



**Alvin Community College**  
**General Information 1989-90**  
*Celebrating 40 Years of Service*

ALVIN COMMUNITY COLLEGE CATALOG  
VOLUME 40, AUGUST 1989, NO. 1



# Alvin Community College announcement of courses for 1989-1990

Approved and accredited by:  
The Southern Association of Colleges and Schools  
Coordinating Board, Texas College and University System  
The Texas Education Agency  
National Accreditation for Allied Health Programs

**Member:**

American Association of Community and Junior Colleges  
Association of Community College Trustees  
Association of Texas Colleges and Universities  
Gulf Coast Intercollegiate Conference  
National Institute for Staff and Organizational Development Southern Association of  
Community and Junior Colleges  
Texas Junior College Association  
Texas Junior College Teachers Association  
Texas Public Community and Junior College Association

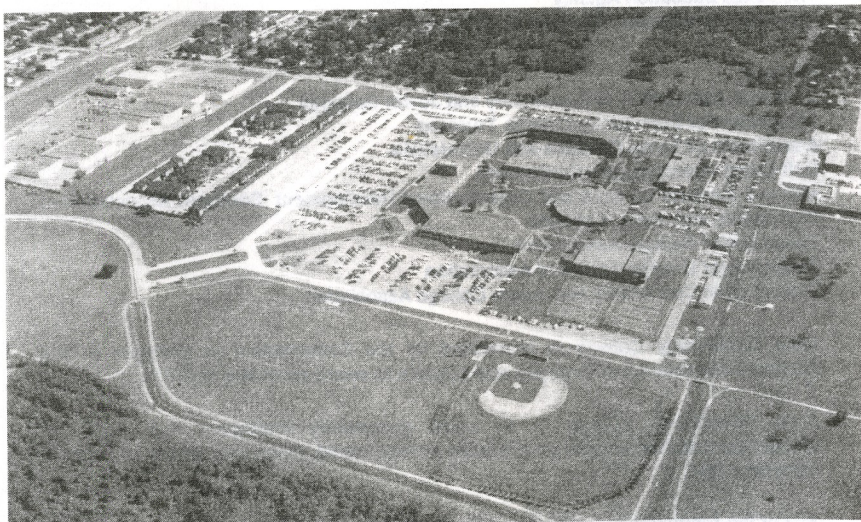
Alvin Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees.

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

Any of the regulations, services, or course offerings appearing in this Catalog may be changed without prior notice. The regulations appearing here will be in force starting with the 1989 fall semester.

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## ACADEMIC CALENDAR

### Fall Semester 1989

June 22 or July 27	DOLPHIN PREVIEW - Orientation for New Students
August 21-22	Fall Semester Workshop
August 23-24	REGISTRATION
August 28	Classes Begin
September 1	Last Day to Add Classes/Register
September 1-2	Weekend College Classes Begin
September 4	Labor Day Holiday
September 12	12th Class Day
October 2	Last Day to Apply for Fall Graduation
November 16	Last Day to Drop Classes (12 noon)
November 23-24	Thanksgiving Holidays
December 11	End of Classes
December 12-15	FINAL EXAMINATIONS
December 15-16	Weekend Class Finals
December 20-Jan. 2	Christmas Holidays - College Closed

### Spring Semester 1990

January 3	College Reopens
January 4	DOLPHIN PREVIEW - Orientation for New Students
January 8-9	Spring Semester Workshop
January 10-11	REGISTRATION
January 12-13	Weekend College Classes Begin
January 15	Classes Begin
January 19	Last Day to Add Classes/Register
January 30	12th Class Day
February 15-17	TJCTA Convention (San Antonio)
March 1	Last Day to Apply for Spring Graduation
March 1	Last Day to Order & Measure Graduation Regalia
March 19-23	Spring Break
April 11	Last Day to Drop Classes (12 noon)
April 13	Easter Holiday
May 4	End of Classes
May 4-5	Weekend Class Final Examinations
May 7-10	FINAL EXAMINATIONS
May 17	COMMENCEMENT

### Summer Term 1990 -- First Session

May 28	Memorial Day Holiday
May 29	REGISTRATION (for 6- and 12-week sessions)
May 30	Classes Begin
June 4	Last Day to Add Classes/Register
June 5	4th Class Day
June 11	Last Day to Apply for August Graduation
June 21	Last Day to Drop Classes (12 noon)
July 4	Independence Day Holiday
July 5	End of Classes
July 9	FINAL EXAMINATIONS

Summer Term 1990 -- Second Session

July 12 REGISTRATION (for 2nd six-week session)  
 July 16 Classes begin  
 July 18 Last Day to Add Classes/Register  
 July 19 4th Class Day  
 August 1 Last Day to Drop Classes (2nd summer and 12-week sessions) (12 noon)  
 August 20 End of Classes  
 August 21 FINAL EXAMINATIONS

ALVIN COMMUNITY COLLEGE  
 CORRESPONDENCE DIRECTORY

Mailing Address: Telephone For Information:  
3110 Mustang Rd., Alvin, TX 77511-4898 (713) 331-6111

ACC Theatre:  
 Box Office, ext. 412; 331-0370  
 Admissions:  
 Counseling Center, ext. 235  
 Associate Degree Nursing:  
 ADN Director, ext. 260  
 Business Affairs:  
 Director of Fiscal Affairs, ext. 225  
 Cafeteria:  
 Director of Food Services, ext. 242  
 Computer Systems:  
 Director of Computer Services, ext. 271  
 Continuing Education, Short Courses:  
 Director of Continuing Education  
 & Evening Programs, ext. 208  
 Employment by College:  
 Personnel Director, ext. 349  
 Evening School:  
 Director of Continuing Education  
 & Evening Programs, ext. 208  
 Graduation:  
 Graduation Advisor, ext. 419  
 Guidance & Counseling:  
 Director of Student Services, ext. 342  
 KACC Radio Station:  
 Radio Station Manager, ext. 379; 331-0330  
 Occupational/Technical Programs:  
 Associate Dean of Occupational/Technical  
 Programs, ext. 266  
 Off-Campus Housing Information:  
 Counseling Center, ext. 235  
 Physical Fitness/Athletics:  
 Director of Athletics & Physical  
 Education, ext. 410; 331-8846  
 Physical Plant Operations:  
 Director of Physical Plant,  
 ext. 207  
 Public Relations:  
 Administrative Coordinator,  
 ext. 241  
 Security:  
 Campus Police, ext. 300  
 Student Activities:  
 Coordinator of Student Activities,  
 ext. 390  
 Student Employment:  
 Financial Aid Officer, ext. 206  
 Student Financial Aid:  
 Financial Aid Officer, ext. 206  
 Student Records:  
 Registrar, ext. 247  
 Testing:  
 Counseling Center, ext. 235  
 Texas Department of Corrections:  
 Associate Dean of Student  
 and Instructional Services,  
 ext. 238  
 University Parallel Programs:  
 Associate Dean of University  
 Parallel Programs, ext. 267  
 Veterans Benefits:  
 Registrar, ext. 247

1989

1990

1989 JANUARY							1989 JULY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	30	31					1
8	9	10	11	12	13	14	2	3	4	5	6	7	8
15	16	17	18	19	20	21	9	10	11	12	13	14	15
22	23	24	25	26	27	28	16	17	18	19	20	21	22
29	30	31					23	24	25	26	27	28	29
1989 FEBRUARY							1989 AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4			6	7	8	9	10	11	12
5	6	7	8	9	10	11	13	14	15	16	17	18	19
12	13	14	15	16	17	18	20	21	22	23	24	25	26
19	20	21	22	23	24	25	27	28	29	30	31		
26	27	28											
1989 MARCH							1989 SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4				1	2	3	4		
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30	31		24	25	26	27	28	29	30
1989 APRIL							1989 OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
30					1		1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	29	30	31				
1989 MAY							1989 NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6		1	2	3	4		
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	31				26	27	28	29	30		
1989 JUNE							1989 DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2						1	2
4	5	6	7	8	9	10	3	4	5	6	7	8	9
11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29	30		24	25	26	27	28	29	30

## HISTORY

The Alvin Community College District was approved by the qualified voters of the Alvin Independent School District on November 2, 1948. From its inception until the 1971-72 academic year, the college was 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 Board were established to assume the management, control, and operation of a newly created Alvin Junior College District.

Initially, when the College and public schools were in the same system, the College was part of Alvin High School. The first classes began on September 12, 1949, in facilities which grouped grades 11 through 14 in one building and which placed Alvin under a system known as the 6-4-4 plan. One of the more important changes in the program of Alvin 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 in 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.

The enrollment of Alvin Community College has grown from 134 students (1949) to 1709 (1965) to a record high of 4,404 (1988). During this period of growth, the leadership of Alvin Community College has been under five presidents: Mr. A. G. Welch (1949-1954), Dr. A. B. Templeton (1954-1964), Mr. D. P. O'Quinn (1964-1971), Dr. T. V. Jenkins (1971-1976), and Dr. A. R. Allbright (1976 to present).

## PHILOSOPHY

We believe in the dignity and worth of all individuals. Learning is a lifelong process, and all individuals should have opportunities for lifelong education. Education should help people develop, to their maximum capacity, technical excellence, occupational proficiency, and academic ability. Education should also provide for personal enrichment. To prosper in a complex and changing society, each individual must learn to think independently, value logical and tested conclusions, develop problem-solving abilities, and function effectively with other people. Competent performance contributes significantly to individual health and happiness and benefits the organizations and communities in which individuals work and live. Alvin Community College is an integral part of the community it serves, and it must respond to identified needs and interests. In delivering educational services, we believe that there is no substitute for the pursuit of excellence.

## GENERAL INFORMATION

## MISSION

Alvin Community College is a public, two-year, comprehensive community college with a strong educational heritage and a continuing emphasis on providing quality educational experiences for all of its students.

The College seeks to implement its philosophy by providing quality post-secondary educational services (including occupational/technical, college transfer, and adult programs) for all those who can benefit from them, as well as quality occupational/technical program opportunities for area secondary students.

The College also seeks to provide accessible educational services, through varied formats and schedules and full- and part-time programs, which address a wide spectrum of individual needs and abilities, along with educational programming related to the economic and employment realities of the area served, and to offer expanded career options through cooperation with industry, business, professions, government, and other educational institutions.

In addition, the College seeks to offer comprehensive programs which integrate communications, math, science, humanities, interpersonal skills, and reasoning.

Further, the College seeks to provide students the opportunity to develop skills needed to enter and succeed in College programs through continuing opportunities to extend and upgrade skills, knowledge, and interests; through testing, evaluation, and counseling to allow students to make informed decisions regarding their abilities, achievements, and behavior; and through experiences to develop personal, social, and cultural dimensions.

The College is accountable for its mission within the limitations of its physical and financial resources.

## INSTITUTIONAL GOALS

To fulfill its stated Mission, the College has established specific goals that are modified as needed to meet changing circumstances. These goals are as follows:

1. To provide occupational/technical instruction to meet the demands for technicians, skilled craftsmen, and semiprofessional workers.
2. To provide first and second year courses in the arts and sciences and pre-professional curriculums that transfer to senior institutions.
3. To offer developmental courses that improve the basic skills of students whose academic foundations need strengthening.
4. To provide individuals of all ages and levels of education with a wide range of opportunities for extending or diversifying their learning experiences.
5. To provide professional assistance in helping students achieve educational, occupational, and personal goals.
6. To provide student activities to supplement formal learning through extracurricular development of social, recreational, and cultural aspects of the total college experience.
7. To provide special programs and services to meet the particular training requirements of new or expanding occupations and to provide constructive responses for the changing needs of the community.
8. To provide activities and training for the continuous professional growth and competency of all college employees.
9. To provide support to instructional and student services personnel.

## FACILITIES

The main campus of Alvin Community College, situated on 112 acres in Alvin, Texas, consists of eleven buildings: Learning Resources Center, Fine Arts Center, Health and Paramedical Technologies Center, Business and Industrial Technologies Center, Student Center, Physical Fitness Center, Liberal Arts Building, Natural Sciences Building, Occupational Technical Building, KACC Radio Station, and a Maintenance Storage Complex.

The first floor of the Learning Resources Center contains the Computer Center, Counseling and Testing Center, Financial Aid and Placement Office, Admissions/Records, Veterans, and Graduation Office, Business Office, Registrar's Office, Communications Center, and Media Center. The second floor houses the Learning Laboratory and the 30,000-volume Library.

The Fine Arts Center contains facilities for the Music Department, Drama Department, and Art Department. Facilities include studios, rehearsal rooms, an art gallery, and a 400-seat theater/auditorium.

The Health and Paramedical Technologies Center contains classrooms and laboratories for all health-related departments. A Child Care and Development Laboratory School is also located in the building. In addition to the many classrooms located in the Business and Industrial Technologies Building, laboratories are provided for the different programs in the area. Students have access to a courtroom. An open-concept secretarial laboratory contains learning carrels. Criminal justice students study in a crime lab. A window display case provides fashion merchandising students with actual advertising experiences. Laboratories for instruction in industrial programs include an electronics lab with individual work stations and a microcomputer, an automobile mechanics lab, and a welding lab and fabricating shop.

The Student Center consists of "The Hideout" student lounge, a gameroom, Student Activities offices, a cafeteria, and the College Store.

The Physical Fitness Center includes a gymnasium, men's and women's weight rooms, four racquetball courts, a steam bath, sauna, dressing rooms, lockers, eight tennis courts, a baseball field, two-mile jogging track and par course, a soccer/football field, and auxiliary equipment.

The Liberal Arts Center contains classrooms as well as language and biofeedback laboratories.

The Natural Sciences Building houses six physical science laboratories and a greenhouse.

The Occupational Technical Building encompasses 36,000 square feet and includes a drafting lab/classroom, two other laboratories, six classrooms, faculty offices, and a Criminal Justice Training Center.

In 1978, the College began operation of an FM educational radio station, KACC. The station operates on 91.3 MHz with a daily schedule of local news, public affairs, and educational and light entertainment programs.

There is parking space on campus for approximately 1,600 vehicles.

Continuing Education classes are taught on campus and at various locations throughout the surrounding communities as the need arises.

## RECOGNITION

Alvin Community College holds full membership in the Southern Association of Colleges and Schools and in the Association of Texas Colleges and Universities. It is approved by the Texas Education Agency and by 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, the National Commission on Accrediting, the National Junior College Athletic Association, and the Texas Junior College Athletic Conference.



## ACADEMIC POLICIES AND REGULATIONS

## ADMINISTRATIVE INTERPRETATION AND CHANGE

The administration of Alvin Community College acts as final interpreter of this *Catalog*. 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/her file in the Records Office contains all of the information required for general admission to the College as a regular student and when he/she 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, 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/her high school principal and the Records Office, is concurrently enrolled in a college course(s);
3. A part-time student who is not enrolled in an associate degree or certificate program, who may be taking a course(s) for credit, (Such students may later apply to the College for admission to a degree or certificate program);
4. A person who has not yet fulfilled all of the requirements of a regular student but who is admitted under special consideration.

**Full-time Student:** A student who is registered for a full-time load as defined under ACADEMIC LOAD is classified as full-time.

**Part-time Student:** A student who is registered for less than a full-time load as defined under ACADEMIC LOAD is classified as part-time.

**Freshman:** A student who has completed less than 30 semester hours is classified as a freshman.

**Sophomore:** A student who has completed 30 or more semester hours is classified as a sophomore. Transferred credits may be included.

## ATTENDANCE

Regular attendance in classes is expected. When a student must miss a class, it is his/her responsibility to inform the instructor prior to the absence if possible. The student is responsible for completing all work missed during an absence; any work missed and not subsequently completed will necessarily affect the grade of the student, regardless of the reason for the absence.

When a student has accumulated the equivalent of two weeks of absences from any class within a semester, the instructor may recommend to the Registrar that the student be administratively dropped.

## ACADEMIC LOAD

Students are responsible for determining the academic load they may successfully complete during each semester.

**FULL-TIME LOAD:** The full-time academic load for a fall or spring semester is 12 or more semester hours. The full-time load for the twelve-week summer session is 8 or more semester hours, and the full-time load for a six-week summer session is 4 or more semester hours.

**NOTE:** Students receiving financial aid during summer sessions must meet the full-time load required for each financial aid program.

**NORMAL LOAD:** The normal academic load for a fall or spring semester is between 15 and 17 semester hours. For a six-week summer session the normal load is 6 semester hours, and for the twelve-week summer session the normal load is 12 semester hours.

Students on academic probation may be required to take less than a normal load.

**MAXIMUM LOAD:** The maximum full-time load for a fall or spring semester is 18 semester hours. The maximum full-time load for a six-week summer session is 7 semester hours, and the maximum full-time load for the combined six- and twelve-week summer sessions is 14 semester hours. Students may exceed the maximum full-time load during the fall and spring semesters if their grade point average is 3.0 or greater with written approval of the Dean of Instruction, Student and Community Services or his designee.

**MINIMUM LOAD:** No minimum load is required.

## AUDIT

When space is available, permission to audit a course may be granted to students who have been admitted to the College and who do not wish credit for the course. Students auditing a course *may not, under any circumstances*, claim credit for the course. Audit courses are identified on the student's permanent record by a grade of "AU." Registration of audit students will occur on the last day of late registration. A student who is registered for the course may *not* change from credit to audit in the course during audit registration or at any time during the semester. Charges for auditing a course are the same as for regular registration.

## SENIOR CITIZENS

Senior citizens, 65 years or older, who are residents of the ACC College District may be permitted to audit without payment of fees, on a space-available basis, any course the College offers (Texas Education Code 54.210). Applicants need to provide evidence of age. Other than for fees and age requirements, the general regulations and procedures applying to audit individuals are also applicable to senior citizens.



## WITHDRAWALS

After students have registered and paid for courses, they are considered enrolled until an official withdrawal has been received by the Records Office, Room A-104. Continued non-attendance does not automatically terminate enrollment in the course; therefore, a student who ceases to attend class without first officially withdrawing from the course will receive a failing grade in that course.

To withdraw from a course or withdraw from the College (all courses), students must obtain the appropriate form at the Records Office, secure the appropriate signatures, and return the form to the Records Office.

Students should withdraw in person at the Records Office; however, written requests to the Registrar are accepted. Withdrawals become effective on the date the letter is received.

Emergency withdrawals will be considered effective as of the date of the emergency providing the student submits written proof of the emergency (examples: military orders or medical certification of family emergency).

## DEAN'S LIST

The names of students who complete 12 or more semester hours during a fall or spring semester 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.

## MERIT LIST

Students who complete 7-11 semester hours during a fall or spring semester and earn a grade point average of 3.5, without any "F" or "U" grades, will be placed on the Merit List.

## ACADEMIC PROBATION

Any student who fails to maintain at least a 2.0 cumulative grade point average on a minimum of 6 hours attempted will be placed on academic probation until his/her cumulative average is raised to 2.0 or higher.

A student on academic probation is required to consult with a counselor prior to registration to establish conditions for continued matriculation with the College. A reduced course load (a maximum of 13 hours) may be imposed if deemed necessary to improve the student's chances for success.

A student transferring to Alvin Community College on academic probation or suspension from another college must gain approval from the Dean of Instruction, Student and Community Services, or his designee, for admission to the College. Such approval will be conditional.

A student in a financial or Veterans aid program should obtain a Satisfactory Progress Form, which outlines the requirements he/she must meet in order to receive aid in subsequent semesters.

The concept of academic suspension or academic dismissal based on grade point average alone is contrary to College philosophy. However, students who do not make satisfactory progress in certain curriculums may be subject to removal from those curriculums.

## COMPLIANCE STATEMENTS

1. **CIVIL RIGHTS:** In compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and Title IX of the Education Amendments of 1972 (P.L. 92-318), Alvin Community College does not discriminate against, or exclude from participation in any of its programs or activities either in the student body or the staff, any person on the grounds of sex, race, color, religion, age, handicap, or national origin.

Any complaints of alleged violation should be directed to the Director of Personnel.

2. **HANDICAP RIGHTS:** Alvin Community College complies with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and does not discriminate, on the basis of handicap, in the operation of its educational programs or in its admission and employment practices.

Special emphasis will continue to be placed on correcting conditions which may inadvertently discriminate against any handicapped individual and thereby prevent compliance with the intent of the above act. Information concerning College practices as they relate to Section 504 should be directed to the Associate Dean of Student and Instructional Services.

Special registration assistance can be arranged for those students who have a verifiable handicap. Contact JoAn Anderson at extension 235 or room A138 in the Counseling Center for this service.

3. **FAMILY EDUCATIONAL RIGHTS AND RECORDS ACCESS ANNUAL NOTICE:** In compliance with the Family Educational Rights and Privacy Act of 1974, the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone number, (4) dates of attendance, (5) educational institution most recently attended, and (6) other information, including major field of study and degrees and awards received.

A student may request that directory information be withheld from the public by giving written notice in person to the Records Office during the first 12 class days of a fall or spring semester or the first four class days of a summer session. *If no request to withhold directory information is filed, information is released upon inquiry. Telephone inquiries for directory information are not acknowledged. No transcript or academic record is released without written consent from the student except as specified by law.*

4. **RELIGIOUS HOLY DAYS:** Alvin Community College allows a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th calendar day after the first day of the semester, the student notifies the instructor of each class the student has scheduled on that date that the student will be absent for a religious holy day. [Texas Education Code Section 51.911] (Forms are available in the Counseling Center.)
5. **ILLEGAL DRUGS:** In compliance with HR 253/SR 645, no illegal drugs shall be allowed on campus, and any student caught with an illegal drug will be suspended from attendance or enrollment for a specified period of time. See the Associate Dean of Student and Instructional Services for a copy of due process procedures.
6. **STANDARD OF CONDUCT:** The college student is considered a responsible adult. The student's enrollment indicates acceptance of the standards of conduct published in the *Student Handbook*.

**CREDIT BY EXAMINATION**

Alvin Community College awards credit in some subjects to academically qualified students based on scores made on recognized national or locally-administered examinations.

Recognized tests include

- College Level Examination Program General;
- College Level Examination Program Subject;
- American College Testing Proficiency Examination Program;
- College Entrance Examination Board Advanced Placement Program;
- National League for Nursing Achievement;
- Certified Public Secretary;
- Locally constructed departmental tests.

Credit and a letter grade of "A," "B," or "C" will be awarded to students who successfully complete locally constructed examinations. An exception is in the Department of English, where only the grades of A or B will be awarded. Credit and notation of credit earned will be awarded based on the recommendation of the American Council on Education.

A fee of \$8 per semester hour will be charged for locally administered tests. Fees for national tests are determined by the testing agency.

**NOTE:** Credit by examination will not normally be awarded for a course in which a student has been enrolled or for which a previous examination has been attempted. A student must be accepted for admission by Alvin Community College before credit will be approved. Appropriate department chairpersons and associate deans must approve all credit-by-examinations. 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 Alvin Community College campus in each curriculum involved. Credit by examination is noted on the transcript in the Remarks Section: "By exam."

The Records Office has additional information on these programs.

**CREDIT FOR NONTRADITIONAL EDUCATIONAL EXPERIENCE**

College credit may be awarded for schooling received from non-accredited but recognized agencies such as the armed forces schools. Guidelines established by the American Council on Education will be used to determine the validity of the schooling, and the credit will be awarded accordingly. The Records Office has additional information.

**TRANSFER CREDIT**

It is the responsibility of the student to furnish official college transcripts and test scores to the Records Office and to any other area on campus that requires such information.

Transfer credit will be given for all passing work completed at accredited colleges and universities. A formal evaluation will be completed only when requested.

Work from foreign colleges and universities will be evaluated for credit after the student completes at least twelve hours of credit with at least C grades at Alvin Community College.

Alvin Community College may accept credits from an unaccredited institution contingent upon twelve hours of satisfactory resident work at Alvin Community College.

For additional information regarding transfer of credits, see CORE CURRICULUM, page 22 in this *Catalog*, or see the Graduation Advisor for evaluation of transfer credits.

**COURSE WAIVER**

A waived course must be compensated for by a course of equal credit hours. No credit will be awarded for the course being waived. Application for waiver must be approved by appropriate chairperson, associate dean, dean, and registrar.

**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 -- No grade-point credit
- S = Satisfactory -- No grade-point credit
- R = Re-enroll -- The grade of "R" for re-enroll means that no credit will be awarded until course objectives are completed. Its use will be limited to developmental courses only to permit re-enrollment for the completion of course objectives. It will be further limited to use only one time for any given student unless there is a recommendation made by the instructor and reviewed by the appropriate department chairperson, and, if necessary, the appropriate associate dean.
- U = Unsatisfactory -- No grade-point credit
- W = Withdrawal by the end of the fourth week in a long semester, by the end of the third week in a twelve weeks semester, or by the end of one and one-half weeks in a six weeks semester. A "W" grade is not counted in hours attempted.
- WP = Withdrawal Passing -- Does not count as a course attempted
- WF = Withdrawal Failing -- Does count as a course attempted and is figured as a "F" when compiling grade point averages
- I = Incomplete -- No grade-point credit. An incomplete grade ("I") is given when a course is nearly completed and when, in the instructor's opinion, it may be completed with minimal additional work on the part of the student and the instructor. It is the student's responsibility to make arrangements for completion of the course work. If the course work is not completed by the end of the following semester, the earned grade ("A," "B," "C," "D," or "F") will be reported by the instructor. Any "I" not

changed by the instructor at the end of the following semester (December, May, August) will automatically be changed to an "F."

IP = Course in progress.

X = Audit -- No grade-point credit. X grades are used through Summer 1988.

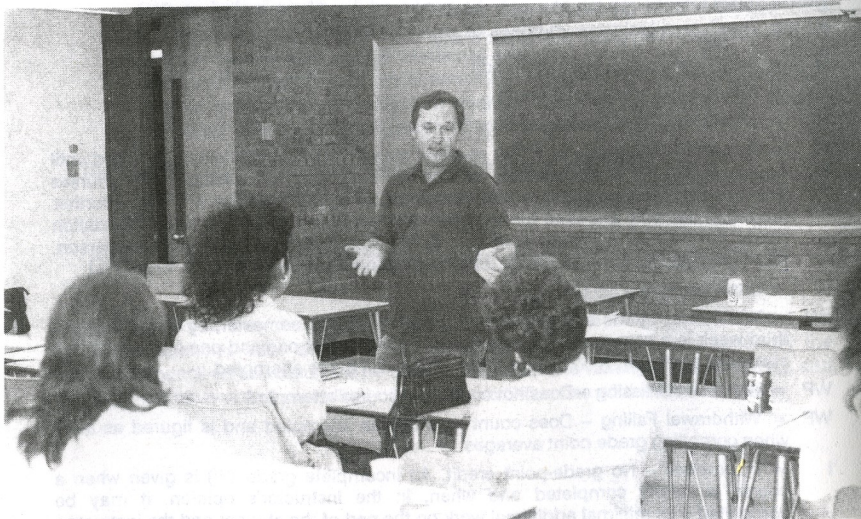
AU = Audit -- No grade-point credit. Permission of the Dean of Instruction, Student and Community Services is required to audit a class. Registration for an audit class is on the last day of late registration on a space-available basis. AU grade use begins with Fall 1988.

\* 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. Exceptions to this grading system exist; three examples are Associate Degree Nursing, Vocational Nursing, and Court Reporting English classes, including CTRP 111, ENGL 141, CTRP 112, and ENGL 142.

## CHANGE OF GRADE

Grades in individual courses may be changed only when there has been a grading error. Grade change requests begin with the course instructor and must be approved by the department chair and the appropriate associate dean.

Grievances regarding course grades must first be discussed with the instructor. Should the student wish to appeal a course grade after discussion with the instructor, the student must state reasons for the appeal and present them in writing to the department chair or program director. Further appeal may be made through the appropriate associate dean and the Dean of Instruction, Student and Community Services. The student has one semester from the date of grade assignment to apply for a grade change unless the student documents emergency circumstances.



## STUDENT RECORDS POLICY AND PROCEDURES

As a general rule, the College will not release any information concerning student records without the written consent of the student or his parent (if the student is a minor).

### Release of General Information

The College will release the following items of "directory information" without the written consent of the student: name, address, telephone number, date of birth, major, awards and degrees, participation in sports and activities, weight and height of athletic team members, dates of attendance and most recent educational institution attended. *The student is responsible for notifying the Records Office by the 12th class day of the fall and spring semesters and by the 4th class day of the summer sessions if any of the information listed above is not to be released.*

### Review of Record

Any student who desires to review his/her record may do so upon request to the Records Office. A student may have copies of his/her record at a charge not to exceed \$1.00 per page.

### Challenge to Accuracy of Record Keeping

Any student who desires to challenge the accuracy of his/her records should present his/her request to the Registrar.

### Records On Hold

Any student who has not cleared all outstanding obligations, i.e., library fines, traffic violations, financial aid obligations, child care obligations, and business obligations, will have his/her records placed on hold in the Office of the Associate Dean of Student and Instructional Services. Such action will prohibit a student's receiving grades, future registration at ACC, or release of records for any purpose.

## GRIEVANCE PROCEDURE

Any student wishing to present a grievance for possible action should first discuss the matter with his/her instructor. Thereafter, as deemed necessary, the grievance should be presented to the program director, department chairperson, appropriate associate dean, Dean of Instruction, Student and Community Services, and the President. If the student should feel that the matter is still unresolved, he/she may then request a hearing before the Board of Trustees.

## DISCLAIMER STATEMENT

At the time of class schedule publication, it is the intention of the College to teach courses in accordance with time, room, and instructor listed. However, the College reserves the right to make schedule adjustments and to delete or discontinue any class when enrollment or other circumstances justify such action.

## GRADUATION HONORS

Honors recognition will be given to those degree candidates whose grade point average for all work (excluding developmental courses) at Alvin Community College is 3.2 or higher. In computing grade point average for graduation honors, all hours completed

(with grades awarded) will be used. Courses which have been repeated will be counted for each time taken. The grade point average for graduation (2.0) will include only the hours needed for graduation and the best grade for repeated courses.

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).

## GRADUATION UNDER A PARTICULAR CATALOG

A student must complete the degree requirements set forth in a particular *Alvin Community College Catalog*. Normally, this is the *Catalog* in effect when the student first enrolls, provided that he/she progresses in a timely manner to achieve graduation requirements. Any significant interruption of progress toward a degree may result in a change to the requirements of a later *Catalog*. Any change to the requirements of a later *Catalog* must be approved by the Registrar or Graduation Advisor.

## GRADUATION POLICY

Degrees and certificates are not awarded automatically upon completion of requirements. The student must apply for graduation at the Records Office and pay the graduation fees at the Business Office. Deadlines for submitting applications appear each semester in the *Class Schedule* and each year in the *College Catalog*. A graduation applicant who does not fulfill all degree requirements in the designated semester or summer session must reapply and pay additional graduation fees.

## DEGREES AND CERTIFICATES

The Associate in Arts (AA) degree is awarded in General Liberal Arts, Art, Drama, Music, Musical Theatre, and Physical Education.

The Associate in Applied Arts (AAA) degree is awarded in Communications.

The Associate in Science (AS) degree is awarded in Agriculture, Biological Science, Business Administration, Mathematics, and Physical Science.

The Associate in Applied Science (AAS) degree is awarded in occupational/technical two-year curriculums. (See program listings under curriculum offerings.)

The Associate in General Studies (AGS) degree is awarded for academic work (at the community college level) with maximum flexibility in course selection. At least 62 semester hours are required, including at least 21 hours of general education. Courses are selected to meet the individual needs of the student.

The Certificate is awarded in one-year technical programs. (See program listings under curriculum offerings.)

Developmental courses may not be used to fulfill the requirements for a degree or certificate.

## GRADUATION REQUIREMENTS

The student must:

1. Meet entrance requirements;
2. Fulfill all course requirements of a particular curriculum as specified in the *College Catalog* and/or student's degree plan;
3. For a two-year program, complete 24 semester hours in residence at Alvin Community College; for a one-year program, complete 12 semester hours in residence (In each program, at least half of the hours in residence must be in the student's major field of study);
4. Earn a grade point average of at least 2.0 (C average) in courses required by the student's particular curriculum;
5. For a two-year program, complete two semester hours of activity physical education; for a one-year program, complete the number of hours of activity physical education specified in the student's particular curriculum (Students with justifiable extenuating circumstances may petition for a waiver). The petition must originate with the Physical Education Department Chairperson and be approved by the appropriate associate dean;
6. File an application for graduation with the Graduation Advisor. (Late applications will result in the student's graduation being postponed until the following scheduled graduation, at the earliest);
7. Resolve all financial obligations to the College and return all borrowed materials, including library books (Failure to resolve such obligations will result in the student's records being placed on "hold," prohibiting graduation);
8. If a spring graduate, attend commencement exercises or obtain an excuse from the Associate Dean of Student and Instructional Services.

Under extraordinary circumstances, any deviation from these general requirements may be requested by the appropriate department chairperson and approved by the appropriate associate dean and the Dean of Instruction, Student and Community Services.

## SECOND DEGREE OR CERTIFICATE

In awarding students an additional degree or certificate, Alvin Community College grants credit for all previously completed courses which are requirements of the additional degree or certificate. The student must pay the regular fee for the second degree or certificate.

## DEFINITIONS OF ACADEMIC TERMS

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

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

**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;
- 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";
- Expulsion:** Dismissal from the College, normally without recourse for re-enrollment;
- Faculty:** The instructional staff of the College;
- Grade Point Average:** The ratio of grade points earned to credit hours attempted;
- Matriculation:** Enrollment in the College;
- Prerequisite:** An academic requirement which must be met before a certain course may be taken;
- Registration:** Process of enrolling for classes, constituting the selection of courses by days and hours and the payment of fees;
- Suspension:** A requirement that a student cease matriculation in the College for at least one semester;
- Term:** A subdivision of the academic year, i.e., Fall, Spring, and Summer Terms;
- Transcript:** A certified copy of the student's academic record.

## CORE CURRICULUMS

The Coordinating Board, Texas College and University System, has adopted a "Core Curriculum" for major fields of study. The object 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."

A policy statement concerning core curriculums 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 of this policy statement are as follows:

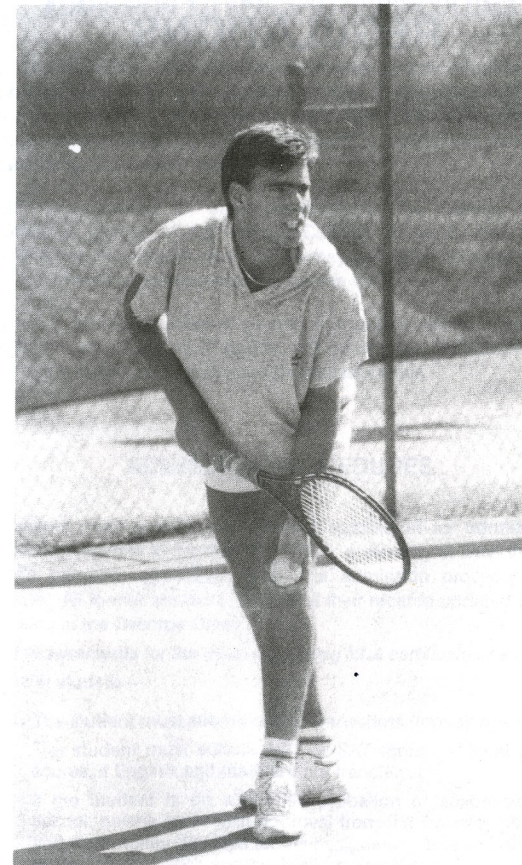
1. The mandatory provisions regarding transfer of college credits pertain only to credits earned at an accredited\* Texas public junior college; such credits will apply toward a degree in an academic field covered by the core curriculums at a Texas public senior college or university.
2. Each Texas public 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 curriculum of the student's declared major field. The senior college or university shall grant the student full value toward degree requirements as stated in the catalog of the senior institutions and as they apply to the student's declared major.
3. Inasmuch as the core curriculums necessarily depend upon the student's major, he/she shall be required to declare his/her major field no later than the end of his/her 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 curriculum for it to be valid and freely transferable, but any course shall also be transferable, provided that the course was completed prior to original registration in the senior institution.
5. Alvin Community College may 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.

## PHYSICAL EDUCATION REQUIREMENT

Alvin Community College supports the significance and importance of physical activity/education as a collegiate concept. Physiological and psychological health is intertwined with one's physical faculties; therefore, the College requires one year of physical activity as a partial satisfaction for curriculums.

Students with justifiable extenuating circumstances may petition the Physical Education Department Chairperson and be approved by the appropriate associate dean for a course waiver.



## STUDENT SERVICES, POLICIES, and REGULATIONS

### GENERAL ADMISSION REQUIREMENTS

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

1. Transfer in good standing from another college or university;
2. Graduation from an accredited high school;
3. Successful completion of the General Educational Development (GED) test;
4. Individual approval --
  - a. A person who is age 17 or above may apply to the Director of Student Services in the Counseling Center for approval;
  - b. A student who has completed his/her junior year of high school and who is age 17 or above may, upon recommendation of the high school principal and with approval from the Director of Student Services in the Counseling Center, be permitted to enroll in a maximum of two (2) courses at ACC while concurrently enrolled in a senior high school.

### 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 for admission to a curriculum are the student's educational and occupational experiences. The student may have to meet reasonable standards to insure that he/she 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 Catalog. Students who do not meet the requirements for a specific curriculum or course may be eligible to enter that curriculum or course after they have completed preparatory course work.

It is policy not to admit a student to a curriculum unless he/she meets all of the listed requirements for the curriculum. The student will be officially admitted into a curriculum upon approval of the responsible director or department chair.

### ADMISSION PROCEDURES

All new students must submit a completed application for admission, official test scores and official transcripts to the Records Office, preferably at least three months prior to the student's planned registration date. The admission procedure begins in the Counseling Center. All former students must have their records updated (address change, name change, etc.) in the Records Office.

1. Additional requirements for the student *working for a certificate or a degree*:
  - a. Transfer student --
    - (1) The student must submit official transcripts from all previous colleges;
    - (2) The student must submit ACT or SAT scores or local placement exam scores, if English and math are not transferred;
    - (3) If the student is on academic probation or suspension from another school, he/she must gain approval from the Dean of Instruction, Student and Community Services (or his designated representative) for admission to the College. Such approval will be conditional;

- b. High school or GED graduate – The student must submit ACT, SAT, or local placement exam scores; a high school graduate must order his/her transcript;
  - c. Student without high school equivalency –
    - (1) The student must gain individual approval from the Director of Student Services in the Counseling Center after providing sufficient evidence that he/she can benefit from college work;
    - (2) The student must submit ACT or SAT scores or local placement exam scores.
2. Additional requirements for the student *not working for a certificate or a degree* (The student must notify the Records Office that he/she is not working for a certificate or degree):
- a. Former or transfer student, high school or GED graduate – There are no additional requirements;
  - b. Student without high school equivalency –
    - (1) The student must gain individual approval from the Director of Student Services in the Counseling Center after providing sufficient evidence that he/she can benefit from college work;
    - (2) Current high school students who have completed their junior year must have an approval letter about concurrent enrollment from their high school principal.
3. Official records and/or transcripts, as listed in sections 1 and 2 above, must be on file prior to the end of the first semester of attendance for the student to be eligible for transcript service and reregistration.
4. Official records are test scores and transcripts sent directly from the issuing institution to the ACC Records Office. Scores and transcripts issued directly to the student are not acceptable as official records.

### FULL AND PROVISIONAL ACCEPTANCE

A new student will be fully accepted by the Records Office after all required documents are on file. A student will be provisionally accepted until all required documents are received. All documents should be submitted as soon as possible.

### ASSESSMENT

Assessment is a service to help students adjust to the academic environment and to set realistic goals. Assessment also aids students in realizing their potential. Counselors and advisors use assessment to help students identify their academic strengths and abilities, special aptitudes, study habits, values, vocational interests, and personality traits.

Assessment results are not used as a screening device for admission to the college.

New students who do not transfer college English or math should take the American College Test (ACT), the Scholastic Aptitude Test (SAT), the Texas Academic Skills Program (TASP) Test, or the local placement exam.

Certain programs require specific tests for admission. See individual program requirements in the CURRICULUM OFFERINGS section of this catalog for additional information.

### TEXAS ACADEMIC SKILLS PROGRAM

The Texas Academic Skills Program (TASP) is required by Texas law (Texas Education Code 51.306) to ensure that students enrolled in Texas public colleges possess the academic skills needed to perform effectively in college-level course work. TASP includes a testing component designed to identify and provide diagnostic information about the reading, mathematics, and writing skills of each student. The following information has been extracted from Subchapter P, which delineates policies relating to the Texas Academic Skills Program and its application to students in public institutions of higher education.

#### 5.312. Definitions

- (a) For purposes of this subchapter, "freshman" is defined as a matriculated student who has accumulated fewer than thirty college-level semester credit hours or the equivalent.
- (b) The "Certification Form" of the TASP examination is a version that shall be uniformly administered statewide on days prescribed by the board and shall be scored by National Evaluation Systems, Inc.
- (c) The "Campus Form" of the TASP examination is a version that may be administered and scored by qualified campus personnel on a schedule determined by the institution. The campus form may not be used to satisfy the requirements of 5.313(e) or (g).
- (d) A certificate program subject to the requirements of TASP is one which contains nine or more semester credit hours or the equivalent of basic core general education courses as defined by the Southern Association of Colleges and Schools.

#### 5.313. Eligibility

- (a) Any student with at least three college-level credit hours accumulated prior to the fall of 1989 shall not be required to take the examination. If the student is transferring to an institution affected by the TASP, any previous college-level hours must be acceptable to the receiving institution as counting toward a certificate or degree program not exempted under paragraph (f) below.
- (b) All students in the following categories who enter public institutions of higher education in the fall of 1989 or thereafter must be tested for reading, writing, and mathematics skills:
  - (1) all full-time and part-time freshmen enrolled in a college-level certificate program or degree program;
  - (2) any other student, including transfers from private or out-of-state institutions, prior to the accumulation of nine or more college-level semester credit hours or the equivalent in a Texas public institution of higher education.
- (c) High school students may take the examination prior to graduation only if they have previously passed all sections of the exit level TEAMS test, and have been admitted to, or are currently enrolled in, an institution of higher education.
- (d) Pre-collegiate or non-credit courses may not be counted toward the accumulation of the semester credit hours referred to in paragraph (b) above.
- (e) No student may graduate from a certificate program defined in paragraph 5.312 (d) above, an associate degree program, or a baccalaureate degree program without having passed all sections of the "Certification Form" of the examination, unless the student is exempted under paragraph 5.313 (a).
- (f) Students in certificate programs other than those defined in paragraph 5.312 (d) are exempted from the requirement of taking the examination unless and until they become eligible under the provisions of paragraph 5.313 (b).

