 Preparation Skills
 Filing Clerk
 Office Machines Refresher
 Shorthand Review
 Typing Refresher
 Floral Design
 Human Relations in
 Industry (Seminar)
 Human Relations and
 Instruction Training
 Introduction to Air-Conditioning
 and Refrigeration
 Commercial Refrigeration Lab
 Air-Conditioning Lab
 Heating & Ventilating Lab

Orientation to Industrial
 Welding, Pipefitting and
 Boilermaking
 Basic Welding
 Boilermaking-Pipefitting-
 Welding
 Pediatrics Nursing
 Pharmacology for Nurses
 Team Nursing
 The Role of the Nurse
 in the Community
 Trends in Nursing
 Dietetic (food) Services
 Supervisor Course
 Property and Casualty
 Insurance
 Real Estate Principles I
 Real Estate Principles II
 Real Estate Principles III
 Test Equipment Repair
 Test Equipment Utilization
 Advance Key Punch
 Data Preparation Clerk

Ceramics
 Class Piano
 Crafts (Elementary Crafts)
 Crafts (Fabric Design)
 Crafts (Macrame)
 Crafts (Weaving)
 Essentials of Photography
 Firearm Knowledge For Women

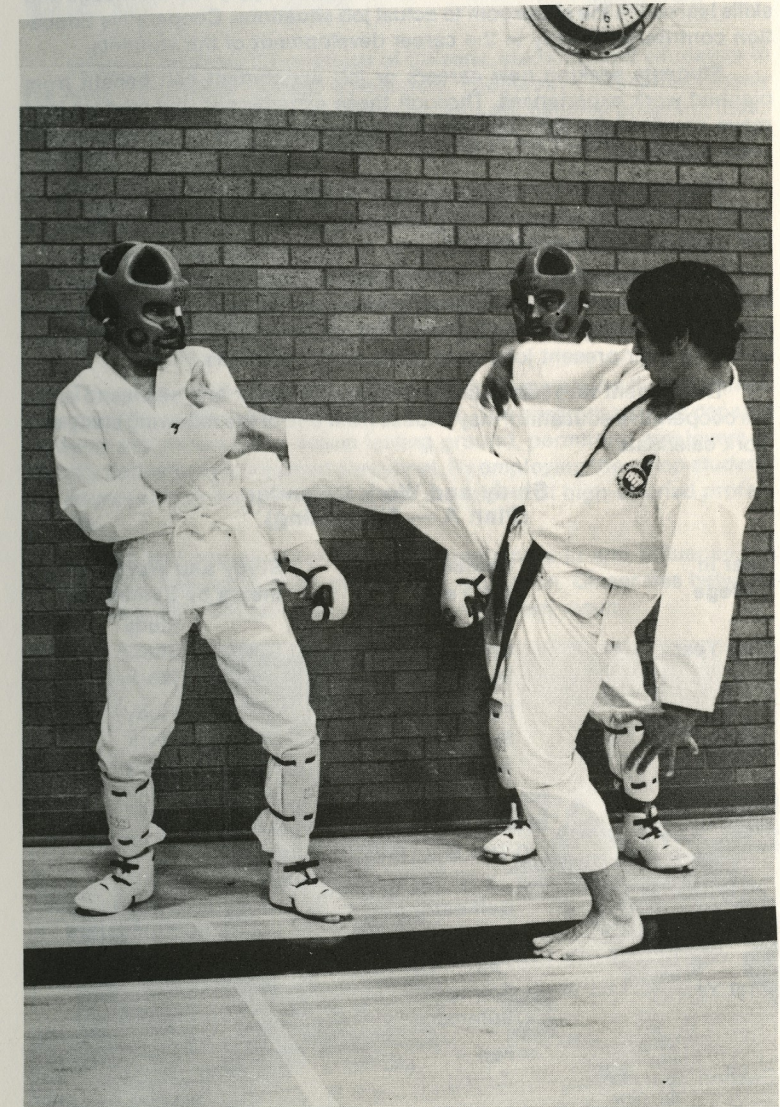
Needlepoint
 Physical Fitness (Men)
 Physical Fitness (Women)
 Private Music Lessons
 Tennis (Beginners)
 Tennis (Intermediate)
 Texas Voluntary Hunter Safety

GENERAL EDUCATION

Action Course in Practical Politics	How to Buy, Build, or Add Law for the Layman
Apartment Managing	Man and His Changing World
Biblical Archaeology	New Testament History
Conversational French	Old Testament History
Conversational German	Personal Typing
Conversational Spanish I	Pocketbook Protection
Conversational Spanish II	Reading Improvement
Defensive Driving (DDC)	Stocks and Investments
GED Preparation	Verbal and Non-Verbal Communications
Handicrafts and Media as Teaching Devices	Personal Income Tax

AVOCATIONAL-RECREATIONAL

Antiques Worth Dusting	Furniture Upholstery
Archery Fundamentals	Football Fundamentals for Females
Art Appreciation	Gardening (Landscaping & Horticulture)
Art (Beginning Oil Painting)	Gourmet Cooking
Art (Beginning Drawing)	Guitar (Beginners)
Art (Beginning Watercolor)	Guitar (Intermediate)
Art (Blockprinting)	Interior Decorating
Art (Portrait Painting)	Karate (Advanced)
Bridge (Advanced)	
Bridge (Beginners)	



Cooperative Education, a plan whereby students blend theory and practice by working on training assignments in exploratory or career-related areas of professional interest, has had a tremendous growth in recent years. The structure of a cooperative experience may vary, but the underlying philosophy always remains the same: the student's job is an essential and integral part of his education.

Opportunities are provided for the student to apply the knowledge and skills learned in the classroom to actual job situations. Cooperative Education contributes greatly to the career development of the students.

Students seeking new careers or job enrichment can benefit from planned work experiences. Through these experiences, the student may move upward into jobs that require increasing skills, knowledges, and responsibilities.

Many students are unsure of their vocational goals. These students could specifically use cooperative education to explore and realistically test different career possibilities.

The Cooperative Education program is also designed to meet the needs of those students who already have jobs but are returning to Alvin Community College to take courses that would enable them to either advance on their present jobs or to make career changes.

The student who has decided to pursue a career and desires to enter the cooperative education, may choose from one of the following study and work calendars:

**Study and Work Calendar
(Plan A — Alternating)**

Year in College	Semester of the Year	Study and Work Assignments by Semesters
First Year	Fall	Study
	Spring	Study
	Summer	Work
Second Year	Fall	Study
	Spring	Work
	Summer	Study

**Study and Work Calendar
(Plan B — Alternating)**

Year in College	Semester of the Year	Study or Work Assignments by Semesters
First Year	Fall	Study
	Spring	Study
	Summer	Study
Second Year	Fall	Work
	Spring	Study
	Summer	Work

Year in College	Semester of the Year	Study or Work Assignments by Semesters
First Year	Fall	Study
	Spring	Study
	Summer	Study/Work
Second Year	Fall	Study/Work
	Spring	Study/Work

Utilizing Advisory Committees of Citizens, students, and educators in the Alvin Community College community, cooperative education closely coordinates work experience with the campus educational program; thus,

- helping the student to greater meaning in his studies,
- increasing his motivation,
- contributing to his sense of responsibility,
- developing a greater understanding of human relations,
- giving him a chance to find out more about specific jobs in relation to his own capabilities,
- providing him with earned income, and
- better preparing him to enter the working world or advance on his present job.

The cooperative education program helps to maintain a flow of trained personnel for public and private enterprises. The program attracts capable students and serves as an actual testing ground, permitting employers to identify and select well-trained personnel. By employing the co-op student, the employer may more effectively use the talents of high-salaried professionals.

Public and private enterprises may participate in and influence the educational process through cooperative education. Closer ties between Alvin Community College and the community often result.



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 211. Accounting Internship** (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Students may receive credit from an approved full-time job.
- ACCT 212. Accounting Internship** (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Students may receive credit from an approved full-time job.
- ACCT 221. Principles of Accounting I** (3 credits). Accounting for merchandise operations, proprietorships, partnerships, negotiable instruments, specialized books of original entry, and the voucher system, including emphasis on the financial aspects of accounting. Prerequisite: None. Recommendation: DAPR 110, MATH 180, 190, particularly for transfer students. Lecture 3 hours; Laboratory 1 hour. Total 4 hours per week.
- ACCT 222. Principles of Accounting II** (3 credits). Partnership, corporations, cost accounting, assets, theory, and interpretation of financial statements, with special emphasis on the managerial aspects of accounting. Prerequisite: None. Recommendation: Same as for ACCT 221. 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 0 hours: Total 3 hours per week.
- ACCT 231. Intermediate Accounting I** (3 credits). Review of accounting principles, current assets and investments, plant assets, and intangibles. Prerequisite: ACCT 222. Lecture 3 hours; Laboratory 0 hours; Total 3 hours per week.
- ACCT 232. Intermediate Accounting II** (3 credits). Study of liabilities, paid in capital, interpretation and analysis of financial statements, cash flow, reorganizations and price level impact on financial statements. Prerequisite: ACCT 231. Lecture 3 hours; Laboratory 0 hours; Total 3 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 0 hours: Total 3 hours per week.
- ACCT 250. Auditing** (3 credits). A study of system-based independent audits, including auditing objectives, procedures, interval control, working papers, and reporting on the fairness of financial statements. Prerequisite: ACCT 112. Lecture 3 hours; Laboratory 0 hours: Total 3 hours per week.
- ACCT 260. Oil and Gas Accounting** (3 credits). Accounting oriented toward the production, refining, and distribution of petroleum products. Prerequisite: ACCT 112. Lecture 3 hours; Laboratory 0 hours: Total 3 hours per week.

AGRICULTURE

- AGRI 110. Animal Husbandry** (3 credits). This is a basic course of study to acquaint the student with various types and breeds of livestock: production systems, basic facility requirements, and markets. Basic phases of feeding, breeding, disease control and production of livestock are presented. Three lecture hours per week.
- AGRI 120. Fundamentals of Crop Production** (3 credits). Scientific approach to commonly grown field crops; their importance, value, use, characteristics, classification, distribution, climatic and soil requirements, production, storage, improvement and seed technology. Three lecture hours per week.
- AGRI 130. Agriculture Equipment Technology** (3 credits). Operation, storage, repair, maintenance and economic utilization of farm machinery and tractors. Principles of internal combustion engines, servicing farm engines and tractors, hydraulic systems, and adjustment of tillage and harvesting machines. Two lecture and two lab hours per week.
- AGRI 210. Farm Management** (3 credits). Farm planning for the most efficient use of land, labor and capital in the production of crops and livestock. Attention is given to the problem of becoming established in farming. Class work is based on surveys and analysis of farm or ranch organization for the purpose of more profitable operation. Three lecture hours per week.
- AGRI 220. Soils and Fertilizers** (3 credits). Physical and chemical properties of soils and their relation to soil development. Relationship between crops and soils. Practical use of and conservation of soils. Use of fertilizers and soil fertility. Two lecture and two lab hours per week.