- (g) To assist with placement decisions, Alvin Community College may administer to entering, first-time freshmen with no college credit hours the "Campus Form" of the TASP or any appropriate diagnostic instrument which it chooses. Such students must then take the "Certification Form" of the TASP prior to the end of the semester in which they accumulate fifteen or more college-level semester credit hours.
- (h) All students not included in paragraph (g) above, who enter a Texas public institution of higher education for the first time in fall 1989 or thereafter, other than those exempted by this subchapter, must take the "Certification Form" of the examination prior to the end of the semester in which they accumulate nine or more college-level semester credit hours.
- (i) If any student tested under either paragraph (g) or (h) above fails to take the "Certification Form" of the TASP during the designated semester, the student may not be permitted to re-enroll or to enroll in any other Texas public higher education institution in any courses other than non-credit remedial, developmental, or pre-collegiate courses until he or she has taken the examination.

For further information on TASP and to obtain a copy of the TASP Registration Bulletin, students should contact the Counseling Center in person or by phone at 331-6111, extension 342.

**TASP is a skills assessment program and will not prevent students from entering Alvin Community College.**

## DEVELOPMENTAL STUDIES

Those students who are interested in strengthening basic academic skills and in coming to terms with the practical aspects of living have the opportunity to do coursework in the Developmental Studies. Classes in basic math, reading, and English are available. It is possible for students who need full-time status to enroll in 12-15 hours or to take only those classes that fulfill a special interest or need. For more information see the Counseling Center in Building A, first floor.

The following are Developmental Studies courses:

English 109	Math 109	Reading 109	Reading 101
English 110	Math 110	Reading 110	Reading 102
Psychology 109			

## INTERNATIONAL STUDENTS

Students from other countries attending Alvin Community College are called international students. An international student is a citizen of a country other than the United States who has a (F-1 or M-1) visa for educational purposes and who intends to return to his/her home upon completion of his/her educational program.

International students must carry a minimum of twelve (12) semester hours to meet Department of U.S. Naturalization and Immigration Service's requirements. It is essential that international students have sufficient funds to cover their expenses while in this country and make arrangements for mandatory personal health insurance. The international student tuition is \$40.00 per semester hour with a minimum tuition and fees of \$562.00 for the regular term and \$285.00 for the summer session (subject to change without notice).

International students interested in applying for admission to ACC should send an international money order of \$25.00 (non-refundable) to the Advisor to International Students. The student will then be sent an application packet which includes an ACC Catalog, an international student brochure, a fee schedule, a class schedule, an ACC application, and TOEFL information.

Before any action can be taken on their applications, international students who wish to become degree-seeking students at Alvin Community College must complete and file the following with the Advisor to International Students fifteen days prior to the beginning of the semester or summer session in which they intend to begin their studies:

1. A completed application form;
2. A health form (physician's examination);
3. Official transcripts for at least the last four years of secondary school study and any university-level or other post-secondary school work that has been completed or attempted. These records must list all subjects taken, grades earned or examination results in each subject, and all diplomas and certificates awarded. If these documents are not in English, they must be accompanied by authorized English transcriptions;
4. Adequate proof of competency in English as outlined in the international student application brochure or a score of at least 500 on the Test of English As A Foreign Language (TOEFL), administered by Educational Testing Service, Princeton, New Jersey.
5. An Affidavit of Support;
6. An educational background letter from the foreign student advisor of the previous school attended (this applies to students already enrolled in a school in the United States);
7. A deposit of \$500 in the Alvin Community College Business Office.

Once an international student has been accepted for enrollment, he/she must agree to attend foreign student orientation each semester or summer session that he/she attends Alvin Community College.

## RESIDENCE STATUS

The Admissions/Records Office will determine the legal residence of each applicant to Alvin Community College.

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

1. **In-District** -- A student who is a resident of the Alvin Community College District on the day of registration and who has been a Texas resident for at least one year;
2. **Out-of-District** -- A student who is not a resident of the Alvin Community College District but who has been a Texas resident for at least one year;
3. **Out-of-State or Out-of-Country** -- A student who lives away from his/her family and whose family resides in another state or another country, or a student who has not resided in Texas for the twelve months immediately prior to the day of registration;
4. **Alien** -- A student who is living in this country under a visa permitting permanent residence, or who has filed a declaration of intention to become a citizen with the proper federal immigration authorities.

An alien student has the same privilege of qualifying for residence status as a citizen of the United States.

A student's residency status can be affected by death or divorce of the student's parents, custody of a minor by court order, marriage of the student, active military duty of the student or the student's parents, full-time employment of the student's spouse or parents in a state-supported college or university in Texas, or temporary assignments of



the student's parents out of Texas that do not affect actual legal residence. Further details about residency can be obtained from the Records Office.

### RESIDENCY CLASSIFICATION

Students must register under the proper residency classification in accordance with the "Rules and Regulations: Residence Status" published by the Coordinating Board, Texas College and University System. Copies are available in the Records Office.

Residency classification determines fees and tuition rates. Initial residency classification is based on the information provided on the Application for Admission and Residency Certification. One or more of the following documents proving that the student has been living in the State of Texas for 12 months immediately prior to the date of registration is **REQUIRED**:

- \*Texas high school transcript (showing attendance within last two years)
- \*Texas college or university transcript (showing attendance within the last two years)
- \*Permanent driver's license (at least one year old)
- \*Texas voter registration (at least one year old)
- \*Employer statement of date of employment
- \*Lease agreement which includes student's name
- \*Canceled checks
- \*Utility bill (showing both student's name and address)
- \*Other third party documentation.

*Students are informed of their initial classification at the time that admission processing is completed.*

### CHANGES TO RESIDENCY STATUS

Students who believe their residency status has changed must file a Residency Reclassification Petition with the Records Office prior to the first day of registration for a given semester. Each semester, residency change petitions must be resolved and residency status established prior to the 12th or 4th class day as published in the academic calendar. Refunds due to residency reclassification will be mailed upon completion of processing.

A resident student who becomes a non-resident because of a change in legal residence is required to notify the Records Office.

### FINANCIAL INFORMATION

Students must pay all tuition and fees in full at the time of registration or by the deadline in the case of pre-registration (see class schedule for dates). A student may not attend class until all payments have been made. A student who has received a scholarship is 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 early in order to satisfy deadlines described in the Financial Aid section of this *Catalog*.

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



**ALVIN COMMUNITY COLLEGE  
TUITION AND FEES SCHEDULE  
Fall and Spring Semesters**

This schedule represents fees for the Fall and Spring Semesters based on residency status and number of hours taken. Alvin Community College reserves the right to change without notice the schedule of tuition and fees.

NOTE: Registration does not become official until tuition and fees are paid.

CRED HRS	TUITION		OUT-OF- DIST FEE*	SPECIAL FEES		REGISTR FEE	TOTAL CHARGES**		
	RI	RO		STUDENT SERVICE	RI		RO	NR	
1	\$ 50.00	\$ 50.00	\$ 5.00	\$12.00	\$72.00	\$10.00	\$72.00	\$77.00	\$227.00
2	50.00	50.00	5.00	12.00	72.00	10.00	72.00	82.00	232.00
3	50.00	50.00	15.00	12.00	72.00	10.00	72.00	87.00	237.00
4	50.00	50.00	20.00	12.00	72.00	10.00	72.00	92.00	242.00
5	50.00	50.00	25.00	12.00	72.00	10.00	72.00	97.00	247.00
6	60.00	60.00	30.00	12.00	82.00	10.00	82.00	112.00	292.00
7	70.00	70.00	35.00	12.00	92.00	10.00	92.00	127.00	337.00
8	80.00	80.00	40.00	12.00	102.00	10.00	102.00	142.00	382.00
9	90.00	90.00	45.00	12.00	112.00	10.00	112.00	157.00	427.00
10	100.00	100.00	50.00	12.00	122.00	10.00	122.00	172.00	472.00
11	110.00	110.00	55.00	12.00	132.00	10.00	132.00	187.00	517.00
12	120.00	120.00	60.00	12.00	142.00	10.00	142.00	202.00	562.00
13	130.00	130.00	65.00	12.00	152.00	10.00	152.00	217.00	607.00
14	140.00	140.00	70.00	12.00	162.00	10.00	162.00	232.00	652.00
15	150.00	150.00	75.00	12.00	172.00	10.00	172.00	247.00	697.00
16	160.00	160.00	80.00	12.00	182.00	10.00	182.00	262.00	742.00
17	170.00	170.00	85.00	12.00	192.00	10.00	192.00	277.00	787.00
18	180.00	180.00	90.00	12.00	202.00	10.00	202.00	292.00	832.00
19	190.00	190.00	95.00	12.00	212.00	10.00	212.00	307.00	877.00
20	200.00	200.00	100.00	12.00	222.00	10.00	222.00	322.00	922.00

\*Out-of-District Fee -- \$5.00 per credit hour, not to exceed \$75.00.

Applies to RO & NR

\*\* Does not include lab, P.E., or parking fees; insurance; or books.

RI - Resident, In-District  
RO - Resident, Out-of-District  
NR - Non-Resident (Out-of-State and International Students)

**ALVIN COMMUNITY COLLEGE  
TUITION AND FEES SCHEDULE  
Summer Semesters**

This schedule represents fees for the Summer Semesters based on residency status and number of hours taken. Alvin Community College reserves the right to change without notice the schedule of tuition and fees.

NOTE: Registration does not become official until tuition and fees are paid.

CRED HRS	TUITION		OUT-OF- DIST FEE*	SPECIAL FEES		REGISTR FEE	TOTAL CHARGES**		
	RI	RO		STUDENT SERVICE	RI		RO	NR	
1	\$ 50.00	\$ 50.00	\$ 5.00	\$5.00	\$65.00	\$10.00	\$ 65.00	\$ 70.00	\$220.00
2	50.00	50.00	10.00	5.00	65.00	10.00	65.00	75.00	225.00
3	50.00	50.00	15.00	5.00	65.00	10.00	65.00	80.00	230.00
4	50.00	50.00	20.00	5.00	65.00	10.00	65.00	85.00	235.00
5	50.00	50.00	25.00	5.00	65.00	10.00	65.00	90.00	240.00
6	60.00	60.00	30.00	5.00	75.00	10.00	75.00	105.00	285.00
7	70.00	70.00	35.00	5.00	85.00	10.00	85.00	120.00	330.00
8	80.00	80.00	40.00	5.00	95.00	10.00	95.00	135.00	375.00
9	90.00	90.00	45.00	5.00	105.00	10.00	105.00	150.00	420.00
10	100.00	100.00	50.00	5.00	115.00	10.00	115.00	165.00	465.00
11	110.00	110.00	55.00	5.00	125.00	10.00	125.00	180.00	510.00
12	120.00	120.00	60.00	5.00	135.00	10.00	135.00	195.00	555.00
13	130.00	130.00	65.00	5.00	145.00	10.00	145.00	210.00	600.00
14	140.00	140.00	70.00	5.00	155.00	10.00	155.00	225.00	645.00
15	150.00	150.00	75.00	5.00	165.00	10.00	165.00	240.00	690.00
16	160.00	160.00	80.00	5.00	175.00	10.00	175.00	255.00	735.00
17	170.00	170.00	85.00	5.00	185.00	10.00	185.00	270.00	780.00
18	180.00	180.00	90.00	5.00	195.00	10.00	195.00	285.00	825.00
19	190.00	190.00	95.00	5.00	205.00	10.00	205.00	300.00	870.00
20	200.00	200.00	100.00	5.00	215.00	10.00	215.00	315.00	915.00

\*Out-of-District Fee -- \$5.00 per credit hour, not to exceed \$75.00.

Applies to RO & NR

\*\* Does not include lab, P.E., or parking fees; insurance; or books.

RI - Resident, In-District  
RO - Resident, Out-of-District  
NR - Non-Resident (Out-of-State and International Students)

**SPECIAL FEES**

Student Service Fee	
Fall or Spring semester .....	\$12.00
Summer term .....	\$ 5.00
Registration Fee	
All Semesters, non-refundable .....	\$10.00
Applied Music Fees	
Private Lessons -- per semester hour .....	\$25.00
Class Change Fee	
(For approved class changes made for the convenience of the student)	
Per each add or drop .....	\$ 3.00
Maximum: .....	\$15.00
Credit by Examination	
Per semester hour .....	\$ 8.00
Graduation Fees*	
May graduates .....	\$25.00
August/December graduates .....	\$10.00
Insurance Fee (Drama) .....	\$ 2.00
Local Placement Exam Fee .....	\$ 5.00
Lab Fees	
Art, Biology, Chemistry, Child Care, Communications, Computer Science, Court Reporting, Drafting, Electronics, Foreign Language, Geology, Music, Physics, Respiratory Therapy, and Secretarial Science .....	\$ 8.00
Air Conditioning & Refrigeration, Automotive Technology, and Welding (Includes Insurance Fee) .....	\$17.00
Court Reporting 224 (Reporting Technology) .....	\$12.00
Drafting and Nursing .....	\$10.00
Law Enforcement 295 (Defensive Measures) .....	\$20.00
Parking Fee	
Student Permit (annually) .....	\$10.00
Prorated by semester	
Physical Education Fees (per semester)	
Towel & Locker Use Fee .....	\$ 6.00
Bowling Fee .....	\$25.00
Golf Fee .....	\$40.00
Scuba Diving Fee .....	\$75.00
Water Safety Instruction Fee .....	\$15.00
Returned Check Fee .....	\$10.00
Short-Term Loan Processing Fee	
Minimum .....	\$ 1.00
Maximum .....	\$ 5.00
NCLEX-RN Licensure Fee (ADN) .....	\$70.00

Malpractice Insurance Fee (Annual) .....	\$13.50
Transcript Fee .....	\$ 1.00

\*Note: Graduation fees must be paid to the Business Office. Upon presentation of a Business Office receipt, College Store personnel will assist with orders and measurements for caps and gowns.

**REFUND POLICY**

Student tuition and fees provide only a portion of the payment to cover educational expenses. When a student enrolls in a class, a place is reserved in that class which cannot be made available to another student until the student officially drops the class. The enrollment of a student, whether it is continued or not, represents a sizable cost to the College. Therefore, refunds are made under the following conditions:

**Fall & Spring Semesters**

**Total Withdrawal**

1. Prior to the First Class Day, 100% less \$10.00 service fee
2. During the First Five Class Days, 80%
3. During the Second Five Class Days, 70%
4. During the Third Five Class Days, 50%
5. During the Fourth Five Class Days, 25%
6. After the Fourth Five Class Days, None
7. A student must officially withdraw from all classes in the Admissions/Records Office to receive a refund.
8. If a student's tuition and fees are paid through Financial Aid, the student is not eligible for a refund.

**Schedule Changes**

1. Schedule changes are normally assessed \$3.00 per line on the Add/Drop form with a \$15.00 maximum. This fee will be waived if the change is due to administrative or instructor request.
2. A student who reduces his/her semester credit hour load by officially dropping a course or courses and who remains enrolled at the institution during the **First Twelve Class Days** will receive a 100% refund less \$3.00 per line charge.
3. After the Twelfth Class Day, **No Refund** will be given.
4. If the net result of the schedule change is the addition of tuition and/or fees, the student pays the net difference at the Business Office.
5. If there is no change in credit hours and/or lab fees, the only charge assessed is the \$3.00 per line fee.

Changes become official only after the Add/Drop process is completed in the Business Office.

Refunds are processed after payee's check clears his/her bank. **(Allow approximately six weeks.)** If payment is made in **cash**, refunds are processed **after the fourth week of classes**.

**Summer Sessions**

**Total Withdrawal**

1. A student must **OFFICIALLY WITHDRAW** from classes in the Admissions/Records Office in order to receive a refund.

2. If a student withdraws prior to the first day of classes, a 100% refund, less a \$10.00 service charge, will be given.
3. If a student completely withdraws during the first, second, or third class day, the refund is 80%.
4. If a student completely withdraws during the fourth, fifth, or sixth class day, the refund is 50%.
5. After the 6th class day, no refunds will be given.
6. If a student's tuition and fees are met through financial aid, the student is not eligible for a refund.

#### Schedule Changes

1. Schedule changes are normally assessed a \$3.00 charge per line on the Add/Drop form with a \$15.00 maximum. This fee will be waived if the change is due to administrative or instructor request.
2. A student who reduces his/her semester credit hour load by officially dropping a course or courses and who remains enrolled at the institution during the first four class days will receive a 100% refund, minus the \$3.00 per line charge, with a \$15.00 maximum each transaction.
3. If the net result of the schedule change is the addition of tuition and/or fees, the student pays the net difference at the Business Office.
4. If there is no change in credit hours and/or lab fees, the only charge assessed is the \$3.00 per line fee.

Changes become official only after the Add/Drop process is completed in the Business Office.

Refunds are processed after the payee's check clears his/her bank. (Allow approximately six weeks.) If payment is made in cash, refunds are processed after the fourth week of classes.

## 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 assists students in making decisions regarding their vocational, educational, and personal plans. As a part of this assistance, students have access to tests, inventories, and occupational and educational information. The Center provides individual attention and supplements the instructional programs of the College.

The Career Library, located in the Counseling Center, contains various materials and resources concerning job, career, and college information for students interested in transfer and/or jobs. Also included in the Career Library is a microfiche file of catalogs from approximately 99 percent of all U.S. colleges and universities. This file is updated yearly, and it provides a full catalog of each college or university on microfiche. A microfiche reader-printer is available for use by students, staff, and faculty.

The Counseling Center provides assistance to students who have a physical handicap or disability through services to meet special needs.

Because the College strongly believes that a person's abuse of alcohol and drugs affects his ability to meet educational goals, the Counseling Center offers a college-wide program of drug education/prevention and assistance to students.

The Peer Assistant Program offered by the Counseling Center is a training program that involves students helping students. Students majoring in counseling-related

professions--psychology, social work, teaching, the ministry, business management, and health care professions--receive an intensive exposure to counseling techniques. To participate, contact the Counseling Center.

## LIBRARY

The Library is located adjacent to the Learning Laboratory on the second floor of Building A (Learning Resources Center). It houses 31,000 books and bound periodicals, 200 current periodical subscriptions, and 30,000 microforms. All materials are available for use by students, staff, faculty, administrators, and residents of the community. Seven librarians and several student assistants are available to provide service for 65.5 hours each week.

## LEARNING LAB

Located on the second floor of the Learning Resources Center, the Learning Lab is an open-concept learning center that serves any ACC student. Its purpose is to provide help for students in a non-traditional, non-pressured environment. The primary services of the Lab are

- developmental classes in the basic subjects to better prepare students for their chosen programs;
- individual tutoring assistance;
- microcomputers, tape players/recorders/copiers, films, and audio tapes for self tutoring in problem areas.

The Learning Lab is open Monday through Thursday from 8:00 a.m. to 5:00 p.m. and on Friday from 8:00 a.m. to 4:00 p.m. All services of the Lab are free.

## CHILD CARE LABORATORY

A campus day care center is available to the children of students, staff, and faculty. The Center, a laboratory school operated by the Child Care and Development Department, is open from 7:30 a.m. until 5:30 p.m., Monday through Friday. The Center is licensed for children from 18 months to 6 years of age. Registration information and fee schedules may be obtained by contacting the Laboratory School Office.

## DOLPHIN PREVIEW FOR NEW STUDENTS

In order to ease the transition into college, to acquaint new students with the programs and purposes of the College, and to promote success in college, an orientation program is scheduled by the Student Services Department prior to registration each fall and spring semester. ACC student services staff members, faculty, administrators, and current students are available to provide information on programs, courses, transfer, registration, services, physical layout of campus, and student activities and organizations. Students meet with a counselor or advisor to determine a course plan related to a major field. Students who are undecided about career or college goals have the opportunity to discuss

educational interests and plan appropriate course(s). New students may obtain a reservation for Dolphin Preview from the Counseling Center.

#### ORIE 101-College Adjustment

Orientation 101 is a one-credit-hour course designed to equip students with many of the basic skills necessary for a successful academic career. Time management, how to read a college textbook, taking exams, stress reduction, assertiveness training, career exploration, and decision making skills are a few examples of the topics covered in this course. Students desiring to enroll in Orientation 101 must include it on their course plan at the time of registration. More information concerning the course (ORIE 101) is available in the Description of Courses section of this catalog and from the Counseling Center.

### DISABLED STUDENT SERVICES

The College makes available special services and equipment to assist disabled students in meeting their educational objectives and in achieving campus accessibility while enrolled at the College. Information and assistance may be obtained from the Counseling Center through the Counselor for Disabled Students.

### VETERANS ADMINISTRATION BENEFITS

Alvin Community College has been approved for VA educational training. Prospective students who are veterans or *eligible* veterans' dependents should contact either the VA Regional Office or the campus Veterans Affairs Office for application forms and further information. Early application is advised. VA recipients are expected to comply with standards of satisfactory progress. Copies of Policies Governing Satisfactory Progress are available in the Records Office.

*Certification to the VA is not an automatic process. The veteran needs to request it each semester that he wishes to be paid.*

### TEXAS REHABILITATION COMMISSION

Vocational rehabilitational services are available for disabled students who have a disability which constitutes a substantial barrier to employment. *The Texas Rehabilitation Commission (TRC)* provides tuition assistance, diagnostic testing, and counseling for eligible individuals who have a physical or mental disability. *The Texas Commission for the Blind (TCB)* provides this assistance for the visually-impaired and the blind. A representative of one of these Commissions must approve the student's vocational objective. Prospective students should apply for this assistance at the nearest office of either the TRC or the TCB, preferably at least 6 weeks prior to the registration period of the semester of desired enrollment. Contact the Counseling Center for more information, or contact the office of the TRC or TCB nearest your place of residence for eligibility requirements and information.

### 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. All applications should be made through the Office of Student Financial Aid and Placement. Further information concerning financial aid programs is available through this office.

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 an approved need analysis and submit the results to the Office of Student Financial Aid. *It is important for a student to apply in person.* A student must submit a new application each year so that his/her financial need may be reevaluated. Since the amount of financial assistance usually reflects the financial standing of the student's family, all information this office receives is handled confidentially.

The application forms and need analysis used at Alvin Community College can be obtained at the Office of Student Financial Aid. **Students must make satisfactory academic progress, as determined by the Office of Student Financial Aid, in order to remain eligible for financial assistance.**

Student financial aid is awarded in the order of need to students on a first-come-first-served basis as long as funds are available. The individual student's priority date is established each year as the date the Office of Student Financial Aid at ACC receives that student's first acceptable Student Aid Report (SAR). The SAR is the result of the need analysis filed earlier. An acceptable SAR is one with a number following the letters SA. Students should apply as soon after the first of the year as family income tax information is available.

### FINANCIAL AID PROGRAMS AVAILABLE

#### Pell Grants (BEOG)

This grant, formerly titled Basic Educational Opportunity Grant, makes funds available to eligible students who are undergraduates and who are enrolled on at least a half-time basis. Need is determined by the use of a need analysis, which includes a confidential income statement of the student's family. A student who meets grant requirements will be provided with an eligibility statement which he/she must submit to the Financial Aid Office. All students who desire to participate in this program must submit an application.

#### College Work-Study Program

This program provides on-campus employment for students who qualify on the basis of financial need. To be eligible for employment under this program, the student must be enrolled (or accepted) as at least a half-time student and must be in need of the job earnings to pay his/her college expenses.

#### Short-Term Loans

Alvin Community College has limited funds to provide immediate assistance for tuition and fees. These funds are made available through gifts contributed by individuals and organizations interested in Alvin Community College and in the welfare of its students. The

funds are used for emergency loans which must be repaid during the term of enrollment so that the money may be continually circulated. Loan recipients will be charged a processing fee with a minimum of \$1.00 and a maximum of \$5.00.

#### **Guaranteed Student Loan Program**

This loan program permits students to obtain low-interest loans from private lending agencies. The process is begun by applying for a Pell Grant. Eligibility requirements include, but are not limited to, need. If a student is otherwise eligible, the Student Financial Aid Officer can certify his/her loan application. These loans are normally made through banks, credit unions, or savings and loan associations who participate in the program.

#### **Hinson-Hazlewood College Student Loan Program**

These loans are available to students who are Texas residents, who qualify on the basis of financial need, and who have met all other financial aid requirements.

#### **State Student Incentive Grant**

All eligible students may be considered for this grant program, which is based on financial need.

#### **Supplemental Educational Opportunity Grants**

Supplemental Educational Opportunity Grants are awarded to students with financial need. The minimum grant is \$200 per academic year. Any student filing for other student financial aid will be considered for one of these grants.

#### **Texas Public Education Grants**

State legislation has made grant funds available to needy students. Although these funds are limited, students applying for other financial aid will automatically be considered for this program.

#### **Hazlewood Act**

Honorably discharged Veterans, who were Texas residents at the time of induction into military service, who have no further entitlement to Veterans Educational Benefits or other federal educational benefits, as determined by Financial Aid eligibility, and who have resided in Texas for the 12 months preceding registration may be eligible for exemption of tuition and some fees.

Application for Hazlewood Act exemption is made through the Records Office, Veterans Coordinator. Veteran students must provide an original or a certified copy of DD Form 214 and proof of Texas residence. Additionally, Hazlewood Act applicants must begin Financial Aid processing 6 weeks prior to registration to establish eligibility for exemption.

Eligible Hazlewood Act students must secure from the Records and Financial Aid Offices, a Tuition Exemption Approval by the census date of each semester, to qualify for exemption. Census dates, published in the Catalog calendar and Class Schedule, are the 12th class day, (Fall & Spring), and 4th class day, (Summer Sessions).

#### **Job Training Partnership Act (JTPA)**

Eligible students can receive tuition, fees, books, career counseling, and part-time employment. To be eligible for the JTPA program, students must (1) be enrolled in a certificate program in a vocational subject and (2) meet certain standards of financial need. For information, contact the Counseling Center.

### **SCHOLARSHIPS**

#### **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 Music Department Chairperson.

#### **Institutional Departmental Academic Scholarships**

Departmental academic scholarships are being provided to qualified students in the following disciplines: Art, Business, Child Care and Development, Communications, Court Reporting, Drafting, Electronics, English, Fashion Merchandising, Foreign Languages, Law Enforcement, Math, Medical Laboratory Technology, Mid-Management, Music, Nursing - ADN, Nursing - LVN, Respiratory Therapy, Social Science, and Science. These scholarships are competitive in nature. Students interested in these scholarships should contact the chairperson of the respective department.

#### **Other Scholarships**

The following scholarships are coordinated by Alvin Community College and are awarded each year: ACC Association of Education Office Personnel Scholarship, ACC Fashion Group Scholarship, Alvin-Manvel Area Chamber of Commerce Industrial Development Scholarship, Hollis McGinness Memorial Scholarship (Alvin Noon Lions Club), James Williams Scholarship (Drama), Paul Lawson Scholarship (Drama), Rotary Club Scholarship (Alvin Rotary), and Scott Memorial Scholarship (Law Enforcement).

Other scholarships from outside sources are available to ACC students. For further information concerning all scholarships, inquire at the Student Financial Aid Office in Building A or call 331-6111, ext. 206.

### **JOB 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 during school, during vacations, and after graduation. The Placement Center provides occupational information on job requirements and opportunities. The College maintains contact with business, industry, the professions, and the government for the latest information about jobs.

Students seeking part-time work are encouraged to keep in mind their future career plans because relevant job experience can help in finding permanent and satisfying positions after graduation.

### **ATHLETICS**

The College schedules intercollegiate competition in basketball, baseball, volleyball, tennis, and golf. Non-varsity students are given the opportunity to participate in the physical education program and in an extensive schedule of intramural sports.

### **PHYSICAL FITNESS CENTER**

The ACC Fitness Center is open to students, faculty, staff, and the residents of the College district who purchase a membership. Operating hours are:

<b>Fall/Spring</b>	<b>Summer</b>
6:30 a.m. to 10:00 p.m. (Weekdays)	6:30 a.m. to 10:00 p.m. (Monday-Thursday)
10:00 a.m. to 4:00 p.m. (Saturdays)	Closed Friday-Sunday
1:00 p.m. to 6:00 p.m. (Sunday)	

For membership information call 331-8846.

### CAFETERIA

The cafeteria, located in the Student Center, sells hot and cold food and beverages.

### PARKING

Automobiles must be registered before they may be parked on campus. The Security Office distributes parking permits and traffic regulations during and after registration. Lots marked with yellow stripes are reserved for student parking, and lots marked with white stripes are reserved for ACC personnel.

### 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. Student activities, which are open to all students, include movies, speakers, dances, intramurals, workshops, concerts, programs, and various club activities. The Student Activities Coordinator maintains the activities calendar. Campus events are listed in the weekly calendar of events, *This Week at ACC (TWACC)*, and in the bi-weekly newsletter, *INTOUCH*.

### STUDENT HANDBOOK

A student handbook is available to provide additional information of interest to students. The handbook, which describes student activities, organizations, student services, and college regulations pertinent to students, is available in the Student Activities Office.

### COLLEGE STORE

The College Store is operated for the convenience of students and faculty. It is located in the Student Center. Book-buy-back will be conducted by the College Store on the following dates:

Fall Semester -- December 11-18, 1989

Spring Semester -- May 7-11, 1990

Summer Session I and II -- August 20-22, 1990

Book-buy-back is conducted the week of final examinations; students may sell their books back for one-half the original purchase price.

## CURRICULUM OFFERINGS

**ACADEMIC PROGRAMS**

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

**ASSOCIATE IN ARTS DEGREE**

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

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

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

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

**Program Requirements:** These curriculums include the general education courses and introductory specialty courses that are usually required in the first two years of equivalent baccalaureate programs. When planning a program and selecting electives, the student should become acquainted with the requirements of the major department in the college or university to which he/she expects to transfer.

**GENERAL LIBERAL ARTS**

**Associate In Arts Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
**HIST 141	The U.S. to 1877	3	0	0
MATH 160	Foundations of Mathematics			
or				
MATH 121	College Algebra	3	0	3
SPCH 110	Fundamentals of Speech			
or				
	Elective	3	0	3
*	Foreign Language or Elective	3	0-2	3-4
PHED	Physical Education	0	3	1
		<u>15</u>	<u>0-5</u>	<u>16-17</u>

**Second Semester**

ENGL 122	Composition and Rhetoric II	3	0	3
**HIST 142	The U.S. since 1877	3	0	3
MATH 170	Modern Topics in Mathematics			
or				
MATH 132	Plane Trigonometry	3	0	3
	Elective	3	0	3
*	Foreign Language or Elective	3	0-2	3-4
PHED	Physical Education	0	3	1
		<u>15</u>	<u>0-5</u>	<u>16-17</u>

**Third Semester**

ENGL 211	Survey of Literature I	3	0	3
or				
ENGL 221	Physics 111, or Chem 111, or Biol 111, or Geol 111	3	2-3	4
GOVT 211	American National and State Governments I	3	0	3
	Electives	<u>6</u>	<u>0</u>	<u>6</u>
		<u>15</u>	<u>2-3</u>	<u>16</u>

**Fourth Semester**

ENGL 212	Survey of Literature II	3	0	3
or				
ENGL 222	Physics 112, or Chem 112, or Biol 112, or Geol 112	3	2-3	4
GOVT 212	American National and State Governments II	3	0	3
	Electives	<u>6</u>	<u>0</u>	<u>6</u>
		<u>15</u>	<u>2-3</u>	<u>16</u>

\* Recommended elective, depending on the transfer requirements of the college the student will be attending.  
 \*\*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required for  
 a General Liberal Arts Degree ..... 64-66



ACADEMIC PROGRAMS  
ART

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
ARTS 111	Design I	0	6	3
ARTS 121	Drawing I	0	6	3
ARTS 140	Art History I	3	0	3
PHED	Physical Education	0	3	1
		9	15	16
<b>Second Semester</b>				
ENGL 122	Composition and Rhetoric II	3	0	3
*HIST 142	The U.S. Since 1877	3	0	3
ARTS 112	Design II	0	6	3
ARTS 122	Drawing II	0	6	3
ARTS 141	Art History II	3	0	3
PHED	Physical Education	0	3	1
		6	15	16
<b>Third Semester</b>				
ENGL 211 or	Survey of Literature I			
ENGL 221	Survey of English Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
ARTS 231	Painting I	0	6	3
ARTS	Elective	0	6	3
**	Elective (Non-Art)	3	0	3
		9	12	15
<b>Fourth Semester</b>				
ENGL 212 or	Survey of Literature II			
ENGL 222	Survey of English Literature I	3	0	3
GOVT 212	American National and State Governments II	3	0	3
ARTS 201	Sculpture I	0	6	3
ARTS	Elective	0	6	3
***	Elective (Natural Science/Math)	3-4	0	3-4
SPCH 105 or	Interpersonal Communication			
SPCH 110	Fundamentals of Speech	3	0	3
		12-13	12	18-19

\* One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.  
 \*\*DRAMA 130, MUSC 120, HUMN 201 or 202 are suggested.  
 \*\*\* Natural Science/Math Elective

Total Minimum Credits Required for  
 Arts Degree..... 65 or 66

DRAMA

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
*HIST 141	The U.S. to 1877	0	0	3
DRAM 111	Rehearsal and Performance	0	6	2
DRAM 145	Movement & Dance for the Performing Arts	1	3	3
DRAM 130	Introduction to Theatre Arts	3	2	3
SPCH 110 or	Fundamentals of Speech			
	Elective	3	0	3
		13	11	17
<b>Second Semester</b>				
ENGL 122	Composition and Rhetoric II	3	0	3
*HIST 142	The U.S. Since 1877	3	0	3
DRAM 112	Rehearsal and Performance	0	6	2
DRAM 140	Introduction to Acting	2	4	3
DRAM 150	Stage Makeup	2	4	3
MATH 121	College Algebra	3	0	3
		13	14	17
<b>Third Semester</b>				
ENGL 211 or	Survey of Literature I			
ENGL 221	Survey of English Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
DRAM 211	Rehearsal and Performance	0	6	1
DRAM 230	Introduction to Technical Theatre	2	4	3
DRAM 240	Advanced Acting	2	4	3
DRAM 260	Modern Theatre Literature	3	0	3
		13	14	16

**Fourth Semester**

ENGL 212	Survey of Literature II			
or				
ENGL 222	Survey of English Literature II	3	0	3
GOVT 212	American National and State Governments II	3	0	3
DRAM 235	Intermediate Technical Theatre	3	3	3
DRAM 250	Theatre Speech	3	0	3
DRAM 212	Rehearsal and Performance Elective	0 3	6 0	1 3
		<u>15</u>	<u>9</u>	<u>16</u>

\*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required for  
Drama Degree..... 67

**MUSIC  
(INSTRUMENTAL CONCENTRATION)**

**Associate in Arts Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
MUSC 111	Survey of Music Literature	3	0	3
MUSC 141	Music Theory	3	0	3
MUSC 121	Ear Training and Sight-Singing	1	2	2
*MUSC 131	Class Piano	0	2	1
MUSC 131B	Brass Class	1	2	1
or				
MUSC 131W	Woodwind Class	1	2	1
MUSC 185	Concert Band	0	5	1
	Applied Music: Principal Instrument	1	4	2
PHED	Physical Education	0	3	1
MUSC 131P	Percussion Class	1	2	1
		<u>13</u>	<u>20</u>	<u>18</u>

**Second Semester**

ENGL 122	Composition and Rhetoric II	3	0	3
MUSC 112	Survey of Music Literature	3	0	3
MUSC 142	Music Theory	3	0	3
MUSC 122	Ear Training and Sight-Singing	1	2	2
*MUSC 132	Class Piano	0	2	1
MUSC 131B	Brass Class	1	2	1
or				
MUSC 131W	Woodwind Class	1	2	1
MUSC 186	Concert Band	0	5	1
	Applied Music: Principal Instrument	1	4	2
PHED	Physical Education	0	3	1
		<u>12</u>	<u>18</u>	<u>17</u>

**Third Semester**

**HIST 141	The U.S. to 1877	3	0	3
GOVT 211	American National and State Governments I	3	0	3
MUSC 243	Music Theory	3	0	3
MUSC 223	Ear Training and Sight-Singing	1	2	2
*MUSC 233	Class Piano	0	2	1
MUSC 287	Concert Band	0	5	1
	Applied Music: Principal Instrument	1	4	2
	Elective (Math or Science)	3	0	3
		<u>14</u>	<u>13</u>	<u>18</u>

**Fourth Semester**

**HIST 142	The U.S. Since 1877	3	0	3
GOVT 212	American National and State Governments II	3	0	3
MUSC 244	Music Theory	3	0	3
MUSC 224	Ear Training and Sight-Singing	1	2	2
*MUSC 234	Class Piano	0	2	1
MUSC 288	Concert Band	0	5	1
	Applied Music: Principle Instrument	1	4	2
SPCH 110	Fundamentals of Speech	3	0	3
		<u>14</u>	<u>13</u>	<u>18</u>

\*MUSC 115X, 115Y, 215X, 215Y may be substituted.

\*\*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required for  
a Music Degree ..... 71

**MUSIC  
(VOICE CONCENTRATION)**

**Associate in Arts Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
MUSC 111	Survey of Music Literature	3	0	3
MUSC 141	Music Theory	3	0	3
MUSC 121	Ear Training and Sight-Singing	1	2	2
*MUSC 131	Class Piano	0	2	1
MUSC 154	Musical Theatre	0	5	1
MUSC 151	Concert Choir	0	5	1
MUSC 125X	Applied Music: Voice	1	4	2
PHED	Physical Education	0	3	1
		<u>11</u>	<u>21</u>	<u>17</u>
<b>Second Semester</b>				
ENGL 122	Composition and Rhetoric II	3	0	3
MUSC 112	Survey of Music Literature	3	0	3
MUSC 142	Music Theory	3	0	3
MUSC 122	Ear Training and Sight-Singing	1	2	2
*MUSC 132	Class Piano	0	2	1
MUSC 152	Concert Choir	0	5	1
MUSC 125Y	Applied Music: Voice	1	4	2
DRAM 250	Theater Speech	3	0	3
		<u>14</u>	<u>13</u>	<u>18</u>
<b>Third Semester</b>				
**HIST 141	The U.S. to 1877	3	0	3
GOVT 211	American National and State Governments I	3	0	3
MUSC 243	Music Theory	3	0	3
MUSC 223	Ear Training and Sight-Singing	1	2	2
*MUSC 233	Class Piano	0	2	1
MUSC 154	Musical Theatre	0	5	1
MUSC 253	Concert Choir	0	5	1
MUSC 225X	Applied Music: Voice	1	4	2
PHED	Physical Education	0	3	1
MUSC 153	Opera Workshop	0	4	1
		<u>11</u>	<u>25</u>	<u>18</u>

**Fourth Semester**

**HIST 142	The U.S. Since 1877	3	0	3
GOVT 212	American National and State Governments II	3	0	3
MUSC 244	Music Theory	3	0	3
MUSC 224	Ear Training and Sight-Singing	1	2	2
*MUSC 234	Class Piano	0	2	1
MUSC 254	Concert Choir	0	5	1
MUSC 225Y	Applied Music: Voice	1	4	2
	Elective (Math or Science)	<u>3</u>	<u>0</u>	<u>3</u>
		<u>14</u>	<u>13</u>	<u>18</u>

\*Music 115X, 115Y, 215X, 215Y may be substituted.  
 \*\* One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required for  
 a Music Degree ..... 71

**MUSICAL THEATRE**

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

**Length:** Two-Year Program

**Admission Requirements:** Admission into this program is by audition only. To be considered for admission into the Musical Theatre Associate of Arts Degree program an applicant must:

1. Be a high school or G.E.D. graduate;
2. Fulfill admission requirements at ACC;
3. Audition for degree requirements approved by the Music Theatre Admissions Committee.

**Degree Requirements:**

1. Complete the 71 hours required in the degree program
2. Pass the proficiency exams in voice and piano
3. Pass proficiency exams in all areas of dance
4. Perform a major role in one musical theatre production
5. All courses can be repeated until proficiency is demonstrated in all areas of music theatre.
6. It is not required that a major finish this degree program within a two-year period.

## MUSICAL THEATRE

### Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
MUSC 125X	Applied Music: Voice	1	4	2
*MUSC 131	Class Piano	0	2	1
MUSC 154	Musical Theatre	0	5	1
DRAM 130	Introduction to Theatre Arts	3	0	3
MUSC 111	Survey of Music Literature	3	0	3
DRAM 250	Theatre Speech	3	0	3
PHED 125C	Fundamentals of Movement -- Ballet	0	3	1
**HIST 141	The United States to 1877	3	0	3
		<u>13</u>	<u>14</u>	<u>17</u>
<b>Second Semester</b>				
MUSC 125Y	Applied Music: Voice	1	4	2
*MUSC 132	Class Piano	0	2	1
MUSC 112	Survey of Music Literature	3	0	3
DRAM 112	Rehearsal and Performance	0	2	2
DRAM 140	Introduction to Acting	2	2	3
PHED 126E	Fundamentals of Movement -- Modern Dance	0	3	1
**HIST 142	The United States Since 1877	3	0	3
GOVT 211	American National and State Governments I	3	0	3
		<u>3</u>	<u>0</u>	<u>3</u>
		<u>12</u>	<u>13</u>	<u>18</u>
<b>Third Semester</b>				
MUSC 225X	Applied Music: Voice	1	4	2
MUSC 154	Musical Theatre	0	5	1
MUSC 141	Music Theory	3	0	3
MUSC 121	Ear Training and Sight-Singing	1	2	2
DRAM 150	Stage Make-up	2	2	3
PHED 225F	Fundamentals of Movement -- Jazz	0	3	1
ENGL 121	Composition and Rhetoric I	3	0	3
DRAM 212	Rehearsal and Performance	0	2	2
		<u>10</u>	<u>18</u>	<u>17</u>
<b>Fourth Semester</b>				
MUSC 225Y	Applied Music: Voice	1	4	2
MUSC 122	Ear Training and Sight-Singing	1	2	2
DRAM 240	Advanced Acting	2	2	3
PHED 226G	Fundamentals of Movement -- Tap	0	3	1
GOVT 212	American National and State Governments II	3	0	3
ENGL 122	Composition and Rhetoric II	3	0	3
	Elective (Math or Science)	3	0	3
		<u>13</u>	<u>11</u>	<u>17</u>

\*MUSC 115X, 115Y, 215X, 215Y may be substituted.

\*\*One semester Texas History (HIST 131 or 132) may be substituted.