AIR CONDITIONING AND REFRIGERATION

- ACRH 131. Air Conditioning Fundamentals I** (3 credits). Knowledge and skills necessary to install and service air conditioning (cooling) systems. Introduction to air conditioning systems, properties of air, humidity, psychrometric charts, comfort coolers, residential central systems, chilled water systems, evaporators, refrigerant controls, condensers, electrical circuits and controls, air cleaning dehumidifiers, heat pump systems. Three lecture hours per week.
- ACRH 132. Air Conditioning Fundamentals II** (4 credits). Knowledge and skills necessary to service and maintain heat pumps, vortex tube comfort cooling, heat loads, air distribution, electronic filters, blue print reading, etc. Three lecture hours and three laboratory hours per week. Prerequisite: ACRH 131.
- ACRH 133. Air Conditioning and Electrical Circuits I** (3 credits). Basic principles of electricity, electron theory, sources of E.M.F., electrical circuits, magnetism, ohms law, conductors and insulators, power transformation, electric motor theory, use of electric meters and test equipment. Three lecture hours per week.
- ACRH 135. Air Conditioning and Refrigeration Troubleshooting** (2 credits). Additional study in any of three areas of specialization: domestic refrigeration, commercial refrigeration or air conditioning. Problems assigned individually or in groups. One lecture hour and three laboratory hours per week.
- ACRH 140. Introduction to Refrigeration** (4 credits). This course covers fundamentals of refrigeration, cycle theory, basic refrigeration systems, compressor construction, refrigerant controls, safety practices. Three lecture hours and three laboratory hours per week.
- ACRH 141. Refrigeration Systems Servicing I** (4 credits). Knowledge and skills necessary to install and service commercial refrigeration systems. Introduction to commercial refrigeration systems, commercial compressors, condensers, and receivers, water valves, evaporators, suction-liquid lines and manifolds, constant pressure valves, solenoid valves, defrost systems, motors and fans, electrical systems, electrical circuits, heat loads and system capacitors. Three lecture hours and three laboratory hours per week.
- ACRH 170. Domestic Refrigeration** (3 credits). This course covers knowledge and skills necessary to install and service domestic refrigeration systems. Types and construction of cabinets, compressors, controls, evaporators, refrigerant controls, defrosting systems, safety practices. Three lecture hours and one laboratory hour per week.
- ACRH 234. Air Conditioning and Electrical Circuits II** (4 credits). Studies will include generation of three-phase power, its distribution and application. Theory of operation, application and servicing of three-phase motors, relays, solenoids, line starters, time-delay controls, capacitors, pressure switches, thermal relays, sequencing controls, pneumatic controls, motorized operators, low voltage controls, humidity controls and electronic controls and blue print drawing and reading. Two lecture hours and six laboratory hours per week. Prerequisite: ACRH 133.

ACRH 242. Refrigeration Systems Servicing II (4 credits). Knowledge and skills necessary to service and maintain vending machines, beverage dispensers, soda fountains, ice machines, cascade systems, etc. Two lecture hours and six laboratory hours per week. Prerequisite: ACRH 141.

ACRH 250. Heating and Ventilation (4 credits). Knowledge and skills necessary to install and service air conditioning (heating) systems. Introduction to heating systems, fuels, types of burners, warm air systems, hydronic systems, steam systems, electric heat systems, thermostats, controls, electrical circuits, heat loads, infiltration, air volumes, duct design and humidifiers. Two lecture hours and six laboratory hours per week.

ACRH 260. Heat Load Calculations (3 credits). The study of heat loads as prescribed by Air Conditioning Refrigeration Institute (ARI) and American Society of Heating and Refrigeration Engineers (ASHRE). Three lecture hours per week.

ACRH 280. Automotive Air Conditioning (4 credits). Training in refrigeration and air conditioning theory and in the installation, servicing and maintaining of all types of automobile air conditioning equipment. Three lecture hours and three laboratory hours per week.

ARTS

ARTS 110. Art Crafts for Elementary Majors (3 credits). A survey of art experiences for the elementary child. Laboratory experiences with media and technique and their use at different levels stressed. Philosophy, methodology, and organization included. Course meets requirements for certification. One hour of lecture and five lab hours a week.

ARTS 111. Design I (3 credits). This course is intended to familiarize the student with the basic elements and fundamentals of two-dimensional design and their application to works of art. 6 lab hours per week.

ARTS 112. Design II (3 credits). Prerequisite: Design I or instructor approval. This course is intended to provide the student with a knowledge of the application of design principles to three-dimensional work. 6 lab hours per week.

ARTS 120. Art Appreciation (3 credits). No Prerequisite. A general course in Art Appreciation open to all college students. Principles of design from the layman's standpoint. Critical evaluation of selected works of painting, sculpture, architecture, and industrial design. Art in relation to every day life. Three lecture hours.

ARTS 121. Drawing I (3 credits). A beginning course investigating a variety of media, techniques and subjects, exploring descriptive and perceptual possibilities of drawing. 6 lab hours per week.

ARTS 122. Drawing II (3 credits). Prerequisite: Drawing I or instructor approval. Expansion of Drawing I stressing the expressive and conceptual aspects of drawing, including the human figure in an environmental setting. 6 lab hours per week.

ARTS 211. Drawing III (3 credits). Prerequisite: Freshman Studio Core. A course in life drawing with emphasis on structure and action of the human figure. 6 lab hours per week.

ARTS 221. Design III (3 credits). Prerequisite: Freshman Studio Core or instructor approval. An advanced course in two-dimensional design with an emphasis on individual expression. 6 lab hours per week.

ARTS 231. Painting I (3 credits) Prerequisite: Freshman Studio Core. Exploring the potentials of various painting media with stress on color and composition. 6 lab hours per week.

ARTS 232. Painting II (3 credits). A study of the techniques and media used in painting, expression is unrestricted as well as subject matter. These courses are open to all students who wish to paint. Art majors will be expected to attend painting laboratory. 6 lab hours per week.

ARTS 240. Watercolor Painting (3 credits). The watercolor medium as a means of artistic expression in interpretation of still life, landscape, and figure subjects. Arts 111 or Arts 121 are equivalent. 6 lab hours per week.

ARTS 251. Commercial Art I (3 credits). Prerequisite: Freshman Studio Core. Introduction to processes and techniques of advertising art. 6 lab hours per week.

ARTS 252. Commercial Art II (3 credits). Prerequisite: Freshman Studio Core. Advanced study of advertising art and production. 6 lab hours per week.

ARTS 260. Graphic Media (3 credits). Critical evaluation of graphic media as well as creating works in serigraphy and other print media. 6 lab hours per week.

BANK MID-MANAGEMENT

BANK 130. Principles of Bank Operations (3 credits). This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement. 3 lecture hours per week.

BANK 140. Money and Banking (3 credits). This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply his knowledge to his particular job. Historical treatment has been kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. 3 lecture hours per week.

BANK 150. Accounting (3 credits). This course is organized into two main sections: Characteristics of Financial Statements and Financial Statement Analysis. The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis. 3 lecture hours per week.

BANK 230. Bank Public Relations and Marketing (3 credits). This course discusses the basis of public relations, both internal and external, and seeks simply to explain the why, the what, and some of the how of public relations and marketing. It is intended as an overview for all bankers in terms of what everyone in banking should know about the essentials of bank public relations and marketing. 3 lecture hours per week.

BANK 240. Bank Investments (3 credits). Because the bank's needs for primary reserves and loanable funds limit the funds available for investment, this course describes the nature of such funds and how their uses are determined. It also analyzes the primary and secondary reserve needs of commercial bank, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. This analysis is followed by a study of yield changes as they affect a bank's long-term holdings. 3 lecture hours per week.

BANK 250. Credit Administration. (3 credits). This course, directed toward the executive level, concerns itself partly with a statement and a discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans are discussed. 3 lecture hours per week.

BANK 260. Supervision and Personnel Administration (3 credits). This course is designed to aid first-line supervisors in making a smooth transition from expert in a particular to aid first-line supervisors in making a smooth transition from expert in a particular task to the role of a supervisor who must produce results through the efforts of other people. In this role, the first-line supervisor must reflect management attitudes and carry out management policies while at the same time inspiring his group to achieve friendly cooperation and maximum production. It should be recognized that the same principles are involved at every level of supervision within the organization. 3 lecture hours per week.

BANK 270. Installment Credit (3 credits). In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation should be carefully scrutinized to be certain that the most efficient methods are employed, for only through an efficient operation can a bank maximize its profits on this particular

...programs, business development and advertising, and the public relations aspect of installment lending. 3 lecture hours per week.

BANK 280. Teller Training Seminars (3 credits): (a) Loan and Discount. This seminar teaches bank employees the essential facts about promissory notes, including calculating interest and discounting commercial paper; guaranties; general collateral agreements; examining and processing documents accompanying notes secured by stocks, bonds, and savings account passbooks, and the concept of attachment, perfection, priority, default, and foreclosure; (b) Loss Prevention. This seminar focuses on check cashing, check swindles, bank holdups, and security procedures; (c) Selling Bank Services. Teaches tellers and new-accounts personnel how to recognize and meet bank customer needs: checking accounts, savings services, loans to individuals, safe deposit boxes, travelers checks and cross selling. 3 lecture hours per week.

Additional courses will be offered if demand is indicated and there is mutual agreement between Alvin Community College and the banking community.

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 230. Entomology (4 credits). A survey of the insect orders emphasizing the morphology, physiology, taxonomy, ecology, and life cycles of representative insects. Various control methods for harmful insects will be discussed. Three hours of lecture and three hours of laboratory.

BIOL 225. Basic Microbiology. (4 credits). A one semester course in microbiology stressing the principles and applications of microbial activity with emphasis given to the bacterial types. The role of microorganisms in disease, ecology, sanitation, industry, and public health will be stressed. Sterilization techniques, pure culture techniques and other aspects of microbial control will also be considered. Recommended for students in biology, pre-med, pre-dental, nursing, and related medical fields. Three lecture and three laboratory hours per week. Prerequisite(s): BIOL 111-112, or BIOL 121-122.

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). A review of the fundamental arithmetic skills needed in the business world with particular emphasis on fractions, decimals, percentages, simple and compound interests, discounts, commissions, inventories, depreciation, installment sales and purchases, notes and interest, and payroll. Lecture three hours per week.

CHEMISTRY

CHEM 110. Introductory Chemistry for the Allied Health Sciences (4 credits). A survey of the fundamentals of inorganic, and physiological chemistry. This course is designed for students in nursing and other health related fields. Topics covered include: bonding, acids and bases, salts, the gas laws, chemical equations, ionization, organic chemistry, and physiological chemistry. Three lecture and two hours laboratory each week.

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 qualitative 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.

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.

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.