Total Minimum Credits Required for  
a Music Theatre Degree..... 71

## PHYSICAL EDUCATION

### Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
MATH 121	College Algebra	3	0	3
PHED 110	Introduction to Physical Education	3	0	3
PHED 130A	Coaching Basketball			
or				
PHED 130B	Coaching Baseball	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>3</u>	<u>16</u>
<b>Second Semester</b>				
ENGL 122	Composition and Rhetoric II	3	0	3
*HIST 142	The U.S. Since 1877	3	0	3
PHED 120	Personal and Community Health	3	0	3
PSYC 120	General Psychology	3	0	3
PHED	Physical Activity	0	3	1
SOCI 111	Principles of Sociology	3	0	3
		<u>15</u>	<u>3</u>	<u>16</u>
<b>Third Semester</b>				
ENGL 211	Survey of Literature I	3	0	3
BIOL 121	Human Anatomy and Physiology	3	2	4
GOVT 211	American National and State Governments I	3	0	3
PHED 210	First Aid	3	0	3
PHED	Physical Activity	0	3	1
		<u>12</u>	<u>5</u>	<u>14</u>
<b>Fourth Semester</b>				
ENGL 212	Survey of Literature II	3	0	3
BIOL 122	Human Anatomy and Physiology	3	2	4
GOVT 212	American National and State Governments II	3	0	3
PHED 220B	Officiating-Basketball, Football	3	0	3
PHED	Physical Activity	0	3	1
SPCH 110	Fundamentals of Speech	3	0	3
		<u>15</u>	<u>5</u>	<u>17</u>

**COMMUNICATIONS  
(RADIO BROADCASTING)**

**Associate in Applied Arts Degree**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
COMM 111	Basic Recording Techniques	1	2	3
PHED	Physical Education	0	3	1
COMM 213	Radio/TV News Workshop	2	3	3
COMM 105	Introduction to Mass Communications	3	0	3
COMM 115	Writing for Mass Media	3	0	3
		<u>12</u>	<u>8</u>	<u>16</u>
<b>Second Semester</b>				
ENGL 122	Composition and Rhetoric II	3	0	3
COMM 112	Advanced Recording Techniques	1	2	3
or				
COMM 111A	Intermediate Recording Techniques	1	2	3
COMM 222	Public Relations	3	0	3
PHED	Physical Education	0	3	1
COMM 211	Radio Production	1	3	3
MATH 120	Mathematics of Finance	3	0	3
		<u>11</u>	<u>8</u>	<u>16</u>

\*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required for a Physical Education Degree ..... 63

**ASSOCIATE IN APPLIED ARTS DEGREE**

**Degree:** Associate in Applied Arts

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

**Purpose:** The program is designed to prepare the student for further study at a senior institution or for an entry level position in the field of communications.

**Program Requirements:** This curriculum includes the general education courses and introductory specialty courses that are usually required in the first two years of equivalent baccalaureate programs. When planning a program and selecting electives, the student should become acquainted with the requirements of the major department in the college or university to which he/she expects to transfer. Students planning to begin employment upon completion of their program should give special consideration to their specific area of interest in the field of communications when selecting electives.



**Third Semester**

ENGL 211	Survey of Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
COMM 212	Principles of Advertising	3	0	3
COMM 230	Practicum in Electronic Media-Radio		0	6
*HIST 141	The U.S. to 1877	<u>3</u>		<u>3</u>
		12	6	16

**Fourth Semester**

ENGL 212	Survey of Literature II	3	0	3
GOVT 212	American National and State Governments II	3	0	3
BIOL 110	Environmental Conservation	3	0	3
*HIST 142	The U.S. Since 1877	3	0	3
COMM 224	Radio and TV Announcing	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15

\*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required  
for Communications Degree .....63

**COMMUNICATIONS  
(SOUND REINFORCEMENT & RECORDING)**

**Associate in Applied Arts Degree**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
COMM 111	Basic Recording Techniques	1	2	3
PHED	Physical Education	0	3	1
COMM 105	Introduction to Mass Communications	3	0	3
MUSC 110	Introduction to Music	3	0	3
or				
MUSC 111	Survey of Music Literature	<u>3</u>	<u>1</u>	<u>3</u>
		13	5-6	16

**Second Semester**

ENGL 122	Composition and Rhetoric II	3	0	3
COMM 111A	Intermediate Recording Techniques	1	2	3
MUSC 112	Survey of Music Literature	3	1	3
or				
MUSC 120	Music Appreciation	3	0	3
PHED	Physical Education	0	3	1
ELEC 110	Introduction to Electronic Technology	3	0	3
ELEC 115	Introduction to Electronic Technology Lab	0	3	1
COMM 211	Radio Production	<u>1</u>	<u>3</u>	<u>3</u>
		11	11-12	17

**Third Semester**

ENGL 211	Survey of Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
*HIST 142	The U.S. Since 1877	3	0	3
COMM 235	Practicum in Electronic Media-Recording	0	6	4
COMM 112	Advanced Recording Techniques	<u>1</u>	<u>2</u>	<u>3</u>
		10	8	16

**Fourth Semester**

ENGL 212	Survey of Literature II	3	0	3
GOVT 212	American National and State Governments II	3	0	3
COMM 236	Practicum in Electronic Media-Recording	0	6	4
MATH 120	Mathematics of Finance	3	0	3
BIOL 110	Environmental Conservation	<u>3</u>	<u>0</u>	<u>3</u>
		12	6	16

\*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required  
for Communications Degree .....65

**COMMUNICATIONS  
(TELEVISION)**

**Associate in Applied Arts Degree**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
COMM 224	Radio and TV Announcing	3	0	3
PHED	Physical Education	0	3	1
COMM 113	TV Production I	3	0	3
COMM 105	Introduction Mass Communications	3	0	3
DRAM 201	Development of the Motion Picture	<u>2</u>	<u>2</u>	<u>3</u>
		14	5	16
<b>Second Semester</b>				
ENGL 122	Composition and Rhetoric II	3	0	3
COMM 222	Public Relations	3	0	3
PHED	Physical Education	0	3	1
COMM 115	Writing for Mass Media	3	0	3
COMM 213	Radio/TV News Workshop	2	3	3
COMM 114	TV Production Workshop	<u>3</u>	<u>0</u>	<u>3</u>
		14	6	16
<b>Third Semester</b>				
ENGL 211	Survey of Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
COMM 212	Principles of Advertising	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
COMM 232	Practicum in Electronic Media-TV	<u>0</u>	<u>6</u>	<u>4</u>
		12	6	16
<b>Fourth Semester</b>				
ENGL 212	Survey of Literature II	3	0	3
GOVT 212	American National and State Governments II	3	0	3
BIOL 110	Environmental Conservation	3	0	3
*HIST 142	The U.S. since 1877	3	0	3
MATH 120	Mathematics of Finance	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15

\*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required  
for Communication Degree .....63

**ASSOCIATE IN SCIENCE DEGREE**

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

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

**Purpose:** The Associate in Science Degree (A.S.) is awarded to students who fulfill the requirements of the 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:

- |                         |                |
|-------------------------|----------------|
| Biology                 | Geology        |
| Business Administration | Forestry       |
| Chemistry               | Mathematics    |
| Conservation            | Pre-Medicine   |
| Engineering             | Pharmacy       |
| Pre-Dentistry           | Pre-Veterinary |
| Physics                 |                |

**Program Requirements:** Although the major emphasis in these curriculums is in mathematics, biological science, and physical science, the curriculums also include courses in the humanities and social sciences. When planning a program and selecting electives, the student should become acquainted with the requirements of the major department in the college or university to which he/she expects to transfer.

**BIOLOGICAL SCIENCE**

**Associate in Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
BIOL 111	Biology I (Zoology)	3	3	4
CHEM 121	General Chemistry and Analysis	3	4	4
ENGL 121	Composition and Rhetoric I	3	0	3
MATH 121	College Algebra			
or				
MATH 132	Plane Trigonometry	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
PHED	Physical Education	<u>0</u>	<u>3</u>	<u>1</u>
		15	10	18
<b>Second Semester</b>				
BIOL 112	Biology II (Botany)	3	3	4
CHEM 122	General Chemistry and Analysis	3	4	4
ENGL 122	Composition and Rhetoric II	3	0	3
MATH 132	Plane Trigonometry			
or				
MATH 150	Analytic Geometry	3	0	3
*HIST 142	The U.S. Since 1877	3	0	3
PHED	Physical Education	<u>0</u>	<u>3</u>	<u>1</u>
		15	10	18

**Third Semester**

BIOL 110	Environmental Conservation			
or				
BIOL 121	Human Anatomy and Physiology	3	0-2	3-4
CHEM 211	Organic Chemistry	3	4	4
ENGL 211	Survey of Literature I			
or				
ENGL 221	Survey of English Literature I	3	0	3
GOVT 211	American National and State Government I	3	0	3
	Elective	3	0	3
		<u>18</u>	<u>4-6</u>	<u>16-17</u>

**Fourth Semester**

BIOL 225	Microbiology			
or				
BIOL 122	Human Anatomy and Physiology	3	2-3	4
CHEM 212	Organic Chemistry	3	4	4
ENGL 211	Survey of Literature II			
or				
ENGL 222	Survey of English Literature II	3	0	3
GOVT 212	American National and State Government II	3	0	3
SPCH 110	Fundamentals of Speech	3	0	3
		<u>15</u>	<u>6-7</u>	<u>17</u>

\*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required  
for Biological Science Degree .....69-70

**BUSINESS ADMINISTRATION**

**Associate in Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
MATH 121	College Algebra	3	0	3
HIST 141	The U. S. 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
		<u>15</u>	<u>5</u>	<u>17</u>

**Second Semester**

ENGL 122	Composition and Rhetoric II	3	0	3
MATH 180	Finite Math	3	0	3
HIST 142	The U. S. Since 1877	3	0	3
	PHYS 112, CHEM 112, or BIOL 112	3	2	4
CSCI 110	Introduction to Computer Science	3	3	4
PHED	Physical Education	0	3	1
		<u>15</u>	<u>8</u>	<u>18</u>

**Third Semester**

ENGL 211	Survey of Literature I			
or				
ENGL 221	Survey of English 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	Legal Environment of Business	3	0	3
		<u>15</u>	<u>1</u>	<u>15</u>

**Fourth Semester**

SPCH 110	Fundamentals of Speech	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
		<u>15</u>	<u>1</u>	<u>15</u>

\*Recommended to be taken from the following: SOCI 111, PSYC 120.

Total Minimum Credits Required  
for a Business Administration Degree .....65

**MATHEMATICS**

**Associate in Science Degree Program**

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



**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	<u>3</u>	<u>0</u>	<u>3</u>
		15	5-7	17

**Third Semester**

ENGL 211 or ENGL 221	Survey of Literature I			
GOVT 211	American National and State Governments I	3	0	3
MATH 213	Differential and Integral Calculus	3	0	3
SPCH 110	Fundamentals of Speech	4	0	4
	Elective	3	0	3
		<u>3</u>	<u>0</u>	<u>3</u>
		16	0	16

**Fourth Semester**

ENGL 212 or ENGL 222	Survey of Literature II			
GOVT 212	American National and State Governments II	3	0	3
MATH 214	Differential and Integral Calculus	3	0	3
	Electives	4	0	4
		<u>6</u>	<u>0</u>	<u>6</u>
		16	0	16

\*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

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
<b>First Semester</b>				
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
SPCH 110	Fundamentals of Speech	3	0	3
PHED	Physical Education	<u>0</u>	<u>3</u>	<u>1</u>
		12	7	14

**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	Plane Trigonometry			
or				
MATH 150	Analytic Geometry	3	0	3
*	Elective	3	0	3
PHED	Physical Education	<u>0</u>	<u>3</u>	<u>1</u>
		15	7	17

**Third Semester**

CHEM 211	Organic Chemistry I	3	4	4
or				
PHYS 141	Mechanics and Heat	3	0	3
PHYS 146	Mechanics and Heat Lab	0	3	1
ENGL 211	Survey of Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
BIOL 111	General Biology I	3	3	4
MATH 213	Differential Calculus	<u>4</u>	<u>0</u>	<u>4</u>
		16	6-7	18

**Fourth Semester**

CHEM 212	Organic Chemistry II	3	4	4
or				
PHYS 242, 247	Electricity and Magnetism and Lab	3	3	3
ENGL 212	Survey of Literature II	0	3	1
GOVT 212	American National and State Governments II	3	0	3
BIOL 112	General Biology II	3	0	3
MATH 214	Integral Calculus	3	3	4
*	Elective	4	0	4
		<u>3</u>	<u>0</u>	<u>3</u>
		19	6-7	21

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

\*\*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required  
for a Physical Science Degree.....70

### ASSOCIATE IN APPLIED SCIENCE DEGREE

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

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

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

- |                                    |                               |
|------------------------------------|-------------------------------|
| Accounting                         | Drafting Technology           |
| Air Conditioning and Refrigeration | Electronic Technology         |
| Automotive Technology              | Medical Laboratory Technology |
| Chemical Technology                | Mid-Management                |
| Child Care                         | Nursing Technology            |
| Computer Science                   | Respiratory Therapy           |
| Computer Systems Technology        | Secretarial Science           |
| Court Reporting                    | Executive Secretary           |
| Criminal Justice                   | Legal Secretary               |
| Correctional Science               | Medical Secretary             |
| Law Enforcement                    | Welding                       |

These programs are two years in length, and they prepare the student for immediate occupational employment.

### ACCOUNTING

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

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

**Purpose:** The Associate in Applied Science Degree curriculum in Accounting is designed for persons who seek full-time employment in the accounting field immediately after completing the curriculum. 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 pursues a specialty in accounting. The curriculum includes technical courses in accounting and related areas. Instruction includes both theoretical and practical applications needed for future success in accounting. Students are urged to consult with the Counseling Center and with their faculty advisors in planning their programs 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

#### Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ACCT 221	Principles of Accounting I	3	1	3
BUAD 110	Introduction to Business	3	0	3
MATH 120	Mathematics of Finance	3	0	3
ENGL 121	Composition and Rhetoric I	3	0	3
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	3	1
		<u>15</u>	<u>4</u>	<u>16</u>

<b>Second Semester</b>				
ACCT 222	Principles of Accounting II	3	1	3
CSCI 110	Introduction to Computer Science	3	3	4
MMGT 121	Principles of Management	3	0	3
ENGL 122	Composition and Rhetoric II	3	0	3
SECT 130	Business Communications	3	0	3
PHED	Physical Education	0	3	1
		<u>15</u>	<u>7</u>	<u>17</u>

<b>Third Semester</b>				
ACCT 231	Intermediate Accounting I	3	0	3
ACCT 233	Federal Income Tax Accounting	3	0	3
ECON 111	Principles of Economics I	3	0	3
ACCT 240	Accounting with the Mini-Micro Computer	3	3	3
ACCT 211 or	Accounting Internship Elective	1	20	3
		<u>13</u>	<u>23</u>	<u>15</u>

<b>Fourth Semester</b>				
ACCT 232	Intermediate Accounting II	3	0	3
ACCT 234	Managerial Accounting	3	0	3
SPCH 105	Interpersonal Communication	3	0	3
BUAD 120	Legal Environment of Business	3	0	3
ACCT 212 or	Accounting Internship Elective	1	20	3
		<u>13</u>	<u>20</u>	<u>15</u>

Total Minimum Credits Required  
for Accounting Degree.....63

**AIR CONDITIONING AND REFRIGERATION**

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

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

**Purpose:** The Associate in Applied Science Degree curriculum in Air Conditioning and Refrigeration prepares 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 Air Conditioning and Refrigeration Department Chairperson.

**AIR CONDITIONING AND REFRIGERATION**

**Associate in Applied Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ACRH 131	Air Conditioning Fundamentals I	3	0	3
ACRH 133	Air Conditioning and Electrical Circuits I	3	0	3
ACRH 140	Introduction to Refrigeration	3	3	4
MATH 115	Intermediate Algebra	3	0	3
CSCI 110	Introduction to Computer Science	3	3	4
PHED	Physical Education	0	3	1
		<u>15</u>	<u>9</u>	<u>18</u>
<b>Second Semester</b>				
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 121	Composition and Rhetoric I	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>10</u>	<u>15</u>
<b>Third Semester</b>				
ACRH 135	Air Conditioning and Refrigeration Troubleshooting	1	3	2

**Fourth Semester**

ACRH 242	Refrigeration Systems Servicing II	2	6	4
ACRH 250	Heating and Ventilation	2	6	4
ENGL 122	Composition and Rhetoric II	3	0	3
SOCI 111	Principles of Sociology	3	0	3
	Elective	<u>3</u>	<u>0</u>	<u>3</u>
		13	12	17

**Fifth Semester**

ACRH 234	Air Conditioning and Electrical Circuits II	2	6	4
ACRH 260	Heat Load Calculations	3	0	3
ACRH 134	Industrial Electricity	3	2	4
SPCH 105	Interpersonal Communication	<u>3</u>	<u>0</u>	<u>3</u>
		11	8	14

Total Credits Required for the Air Conditioning & Refrigeration Degree ..... 66

**AUTOMOTIVE TECHNOLOGY**

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

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

**Purpose:** The Associate in Applied Science Degree curriculum in Automotive Technology prepares the student for full-time employment in the automotive repair industry upon graduation.

**Program Requirements:** In addition to the general requirements for admission to the College, entry into the Automotive Technology Program requires a personal interview with the Automotive Technology Department Chairperson.

**AUTOMOTIVE TECHNOLOGY**

**Associate in Applied Science**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
AUTO 101	Basic Automotive	2	4	4
AUTO 111	Internal Combustion Engine	2	4	4
MATH 115	Intermediate Algebra	3	0	3
WELD 121	Arc Welding I	2	6	4
PHED	Physical Education	0	3	1
		<u>9</u>	<u>17</u>	<u>16</u>

**Second Semester**

AUTO 112	Automotive Electricity and Ignition Systems	2	4	4
AUTO 113	Carburetion and Fuel Systems	2	4	4
CSCI 110	Introduction to Computer Science	3	3	4
ENGL 121	Composition and Rhetoric I	3	0	3
PHED	Physical Education	0	3	1
		<u>10</u>	<u>14</u>	<u>16</u>

**Third Semester**

AUTO 202	Automotive Transmissions	2	4	4
AUTO 211	Automotive and Truck Chassis	2	4	4
AUTO 212	Automotive Air Conditioning	2	4	4
SOCI 111	Principles of Sociology	3	0	3
ECON 111	Principles of Economics I	3	0	3
		<u>12</u>	<u>12</u>	<u>18</u>

**Fourth Semester**

AUTO 213	Automotive Diagnostics	2	4	4
AUTO 214	Automobile Repair Shop Organization and Management	2	0	2
AUTO 215	Automotive Accessory Equipment	2	4	4
SPCH 105	Interpersonal Communication	3	0	3
AUTO 216	Automotive Technology Internship or Elective (approved by Department Chairman)	1	20	3
		<u>10</u>	<u>28</u>	<u>16</u>

Total Credits Required for Automotive Technology Degree ..... 66

**BANKING**

Please see Mid-Management, Banking Specialization; Banking Certificate.

**CHEMICAL TECHNOLOGY  
COOPERATIVE DEGREE PROGRAM WITH ALVIN COMMUNITY  
COLLEGE AND BRAZOSPORT COLLEGE**

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

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

**Purpose:** This cooperative degree program between Alvin Community College and Brazosport College provides special training and competence in Chemical Technology.

**CHEMICAL TECHNOLOGY  
COOPERATIVE DEGREE PROGRAM WITH ALVIN COMMUNITY  
COLLEGE AND BRAZOSPORT COLLEGE**

**Associate of Applied Science Degree**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
<b>Alvin Community College</b>				
ENGL 121	Composition and Rhetoric	3	0	3
****PHYS 133	Technical Physics	3	3	4
MATH 151	Technical Mathematics I			
or	Approved Math Elective	3	0	3
*CHEM 121	General Chemistry I	3	4	4
ORIE 101	Orientation	1	0	1
PHED	Physical Activity			1
		<u>13</u>	<u>7</u>	<u>16</u>
<b>Second Semester</b>				
<b>Alvin Community College</b>				
****ENGL 260	Technical Communications	3	0	3
**MATH 152	Technical Mathematics II			
or	Approved Math Elective	3	0	3
CHEM 122	General Chemistry II	3	4	4
PHED	Physical Activity			1
****SPCH 140	Business Speech	3	0	3
***CHEM 164	Unit Operations I	2	6	4
		<u>14</u>	<u>10</u>	<u>18</u>



**Third Semester  
Brazosport College**

****CHEM 204	Organic Chemistry I	3	3	4
CHEM 254	Unit Operations II	2	6	4
INST 113	Principles of Industrial Measurements	3	0	3
CHEM 224	Quantitative Analysis I	2	6	4
CHEM 243	Chemical Technology Internship I	1	20	3
		<u>11</u>	<u>35</u>	<u>18</u>

**Fourth Semester  
Brazosport College**

****CHEM 214	Organic Chemistry II	3	3	4
CHEM 234	Quantitative Analysis II	2	6	4
CHEM 273	Chemical Technology Internship II	1	20	3
*****	Approved Computer Technology elective either school (Brazosport approval)			
		<u>6</u>	<u>29</u>	<u>4</u> <u>15</u>

\*Students who are deficient in Chemistry will be required to take CHEM 111 and/or CHEM 112.

\*\*Approved math electives may be chosen from MATH 132, MATH 150, MATH 210, MATH 213, MATH 214.

\*\*\*Students who intend to complete the program in two years should commute to Brazosport College to take Unit Operations I.

\*\*\*\*May be taken at either institution (compatible ACC courses are CHEM 211 and CHEM 212).

\*\*\*\*\*May be taken at either institution, but must be approved by Brazosport College.

Note: Descriptions of all courses taught by Alvin are located within the appropriate department description of courses. Description of all courses taught by Brazosport are located in Brazosport's catalog.

Total Credits Required for  
a Chemical Technology Degree..... 67

**CHILD CARE AND DEVELOPMENT**

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

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

**Purpose:** The curriculum in Child Care and Development prepares 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 a personal interview with the Child Care and Development Department.

**Program Requirements:** Approximately one-half of the curriculum includes courses in child care with the remaining courses in related areas, general education, and electives. Instruction includes 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 Center 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 Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
CHCD 110	Pre-School and Day Care Programs	3	0	3
CHCD 140	Child Care Recreation	1	2	2
CHCD145	Creative Activities for Young Children	2	3	3
SOCI 111	Principles of Sociology	3	0	3
ENGL121	Composition and Rhetoric I	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>8</u>	<u>15</u>
<b>Second Semester</b>				
CHCD 155	Literature and Language Arts for Young Children	2	3	3
CHCD 165	Infant and Toddler Care	3	0	3
PSYC 130	Child Growth and Development			
or				
*PSYC 120	General Psychology	3	0	3
CHCD 180	Math and Science for Young Children	2	3	3
SPCH 105	Interpersonal Communication	3	0	3
PHED	Physical Education	0	3	1
		<u>13</u>	<u>9</u>	<u>16</u>
<b>Third Semester</b>				
CSCI 110	Introduction to Computer Science	3	3	4
BIOL 110	Environmental Conservation	3	0	3
CHCD 230	Child Growth and Development Preschool to Middle Childhood	3	0	3
CHCD 211	Child Care and Development Internship I	2	20	3
CHCD 260	Seminar and Field Work	3	8	4
	Elective	3	0	3
		<u>14</u>	<u>11 or 23</u>	<u>16 or 17</u>
<b>Fourth Semester</b>				
CHCD 212	Child Care & Development Internship II	2	20	3
or				
CHCD 270	Special Project	3	8	4
CHCD 250	Administration of Preschool and Daycare Programs	2	4	4
PHED 210	First Aid	3	0	3
SOCI 110	Marriage and Family Relationships	3	0	3
CHCD 220	Child Nutrition and Health Care	3	0	3
		<u>13</u>	<u>12 or 24</u>	<u>16 or 17</u>

\*See advisor prior to registration.

Total Credits Required for  
a Child Care & Development Degree..... 63-65

**COMPUTER SCIENCE TECHNOLOGY  
COMPUTER PROGRAMMING**

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

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

**Purpose:** The Computer Science Technology curriculum develops in students the skills, knowledge, attitudes, and abilities which will enable them to function in positions of responsibility in the current employment market. Special emphasis is given to computer programming, and each student is urged to consult with the Counseling Center and his/her faculty advisor in planning his/her program.

**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 includes courses in Computer Technology, with the remaining courses in technically related areas: mathematics, business, and general education. This curriculum provides 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 Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
CSCI 110	Introduction to Computer Science	3	3	4
or				
CSCI 114	BASIC Programming	3	3	4
CSCI 112	FORTTRAN Programming	3	1	3
ACCT 221	Principles of Accounting I	3	0	3
HIST 141	U.S. History to 1877	3	0	3
*MATH		3	0	3
		<u>15</u>	<u>7</u>	<u>17</u>

**Second Semester**

CSCI 120	RPG Programming	3	3	4
CSCI 130	COBOL Programming	3	3	4
ACCT 222	Principles of Accounting II	3	1	3
**MATH		3	0	3
	Elective	3	0	3
		<u>15</u>	<u>7</u>	<u>17</u>

**Third Semester**

****CSCI 212	Advance FORTRAN Programming	3	3	4
CSCI 230	Advance COBOL Programming	3	3	4
***ENGL		3	0	3
PHED		0	2	1
	Elective	3	0	3
		<u>12</u>	<u>8</u>	<u>15</u>

**Fourth Semester**

CSCI 240	Business System Analysis	3	0	3
or				
CSCI 280	Data Base	3	3	4
****CSCI 270	Pascal Programming	3	3	4
*****ENGL		3	0	3
PHED		0	3	1
	Elective	3	0	3
		<u>12</u>	<u>5-8</u>	<u>14-15</u>

\*MATH 121 or MATH 180 or higher math.

\*\*MATH 132 or MATH 190 or higher math.

\*\*\*ENGL 121 or ENGL 111 or higher.

\*\*\*\*Or CSCI elective at the Sophomore level.

\*\*\*\*\*ENGL 122 or ENGL 112 or higher.

Total Credits Required for  
a Computer Science Degree ..... 63

**COMPUTER SCIENCE  
COMPUTER SYSTEMS TECHNOLOGY**

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

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

**Purpose:** A computer system technologist from ACC is a well paid semiprofessional person who has developed computational skills, analytic abilities, and computer programming techniques to work with all kinds of computer systems. His or her employment opportunities in the exploding computer industry are virtually unlimited. Generally, a computer systems technologist will be employed in the sales, evaluation, selection, and/or installation of computer equipment for industrial business and private applications.

To qualify, a computer systems technologist student will spend one year in the study of circuit actions of electronic components and their use as building blocks in the design of electronic equipment. In the second year, he or she will learn the techniques of integrating computers and computer controlled systems. This will include the study of computer programming languages and their use in controlling and integrating computer systems.

After graduation from the two-year program, the ACC graduate will be prepared to work the exciting and ever-expanding field of computer electronics. He or she will also be qualified to enter a university with Junior standing, in pursuit of a B.S. degree in Computer Systems Technology, hardware or software options.

**Program Requirements:** In addition to the general admission requirements for ACC, entry into the Associate of Applied Science Curriculum in Computer Systems Technology requires a proficiency in Algebra, English, and Reading. Students who lack proficiency will be required to complete developmental courses in the above subjects prior to enrolling in ELEC courses.

**COMPUTER SCIENCE  
(COMPUTER SYSTEMS TECHNOLOGY)**

**Associate in Applied Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ELEC 110	Introduction to Electronic Technology	3	0	3
ELEC 115	Introduction to Electronic Technology Laboratory	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
*ELEC 100	Basic Computer Programming for Technologies	3	3	4
ELEC 151	Electronic Problems I	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>12</u>	<u>16</u>

**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 Laboratory	0	3	1
ELEC 152	Electronics Problems II	3	0	3
*CSCI 112	Programming for Engineering and Science	3	3	4
**ENGL 111	Communication Skills I	3	0	3
		<u>15</u>	<u>9</u>	<u>18</u>

**Third Semester**

ELEC 220	Electronics III	3	3	4
ELEC 270	Microprocessor Programming and Architecture	3	3	4
CSCI 210	Computer Programming (Advanced FORTRAN)	3	3	4
**ENGL 112	Communication Skills II	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>12</u>	<u>16</u>

**Fourth Semester**

ELEC 290	Computers and Computer Controlled Systems	3	3	4
CSCI 130	Computer Programming (Introductory COBOL)	3	3	4
CSCI 270	Computer Programming (PASCAL) Elective	3	3	4
		<u>9</u>	<u>9</u>	<u>12</u>

\*CSCI 110 may be substituted with department approval.

\*\*ENGL 121 and 122 should be substituted if a 4-year degree is planned.

Total Credits Required for  
Computer Systems Degree ..... 66

## COURT REPORTING

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

**Length:** Five Semester Program

**Purpose:** The Associate in Applied Science Degree curriculum in Court Reporting prepares students for job entry positions in court reporting, for positions related to court reporting, i.e., scopists, transcribers, note-readers, and typists, and for job entry positions as legal secretaries. This curriculum meets 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 runs for two years. However, the machine shorthand courses are 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 are 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 per minute on testimony, 200 words per minute on jury charge, and 180 words per minute on literary material equivalent to standards of the National Shorthand Reporters Association (NSRA). An accompanying objective is the attainment of the Legal Stenography Certificate at the end of the second semester of the program for those students who desire it.

### Admission Requirements:

1. To be considered for admission to the Associate Degree Court Reporting Program, the applicant must:
  - a. Be a high school or G.E.D. graduate.
  - b. Make application to A.C.C. and fulfill the admission requirements of the College.
  - c. Fill out a Court Reporting application and return it to the Chairperson of the Court Reporting Department.
  - d. Have a personal interview with the Court Reporting Department Chairperson or her designee to develop a degree plan and secure a beginning schedule.



- e. Score 16 or higher on ACT composite or 380 on English SAT score  
or  
score at or above the 64th percentile on the ACC local placement test in English and reading.
- f. Submit official copies of transcripts of all previous high school and college work to the ACC Registrar.
- g. Be able to type 40 words per minute with no more than 5 errors on a five-minute test before entering the Machine Shorthand Theory portion of the course. A typing test will be given prior to assigning classes for the semester.

**Note:** A person convicted of a criminal offense involving moral turpitude, fraud, or corruption may not be certified to the Supreme Court for Court Reporter Certification by the Texas Court Reporters Board in the State of Texas. If you have any questions in this area, you should contact the Department Chairman of Court Reporting.

2. Any student who has accumulated the equivalent of any five full days' absence in any subject may be dropped from the course. Students withdrawing from the program for reasons other than academic problems will be considered for readmission on an individual basis.

All CTRP students will be limited to two semesters of CTRP 111 (Machine Shorthand Theory). Students who do not complete all requirements for this course, including three 40-word-per-minute five-minute tests with a grade above a "D", within this time frame will be redirected to another program.

CTRP students who do not complete CTRP 141 (Grammar and Punctuation I) and CTRP 142 (Grammar and Punctuation II) in two semesters respectively will be redirected to another program. In these courses grades will be issued on the following basis:

A	=	90 - 100
B	=	80 - 89
C	=	75 - 79
D	=	70 - 74
F	=	0 - 69

No grade below a "C" (75%) in any CTRP English class, including CTRP 141, CTRP 142, and ENGL 121, will be accepted for progression. A grade of "D" or below will also not be accepted for advancement in Machine Shorthand Theory (CTR 111).

3. Transfer students:
  - a. Must provide the Alvin Community College Registrar with official transcripts for each institution attended and request evaluation by the Graduation Advisor and the Court Reporting Department Chairperson.
  - b. May apply for credit by examination by testing in the following areas:  
Medical Terminology  
Legal Terminology and Law  
SECT 220 (Typing III)
  - c. The ACT/SAT/LP requirements will be waived for those applicants with a bachelor's degree. English courses completed on a baccalaureate degree will not be substituted for Court Reporting English (CTR 141 and CTR 142) requirements.
4. The Court Reporting Department will assist all graduates of the program in obtaining employment.



## COURT REPORTING

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

**Length:** Five Semester Program

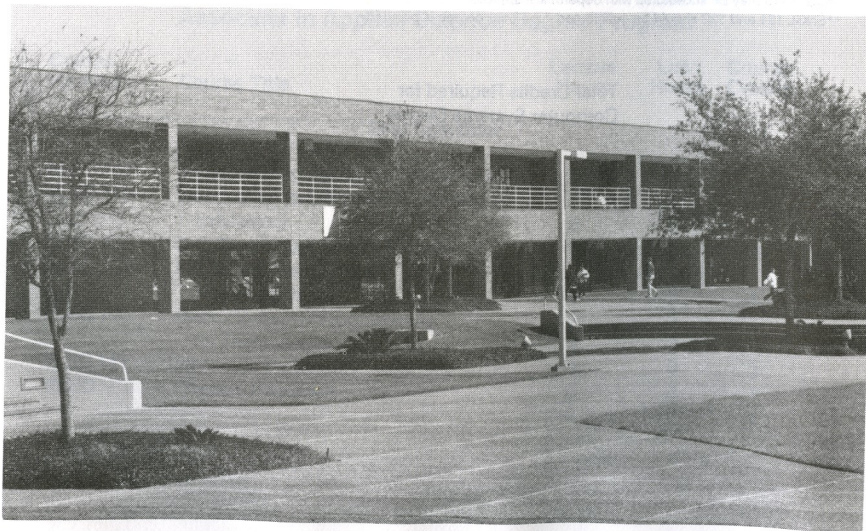
**Purpose:** The Associate in Applied Science Degree curriculum in Court Reporting prepares students for job entry positions in court reporting, for positions related to court reporting, i.e., scopists, transcribers, note-readers, and typists, and for job entry positions as legal secretaries. This curriculum meets 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 runs for two years. However, the machine shorthand courses are 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 are 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 per minute on testimony, 200 words per minute on jury charge, and 180 words per minute on literary material equivalent to standards of the National Shorthand Reporters Association (NSRA). An accompanying objective is the attainment of the Legal Stenography Certificate at the end of the second semester of the program for those students who desire it.

### Admission Requirements:

1. To be considered for admission to the Associate Degree Court Reporting Program, the applicant must:
  - a. Be a high school or G.E.D. graduate.
  - b. Make application to A.C.C. and fulfill the admission requirements of the College.
  - c. Fill out a Court Reporting application and return it to the Chairperson of the Court Reporting Department.
  - d. Have a personal interview with the Court Reporting Department Chairperson or her designee to develop a degree plan and secure a beginning schedule.



- e. Score 16 or higher on ACT composite or 380 on English SAT score  
or  
score at or above the 64th percentile on the ACC local placement test in English and reading.
- f. Submit official copies of transcripts of all previous high school and college work to the ACC Registrar.
- g. Be able to type 40 words per minute with no more than 5 errors on a five-minute test before entering the Machine Shorthand Theory portion of the course. A typing test will be given prior to assigning classes for the semester.

**Note:** A person convicted of a criminal offense involving moral turpitude, fraud, or corruption may not be certified to the Supreme Court for Court Reporter Certification by the Texas Court Reporters Board in the State of Texas. If you have any questions in this area, you should contact the Department Chairman of Court Reporting.

2. Any student who has accumulated the equivalent of any five full days' absence in any subject may be dropped from the course. Students withdrawing from the program for reasons other than academic problems will be considered for readmission on an individual basis.

All CTRP students will be limited to two semesters of CTRP 111 (Machine Shorthand Theory). Students who do not complete all requirements for this course, including three 40-word-per-minute five-minute tests with a grade above a "D", within this time frame will be redirected to another program.

CTRP students who do not complete CTRP 141 (Grammar and Punctuation I) and CTRP 142 (Grammar and Punctuation II) in two semesters respectively will be redirected to another program. In these courses grades will be issued on the following basis:

A = 90 - 100  
B = 80 - 89  
C = 75 - 79  
D = 70 - 74  
F = 0 - 69

No grade below a "C" (75%) in any CTRP English class, including CTRP 141, CTRP 142, and ENGL 121, will be accepted for progression. A grade of "D" or below will also not be accepted for advancement in Machine Shorthand Theory (CTRP 111).

3. Transfer students:
  - a. Must provide the Alvin Community College Registrar with official transcripts for each institution attended and request evaluation by the Graduation Advisor and the Court Reporting Department Chairperson.
  - b. May apply for credit by examination by testing in the following areas:  
Medical Terminology  
Legal Terminology and Law  
SECT 220 (Typing III)
  - c. The ACT/SAT/LP requirements will be waived for those applicants with a bachelor's degree. English courses completed on a baccalaureate degree will not be substituted for Court Reporting English (CTRP 141 and CTRP 142) requirements.
4. The Court Reporting Department will assist all graduates of the program in obtaining employment.

**COURT REPORTING**

**Associate in Applied Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
SECT 220	Typing III	2	3	3
CTRP 111	Machine Shorthand Theory and Transcription	6	4	5
CTRP 121	Law and Legal Terminology	4	1	3
ENGL 121	Composition and Rhetoric I	3	0	3
*CTRP 141	Grammar and Punctuation I	3	2	3
PHED	Physical Education	0	3	1
		<u>18</u>	<u>13</u>	<u>18</u>
<b>Second Semester</b>				
CTRP 112	Machine Shorthand I and Transcription (60-80-100)	6	4	5
CSCI 110	Introduction to Computer Science	3	3	4
CTRP 122	Medical Terminology	4	1	3
*CTRP 142	Grammar and Punctuation II	3	2	3
PHED	Physical Education	0	3	1
		<u>16</u>	<u>13</u>	<u>16</u>
<b>Third Semester</b>				
CTRP 120	Machine Shorthand II and Transcription (120-140)	6	4	5
CTRP 125	Court Reporting Procedures	3	2	3
SOCI 111	Principles of Sociology	3	0	3
CTRP 224	Reporting Technology	3	2	3
		<u>15</u>	<u>8</u>	<u>14</u>
<b>Fourth Semester</b>				
SPCH 105	Interpersonal Communications	3	0	3
CTRP 211	Machine Shorthand III and Transcription (160-180)	6	4	5
CTRP 221	Courtroom Procedures I	3	2	3
CTRP 225	Technical Dictation	3	2	3
**	Elective	3	0	3
		<u>18</u>	<u>8</u>	<u>17</u>
<b>Fifth Semester</b>				
CTRP 212	Machine Shorthand IV and Transcription (200-225)	6	4	5
CTRP 240	General Office Practices	3	2	3
BIOL 110	Environmental Conservation	3	0	3
CTRP 222	Courtroom Procedures II	3	2	3
		<u>15</u>	<u>8</u>	<u>14</u>

\*Students must take CTRP 141 and 142 in the Court Reporting Department regardless of prior English classes completed at ACC or other institutions.  
 \*\*Elective must be in the area of humanities, fine art, social or behavioral sciences.

Total Credits Required for Court Reporting Degree ..... 79

A typing speed of 60 wpm on a five-minute test with no more than five errors is required for graduation, and an internship of 40 verified hours of actual writing time on-the-job training with practicing court reporters will be required of each student for graduation.

**The following machine shorthand tests will be required for graduation:**

- One 180 WPM five-minute literary test with no more than 10 errors - 98.9%;
- Two 180 WPM five-minute literary tests with no more than 45 errors - 95%;
- One 180 WPM five-minute testimony test with no more than 10 errors - 98.9%;
- One 200 WPM five-minute testimony test with no more than 10 errors - 99%;
- One 200 WPM five-minute jury charge test with no more than 25 errors - 97.5%;
- Two 200 WPM five-minute jury charge tests with no more than 50 errors - 95%;
- Two 225 WPM five-minute testimony tests with no more than 56 errors - 95%;
- Two 225 WPM five-minute testimony tests with no more than 25 errors - 97.8%.

Students are encouraged to utilize the tape library for home practice and skill building during free periods and before and after school.

**CRIMINAL JUSTICE  
 Correctional Science**

**Degree:** Associate in Applied Science (A.A.S.)  
**Length:** Four-Semester (Two-Year) Program

**Purpose:** The curriculum in Correctional Science prepares individuals for career services with the Texas Department of Corrections, with juveniles in institutions, and with 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 degree plan approved by the Criminal Justice Department Chairperson;
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; and (d) excellent moral character.

**Program Requirements:** Approximately one-half of the curriculum includes courses in Correctional Science with the remaining courses in related areas, general education, and electives. Instruction includes 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 Center in planning their program and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.

**CRIMINAL JUSTICE**  
**Correctional Science**

**Associate in Applied Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
CJUS 110	Introduction to Criminal Justice	3	0	3
CJUS 125	The Courts and Criminal Procedure	3	0	3
CJUS 130	Legal Aspects of Law Enforcement	3	0	3
ENGL 121	Composition and Rhetoric I	3	0	3
CSCI 110	Introduction to Computer Science	3	3	4
PHED	Physical Education	0	3	1
		<u>15</u>	<u>6</u>	<u>17</u>
<b>Second Semester</b>				
CJUS 135	Probation and Parole	3	0	3
CJUS 140	Fundamentals of Criminal Law	3	0	3
CJUS 145	Crime in America	3	0	3
ENGL 122	Composition and Rhetoric II	3	0	3
MATH 115	Intermediate Algebra	3	0	3
PHED	Physical Education	0	0	1
		<u>15</u>	<u>3</u>	<u>16</u>
<b>Third Semester</b>				
CJUS 215	Correctional Systems and Practices	3	0	3
CJUS 225	Community Resources in Corrections	3	0	3
CJUS 228	Cooperative Education for Correctional Science	1	20	3
GOVT 211	American National and State Governments I	3	0	3
SOCI 111	Principles of Sociology	3	0	3
		<u>13</u>	<u>20</u>	<u>15</u>
<b>Fourth Semester</b>				
CJUS 229	Cooperative Education for Correctional Science	1	20	3
CJUS 295	Defensive Measures	2	3	3
SOCI 122	Social Problems	3	0	3
SPCH 105	Interpersonal Communication Elective	3	0	3
		<u>12</u>	<u>23</u>	<u>15</u>

Total Minimum Credits Required for  
the Correctional Science Degree ..... 63

**CRIMINAL JUSTICE**  
**Law Enforcement and Police Administration**

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

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

**Purpose:** The curriculum in Law Enforcement and Police Administration prepares 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, 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:**

1. General requirements for admission to the college.
2. A degree plan approved by the Criminal Justice Department Chairperson.

**Program Requirements:**

1. Have completed Alvin Community College graduation requirements (see Table of Contents, Academic Policies and Regulations).
2. Have completed a minimum of 62 approved credit hours.
3. Upon satisfactory completion of program and Alvin Community College graduation requirements, the student will be awarded the Associate of Applied Science Degree.

**CRIMINAL JUSTICE**  
**Law Enforcement and Police Administration**

**Associate in Applied Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
CJUS 110	Introduction to Criminal Justice	3	0	3
CJUS 120	Criminal Investigation	3	0	3
CJUS 125	The Courts and Criminal Procedure	3	0	3
ENGL 121	Composition and Rhetoric I	3	0	3
CSCI 110	Introduction to Computer Science	3	3	4
PHED	Physical Education	0	3	1
		<u>15</u>	<u>6</u>	<u>17</u>
<b>Second Semester</b>				
CJUS 130	Legal Aspects of Law Enforcement	3	0	3
CJUS 140	Fundamentals of Criminal Law	3	0	3
ENGL 122	Composition and Rhetoric II	3	0	3
MATH 115	Intermediate Algebra	3	0	3
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	3	1
		<u>15</u>	<u>3</u>	<u>16</u>

**Third Semester**

CJUS 145	Crime in America	3	0	3
CJUS 220	Police Systems and Practices	3	0	3
CJUS 225	Community Resources in Corrections	3	0	3
GOVT 211	American National and State Governments I			
or				
CJUS 226	Cooperative Education for Law Enforcement I	1	20	3
	Elective	3	0	3
		<u>13</u>	<u>20</u>	<u>15</u>

**Fourth Semester**

CJUS 215	Correctional Systems and Practices	3	0	3
*CJUS 270	Juvenile Delinquency	3	0	3
CJUS 295	Defensive Measures	2	3	3
GOVT 212	American National and State Governments II			
or				
CJUS 227	Cooperative Education for Law Enforcement	1	20	3
SPCH 105	Interpersonal Communication	3	0	3
		<u>12</u>	<u>23</u>	<u>15</u>

\*Students may substitute other Criminal Justice courses approved by the department chairperson.

Total Credits Required for Law Enforcement and Police Administration Degree .....63

**DRAFTING TECHNOLOGY**

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

**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/she should be proficient in both technical knowledge and skills involving drawing instruments. Schematics, working drawings, and blueprints are developed. This program provides an opportunity for students to specialize in several phases of drafting, with proper qualifications for employment as Junior Draftsmen.

**DRAFTING TECHNOLOGY**

**Associate in Applied Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
DRFT 107	Industrial Blueprint Reading	3	1	3
DRFT 111	Engineering Drafting	2	6	4
DRFT 190	Introduction to Computer Aided Drafting	3	1	3
ENGL 121	Composition and Rhetoric I	3	0	3
MATH 115	Intermediate Algebra	3	0	3
		<u>14</u>	<u>8</u>	<u>16</u>
<b>Second Semester</b>				
DRFT 241	Architectural Drafting I	2	6	4
DRFT 291	Computer Aided Drafting I	2	6	4
DRFT 251	Machine Drafting	2	6	4
SPCH 105	Interpersonal Communications	3	0	3
MATH 132	Plane Trigonometry	3	0	3
		<u>12</u>	<u>18</u>	<u>18</u>
<b>Third Semester</b>				
DRFT 270	Construction Drafting	2	6	4
GOVT 211	American National and State Governments I	3	0	3
PHED	Physical Education	0	3	1
DRFT 292	Computer Aided Drafting II	2	6	4
DRFT 120	Descriptive Geometry	2	4	3
		<u>9</u>	<u>19</u>	<u>15</u>
<b>Fourth Semester</b>				
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	3	1
DRFT 294	Computer Aided Drafting Applications - Construction			
or				
DRFT 295	Computer Aided Drafting Applications - Mechanical			
or				
DRFT 296	Computer Aided Drafting Applications - Electrical, Electronics	2	6	4
	Elective	3	0	3
*DRFT	Elective			
or				
DRFT	Cooperative Education for Drafting	1	20	3
		<u>9</u>	<u>29</u>	<u>14</u>

\*Student may elect to take Cooperative Education for Drafting with the Approval of the Department Chairperson.

Total Credits Required for a Drafting Technology Degree ..... 63

## ELECTRONIC TECHNOLOGY

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

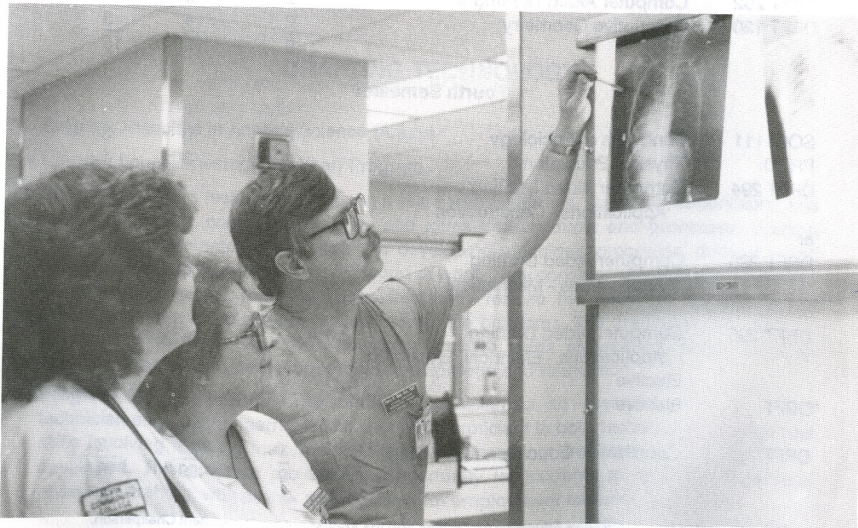
**Length:** Four-Semester (Two-Year) Program

**Purpose:** An electronics technician from ACC is a well paid, semiprofessional person who has developed computational skills, analytic abilities, and electronic measurement techniques to work with all kinds of electronic equipment. His or her employment opportunities are unrestricted by community size, environmental conditions, or geographical locale. Generally, the electronic technician will be employed in the development of new equipment or in troubleshooting and maintaining existing equipment. Opportunities also exist in the sales of electronic components and equipment.

To qualify, an electronics technician student will spend one year in the study of circuit actions of electronic components separately and in combination, when subjected to both direct current and alternating current. In the second year he or she will study circuits as building blocks in the design and manufacture of digital electronic equipment such as computers, printers, video monitors and information storage devices. The potential technician will also learn to interface the devices using a combination of hardware and software techniques.

After completion of a two-year program, the ACC graduate will be prepared to enter the job market with a potential for employment as an electronic technician.

**Program Requirements:** In addition to the general admission requirements for ACC, entry into the Associate of Applied Science Curriculum in Electronics Technology requires a proficiency in Algebra, English, and Reading. Students who lack proficiency will be required to complete developmental courses in the above subjects prior to enrolling in ELEC courses.



## ELECTRONIC TECHNOLOGY

### Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ELEC 110	Introduction to Electronic Technology	3	0	3
ELEC 115	Introduction to Electronic Technology Laboratory	0	3	1
ELEC 120	D.C. Theory and Circuit Analysis	3	0	3
ELEC 125	D.C. Theory and Circuit Analysis Laboratory	0	3	1
*ELEC 100	Basic Computer Programming for Technologies	3	3	4
ELEC 151	Electronic Problems I	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>12</u>	<u>16</u>
<b>Second Semester</b>				
ELEC 130	A.C. Theory and Circuit Analysis	3	0	3
ELEC 135	A.C. Theory and Circuit Analysis Laboratory	0	3	1
ELEC 140	Electronics I	3	0	3
ELEC 145	Electronics I Laboratory	0	3	1
ELEC 152	Electronics Problems II	3	0	3
ELEC 160	Electronic Drafting and Design	3	3	4
**ENGL 111	Communication Skills I	3	0	3
		<u>15</u>	<u>9</u>	<u>18</u>
<b>Third Semester</b>				
ELEC 210	Electronics II	3	3	4
ELEC 220	Electronics III	3	3	4
ELEC 270	Microprocessor Programming and Architecture	3	3	4
**ENGL 112	Communication Skills II	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>12</u>	<u>16</u>
<b>Fourth Semester</b>				
ELEC 230	Electronic Instrumentation and Measurement Techniques	3	3	4
ELEC 250	Advanced Electronic Circuits	3	3	4
ELEC 291	Microprocessor Programming and Interfacing	3	3	4
	Elective	3	3	4
		<u>12</u>	<u>12</u>	<u>16</u>

\*CSCI 110 or CSCI 112 may be substituted with department approval.

\*\*ENGL 121 and 122 should be substituted if a 4-year degree is planned.

Total Credits Required for  
Electronic Technology Degree ..... 66

## MEDICAL LABORATORY TECHNOLOGY

**Degree:** Associate in Applied Science in Medical Laboratory Technology

**Length:** Six 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. 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 appropriate Boards to sit for any of the competency examinations.

**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 take the American College Test or the Scholastic Aptitude Test.
2. a. A composite score of 16 must be achieved on the ACT, or 713 on the SAT, or a grade point average of 2.0 in nine or more semester hours of credit in courses approved for the Medical Laboratory Technology curriculum.
- b. A student must be eligible to enter ENGL 121 and CHEM 111 (as indicated by ACT scores and/or Alvin Community College testing) prior to admission to the Medical Laboratory Technology program.
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 academic support 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:

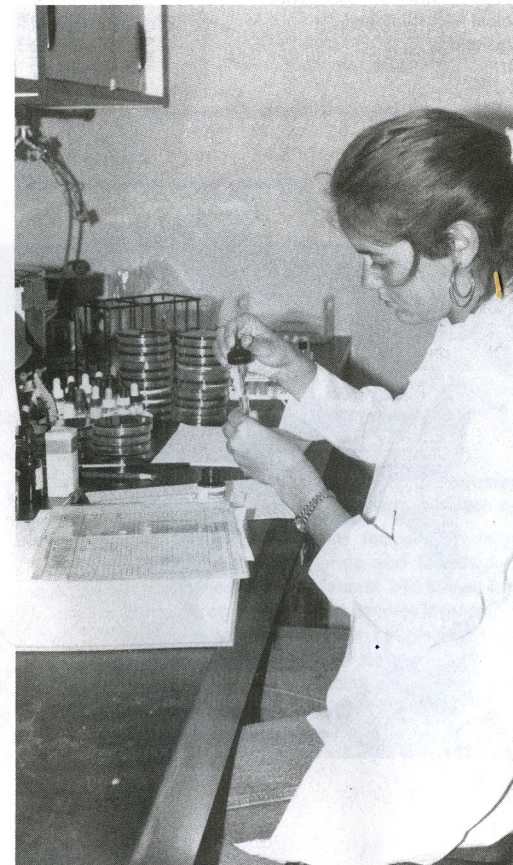
Credit will be given for transfer of HMLT courses completed at other accredited schools upon successful completion of written and practical exams. No more than 50% of the course work necessary for a degree may be attained in this way.

4. A complete physical examination, including a record of recent immunizations, is to be submitted with the application for admission. Other medical tests which may include chest x-ray, TB skin test, urinalysis, blood count, serology, and rubella titer are required after entrance into the program before admission to the clinical affiliates.
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. MLT students 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 *Catalog* under which the students entered Alvin Community College.

### Progression:

1. After a student has enrolled, the required MLT courses must be completed in proper sequence.
2. Prior to entering the MLT program, a student may take several or all of the general liberal arts courses required in the MLT program.
3. Any required academic support course completed more than five years previous to the time the student is accepted, or any required HMLT course completed more than three years previous to the time the student is accepted, may not satisfy degree requirements.

4. No grade below a "C" will be acceptable in MLT, biology, chemistry, or English courses.
5. A MLT student must maintain a grade point average of at least 2.0 in order to progress in the MLT program.
6. A student may be terminated from the program if clinical performance is unsatisfactory.
7. A student not successfully completing a MLT course for the second time will be subject to redirection.
8. If a student is not enrolled in a MLT course for a semester, application for readmission to the MLT program is required.
9. A student is required to earn at least 24 resident semester hours at Alvin Community College.
10. Hospitalization insurance, malpractice insurance, laboratory coats, and transportation to and from various health facilities are the responsibility of the student. Students must have current malpractice insurance to register for courses which include clinical rotation.
11. The individual will be awarded an Associate Degree in Applied Science and may apply for any of the competency examinations.



**MEDICAL LABORATORY TECHNOLOGY**

**Associate in Applied Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
CHEM 111	Introductory Chemistry I	3	3	4
HMLT 110	Introduction to Medical Technology and Terminology	2	3	3
BIOL 121	Anatomy and Physiology I	3	2	4
HMLT 113	Hematology I	2	8	4
PHED	Physical Education	0	3	1
		<u>10</u>	<u>19</u>	<u>16</u>
<b>Second Semester</b>				
BIOL 122	Anatomy and Physiology II	3	2	4
HMLT 111	Clinical Chemistry/Instruments I	3	8	5
HMLT 112	Clinical Microbiology I	2	8	4
HMLT 150	Parasitology	1	2	2
		<u>9</u>	<u>20</u>	<u>15</u>



**Summer Session (Two-6 weeks)**

HMLT 140	Fluid Analysis	1	0	1
CSCI 110	Introduction to Computers	3	3	4
HMLT 213	Hematology II	<u>2</u>	<u>4</u>	<u>3</u>
		6	7	8

**Third Semester**

HMLT 210	Serology-Immunology	2	4	3
ENGL 121	Composition and Rhetoric I	3	0	3
PHED	Physical Education	0	3	1
HMLT 212	Clinical Microbiology II	2	8	4
HMLT 211	Clinical Chemistry/Instruments II	<u>3</u>	<u>4</u>	<u>4</u>
		10	19	15

**Fourth Semester**

HMLT 130	Urinology and Clinical Microscopy	2	4	3
HMLT 220	Clinical Chemistry/Instruments III	2	4	3
HMLT 230	Immunochemistry	2	8	4
PSYC 120	General Psychology	3	0	3
	Elective	<u>3</u>	<u>0</u>	<u>3</u>
		12	16	16

**Summer Session (12 weeks)**

HMLT 240	MLT--Practicum (5 days per week rotation required)	0	40	6
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Total Credits Required for  
Medical Laboratory Technician Degree ..... 76

**MID-MANAGEMENT**

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

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

**Purpose:** The Mid-Management program prepares individuals for career occupations in the fields of Banking, Real Estate, General Mid-Management, and Fashion Merchandising.

**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 Real Estate, General Mid-Management, and Fashion Merchandising 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 of 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.

**MID-MANAGEMENT**

**Associate in Applied Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
MMGT 111	Supervision	3	0	3
MMGT 112	Internship	1	20	3
ENGL 121	Composition and Rhetoric I	3	0	3
PHED	Physical Education	0	3	1
MATH 120	Mathematics of Finance	3	0	3
*	Elective	3	0	3
		<u>13</u>	<u>23</u>	<u>16</u>
<b>Second Semester</b>				
MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	1	20	3
SPCH 110	Fundamentals of Speech	3	0	3
PHED	Physical Education	0	3	1
PSYC 120	General Psychology			
or				
BUAD 150	Business Psychology	3	0	3
*	Elective	3	0	3
		<u>13</u>	<u>23</u>	<u>16</u>
<b>Third Semester</b>				
MMGT 123	Small Business Organization and Management	3	0	3
MMGT 212	Internship	1	20	3
SOCI 111	Principles of Sociology			
or				
ECON 111	Principles of Economics I	3	0	3
*	Elective	6	0	6
		<u>13</u>	<u>20</u>	<u>15</u>
<b>Fourth Semester</b>				
MMGT 211	Personnel Management	3	0	3
MMGT 222	Internship	1	20	3
GOVT 211	American National and State Government I			
or				
ECON 112	Principles of Economics II	3	0	3
CSCI 110	Introduction to Computer Science	3	3	4
*	Elective	3	0	3
		<u>13</u>	<u>23</u>	<u>16</u>

\*Suggested electives are ACCT 221, 222, BUAD 110, 120, MATH 180, 190, REAL 230, SECT 121, 150.

**MID-MANAGEMENT  
BANK SPECIALIZATION**

**Associate in Applied Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
BANK 130	Principles of Bank Operations	3	0	3
ECON 111	Principles of Economics I	3	0	3
ENGL 121	Composition and Rhetoric I	3	0	3
ACCT 221	Principles of Accounting I	3	1	3
MATH 120	Mathematics of Finance	3	0	3
PHED	Physical Education	0	3	1
		<u>15</u>	<u>4</u>	<u>16</u>
<b>Second Semester</b>				
BANK 140	Money and Banking	3	0	3
SPCH 110	Fundamentals of Speech	3	0	3
ACCT 222	Principles of Accounting II	3	1	3
BANK 280	Teller Training Seminar	3	0	3
ECON 112	Principles of Economics II	3	0	3
PHED	Physical Education	0	3	1
		<u>15</u>	<u>4</u>	<u>16</u>
<b>Third Semester</b>				
MMGT 111	Supervision	3	0	3
*MMGT 112	Internship	1	20	3
CSCI 110	Introduction to Computer Science	3	3	4
PSYC 120	General Psychology			
or				
BUAD 150	Business Psychology	3	0	3
SOCI 111	Principles of Sociology	3	0	3
		<u>13</u>	<u>23</u>	<u>16</u>
<b>Fourth Semester</b>				
MMGT 121	Principles of Management	3	0	3
*MMGT 122	Internship	1	20	3
BANK 230	Marketing for Bankers	3	0	3
GOVT 211	American National and State Governments I			
or				
Elective		3	0	3
		<u>13</u>	<u>20</u>	<u>15</u>

\*The student may elect to substitute any of the following banking functions courses with approval of the department chairperson.

*Suggestions include:*

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



Total Credits Required for  
Bank Specialization Degree ..... 63

### FASHION MERCHANDISING

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

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

**Purpose:** The Fashion Merchandising curriculum develops an overview of the fashion industry, its principles, and procedures. The graduate of this program could expect to continue a trend of upward mobility in the field of Fashion Merchandising. Either the person currently working in a fashion-related area or the immediate post-high school student interested in fashion merchandising will find this curriculum applicable.

**Program Requirements:** The Fashion Merchandising Curriculum combines a careful blending of fashion merchandising principles, fashion merchandising courses, and management courses such as Introduction to Management, Principles of Management, Personnel Management, and Problems in Management with general education courses such as two semesters of communications skills and two semesters of social science to provide the student with a balanced education and a strong marketable skill. In addition, the student serves four semesters of internship to combine practical experience with his/her class instruction. The internship requires the intern to work a minimum of twenty hours per week at an approved work station. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.



### MID-MANAGEMENT FASHION MERCHANDISING SPECIALIZATION

#### Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
MMGT 111	Supervision	3	0	3
FASH 112	Internship	1	20	3
ENGL 121	Composition and Rhetoric I	3	0	3
FASH 130	Introduction to Fashion Merchandising	3	0	3
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	3	1
		<u>13</u>	<u>23</u>	<u>16</u>
<b>Second Semester</b>				
MMGT 121	Principles of Management	3	0	3
FASH 122	Internship	1	20	3
ENGL 122	Composition & Rhetoric II	3	0	3
FASH 150	Merchandise Planning Procedures	3	0	3
FASH 140	Fashion Buying and Merchandising	3	0	3
PHED	Physical Education	0	3	1
		<u>13</u>	<u>23</u>	<u>16</u>
<b>Third Semester</b>				
MMGT 211	Personnel Management	3	0	3
FASH 212	Internship	1	20	3
FASH 210	Fashion Sales Promotion	3	0	3
MATH 120	Mathematics of Finance	3	0	3
CSCI 110	Introduction to Computer Science	3	3	4
		<u>13</u>	<u>23</u>	<u>16</u>
<b>Fourth Semester</b>				
SPCH 105	Interpersonal Communications	3	0	3
MMGT 221	Problems in Management	3	0	3
FASH 222	Internship	1	20	3
FASH 220	Textiles	3	0	3
FASH 230	Fashion Fundamentals	3	0	3
	Elective	3	0	3
		<u>16</u>	<u>20</u>	<u>18</u>

Total Credits Required for  
Fashion Merchandising Degree .....66

**MID-MANAGEMENT  
REAL ESTATE SPECIALIZATION**

**Associate in Applied Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
MMGT 111	Supervision	3	0	3
MMGT 112	Internship	1	20	3
REAL 130	Principles of Real Estate	3	0	3
ENGL 121	Composition and Rhetoric I	3	0	3
REAL 140	Real Estate Mathematics	3	0	3
PHED	Physical Education	0	3	1
		<u>13</u>	<u>23</u>	<u>16</u>
<b>Second Semester</b>				
MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	1	20	3
MATH 120	Mathematics of Finance	3	0	3
ENGL 122	Composition and Rhetoric II	3	0	3
REAL 220	Real Estate Practice	3	0	3
PHED	Physical Education	0	3	1
		<u>13</u>	<u>23</u>	<u>16</u>
<b>Third Semester</b>				
MMGT 123	Small Business Organization and Management	3	0	3
MMGT 212	Internship	1	20	3
REAL 240	Real Estate Finance	3	0	3
CSCI 110	Introduction to Computer Science	3	3	4
SOCI 111	Principles of Sociology			
or				
ECON 111	Principles of Economics I	3	0	3
		<u>13</u>	<u>23</u>	<u>16</u>
<b>Fourth Semester</b>				
MMGT 211	Personal Management	3	0	3
MMGT 222	Internship	1	20	3
REAL 250	Real Estate Brokerage	3	0	3
REAL 260	Real Estate Appraisal	3	0	3
SPCH 110	Fundamentals of Speech Elective	3	0	3
		<u>16</u>	<u>20</u>	<u>18</u>

Total for 2-year curriculum ..... 66

**NURSING**

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

**Length:** Two Year Program

**Purpose:** The aim of the Associate Degree Nursing Program (ADN) is to prepare the graduate to manage and give direct patient care, as a member of the health team, in hospitals and other structured health-care facilities. The program includes a background in general education and skills related to patient care. At the successful completion of a minimum of two (2) academic years and all program requirements, the graduate is qualified to make application to write the National Council Licensure Exam for Registered Nurses (NCLEX-RN).

The program is accredited by the Board of Nurse Examiners for the State of Texas and by the National League for Nursing (NLN).

**Admission Requirements:**

1. A new class begins each fall semester. Qualified applicants will be admitted according to space available. To be considered for admission to the Associate Degree Nursing Program, the applicant must:
  - a. be a high school or G.E.D. graduate.
  - b. make application to A.C.C. and fulfill the admission requirements of the College.
  - c. make application to the ADN department.
  - d. score 16 or higher on ACT composite or a minimum combined math and verbal SAT score of 713

or

if ACT composite is 14 or 15, attain an overall grade point average (GPA)\* of 2.5 on a minimum of seven (7) credit hours taken at Alvin Community College (excluding developmental courses and orientation) and including at least one (1) natural science course required in the nursing curriculum.

  - e. submit official copies of transcripts of all previous college work to the ADN Department.
  - f. have a personal interview with the Director, or her designate, to discuss program requirements and develop a degree plan.
  - g. remove all academic deficiencies (i.e. complete developmental courses if English, math, or social science ACT scores are below 16).
  - h. submit a health history and physical examination prior to enrollment, reported on a form provided by the ADN Department.
  - i. not currently be on suspension or academic probation from Alvin Community College or another college or university.
2. Any science or nursing course completed more than five (5) years prior to the time the student is accepted may not satisfy requirements for a degree in nursing.
3. Transcripts may not reflect more than one (1) "D," "F," or "WF" in a science or nursing course taken within five (5) years of the date of acceptance into the ADN program. Applicants who have had a repetition of more than one (1) science or nursing course within five (5) years of application are ineligible.
4. A student not enrolled in a Nursing course for one or more semesters for any reason is termed a withdrawal and must make application for re-admission. Consideration for re-admission will be on an individual basis and as space permits. Evidence of competency in previously completed nursing courses may be required prior to re-admission. Following a second withdrawal from the program, a student will not be readmitted.

5. Transfer students will be admitted only if space is available. Transfer students must:
  - a. meet above admission criteria.
  - b. have a written recommendation from the Dean/Director of their previous program.
  - c. have cumulative GPA of 2.0 or better on all courses being transferred into the nursing curriculum. Courses equivalent to NURS 110 and NURS 211 are the only nursing courses which will be accepted for transfer.
  - d. provide the ADN Department with an official transcript from each institution attended.
  - e. not currently be on suspension or academic probation from another college or university.
  - f. Evidence of competency in previously completed nursing courses may be required prior to admission.
6. LVN's, currently licensed in Texas, may be eligible for admission to the LVN Transition Program once all admission criteria and prerequisites are met.
7. The ACT/SAT requirements will be waived for those applicants with a bachelor's degree from a college or university within the United States.

\* The overall GPA will be computed on all hours attempted at ACC in which a grade of "A", "B", "C", "D", "F", or "WF" was recorded. If a course is repeated, both attempts will be computed.

**Progression Policies:**

1. Students will abide by the current ADN admission and curriculum requirements at the time they are admitted or readmitted to the Associate Degree Nursing Program.
2. Once a student has enrolled in the ADN program, all nursing courses and related courses must be completed in proper sequence as shown in the catalog and degree plan. The program must be completed within five (5) years of the initial acceptance.
3. No grade below "C" in science and nursing courses will be acceptable for progression.
4. In order to receive a grade of "C," a minimum grade of 75% must be attained in each nursing course having a clinical component.
5. A student must achieve an overall GPA of 2.0 on all courses in the nursing curriculum (excluding orientation and developmental courses) in order to progress to the next nursing course.
6. A student will be terminated from the ADN program if they have received more than one (1) "D," "F," or "WF" in nursing and/or nursing curriculum science courses.
7. A student who has accumulated five (5) days of absences in nursing classes, within a semester, may be dropped. Of these absences, no more than two (2) may be in clinical.

**NURSING**

**Associate in Applied Science Degree Program**

**FIRST YEAR**

**Fall Semester**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
BIOL 121	Anatomy and Physiology I	3	2	4
NURS 110	Introduction to Nursing	4	13	8
PSYC 120	General Psychology	3	0	3
		<u>10</u>	<u>15</u>	<u>15</u>

**Spring Semester**

BIOL 122	Anatomy and Physiology II	3	2	4
NURS 211	Medical/Surgical Nursing I	4	16	9
PSYC 130	Child Growth and Development	3	0	3
		<u>10</u>	<u>18</u>	<u>16</u>

**Summer Semester I**

ENGL 121	Composition and Rhetoric I	3	0	3
PHED	Physical Education	0	3	1
		3	3	4

or

NURS 130	Psychiatric Nursing	4	12	4
		4	12	4

**Summer Semester II**

NURS 130	Psychiatric Nursing	4	12	4
		4	12	4

or

ENGL 121	Composition and Rhetoric I	3	0	3
PHED	Physical Education	0	3	1
		3	3	4

**SECOND YEAR**

**Fall Semester**

BIOL 225	Microbiology	3	2	4
NURS 212	Medical/Surgical Nursing II	4	16	9
ENGL 122	Composition and Rhetoric II	3	0	3
		<u>10</u>	<u>18</u>	<u>16</u>

**Spring Semester**

NURS 213	Maternity Nursing (8 weeks)	4	13	4
NURS 214	Child Health Nursing (8 weeks)	4	13	4
NURS 221	Professional Development	1	2	2
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	3	1
		<u>8</u>	<u>18</u>	<u>14</u>

Total Credits Required for  
an Associate Nursing Degree ..... 69

### NURSING TRANSITION (LVN to RN)

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

**Length:** One-Year Program

**Purpose:** The transition program is designed to provide an abridged pathway from Licensed Vocational Nurse (L.V.N.) to Registered Nurse (R.N.).

The graduate is prepared to manage and give direct patient care as a member of the health team in hospitals and other health care facilities. Upon successful completion of the program, the graduate is eligible to make application to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

**Program Requirements:** The transition curriculum follows the basic requirements for the generic ADN program. Upon completion of the required prerequisite courses, the LVN student will enroll in a 4-credit transition course. All remaining courses will be taken with generic ADN students. Transition students must meet the ADN admission requirements and progression policies. Applicants must have a minimum of six (6) months recent work experience as an LVN.



### NURSING TRANSITION

#### Associate in Applied Science Degree Program

#### Prerequisite Courses

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
*BIOL 121	Anatomy and Physiology I	3	2	4
*BIOL 122	Anatomy and Physiology II	3	2	4
*PSYC 120	General Psychology	3	0	3
*PSYC 130	Child Growth and Development	3	0	3
*ENGL 121	Composition and Rhetoric	3	0	3
PHED	Physical Education	0	3	1
		<u>15</u>	<u>7</u>	<u>18</u>

#### Summer Session I

NURS 115	Nursing Transition	4	12	4
	Credit for Experience	<u>4</u>	<u>12</u>	<u>4</u>
		0	0	13

#### Summer Semester II

NURS 130	Psychiatric Nursing	<u>4</u>	<u>12</u>	<u>4</u>
		4	12	4

#### Fall Semester

BIOL 225	Microbiology	3	2	4
NURS 212	Medical/Surgical Nursing II	4	16	9
ENGL 122	Composition and Rhetoric II	<u>3</u>	<u>0</u>	<u>3</u>
		10	18	16

#### Spring Semester

NURS 213	Maternity Nursing (8 weeks)	4	13	4
NURS 214	Child Health Nursing (8 weeks)	4	13	4
NURS 221	Professional Development	1	2	2
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	<u>0</u>	<u>3</u>	<u>1</u>
		8	18	14

\*Must be completed prior to enrollment in NURS 115

Total Credits Required for  
an Associate Nursing Degree ..... 69

### REAL ESTATE

Please see Mid-Management, Real Estate Specialization; Certificate Program.

## RESPIRATORY CARE

**Degree:** Associate Degree in Applied Science

**Length:** 22 months

**Purpose:** The purpose of Alvin Community College Respiratory Care is to provide an approved, educational program that will prepare competent individuals for careers in respiratory care. The registry graduate will be skilled in all aspects of respiratory care with emphasis on assessment and management of the critical care patient. In addition, students will be involved in the management and education of respiratory care departments and personnel. The twenty-two month program leads to an Associate in Applied Science Degree and qualifies individuals to apply to the advanced Registered Respiratory Therapist Board Examination.

The curriculum for the Certificate Program is included in the registry curriculum which is expanded with academic courses. Individuals with a Certificate of Proficiency from a JRCRTE accredited certificate program may complete the second year of the registry option and the required academic courses to obtain an associate degree and apply for the Registered Respiratory Therapist Examination.

Students in the registry option may apply for a Certificate of Completion (for the certification option) in the fall semester of their second year provided they have completed the requirements for the certification program. HRTT 210 and HRTT 212 must be completed in place of HRTT 113 in order to apply for the Certificate of Completion. This certificate will allow the student to attempt the National Entry Level Exam for Respiratory Therapy which is administered the following March.

The registry program is fully accredited by the Joint Review Committee for Respiratory Care Education and the American Medical Association.

### Admission Requirements:

1. To be considered for admission to the Respiratory Care Program, the applicant must:
  - a. be a high school or G.E.D. graduate
  - b. make application to ACC and fulfill the admission requirements
  - c. make application to the Respiratory Care Program
  - d. score 16 or higher on ACT composite

or

  - e. if ACT composite is between 12 and 15, remove all academic deficiencies by completing the appropriate developmental courses in English, Math, Reading.
  - f. complete a physical examination which includes a chest x-ray and TB skin test, upon acceptance to the program
  - g. interview with the Director of Respiratory Care
2. Any science or Respiratory Care course completed more than five (5) years prior to the student being accepted may not satisfy requirements for a degree in Respiratory Care.

3. Transfer students must complete the following:
  - a. meet the above admission criteria
  - b. have a cumulative GPA of 2.0 or better on all courses being transferred into the Respiratory Care curriculum.
  - c. provide the Admissions Office with an official transcript from each institution attended
  - d. provide the Respiratory Care Department with a copy of transcript from each institution attended.
  - e. provide the Respiratory Care Department with a description and/or syllabus of each course being considered for transfer
  - f. not currently be on suspension or academic probation from another college
  - g. credit will be given for support courses equivalent to those included in the Respiratory Care 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.
4. An RC student will abide by the curriculum requirements of the RC Department at the time they are accepted into the program. Curriculum requirements of the RC program take precedence over the *Catalog* under which the student entered Alvin Community College.
5. A new class begins each fall semester. Qualified applicants will be admitted according to space availability.

### Alternate Enrollment:

1. Alternate enrollment applies to those respiratory care personnel who:
  - a. are on-the-job trainees
  - b. have not completed the certification program or the associate degree
2. Respiratory care professionals with at least two years full time experience in the field will have the opportunity to challenge respiratory care courses. These courses must be challenged in sequence unless permission is otherwise granted by the program director.

### Progression Policies:

1. Respiratory Care students will abide by the admission and curriculum requirements of the Respiratory Care Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the Respiratory Care programs, all Respiratory Care courses must be completed in the proper sequence as shown in the catalog and degree plan, or must have the approval of the program director.
3. No grade below a "C" in a Respiratory Care or academic course will be acceptable for progression.
4. A student will be terminated from the program if clinical performance is unsatisfactory as determined by the clinical instructor and the program director. This action may be taken at any time during the semester or at the end of the semester.
5. Only two (2) attempts in any science/math or any Respiratory Care course will be permitted. An attempt is defined as a course in which a grade of "D," "F," or "WF" is recorded on the transcript.
6. A student requiring hospitalization or sustaining an injury will be required to obtain a written statement from his/her physician verifying that the health status of the student is adequate for performance in the clinical agency. A student may not be allowed to return to the clinical area if he/she must be on medications which may interfere with his/her ability to perform satisfactorily.
7. A student who is pregnant must present a physician's statement giving evidence of her ability to perform the work required.

8. Students must complete the program within five (5) years after initial acceptance.

**RESPIRATORY CARE**

**Associate in Applied Science  
Registry Option**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester (Fall)</b>				
HRTT 109	Cardiopulmonary Anatomy and Physiology	3	0	3
HRTT 111	Introduction to Respiratory Therapy	4	2	4
HRTT 114	Respiratory Therapy Procedures I	3	10	4
HRTT 120	Pharmacology	3	0	3
MATH 115	Intermediate Algebra	3	0	3
		<u>16</u>	<u>12</u>	<u>17</u>

**Second Semester (Spring)**

HRTT 116	Clinical Medicine and Pulmonary Disorders	4	2	3
HRTT 117	Respiratory Therapy Procedures II	3	2	4
HRTT 112	Clinical Practical I	0	16	2
BIOL 121	Anatomy and Physiology I	3	2	4
ENGL 121	Composition and Rhetoric I	3	0	3
		<u>13</u>	<u>22</u>	<u>16</u>

**Third Semester (Summer Session I)**

ENGL 122	Composition and Rhetoric II	3	0	3
PSYC 120	General Psychology	3	0	3
		<u>6</u>	<u>0</u>	<u>6</u>

**Fourth Semester (Summer Session II)**

HRTT 115	Pediatrics	5	0	2
HRTT 210	Clinical Practical IV	0	24	3
		<u>5</u>	<u>24</u>	<u>5</u>

**Fifth Semester (Fall)**

HRTT 212	Clinical Practical V	0	16	2
HMLT 123	Medical Microbiology	2	3	3
HRTT 217	Advanced Intensive Care Procedures	3	0	3
HRTT 216	Advanced Pathophysiology	3	0	3
PHED	Physical Education	0	3	1
		<u>8</u>	<u>22</u>	<u>12</u>

**Sixth Semester (Spring)**

HRTT 211	Clinical Management and Education	3	8	3
BIOL 122	Anatomy and Physiology II	3	2	4
PHED	Physical Education	0	3	1
CHEM 111	Introductory Chemistry I	3	3	4
CSCI 110	Introduction to Computer Science	3	3	4
		<u>12</u>	<u>19</u>	<u>16</u>

**Seventh Semester (Summer Session I)**

HRTT 218	Review and Seminar	5	0	1
HRTT 219	Specialty Rotations	0	32	4
		<u>2</u>	<u>32</u>	<u>5</u>

Total Credits Required for  
an Respiratory Care Degree ..... 77

**SECRETARIAL SCIENCE  
Executive Secretary**

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

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

**Purpose:** The Associate in Applied Science Degree curriculum in Secretarial Science offers a background in business courses which prepares 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 meets the need for efficient executive secretaries in businesses in the fast-growing Gulf Coast area.

**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 Secretary 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 omits two 3-hour courses - the two are decided on an individual basis in conference with departmental personnel.

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

**Associate in Applied Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
SECT 160	Office Accounting	3	1	3
MATH 120	Mathematics of Finance	3	0	3
ENGL 121	Composition and Rhetoric I	3	0	3
SECT 111	Shorthand I	3	2	3
SECT 121	Typewriting I	2	3	3
PHED	Physical Education	0	3	1
		<u>14</u>	<u>9</u>	<u>16</u>
<b>Second Semester</b>				
ENGL 122	Composition and Rhetoric II	3	0	3
BUAD 110	Introduction to Business	3	0	3
SECT 150	Office Machines	2	3	3
SECT 112	Shorthand II	3	2	3
SECT 122	Typewriting II	2	3	3
PHED	Physical Education	0	3	1
		<u>13</u>	<u>11</u>	<u>16</u>
<b>Third Semester</b>				
SECT 250	Word Processing	2	3	3
SECT 130	Business Communication	3	0	3
SPCH 105	Interpersonal Communication	3	0	3
SOCI 111	Principles of Sociology	3	0	3
SECT 212	Secretarial Internship	1	20	3
SECT 220	Typewriting III	2	3	3
		<u>14</u>	<u>26</u>	<u>18</u>
<b>Fourth Semester</b>				
SECT 230	Records Management	2	3	3
SECT 140	Secretarial Practice	3	2	3
SECT 260	Word Processing Applications	2	3	3
BUAD 120	Legal Environment of Business	3	0	3
	Elective	3	0	3
		<u>13</u>	<u>8</u>	<u>15</u>

Total Credits Required for Secretarial Science Degree .....65

**SECRETARIAL SCIENCE**  
**Legal Secretary**

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

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

**Purpose:** The Associate in Applied Science Degree curriculum in Secretarial Science offers a background in business courses which prepares the student for employment in the legal secretarial field. The program meets the need for efficient legal secretaries in businesses in the fast-growing Gulf Coast area.

**Program Requirements:** This two-year curriculum in Secretarial Science provides instruction in areas required for competence as a secretary in a legal office. The curriculum includes secretarial science and related courses. 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 Legal Secretary 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 omits two 3-hour courses - the two are decided on an individual basis in conference with departmental personnel.



## SECRETARIAL SCIENCE Legal Secretary

### Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
SECT 160	Office Accounting	3	1	3
MATH 120	Mathematics of Finance	3	0	3
ENGL 121	Composition and Rhetoric I	3	0	3
SECT 111	Shorthand I	3	2	3
SECT 121	Typewriting I	2	3	3
PHED	Physical Education	0	3	1
		<u>14</u>	<u>9</u>	<u>16</u>

#### Second Semester

BUAD 120	Legal Environment of Business	3	0	3
ENGL 122	Composition and Rhetoric II	3	0	3
SECT 150	Office Machines	2	3	3
SECT 112	Shorthand II	3	2	3
SECT 122	Typewriting II	2	3	3
PHED	Physical Education	0	3	1
		<u>13</u>	<u>11</u>	<u>16</u>

#### Third Semester

SECT 250	Word Processing	2	3	3
SECT 230	Records Management	2	3	3
SECT 130	Business Communication	3	0	3
SPCH 105	Interpersonal Communication	3	0	3
GOVT 211	American National and State Governments I	3	0	3
SECT 220	Typewriting III	2	3	3
		<u>15</u>	<u>9</u>	<u>18</u>

#### Fourth Semester

SECT 143	Legal Secretarial Practice	3	2	3
SECT 144	Legal Terminology	4	1	3
SECT 260	Word Processing Applications	2	3	3
BUAD 122	Business Law			
or				
REAL 130	Real Estate Principles	3	0	3
	Elective	3	0	3
		<u>15</u>	<u>6</u>	<u>15</u>

Total Credits Required for Secretarial Science Degree ..... 65

## SECRETARIAL SCIENCE Medical Secretary

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

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

**Purpose:** The Associate in Applied Science Degree curriculum in Secretarial Science offers a background in business courses which prepares the student for employment in the medical secretarial field. The program meets the need for efficient medical secretaries in businesses in the fast-growing Gulf Coast area.

**Program Requirements:** This two-year curriculum in secretarial science provides instruction in areas required for competence as a secretary in a medical office. The curriculum includes secretarial science and related courses. 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 Medical Secretary 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 omits two 3-hour courses - the two are decided on an individual basis in conference with departmental personnel.

## SECRETARIAL SCIENCE Medical Secretary

### Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
SECT 160	Office Accounting	3	1	3
MATH 120	Mathematics of Finance	3	0	3
ENGL 121	Composition and Rhetoric I	3	0	3
SECT 111	Shorthand I	3	2	3
SECT 121	Typewriting I	2	3	3
PHED	Physical Education	0	3	1
		<u>14</u>	<u>9</u>	<u>16</u>



**Second Semester**

		3	0	3
ENGL 122	Composition and Rhetoric II	1	20	3
SECT 212	Secretarial Internship	2	3	3
SECT 150	Office Machines	3	2	3
SECT 112	Shorthand II	2	3	3
SECT 122	Typewriting II	0	3	1
PHED	Physical Education	11	31	16

**Third Semester**

		2	3	3
SECT 250	Word Processing	2	3	3
SECT 230	Records Management	3	0	3
SECT 130	Business Communication	3	0	3
SPCH 105	Interpersonal Communication			
GOVT 211	American National and State Governments I	3	0	3
		2	3	3
SECT 220	Typewriting III	15	9	18

**Fourth Semester**

		3	2	3
SECT 141	Medical Secretarial Practices	2	3	3
SECT 260	Word Processing Applications	4	1	3
SECT 142	Medical Terminology	3	0	3
BUAD 120	Legal Environment of Business	3	0	3
	Elective	15	6	15

Total Credits Required for Secretarial Science Degree .....65

**WELDING**

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

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

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

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

**WELDING**

**Associate in Applied Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
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
SPCH 105	Interpersonal Communication	3	0	3
PHED	Physical Education	0	3	1
		8	17	14
<b>Second Semester</b>				
WELD 131	Basic MIG and TIG	2	6	4
WELD 122	Arc Welding (Plate II)	2	6	4
MATH 115	Intermediate Algebra	3	0	3
ENGL 121	Composition and Rhetoric I	3	0	3
PHED	Physical Education	0	3	1
		10	15	15
<b>Third Semester</b>				
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
ECON 111	Principles of Economics	3	0	3
CSCI 110	Introduction to Computers	3	3	4
		11	19	18
<b>Fourth Semester</b>				
WELD 242	Adv. Layout Design and Fabrication	1	4	3
WELD 252	Pipe Welding II	2	6	4
SOCI 111	Principles of Sociology	3	0	3
	Electives	6	0	6
		12	10	16

Total Credits Required for the Welding Degree ..... 63

**ASSOCIATE IN GENERAL STUDIES DEGREE**

**Degree:** Associate in General Studies (A.G.S.)

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

**Purpose:** The program is designed for the student who wishes to pursue a multidisciplinary academic program for personal enrichment but who does not have a specific baccalaureate degree goal. However, in some academic areas, this program may meet the requirements for more advanced study. (The student wishing to continue should consult with the receiving institution about transfer of courses.) Students who successfully complete the following program of study, in addition to meeting the graduation requirements (page 21), will be eligible to receive the Associate in General Studies degree.