CHILD CARE and DEVELOPMENT

- CHCD 110. Pre-School and Day Care Programs** (3 credits). A study of child development through pre-school and day care programs. Includes the history, philosophy and practices of specialized care with emphasis on the educational, recreational and health needs of the child. Three lecture hours a week.
- CHCD 120. Pathological Conditions of Children** (3 credits). A study of the classification of childhood disorders. Includes history of the care and treatment of disturbed children, etiology, diagnosis, characteristics and peculiar needs of disturbed children. Includes periodic visits to specialized facilities for care of children with pathological conditions. Three lecture hours a week.
- CHCD 130. Child Care Services** (3 credits). Child care work with troubled, dependent and neglected children and youth away from their own families. Includes history, philosophy and practices of foster care, adoption and related social services agencies. Three lecture hours a week.
- CHCD 140. Child Care Recreation** (2 credits). An introduction to the fundamental principles of child development through physical activity. Physical activities appropriate to motor development and movement education. One lecture and two laboratory hours a week.
- CHCD 150. Introductory Creative Activities.** (2 credits). Introduction to art media suitable for use with young children. Includes the process of working with paint, clay, wood, paper and other materials. One lecture and two laboratory hours a week.
- CHCD 160. Literature for Young Children** (2 credits). An introduction to the various forms of children's literature. Examination is made of literature available specifically for the young child. The student is acquainted with authors and illustrations of children's books. One lecture hour and two laboratory hours per week.
- CHCD 170. Music for Young Children** (2 credits). A study of the fundamentals of music, including rhythms, harmonic and melodic concepts, pitch, key determination; the musical interests of the child at early age levels. Emphasis to methods which will encourage musical participation by children. One lecture and two laboratory hours a week.

CHCD 210. Creative Activities II (2 credits). Instruction in a variety of simple science media for use with young children. Basic instruction in the use of tools to facilitate the creation and maintenance of play equipment. Techniques for toy making, creative activities for hospitalized children and simple science projects are developed. One lecture and two laboratory hours a week.

CHCD 220. Child Nutrition and Health Care (3 credits). Provides students with basic information on human nutrition, the nutritional value of food, and an understanding of food and food habits in relation to nutrition of the young child. Examination of food purchasing, storage, safe handling and sanitation. Importance of good nutrition in maintaining good health is presented. Three lecture hours a week.

CHCD 230. Advanced Child Growth and Development (3 credits). Provides the student with an understanding of the physical, social, emotional, and mental development of the young child up to preadolescence, with concentration on child guidance. Increases student's understanding of the dynamics of behavior, including attitudes, values and knowledge of growth patterns. Three lecture hours a week.

CHCD 240. Child Care and Development I (4 credits). The history, philosophy, and ethics of child care, types of child caring facilities, laws and standards governing agency management. Understanding the child and the roles of team members within the agency. Emphasis is placed on the responsibilities, personality and involvement of the child care worker. Includes a two-hour visit each week to designated facilities. Three lecture and two laboratory hours a week.

CHCD 250. Child Care and Development II (4 credits). A survey of the differences in children in child caring facilities, special methods of care and study of specific children based upon actual records. A study of communications, reports and agency records on the child. Provides opportunity for extensive observation of curriculum within a selected facility which allows the student to begin specialization in a particular field. Prerequisite: Child Care 240 or consent of instructor. Two lecture and four laboratory hours a week.

CHCD 260. Seminar and Field Work (4 credits). On-the-job experience under the supervision of a professional team with opportunities for direct involvement in program activities in the area of specialization. Three lecture and eight laboratory hours a week.

CHCD 270. Special Project (4 credits). Opportunity for a student or group of students to pursue a special interest in the area of child care. Special projects which would demonstrate a functional capability within an area of child care will be undertaken with the approval of the instructor. Student projects may include child development models in areas of literature, recreation, music, etc. Three lecture and eight laboratory hours a week.

COOPERATIVE EDUCATION

COOP 111. Seminar and Work Experience. Prerequisite: Approval of Director of Cooperative Education. A comprehensive treatment of internship related activities, individualized objectives, and regularly scheduled seminars. Concentration on proper interviewing techniques, letters of application and resume writing, case study method towards human relations and effective communications on the job, investigation of the career and work environment, and an analysis of the chosen career, which includes appropriate curriculum requirements. (3 Credits)

COOP 112. Seminar and Work Experience. Prerequisite: Approval of Director of Cooperative Education. A comprehensive treatment of internship related activities, individualized objectives, and regularly scheduled seminars. Concentration of the development of a philosophy towards work including personal life planning, effective time management, value clarification, professional ethics and moral responsibilities and creative use of leisure time. (3 Credits)

COOP 211. Seminar and Work Experience. Prerequisite: Approval of Director of Cooperative Education. A comprehensive treatment of internship related activities, individualized objectives, and regularly scheduled seminars. Concentration on long-term employment considerations, including analysis of employee benefits, involvement in labor organizations, social security, insurance needs, retirement and a continuation of career development and evaluation. (3 Credits)

COOP 212. Seminar and Work Experience. Prerequisite: Approval of Director of Cooperative Education. A comprehensive treatment of internship related activities, individualized objectives, and regularly scheduled seminar. Concentration on the concept of career development through an examination of career change and advancement, leadership and management styles and the relationships of professional, civic and social organizations to career advancement. (3 Credits)

CORRECTIONAL SCIENCE

CRSC 110. Introduction to Corrections. (3 Credits). An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons and correctional institutions. History, philosophy, methods and techniques. Three lecture hours per week.

CRSC 120. Penology (3 Credits). Analysis and evaluation of contemporary correctional systems; discussion of recent research concerning the correctional institution and the various field services. Three lecture hours per week.

CRSC 130. American Legal System (3 Credits). The court system of the United States is explained at all levels, emphasizing adversary procedures in the criminal and civil procedures in the juvenile court, together with recent Supreme Court decisions regarding both. Three lecture hours per week.

CRSC 140. Crime and Delinquency (3 Credits). A survey of the nature and extent of crime and delinquency, together with the major approaches to causation, apprehension, control, and treatment. Three lecture hours per week.

CRSC 150. Introduction to the Criminal Justice System. (3 Credits). An overview of the total system of the administration justice provided with emphasis on due process and on the constitution guarantees. Discussion of Texas Criminal Procedure and the Texas Penal Code. Three lecture hours per week.

CRSC 210. Probation, Pardons, and Parole. (3 Credits). Probation as a judicial process and parole as an executive function are examined as community-based correctional programs and the use of pardons is reviewed. Three lecture hours per week. Prerequisite: CRSC 110 or CRSC 120.

CRSC 220. Institutional Procedures, Jails and Detention (3 Credits). The function of the custodial staff is examined with special emphasis on the correctional officer. Institutional procedures are reviewed, including reception, classification, program assignment, and release procedures. Three lecture hours per week.

CRSC 230. Contemporary Practices in Corrections. (3 Credits). Modern trends in corrections, such as the community-based programs in work-release, half-way houses, contract program planning, as well as the therapeutic community and treatment team concept in institutions are described and evaluated. Three lecture hours per week. Prerequisite: CRSC 120, CRSC 140, and CRSC 150.

CRSC 240. Corrections I: Organization and Operations. (3 Credits). A minimum of three months in an approved correctional setting taken after two semesters of approved work. The organization of correctional institutions are studied. Treatment, custody and support activities are examined. Students utilize functional charts for the various departments within the institution. Prerequisite: Consent of Division Chairman.

CRSC 250. Corrections II: Theory and Practice. (3 Credits). A minimum of three months in an approved correctional setting taken in conjunction with CRSC 240. Current theory and practice in state correctional institutions are examined with emphasis on the Texas Department of Correction programs. Prerequisite: Consent of Division Chairman.

COURT REPORTING

CTRP 111. Machine Shorthand Theory (6 credits). Theory of machine shorthand, vocabulary development, and skill building through reading and machine practice. Dictation and transcription of machine shorthand notes. Two theory courses are required of the beginning student. Prerequisite: none. Lecture, 6 hours; Laboratory, 4 hours; Total, 10 hours per week.

vocabulary and skill building through concentrated emphasis on live dictation and transcription of machine shorthand notes. The objective of the course is to attain the speed of 100 words per minute. The student advances at his own rate. Prerequisite: CTRP 111. Lecture, 6 hours; Laboratory, 4 hours; Total, 10 hours per week.

CTRP 120. Machine Shorthand II (120-140) (6 credits). Emphasis on increased skill and speed. The objective of the course is to attain the speed of 140 words per minute. The student advances at his own rate. Prerequisite: CTRP 112. Lecture, 6 hours; Laboratory, 4 hours; Total, 10 hours per week.

CTRP 121. Legal Terminology and Dictation (3 credits). Building a legal vocabulary; developing skill in recognizing the meaning of legal terminology by studying prefixes, suffixes, roots, and abbreviations; spelling and pronunciation of legal terms; reading legal documents with understanding; and building speed and accuracy in the machine transcription of these terms. Prerequisite: none. Lecture, 4 hours; Laboratory, 1 hour; Total, 5 hours per week.

CTRP 122. Medical Terminology and Dictation (3 credits). Building a medical vocabulary. The course is integrated with machine dictation and transcription. Prerequisite: CTRP 111. Lecture, 4 hours; Laboratory, 1 hour; Total, 5 hours per week.

CTRP 210. Transcription (3 credits). Supervised activity with continued concentration on dictation and transcription of shorthand notes. Prerequisites: CTRP 120. Lecture, 0 hours; Laboratory, 5 hours; Total, 5 hours per week.

CTRP 211. Machine Shorthand III (160-180) (6 credits). Continued emphasis on skill and speed building. The objective is to attain the speed of 180 words per minute. Prerequisite: CTRP 120. Lecture, 6 hours; Laboratory, 4 hours; Total, 10 hours per week.

CTRP 212. Machine Shorthand IV (200-225) (6 credits). Continued emphasis on skill and speed building, culminating in the attainment of the speed of 225 words per minute. Prerequisite: CTRP 120. Lecture, 6 hours; Laboratory, 4 hours; Total, 10 hours per week.

CTRP 220. Courtroom Procedures (3 credits). Simulated courtroom situation with attorneys and witnesses. Depositions taken under conditions of actual courtroom atmosphere. Prerequisite: CTRP 120. Lecture, 3 hours; Laboratory, 2 hours; Total, 5 hours per week.

CTRP 230. Tape (3 credits). Concentrated machine shorthand practice under supervision with the utilization of tapes. Prerequisite: CTRP 120. Lecture, 0 hours; Laboratory, 5 hours; Total, 5 hours per week.

CTRP 240. Stenorette (3 credits). A course designed specifically to emphasize the varied techniques of dictation into a stenorette and the process of producing a proper transcript from the stenorette tape. Prerequisite: CTRP 211. Lecture, 3 hours; Laboratory, 2 hours; Total, 5 hours per week.