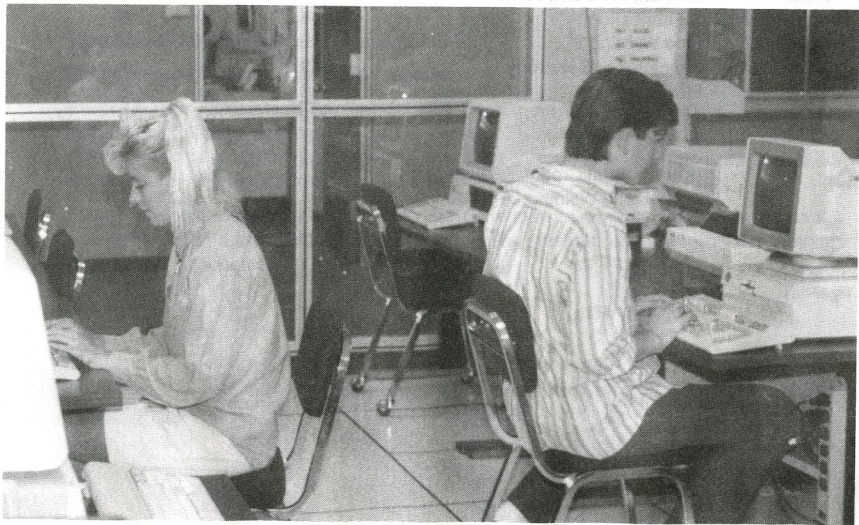
**ASSOCIATE IN GENERAL STUDIES DEGREE**

Course Title	Course Credits
English 121 and English 122*	6
** History 141 and History 142	6
Government 211 and Government 212	6
Speech Elective	3
Sciences	3
Mathematics	3
Multidisciplinary Electives	<u>35</u>
	62

\*Speech 110 may be substituted for English 122.

\*\*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142).

Total Credits Required for the Associate in General Studies Degree.....62



**CERTIFICATE PROGRAMS**

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

- |   |                       |
|---|-----------------------|
| Air Conditioning & Refrigeration        | Electronics           |
| Automotive Technology                   | Mid-Management        |
| Child Care and Development              | Banking               |
| Clerical                                | Fashion Merchandising |
| Communications                          | Production            |
| Computer Science                        | Real Estate           |
| Criminal Justice                        | Respiratory Therapy   |
| Correctional Administration             | Technician            |
| Correctional Science                    | Stenography           |
| Law Enforcement & Police Administration | Vocational Nursing    |
| Drafting                                | Welding               |

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

**AIR CONDITIONING AND REFRIGERATION**

**Degree:** Certificate

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

**Purpose:** The one-year Certificate in Air Conditioning and Refrigeration prepares 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 Air Conditioning and Refrigeration Department Chairperson.

**AIR CONDITIONING AND REFRIGERATION**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
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	<u>0</u>	<u>3</u>	<u>1</u>
		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
		<u>12</u>	<u>10</u>	<u>15</u>

**First Summer Session**

ACRH 135	Air Conditioning and Refrigeration Troubleshooting	1	3	2
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Total Credits Required for the Air Conditioning & Refrigeration Certificate .....35

**AUTOMOTIVE TECHNOLOGY**

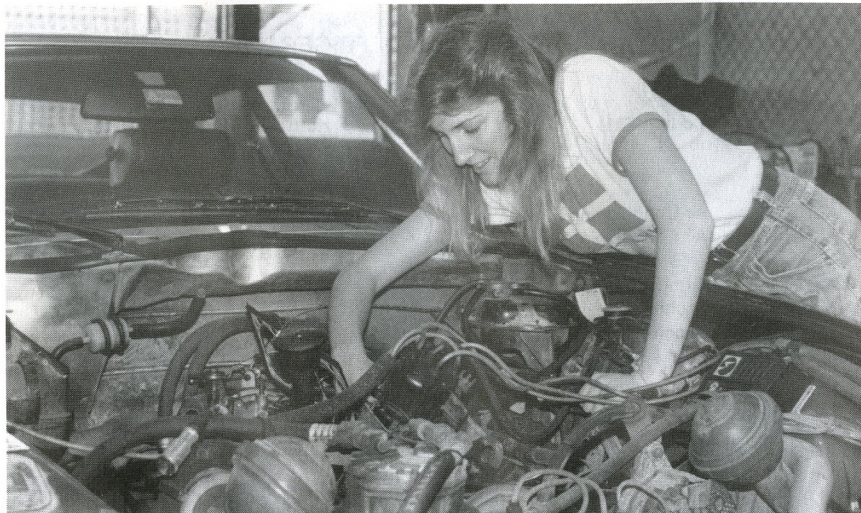
**Degree:** Certificate

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

**Purpose:** The Certificate in Automotive Technology provides students with an introduction to automotive technology repair and allows persons already engaged in industry to increase their automotive technology knowledge.

**Program Requirements:** The curriculum includes technical courses in automotive mechanics and courses in related subjects as well as general education courses. Each student is urged to consult with the Department Chairperson of Automotive Technology in planning his/her program.

A certificate student takes seven courses from Group I and three courses from Group II. Course selection is determined by consultation with the Department Chairperson, after he/she is familiar with the student's background, abilities, and goals.



**Certificate in Automotive Technology**

Course	Lecture Hours	Lab Hours	Course Credits
Group I	14	28	28
Group II	9	0	9
Total			<u>37</u>

**Group I**

- Basic Automotive
- Internal Combustion Engine
- Automotive Electricity and Ignition System
- Carburetion and Fuel System
- Automotive Transmission
- Automotive and Truck Chassis
- Automotive Air Conditioning
- Repair Shop Organization and Management

**Group II**

- Technical Math I
- Fundamentals of Drafting
- Technical Math II
- Communication Skills I
- Welding Processes
- Introduction to Business
- Communication Skills II
- Automotive Diagnosis

Total Credits Required for Automotive Technology Certificate ..... 37

**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 takes 24 credit hours from Group I, six credit hours from Group II, and two semesters of physical education. Course selection is determined by consultation with the Department Chairperson, after he/she 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	24
Group II	6	0	6
Physical Education	0	6	2
	<u>27</u>	<u>6</u>	<u>32</u>

- Group I**  
 Pre-School and Day Care Programs  
 Child Care Recreation  
 Creative Activities for Young Children  
 Infant and Toddler Care  
 Literature and Language Arts for Young Children  
 Math and Science for Young Children  
 Child Care & Development Internship I  
 Child Care & Development Internship II  
 Child Growth & Development: Preschool to Middle Childhood  
 Seminar and Field Work  
 Administration of Preschool Programs  
 Child Nutrition and Health Care

- Group II**  
 First Aid  
 Interpersonal Communication  
 Communication Skills  
 Principles of Sociology  
 Child Growth & Development

Total Credits Required for  
 Child Care & Development Certificate..... 32

**COMMUNICATIONS**

**Degree:** Certificate

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

**Purpose:** The program prepares the student for entry into occupations in radio broadcasting, sound reinforcement and recording, or television. Completion of this program also enhances the effectiveness of those presently employed in the field of communications.

**Program Requirements:** The student will be awarded a certificate upon completion of the program in his/her particular area of interest.

**Certificate in Broadcasting**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
COMM 105	Introduction to Mass Communications	3	0	3
COMM 115	Writing for Mass Media	3	0	3
COMM 213	Radio/TV News Workshop	2	3	3
COMM 230	Practicum in Electronic Media-Radio	0	6	4
		<u>11</u>	<u>9</u>	<u>16</u>
<b>Second Semester</b>				
COMM 111	Basic Recording Techniques	1	2	3
COMM 211	Radio Production	1	4	3
COMM 224	Radio and TV Announcing	3	0	3
COMM 231	Practicum in Electronic Media-Radio	0	6	4
COMM 222	Public Relations	3	0	3
		<u>8</u>	<u>12</u>	<u>16</u>

Total Credits Required for  
 Communications -- Broadcasting Certificate .....32



### Certificate in Sound Reinforcement and Recording

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 111	Communication Skills I	3	0	3
COMM 105	Introduction to Mass Communications	3	0	3
COMM 211	Radio Production	1	4	3
COMM 111	Basic Recording Techniques	1	2	3
MUSC 110	Introduction to Music	<u>3</u>	<u>0</u>	<u>3</u>
		11	6	15
<b>Second Semester</b>				
ELEC 110	Introduction to Electronics Technology	3	0	3
ELEC 115	Introduction to Electronics Technology Lab	0	3	1
COMM 112	Advanced Recording Techniques	1	2	3
MUSC 120	Music Appreciation	3	0	3
COMM 235	Practicum in Electronic Media-Recording	0	6	4
COMM 111A	Intermediate Recording Techniques	<u>1</u>	<u>2</u>	<u>3</u>
		8	13	17
Total Credits Required for Communications -- Sound Reinforcement & Recording Certificate .....				32

### Certificate in Television

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
COMM 105	Introduction to Mass Communications	3	0	3
COMM 115	Writing for Mass Communications	3	0	3
COMM 113	TV Production I	3	0	3
COMM 224	Radio and TV Announcing	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15
<b>Second Semester</b>				
COMM 212	Advertising	3	0	3
COMM 114	TV Production Workshop	3	0	3
COMM 213	Radio/TV News Workshop	2	3	3
COMM 222	Public Relations	3	0	3
DRAM 201	Development of the Motion Picture	<u>2</u>	<u>2</u>	<u>3</u>
		13	5	15
Total Credits Required for Communications -- Television Certificate .....				30

### COMPUTER SCIENCE TECHNOLOGY General Computer Data Processing

**Degree:** Certificate

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

**Purpose:** The General Computer Data Processing curriculum provides students with an introduction to data processing and allows persons already engaged in business and industry to increase their computer knowledge.

**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/her faculty advisor in planning his/her 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 (General Computer Data Processing).

### Computer Science Technology -- General Computer Data Processing

Course	Lecture Hours	Lab Hours	Course Credits
Group I	15	15	20
Group II	12	0	<u>12</u>
Total			32

#### Group I

- |   |  |
|---|--|
| CSCI 110 Introduction to Computer Science | CSCI 230 Advanced COBOL                |
| CSCI 114 Basic Programming                | CSCI 240 System Analysis               |
| CSCI 120 RPG Programming                  | CSCI 250 Assembly Programming          |
| CSCI 130 COBOL Programming                | CSCI 215 Digital Computer Fundamentals |
| CSCI 212 FORTRAN Programming              | CSCI 260 Micro Computers               |
| CSCI 200 Special Topics                   |  |

#### Group II

- |                                       |   |
|---------------------------------------|---|
| BUAD 110 Introduction to Business     | ENGL 112 Communication Skills II                    |
| BUAD 130 General Business Mathematics | ENGL 121 Composition & Rhetoric I                   |
| ACCT 110 Office Accounting            | ENGL 122 Composition & Rhetoric II                  |
| ACCT 221 Principles of Accounting I   | HIST 111 Western Civilization to 1660               |
| ACCT 222 Principles of Accounting II  | HIST 112 Western Civilization Since 1660            |
| SOCI 111 Principles of Sociology      | GOVT 211 American National and State Governments I  |
| MATH 180 Finite Mathematics           | GOVT 212 American National and State Governments II |
| MATH 190 Analysis                     | Physical Education                                  |
| MATH 121 College Algebra              |   |
| MATH 132 Plane Trigonometry           |   |
| ENGL 111 Communication Skills I       |   |

### CRIMINAL JUSTICE Correctional Administration

**Certificate Program:** Certificate in Correctional Administration

**Length:** Thirty-Four Semester Hours

**Purpose:** The Correctional Administration Certificate program is designed for people who are working in the Correctional field in management-type positions. Interested non-inservice persons should obtain permission from the Department Chairperson of Criminal Justice.

**Program Requirements:** Approximately one-half of the certificate program includes required courses in Correctional Science and Mid-Management. The remaining courses are selected from related areas.

A certificate student takes the seven required courses from Group I and four courses from Group II. Course selection is determined by consultation with the Department Chairperson after he/she is familiar with the student's vocational goals.

#### Correctional Administration

Course	Lecture Hours	Lab Hours	Course Credits
Group I	21	0	21
Group II	12	1	13
	<u>33</u>	<u>1</u>	<u>34</u>

**Required Courses**

**Group I**

- Introduction to Criminal Justice
- Correctional Systems and Practices
- Community Resources in Corrections
- The Courts and Criminal Procedure
- Principles of Management
- Personnel Management
- Problems in Management

**Elective Courses**

**Group II**

- Principles of Accounting I
- Principles of Accounting II
- Principles of Sociology
- Business Speech

Total Credits Required for Correctional Administration Certificate .....	34
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### CRIMINAL JUSTICE Correctional Science

**Certificate Program:** Certificate in Correctional Science

**Length:** Thirty Semester Hours

**Purpose:** The certificate program is designed for mature people 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 includes courses in Correctional Science; the remaining courses are in related areas. In the event that a student who has first enrolled in a "Certificate Only" program desires to thereafter enter a degree program, he/she must meet all prerequisites and requirements met by the degree student.

A certificate student takes seven courses from Group I and three courses from Group II. Course selection is determined by consultation with the Department Chairperson after he/she is familiar with the student's background, abilities, and goals.

### Correctional Science

Course	Lecture Hours	Course Credits
Group I	21	21
Group II	9	9
	<u>30</u>	<u>30</u>

**Group I**

- Introduction to Criminal Justice
- Fundamentals of Criminal Law
- The Courts and Criminal Procedure
- Crime in America
- Probation and Parole
- Correctional Systems and Practices
- Community Resources in Corrections
- Cooperative Education for Correctional Science I
- Cooperative Education for Correctional Science II
- Defensive Measures

**Group II**

- Composition and Rhetoric
- General Psychology
- Principles of Sociology
- Communication Skills
- American National & State Governments
- U.S. History

Total Credits Required  
for Correctional Science Certificate ..... 30

### CRIMINAL JUSTICE Law Enforcement and Police Administration

**Degree:** Certificate in Law Enforcement and Police Administration

**Length:** Thirty Semester Hours

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

**Program Requirements:** A certificate student takes seven courses from Group I and three courses from Group II. Course selection is determined by consultation with the Department Chairperson after he/she is familiar with the student's background, abilities, and goals.

**Law Enforcement**

Course	Lecture Hours	Course Credits
Group I	21	21
Group II	<u>9</u>	<u>9</u>
	30	30

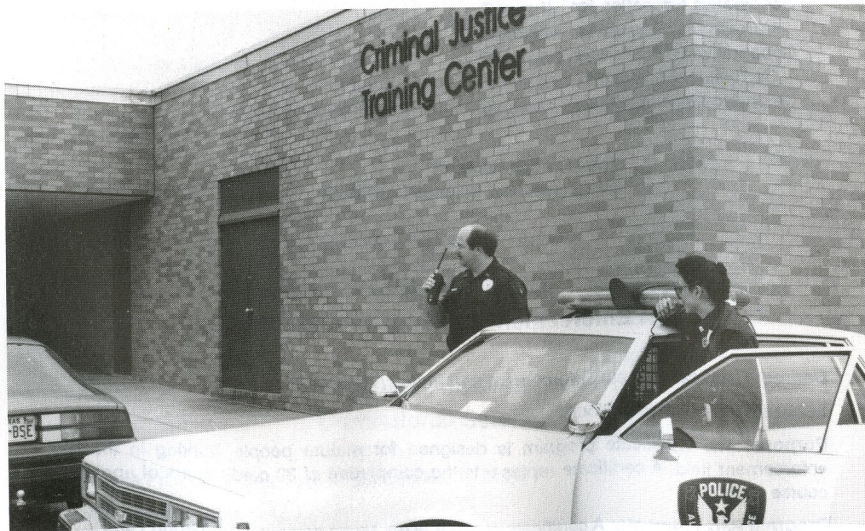
**Group I**

- Introduction to Criminal Justice
- Criminal Investigation
- Legal Aspects of Law Enforcement
- Fundamentals of Criminal Law
- Police System and Practices
- Defensive Measures
- Cooperative Education for Law Enforcement I
- Cooperative Education for Law Enforcement II
- Crime in America
- The Courts & Criminal Procedure

**Group II**

- Composition and Rhetoric
- General Psychology
- Communication Skills
- American National and State Governments
- U.S. History
- Principles of Sociology

Total Credits Required for Certificate in Law Enforcement..... 30



**DRAFTING TECHNOLOGY**

**Degree:** Certificate

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

**Purpose:** The one-year program prepares the student for entry into the drafting occupation.

**Program Requirements:** The drafting technician is an essential member of the technician-engineering team. He/she 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
<b>First Semester</b>				
DRFT 107	Industrial Blueprint Reading	3	1	3
DRFT 111	Engineering Drafting	2	6	4
DRFT 241	Architectural Drafting I	2	6	4
MATH 115	Intermediate Algebra	3	0	3
DRFT 190	Introduction to Computer Aided Drafting	<u>3</u>	<u>3</u>	<u>3</u>
		13	16	17



**Second Semester**

DRFT 291	Computer Aided Drafting I	2	6	4
DRFT 251	Machine Drafting	2	6	4
DRFT	Elective	2	6	4
	Elective	3	0	3
or				
DRFT 283	Cooperative Education			
	for Drafting I	0	20	3
		9	18	15

Total Credits Required for  
Drafting Technology Certificate .....32

**ELECTRONIC TECHNOLOGY**

**Degree:** Certificate

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

**Purpose:** The one-year certificate in Electronic Technology is designed to prepare the student for full-time employment in the field of electronics. The basic objective of the program is to develop electronic skills and knowledge to provide entry level positions in electronics.

**Program Requirements:** A certificate student will take a minimum of five courses from Group I, four courses from Group II, and two semesters of physical education or one 3 hour elective.

Course	Lecture Hours	Lab Hours	Course Credits
Group I	15	15	20
Group II	12	0	12
Physical Education	0	6	2
or			
Elective	3	0	3
<b>Total</b>	<b>27 or 30</b>	<b>15 or 21</b>	<b>34 or 35</b>

- Group I Electronic Technology Courses
- Group II Composition & Rhetoric
- Mathematics
- Government
- U.S. History
- General Psychology

Total Credits Required for  
Certificate in Electronic  
Technology..... 34 or 35

**ELECTRONIC TECHNOLOGY**

**One-Year Certificate**

**Group I**

Course Number	Course Title	Course Credit
ELEC 110/115	Introduction to Electronic Technology	4
ELEC 120/125	D.C. Theory and Circuit Analysis	4
ELEC 130/135	A.C. Theory and Circuit Analysis	4
ELEC 140/145	Electronics I	4
ELEC 160	Electronic Drafting and Design	4
ELEC 210	Electronics II	4
ELEC 220	Electronics III	4

**Group II**

*ELEC 151	Electronic Problems I	3
**ELEC 152	Electronic Problems II	3
SOCI 111	Principles of Sociology	3
ENGL 111	Communication Skills I	3
ENGL 112	Communication Skills II	3
ENGL 121	Composition and Rhetoric I	3
ENGL 122	Composition and Rhetoric II	3
HIST 141	The United States to 1877	3
HIST 142	The United States Since 1877	3
GOVT 211	American National and State Government I	3
GOVT 213	American National and State Governments II	3
PSYC 120	General Psychology	3

\*Corequisite for ELEC 120/125  
\*\*Corequisite for ELEC 130/135

**LEGAL STENOGRAPHY**

**Degree:** Certificate

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

**Purpose:** The one-year certificate in Legal Stenography prepares the student for full-time employment immediately in a specialized business occupation. This course provides a job outlet for those students who desire to work in the legal field, but do not care for pressures of Court Reporting, or who find they must secure employment within a shorter time.

**Program Requirements:** Students entering this program must be high school graduates or possess a GED equivalency certificate. Each student is urged to consult with the Counseling Center and the Court Reporting Department Chairperson in planning his/her program. The Legal Stenography Certificate will be awarded upon satisfactory completion of the two-semester program.



**LEGAL STENOGRAPHY**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
SECT 220	Typing III	2	3	3
CTRP 111	Machine Shorthand Theory and Transcription	6	4	5
CTRP 121	Law and Legal Terminology	4	1	3
ENGL 121	Composition and Rhetoric I	3	0	3
CTRP 141	Grammar and Punctuation I	3	2	3
PHED	Physical Education	0	3	1
		<u>18</u>	<u>13</u>	<u>18</u>
<b>Second Semester</b>				
CTRP 112	Machine Shorthand I and Transcription (60-80-100)	6	4	5
CSCI 110	Introduction to Computer Science	3	3	4
CTRP 122	Medical Terminology	4	1	3
CTRP 142	Grammar and Punctuation II	3	2	3
PHED	Physical Education	0	3	1
		<u>16</u>	<u>13</u>	<u>16</u>
Total Credits Required for Legal Stenography Certificate..... 34				

**MID-MANAGEMENT**

**Degree:** Certificate

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

**Purpose:** The one-year certificate in Mid-Management prepares the student for full-time employment in the field of management. The basic objective of the program is to develop management skills and allow the student a chance to utilize these skills at an approved work station.

**Program Requirements:** A certificate student takes six courses from Group 1, three courses from Group 2, two courses from his/her area of specialization (Retail, Production, Fashion Merchandising, Banking, and Real Estate), and two semesters of physical education or one three-hour elective.

**MID-MANAGEMENT**

Course	Lecture Hours	Lab Hours	Course Credits
*Group 1	12	40	18
Group 2	9	0	9
Specialization	6	0	6
Physical Education	0	6	2
or			
Elective	3	0	3
Total	<u>27</u>	<u>40 or 46</u>	<u>35 or 36</u>

**Group I**

- Supervision
- Internship
- Personnel Management
- Principles of Management
- Internship
- Problems in Management
- Small Business Management

**Group II**

- Mathematics of Finance
- General Psychology
- or
- Business Psychology
- Principles of Economics
- Principles of Sociology
- English

**Specialization Area**

**Banking**

- Principles of Bank Operations
- Money and Banking
- Analyzing Bank Financial Statements
- Marketing for Bankers
- Bank Investments
- Credit Administration
- Supervision and Personnel Administration
- Installment Credit
- Teller Training Seminars

**Real Estate**

- Principles of Real Estate
- Real Estate Practice
- Real Estate Law
- Real Estate Finance
- Real Estate Brokerage
- Real Estate Appraisal

**Fashion Merchandising**

- Introduction to Fashion Merchandising
- Fashion Buying and Merchandising
- Textiles
- Fashion Sales Promotion
- Fashion Fundamentals

\*For certificate in Mid-Management, 18 hours in Group 1 is required. No specialization courses are required.

Total Credits Required for  
Mid-Management Certificate..... 35 or 36

**RESPIRATORY CARE PROGRAM**

**Degree:** Certificate

**Length:** 12 Months

**Purpose:** The Respiratory Care Department offers an approved educational program which will prepare competent individuals for an allied health speciality in the clinical care and management of respiratory disorders. The certificate graduate will be adept in the administration of medical gases, medications, aerosol therapy, bronchopulmonary drainage, cardiopulmonary resuscitation, pediatric respiratory care, and ventilator management, as well as pulmonary function testing and arterial blood gas sampling and interpretation.

The twelve-month program leads to a certificate and qualifies the graduate to apply for the National Entry Level Examination which leads to a Certified Respiratory Care Technician (CRTT).

This program is fully accredited by the Joint Review Committee for Respiratory Care Education and the American Medical Association.

For admission requirements and progression policies, see Respiratory Care Program Degree in Applied Science page 100.

**RESPIRATORY CARE PROGRAM**

**Certificate Option**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester (Fall)</b>				
HRTT 109	Cardiopulmonary Anatomy & Physiology	3	0	3
HRTT 111	Introduction to Respiratory Therapy	4	2	4
HRTT 114	Respiratory Therapy Procedures I	3	10	4
HRTT 120	Pharmacology	3	0	3
MATH 115	Intermediate Algebra	3	0	3
		<u>16</u>	<u>12</u>	<u>17</u>
<b>Second Semester (Spring)</b>				
HRTT 116	Clinical Medicine and Pulmonary Disorders	4	2	3
HRTT 117	Respiratory Therapy Procedures II	3	2	4
HRTT 112	Clinical Practical I	0	16	2
BIOL 121	Anatomy and Physiology I	3	2	4
ENGL 121	Composition & Rhetoric I	3	0	3
		<u>13</u>	<u>22</u>	<u>16</u>
<b>Third Semester (Twelve-Week Session)</b>				
HRTT 113	Clinical Practical II	0	32	6
		<u>0</u>	<u>32</u>	<u>6</u>

Total Credits Required..... 39

**SECRETARIAL SCIENCE**

**Options: Secretary**

**General Office Worker**

**Degree:** Certificate

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

**Purpose:** The one-year program prepares 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.

**Secretary One-Year**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
SECT 160	Office Accounting	3	1	3
SECT 121	Typewriting I	2	3	3
SECT 150	Office Machines	2	3	3
SECT 111	Shorthand I	3	2	3
SECT 230	Records Management	2	3	3
		<u>12</u>	<u>12</u>	<u>15</u>
<b>Second Semester</b>				
SECT 122	Typewriting II	2	3	3
ENGL 121	Composition and Rhetoric I	3	0	3
SECT 130	Business Communications	3	0	3
SECT 112	Shorthand II	3	2	3
SECT 250	Word Processing	2	3	3
		<u>13</u>	<u>8</u>	<u>15</u>

Total Credits Required for Secretarial Certificate.....30

**General Office Worker One-Year**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
SECT 160	Office Accounting	3	1	3
SECT 121	Typewriting I	2	3	3
SECT 150	Office Machines	2	3	3
SPCH 105	Interpersonal Communication	3	0	3
SECT 230	Records Management	2	3	3
		<u>12</u>	<u>10</u>	<u>15</u>
<b>Second Semester</b>				
SECT 122	Typewriting II	2	3	3
ENGL 121	Composition and Rhetoric I	3	0	3
SECT 130	Business Communications	3	0	3
BUAD 120	Legal Environment of Business	3	0	3
SECT 250	Word Processing	2	3	3
		<u>13</u>	<u>6</u>	<u>15</u>

Total Credits Required for a General Clerical Certificate..... 30

**VOCATIONAL NURSING PROGRAM**

**Degree:** Certificate

**Length:** Twelve Months; Three semesters, 48 credit hours.

**Purpose:** The purpose of the Alvin Community College Department of Vocational Nursing is to provide an approved educational curriculum 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.

The program is accredited by the Texas State Board of Vocational Nurse Examiners and the Coordinating Board, Texas College and University System. Graduates of the twelve-month program are eligible to write the National Counsel Licensure Exam for Practical Nurses (NCLEX-PN). Those passing the examination will be licensed to practice as a Licensed Vocational Nurse (L.V.N.) in the State of Texas.

**Admission Requirements:**

1. Be a high school graduate or hold a certificate of equivalency (G.E.D.).
2. Submit applications and official transcripts to Alvin Community College.
3. Submit an application with ACT score to the Vocational Nursing Department. A minimum composite score of 14 is required for acceptance. TASP proficiency is recommended for continuing matriculation.
4. Attend an informational meeting with the chairperson of Vocational Nursing prior to registration.
5. Upon registration, provide a physical examination, which includes blood studies, urinalysis, serology, pulmonary screening, and immunization update.
6. Enrollment is limited to 30 qualified applicants.

**Program Requirements:**

1. Fees throughout the year will include books, supplies, uniforms, bandage scissors, name pins, nursing shoes and cap, watch with seconds, testing fees, and malpractice insurance. Health insurance and transportation are the responsibility of the student.
2. A passing grade of 75 must be attained in each subject. Averages below 75 will constitute grounds for request of student withdrawal.
3. A maximum of four absences per semester is allowed.
4. The Vocational Nursing Department may request at any time the withdrawal or dismissal of a student whose health, attendance, conduct, personal qualities or abilities, and/or scholastic records (clinical or academic proficiency) indicate that it would be inadvisable for the student to continue.
5. Transfer students must spend a minimum of one semester in the Alvin Community College Vocational Nursing Department in order to be considered a graduate.
6. 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.

**VOCATIONAL NURSING**

**First Semester  
Summer I & II  
(Two 6-Weeks)**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
VOCN 110	Fundamentals of Vocational Nursing	9	6	8
VOCN 120	Anatomy & Physiology for Vocational Nursing	6	0	4
		<u>15</u>	<u>6</u>	<u>12</u>

**Second Semester  
Fall Semester  
(16 Weeks)**

VOCN 130	Pharmacology for Vocational Nursing	4	0	4
VOCN 140	Mental Health, Mental Illness	3	8	5
VOCN 150	Obstetrical-Neonatal Nursing	5	16	9
		<u>12</u>	<u>24</u>	<u>18</u>

**Third Semester  
Spring Semester  
(16 Weeks)**

VOCN 210	Pediatric Nursing	2	8	4
VOCN 220	Medical Surgical Nursing	8	16	12
VOCN 230	Issues in Nursing	2	0	2
		<u>12</u>	<u>24</u>	<u>18</u>

Total Credits Required for the Vocational Nursing Certificate..... 48

**WELDING**

**Degree:** Certificate

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

**Purpose:** The one-year Certificate in Welding prepares 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 industries.

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

**WELDING**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
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	4	3
PHED	Physical Education	0	3	1
		<u>7</u>	<u>21</u>	<u>14</u>
<b>Second Semester</b>				
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
		<u>10</u>	<u>15</u>	<u>15</u>
Total Credits Required for the Welding Certificate .....				29

**AWARD OF ACHIEVEMENT**

**DEVELOPMENTAL STUDIES**

**Degree:** Award of Achievement

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

**Purpose:** The Developmental Studies Program prepares the student for entry into college and vocational courses at a level competitive with other students, and it develops basic skills such as reading, writing, and mathematics.

**Program Requirements:** Developmental Studies provides courses and instruction in the fundamental skill areas. This program benefits the following groups of students:

- those students whose placement test scores indicate that they need additional preparation before attempting college credit courses,
- those students returning to school after a long absence who feel the need for "refresher" work,
- those students whose past attempts in school have ended in failure,
- those students who simply desire to improve basic skills.

An Award of Achievement in Development Studies is presented after the successful completion of two semesters.

Developmental courses receive local credit; however, they may not be used to fulfill the requirements for a degree or certificate. Furthermore, grades earned in Developmental Courses will not be used to meet any honors or degree or certificate requirements.

**DEVELOPMENTAL STUDIES**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 109	Developmental Writing I	3	0	3
MATH 109	Arithmetic	3	0	3
RDNG 109	Developmental Reading I	3	1	3
PSYC 110	Human Development	3	0	3
PHED	Physical Education	0	3	1
ORIE 101	Career-Oriented Orientation	1	0	1
		<u>13</u>	<u>4</u>	<u>14</u>
<b>Second Semester</b>				
ENGL 110	Developmental Writing II	3	0	3
MATH 110	Developmental Mathematics--Algebra	3	0	3
RDNG 110	Developmental Reading II	3	1	3
SPCH 105	Interpersonal Relations	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>4</u>	<u>13</u>
Total				27

## CONTINUING EDUCATION PROGRAM

### Purpose

Alvin Community College, a comprehensive community college, provides life-long educational opportunities for adults in its service area. In addition to offering credit programs, ACC offers a diversified program of noncredit Continuing Education courses which provide the opportunity for adults to improve their knowledge and basic skills as well as to take courses for pleasure and recreation. The Continuing Education curriculum includes noncredit classes in personal development, the fine arts, crafts, languages, recreation, and vocational skill training. The courses vary in length from short workshops and seminars of a few hours or a day to longer courses of three, six, or even eighteen weeks.

### General Information

Noncredit 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 400 hours in length. Tuition and fees are established by the Board of Trustees. Most courses will be offered when there is sufficient demand, suitable meeting space on or off campus, and a qualified instructor. Various types of instruction are implemented to accomplish course objectives, including lecture/laboratory practice formats, as well as seminars, workshops, and conferences. The college is interested in receiving requests for special courses.

Contact the Director of Continuing Education regarding scheduling any program, particularly those 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

Noncredit courses in the following areas are scheduled at various times from semester to semester. Interested persons should check the semester schedule to find out the particular courses for that semester.

#### VOCATIONAL

##### Child Care

Day Care Mmgt. I  
Day Care Mmgt. II  
CPR for Day Care Providers  
Child Development/Day Care  
Music & Movement/Day Care  
Computer Records/Day Care

##### Business & Management

Basic Bookkeeping I and II  
Introd. to Supervision  
Introd. to Customer Relations  
Small Business Seminar  
Assertiveness for Managers & Supervisors  
Employee Relations

##### Health & Medical

Emergency Medical Technician  
Medication Aide  
Medication Aide Refresher

##### Gerontology

Nursing Home Activity Director  
Social Environment & Aging  
Physical Health & Aging  
Mental Health & Aging

##### Microcomputers

Introd. to Microcomputers  
Word Processing on Microcomputers  
Introduction to Lotus 1-2-3  
IBM-PC/MS/DOS

#### Law Enforcement

Basic Certification for Law Enforcement Officers  
Reserve Officer Training  
Advanced Reserve Officer Training  
Field Training Officer  
Introd. Police Dispatcher  
Int. Police Dispatcher  
Adv. Police Dispatcher  
SWAT  
Police Supervision  
Arson Investigation  
Weapons Qualifications  
Officer Safety & Survival  
Report Writing  
Accident Investigation  
Police Restraint & Control  
Arrest, Search, & Seizure  
Police Baton (PR-24)  
Kubaton

#### Petrochemical Process

Basic Petrochemical Operator Training

#### Secretarial/Clerical

Typing for Beginners  
Typing Refresher

#### General Vocational

Floral Design  
Introd. Layout & Design  
Automotive Tune-Up & Disc Brake Repair  
Small Engine Repair  
Air Conditioning Licensure Exam Review  
Travel Agent  
Welding

#### ART APPRECIATION

Oil Painting  
Drawing  
Country Crafts  
Holiday Crafts (Spring & Fall)  
Holiday Door Decorations & Centerpieces (Spring & Fall)  
Holiday Pine Cone Wreaths

#### CONVERSATIONAL LANGUAGES

Conversational Czech I  
Conversational Spanish I

#### PHYSICAL FITNESS

Aerobics  
Floor Exercise  
Weight Training  
Body Toning  
Karate (Ages 6-12)  
Karate (Ages 13+)  
Country Western Dancing

#### AVOCATIONAL & SPECIAL INTERESTS

Aviation Ground School  
Defensive Driving (DDC)  
Defensive Driving for the Mature Driver (Ages 55+)  
Instrument Ground School  
Reading Improvement (Grades 1-8)  
Speedreading (Ages 14+)  
Cabinetmaking  
Woodworking  
Auto Paint & Body Repair  
Assertiveness Training  
Stress Reduction with Biofeedback  
Firearms Training  
ATC-610 Flight Simulator  
Home Landscaping

#### RECREATION

Texas Volunteer Hunter Safety  
Cake Decorating  
Woodcrafts

## ABE/GED/ESL PROGRAM

Outstanding instruction and a positive, reassuring environment have become identified with this specialized program at Alvin Community College.

**Adult Basic Education (ABE)** is the fundamental instruction and study of materials and subject matter equivalent to grades 1 through 8.

**General Education Development (GED)** is preparation for the High School Equivalency Diploma, which may be acquired by passing the GED Exam after participating in the individualized instructional program. One of the requirements for participation in this program is that the person be at least 17 years of age and officially withdrawn from a public school.

**English as a Second Language (ESL)** offers non-English-speaking adults an opportunity to develop an understanding of the spoken language or to improve language skills they already possess.

THERE IS NO CHARGE FOR INSTRUCTION IN THESE PROGRAMS. The fee for the GED Exam is \$15.00, and arrangements are made through the ACC Counseling Center for scheduling of the exam. This program is funded through the Texas Education Agency, and interested persons may enroll and begin their studies. Both daytime and evening classes are available for the convenience of the students.

Additional information concerning any of the areas of this program may be acquired by calling 331-6111, ext. 380.



## DESCRIPTION OF COURSES

## DESCRIPTION OF COURSES

### ACCOUNTING

Norman Bradshaw, *Department Chairperson*  
Lee Baker, Tom Branton

- ACCT 211 Accounting Internship.** (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. Students will also be required to attend a one-hour lecture on campus with the internship instructor. Students will also be required to attend a one-hour lecture on campus with the internship instructor. The course includes a comprehensive treatment of internship-related activities, individualized objectives, and regularly scheduled activities and concentrates on the development of a philosophy towards work including personal life planning, value clarification, and self awareness. *Prerequisite:* approval of Coordinator of Accounting Internship.
- ACCT 212. Accounting Internship.** (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. Student will also be required to attend a one-hour lecture on campus with the internship instructor. Students will also be required to attend a one-hour lecture on campus with the internship instructor. Students may receive credit from an approved full-time job.
- ACCT 221. Principles of Accounting I.** (3 credits). This course concentrates on 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. (3 lecture and 1 laboratory hours per week).
- ACCT 222. Principles of Accounting II.** (3 credits). This course provides a study of partnerships, corporations, cost accounting, assets, theory, and interpretation of financial statements, with special emphasis on the managerial aspects of accounting. (3 lecture and 1 laboratory hours per week). *Prerequisite:* ACCT 221.
- ACCT 231. Intermediate Accounting I.** (3 credits). This course covers such areas as a review of accounting principles, current assets and investments, plant assets, and intangibles. (3 lecture hours per week). *Prerequisite:* ACCT 222.
- ACCT 232. Intermediate Accounting II.** (3 credits). Liabilities, paid-in capital, interpretation and analysis of financial statements, cash flow, reorganizations, and price level impact on financial statements are topics for study in this course. (3 lecture hours per week). *Prerequisite:* ACCT 231.
- ACCT 233. Federal Income Tax Accounting.** (3 credits). This course includes a study of the various income tax acts and emphasizes the relation of Federal Income Tax to individuals, to business management, and to social security and payroll tax. (3 lecture hours per week).
- ACCT 234. Managerial Accounting.** (3 credits). This study in the use of accounting records for managerial purposes includes such topics as financial statement analysis, ratios, budgets, analytical techniques, and special management reports. (3 lecture hours per week). *Prerequisite:* ACCT 221.

- ACCT 240. Accounting with the Mini-Micro Computer.** (3 credits). In this comprehensive overview of the implementation, operation, and end product of mini-micro computers used in accounting for a business, students use mini-micro computers to perform a full range of accounting functions for a typical business. (3 lecture and 3 laboratory hours per week).

### AGRICULTURE

Stephen Wheeler, *Department Chairperson*

- AGRI 110. Animal Husbandry.** (3 credits). This basic course acquaints the student with the production systems, basic facility requirements, and markets for various types and breeds of livestock. The course also presents basic phases of feeding, breeding, disease control, and production of livestock. (3 lecture hours per week).
- AGRI 120. Fundamentals of Crop Production.** (3 credits). This course presents a scientific approach to commonly grown field crops by exploring their importance, value, use, characteristics, classification, distribution, climatic and soil requirements, production, storage, improvement, and seed technology. (3 lecture hours per week).

### AIR CONDITIONING AND REFRIGERATION

Alec Huffman, *Department Chairperson*

- ACRH 129. Introduction to Solar Energy.** (3 credits). This course is designed to familiarize the student with the use of solar energy as a viable energy resource. The course covers the theory of solar applications and the general use of such applications. (3 lecture hours per week).
- ACRH 130. Solar Energy Fundamentals.** (4 credits). This course is designed to provide the student with the knowledge and skills necessary to install, service, and maintain solar energy systems. Included is a study of hot water supply, heat, and cooling systems. (2 lecture and 6 laboratory hours per week).
- ACRH 131. Air Conditioning Fundamentals I.** (3 credits). This course provides students with the knowledge and skills necessary to install and service air conditioning (cooling) systems. The course includes an 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, and heat pump systems. (3 lecture hours per week).
- ACRH 132. Air Conditioning Fundamentals II.** (4 credits). This course provides students with the knowledge and skills necessary to service and maintain heat pumps. Included is a study of vortex tube comfort cooling, heat loads, air distribution, electronic filters, blue print reading, etc. (3 lecture and 3 laboratory hours per week). *Prerequisite:* ACRH 131.
- ACRH 133. Air Conditioning and Electrical Circuits I.** (3 credits). Topics covered in this course include basic principles of electricity, electron theory, sources of

E.M.F., electrical circuits, magnetism, ohms laws, conductors and insulators, power transformation, electronic motor theory, and the use of electric meters and test equipment. (3 lecture hours per week).

**ACRH 134. Industrial Electricity.** (4 credits). This course provides a study of the fundamentals of direct current and alternating current electron theory resistance, current, voltage, electromagnetism, and inductance, capacitance, and sinusoidal variations in passive networks of resistors and capacitors. The course also includes a survey of the field of electrical power distribution. (3 lecture and 2 laboratory hours per week).

**ACRH 135. Air Conditioning and Refrigeration Troubleshooting.** (2 credits). This course includes additional study in any of three areas of specialization: domestic refrigeration, commercial refrigeration, or air conditioning. Problems are assigned individually or in groups. (1 lecture and 3 laboratory hours per week).

**ACRH 140. Introduction to Refrigeration.** (4 credits). This course covers the fundamentals of refrigeration, cycle theory, basic refrigeration systems, compressor construction, refrigerant controls, and safety practices. (3 lecture and 3 laboratory hours per week).

**ACRH 141. Refrigeration Systems Servicing I.** (4 credits). This course provides students with the knowledge and skills necessary to install and service commercial refrigeration systems and includes an introduction to commercial refrigeration systems, commercial compressors, condensers, 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. (3 lecture and 3 laboratory hours per week).