DAPR 105. Keypunch Operations (3 credits). Introduction to keypunch operations. Designed to train students in the efficient use of the card punching equipment. Primary emphasis will be placed on "hand-on" operation of equipment using a series of exercises which increase in complexity as the student progresses. Program control card preparation using two program levels will be stressed. Lecture 2 hours, laboratory 3 hours. Prerequisite: none.

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). The study of a third generation computer system. Lecture will cover computer fundamentals, history, computer mathematics, basics of programming, Boolean algebra, introduction to logic circuitry, arithmetic section of a computer, computer storage, control section, and input-output section. Laboratory exercises are executed involving planning and operation of the equipment. Practical exercises include use of the keypunch, verifier, and computer. Three hours lecture and two hours laboratory per week. Prerequisite: None.

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: None.

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: None.

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. (3 Credits). 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. Three hours lecture and laboratory two hours per week. Corequisite: DAPR 240.

DAPR 230. Computer Programming (Advanced COBOL) (3 Credits). 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. (3 Credits). 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 230 and Corequisite DAPR 220.

DAPR 250. Computer Programming (3 Credits). A study of assembly languages. The student studies assembly language. 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 (4 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 six 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. General Drafting (4 credits). A basic course designed to help the student explore and promote his ability in areas of pictorial sketches, lettering, auxiliaries, sections, and orthographic projections. Two lecture and six laboratory hours per week. Prerequisite: DRFT 110.

DRFT 211. Pipe Drafting (4 credits). A basic course designed for the study of engineering standards, pipe and fitting designs, symbols and specifications. Two lecture and six laboratory hours per week. Prerequisite: DRFT 130 or consent of department.

DRFT 212. Pipe Drafting (4 credits). A continuation of DRFT 211 for students desiring a more comprehensive knowledge and skill in pipe drafting. Two lecture and six laboratory hours per week. Prerequisite: DRFT 211.

DRFT 221. Structural Drafting (4 credits). A course designed to cover AISC specifications and standards, design and detail, or structural members and connections. Two lecture and six laboratory hours per week. Prerequisite: DRFT 130.

DRFT 222. Structural Drafting (4 credits). A continuation of DRFT 221 with emphasis on structural steel design and beams and columns working with kip loads. Attention is also given to column details, erection drawings, skewed connections, and miscellaneous detail. Two lecture and six laboratory hours per week. Prerequisite: DRFT 221.

DRFT 231. Electrical Drafting (4 credits). An introduction to electrical schematics and diagrams. Also covers basic electricity and study of electrical and electronic symbols, their application and associated terminology. Two lecture and six laboratory hours per week. Prerequisite: DRFT 110.

DRFT 232. Electrical Drafting (4 credits). A continuation of DRFT 231 on an advanced level with emphasis on electrical measurements and codes. A general coverage of voltage, currents, resistance and their relationship is included. Two lecture and six laboratory hours per week. Prerequisite: DRFT 231.

DRFT 241. Architectural Drafting (4 credits). Basic drafting techniques as related to the preparation of residential details, with emphasis on floor plans, plot plans, foundations, structural details, sections and elevations. Two lecture and six laboratory hours per week. Prerequisite: DRFT 110 or permission of department.

DRFT 242. Architectural Drafting (4 credits). A continuation of DRFT 241 on an advanced level. Two lecture and six laboratory hours per week. Prerequisite: DRFT 241.

DRFT 251. 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 six laboratory hours per week. Prerequisite: DRFT 130 or permission of department.

DRFT 252. Machine Drafting (4 credits). A continuation at an advanced level of DRFT 251 developing machine design skills. Two lecture and six laboratory hours per week. Prerequisite: DRFT 251.

DRFT 260. Surveying (3 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 topography mapping. Two lecture and three laboratory hours per week. Prerequisite: Technical Math I and/or consent of the department.

DRFT 270. 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 six laboratory hours per week.

DRAMA

- DRAM 111, 112, 211, 212. Rehearsal and Performance** (1 credit for each course). This course is an activities course in which the student participates in theatre productions either as actor or crew member. Two lab hours per week.
- DRAM 120. Integration of Abilities** (3 credits). This course is designed to aid the student to find his own individual creativity. Through planned exercises the student will study rhythm and time; space and form; and line and silhouette. Three lecture hours per week.
- DRAM 130. Introduction to the Theatre Arts.** (3 credits). This course is the study of the principles of drama and the development of the Theatre as an Art as evidenced through study of styles and forms of productions past and present. Three lecture hours per week.
- DRAM 140. Introduction to Acting** (3 credits). This course is designed to study the basic techniques of acting. Included in the course will be character analysis, character movement, and improvisational acting. Lecture two hours, laboratory two hours per week.
- DRAM 150. Stage Makeup.** (3 credits). A survey of the reasons for stage makeup and the types of makeup available. Principles of defining makeup for characters in a play. Intensive practical application. Lecture two hours, laboratory two hours per week.
- DRAM 230. Introduction to Technical Theatre** (3 credits). This course is designed to study the basics for working in the areas of construction, properties, costuming, lighting, and design. Lecture two hours, laboratory two hours per week. Prerequisite: DRAM 130.
- DRAM 240. Advanced Acting** (3 credits). This course studies the different styles to perform in all areas of Theatre. Areas of concentration are Greek, Roman comedy, Elizabethan, and Restoration. Lecture two hours, laboratory two hours per week. Prerequisite: DRAM 140.
- DRAM 250. Theatre Speech** (3 credits). This course is designed to study the necessary development of the voice for use for the stage. This course includes voice development, placement, projection and diction. Prerequisite: DRAM 140.

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 economic aggregates: inflation, unemployment, economic growth, the distribution of income (including current policies and problems). Principles of fiscal and monetary policy are presented. Primary emphasis placed on critical understanding of the economy's ability to meet the needs of its people participating as workers, consumers, and citizens. Three lecture hours per week.

- ECON 112. Principles of Economics II** (3 credits). Supply and demand; 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 Electronic Technology** (3 credits). An introduction to concepts in electronic technology, including a study of basic electronic manufacturing methods and electronic equipment utilization. Lecture three hours per week. Corequisite: ELEC 115.
- ELEC 115. Introduction to Electronic 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: 2 years HS ALGEBRA or equivalent. Corequisite: ELEC 125 and MATH 151.
- 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 120 and 125. 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. Prerequisites: 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. Prerequisites: ELEC 140 and 145. Corequisite: ELEC 225.
- ELEC 225. Electronics III Laboratory** (1 credit). Three laboratory hours per week. Corequisite: ELEC 220.

- ... and measurement techniques (3 credits). Theory of operation and application of standard laboratory test equipment. Three lecture hours per week. Corequisite: ELEC 235.
- ELEC 235. Electronic Instrumentation and Measurement Techniques 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. Prerequisites: ELEC 220 and 225.
- ELEC 260. Communications Circuits and Systems** (3 credits). A study of the circuits, theory, and operations in modern electronic communications systems. Three lecture hours per week. Prerequisites: ELEC 210, 215, ELEC 230, 235, or approval of the department.
- ELEC 270. Survey of Digital Electronic 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 281. (Brazosport No. — INST 214) Principles of Industrial Measurements** (4 credits). Principles and devices for the measurement of pressure, flow, level, and temperature measurements. Prerequisites: PHYS 133-134 or consent of the division chairman.
- ELEC 282. (Brazosport No. — INST 204) Principles of Automatic Control** (4 credits). Control principles, force and moment balance, and feedback. The use of control signals, power positioners, and components of a control system. Controllers, including on-off, proportional, proportional plus reset and rate response. Adjustment of controllers for speed and stability, relays, switching equipment, and control, valves, and start-up operation.
- ELEC 283. (Brazosport No. — INST 224) Advanced Automatic Control** (4 credits). A study of computer techniques for automatic control, ratio controllers, cascade control, electronic controllers. Prerequisite: ELEC 282.
- ELEC 290. Computers and Computer Controlled Systems** (3 credits). A study of digital and analog computer operation and control, including systems organization with respect to hardware, software and interfacing. Prerequisite: 16 hours of electronics or approval of the department.

- ELEC 295. Computers and Computer Controlled Systems Laboratory** (1 credit). Three laboratory hours per week. Corequisite: ELEC 290.

ENGLISH

- ENGL 110. Free Studies Writing.** (3 credits). A program of study with a laboratory setting which involves diagnosis of specific English deficiencies and strengths. The student is guided through a sequence of learning experiences individually tailored to upgrade his writing skills. This course is required for the student who scores below 14 in English on the ACT and/or who reveals by the placement examination a deficiency in English. English 110 must be satisfactorily completed prior to registration in English 111 or English 121.
- ENGL 111. Communication Skills I** (3 credits). Designed for the occupational/technical student and career-related materials, this course concentrates on correct forms of written communication. Intensive practice in composing informative paragraphs and multi-paragraph papers leads to the writing of the research paper, a detailed investigation of a career related topic. Three lecture hours per week. Prerequisite: Satisfactory score on English proficiency examination.
- ENGL 112. Communication Skills II** (3 credits). Designed for the occupational/technical student, this course presents aspects of oral communication. Assignments include practice in techniques for proficient listening, speaking, and group problem-solving. Three lecture hours per week. Prerequisite: English 111.
- 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. Prerequisite: Satisfactory score on English proficiency examination.
- 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.

ENGL 221. Survey of English Literature I (3 credits). This course is a study of selections in English literature from its beginnings to the Romantic Period. Collateral reading, reports, and themes will be required. Three lecture hours per week. Prerequisite: ENGL 122.

ENGL 222. Survey of English Literature II (3 credits). This course is a study of English literature including works from the Romantic Period to the present. Collateral reading, reports, and themes will be required. Three lecture hours per week. Prerequisite: ENGL 221.

FREE STUDIES

The Department of Free Studies at Alvin Community College exists to provide students with the freedom to select the instructional methods which will give them the additional preparation required for the beginning course offered in a specific department.

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. All of these services are provided at no extra cost to the students.

Several courses exist solely to meet the goal 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, 110F. All new students registered in a curriculum program, except those students with an ACT score of 14 or above, will be required to take the Free Studies placement examinations in English, mathematics, and reading. Students who score below 14 on the respective portion of the ACT (English, mathematics, or reading) or who score below the tenth grade level on the Free Studies placement examination in either English, mathematics, or reading must enroll in the Free Studies course in which a deficiency is noted.

ENGL 110. Free Studies Writing (3 credits). A program of study with a laboratory setting which involves diagnosis of specific English deficiencies and strengths. The student is guided through a sequence of learning experiences individually tailored to upgrade his writing skills. This course is required for the student who scores below 14 in English on the ACT and/or who reveals by the placement examination a deficiency in English. English 110 must be satisfactorily completed prior to registration in English 111 or English 121.

MATH 110. Free Studies 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.

MATH 110A. Free Studies Arithmetic (3 credits). An individualized course offering instruction and practice in the basic arithmetic operations. The student's program of study is based on diagnostic and prescriptive tests as well as personal interviews. This course is required for those students who must take Math 110 and whose diagnostic tests indicate a need for arithmetic preparation.