**ACRH 170. Domestic Refrigeration.** (3 credits). This course covers the knowledge and skills necessary to install and service domestic refrigeration systems and includes a study of types and construction of cabinets, compressors, controls, evaporators, refrigerant controls, defrosting systems, and safety practices. (3 lecture and 1 laboratory hours per week).

**ACRH 234. Air Conditioning and Electrical Circuits II.** (4 credits). Studies include the generation of three-phase power and its distribution and application. The course also includes a study of the 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, electronic controls, and blue print drawing and reading. (2 lecture and 6 laboratory hours per week). *Prerequisite:* ACRH 133.

**ACRH 242. Refrigeration Systems Servicing II.** (4 credits). This course provides students with the knowledge and skills necessary to service and maintain vending machines, beverage dispensers, soda fountains, ice machines, cascade systems, etc. (2 lecture and 6 laboratory hours per week). *Prerequisite:* ACRH 141.

**ACRH 250. Heating and Ventilation.** (4 credits). This course provides the student with the knowledge and skills necessary to install and service air conditioning (heating) systems and includes an 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. (2 lecture and 6 laboratory hours per week).

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

**ACRH 280. Automotive Air Conditioning.** (4 credits). This course provides training in refrigeration and air conditioning theory and in the installing, servicing, and maintaining of all types of automobile air conditioning equipment. (3 lecture and 3 laboratory hours per week).

## ARTS

Bruce Turner, *Department Chairperson*

**ARTS 111. Design I. (3 credits).** This course familiarizes the student with the basic elements and fundamentals of two-dimensional design and their application to works of art. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week).

**ARTS 112. Design II. (3 credits).** This course provides the student with a knowledge of the application of design principles to three-dimensional work. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). *Prerequisite:* ARTS 111 or instructor approval.

**ARTS 120. Art Appreciation.** (3 credits). This general course in Art Appreciation is open to all college students. It includes critical evaluation of selected works of painting, sculpture, architecture, and industrial design and a study of the principles of design from a layman's standpoint and of art in relation to everyday life. (3 lecture hours per week).

**ARTS 121. Drawing I. (3 credits).** This beginning course investigates a variety of media, techniques, and subjects and explores descriptive and perceptual possibilities of drawing. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week).

**ARTS 122. Drawing II. (3 credits).** This course is an expansion of the concepts presented in Drawing I, and it stresses the expressive and conceptual aspects of drawing in various media. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). *Prerequisite:* ARTS 121 or instructor approval.

**ARTS 140. Art History I. (3 credits).** This course includes a critical and analytical study of the great historical works of art in architecture, sculpture, painting, and the minor arts from prehistoric times through the medieval period. (3 lecture hours per week).

**ARTS 141. Art History II. (3 credits).** This course provides a critical and analytical study of the great historical works of art in architecture, sculpture, painting, and the minor arts from the medieval period to contemporary art. (3 lecture hours per week).



- ARTS 201. Sculpture I.** (3 credits). This course provides students with experiences in sculpture in stone, metal, clay, wood, and plaster, with an emphasis on expression in three-dimension form in space. Art majors are expected to attend a sculpture lab. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). *Prerequisites:* ARTS 112 and ARTS 122 or instructor approval.
- ARTS 231. Painting I.** (3 credits). This course explores the potentials of various painting media with stress on color and composition. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). *Prerequisites:* ARTS 112 and ARTS 122 or instructor approval.
- ARTS 232. Painting II.** (3 credits). This course includes a study of the techniques and media used in painting; expression, as well as subject matter, is unrestricted. These courses are open to all students who wish to paint. Art majors must attend a painting laboratory. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). *Prerequisite:* ARTS 231 or instructor approval.
- ARTS 240. Watercolor I.** (3 credits). Students explore the watercolor medium as a means of artistic expression through interpretation of still life, landscape, and figure subjects. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). *Prerequisites:* ARTS 112 and ARTS 122 or instructor approval.
- ARTS 242. Watercolor II.** (3 credits). This course presents a deeper exploration in the field of the watercolor medium as a means of artistic expression through interpretation of still life, landscape, figure, and non-objective approaches. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). *Prerequisite:* ARTS 240 or instructor approval.
- ARTS 270. Ceramics I.** (3 credits). This course includes an introduction to hand building processes and glaze application. Students learn to use the potter's wheel with emphasis on individual expression. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). *Prerequisites:* ARTS 112 and ARTS 122 or instructor approval.

## AUTOMOTIVE TECHNOLOGY

Bruce Westmoreland, *Department Chairperson*  
Rogers Doughty, Charles Graham, Alvin Horn, Hasso Schroder

- AUTO 101. Basic Automotive.** (4 credits). The course acquaints the student with service trade information, use and care of shop equipment and tools, standard transmissions, brakes, clutches, rear axles, drive line principles, and a limited application of automotive shop practices. (2 lecture and 4 laboratory hours per week).
- AUTO 111. Internal Combustion Engine.** (4 credits). An introduction to the gasoline internal combustion engine, this course concentrates on technique and skill in inspection, repairing and overhauling of engine components, valve timing, and

the use of special tools and equipment. Students also receive an introduction to diesel engines. (2 lecture and 4 laboratory hours per week).

- AUTO 112. Automotive Electricity and Ignition System.** (4 credits). An introduction into the fundamentals of electricity as applied to the automotive vehicle, this course includes classroom theory and laboratory practices of magnetic principles of electricity, functions of the diode and transistor, the storage battery, D.C. and A.C. charging systems, generators and alternators, and complete wiring systems. (2 lecture and 4 laboratory hours per week).
- AUTO 113. Carburetion and Fuel Systems.** (4 credits). During this study of fuels and their applications, requirements, and effects on carburetion, students will disassemble, clean, overhaul, reassemble, and adjust various types of carburetors. (2 lecture and 4 laboratory hours per week).
- AUTO 202. Automotive Transmission.** (4 credits). An introduction to the theory and principles of hydraulic controls, this course includes a study of torque converters, power flow, gear trains, oil circuits, and correct procedures of disassembly, cleaning, inspection, repair, and reassembly of current types of automatic transmissions. (2 lecture and 4 laboratory hours per week).
- AUTO 211. Automotive and Truck Chassis.** (4 credits). This course includes a study of designs, construction, and frame alignment fundamentals of the vehicle chassis. Classroom theory and laboratory practices include front end alignment, shock absorbers, springs, steering mechanisms, wheel balancing, and power steering. (2 lecture and 4 laboratory hours per week).
- AUTO 212. Automotive Air Conditioning.** (4 credits). This course covers basic principles of the automotive air conditioning unit. Classroom theory and laboratory practices include a study of liquids, vapors, gases and heat transfer, and repairing of air conditioning units. (2 lecture and 4 laboratory hours per week).
- AUTO 213. Automotive Diagnostics.** (4 credits). This course includes a complete study of diagnostic procedures used in the analysis of automotive electrical systems, carburetor and combustion systems, and control systems for exhaust emission. Students will also learn the proper use of test equipment for diagnostic purposes. (2 lecture and 4 laboratory hours per week). *Prerequisites:* AUTO 112, AUTO 113.
- AUTO 214. Automobile Repair Shop Organization and Management.** (2 credits). This course includes a study of record keeping, finance, personnel, equipment, and use of facilities and analyzes problem areas in the auto repair business. (2 lecture hours per week).
- AUTO 215. Accessory Equipment.** (4 credits). In this course, automatic temperature systems, light sensors, speed control systems, power seats, power windows, clocks, and similar types of systems used in modern automobiles are studied, analyzed, and repaired. (2 lecture and 4 laboratory hours per week). *Prerequisites:* AUTO 212, AUTO 112.
- AUTO 216. Automotive Technology Internship.** (3 credits). The student works in a qualifying dealership or auto repair shop for 20 hours per week and attends a one-hour seminar per week. Student will receive practical training and experience compatible with his/her career objectives. *Prerequisite:* approval of department chairperson.

See p. 206 for TDC Automotive Technology courses.

## BIOLOGY

Stephen Wheeler, *Department Chairperson*  
Bill Horine, Roy Turner

- BIOL 101. Contemporary Biology I.** (3 credits). This course covers fundamental characteristics of living matter from the molecular level to the ecological community. The courses stress basic biological principles relevant to animals. (3 lecture hours per week).
- BIOL 102. Contemporary Biology II.** (3 credits). This course covers fundamental characteristics of living matter from the molecular level to the ecological community. The course stresses basic biological principles relevant to plants. (3 lecture hours per week).
- BIOL 110. Environmental Conservation.** (3 credits). This course includes a study of the management of natural resources, the problems caused by population and pollution, the balance of nature, and man's importance in the environment. (3 lecture hours per week).
- BIOL 111. General Biology I.** (4 credits). This course covers the principles of biology, including considerable study of the structure of animals. This course emphasizes the study of the animal kingdom and the human organ system, and it includes an introduction to cell physiology and chemistry. (3 lecture and 3 laboratory hours per week).
- BIOL 112. General Biology II.** (4 credits). This course covers the principles of biology, including considerable study of the structure of plants. The course emphasizes the study of flowering plant anatomy and physiology and presents a survey of plant groups, genetics, ecology, and evolution. (3 lecture and 3 laboratory hours per week).
- BIOL 121. Anatomy and Physiology I.** (4 credits). This course includes a study of the structure and function of organ systems of the human body. (3 lecture and 2 laboratory hours per week).
- BIOL 122. Anatomy and Physiology II.** (4 credits). This course continues the study of the structure and function of organ systems of the human body. (3 lecture and 2 laboratory hours per week). *Prerequisite:* BIOL 121 or instructor approval.
- BIOL 225. Basic Microbiology.** (4 credits). This one-semester course in microbiology stresses the principles and applications of microbial activity, with emphasis given to the bacterial types. The course stresses the role of micro-organisms in disease, ecology, sanitation, industry, and public health as well as considering sterilization techniques, pure culture techniques, and other aspects of microbial control. Basic Microbiology is recommended for students in biology, pre-med, pre-dental, nursing, and related medical fields. (3 lecture and 3 laboratory hours per week). *Prerequisites:* BIOL 111, BIOL 112, BIOL 121, or BIOL 122.

## BUSINESS ADMINISTRATION

Norman Bradshaw, *Department Chairperson*  
Lee Baker, Bill Swenty

- BUAD 110. Introduction to Business.** (3 credits). An overview of the American system of free enterprise, this course concentrates on business and its environment, organization and management of the enterprise, management of human resources, production, marketing, and finance. Primary emphasis is placed on the way American businesses work, what they can do well, and what they do poorly. (3 lecture hours per week).
- BUAD 120. Legal Environment of Business.** (3 credits). This course explores the role of law in business and society, government regulations of business and legal reasoning, source of law, social policy and legal institutions, antitrust, consumer protection, environmental laws, worker health and safety, employment discrimination, and other laws affecting business. (3 lecture hours per week).
- BUAD 122. Business Law.** (3 credits). This course covers the principals of law which form the legal framework for business activities, contracts, and agency and applicable statutes. (3 lecture hours per week).
- BUAD 150. Business Psychology.** (3 credits). A study of the practical applications of psychological principles as applied to human relations in a work environment, this course emphasizes motivation, leadership, conflict resolution, decision-making, communication, and job satisfaction and effectiveness. (3 lecture hours per week).

## CHEMISTRY

William R. Bitner, *Department Chairperson*  
Betty Graef

- CHEM 111. Introductory Chemistry I.** (4 credits). Topics covered in this course include atomic-molecular theory, valence, oxidation numbers, formulae, chemical equations, gas laws, and solutions. (3 lecture and 3 laboratory hours per week).
- CHEM 112. Introductory Chemistry II.** (4 credits). This course surveys organic and bio-chemistry, and it may include polymer chemistry and heterocyclics. (3 lecture and 3 laboratory hours per week). *Prerequisite:* CHEM 111.
- CHEM 121. General Chemistry and Analysis.** (4 credits). The topics presented in this course include atomic structure, the periodic classification, the gas laws, reactions involving oxygen and hydrogen, solutions of electrolytes, ionization, and acids, bases, and salts. (3 lecture and 4 laboratory hours per week).
- CHEM 122. General Chemistry and Analysis.** (4 credits). The topics presented in this course include oxidation-reduction, the chemistry of the common elements and their compounds, coordination chemistry, and electro-chemistry. This course also emphasizes the qualitative analysis of the common cations and anions using semi-micro techniques in the laboratory and the study of systems involving chemical equilibria. (3 lecture and 4 laboratory hours per week). *Prerequisite:* CHEM 121.

**CHEM 210. Quantitative Analysis.** (4 credits). This course emphasizes the fundamental principles of quantitative analysis. Students make determinations involving gravimetric and volumetric methods and carry out acid-base titration. Students use some of the more modern techniques, including spectrophotometric and electroanalytical procedures. (2 lecture and 6 laboratory hours per week). *Prerequisite:* CHEM 122.

**CHEM 211. Organic Chemistry.** (4 credits). This course covers general principles and theories of elementary organic chemistry, with special emphasis on characteristics, structures, preparation, reactions, and nomenclature of hydrocarbons, alkyl halides, alcohols, phenols, and ethers. (3 lecture and 4 laboratory hours per week). *Prerequisites:* A minimum grade of C in CHEM 121 and CHEM 122 or approval of department chairperson.

**CHEM 212. Organic Chemistry.** (4 credits). This course covers general principles and theories of elementary organic chemistry, with special emphasis on characteristics, structures, preparation, reactions, and nomenclature of aldehydes, ketones, carboxylic acids, and amines. This course also covers stereochemistry and some elementary concepts in biochemistry. (3 lecture and 4 laboratory hours per week). *Prerequisite:* CHEM 211.

## CHILD CARE AND DEVELOPMENT

Sandra Horine, *Department Chairperson*

**CHCD 110. Pre-School and Day Care Programs.** (3 credits). A study of child development through pre-school and day care programs, this course includes the history, philosophy, and practices of specialized care with emphasis on the educational, recreational, and health needs of the child. (3 lecture hours per week).

**CHCD 140. Child Care Recreation.** (2 credits). An introduction to the fundamental principles of child development through physical activity, this course explores physical activities appropriate to motor development and movement education. (1 lecture and 2 laboratory hours per week).

**CHCD 145. Creative Activities for Young Children.** (3 credits). This is a study of materials and methods needed in an early childhood setting to provide creative experiences in the areas of art, music and movement, and creative dramatics. (2 lecture and 3 laboratory hours per week).

**CHCD 155. Literature and Language Arts for Young Children.** (3 credits). This is an introduction to early learning experiences in listening, speaking, reading/writing readiness through literature and language arts. Literature written specifically for the young child will be examined. The student is acquainted with authors and illustrators of children's books. (2 lecture and 3 laboratory hours per week).

**CHCD 165. Infant and Toddler Care.** (3 credits). This course provides the student with an understanding of the physical, social, emotional, and cognitive development of the infant and toddler with concentration on program planning in these areas of development. (3 lecture hours per week).

**CHCD 180. Math and Science for Young Children.** (3 credits). Fundamentals of math and science concepts used in the early childhood setting as well as appropriate techniques and materials for classroom use will be presented.

Problem-solving skills for young children will be emphasized. (2 lecture and 3 laboratory hours per week).

**CHCD 211. Child Care and Development Internship I.** (3 credits). The student applies skills and knowledge of young children in an early childhood setting. The student receives practical training and experiences compatible with his/her career goals under the supervision of a professional team. (2 lecture and 20 laboratory hours per week). *Prerequisite:* 3 hours in Child Care and departmental approval.

**CHCD 212. Child Care and Development Internship II.** (3 credits). The student applies skills and knowledge of young children in an early childhood setting. The student receives practical training and experiences compatible with his/her career goals under the supervision of a professional team. (2 lecture and 20 laboratory hours per week).

**CHCD 220. Child Nutrition and Health Care.** (3 credits). This course 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. An examination of food purchasing, storage, safe handling, sanitation, and the importance of good nutrition in maintaining good health is presented. (3 lecture hours per week).

**CHCD 230. Child Growth and Development: Preschool to Middle Childhood.** (3 credits). This course 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. The course increases the student's understanding of the dynamics of behavior, including attitudes, values, and knowledge of growth patterns. (3 lecture hours per week).

**CHCD 250. Administration of Pre-School and Day Care Programs** (4 credits). This course develops skills in the management of early childhood programs. It encompasses the role and duties of a director, staff management, licensing agency requirements, fiscal management, marketing, record keeping, personnel selection, staff development, parent and public communication, policy formation, professionalism and ethics, program design and coordination, and other practical aspects of administering programs for young children. (2 lecture and 4 laboratory hours per week).

**CHCD 260. Seminar and Field Work.** (4 credits). In this course, the student receives on-the-job experience under the supervision of a professional team with opportunities for direct involvement in program activities in the area of specialization. (3 lecture and 8 laboratory hours per week).

**CHCD 270. Special Project.** (4 credits). This course provides the student or group of students to pursue a special interest in the area of child care. Special projects will be undertaken with the approval of the instructor. Student projects may include child development models in areas of literature, recreation, music, etc. (3 lecture and 8 laboratory hours per week).

## COMMUNICATIONS

Cathy Forsythe, *Department Chairperson*  
William C. Lewis, Jerry Perkins, Steven Talton

- COMM 105. Introduction to Mass Communications.** (3 credits). This course presents a study of communications with large groups of people through such media as newspapers, magazines, radio, and television. The course examines the communicator, the audience, and the media as well as the nature of their interaction which forms the communication experience in modern society. (3 lecture hours per week).
- COMM 106. News Photography.** (3 credits). This course covers basic photographic principles for work in media. Single, multiple, and electronic flash will be studied and put to use. The course will emphasize working with deadlines and high-speed processing. (3 lecture hours per week).
- COMM 110. Survey of Radio and TV.** (3 credits). This course presents a survey of the broadcasting industry. It includes discussion of historical highlights, technical developments, and regulation of radio and television, and it explains the operation of radio and TV equipment. The course also covers radio and television programming, cable TV, and new electronic media. (3 lecture hours per week).
- COMM 111. Basic Recording Techniques.** (3 credits). This course familiarizes the student with modern multi-track recording techniques. The course includes live 8-track recording sessions, offering the student the opportunity to apply the related techniques. (1 lecture and 2 laboratory hours per week).
- COMM 111A. Intermediate Recording Techniques.** (3 credits). Under the guidance of qualified instructors, the student gains experience with projects such as demo tapes, radio spots, jingles, or master tapes for records on the 16 track equipment. Studies also include the examination of sound reinforcement systems and the practical experience of assisting the ACC audio staff with programs and concerts on and off campus. (1 lecture and 2 laboratory hours per week).
- COMM 112. Advanced Audio Recording Techniques.** (3 credits). This course is primarily a recording "projects" course. Under the guidance of qualified instructors, the student produces approved projects such as demo tapes, radio spots, jingles, or master tapes for records. Studies also include the examination of sound reinforcement systems and the practical experience of assisting the ACC audio staff with programs and concerts on and off campus. Students arrange scheduled studio time by appointment. (1 lecture and 2 laboratory hours per week).
- COMM 113. Television Production I.** (3 credits). A practical approach to the presentation of commercials, news, and live programs as encountered in the daily operation of commercial TV stations, this course gives basic instruction in camera work, video and audio control, and editing. (3 lecture hours per week).
- COMM 114. Television Production Workshop.** (3 credits). This course continues instruction in camera work, video, and editing. Students will actually produce public affairs/news oriented shows for broadcast on local cable TV stations. (3 lecture hours per week). *Prerequisite:* COMM 113.
- COMM 115. Writing for Mass Media.** (3 credits). This course provides an introduction to the fundamentals of the writing and fact-gathering skills of journalism, advertising, and public relations for print and electronic media. Students create and write effective commercials and public service announcements for radio and TV. (3 lecture hours per week).
- COMM 211. Radio Production.** (3 credits). This course presents a practical approach to the presentation of announcements and live programs as encountered in the daily operation of the average radio station. The course begins with instruction in audio control, and it includes on-air experience at the College radio station. (1 lecture and 3 laboratory hours per week). *Prerequisites:* ENGL 111 or ENGL 121 and instructor approval.
- COMM 212. Principles of Advertising.** (3 credits). This study of the fundamentals of advertising includes topics such as universal appeal, copywriting, layouts, and selection of media. The course stresses the relationship between topography and newspaper advertising, and it places additional emphasis on other media. (3 lecture hours per week).
- COMM 213. Radio/TV News Workshop.** (3 credits). This course emphasizes the preparation of news and specialized news program copy for radio and television presentation. It explores news styles for the electronic media, including spot news, interpretive specials, and analysis. (2 lecture and 3 laboratory hours per week).
- COMM 215. TV News Workshop.** (3 credits). This course includes preparation of news and specialized news program copy for television presentation. The course explores new styles for the electronic media, including spot news, interpretive specials, and analysis. (3 lecture hours per week). *Prerequisite:* COMM 113.
- COMM 222. Public Relations.** (3 credits). This course includes a study of the principles and practices within the field of public relations, with special emphasis on publicity problems of the public schools and colleges. By means of the text, outside reading, and the lectures, students examine a special type of journalism. (3 lecture hours per week).
- COMM 224. Radio & Television Announcing.** (3 credits). This speech course specifically addresses broadcast journalism, giving students actual "on-air" training for news anchoring, commercial work, on-camera interviews, and field reporting. The course will analyze the trends of broadcasting and provide practical experience. (3 lecture hours per week).
- COMM 230. Practicum in Electronic Media -- Radio.** (4 credits). This course allows the student advanced work in the electronic media field that meets his/her specific needs. The student, with approval of the instructor and the department chairperson, prepares and executes a written contract which details the proposed learning experience in the electronic media field chosen. When the student completes all aspects of the contract, he/she is awarded credit. (6 laboratory hours per week).
- COMM 231. Practicum in Electronic Media -- Radio.** (4 credits). This course allows the student advanced work in the electronic media field that meets his/her specific needs. The student, with approval of the instructor and the department chairperson, prepares and executes a written contract which details the proposed learning experience in the electronic media field chosen. When the

student completes all aspects of the contract, he/she is awarded credit. (6 laboratory hours per week).

**COMM 232. Practicum in Electronic Media -- TV.** (4 credits). This course allows the student advanced work in the electronic media field that meets his/her specific needs. The student, with approval of the instructor and the department chairperson, prepares and executes a written contract which details the proposed learning experience in the electronic media field chosen. When the student completes all aspects of the contract, he/she is awarded credit. (6 laboratory hours per week).

**COMM 234. Practicum in Electronic Media -- TV.** (4 credits). This course allows the student advanced work in the electronic media field that meets his/her specific needs. The student, with approval of the instructor and the department chairperson, prepares and executes a written contract which details the proposed learning experience in the electronic media field chosen. When the student completes all aspects of the contract, he/she is awarded credit. (6 laboratory hours per week).

**COMM 235. Practicum in Electronic Media -- Recording.** (4 credits). This course allows the student advanced work in the electronic media field that meets his/her specific needs. The student, with approval of the instructor and the department chairperson, prepares and executes a written contract which details the proposed learning experience in the electronic media field chosen. When the student completes all aspects of the contract, he/she is awarded credit. (6 laboratory hours per week).

**COMM 236. Practicum in Electronic Media -- Recording.** (4 credits). This course allows the student advanced work in the electronic media field that meets his/her specific needs. The student, with approval of the instructor and the department chairperson, prepares and executes a written contract which details the proposed learning experience in the electronic media field chosen. When the student completes all aspects of the contract, he/she is awarded credit. (6 laboratory hours per week).

## COMPUTER SCIENCE

Gerald Pullen, *Department Chairperson*  
Don Armstrong, William Carter, Loretta Hulsey, Barry Russell

**CSCI 101. Introduction to Computers.** (3 credits). This course is an overview of the basic concepts of computer information processing. The functional characteristics of digital computers and their capabilities and limitations are discussed. The course also includes a study of the application of computers in business, industry, and society. This course is designed for non-computer science majors. (3 lecture hours per week).

**CSCI 102. Micro-Computer Programming--BASIC.** (4 credits). This course introduces the fundamental concepts of the BASIC programming language as applied to micro-computers. It includes problem solving, applications, graphics, music, and other programming techniques applicable to micro-computers. The course is designed for non-computer science majors. (2 lecture and 3 laboratory hours per week).

**CSCI 103. Micro-Computers and their Uses.** (3 credits). An introduction to understanding and using micro-computers, this course focuses on the fundamentals of micro-computer hardware including design, interfacing, and operation. It includes hands-on use of micro-computers using common application programs and popular software. The course is designed for non-computer science majors. (3 lecture hours per week).

**CSCI 106. Organization of Program Languages.** (3 credits). This course includes details of programming in several problem-oriented and special purposes languages and a study of language specifications and analysis. (3 lecture hours per week).

**CSCI 110. Introduction to Computer Science.** (4 credits). This course includes an introduction to computer concepts, with instruction on the use of word processing, spreadsheet, and database-management software. (3 lecture and 3 laboratory hours per week).

**CSCI 112. Computer Programming -- FORTRAN** (4 credits). Students learn computer programming using the FORTRAN computer language, including input, output, array, subprograms, and number systems. (3 lecture and 3 laboratory hours per week). *Prerequisite:* high school algebra.

**CSCI 114. Computer Programming (BASIC).** (4 credits). This course is a study of computer programming using the BASIC computer language. (3 lecture and 3 laboratory hours per week). *Prerequisite:* high school algebra.

**CSCI 116. Computer Graphics.** (4 credits). This introduction to computer graphics includes a study of graphic techniques and the use of microcomputer graphics software. (3 lecture and 3 laboratory hours per week). *Prerequisite:* CSCI 114 or consent of department chairperson.

**CSCI 120. Computer Programming -- RPG.** (4 credits). This course is a study of computer programming using the Report Program Generator language. RPG is used for business applications. (3 lecture and 3 laboratory hours per week).

**CSCI 130. Computer Programming (COBOL).** (4 credits). This course is a study of computer programming using the Common Business Oriented Language. This language is commonly used in business applications. (3 lecture and 3 laboratory hours per week).

**CSCI 200. Special Topics.** (4 credits). This course consists of special projects designed to meet individual student's needs and interests. (3 lecture and 3 laboratory hours per week). *Prerequisite:* consent of the department chairperson.

**CSCI 212. Computer Programming (Adv. FORTRAN).** (4 credits). This course includes a detailed study of FORTRAN. (3 lecture and 3 laboratory hours per week). *Prerequisite:* CSCI 112, MATH 121, or consent of department chairperson.

**CSCI 214. Computer Programming (Adv. BASIC).** (4 credits). This course includes a detailed study of BASIC. (3 lecture and 3 laboratory hours per week). *Prerequisite:* CSCI 114.

**CSCI 215. Logic Analysis and Boolean Algebra.** (3 credits). This course includes a study of digital principles and boolean algebra. (3 lecture hours per week). *Prerequisite:* consent of the department chairperson.

**CSCI 220. Computer Programming (Adv. RPG).** (4 credits). A detailed study of the Report Program Generator language, this course is a continuation of CSCI 120.

The course emphasizes array processing, table look ups, matching records, and file updating. (3 lecture and 3 laboratory hours per week). *Prerequisite:* CSCI 120.

**CSCI 230. Computer Programming (Adv. COBOL).** (4 credits). A detailed study of Common Business Oriented Language, this course is a continuation of CSCI 130. (3 lecture and 3 laboratory hours per week). *Prerequisite:* CSCI 130.

**CSCI 240. Business Systems Analysis.** (3 credits). This course includes a study of business systems, analysis, and design. (3 lecture hours per week). *Prerequisite:* CSCI 130.

**CSCI 250. Computer Programming (Assembly).** (4 credits). This course includes a study of an assembly programming language. (3 lecture and 3 laboratory hours per week). *Prerequisite:* consent of the department chairperson.

**CSCI 260. Microcomputers.** (4 credits). A study of microcomputers and their software, this course gives attention to the microcomputer operating system and to some commonly used software packages. (3 lecture and 3 laboratory hours per week). *Prerequisite:* CSCI 110.

**CSCI 270. Computer Programming (PASCAL).** (4 credits). Students learn computer programming using the PASCAL computer language. (3 lecture and 3 laboratory hours per week). *Prerequisite:* CSCI 112, CSCI 114, or CSCI 130, or consent of department chairperson.

**CSCI 280. Data Base Systems.** (4 credits). This course is an introduction to data base management systems, data organization and structure, and data base design. (3 lecture and 3 laboratory hours per week). *Prerequisite:* consent of department chairperson.

See p. 207 for TDC Computer Science courses.

## COURT REPORTING

Mary Knapp, *Department Chairperson*

Bill Cranford, Karen Downey, Joe Jackson, Margaret Montgomery, Laura Noulles, Jim Preston, Nancy Reed, Roy Stubbs, Clayton Williams

**CTRP 111. Machine Shorthand Theory.** (5 credits). This course presents the theory of machine shorthand, vocabulary development, and skill building through reading and machine practice. Dictation and transcription of machine shorthand notes are included. (6 lecture and 4 laboratory hours per week).

**CTRP 112. Machine Shorthand I (60-80-100).** (5 credits). This course includes the development of vocabulary and skill building through concentrated emphasis on live dictation and transcription of machine shorthand notes. The student's objective in the course is to attain the speed of 100 words per minute. The student advances at his/her own rate. Supervised daily transcription practice is required. (6 lecture and 4 laboratory hours per week).

**CTRP 120. Machine Shorthand II (120-140).** (5 credits). Emphasizing increased skill and speed, the objective of the course is for students to attain the speed of 140 words per minute. The student advances at his/her own rate. Supervised daily transcription practice is required. (6 lecture and 4 laboratory hours per week).

**CTRP 121. Law and Legal Terminology.** (3 credits). Course objectives are to insure the student's comprehension of meanings and applications of legal terminology, while instructing in the various fields of law encountered in the practice of the court reporter. Emphasis is placed on the judicial system, types of courts, jurisdictions, and appellate procedures. Court practices and responsibilities of the reporter are fully covered, including ethics of the profession. The course also includes researching of legal reference books and handling of citations in the record. (4 lecture and 1 laboratory hours per week).

**CTRP 122. Medical Terminology.** (3 credits). This course includes a study of human anatomy, skeletal structure, systems of the body, and medical specialties, coupled with lectures, study guides, tests, and exercises designed to insure the student's knowledge of the components in building a medical vocabulary and the application thereof. (4 lecture and 1 laboratory hours per week).

**CTRP 125. Court Reporting Procedures.** (3 credits). The objective of this course is to acquaint the student with various fields of reporting, essential qualifications of the reporter, procedures in the free-lance and official office, transcript set-ups for interrogatories, statements, depositions, court matters, certification of questions, interpreted proceedings, legislative matters, and conventions. (3 lecture and 2 laboratory hours per week). *Prerequisites:* CTRP 112, CTRP 121, CTRP 122, CTRP 142.

**CTRP 141. Grammar and Punctuation I.** (3 credits). This course focuses on the study of basic grammar as applied to the reporting profession, with emphasis on parts of speech; formation of plurals and possessives, verbal, adverbial, and adjective comparisons; sentence patterns; capitalization; and vocabulary development. This study approaches English grammar from the proofreading aspect rather than from the writing aspect. (3 lecture and 2 laboratory hours per week).

**CTRP 142. Grammar and Punctuation II.** (3 credits). This course continues with specialized English training applied to the reporting profession, including the study of clauses and phrases, rules of punctuation, capitalization, word division, proper transcription, forms for numerals, use of abbreviations, transcript editing, proofreading, and NSRA Punctuation. The student is given numerous dictations for transcribing and is tutored in voice and speech patterns while reading notes aloud. (3 lecture and 2 laboratory hours per week).

**CTRP 211. Machine Shorthand III (160-180).** (5 credits). This course continues an emphasis on skill and speed building. The student's objective is to attain the speed of 180 words per minute. (6 lecture and 4 laboratory hours per week). Supervised daily transcription practice is required. *Prerequisites:* CTRP 120, CTRP 141, CTRP 142.

**CTRP 212. Machine Shorthand IV (200-225).** (5 credits). This course continues an emphasis on skill and speed building, culminating in the student's attainment of the speed of 225 words per minute. Supervised daily transcription practice is required. (6 lecture and 4 laboratory hours per week).

**CTRP 221. Courtroom Procedures I.** (3 credits). Using instructors as attorneys, witnesses, and court personnel, untimed simulated courtroom situations are presented in this course. Emphasis is placed on varied courtroom practices, such as voir dire examinations, opening and closing statements, objections, marking of exhibits, indexing and filing of notes, citations, readback, and preparation of transcripts in required format. (3 lecture and 2 laboratory hours per week). *Prerequisite:* CTRP 120, CTRP 125.

**CTRP 222. Courtroom Procedures II.** (3 credits). Untimed simulated courtroom situations are continued as described in Courtroom Procedures I. Material is presented to develop student endurance and machine writing techniques. Court Reporting ethics are stressed with emphasis on the responsibilities of a reporter and the profession. At this level arrangements are made when possible for the student to participate in actual court proceedings with an official court reporter in attendance. (3 lecture and 2 laboratory hours per week). *Prerequisite:* CTRP 221.

**CTRP 224. Reporting Technology.** (3 credits). This introduction to modern technology applicable to the Court Reporting profession includes lectures, dictation, and practical applications of word processing, videotaping, and computer-aided transcription, including proofreading of rough drafts and production of the finished transcript. (3 lecture and 2 laboratory hours per week). *Prerequisites:* CTRP 112, CTRP 121, CTRP 122, CTRP 141, CTRP 142, SECT 220.

**CTRP 225. Technical Dictation.** (3 credits). This course includes dictation emphasizing all aspects of technical terminology, including medical terminology, legal terminology, surveying terminology, engineering terminology, chemical terminology, maritime terminology, patent terminology, aerospace terminology, etc. Students will present transcription assignments in correct format, including proper transcription of mathematical and chemical formulae. This course utilizes one- and two-voice dictation material. (3 lecture and 2 laboratory hours per week). *Prerequisite:* CTRP 120.

**CTRP 240. General Office Practices.** (3 credits). The first half of this course introduces the use of office dictation equipment, primarily the Stenorette; stresses dictation from notes, emphasizing enunciation in general and verb tenses, word endings, and punctuation in particular; and promotes practice in transcribing from reporters' tapes, use of work sheets, marking exhibits, parentheticals, and working with deposition forms and procedures, adhering to NSRA guidelines. Each student will be required to take, dictate, and proofread a 50-60 page deposition and bill it and prepare it for filing under simulated office conditions. Videotaping will be demonstrated, and each student will be required to prepare a videotaped deposition. A computer translated deposition in its entirety will also be required of each student. The second half of the course introduces techniques of billing, basic bookkeeping and tax records, sample letter writing, indexing and filing of notes, resumes, and pertinent office practices. At the 200 WPM level, each student will enter an internship with a practicing court reporter on actual assignments and complete at least 40 actual writing hours during the internship. A transcript of no less than 50 pages will be required of each student for internship credit. (3 lecture and 2 laboratory hours per week). *Prerequisite:* CTRP 125, CTRP 141, CTRP 142, CTRP 211, CTRP 224, SECT 220.

## CRIMINAL JUSTICE

D. A. Miller, Jr., *Department Chairperson*  
Gerald Crane

**CJUS 110. Introduction to Criminal Justice.** (3 credits). This survey of the philosophy and history of criminal justice identifies contemporary crime trends, current issues, and the roles of the various criminal justice agencies. (3 lecture hours per week).

**CJUS 120. Criminal Investigation.** (3 credits). This course explores investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, uses of forensic sciences, and case and trial preparation. (3 lecture hours per week).

**CJUS 125. The Courts and Criminal Procedure.** (3 credits). This course includes a study of such topics as the judiciary in the criminal justice system, the structure of the American court system, prosecution, the right to counsel, pre-trial release, grand juries, the adjudication process, types and rules of evidence, and sentencing. (3 lecture hours per week).

**CJUS 130. Legal Aspects of Law Enforcement.** (3 credits). This course explores police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; and police liability. (3 lecture hours per week).

**CJUS 135. Probation and Parole.** (3 credits). This course explores the development, organization, operation, and result of systems of probation and parole as substitutions for incarceration. The study includes methods of selection and prediction scales. (3 lecture hours per week).

**CJUS 140. Fundamentals of Criminal Law.** (3 credits). This course includes a study of the nature of criminal law, philosophical and historical development, major definitions and concepts, classification of crime, elements of crimes and penalties using Texas statutes as illustrations, and criminal responsibility. (3 lecture hours per week).

**CJUS 145. Crime in America.** (3 credits). This course explores American crime problems in a historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime. (3 lecture hours per week).

**CJUS 215. Correctional Systems and Practices.** (3 credits). Topics covered in this course include corrections in the criminal justice system, the organization of correctional systems, correctional roles, institutional operations, alternatives to institutionalization, treatment and rehabilitation, and current and future issues. (3 lecture hours per week).

**CJUS 220. Police Systems and Practices.** (3 credits). This course explores the police profession, the organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues. (3 lecture hours per week).

**CJUS 225. Community Resources in Corrections.** (3 credits). This introductory study of the role of the community in corrections explores community programs for adults and juveniles, administration of community programs, legal issues, and future trends in community treatment. (3 lecture hours per week).

**CJUS 226. Cooperative Education for Law Enforcement I.** (3 credits). The student works with a law enforcement agency for a minimum of 20 hours per week and

attends a seminar for one hour each week. The student receives on-the-job training related to classroom instruction under the supervision of the employer and the College coordinator. Throughout the work experience portions of the program, training plans are developed such that, upon completion of the two Law Enforcement Field Experiences, the student will have completed a comprehensive on-the-job training program which includes the varied experiences found in a law enforcement career. *Prerequisite:* currently enrolled in Criminal Justice related courses and approval of department chairperson. (1 lecture and 20 laboratory hours per week).

**CJUS 227. Cooperative Education for Law Enforcement II.** (3 credits). The student works with a law enforcement agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student receives on-the-job training related to classroom instruction and career goals under the supervision of the employer and the College coordinator. *Prerequisite:* Currently enrolled in Criminal Justice related courses and approval of department chairperson. (1 lecture and 20 laboratory hours per week).

**CJUS 228. Cooperative Education for Correctional Science I.** (3 credits). The student works with a correctional agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student receives on-the-job training related to classroom instruction under the supervision of the employer and the College coordinator. Throughout the work experience portions of the program, training plans are developed such that upon completion of the two correctional field experiences, the student will have completed a comprehensive on-the-job training program which includes the varied experiences found in a corrections career. *Prerequisite:* current enrollment in Criminal Justice related courses and approval of department chairperson. (1 lecture and 20 laboratory hours per week).

**CJUS 229. Cooperative Education for Correctional Science II.** (3 credits). The student works with a correctional agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student receives on-the-job training related to classroom instruction and career goals under the supervision of the employer and the College coordinator. (1 lecture and 20 laboratory hours per week). *Prerequisite:* current enrollment in Criminal Justice courses and approval of department chairperson.

**CJUS 230. Patrol Administration.** (3 credits). This course includes a study of the philosophy and history of systems dealing with patrol functions and an analysis of the principles of organization and function of the patrol operation and of contemporary operational activities. (3 lecture hours per week).

**CJUS 250. Traffic Law and Investigation.** (3 credits). This course in the investigation of traffic accidents, laws, and advanced investigation procedures focuses special emphasis on the handling of traffic accidents on thoroughfares and expressways. (3 lecture hours per week).

**CJUS 270. Juvenile Delinquency.** (3 credits). This course explores the nature and extent of delinquency and the environments in which juvenile delinquency develops, including delinquent subcultures and peer groups. It also evaluates prevention, control, and treatment programs. (3 lecture hours per week).

**CJUS 290. Narcotics Investigation.** (3 credits). This course identifies narcotics and dangerous drugs subject to abuse and includes a study of the origin,

distribution, and control of drugs; special investigation techniques; and recognition of drug users. (3 lecture hours per week).

**CJUS 295. Defensive Measures.** (3 credits). This course is an introduction to the special physical skills and techniques required for the protection and safety of in-service criminal justice personnel and the public. Firearms training, emergency medical care, traffic direction and control, and crowd control, including theory and application, are emphasized. The course assists criminal justice majors in qualifying to take the appropriate state licensing exam upon completion of this and other criminal justice core curriculum. (2 lecture and 3 laboratory hours per week).

## CZECH

Robert Rodriguez, *Department Chairperson*

**CZEC 111. Elementary Czech I.** (4 credits). While this course is definitely aimed toward proficiency in everyday conversational Czech, it gives the student the necessary background in pronunciation, acquisition of vocabulary, grammatical construction, and formation of sentences. (3 lecture and 2 laboratory hours per week).

**CZEC 112. Elementary Czech II.** (4 credits). This course is a continuation of the oral practice of CZEC 111, with some stress on reading and composition. (3 lecture and 2 laboratory hours per week). *Prerequisite:* CZEC 111 or instructor approval.

## DRAFTING

Ben Daw, *Department Chairperson*  
Larry Huffman

**DRFT 107. Industrial Blueprint Reading.** (3 credits). A course for students employed in or studying construction trades or related fields, this brief review of basic drafting skills is followed by a study of blueprints in sheet metal drafting, sizing and placement of ducts, plumbing, and electrical and mechanical layouts. (3 lecture and 1 laboratory hours per week).

**DRFT 110. Fundamentals of Drafting.** (3 credits). Designed for students without previous drafting experience and for non-drafting majors, this basic course includes topics such as the use of drawing instruments, lettering, geometric construction, and orthographic projection with an introduction to specialized areas. (2 lecture and 4 laboratory hours per week).

**DRFT 111. Engineering Drafting.** (4 credits). This course introduces the principles of technical drawing as required to express ideas graphically. Topics include the use of instruments, geometric construction, orthographic projection, sections, auxiliary views, revolutions, dimensioning, axonometric projection, and intersections and developments. The course is recommended for drafting and engineering majors. (2 lecture and 6 laboratory hours per week).

**DRFT 120. Descriptive Geometry.** (3 credits). This course includes a study of problems relating to point, lines, and planes; intersection and sheetmetal



developments; and auxiliary views. (2 lecture and 4 laboratory hours per week).  
*Prerequisite:* DRFT 111.

**DRFT 190. Introduction to Computer Aided Drafting.** (3 credits). This course is designed to acquaint the student with the components and basic operation of a typical CAD system. The student will be introduced to the hardware requirements, disk operating system, related commands required to operate a CAD system, and software programs used in CAD programs. (3 lecture and 1 laboratory hours per week).

**DRFT 211. Pipe Drafting.** (4 credits). This basic course is designed for the study of engineering standards, pipe and fitting designs, symbols, and specifications. (2 lecture and 6 laboratory hours per week). *Prerequisite:* DRFT 111 or consent of department chairperson.

**DRFT 231. Electrical Drafting.** (4 credits). This introduction to electrical schematics and diagrams also covers basic electricity and provides a study of electrical and electronic symbols, their application, and associated terminology. (2 lecture and 6 laboratory hours per week). *Prerequisite:* DRFT 111 or consent of department chairperson.

**DRFT 241. Architectural Drafting I.** (4 credits). This course covers basic drafting techniques as related to the preparation of residential details, with emphasis on floor plans, plot plans, foundations, structural details, sections, and elevations. (2 lecture and 6 laboratory hours per week).

**DRFT 242. Architectural Drafting II.** (4 credits). This course is a continuation of DRFT 241 on an advanced level. (2 lecture and 6 laboratory hours per week). *Prerequisite:* DRFT 241.

**DRFT 251. Machine Drafting.** (4 credits). This course includes problems relating to detail and assembly drawings of small machines, with emphasis on screw threads, fasteners, gears, and shop processes. (2 lecture and 6 laboratory hours per week). *Prerequisite:* DRFT 111 or consent of department chairperson.

**DRFT 261. Civil Drafting.** (4 credits). This course includes topics such as plotting surveyor's notes, plot plans, and plats. Streets, highways, waterways, and industrial applications are included, and attention is given to lettering and lettering devices as used in civil drafting. (2 lecture and 6 laboratory hours per week). *Prerequisite:* DRFT 111 or approval of department chairperson.

**DRFT 270. Construction Drafting.** (4 credits). This course is designed to provide insight into all types and methods of construction, the nature of various building materials and their use, and methods of construction. (2 lecture and 6 laboratory hours per week). *Prerequisite:* DRFT 111 or approval of department chairperson.

**DRFT 281. Special Problems I.** (4 credits). This course is designed to give the student an opportunity to develop additional skills in an area of major interest or to explore an additional specialized field. The student completes actual job problems in the chosen area of his/her interest. (2 lecture and 6 laboratory hours per week). *Prerequisite:* approval of department chairperson.

**DRFT 282. Special Problems II.** (4 credits). This course may be repeated for credit when topics vary. (2 lecture and 6 laboratory hours per week). *Prerequisite:* approval of department chairperson.

**DRFT 283. Cooperative Education for Drafting I.** (3 credits). Students apply drafting skills and knowledge of production techniques in an entry-level position with industry. The student works approximately 20 hours per week under the

supervision of the College and the employer. Student will also be required to attend a one-hour lecture on campus with the internship instructor. (1 lecture and 20 laboratory hours per week). *Prerequisites:* current enrollment in Drafting courses and approval of department chairperson.

**DRFT 284. Cooperative Education for Drafting II.** (3 credits). Students apply drafting skills and knowledge of production techniques in an entry-level position with industry. The student works approximately 20 hours per week under the supervision of the College and the employer. Student will also be required to attend a one-hour lecture on campus with the internship instructor. (1 lecture and 20 laboratory hours per week). *Prerequisites:* current enrollment in Drafting courses and approval of department chairperson.

**DRFT 291. Computer Aided Drafting I.** (4 credits). This basic course introduces the student to Computer Aided Drafting. Students use existing programs in learning the terminology and equipment used in CAD. Selected problems are used to give the student "hands-on" experience in the operation of the equipment. (2 lecture and 6 laboratory hours per week). *Prerequisite:* DRFT 190 or approval of department chairperson.

**DRFT 292. Computer Aided Drafting II.** (4 credits). This course includes the application of advanced problems with the use of equipment and software as used in various areas of technology. Students have the opportunity to do additional work in an area of specialization or explore a new area in addition to planned class problems. (2 lecture and 6 laboratory hours per week). *Prerequisite:* DRFT 291 or approval of department chairperson.

**DRFT 293. Computer Aided Drafting III.** (4 credits). Selected advanced topics are given to students on an individual, to-be-arranged basis. These topics include the use of more advanced software and hardware to solve drafting problems in various areas of drafting. (2 lecture and 6 laboratory hours per week). *Prerequisite:* approval of department chairperson.

**DRFT 294. Computer Aided Drafting Applications - Construction.** (4 credits). This course is an advanced course designed to incorporate the computer with construction drafting. Work related problems are designed to help the student produce working drawings on the CAD system. A review of construction and CAD fundamentals is offered. (2 lecture and 6 laboratory hours per week). *Prerequisites:* DRFT 291 or approval of department chairperson.

**DRFT 295. Computer Aided Drafting Applications - Mechanical.** (4 credits). This course is an advanced course designed to incorporate the computer with engineering drafting. Work related problems are designed to help the student produce working drawings on the CAD system. A review of mechanical and CAD fundamentals is offered. (2 lecture and 6 laboratory hours per week). *Prerequisites:* DRFT 291 or approval of department chairperson.

**DRFT 296. Computer Aided Drafting Applications - Electrical, Electronics.** (4 credits). This is an advanced course designed to incorporate the computer with electrical - electronic drafting. Work related problems are designed to help the student produce working drawings on the CAD system. A review of drafting and CAD fundamentals is offered. (2 lecture and 6 laboratory hours per week). *Prerequisites:* DRFT 291 or approval of department chairperson.

See p. 207 for TDC Drafting courses.

## DRAMA

C. Jay Burton, *Department Chairperson*  
Michael Corrison

- DRAM 111. Rehearsal and Performance.** (2 credits). This course is an activities course in which the student participates in theatre productions either as an actor or crew member. (6 laboratory hours per week).
- DRAM 112. Rehearsal and Performance.** (2 credits). This course is an activities course in which the student participates in theatre productions either as an actor or crew member. (6 laboratory 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 areas of productions past and present. (3 lecture and 2 laboratory hours per week).
- DRAM 140. Introduction to Acting.** (3 credits). This course is a study of the basic techniques of acting. Included in the course are relaxation, concentration, objectives and intentions, scene work, and improvisational acting. (2 lecture and 4 laboratory hours per week).
- DRAM 145. Movement and Dance for the Performing Arts.** (3 credits). This course provides instruction and participation in stage movement and beginning dance. (1 lecture and 3 laboratory hours per week).
- DRAM 150. Stage Makeup.** (3 credits). This course provides a survey of the reasons for stage makeup and the types of makeup available. It includes principles for defining makeup for characters in a play and intensive practical application. (2 lecture and 4 laboratory hours per week).
- DRAM 201. Development of the Motion Picture.** (3 credits). Emphasis in this course is on the analysis of the visual and aural aspects of selected motion pictures. Dramatic aspects of narrative films, historical growth, and sociological impact of film as an art will also be studied. (2 hours lecture and discussion and a 2-hour laboratory viewing session with discussion per week).
- DRAM 211. Rehearsal and Performance.** (1 credit). This course is an activities course in which the student participates in theatre productions either as actor or crew member. (6 laboratory hours per week).
- DRAM 212. Rehearsal and Performance.** (1 credit). This course is an activities course in which the student participates in theatre productions either as actor or crew member. (6 laboratory hours per week).
- DRAM 230. Introduction to Technical Theatre.** (3 credits). This course is a study of the basics for working in the areas of construction, properties, and sets. (2 lecture and 4 laboratory hours per week).
- DRAM 235. Intermediate Technical Theatre.** (3 credits). This course is a study of the basic concepts of stage lighting, including principles and practice. The course also presents the basic principles of lighting design. (3 lecture and 3 laboratory hours per week).
- DRAM 240. Advanced Acting.** (3 credits). This course is a study of script analysis, character analysis, characterization, and situation. (2 lecture and 4 laboratory hours per week).

- DRAM 250. Theatre Speech.** (3 credits). This course is a study of the necessary development of the voice for use for the stage. The course includes voice development, placement, projection, and diction. (3 lecture hours per week).
- DRAM 260. Modern Theatre Literature.** (3 credits). This course presents a survey of the dramatic literature and dramaturgical tendencies in Europe and America since the time of Ibsen. (3 lecture hours per week).

## ECONOMICS

Arthur Daniel, *Department Chairperson*  
Bob Higby, Tim Reynolds

- ECON 110. Consumer Economics.** (3 credits). This course shows the student how to make the most efficient use of business goods and services. It provides insight into buying problems such as use and evaluation of advertising and into consumer financial problems such as banking, credit, personal accounting and budgeting, and installment buying. (3 lecture hours per week).
- ECON 111. Principles of Economics I.** (3 credits). This course is an analysis of economic aggregates: inflation, unemployment, economic growth, and the distribution of income (including current policies and problems). The course presents problems of fiscal and monetary policy and places primary emphasis on critical understanding of the economy's ability to meet the needs of its people participating as workers, consumers, and citizens. (3 lecture hours per week).
- ECON 112. Principles of Economics II.** (3 credits). This course provides a study of supply-demand relationships, economics of the firm and resource allocation (price and output determination--pure competition, monopolistic competition, oligopoly, and monopoly), economic problems (business, agriculture, labor, etc.), and international economic relations. (3 lecture hours per week).

## ELECTRONICS

Curtis Glatt, *Department Chairperson*

- ELEC 100. Basic Computer Programming for Technologies.** (4 credits). A technology-based introduction to BASIC computer programming, this course includes a study of the use of computers in solving technology problems using the BASIC computer programming language. (3 lecture and 3 laboratory hours per week). *Prerequisites:* MATH 110, ENGL 110, and RDNG 110 or equivalent.
- ELEC 110. Introduction to Electronic Technology.** (3 credits). An introduction to concepts in electronic technology, this course includes safety instruction in handling hazardous materials and electronic equipment. (3 lecture hours per week). *Prerequisites:* MATH 110, ENGL 110, and RDNG 110 or equivalent. *Corequisite:* ELEC 115.
- ELEC 115. Introduction to Electronic Technology Laboratory.** (1 credit). This laboratory class accompanies ELEC 110. (3 laboratory hours per week). *Corequisite:* ELEC 110.

- ELEC 120. D.C. Theory and Circuit Analysis.** (3 credits). This course includes a study of direct current electricity involving voltage, current, and resistance relationships and basic network equations using scientific calculators and BASIC programming. (3 lecture hours per week). *Prerequisite:* MATH 110 or equivalent. *Corequisites:* ELEC 125, MATH 121 or equivalent.
- ELEC 125. D.C. Theory and Circuit Analysis Laboratory.** (1 credit). This laboratory class accompanies ELEC 120. (3 laboratory hours per week). *Corequisite:* ELEC 120.
- ELEC 130. A.C. Theory and Circuit Analysis.** (3 credits). This course analyzes passive electronic circuits with respect to time varying DC and AC waveforms. (3 lecture hours per week). *Prerequisites:* ELEC 120 and ELEC 125. *Corequisites:* ELEC 135 and ELEC 152 or equivalent.
- ELEC 135. A.C. Theory and Circuit Analysis Laboratory.** (1 credit). This laboratory class accompanies ELEC 130. (3 laboratory hours per week). *Corequisite:* ELEC 130.
- ELEC 140. Electronics I.** (3 credits). This course includes an introduction to discrete active components and circuit configurations in preparation for the study of amplifier, oscillator, and digital circuit analysis. (3 lecture hours per week). *Prerequisites:* ELEC 120 and ELEC 125. *Corequisites:* ELEC 130, ELEC 135, ELEC 145.
- ELEC 145. Electronics I Laboratory.** (1 credit). This laboratory class accompanies ELEC 140. (3 laboratory hours per week). *Corequisite:* ELEC 140.
- ELEC 151. Electronics Problems I.** (3 credits). In this course, students apply mathematics and calculations to solve direct current electronics problems. Topics from algebra using representative DC circuits are selected. This course satisfies MATH 121 requirements for electronics majors. (3 lecture hours per week). *Prerequisite:* MATH 115 or approval of the department.
- ELEC 152. Electronics Problems II.** (3 credits). In this course, students apply mathematics and calculations to solve alternating current problems. Topics from trigonometry using representative AC circuits are selected. This course satisfies MATH 132 requirements for electronics majors. (3 lecture hours per week). *Prerequisite:* ELEC 151 or MATH 121.
- ELEC 160. Electronic Drafting and Design.** (4 credits). This course includes a study of design, documentation, and drafting techniques involved in the production of electronic equipment for industrial and consumer applications. DRFT 291 may be substituted for this course in the Electronics curriculum. (3 lecture and 3 laboratory hours per week). *Prerequisite:* ELEC 110 or equivalent.
- ELEC 210. Electronics II.** (4 credits). This course explores linear amplifier analysis and design including discrete components, integrated circuits, and P.C. board level components. (3 lecture and 3 laboratory hours per week). *Prerequisites:* ELEC 140 and ELEC 145.
- ELEC 220. Electronics III.** (4 credits). This course provides students with an introduction to digital circuit analysis and design with emphasis on integrated circuits and P.C. board level components. Boolean Algebra, Karnaugh maps, and state diagrams are used in the analysis. (3 lecture and 3 laboratory hours per week). *Prerequisites:* ELEC 130 and ELEC 135.
- ELEC 230. Electronic Instrumentation and Measurement Techniques.** (4 credits). This course explores the theory of operation and application of standard

laboratory test equipment to digital and analog circuit troubleshooting. (3 lecture and 3 laboratory hours per week). *Prerequisites:* ELEC 210 and ELEC 220.

- ELEC 240. Electronics Seminar and Project.** (4 credits). In this survey of current electronic systems found in commercial and industrial applications, students design and construct an electronic project and/or prepare a research report related to the instructional objectives. This course may be substituted for one 200-level CSCI requirement in the Electronics curriculum. (3 seminar lecture and 3 laboratory hours per week). *Prerequisite:* 16 hours of electronics or approval of the department chairperson.
- ELEC 250. Advanced Electronic Circuits.** (4 credits). This course includes a study of discrete and integrated circuit applications from analog and digital principles to advanced electronic systems. (3 lecture and 3 laboratory hours per week). *Prerequisites:* ELEC 210 and ELEC 220.
- ELEC 260. Communications Circuits and Systems.** (4 credits). This course includes a study of the circuits, theory, and operations in modern electronic communications systems. This course may be substituted for ELEC 250 in the Electronics curriculum. (3 lecture and 3 laboratory hours per week). *Prerequisites:* ELEC 210 and ELEC 220 or approval of the department chairperson.
- ELEC 270. Microprocessor Programming and Architecture.** (4 credits). This course includes a study of assembly language programming, machine language, computer architecture of modern microprocessors, and microcomputer systems. (3 lecture and 3 laboratory hours per week). *Prerequisite:* ELEC 100 or equivalent. *Corequisite:* ELEC 220.
- ELEC 290. Computers and Computer Controlled Systems.** (4 credits). This study of digital and analog computer operation and control includes operating system drivers with respect to hardware, software, and interfacing. (3 lecture and 3 laboratory hours per week). *Prerequisites:* ELEC 220 and ELEC 270 or approval of the department chairperson.
- ELEC 291. Microprocessors Programming and Interfacing.** (4 credits). This course includes a study of microprocessors and microcomputer systems including hardware and software interfacing of digital systems. (3 lecture and 3 laboratory hours per week). *Prerequisites:* ELEC 220 and ELEC 270.

## ENGLISH

Bill Crider, *Department Chairperson*  
 Mike Bass, Gilbert Benton, James Creel, Charles Ferguson,  
 Dickie Fox, Bea Hugetz, Pat Klopp

**NOTE:** The basics of writing are taught in ENGL 109 and 110. These courses benefit students needing additional preparation for college-level work and those desiring only to improve their writing skills.

Students who (1) score below 16 in English on the ACT test or (2) perform unsatisfactorily on the ACC placement test must take either one or two basic courses, depending on the test results. Students in basic courses must complete their studies successfully to be eligible for regular-credit English courses.

- ENGL 109. Developmental Writing I.** (3 credits). Beginning with a study of basic grammar, this course concentrates on correct sentence patterns and gives some attention to paragraph writing. (3 lecture hours per week).
- ENGL 110. Developmental Writing II.** (3 credits). Extensive practice in writing paragraphs and short papers follows a review of grammar. (3 lecture hours per week).
- ENGL 111. Communication Skills I.** (3 credits). Designed for the occupational/technical student, this course emphasizes correct and effective communication through a review of grammar and a progression of written assignments on career-related topics. (3 lecture hours per week). *Prerequisite:* satisfactory score on English proficiency exam.
- ENGL 112. Communication Skills II.** (3 credits). In this course the occupational/technical student learns communication theory and puts into practice techniques of informative writing and speaking. (3 lecture hours per week). *Prerequisite:* satisfactory score on English proficiency exam.
- ENGL 121. Composition and Rhetoric I.** (3 credits). This standard course focuses on correct and effective writing through a review of grammar and a progression of written assignments. Reading assignments in the short story provide topics for required themes. (3 lecture hours per week). *Prerequisite:* satisfactory score on English proficiency exam.
- ENGL 122. Composition and Rhetoric II.** (3 credits). This course is a continuation of ENGL 121. There is more intensive practice in theme writing, including a research paper, and reading assignments include drama and poetry as well as fiction. (3 lecture hours per week). *Prerequisite:* ENGL 121.
- NOTE:** To fulfill the sophomore English requirements of ACC programs of study, the English Department recommends either ENGL 211-212 or 221-222, taken in sequence. However, a combination of one course from Group A and one from Group B, taken in any order, is acceptable. Group A: 211 or 221. Group B: 212, or 222, or 230. Under appropriate circumstances, ENGL 260 may be allowed as one of the two required sophomore courses.
- ENGL 211. Survey of Literature I.** (3 credits). Readings in world masterpieces dating from ancient times to the eighteenth century provide topics for various kinds of written analysis. Collateral reading and reports are required. (3 lecture hours per week). *Prerequisites:* ENGL 121 and ENGL 122.
- ENGL 212. Survey of Literature II.** (3 credits). This course is a continuation of ENGL 211. World literature ranging from seventeenth-century Europe to twentieth-century America is the subject area of reading and writing assignments. Collateral reading and reports are required. (3 lecture hours per week). *Prerequisites:* ENGL 121 and ENGL 122.
- ENGL 221. Survey of English Literature I.** (3 credits). This course covers British literature from its beginning to the eighteenth century. Collateral reading and reports are required. (3 lecture hours per week). *Prerequisites:* ENGL 121 and ENGL 122.
- ENGL 222. Survey of English Literature II.** (3 credits). As a continuation of ENGL 221, this course is a study of British literature from the Romantic Period to the present. Collateral reading and reports are required. (3 lecture hours per week). *Prerequisites:* ENGL 121 and ENGL 122.

**ENGL 230. American Literature.** (3 credits). This course examines our national literary heritage dating from colonial times to the present. Collateral readings and reports are required. (3 lecture hours per week). *Prerequisites:* ENGL 121 and ENGL 122.

**ENGL 250. Creative Writing.** (3 credits). Designed for students interested in writing poetry, fiction, or nonfiction, this humanities elective course presents a study of literary techniques in contemporary published examples, but it emphasizes writing and revising original works. (3 lecture hours per week). *Prerequisites:* ENGL 121 and ENGL 122 or approval of the department chairperson.

**ENGL 260. Technical Communication.** (3 credits). Designed primarily for students working toward a four-year science or technology degree, this course stresses accurate and effective writing in formal reports and other professional communication forms. Brief attention is also given to the oral report. (3 lecture hours per week). *Prerequisites:* sophomore standing and ENGL 111-112 or ENGL 121-122.

## FASHION MERCHANDISING

Patty Hertenberger, *Department Chairperson*

**FASH 130. Introduction to Fashion Merchandising.** (3 credits). This course develops an overview of the fashion industry, its principles, and procedures. Production, distribution, and consumption of fashion apparel are analyzed, and consumer characteristics and their influence and changing demand for fashion goods are related to fashion marketing activities. (3 lecture hours per week). *Prerequisite:* consent of instructor.

**FASH 140. Fashion Buying and Merchandising.** (3 credits). This course includes a study of the fundamental concepts in the buying and merchandising of fashion products. It develops in the student an understanding of methods of inventory, elements of profit, pricing, mark-up, mark-down, and terms of sale. Sources of buying information, selection of fashion merchandise, and responsibilities of buyers are covered. (3 lecture hours per week). *Prerequisite:* consent of instructor.

**FASH 150. Merchandise Planning Procedures.** (3 credits). This course is designed to prepare career-oriented students for employment at such entry level merchandising positions in retail organizations as assistant buyer, assistant manager, or merchandising clerical. Topics include merchandising profit, merchandising planning, purchase orders, markdowns, markups, inventory control, and computerized merchandising operations. (3 lecture hours per week).

**FASH 210. Fashion Sales Promotion.** (3 credits). This course is designed to introduce the student to general procedures and objectives of sales promotion to stimulate a creative approach to the promotion of fashion merchandise. A study of sales promotion activities, fashion advertisements, display, and professional selling techniques is made. (3 lecture hours per week). *Prerequisite:* consent of the instructor.

**FASH 220. Textiles.** (3 credits). This study of fibers, yarns, weaves, designs, and finishes emphasizes information applicable to the selection and performance of

textiles normally used in apparel. (3 lecture hours per week). *Prerequisite:* consent of the instructor.

**FASH 230. Fashion Fundamentals.** (3 credits). Designed to add balance to the Fashion Merchandising curriculum, this course includes comprehensive coverage in the personality and grooming fields to help students develop tasteful appearance, attractive personality, and the social refinements that are necessary for success in today's fashion world. (3 lecture hours per week). *Prerequisite:* consent of the instructor.

**FASH 240. Principles of Fashion Design.** (3 credits). This course provides the student with a general interest in fashion an understanding of the way apparel is created and manufactured. Students have an opportunity to increase their visual and verbal vocabulary of terms basic to all fashion careers. The course details the specific talents and skills required and how to develop them. Many important areas of fashion design are brought together to show their interrelation in becoming the tools of the professional apparel designer. (3 lecture hours per week). *Prerequisite:* consent of instructor.

**FASH 250. Introduction to Interior Design.** (3 credits). This study of the basic principles and elements of design emphasizes the understanding of color and design principles and the distribution of these principles in a room composition. Topics for the course include window and wall treatments, furniture arrangements, lighting, and fabric and furniture selection. (3 lecture hours per week). *Prerequisite:* consent of instructor.

**FASH 260. Professional Application of Interior Design Principles.** (3 credits). This course covers professional business procedures and responsibilities related to employment in this field and includes a study of trade source/designer/client relations including specifications, selling, and basic application. (3 lecture hours per week). *Prerequisite:* consent of instructor.

**FASH 112, 122, 212, 222. Internship.** (3 credits, each). The student works in a qualifying firm a minimum of 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. Student will also be required to attend a one-hour lecture on campus with internship instructor. Students may receive credit from an approved full-time job.

## FRENCH

Robert Rodriquez, *Department Chairperson*

**FREN 111. Elementary French.** (4 credits). Designed for the student with no previous instruction in French, this course emphasizes conversational French, but students also learn the essentials of grammar. (3 lecture and 2 laboratory hours per week).

**FREN 112. Elementary French.** (4 credits). This course is a continuation of FREN 111 with some stress on reading and composition. (3 lecture and 2 laboratory hours per week).

**FREN 121. Intermediate French.** (3 credits). This course includes French readings, grammar, and composition based partly on a formal text and partly on selected

readings. The course stresses oral work. (3 lecture and 1 laboratory hours per week). *Prerequisite:* FREN 112 or instructor approval.

**FREN 122. Intermediate French.** (3 credits). This course continues the study of French readings, grammar, and composition based partly on a formal text and partly on selected readings studied in FREN 121. (3 lecture and 1 laboratory hours per week). *Prerequisite:* FREN 112 or instructor approval.

## GEOGRAPHY

Arthur Daniel, *Department Chairperson*

**GEOG 110. Principles of Geography.** (3 credits). This course includes a study of the natural and cultural features within the world-wide geographic setting. The course emphasizes world climatic regions with discussion and interpretation. (3 lecture hours per week).

## GEOLOGY

Dick Graef, *Department Chairperson*  
Dora Devery

**GEOL 111. General Geology I.** (4 credits). This course provides an introduction to the study of rocks, minerals, and physical pressures that modify the surface of the earth, and it gives special attention to the practical aspects of geology in society, such as mineral, energy, and water resources, volcanism, and geologic factors that influence the environment. (3 lecture and 2 laboratory hours per week).

**GEOL 112. General Geology II.** (4 credits). This course presents a survey of the evolution of the earth and life through geologic time. The course includes such topics as earthquakes and the earth's interior, mountain building, drifting continents, the Ice Ages, the solar system, the history of life, and the geological aspects of the environment and its effect on the future of mankind. (3 lecture and 2 laboratory hours per week). *Prerequisite:* GEOL 111.

## GERMAN

Robert Rodriquez, *Department Chairperson*

**GERM 111. Elementary German I.** (4 credits). While this course is definitely aimed toward proficiency in everyday conversational German, it gives the student the necessary background in pronunciation, acquisition of vocabulary, grammatical construction, and formation of sentences. (3 lecture and 2 laboratory hours per week).

**GERM 112. Elementary German II.** (4 credits). This course is a continuation of the oral practice of GERM 111, with some stress on reading and composition. (3 lecture and 2 laboratory hours per week). *Prerequisite:* GERM 111 or instructor approval.

**GERM 121. Intermediate German I.** (3 credits). This course includes German readings, grammar, and composition based partly on a formal text and partly on selected readings. This course stresses written work and continues the oral work started in elementary German. (3 lecture and 1 laboratory hours per week). *Prerequisite:* GERM 112 or instructor approval.

**GERM 122. Intermediate German II.** (3 credits). This course continues the study of German readings, grammar, and composition, based partly on a formal text and partly on selected readings studied in GERM 121. (3 lecture and 1 laboratory hours per week). *Prerequisite:* GERM 121 or instructor approval.

## GOVERNMENT

Arthur Daniel, *Department Chairperson*  
Marvin Longshore, Tim Reynolds, Bill Taliaferro

**GOVT 211. American National and State Governments I.** (3 credits). This course includes a study of the origin and development of our federal system of government and an analysis of federal and state constitutions, with special attention to the Texas constitution, and of federal-state and inter-state relations. The course places special emphasis on the problems of citizenship in a modern democratic society. (3 lecture hours per week).

**GOVT 212. American National and State Governments II.** (3 credits). This course presents a study of the functions and services of the government of the United States, of the states in general, and of Texas in particular. (3 lecture hours per week).

## MEDICAL LABORATORY TECHNOLOGY

Florence Pipes, *Department Chairperson*  
Johneta Turner

**HMLT 110. Introduction to Medical Technology and Terminology.** (3 credits). This course includes lecture and laboratory practice in the fundamentals of laboratory and hospital organization, laboratory safety, phlebotomy, basic electricity, laboratory equipment and instruments, laboratory glassware and solution preparation, and laboratory math. Laboratory math includes metric system, scientific notation, temperature conversion, dilutions and associated ratio-proportion problems, and solution problems. Written and oral reports are required. A study of medical terminology is included as a separate part of this course. (2 lecture and 3 laboratory hours per week).

**HMLT 111. Clinical Chemistry/Instruments I.** (5 credits). This course includes lecture and laboratory instruction in sample collection and preservation, basic chemistry and laboratory math review, quality control, basic organic chemistry, photometry, carbohydrates, and proteins. Also included in this course are the principles of operation, use, maintenance, and troubleshooting of instruments used to perform clinical laboratory tests. Interpretation of test results, including assessment of disease processes and evaluation of metabolism and organ functions, is included. Oral presentation of selected topics is required. Both

lecture and laboratory are on campus. (3 lecture and 8 laboratory hours per week). *Prerequisites:* HMLT 110 and CHEM 111 or equivalent.

**HMLT 112. Clinical Microbiology I.** (4 credits). This introduction to clinical microbiology explores the basic concepts of microbiology including taxonomy, morphology, and physiology of bacteria, as well as diseases produced by them. Methods to isolate, cultivate, and identify bacteria are studied including routine staining procedures and biochemical identification tests. Included in the course are procedures for specimen collection, processing, shipment, media preparation, and quality control. Oral presentation of selected topics is required. (2 lecture and 8 laboratory hours per week). *Prerequisite:* HMLT 110.

**HMLT 113. Hematology I.** (4 credits). This course includes lecture and laboratory instruction on the chemical and physical nature of blood, use and maintenance of routinely used manual and semi-automated hematology equipment, quality control, sample identification, formed elements of blood, and performance and interpretation of routine hematology tests and basic coagulation procedures. Some lab techniques included in this course are hemoglobin, hematocrit, sedimentation rate, RBC morphology, WBC differential, prothrombin time, and bleeding time. Oral presentation of selected topics is required. (2 lecture and 8 laboratory hours per week). *Corequisite:* HMLT 110.

**HMLT 123. Medical Microbiology.** (3 credits). This study of the medically important microbes emphasizes those organisms producing disease in the upper respiratory tract. The epidemiology of microbes in the clinical environment is studied, and the basic principles of disease and the mechanisms of host defense are presented. The student should be able to perform routine culture and isolation procedures, antibiotic susceptibility testing, and rapid identification for bacteria and yeast. (2 lecture and 3 laboratory hours per week).

**HMLT 130. Urinology.** (3 credits). This course presents a study of urinalysis procedures including chemical tests, microscopic examination, pregnancy tests, and renal function tests, and the correlation of these procedures to disease states and malfunctions. Oral presentation of selected topics is required. (2 lecture and 4 laboratory hours per week). *Corequisite:* HMLT 110.

**HMLT 140. Fluid Analysis.** (1 credit). This course presents a study of body fluids, including gastric, synovial, spinal, seminal, pleural, peritoneal, and pericardial fluids. Methods for determining their biochemical and cellular content are presented, and abnormal values are correlated with pathological conditions. (1 hour lecture per week). *Prerequisite:* HMLT 110.

**HMLT 150. Parasitology.** (2 credits). This course includes a study of the taxonomy, morphology, and specific characteristics of human parasites as well as the disease states produced by them. Students practice microscopic examination, concentration, fixation, staining, and preservation of specimens. (1 lecture and 2 laboratory hours per week). *Prerequisites:* HMLT 110 and HMLT 112.

**HMLT 210. Serology-Immunology.** (3 credits). This study of serological and immunological procedures includes flocculation, agglutination, precipitation, gel diffusion, hemagglutination, complement fixation, fluorescent antibody, and immunoelectrophoresis. The student should be able to discuss the reticuloendothelial system, cellular and humoral immunity, the inflammatory process, antigens, antibodies, complement, and other aspects of the immune mechanism and the body's reaction to foreign matter. Oral presentation of

selected topics is required. (2 lecture and 4 laboratory hours per week).  
*Prerequisite:* HMLT 110.

**HMLT 211. Clinical Chemistry/Instruments II.** (4 credits). This continuation of HMLT 111 includes lecture and laboratory instruction on clinical chemistry automation, non-protein nitrogen compounds, lipids, electrolytes, minerals, liver functions, pH, blood gases, and associated calculations. The lecture portion of the course is on campus, and it includes interpretation of test results, assessment of disease processes, and evaluation of metabolism. Oral and written presentations of selected topics are required. The laboratory portion of the course is located at clinical sites to provide experience with the operation, maintenance, and troubleshooting of current clinical chemistry instruments. (3 lecture and 4 laboratory hours per week). *Prerequisites:* HMLT 110, HMLT 111, and CHEM 111 or equivalent.

**HMLT 212. Clinical Microbiology II.** (4 credits). This study of bacteriology and mycology includes procedures to isolate, cultivate, and identify acid-fast and anaerobic bacteria, filamentous fungi, and yeast. The student should be able to perform antibiotic susceptibility testing and serological and biochemical identification tests and to use rapid identification systems for identification of bacteria and yeasts. A general understanding of the relationship of this course to physiology, biochemistry, and immunology as they are associated with disease processes is necessary. (2 lecture and 8 laboratory hours per week).  
*Prerequisites:* HMLT 110 and HMLT 112.

**HMLT 213. Hematology II.** (3 credits). This course presents a study of cellular elements and coagulation factors in the blood as they relate to diseases such as anemias, leukemias, and bleeding disorders. Special stains, special anemia tests, and diagnostic coagulation tests are included. Oral and written presentations of selected topics are required. The lecture portion of the class is held on campus, and the laboratory portion is held on campus and at clinical sites to provide blood drawing experience, an introduction to the clinical laboratory and clinical hematology, and the use and maintenance of current clinical hematology instrumentation. (2 lecture and 4 laboratory hours per week).  
*Prerequisites:* HMLT 110 and HMLT 113.

**HMLT 220. Clinical Chemistry/Instruments III.** (3 credits). This continuation of HMLT 211 includes lecture and laboratory instruction on enzymes, hormones, therapeutical drugs, drugs of abuse, and special chemistry techniques including RIA, EIA, chromatography, ELISA and others. Lecture is on campus, and it includes the interpretation of test results, assessment of disease processes, and evaluation of metabolism and organ function. Oral presentations of selected topics are required. Laboratory is held at the clinical sites to provide experience in the operation, maintenance, and troubleshooting of routine and advanced clinical chemistry instruments. (2 lecture and 4 laboratory hours per week).  
*Prerequisites:* HMLT 110, HMLT 111, HMLT 211, and CHEM 111 or equivalent.

**HMLT 230. Immunohematology.** (4 credits). This course includes study and practice in the use of blood cell antigens and antibodies as they apply to certain disease processes and to transfusions. Quality control and sample identification are stressed. The course also presents a study of blood donor requirements; blood component preparation, storage, and use; and routine and diagnostic blood banking procedures to include at least ABO, Rh, antibody detection and identification, elution, and crossmatch. Oral presentations of selected topics are

required. (2 lecture and 8 laboratory hours per week). *Prerequisites:* HMLT 110, HMLT 113, HMLT 210, and HMLT 213.

**HMLT 240. MLT Practicum.** (6 credits). This course includes forty hours of supervised work experience each week for eleven weeks in a clinical laboratory and one week of review in the classroom. *Prerequisites:* All other courses in HMLT Program.

## RESPIRATORY CARE

Diane Flatland, *Department Chairperson*  
Perry Bush

**HRTT 109. Cardiopulmonary Anatomy and Physiology.** (3 credits). This course is designed to introduce the student to the anatomy and physiology of the cardiovascular and pulmonary systems. The student also becomes acquainted with the terminology used in respiratory physiology. (3 lecture hours per week).  
*Corequisite:* HRTT 114.

**HRTT 111. Introduction to Respiratory Therapy.** (4 credits). This introductory course is designed to acquaint students with the responsibilities of the respiratory care practitioner as a member of the health care team. The course includes instruction and practice in basic procedures pertaining to medical gas administration, humidity and aerosol therapy, cleaning and sterilization, nursing skills, and medical physics. (4 lecture and 2 laboratory hours per week).  
*Corequisite:* HRTT 114.

**HRTT 112. Clinical Practical I.** (2 credits). This course gives students the opportunity to perform and to demonstrate clinically the knowledge gained in parallel courses. Setups, operation, and troubleshooting involved with the more sophisticated equipment are also included. (16 laboratory hours per week).  
*Prerequisites:* HRTT 111, HRTT 114. *Corequisite:* HRTT 116, HRTT 117.

**HRTT 113. Clinical Practical II.** (6 credits). A continuation of Clinical Practical I allowing students to integrate and apply those skills developed in previous respiratory care courses, this course is designed to complete the basic learning experience necessary to become a safe and competent respiratory technician. Competence is gained in arteriotomy, analysis and interpretation of arterial blood gases, blood gas machine maintenance, post-operative evaluation, airway management, pediatrics, mechanical ventilation, and CPR. (24 laboratory hours per week). (12-week summer session--32 laboratory hours per week).  
*Prerequisite:* HRTT 112.

**HRTT 114. Respiratory Therapy Procedures I.** (4 credits). This indepth study of basic respiratory therapy concepts, theories, and techniques emphasizes IPPB therapy, airway management, suctioning, chest physical therapy, and incentive spirometry. Applications of these procedures are performed in the laboratory and clinical area under supervision. (3 lecture and 10 laboratory hours per week). *Corequisite:* HRTT 109, HRTT 111.

**HRTT 115. Pediatrics.** (2 credits). This course explores the care of the pediatric patient with cardiopulmonary disease. Cardiopulmonary anatomy and physiology, fetal development, diseases, and equipment and therapeutic

techniques used in treating these diseases are covered. (2 lecture hours per week). (SSII-5 lecture hours per week). *Corequisite:* HRTT 210.

**HRTT 116. Clinical Medicine and Pulmonary Disorders.** (3 credits). Medical problems are discussed from an etiological, symptomatic, diagnostic, therapeutic, and prognostic point of view. Theories and techniques in pulmonary function testing are also discussed. Topics include obstructive and restrictive diseases, neuromuscular and CNS diseases, cardiac failure, etc. (4 lecture and 2 laboratory hours per week). *Prerequisites:* HRTT 109, HRTT 111, HRTT 114. *Corequisites:* HRTT 112, HRTT 117.

**HRTT 117. Respiratory Therapy Procedures II.** (4 credits). Designed to introduce the student to the design, function, and operation of volume-cycled ventilators, this course emphasizes assisted and controlled ventilation and the use of special procedures (IMV, CPAP, etc.). Blood gas interpretation, including arterial blood gas sampling techniques and analysis, is also discussed. (3 lecture and 2 laboratory hours per week). *Prerequisites:* HRTT 109, HRTT 114. *Corequisite:* HRTT 112, HRTT 116.

**HRTT 120. Pharmacology.** (3 credits). This course is 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. (3 lecture hours per week). *Corequisites:* HRTT 109, HRTT 114.

**HRTT 210. Clinical Practical IV.** (3 credits). This indepth exposure to respiratory care and ventilator management emphasizes neonatal and pediatric therapy. Case studies and follow-ups are presented. (9 laboratory hours per week). (SSII-24 laboratory hours per week). *Prerequisites:* HRTT 109, HRTT 111, HRTT 112, HRTT 114, HRTT 117.

**HRTT 211. Clinical Management and Education.** (3 credits). This introduction to the managerial aspects of the Respiratory Therapy Department includes budgeting, scheduling, and staffing. It also covers in-service education, behavioral objectives, and teaching and testing strategies. (3 lecture and 8 laboratory hours per week).

**HRTT 212. Clinical Practical V.** (2 credits). In this continuation of Clinical Practical IV, the student applies all respiratory concepts related to patient care to demonstrate experience as a practicing therapist with the correlation of advanced clinical and technological concepts. (16 laboratory hours per week). *Prerequisite:* HRTT 112. *Corequisite:* HRTT 216, HRTT 217.

**HRTT 216. Advanced Pathophysiology.** (3 credits). This course includes an indepth study of various diseases and disorders related to the cardiopulmonary system. Advanced diagnostic techniques including chest radiography and electrocardiography are also discussed. (3 lecture hours per week). *Prerequisites:* HRTT 109, HRTT 116, or equivalent. *Corequisite:* HRTT 212, HRTT 217.

**HRTT 217. Advanced Intensive Care Procedures.** (3 credits). This course is designed to familiarize the student with techniques used clinically to assess a patient both subjectively and objectively. It also introduces the student to invasive monitoring systems used in the critical care setting such as Swan-Ganz catheterization, CVP and arterial lines, intracranial pressure monitoring, chest drainage, and counterpulsation. (3 lecture hours per week). *Prerequisite:* HRTT 116, HRTT 117, or equivalent. *Corequisite:* HRTT 212, HRTT 216.

**HRTT 218. Review and Seminar.** (1 credit). This structured review of the previous years' courses includes practice on simulated written-registry examinations and clinical simulations. (2 lecture hours per week). (SSI-5 lecture hours per week). *Prerequisites:* all previous Respiratory Therapy courses.

**HRTT 219. Speciality Rotations.** (4 credits). This course is designed for the student to rotate through speciality areas including the pulmonary function laboratory, the neonatal intensive care area, surgery, and anesthesia. (12 laboratory hours per week). (SSI-32 laboratory hours per week). *Prerequisites:* all previous Respiratory Therapy courses.

## HISTORY

Arthur Daniel, *Department Chairperson*  
Ida Blanchette, Tom Bryan, John Duke, Marvin Longshore, Bill Taliaferro

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

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

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

\***HIST 132. History of Texas Since 1865.** (3 credits). This course analyzes cultural, social, industrial, and political developments in Texas from 1865 to the present. The course emphasizes the Reconstruction period, political history since the Civil War, and the emergence of the modern state of Texas, and it includes studies of governors and their administrations. (3 lecture hours per week).

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

\***HIST 142. The United States Since 1877.** (3 credits). This course provides a survey of American history from 1877 to the present. Chief topics are big business, big labor, the United States as a world power, the great depression, and the cold war. (3 lecture hours per week).

\*Texas law stipulates that three hours in Texas history may be applied toward satisfying the United States history requirement.



## HORTICULTURE (ORNAMENTAL)

Stephen Wheeler, *Department Chairperson*  
Dwight Rhodes

- HORT 101. Principles of Horticulture.** (4 credits). This course presents the fundamental principles and practices of structure, growth, development, maintenance, and use of horticultural plants. The course outlines the commercial horticulture industry and occupational opportunities. The laboratory experience provides an introduction to growing, grounds maintenance, planting, and transplanting. (3 lecture and 2 laboratory hours per week).
- HORT 111. Plant Materials for Landscape Use.** (4 credits). This course provides a study of ornamental trees, shrubs, vines, and ground covers for landscape use with emphasis on their identification, characteristics, adaptability, use, and maintenance. Students use basic concepts and practices in preparing landscape plans. (3 lecture and 2 laboratory hours per week). *Prerequisite or corequisite:* DRFT 110.
- HORT 121. Plant Propagation.** (4 credits). This course provides the student with theoretical consideration and practical experiences in producing horticultural plants by sexual and asexual methods. It includes laboratory exercises of cutting, layering, division, growing from seeds, budding, and grafting. (3 lecture and 2 laboratory hours per week).
- HORT 131. Greenhouse Crop Production.** (4 credits). This course details greenhouse production and marketing of foliage and flowering house plants, holiday pot plants, bedding plants, and cut flowers. The course also includes a study of the construction of greenhouses and other related growing structures, including their arrangement and heating, cooling, lighting, and watering facilities. (3 lecture and 2 laboratory hours per week).
- HORT 201. Soils and Fertilizer.** (4 credits). This course includes studies of the physical and chemical properties of soils and their relationship to soil development, the relationship between crops and soils, the use of fertilizers, and soil fertility. (3 lecture and 2 laboratory hours per week).
- HORT 211. Nursery and Garden Center Management.** (4 credits). This course explores the principles and practices involved in production of field and container-grown plants, including plant growing, planting, transplanting, balling, and burlapping. The course gives an introduction to nursery and garden center management: garden center plans, the structures needed for growing and selling plants and the necessary equipment and supplies, production costs, markets, and marketing techniques. (3 lecture and 2 laboratory hours per week).
- HORT 221. Chemical Control of Weeds, Plants, Diseases, and Pests.** (4 credits). The course covers the identification, cause, and control of common weeds, plant diseases, and pests and the study of equipment for their prevention and control. (3 lecture and 2 laboratory hours per week).
- HORT 231. Turf Management.** (4 credits). This course presents principles and practices of turfgrass management for such specialized areas as athletic fields, playground areas, golf courses, and home lawns. (3 lecture and 2 laboratory hours per week).