RDNG 110. Study Skills (3 credits). Is designed to improve the student's reading and studying effectiveness. It is concerned with the improvement of reading comprehension, vocabulary and reading rate. 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.

RDNG 110F. Study Skills. Reading of English as a Second Language (3 credits). Is designed to improve the student's reading and studying effectiveness. Emphasis is placed on a phonetic and structural analysis of the English language. An individualized program is designed to meet each student's specific needs. The course is offered in a laboratory setting.

RDNG 115. Speed Reading (3 credits). For students who read at an average or above average rate. This course is designed to improve the student's reading and studying effectiveness. Speed drills, vocabulary building, and comprehension exercises are included to build the student's skills in these areas. Prerequisite: An ACT score of 14 or higher is required for registration in this course.

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 121-122. 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 or instructor approval.

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.

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.

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.

HEALTH MEDICAL LABORATORY TECHNOLOGY

(Medical Laboratory Technician) (Certified Laboratory Assistant)

HMLT 111. Clinical Chemistry I (3 credits). Introduction to Clinical Chemistry. Lecture and laboratory to provide background and practical experience enabling the student to recognize and perform routine clinical laboratory tests; use and evaluate record keeping systems; evaluate and use laboratory safety practices; instruct nurses and patients regarding proper procedures for the collection, preservation, and storage for various chemical tests; use the important components of: spectrophotometers, centrifuges, water baths, pH meters and one-test-modular-semiautomated equipment. Student will be able to perform blood urea nitrogen, glucose (blood and spinal fluid and urine), potassium, chloride, sodium, CO₂ content. Student will be able to use gravimetric and volumetric instruments.

HMLT 112. Clinical Chemistry II (3 credits). Lecture and laboratory experience relating chemical testing to disease and preparing the student to perform tests selected to evaluate organ function and metabolism. The following procedures will be included: Liver function tests, blood electrolytes, blood gas analyses, carbohydrate metabolites, cardiac enzymes, creatinine, creatinine clearance and other renal function tests, lipid metabolites, blood and fluid proteins and their fractionation and identification and enzyme analyses.

HMLT 113. Hematology I (5 credits). Lecture and laboratory will provide factual background and practical experience enabling student to discuss and perform the following: Blood collection and preservation, preparation and staining a blood smear, use and maintenance of automated equipment (Coulter F.B. and/or S), use and maintenance of non-automated equipment (microhematocrit centrifuges, slide stainers, etc.), use of balance and preparation of solutions, specimen identification, quality control measures, records and retrieval of results, preparation of LE cell smears, sickle cell screening tests, assay for hemoglobin, hematocrit, sedimentation rate.

HMLT 114. Hematology II (3 credits). Lecture and laboratory providing fundamentals and practical experience enabling student to discuss and perform the following: Use and maintenance of the microscope; enumeration and differentiation of cellular elements in cerebrospinal fluid; morphologic study, enumeration and differentiation of leukocytes, erythrocytes, platelets on blood smears; platelet counts, reticulocyte counts, antinuclear factor studies; special stains such as peroxidase; osmotic fragility of red cells; quality control statistics, methods of tabulation of monthly reports; principles of instrumentation in hematology: calibration, trouble shooting and maintenance of Coulter and/or other cell counters and other semi or automated equipment. LE factor study and detection.

HMLT 115. Phlebotomy-Serology-Immunology (2 credits). This course will deal with phlebotomy and the procedures for withdrawing blood. Also, lecture and laboratory experience enabling student to understand the basic theory of and to perform the following: agglutination, complement fixation, precipitation, quality control. Student should be able to accurately read and record these test results. He should clearly understand antigens and antibodies and their relationship to the above procedures. Care and use of commonly-used instruments in a clinical serology laboratory will be taught.

HMLT 116. Urinology and Clinical Microscopy (2 credits). Lecture and laboratory experience to enable student to perform the routine urinalysis including the chemical and microscopic tests, pregnancy tests, renal function tests, and to discuss the relationship of these tests to disease or malfunction, the fundamental chemistry and biology underlying these tests, and handling of histological and cytological specimens.

HMLT 117. Clinical Microbiology I (3 credits). Introduction to clinical microbiology including introductory mycology, parasitology, and virology. Lecture and laboratory experience will prepare the student to perform the following procedures: specimen collection, processing and shipment; routine staining procedures (Gram's stain, concentration and staining for parasitology, acid fast stain, etc.); preparation of basic reagents; microscopic examination, media preparation and selection or application and quality control procedures as applied to tests performed. Knowledge of operation and maintenance of equipment commonly used in a clinical microbiology laboratory such as microscopes, water baths, centrifuge, pH water, ultrafilter apparatus, etc. Proficiency in microbiological terminology and nomenclature.

HMLT 118. Clinical Microbiology II (4 credits). Lecture and laboratory experience enabling a student to understand the theory basic to the procedures commonly used in clinical bacteriology, parasitology, mycology, and virology; and to use this knowledge in identifying organisms most frequently encountered clinically. A student should be able to perform antibiotic susceptibility, biochemical, and serological procedures and to read and interpret results of these procedures with the ultimate result in the identification of a specific organism. A general understanding of the relationship of this course to physiology,

edge of disease processes is necessary. Rapid identification procedures for identification of pathogenic bacteria and use of multiphasic test systems.

HMLT 119. Clinical Seminar (3 credits). The fundamental concepts of clinical medicine, along with automation, E.K.G., and special laboratory procedures, as well as laboratory problems as they are experienced in a clinical laboratory, will be stressed. The role of the clinical laboratory as a diagnostic tool and the integration of all areas of the laboratory will be studied. The application of concepts to the solution of clinical problems, including the study of the physiological and technical origin of the problems, will also be included.

HMLT 120. Concepts of Medical Laboratory Sciences (1 credit). The basic role and fundamental concepts of medical laboratory sciences associated with the theoretical application to a clinical laboratory environment.

HMLT 211. Clinical Instrumentation (4 credits). Lecture and laboratory experience so that the student will be able to operate, trouble shoot, calibrate and maintain instruments in the clinical laboratory with particular emphasis on automated equipment. This would include sequential multiple analyzers, discrete sample analyzer, centrifugal fast analyzers, flame emission spectroscopy, fluorimetry, nephelometry, electrophoresis, electronic cell counting, atomic absorption, osmometry, and methods of chromatography.

HMLT 212. Immuno Hematology I (2 credits). Lecture and laboratory experience to provide the student with a background so that he can discuss the nature of antigens and antibodies as they relate to blood cell metabolism, blood storage, blood cells and platelets, blood preservation, and so that the student can perform the determination of blood type and group and those subgroups as generally performed and perform a cross match. The student will also be able to interview blood donors and perform a phlebotomy.

HEALTH RESPIRATORY THERAPY TECHNICIAN

HRTT 110. Introduction to Health Sciences (3 credits). Designed as the first course for students interested in the health career field. Includes history and philosophies of patient care, development and interrelationships of health institutions, agencies, health services personnel, ethics and legal aspects related to health activities, lectures and field trips.

HRTT 111. Introduction to Respiratory Therapy (4 credits). An introduction to the Respiratory Therapist's role as a member of the health team. Departmental operation, basic design, function and maintenance of equipment are stressed. Medical terminology, types of respiration,

types of hypoxia, gas laws, and bloodgas interpretation are introduced. Proficiency in administration of basic therapeutic modalities, as well as indications and contraindications are stressed.

HRTT 112. Clinical Practical I (3 credits). Supervised clinical practice at an affiliated hospital. Includes orientation to the hospital's Respiratory Therapy Department, and supervised performance of basic therapy task. The student must learn the art of administering basic Intermittent Positive Pressure Breathing (I.P.P.B.) treatments, including aerosol therapy, oxygen therapy, and physical therapy in this clinical practical.

HRTT 113. Clinical Practical II (6 credits). A continuation of Clinical Practical I, this course stresses the safe and effective administration of basic Respiratory therapeutic modalities; including aerosol therapy, oxygen therapy, physical therapy, and Intermittent Positive Pressure Breathing.

HRTT 114. Respiratory Therapy Procedures I (4 credits). Intensive practice in analyzing performance of equipment, maintenance procedures, safety practices, and classification of equipment is stressed. Includes administration of oxygen and other gases, aerosol and humidification devices, and cylinder usage.

HRTT 115. Advanced Respiratory Therapy Procedures II (3 credits). Pressure and volume-cycled ventilators, gas analysis equipment, and auxiliary therapeutic and diagnostic equipment are explored in depth.

HRTT 116. Clinical Sciences and Pulmonary Disorders (3 credits). This supervisor or physician-taught course applies techniques and theory to medical, obstetric, pediatric, and surgical patients with specific disease entities. Causes, pathogenesis, pathology, natural history, diagnosis, complications, prognosis, occurrence, manifestations, laboratory findings, methods of detection, treatment, and control of various diseases entities relative to the role of the Respiratory Therapist are discussed.

HRTT 117. Clinical Application I (3 credits). Sterilization, gas analysis, airway management, chest physiotherapy (including postural drainage), physical examination of the chest (including percussion and auscultation), x-rays, pulmonary function studies, and advanced theory and techniques relating to cardiopulmonary resuscitation for adult and pediatric patients are explored in depth.

HRTT 118. Clinical Application II (3 credits). This course is a continuation of theoretical and practical aspects of respiratory therapy. Included cardiopulmonary anatomy and physiology, comprehensive bloodgas evaluation, types of respiration, respiratory centers, types of hypoxia, gas laws, and a comprehensive study of E.K.G.'s.

HRTT 119. Clinical Practical III (3 credits). A continuation of Clinical Practical II, this course is designed to complete the basic learning experience necessary to become a safe and competent Respiratory Therapy Technician. The student rotates through specialty areas of the hospital; including Pulmonary Function, Anesthesiology, Emergency Room,

and Intensive Care Units. The student is also introduced to departmental management and supervision.

HRTT 120. Pharmacology (3 credits). An introduction to the study of drugs, their origin, nature, properties, classification, and effects upon the living organism. Drugs which affect the respiratory system are emphasized.

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 directed to 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.

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.

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 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 150. Police Role in Crime and Delinquency. (Credit: 3 semester hours). Study of deviant behavior and current criminological theories, with emphasis on police applications; crime prevention and the phenomena of crime as it relates to juveniles. 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. Police Organization and 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. Patrol Administration. (Credit: 3 semester hours). Study of the philosophy and history of systems of dealing with patrol functions. An analysis of the principles of organization and function of the patrol operation; contemporary operational activities. 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. Traffic Law and Investigation. (Credit: 3 semester hours). A course in the investigation of traffic accidents, laws, and advanced investigation procedures; special emphasis to be placed on the handling of traffic accidents on thoroughfares and expressways. Defensive driving techniques will be given on an individual basis in a college patrol vehicle. Two lecture hours and four laboratory hours each week.

LWNF 260. Traffic Planning and Administration. (Credit: 3 semester hours). A course designed to provide the student with an understanding of the magnitude and complexities of the traffic problem. Analysis is made of the methods and techniques used by various agencies to control problems. 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.

GENERAL MATHEMATICS

MATH 110. Free Studies Algebra (3 credits). A laboratory course utilizing 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, polynomials, linear equations, exponents, radicals, and graphs.

MATH 110A. Free Studies Arithmetic (3 credits). An individualized course offering instruction and practice in the basic arithmetic operations. The student's program of study is based on diagnostic and prescriptive tests as well as personal interviews. This course is required for those students who must take Math 110 and whose diagnostic tests indicate a need for arithmetic preparation.

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 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 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. Prerequisites: MATH 121, 132, or consent of instructor.

MATH 210. Statistics (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 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 per week. Prerequisites: 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. Prerequisites: MATH 150, or consent of instructor.

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 221. 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.

MATHEMATICS FOR LIBERAL ARTS MAJORS

MATH 111-112. Selected Topics I, II (3 Credits) (3 Credits). These courses are 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.

MATHEMATICS FOR ALLIED HEALTH PROGRAMS

MATH 130. Mathematics for Allied Health I. (3 credits). This course is designed to serve as an introductory course in mathematics for the Allied Health fields. Topics covered will include the use of whole numbers, fractions, percentage, and measurements in both metric and apothecary systems. Other topics will be ratio, proportion, simple equations, and graphs. Three lecture hours per week.

MATH 131. Mathematics for Allied Health II. (3 credits). This course is designed to meet the needs of the medical laboratory technology and environmental health technology students. Topics covered will include computations using logarithms, slide rule, and hand calculators. Other topics will be scientific notation, exponents, equations, stated problems, volumes, and statistical measure. Three lecture hours per week. Prerequisite: Math 130 or consent of instructor.

MATHEMATICS FOR ELEMENTARY EDUCATION MAJORS

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. Prerequisite: Math 160 or consent of instructor.

MATHEMATICS FOR BUSINESS MAJORS

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 or consent of instructor.

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.

MATHEMATICS FOR TECHNICAL PROGRAMS

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 or consent of instructor.

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.

- ✓ **MMGT 111. Introduction to Mid-Management** (3 credits). The student is introduced to the concept of middle level management, prepared for initial employment as an intern, and is continually involved in seminars and case study problems relating to his work. Experience is gained so that the student may more meaningfully relate to the principles and theories of management in the following course. Three lecture hours per week.
- MMGT 112. Internship** (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Students may receive credit from an approved full-time job.
- ✓ **MMGT 121. Principles of Management** (3 credits). An overview of organization and human behavior within the organization. Functions of management are presented such as creating, planning, organizing, motivating, communicating, and controlling. Considerable attention is given to management practices. Three lecture hours per week.
- MMGT 122. Internship** (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Students may receive credit from an approved full-time job.
- MMGT 211. Personnel Management** (3 credits). Principles and practice of personnel management; emphasis on the procurement, development, compensation, integration, and maintenance of the labor force. Prerequisite: MMGT 121. Three lecture hours per week.
- MMGT 212. Internship** (3 credits) The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Students may receive credit from an approved full-time job.
- MMGT 221. Problems in Management** (3 credits). Extension of management principles to administrative strategy in solving problems. Case studies and simulated games are utilized in a decision-making, problem-solving environment. Prerequisite: MMGT 111 or 121. Three lecture hours per week.
- MMGT 222. Internship** (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Student may receive credit from an approved full-time job.

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 recom-

mended when a student enrolls in this course. Three lecture hours per week.

- MUSC 111-112. Survey of Music Literature** (3 credits) (3 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. Three lecture hours (and one lab hour per week).
- MUSC 120. Music of Yesterday and Today** (3 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. Three lecture hours per week.
- MUSC 121-122-223-224 Ear Training and Sight-Singing** (2 credits for each course). Required courses for music majors. A four semester presentation of basic aural, visual, and vocal experiences in dictation and sight-singing. Three lab hours per week. Prerequisite: Approval of the instructor.
- MUSC 131-132, 233-234 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. May be repeated for credit. Prerequisite: Approval of the instructor.
- 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.
- MUSC 243-244. 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. Three rehearsal hours per week.
- 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 101, 102, 200, 204. 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 approval of the instructor. Three rehearsal hours per week.

MUSC 185-186-287-288. Concert Band (1 credit hour for each course) A concert group of brass, woodwind, and percussion performing traditional repertoire and original works for wind ensembles. Members obtain credit by attending all called 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 approval of the instructor. 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. Prerequisite: Approval of instructor.

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

MUSC 127, 128, 227, 228. Applied Music — Voice. (2 credits for each course). One hour of individual instruction a week. 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. 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. 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.

ADN — Associate Degree Nursing

NURS 110. Introduction to Nursing (8 credits). This is the basic course in the nursing curriculum, and it provides the foundation upon which other courses build and expand. It is designed to help the student further develop an understanding of the physical and biological sciences. It introduces the scientific principles of nutrition, pharmacology, communications, mental health concepts and technical skills basic to nursing care. Through the use of problem-solving, the student is guided to an awareness and use of intellectual evaluation. The course is concerned with health care and the related stages of the nursing process. The student is introduced to deviations from wellness so that he has the opportunity to develop an increased knowledge of the different levels of the health-illness continuum. Clinical experiences include adult and pediatric services. Four lecture hours, twelve laboratory hours. Pre- or co-requisites: PSYC 110, 130, BIOL 121.

NURS 120. Maternal and Child Health Nursing (8 credits). This course approaches the family at the establishment phase and includes the antepartal phase, parturition, and the post-partal phase of childbearing. It also includes the care of the child from birth through adolescence. The stages of growth and development offered as a prerequisite course form the theoretical foundation for the nursing care. The conceptual framework is based on meeting the physiological and psychological needs of the family as a whole with emphasis on the normal aspects of childbearing. Deviations from normal are included, and the focus is on the assessment and nursing management involved. Experiences are provided in clinical agencies for caring for children and for the mother and the newborn. Four lecture hours, twelve laboratory hours. Prerequisites: PSYC 110, 130; BIOL 121; NURS 110.

NURS 130. Psychiatric Nursing (5 credits). This course focuses on the conceptual model of wellness, health care and related stages of the nursing process. Opportunity is afforded the student to utilize the thinking and perceiving abilities and knowledge to explain events, facilitate change and solve problems. Clinical experience working with patients, individually, in groups, and with their families is provided. Rehabilitative methods are goal directed toward the patient's return to optimum mental health. The role of the nurse in treatment modalities is stressed. Four lecture hours; eight laboratory hours. Prerequisites: BIOL 121, 122; PSYC 110, 130; NURS 110, 120.

NURS 210. Medical Terminology (3 credits). The course is designed for students pursuing medical and allied health careers. Study and practice of biomedical and other vocabularies common to health activities will be included. Three lecture hours. Prerequisite: Approval of instructor, or BIOL 121.

NURS 211. Medical-Surgical Nursing I (8 credits). This course familiarizes the student with the basic elements of medical-surgical nursing. It emphasizes the interrelatedness of medical, surgical, dietary, phar-

macological, psychological, sociological and community aspects of nursing management. Major emphasis is placed on meeting the needs of the patient. Deviations from wellness afford the student an opportunity to practice in the hospital setting. The student is provided responsibilities and experiences on a level higher than that practiced on the introductory levels. Auto-tutorial materials are provided to assist the student in assuming responsibility for part of his learning. Four lecture hours, twelve laboratory hours. Prerequisite: NURS 110, 120, 130, BIOL 122.

NURS 212. Medical-Surgical Nursing II (8 credits). This course is a continuation of Medical-Surgical Nursing I in which medical, surgical, dietary, psychological, sociological and community aspects of nursing management are interrelated. However, Medical-Surgical Nursing II is on a more in-depth level and includes nursing practice in intensive care units. The student is given an opportunity of assuming greater responsibility and experience in the nursing care of adults. The student will learn to synthesize the knowledge and skills of the nursing courses and the social science courses. Guidance is afforded the student in making individual contributions to the total needs of the patient. The course material will be presented by the behavioral outcomes approach to the nursing course of study. Four lecture hours, twelve laboratory hours. Prerequisites: NURS 110, 120, 130, 211; BIOL 225; CHEM 110.

NURSING

VN — Vocational Nursing

NURS 001. Personal and Vocational Relationships (10 contact hours). This course introduces history of vocational nursing, nursing ethics, legal aspects, personal hygiene and grooming, and the role of the vocational nurse as part of the health team.

NURS 002. Introduction to Vocational Nursing Skills, including Pharmacology and Nutrition (225 contact hours). This is a basic course which introduces the new students to pharmacology, nutrition, mental health concepts, communication and manual skills to nursing care. Vocational nursing skills shall include laboratory and hospital setting experiences.

NURS 003. Maternal and Child Health Nursing (50 contact hours). 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, 3 weeks obstetrics, 2 weeks newborn.

NURS 004. Pediatric Nursing (50 contact hours). 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 or clinic, 3 weeks.

NURS 005. Mental Health and Mental Illness (20 contact hours). 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 setting and mental health clinics, 2 weeks, if available.

NURS 006. Medical-Surgical Nursing (125 contact hours). 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 settings, 6 weeks medical, 6 weeks surgical.

NURS 007. Body Structure and Function (50 contact hours). A basic course in anatomy and physiology as a background for nursing care.

NURS 008. Disease Control and Prevention (10 contact hours). A basic course in microbiology with emphasis on disease prevention, disease control programs and community resources.

NURS 009. Child Growth and Development (10 contact hours). This course is intended to provide the basic aspects of growth and development from birth through adolescence.

Nursing Home Administration

HNHA 111. Introduction to Nursing Home Administration (3 credits). This course assists the administrator in defining and relating the concepts, technology, and other aspects of nursing home operation. This introductory nursing home administrator course includes history and philosophy of the nursing home, organizational structure and application of nursing home standards, and provides guidance in the preparation of job descriptions for nursing home staff. Course also includes functions, methods, and procedures of administering a nursing home with the emphasis on policy writing for admission, discharge, patient care, transfer, and emergency situations. Three lecture hours per week.

HNHA 112. Psychology of Patient Care (3 credits). The course will familiarize the administrator with the personality dynamics involved in helping the geriatric patient adjust to his new dependent environment — understanding of problems specifically related to psychological, emotional, and social needs, with an introduction to alternate courses of action to meet these needs. Three lecture hours per week.

HNHA 113. Principles of Patient Care (3 credits). The course will consist of a study of gerontology, and various aspects of aging. Emphasis will be directed toward the adjustment and dependency problems associated with institutional life. Other areas, such as patient orientation, pharmacology, medical terminology, medical records, physical therapy and rehabilitation, recreational therapy, nutrition, modified diets, safety, and sanitation, will also be included. Three lecture hours per week.