- \*HORT 240. Indoor Plants.** (4 credits). This course includes a study of the identification, planting, and placing of foliage and flowering plants suitable for indoor use. The course covers environmental conditions, care and maintenance, insects and disease, potting, and repotting. (3 lecture and 2 laboratory hours per week).
- \*HORT 250. Vegetable Crops.** (4 credits). This course is a study of vegetable production, including factors that affect production of important fresh market and processing vegetables in different areas of the United States. (3 lecture and 2 laboratory hours per week).

\*Recommended related electives.

See p. 208 for TDC Horticulture courses.

## HUMANITIES

Robert Rodriquez, *Department Chairperson*  
Tom Bryan, Doris Burbank

- HUMN 201. Introduction to Humanities I.** (3 credits). This course is an interdisciplinary, multi-media study of the roots of Western Civilization beginning with the early Greeks, continuing through the Italian and Northern European Renaissance, and ending with the art, literature, and music of West Africa. (3 lecture hours per week).
- HUMN 202. Introduction to Humanities II.** (3 credits). This course is a continuation of HUMN 201, and it emphasizes the major contributions of Western culture since the Renaissance, Reformation, the rise of science, and the Neoclassical period. The course includes a study of authors and composers such as Galileo, Luther, Shakespeare, Bach, Beethoven, Darwin, Freud, Sartre, and others. (3 lecture hours per week).
- HUMN 211. American Minorities.** (3 credits). This course is an introduction to culture and to the multi-cultural and multi-ethnic diversity residing in the United States, with emphasis on Italian Americans, Jewish Americans, Native Americans, Black Americans, Hispanics, and Asians. (3 lecture hours per week).

## JOURNALISM

Bill Crider, *Department Chairperson*

- JOUR 120. Journalism Activities.** (1 credit). This course gives basic journalism training to students through experience on college publications. (2 laboratory hours per week). *Prerequisite:* instructor approval.

## MATHEMATICS

Gerald Skidmore, *Department Chairperson*

Charles Bennett, Chris Benton, James Boler, Don Brown, Jim Corbett, Alice Hagood

*Note:* The basics of arithmetic and algebra are taught in MATH 109 and 110. These courses benefit students needing additional preparation for college-level work and those desiring to improve mathematical skills.

Students who (1) score below 16 in Mathematics on the ACT or below 400 on the SAT or (2) perform unsatisfactorily on the ACC placement test must take either one or two basic courses, depending on the test results. Students in basic courses must complete their studies successfully to be eligible for regular credit mathematics courses.

## GENERAL MATHEMATICS

**MATH 109. Arithmetic.** (3 credits). This individualized course offers instruction and practice in the basic arithmetic operations. The student's program of study is based on diagnostic and prescriptive tests as well as on personal interviews. Students who must take MATH 110 and whose diagnostic tests indicate a need for arithmetic preparation must take this course. (3 lecture hours per week).

**MATH 110. Developmental Mathematics-Algebra.** (3 credits). This course includes classroom instruction and work in the Learning Lab. The materials consist of a textbook and audio-tutorial tapes, with tutoring and peer counseling provided. Some of the topics included are whole numbers, integers, first degree equations, products, factors, fractions, exponents, radicals, and quadratic equations. The course attempts to improve the algebraic skills of the students. The student who scores below 16 in math on the ACT or performs unsatisfactorily on the ACC placement test must take MATH 110. (3 lecture hours per week).

**MATH 115. Intermediate Algebra.** (3 credits). Topics of this course include a review of the arithmetic operations, factoring, fractions, exponents, radicals, linear equations, quadratic equations, inequalities, and systems of equations. Students who need MATH 121 and who have had only one year of high school algebra and/or MATH 110 should take this course. If the student has not taken MATH 110, he/she must have an ACT math score greater than 15. (3 lecture hours per week). *Prerequisite:* one year of high school algebra and/or MATH 110.

**MATH 120. Mathematics of Finance.** (3 credits). Topics in this course include simple interest and discount, compound interest, annuities, amortization, sinking funds, stocks, and bonds. (3 lecture hours per week).

**MATH 121. College Algebra.** (3 credits). This course includes a review of the fundamental concepts of intermediate algebra, followed by a more intensive study of algebraic equations and inequalities, functions and graphs, graphs and zeros of polynomial functions, rational functions and conic sections, exponential and logarithmic functions, systems of equations and inequalities, matrices, sequences, and series. (3 lecture hours per week). *Prerequisites:* Two years of high school algebra and an ACT mathematics score greater than 15 or a mathematics score on the SAT greater than 390. The student may, in lieu of these prerequisites, complete MATH 115 (Intermediate Algebra) with a grade of "C" or better.

**MATH 132. Plane Trigonometry.** (3 credits). This course covers such topics as 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. (3 lecture hours per week). *Prerequisite:* MATH 121.

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

**MATH 210. Statistics.** (3 credits). This course includes such topics as permutations and combinations, probability, testing hypotheses, sample theory, parameter estimation, frequency functions, and correlation and regression. (3 lecture hours per week). *Prerequisite:* MATH 121.

**MATH 213. Differential and Integral Calculus I.** (4 credits). Topics included in this course are inequalities, functions, limits, the derivative, differentiation of algebraic functions, the differential, and the definite integral. This course meets the needs of mathematics, engineering, and science students. (4 lecture hours per week). *Prerequisite:* MATH 150 or instructor approval.

**MATH 214. Differential and Integral Calculus II.** (4 credits). This course is a continuation of MATH 213. Topics covered include trigonometric functions, logarithmic functions, exponential functions, parametric equations, arc length, polar coordinates, formulas and methods of interpretation, applications of the integral, and solid analytic geometry. (4 lecture hours per week). *Prerequisite:* MATH 213.

**MATH 215. Calculus III.** (4 credits). Topics included in MATH 215 are elements of infinite series, partial derivatives with applications, multiple integration, vectors, power series, Taylor's series, gradient, and linear algebra. (4 lecture hours per week). *Prerequisite:* MATH 214.

**MATH 221. Differential Equations.** (3 credits). The course includes the following topics: equations of the first order, singular solutions, linear equations with coefficient, and miscellaneous methods of solving equations of higher order than the first, with geometric and physical applications. (3 lecture hours per week). *Prerequisite:* MATH 214.

## MATHEMATICS FOR ELEMENTARY EDUCATION MAJORS

**MATH 160. College Mathematics.** (3 credits). Topics of this course include equations and inequalities, number theory, prime numbers, exponents, sets, number systems, functions, relations, and equivalence. (3 lecture hours per week).

**MATH 170. Modern Topics in Mathematics.** (3 credits). This course covers the following topics and concepts: sets, relations and functions, numeration systems, finite mathematical systems, geometry, measurement, probability, and

statistics. (3 lecture hours per week). *Prerequisite:* MATH 160 or instructor approval.

### MATHEMATICS FOR BUSINESS MAJORS

**MATH 180. Finite Mathematics.** (3 credits). This 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. The course meets the needs of students majoring in business and other related fields. (3 lecture hours per week). *Prerequisite:* MATH 121.

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

### MATHEMATICS FOR TECHNICAL PROGRAMS

**MATH 151. Technical Mathematics I.** (3 credits). Topics covered in this course include whole numbers, fractions, measurements, algebra, formulas, geometry, graphs, and calculator usage. The course meets the needs of technology students. (3 lecture hours per week). *Prerequisite:* MATH 115

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

**MATH 250. Advanced Technical Mathematics.** (3 credits). Topics covered in this course include vector operations, differential calculus, integral calculus, and special functions. The course meets the needs of technology students who require a deeper understanding of definitions and procedures used in mathematics. (3 lecture hours per week). *Prerequisite:* MATH 152 or instructor approval.

### MID-MANAGEMENT

Dick Brigham, *Department Chairperson*  
Kenneth Sweeney

**MMGT 111. Supervision.** (3 credits). This course includes emphasis upon behavioral aspects of supervision and on an up-to-date and inclusive examination of what the supervisor now does and what tools, knowledge, and skills he requires. The course has been designed for those who aspire to be supervisors as well as for those present supervisors who seek a knowledge of developing management

theory to supplement and reinforce their accumulating experience. (3 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. Student will also be required to attend a one-hour lecture on campus with the internship instructor. 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, this course presents functions of management such as creating, planning, organizing, motivating, communicating, and controlling. Considerable attention is given to management practices. (3 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. Student will also be required to attend a one-hour lecture on campus with the internship instructor. Students may receive credit from an approved full-time job.

**MMGT 123. Small Business Organization and Management.** (3 credits). This course explores the formation and operation of the individual enterprise and involves an analysis of problems, opportunities, and regulations important to the management of a small business with special emphasis given to financing and financial control. (3 lecture hours per week). *Prerequisite:* Consent of instructor.

**MMGT 211. Personnel Management.** (3 credits). This course explores the principles and practices of personnel management, emphasizing the procurement, development, compensation, integration, and maintenance of the labor force. (3 lecture hours per week). *Prerequisite:* MMGT 121.

**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. Student will also be required to attend a one-hour lecture on campus with the internship instructor. Students may receive credit from an approved full-time job.

**MMGT 221. Problems in Management.** (3 credits). This extension of management principles to administrative strategy in solving problems allows students to use case studies and simulated games in a decision-making, problem-solving environment. (3 lecture hours per week). *Prerequisite:* MMGT 111 or MMGT 121.

**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 will also be required to attend a one-hour lecture on campus with the internship instructor. Students may receive credit from an approved full-time job.

### 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/her 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/her knowledge to his/her particular job. Historical treatment is 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. Analyzing Bank Financial Statements.** (3 credits). This course organizes into two main sections: characteristics of financial statements and financial statement analysis. For students who have studied accounting, this course serves as a useful review of basic accounting principles; for students who have not studied accounting, the course provides the minimum background necessary for profitable study of financial statement analysis. (3 lecture hours per week).

**BANK 230. Marketing for Bankers.** (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 banks, 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 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/her 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 kind of credit. Other topics discussed are inventory financing, special loan 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. This seminar teaches tellers and new-accounts personnel how to recognize and meet bank customer needs: checking accounts, saving services, loans to individuals, safe deposit boxes, travelers checks, and cross selling. (3 lecture hours per week).

## PRODUCTION MID-MANAGEMENT

**PROD 230. Industrial Management.** (3 credits). This course focuses on modern industrial concepts as applied to specific business situations. The course also deals with automation, managerial skills, organizational trends, employee motivation, and principles of industrial relations. (3 lecture hours per week).

**PROD 240. Production Planning and Control.** (3 credits). This course includes a detailed treatment of the function of managerial planning and control and presents the relationship of objectives to different types of planning. Attention is directed to effective control systems and human factors in controlling modern business. (3 lecture hours per week).

## REAL ESTATE MID-MANAGEMENT

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

**REAL 140. Real Estate Mathematics.** (3 credits). This course provides both student and the practitioner the means for acquiring and maintaining a sound proficiency with the mathematics of basic real estate transactions. The course allows the student to learn how to compute the figures that underlie most real estate transactions: costs, values, income, expenses, profits, taxes and money, money variations, and innovations. (3 lecture hours per week).

**REAL 220. Real Estate Practice.** (3 credits). This course deals with the problems of establishing and conducting a real estate business. It includes topics such as 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. (3 lecture hours per week). *Prerequisite:* REAL 130.

**REAL 230. Real Estate Law.** (3 credits). This 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. (3 lecture hours per week). *Prerequisite:* REAL 130.

**REAL 240. Real Estate Finance.** (3 credits). This course covers topics such as 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; mathematics of real estate finance; and problems, policies, and risks involved in financing of various types of real property. (3 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. (3 lecture hours per week). *Prerequisite:* REAL 130.

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

**REAL 270. Property Management.** (3 credits). This course provides an overview of the field and describes the major functions of property managers, including their legal, interpersonal, maintenance, accounting, administrative, and other activities. The course is also concerned with specific practices and problems in the management of various types of property: apartment buildings, cooperatives and condominiums, office buildings, retail property, industrial property, and subsidized housing. (3 lecture hours per week). *Prerequisite:* REAL 130.

**REAL 280. Residential Selling Strategies.** (3 credits). This course helps the agent establish a system of strategies by which he/she can successfully implement the selling activities identified in strategic planning. The emphasis is on the content, strategy, and timing of an agent's communications with his customers. These strategies include listing, lawyers, negotiating, and prospecting. (3 lecture hours per week). *Prerequisite:* REAL 130.

**REAL 290. Real Estate Investment.** (3 credits). This course provides a general background of information essential to successful real estate investment. Topics include investment cost, tools of analysis, property income taxation, land use, residential property, and income property investment. (3 lecture hours per week). *Prerequisite:* REAL 130.

## MUSIC

Doris Burbank, *Department Chairperson*  
Andy Anderson, Jerry Perkins

### GENERAL MUSIC

**MUSC 110. Introduction to Music.** (3 credits). This course familiarizes the student with the meaning of musical notation through the study of scales, chords, and rhythm. The course meets the needs of elementary education majors and other students who wish to gain a working knowledge of music. It is beneficial, but not required, for the student to also enroll in Class Piano. (3 lecture hours per week).

**MUSC 111. Survey of Music Literature.** (3 credits). This course is a study of instrumental and vocal music forms. It includes representative compositions from sacred and secular music. (3 lecture and 1 laboratory hours per week).

**MUSC 112. Survey of Music Literature.** (3 credits). This course continues the study of instrumental and vocal music forms. It includes representative compositions from sacred and secular music. (3 lecture and 1 laboratory hours per week).

**MUSC 113. Perspective in Jazz.** (3 credits). This course consists of discussion and listening experiences reflecting the development of jazz music and its impact on American culture. The course traces the music from its African roots through ragtime, blues, the big-band swing era, be-bop, cool jazz, and free jazz. (3 lecture hours per week).

**MUSC 114. Composition.** (3 credits). This course provides instruction in music composition in small forms for simple media in both traditional and contemporary electronic styles. (3 lecture hours per week).

**MUSC 120. Music Appreciation.** (3 credits). This general survey course provides the student with a foundation for the enjoyment and understanding of music. The course presents a study of representative composers and their works through recorded music. (3 lecture hours per week).

**MUSC 121. Ear Training and Sight-Singing.** (2 credits). This required course for music majors is the first part of a four-semester presentation of basic aural, visual, and vocal experiences in dictation and in sight-singing. (3 laboratory hours per week). *Prerequisite:* instructor approval and enrollment in MUSC 141.

**MUSC 122. Ear Training and Sight-Singing.** (2 credits). This required course for music majors is the second part of a four-semester presentation of basic aural, visual, and vocal experiences in dictation and sight-singing. (3 laboratory hours per week). *Prerequisite:* instructor approval and enrollment in MUSC 142.

**MUSC 131. Class Piano.** (1 credit). Class Piano, a course designed for students with little or no previous experience, provides a study of basic techniques, scales, chords, and basic repertoire. (1 lecture and 1 laboratory hours per week).

**MUSC 131B. Brass Class.** (1 credit). This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on trumpet, French horn, trombone, and tuba. (1 lecture and 2 laboratory hours per week).

**MUSC 131G. Guitar Class.** (1 credit). This course, designed for beginning guitar students, provides a study of basic techniques, chords, and basic repertoire. (1 lecture and 2 laboratory hours per week).

- MUSC 131P. Percussion Class.** (1 credit). This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on snare drum, tympani, xylophone, cymbals, and other percussion instruments. (1 lecture and 2 laboratory hours per week).
- MUSC 131V. Voice Class.** (1 credit). This laboratory class, designed for students with no previous voice training, provides instruction in breathing, tone production, and diction. (1 lecture and 2 laboratory hours per week).
- MUSC 131W. Woodwind Class.** (1 credit). This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on flute, oboe, clarinet, bassoon, saxophone, and piccolo. (1 lecture and 2 laboratory hours per week).
- MUSC 132. Class Piano.** (1 credit). This Class Piano course for beginners continues the study of basic techniques, scales, chords, and basic repertoire. (1 lecture and 1 laboratory hours per week). *Prerequisite:* instructor approval.
- MUSC 132G. Guitar Class.** (1 credit). This course, designed for beginning guitar students, continues the study of basic techniques, chords, and basic repertoire. (1 lecture and 2 laboratory hours per week).
- MUSC 141. Music Theory.** (3 credits). This course provides a study of the fundamentals of musicianship, including scales, intervals, diatonic triads, inversions, written and keyboard harmony, and dominant seventh chords and inversions. (3 lecture hours per week).
- MUSC 142. Music Theory.** (3 credits). This course continues the study of scales, intervals, diatonic triads, inversions, written and keyboard harmony, and dominant seventh chords and inversions. (3 lecture hours per week).
- MUSC 161B. Contemporary Church Music.** (1 credit). This class will survey contemporary materials available and determine the areas of concentration most beneficial to the group. Considerations will include small and large ensembles, solo work, and the preparation and utilization of instrumental/vocal backgrounds for performances. Possibilities exist for radio/TV productions and also for public performances. (4 laboratory hours per week).
- MUSC 195. Improvisation.** (2 credits). This course presents the techniques of improvising music through the analysis of melodic motives, chordal construction, and sequencing, and it applies this analysis to traditional and contemporary materials. (1 lecture and 2 laboratory hours per week).
- MUSC 223. Ear Training and Sight-Singing.** (2 credits). This required course for music majors is the third part of a four-semester presentation of basic aural, visual, and vocal experiences in dictation and sight-singing. (3 laboratory hours per week). *Prerequisite:* instructor approval and enrollment in MUSC 243.
- MUSC 224. Ear Training and Sight-Singing.** (2 credits). This required course for music majors is the last part of a four-semester presentation of basic aural, visual, and vocal experiences in dictation and sight-singing. (3 laboratory hours per week). *Prerequisite:* instructor approval and enrollment in MUSC 244.
- MUSC 233. Class Piano.** (1 credit). This class piano course is for students who have taken 1 year of piano and is a continuation of basic techniques. (1 lecture and 1 laboratory hours per week). *Prerequisite:* MUSC 132 or instructor approval.
- MUSC 234. Class Piano.** (1 credit). This class piano course is for students who have taken 3 semesters of class piano and is a continuation of basic techniques. (1

lecture and 1 laboratory hours per week). *Prerequisite:* MUSC 233 or instructor approval.

**MUSC 243. Music Theory.** (3 credits). This course continues the study begun in MUSC 141 and MUSC 142 with advanced aural and written study and with emphasis on chromatic harmony, harmonic analysis, and twentieth-century techniques. (3 lecture hours per week). *Prerequisite:* MUSC 142 or instructor approval.

**MUSC 244. Music Theory.** (3 credits). This course continues the study begun in MUSC 141, MUSC 142, and MUSC 243 with advanced aural and written study and with emphasis on chromatic harmony, harmonic analysis, and twentieth-century techniques. (3 lecture hours per week). *Prerequisite:* MUSC 243 or instructor approval.

#### ENSEMBLES

**MUSC 151, 152. Concert Choir.** (1 credit each). This organization rehearses and performs traditional and contemporary choral literature. In addition to local concerts, the group participates in campus activities and makes several concert tours to other cities. In order to obtain credit, members must attend all called rehearsals and public performances. (5 laboratory rehearsal hours per week).

**MUSC 153. Opera Workshop.** (1 credit). This course provides practical experience for the singing actor in the integration of music, acting, and staging of portions of operas. (1 lecture and 2 laboratory hours per week).

**MUSC 154. Musical Theatre I.** (1 credit). This course stresses the study and performance of works selected from the music theatre repertoire. (1 lecture and 4 laboratory hours per week).

**MUSC 155. Musical Theatre II.** (1 credit). This course stresses the study and performance of works selected from the music theatre repertoire. (1 lecture and 4 laboratory hours per week).

**MUSC 161, 162. College Singers.** (1 credit each). This organization is limited in membership. Students are selected through auditions from the membership of the College choir. (4 laboratory rehearsal hours per week). *Prerequisite:* previous experience in choral music, a member in good standing of the concert choir, ability to sight-read, and instructor approval.

**MUSC 163. Chamber Singers.** (1 credit). This organization is limited in membership. Students are selected by auditions from membership of the College choir. (4 laboratory rehearsal hours per week).

**MUSC 181, 182. Stage Band.** (1 credit each). This organization rehearses and performs contemporary jazz and rock music as well as standard big band literature. Performances include concerts and participation in area festivals. Membership is open to all College students by approval of the instructor. (4 laboratory rehearsal hours per week). *Prerequisite:* instructor approval.

**MUSC 185, 186. Concert Band.** (1 credit each). This concert group of brass, woodwind, and percussion performs traditional repertoire and contemporary works for wind ensembles. (5 laboratory rehearsal hours per week). *Prerequisite:* instructor approval.

**MUSC 191, 192. Jazz Lab.** (1 credit each). 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. (3 laboratory hours per week). *Prerequisite:* instructor approval.

**MUSC 253, 254. Concert Choir.** (1 credit each). This organization rehearses and performs traditional and contemporary choral literature. In addition to local concerts, the group participates in campus activities and makes several concert tours to other cities. In order to obtain credit, members must attend all called rehearsals and public performances. (5 laboratory rehearsal hours per week).

**MUSC 263, 264. College Singers.** (1 credit each). This organization is limited in membership. Students are selected through auditions from the membership of the College choir. (4 laboratory rehearsal hours per week). *Prerequisites:* previous experience in choral music, a member in good standing of the concert choir, ability to sight-read, and instructor approval.

**MUSC 283, 284. Stage Band.** (1 credit each). This organization rehearses and performs contemporary jazz and rock music as well as standard big band literature. Performances include concerts and participation in area festivals. Membership is open to all College students by approval of the instructor. (4 laboratory rehearsal hours per week). *Prerequisite:* instructor approval.

**MUSC 287, 288. Concert Band.** (1 credit each). This concert group of brass, woodwind, and percussion performs traditional repertoire and contemporary works for wind ensembles. (5 laboratory rehearsal hours per week). *Prerequisite:* instructor approval.

**MUSC 293, 294. Jazz Lab.** (1 credit each). 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. (3 laboratory hours per week). *Prerequisite:* instructor approval.

#### APPLIED MUSIC

**MUSC 115X, 115Y. Applied Music -- Piano.** (2 credits each). These courses provide one hour of individual instruction a week. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 125X, 125Y. Applied Music -- Voice.** (2 credits each). These courses provide one hour of individual instruction per week. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 135X, 135Y. Applied Music -- Brass.** (2 credits each). These courses provide one hour of individual instruction per week in trumpet, trombone, French horn, and tuba. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 145X, 145Y. Applied Music -- Woodwind.** (2 credits each). These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, and saxophone. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 155X, 155Y. Applied Music -- Percussion.** (2 credits each). These courses provide one hour of individual instruction a week in the use of percussion instruments. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 175X, 175Y. Applied Music -- Guitar.** (2 credits each). These courses provide one hour of individual instruction a week in guitar. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 215X, 215Y. Applied Music -- Piano.** (2 credits each). These courses provide one hour of individual instruction a week. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 225X, 225Y. Applied Music -- Voice.** (2 credits each). These courses provide one hour of individual instruction a week. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 235X, 235Y. Applied Music -- Brass.** (2 credits each). These courses provide one hour of individual instruction per week in trumpet, trombone, French horn, and tuba. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 245X, 245Y. Applied Music -- Woodwind.** (2 credits each). These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, and saxophone. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 255X, 255Y. Applied Music -- Percussion.** (2 credits each). These courses provide one hour of individual instruction a week in the use of percussion instruments. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 275X, 275Y. Applied Music -- Guitar.** (2 credits each). These courses provide one hour of individual instruction a week in guitar. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

#### NURSING

Betty Oliver, *Director*  
Emeola Curvey, Sally Durand, Barbara Kelly,  
Janet Rhorer, Dee Shields, Miriam Villageliu, Jean Withrow

#### ADN -- Associate Degree Nursing

**NURS 110. Introduction to Nursing.** (8 credits). This is the basic course in the nursing curriculum. It provides the foundation upon which the other nursing courses are built. The student is introduced to the more common deviations from wellness so that he/she develops an increased awareness of the health-illness continuum. The foundation for curriculum threads is introduced in this course and integrated throughout subsequent nursing courses. Laboratory and clinical experiences are provided in the nursing skills laboratory and with adult patients in health care facilities. (4 lecture and 13 laboratory hours per week). *Pre- or corequisites:* BIOL 121, PSYC 120.

**NURS 115. Nursing Transition.** (4 credits). This transition course is designed for the licensed vocational nurse (LVN) who wishes to have an option to challenge examinations. The course is designed to assess and evaluate the LVN's theory base in nursing content and nursing skills. Emphasis is placed on role transition as well as the incorporation of selected content from both Introduction to Nursing (NURS 110) and Medical/Surgical Nursing I (NURS 211). (2 lecture and

8 laboratory/clinical hours per week). *Prerequisites:* BIOL 121, BIOL 122, PSYC 120, PSYC 130, ENGL 121, PHED.

**NURS 121. Principles and Practice of Pharmacology.** (3 credit hours). Principles and Practice of Pharmacology is a course designed to assist the nursing student in the establishment of a firm groundwork in the principles of drug therapy. Broad categories of pharmacologic agents and their interrelationship with various body systems will be discussed. Emphasis will be placed on the role and responsibilities of the nurse in drug therapy. *Prerequisite:* Approval of instructor.

**NURS 130. Psychiatric Nursing.** (4 credits)(6 weeks). This course focuses on individuals whose behavioral patterns are considered to be deviations from the normal. These individuals are identified through their admission to a psychiatric in-patient facility. The role of the nurse in treatment modalities is stressed. Clinical experiences provide opportunities for students to interact therapeutically with patients both individually and in groups. (5.5 lecture and 16 clinical hours per week). *Prerequisites:* BIOL 122, PSYC 120, NURS 211, PSYC 130.

**NURS 211. Medical-Surgical Nursing I.** (9 credits). This course familiarizes the student with the more common medical and surgical conditions for which patients are hospitalized. It emphasizes the biological, psychological, and social components of each patient's situation. The student utilizes the nursing process in the management of patient care. (4 lecture and 16 clinical hours per week). *Prerequisite:* NURS 110. *Pre- or corequisites:* BIOL 122, PSYC 130.

**NURS 212. Medical-Surgical Nursing II.** (9 credits). This course is a continuation of Medical-Surgical Nursing I. It provides a more in-depth level of learning and includes nursing practice in more complex nursing settings. Opportunities are provided for the assumption of increased responsibility in the management of nursing care. (4 lecture and 16 clinical hours per week). *Prerequisite:* NURS 130. *Pre- or corequisites:* BIOL 225, ENGL 122.

**NURS 213. Maternal Nursing.** (4 credits). (8 weeks). 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 newborn. Meeting the physiological and psychological needs of the family is stressed with emphasis on the normal aspects of childbearing. Deviations from normal are included with the focus on the assessment and nursing management. Experiences are provided in clinical agencies for caring for the mother and the newborn. (4 lecture and 13 laboratory hours per week). *Prerequisite:* NURS 212.

**NURS 214. Child Health Nursing.** (4 credits). (8 weeks). This course includes the care of the child from birth through adolescence. Acute and chronic illnesses of children are studied with emphasis on nursing care. Clinical experiences provide the student with opportunities to care for and observe children in both the hospital and well-child settings. (4 lecture and 13 clinical hours per week). *Prerequisite:* NURS 212.

**NURS 221. Professional Development.** (2 credits). This course is designed to offer the student of nursing a better understanding of the nursing profession as it relates to the health care delivery system. The content includes historical, contemporary, and future issues in nursing; legal responsibilities; professional behavior and ethics; professional organizations; opportunities and employment

responsibilities in nursing; and concepts of management. (1 lecture and 2 laboratory hours per week). *Corequisite:* NURS 213/214.

## NURSING

Judy Siefert, *Department Chairperson*  
Glo Ann Cole

### VN -- Vocational Nursing

**VOCN 110. Fundamentals of Vocational Nursing.** (8 credits). This course introduces vocational nursing concepts and basic nursing care skills. Topics include ethical/legal aspects of health care delivery, basic microbiology, nutrition, the nursing process, and principles and procedures in patient care. The sequence of study proceeds from simple to complex and in the order of the human basic needs hierarchy. The goals and objectives of this course are to initiate cognitive, psychomotor, and affective behavior consistent with the role of the vocational nurse. Clinical experiences include simulated laboratory settings and long-term and/or acute care facilities. (9 lecture and 6 laboratory hours per week). *Prerequisite:* admission into the program. *Corequisite:* VOCN 120.

**VOCN 120. Anatomy and Physiology.** (4 credits). This is a basic course in body structure and function and serves as a background for nursing care principles and concepts. Independent and interdependent functioning of the body systems are included, i.e. the cell, body organization, the musculo-skeletal system, and cardiovascular, respiratory, gastrointestinal, genito-urinary, nervous, and endocrine systems. (6 lecture hours per week). *Prerequisite:* admission into the program.

**VOCN 130. Pharmacology.** (4 credits). This course introduces pharmacology and drug administration. Drug dose calculation, techniques of administration, and major drug classifications and actions are studied. (4 lecture hours per week). *Prerequisites:* VOCN 110 and VOCN 120.

**VOCN 140. Mental Health and Mental Illness.** (5 credits). This course defines the basic concepts of mental health, coping mechanisms, personality, and human development theory. Therapeutic communication skills, common psychiatric clinical entities, and aspects of treatment modalities, including pharmacology and nursing care planning, are introduced. Clinical experiences may encompass acute care psychiatric settings, drug and alcohol rehabilitation, and/or community mental health programs. (3 lecture and 8 clinical laboratory hours per week). *Prerequisites:* VOCN 110 and VOCN 120. *Corequisite:* VOCN 130.

**VOCN 150. Obstetrical-Neonatal Nursing.** (9 credits). This course is a study of normal obstetrics and neonatology. Common complications of labor and delivery and the postpartum and the neonatal period are studied. A family-centered approach is emphasized using the nursing process. Clinical experiences include prenatal public health settings and perinatal hospitalized settings. (5 lecture and 16 clinical laboratory hours per week). *Prerequisites:* VOCN 110 and VOCN 120. *Corequisite:* VOCN 130.

**VOCN 210. Pediatric Nursing.** (4 credits). This course is a study of children from birth to adolescence. Pediatric nursing care of children with common health deviations includes normal growth and development, nutrition, drug therapy,



and the physical, emotional, and social needs of the child and his family. Clinical experiences include the hospitalized pediatric patient, the clinic, child care, and/or seminar/workshop participation. (2 lecture and 8 clinical laboratory hours per week). *Prerequisites:* VOCN 110, VOCN 120, and VOCN 130.

**VOCN 220. Medical Surgical Nursing.** (12 credits). This course utilizes the nursing process in nursing care planning for health deviations of the adult and the gerian. Preventative, therapeutic, and rehabilitative aspects of care are included for continuity of care. Physical, psychological, spiritual-social, and learning needs of patients are studied on a systems approach. A variety of settings provide clinical experience, i.e. acute care and long-term and home health services. Students participate in workshops or seminars and tours of area health care agencies. Medication administration competency is demonstrated in total patient care assignments. (8 lecture and 16 clinical laboratory hours per week). *Prerequisites:* VOCN 110, VOCN 120, and VOCN 130.

**VOCN 230. Issues in Nursing.** (2 credits). This course addresses current issues in nursing, ethics, licensure, employment, and personal and professional growth. (2 lecture hours per week). *Prerequisites:* VOCN 110 and VOCN 140.

## NUTRITION

Betty Oliver, *Director*

**NUTR 122. Principles and Practices of Nutrition.** (3 credits). This course is designed to offer the student pursuing a career in health care delivery an understanding of the concepts and principles of nutrition. The content includes a review of the basic nutrients with emphasis on the application of principles of nutrition to growth and development during the life cycle. (3 lecture hours per week). *Prerequisite:* instructor approval.

## ORIENTATION

Sponsored by the Counseling Center

*Instructors:* JoAn Anderson, Jerry Carrier, James Ray Couser,  
Renee Fields, Bill Henry,  
Art Neumeyer, Hugo Valdes

**ORIE 101. College Adjustment.** (1 credit). This course is designed to equip students with many of the basic skills necessary for a successful academic career. Students are given an opportunity for self-assessment regarding strengths, limitations, skills, and interests. New strategies for study and approaches to self-management are offered as content of this course. There are special sections for disabled students, foreign students, and special needs students.

## PHYSICAL EDUCATION

Don Childs, *Department Chairperson/Athletic Director*  
Frankie Blansit, Gary Bullion, Gary Coffman, Bonny Johnson

### ACTIVITY COURSES

**PHED 115B. Individual and Dual Sports -- Tennis.** (1 credit). This course provides instruction and participation in tennis in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 115C. Individual and Dual Sports -- Badminton.** (1 credit). This course provides instruction and participation in badminton in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 115G. Individual and Dual Sports -- Karate.** (1 credit). This course provides instruction and participation in karate in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 115H. Individual and Dual Sports -- Racquetball.** (1 credit). This course provides instruction and participation in racquetball in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 115I. Individual and Dual Sports -- Advanced Racquetball.** (1 credit). This course provides instruction and participation in advanced racquetball in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 115K. Individual and Dual Sports -- Scuba Diving.** (1 credit). This course provides instruction and participation in scuba diving in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 115L. Individual and Dual Sports -- Gymnastics.** (1 credit). This course provides instruction and participation in gymnastics in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 115M. Individual and Dual Sports -- Yoga.** (1 credit). This course provides instruction and participation in yoga in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 115N. Individual and Dual Sports -- Cheerleading.** (1 credit). This course provides instruction and participation in cheerleading in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 115P. Individual and Dual Sports -- Jogging.** (1 credit). This course provides instruction and participation in jogging in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 laboratory hours of class instruction and participation per week).

**PHED 115S. Individual and Dual Sports -- Pickleball.** (1 credit). This course provides instruction and participation in pickleball in order to develop the student's

fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 115T. Individual and Dual Sports – Adaptive Physical Education.** (1 credit). This course is for students who, for medical reasons, need individual attention concerning their physical activity. Activities will be varied according to individual needs as determined by instructor, student, and student's physician. The course may be repeated once for credit. (3 laboratory hours of class instruction and participation per week).

**PHED 116B. Individual and Dual Sports – Tennis.** (1 credit). This course provides instruction and participation in tennis in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 116C. Individual and Dual Sports – Badminton.** (1 credit). This course provides instruction and participation in badminton in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 116G. Individual and Dual Sports – Karate.** (1 credit). This course provides instruction and participation in karate in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 116H. Individual and Dual Sports – Racquetball.** (1 credit). This course provides instruction and participation in racquetball in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 116I. Individual and Dual Sports – Advanced Racquetball.** (1 credit). This course provides instruction and participation in advanced racquetball in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 116K. Individual and Dual Sports – Scuba Diving.** (1 credit). This course provides instruction and participation in scuba diving in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 116L. Individual and Dual Sports – Gymnastics.** (1 credit). This course provides instruction and participation in gymnastics in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 116M. Individual and Dual Sports – Yoga.** (1 credit). This course provides instruction and participation in yoga in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 116N. Individual and Dual Sports – Cheerleading.** (1 credit). This course provides instruction and participation in cheerleading in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 116P. Individual and Dual Sports – Jogging.** (1 credit). This course provides instruction and participation in jogging in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 laboratory hours of class instruction and participation per week).

**PHED 116S. Individual and Dual Sports-Pickleball.** (1 credit) This course provides instruction and participation in pickleball in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 117. Volleyball.** (1 credit). This course consists of instruction and participation in both beginning and advanced volleyball. (3 laboratory hours per week).

**PHED 118. Volleyball.** (1 credit). This course consists of instruction and participation in both beginning and advanced volleyball. (3 laboratory hours per week).

**PHED 121. Physical Fitness and Weight Training.** (1 credit). This course includes a study of basic fundamental skills and techniques of an overload, strength, and conditioning program. (3 laboratory hours of class instruction and participation per week).

**PHED 122. Physical Fitness and Weight Training.** (1 credit). This course includes a study of basic fundamental skills and techniques of an overload, strength, and conditioning program. (3 laboratory hours of class instruction and participation per week).

**PHED 125A. Fundamentals of Movement – Aerobic Dance.** (1 credit). This course provides instruction and participation in aerobic dance, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of class instruction and participation per week).

**PHED 125C. Fundamentals of Movement – Ballet.** (1 credit). This course provides instruction and participation in ballet, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of class instruction and participation per week).

**PHED 125D. Fundamentals of Movement – Jazz Exercise.** (1 credit). This course provides instruction and participation in jazz exercise, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of instruction and participation per week).

**PHED 125E. Fundamentals of Movement – Modern Dance.** (1 credit). This course provides instruction and participation in modern dance, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of instruction and participation per week).

**PHED 125F. Fundamentals of Movement – Jazz.** (1 credit). This course provides instruction and participation in jazz, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of class instruction and participation per week).

**PHED 125G. Fundamentals of Movement – Tap.** (1 credit). This course provides instruction and participation in tap dancing, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of instruction and participation per week).

**PHED 126A. Fundamentals of Movement – Aerobic Dance.** (1 credit). This course provides instruction and participation in aerobic dance, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of class instruction and participation per week).

**PHED 126C. Fundamentals of Movement – Ballet.** (1 credit). This course provides instruction and participation in ballet, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of class instruction and participation per week).

**PHED 126D. Fundamentals of Movement – Jazz Exercise.** (1 credit). This course provides instruction and participation in jazz exercise, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of instruction and participation per week).

**PHED 126E. Fundamentals of Movement – Modern Dance.** (1 credit). This course provides instruction and participation in modern dance, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of instruction and participation per week).

**PHED 126F. Fundamentals of Movement – Jazz.** (1 credit). This course provides instruction and participation in jazz, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of class instruction and participation per week).

**PHED 126G. Fundamentals of Movement – Tap.** (1 credit). This course provides instruction and participation in tap dancing, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of instruction and participation per week).

**PHED 137. Bowling.** (1 credit). This course meets the needs of both the beginning and the advanced bowler. After a four-week instruction period, a class league forms with students receiving experience in league etiquette, procedures, scoring, etc. (3 laboratory hours of class instruction and participation per week).

**PHED 138. Bowling.** (1 credit). This course meets the needs of both the beginning and the advanced bowler. After a four-week instruction period, a class league forms with students receiving experience in league etiquette, procedures, scoring, etc. (3 laboratory hours of class instruction and participation per week).

**PHED 151A. Team Sports – Flag Football and Soccer.** (1 credit). This course includes class instruction and participation in flag football and soccer. (3 laboratory hours per week).

**PHED 151B. Team Sports – Volleyball and Softball.** (1 credit). This course includes class instruction and participation in volleyball and softball. (3 laboratory hours per week).

**PHED 152A. Team Sports – Basketball and Softball.** (1 credit). This course includes class instruction and participation in basketball and softball. (3 laboratory hours per week).

**PHED 152B. Team Sports – Volleyball and Softball.** (1 credit). This course includes class instruction and participation in volleyball and softball. (3 laboratory hours per week).

**PHED 165. Aerobic Exercise.** (1 credit). This course consists of a planned program of exercise to provide a condition of fitness and figure improvement through increased cardio-vascular activity and large muscle exercise. (3 laboratory hours of class instruction and participation per week).

**PHED 165A. Low Impact Aerobic Exercise.** (1 credit). This course consists of a planned program of low impact exercise to provide a condition of fitness and figure improvement through increased cardio-vascular activity and large muscle exercise. (3 laboratory hours of class instruction and participation per week).

**PHED 166. Aerobic Exercise.** (1 credit). This course consists of a planned program of exercise to provide a condition of fitness and figure improvement through increased cardio-vascular activity and large muscle exercise. (3 laboratory hours of class instruction and participation per week).

**PHED 166A. Low Impact Aerobic Exercise.** (1 credit). This course consists of a planned program of low impact exercise to provide a condition of fitness and figure improvement through increased cardio-vascular activity and large muscle exercise. (3 laboratory hours of class instruction and participation per week).

**PHED 215B. Individual and Dual Sports – Tennis.** (1 credit). This course provides instruction and participation in tennis in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week). *Prerequisite:* sophomore standing.

**PHED 215C. Individual and Dual Sports – Badminton.** (1 credit). This course provides instruction and participation in badminton in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week). *Prerequisite:* sophomore standing.

**PHED 215G. Individual and Dual Sports – Karate.** (1 credit). This course provides instruction and participation in karate in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week). *Prerequisite:* sophomore standing.

**PHED 215H. Individual and Dual Sports – Racquetball.** (1 credit). This course provides instruction and participation in racquetball in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week). *Prerequisite:* sophomore standing.

**PHED 215I. Individual and Dual Sports – Advanced Racquetball.** (1 credit). This course provides instruction and participation in advanced racquetball in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week). *Prerequisite:* sophomore standing.

**PHED 215K. Individual and Dual Sports – Advanced Scuba Diving.** (1 credit). This course provides instruction and participation in advanced scuba diving in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 215L. Individual and Dual Sports – Gymnastics.** (1 credit). This course provides instruction and participation in gymnastics in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week). *Prerequisite:* sophomore standing.

**PHED 215M. Individual and Dual Sports – Yoga.** (1 credit). This course provides instruction and participation in yoga in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week). *Prerequisite:* sophomore standing.

**PHED 215N. Individual and Dual Sports – Cheerleading.** (1 credit). This course provides instruction and participation in cheerleading in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week). *Prerequisite:* sophomore standing.

**PHED 215P. Individual and Dual Sports – Jogging.** (1 credit). This course provides instruction and participation in jogging in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 laboratory hours of class instruction and participation per week). *Prerequisite:* sophomore standing.

**PHED 215S. Individual and Dual Sports – Pickleball.** (1 credit). This course provides instruction and participation in pickleball in order to develop the student's