HNHA 211. Nursing Home Administration Internship I (6 credits). Management internship in an approved facility must be supervised by a Preceptor-Administrator approved by the State Board of Licensure for Nursing Home Administrators. Critique of the current job and its related experiences will be correlated with and supplemented by case studies, classroom discussions, and individual conferences between the student and the Preceptor-Administrator and the college coordinator. Three lecture hours plus twenty hours of on-the-job administrative training per week.

HNHA 212. Nursing Home Administration Internship II (6 credits). A continuation of Nursing Home Administration Internship I, and a general review of all subjects in preparation for licensure examination. Three lecture hours plus a minimum of twenty laboratory hours per week.

HNHA 213. Nursing Home Administration Law (3 credits). This course provides a nursing home administrator with the nature and scope of law, court system, law of contracts, principal and agent, business organizations, community property law, tort, and bailment. The course will also include employer and employee relations involving the legal and ethical aspects relating to union activities, wage and hours, safety and health, civil rights, and equal opportunity. Three lecture hours per week.

HNHA 214. Financial Management of the Nursing Home (3 credits). The course includes techniques and strategies of financial information for management decision-making in the nursing home, emphasizing the budgeting process and relationships between statistical and financial data. Provides a study of special accounting requirements of Medicare and other governmental programs. Three lecture hours per week.

PHILOSOPHY

PHIL 111. Introduction to Philosophy I (3 credits). An introductory study of some philosophical issues concerning the perception and belief of man in society. Three lecture hours per week.

PHIL 112. Introduction to Ethics (3 credits). Study of basic principles of the moral life, with critical-examination of traditional and contemporary theories of the nature of goodness, happiness, duty and freedom.

PHYSICAL EDUCATION

ACTIVITY COURSES FOR MEN AND 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, karate and table tennis, for the development of fitness, skills, knowledge and appreciation for all students. Equipment is furnished by the college. Three hours of class instruction and participation per week.

PHED 117-118. Volleyball. (1 credit) (1 credit). This course consists of instruction and participation in both beginning and advanced volleyball. Three lab hours per week.

PHED 125-126. Fundamentals of Movement. 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. Three hours of class instruction and participation per week.

PHED 121-122. Physical Fitness and Weight Training. (1 credit) (1 credit). A study of basic fundamental skills and techniques of an overload and strength and conditioning program is included in this course. Three hours of class instruction and participation per week.

PHED 127-128. Badminton. (1 credit) (1 credit). This course consists of instruction and participation in both beginning and advanced badminton. Three hours of class instruction and participation per week.

PHED 137-138. Bowling. (1 credit) (1 credit). Designed for both the beginner and the advanced bowler. After a four week instruction period, a class league is formed with students receiving experience in league etiquette, procedures, scoring, etc. Three hours of class instruction and participation per week.

PHED 147-148. Golf. (1 credit) (1 credit). The course is designed to give students beginning instruction in golf and will deal with the history, skills, rules and safety of the game. Three hours of class instruction and participation per week.

PHED 151-152. Team Sports. (1 credit) (1 credit). Activities taught may include flag football, basketball, volleyball, soccer, speedball and softball. Three hours of class instruction and participation per week.

PHED 165-166. Physical Conditioning. A planned program of exercise to provide a condition of fitness and figure improvement through increased cardio-vascular activity and large muscle exercise. Three hours of class instruction and participation per week.

PHED 215-216. Individual and Dual Sports. (1 credit) (1 credit). Prerequisite: Sophomore standing. Three lab hours per week.

PHED 217-218. Volleyball. (1 credit) (1 credit). Prerequisite: Sophomore standing. Three lab hours per week.

PHED 221-222. Physical Fitness and Weight Training. (1 credit) (1 credit). Prerequisite: Sophomore standing. Three lab hours per week.

PHED 225-226. Fundamentals of Movement. (1 credit) (1 credit). Prerequisite: Sophomore standing. Three lab hours per week.

PHED 227-228. Badminton. (1 credit) (1 credit). Prerequisite: Sophomore standing. Three lab hours per week.

PHED 237-238. Bowling. (1 credit) (1 credit). Prerequisite: Sophomore standing. Three lab hours per week.

PHED 247-248. Golf. (1 credit) (1 credit). Prerequisite: Sophomore standing. Three lab hours per week.

PHED 251-252. Team Sports. (1 credit) (1 credit). Prerequisite: Sophomore standing. Three lab hours per week.

PHED 265-266. Physical Conditioning. (1 credit) (1 credit). Prerequisite: Sophomore standing. Three lab hours per week.

PHED 131-231. Varsity Volleyball. (1 credit) (1 credit). A course for advanced volleyball players who are competing on a collegiate level. Prerequisite: Instructor approval. Three lab hours per week.

PHED 161-162, 261-262. Varsity Tennis. (1 credit) (1 credit). A course for advanced tennis players who are participating on a collegiate level. Prerequisite: Instructor approval. Three lab hours per week.

PHED 171-172, 271-272. Varsity Baseball. (1 credit) (1 credit). A course for advanced baseball players who are competing on a collegiate level. Prerequisite: Instructor approval. Three lab hours per week.

✓ **PHED 181-182, 281-282. Varsity Basketball.** (1 credit) (1 credit). A course for advanced basketball players who are competing on a collegiate level. Prerequisite: Instructor approval. Three lab hours per week.

PHED 191-192, 291-292. Varsity Golf. (1 credit) (1 credit). A course for advanced golf players who are competing on a collegiate level. Prerequisite: Instructor approval. Three 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 the body. Pollution and prevention and control of diseases are also discussed under community health.

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. Three lecture hours per week.

PHED 220. Officiating. (3 credits). This course is designed to teach the rules of various sports. Opportunities for experience will be provided in intramurals, practice games and tournaments. Three lecture hours per week.

PHYSICS

PHYS 111, 112. Physical Science I, II (4 credits) (4 credits). A survey course of the physical science field. 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 133-134. Technical Physics 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 three laboratory hours per week.

PHYS 141. Mechanics and Heat (3 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 hours per week. Corequisite: MATH 212 or 214.

PHYS 146. Mechanics and Heat Laboratory. (1 credit). A laboratory course for those students taking PHYS 141. One three-hour meeting per week. Corequisite: PHYS 141.

PHYS 242. Electricity and Magnetism (3 credits). A course in electricity and magnetism designed for science and engineering students. Three lecture and three laboratory hours per week. Prerequisite: PHYS 141.

PHYS 247. Electricity and Magnetism Laboratory (1 credit). A laboratory course for those students taking Physics 242. One three-hour meeting per week. Corequisite: PHYS 242.

PHYS 243. Wave-Motion, Sound, Light (3 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 hours per week. Prerequisite: PHYS 242.

PHYS 248. Wave-Motion, Sound, Light Laboratory. (1 credit). A laboratory course for those students taking Physics 243. One three hour meeting per week. Corequisite: PHYS 243.

PRODUCTION MID-MANAGEMENT

PROD 230. Industrial Management (3 credits). Modern industrial concepts as applied to specific business situations. Course deals with automation, managerial skills, organizational trends, employee motivation, and principles of industrial relations. Three lecture hours per week.

PROD 240. Production Planning and Control (3 credits). The function of managerial planning and control are given more detailed treatment. Relationship of objective to different types of planning is presented. Attention is directed to effective control systems, human factors in controlling, and other topics to study the meaning and practice of planning and controlling modern business. Three lecture hours per week.

PROD 250. Materials Management (3 credits). A study of manufacturing processes including general procedure, cutting and noncutting processes. Destructive and nondestructive testing of materials, automa-

will also be encountered. Three lecture hours per week.

PROD 260. Methods Analysis and Work Measurement (3 credits) Operational problems and control of production and logistics systems; application of management tools (both qualitative and quantitative) to operating systems. Three lecture hours per week.

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 120. General Psychology (3 credits). This course is 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 to 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 250. Fundamentals of Behavior Pathology. (Credit: 3 semester hours). Introduction to behavioral disorders; the dynamics of human behavior; analysis of the biological, cultural, sociological, and psychological factors in the development, diagnosis, and treatment of disorders. Three lecture hours per week. Prerequisite: PSYC 110 or 120.

PSYC 240. Statistical Methods in Psychology (3 credits). Measures of central tendency and variability; statistical inference; correlation and regression. Prerequisite: PSYC 120.

REAL ESTATE MID-MANAGEMENT

REAL 130. Principles of Real Estate (3 credits). A beginning course in real estate fundamentals and principles. The development of real estate in Texas. Introductory study of ownership appraisal, law, practices, financing, land and location values, transfers, trends, regulations and economic effects. Three lecture hours per week.

REAL 220. Real Estate Practice (3 credits). Deals with the problems of establishing and conducting a real estate business. Includes establishing the office, securing and listing prospects, showing properties and closing sales, financing, property management, rentals and leases, appraisals, and the Texas Real Estate Act. Three lecture hours per week. Prerequisite: REAL 130.

REAL 230. Real Estate Law (3 credits). A study of Texas real property law. Includes the history of land titles, real property estates, including acquisition and transfer and methods and incidents of ownership, easements, fixtures, land descriptions, recording, homesteads, land contracts, mortgages, and trust deeds, liens, taxes and assessments, covenants, conditions, and restrictions, zoning ordinances, leases, brokers, and types of listing agreements, escrows, title insurance, and probate proceedings. Three lecture hours per week. Prerequisite: REAL 130.

REAL 240. Real Estate Finance (3 credits). Techniques of using security devices, legal aspects of mortgages and related instruments, return mortgage and equity capital, where and how best to obtain funds, procedures in financing and mathematics of real estate finance. Problems, policies, and risks involved in financing of various types of real property. Three lecture hours per week. Prerequisite: REAL 130.

REAL 250. Real Estate Brokerage (3 credits). The course emphasizes planning and organizing for brokerage operations, selecting and training real estate sales personnel, and managing sales activities. Treatment is given also to control systems, effective advertising practices, and "professionalism" in real estate brokerage. Prerequisite: REAL 130. Three lecture hours per week.

REAL 260. Real Estate Appraisal (3 credits). Methods of real estate appraisal are presented including market value, income, and cost. Emphasis is placed on case studies to provide maximum practice in appraising real estate. Prerequisite: REAL 130. Three lecture hours per week.

RETAIL MID-MANAGEMENT

RETL 130. Principles of Retailing (3 credits). This course is designed to introduce the student to the essential principles of retailing, including consumer motivation, market segmentation, retail research, buying, retail pricing, inventory control, and store location. Three lecture hours per week.

RETL 230. Principles of Marketing (3 credits). This course is designed to provide treatment of the broad range of business activities that direct the flow of goods and services of businesses and individuals. Activities considered include product planning, standardization, buying, pricing, promotion, selling, credit, storage, transportation, and marketing research. Three lecture hours per week.

RETL 240. Advertising (3 credits). Advertising is considered as an integral part of the overall marketing strategy. Topics covered include marketing planning, evaluating the advertising opportunity, product development, branding, packaging, pricing, marketing research, consumer behavior, and budgeting as these relate to advertising. Prerequisite: RETL 130. Three lecture hours per week.

RETL 250. Selling and Salesmanship (3 credits). Attention is given to general principles of successful selling, qualification, and training programs. Role-playing techniques and media center materials com-

present in the classroom and the text. Prerequisite: RETL 130. Three lecture hours per week.

RETL 260. Retail Merchandise Management (3 credits). Effective methods of merchandise control are presented including minimizing investment in inventory, guides to use in buying, pricing policies, and computing stock turnover. Merchandise budgeting techniques are also presented. Prerequisite: RETL 130. Three lecture hours per week.

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 2 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 ten-key adding machine, electronic calculator, printing calculator, and bookkeeping 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. Shorthand III. (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 212. Secretarial Internship. (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Students may receive credit from an approved full-time job.

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. Typewriting III (3 credits). This advanced typing course places emphasis on production typing with additional training given in letter writing, tabulation, stencil cutting, and creation of office atmosphere. Lecture two hours and laboratory three hours per week. Prerequisite: SECT 122.

SECT 222. Secretarial Internship. (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Students may receive credit from an approved full-time job.

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 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 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 230. Introduction to Anthropology (3 credits). Principles of physical and cultural anthropology; analysis of the cultures of prehistoric and existing preliterate people; impact of modern western culture on preliterate societies. Prerequisite: SOCI 111.

SPAN 111-112. Elementary Spanish I, II. (4 credits) (4 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 two laboratory hours 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. Prerequisite: SPAN 112 or instructor approval.

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.

WELD 110. Welding Processes (4 credits). Theory and practice in techniques of oxy-acetylene welding and cutting. Layout and preparation of commonly used joints. Servicing and regulation of oxy-acetylene equipment and basic shop practice. Basic welding machine theory and set up procedures of electronic arc welding machine. Two lecture and six laboratory hours per week.

WELD 121. Arc Welding (Plate I) (4 credits). Metal cutting with oxygen and acetylene equipment. Theory of plate welding. Plate welding in three positions: flat, vertical up, and horizontal. Two lecture and six laboratory hours per week.

WELD 122. Arc Welding (Plate II) (4 credits). Advanced theory of plate welding. Plate welding in five positions: flat, vertical up, horizontal, vertical down, and overhead. Root and Face Bend tests for qualifications of plate welders. Advanced theory and troubleshooting procedures for electronic arc welding machines. Two lecture and six laboratory hours per week. Prerequisite: WELD 121 or approval of department head.

WELD 131. Basic MIG and TIG (4 credits). Theory of Tungsten Inert Gas Welding and Metallic Inert Gas Welding. Laboratory experiences in gas shielded arc welding. Two lecture and six laboratory hours per week. Prerequisite: WELD 121 or approval of department head.

WELD 160. Shop Equipment and Safety (2 credits). An introductory course in safety to be used while in the shop or on the job. Shop and job safety will be taught and carried out at all times. One lecture and two laboratory hours per week.

WELD 231. Advanced MIG and TIG (4 credits). Advanced theory of Tungsten Inert Gas Welding and Metallic Inert Gas Welding. Advanced laboratory experiences in gas shielded arc welding. Two lecture and six laboratory hours per week. Corequisite: WELD 131 or approval of department heads.

WELD 241. Basic Layout Design and Fabrication (3 credits). Introduction to design and construction of various types of layouts according to specifications. Related welding experiences involved in structure fabrication. One lecture and four laboratory hours per week. Prerequisite: WELD 121 or approval of department head.

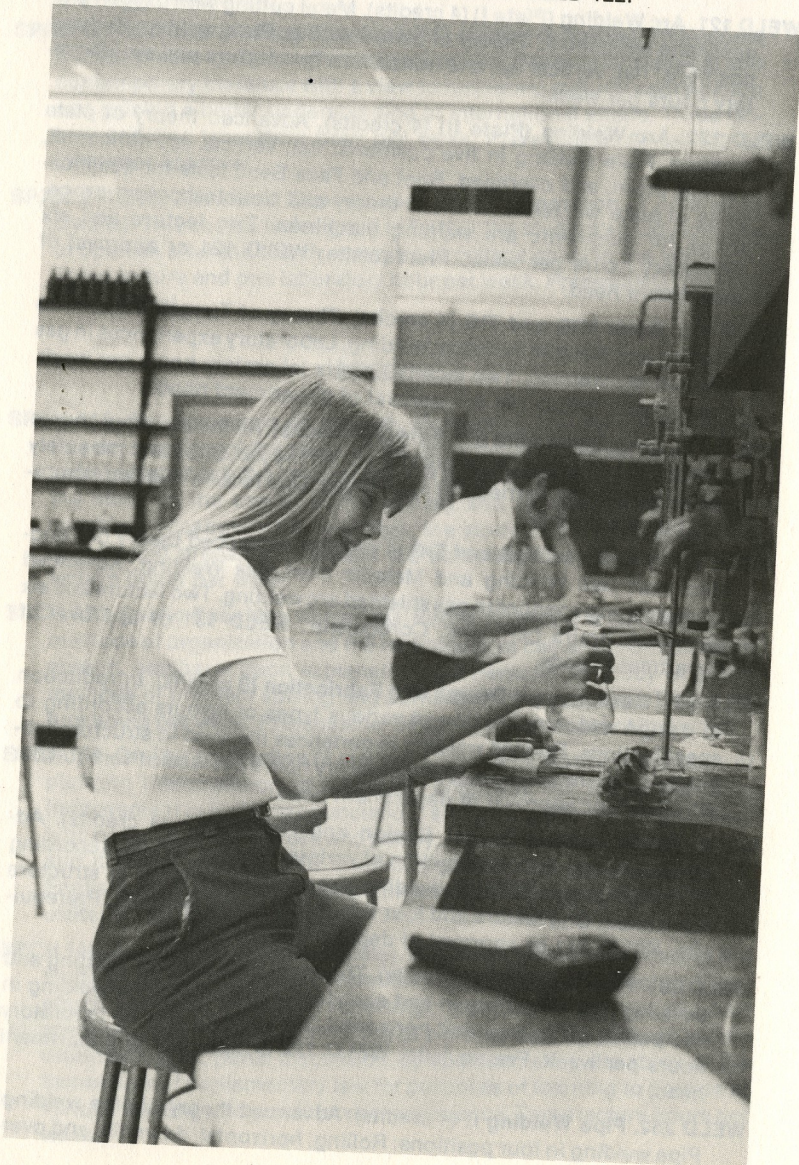
WELD 242. Advanced Layout Design and Fabrication (3 credits). Advanced design and construction of various types of layouts according to specifications. Related welding experiences involved in structure fabrication. One lecture and four laboratory hours per week. Prerequisite: WELD 241 or approval of department head.

WELD 251. Pipe Welding I (4 credits). Theory of pipe welding. Cutting and beveling pipe with oxygen and acetylene equipment. Pipe welding in two positions: Rolling and horizontal. Two lecture and six laboratory hours per week. Prerequisite: WELD 122 or approval of department head.

WELD 252. Pipe Welding II (4 credits). Advanced theory of pipe welding. Pipe welding in four positions: Rolling; horizontal, downhill, and over-

... hours per week. Prerequisite: WELD 251 or approval of department head.

WELD 270. Welding Specifications and Testing (3 credits). Testing welds by means of coupons cut out of a welded section. Sample testing of weld sections. How to use the bend test machine. The difference between non-destructive and destructive testing. Two lecture and three laboratory hours per week. Prerequisite: WELD 122.



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| Evelyn Strickland | Librarian, Emeritus |
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| William N. Whitlow | Associate Dean of Students and Student Activities |
| Frank Fisher, Jr. | Associate Dean of Administration and Records |
| Frank Pulkrabek | Business Manager |

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J.D., South Texas College of Law

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 M.Div., Southern Seminary
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 Department Head, Horticulture
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 M.S., Vikram University
 M.S., Virginia Polytechnic Institute

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 M.S.E., University of Houston

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Jackson Street Playhouse
Cleveland and Jackson Streets

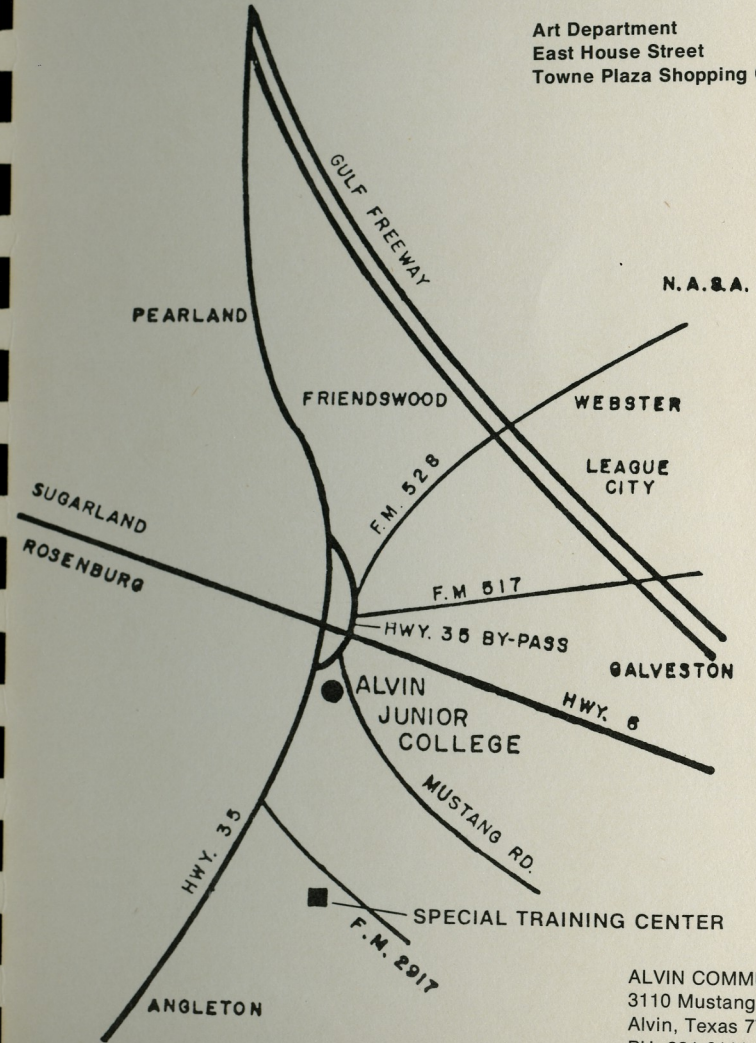
Adult Learning Center
Corner of Gordon and Sealy

Special Training Center
F.M. 2917

Court Reporting
Rosharon

Music Department
East House Street
Towne Plaza Shopping Center

Art Department
East House Street
Towne Plaza Shopping Center



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