

AGRI 1319 [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). **CB0202015121]**

Air Conditioning And Refrigeration

AIRC 1220 [ACRH135]. 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). **Prerequisites:** AIRC1320,AIRC1440. **[CB0000007221]**

AIRC 1310 [ACRH129]. 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). **Corequisite:** READ 0309. **[CB0000007221]**

AIRC 1320 [ACRH131]. 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, psychometric 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). **Co-requisite:** AIRC1330, READ 0309.**[CB0000007221]**

AIRC 1330 [ACRH133]. 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). **Corequisites:** AIRC1320, READ 0309. **[CB0000007221]**

AIRC 1340 [ACRH170]. 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). **Corequisite:** READ 0309. **[CB0000007221]**

AIRC 1410 [ACRH130]. 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). **Corequisite:** READ 0309. **[CB0000007221]**

AIRC 1420 [ACRH132]. 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). **Prerequisites:** AIRC 1320, AIRC 1330. **[CB0000007221]**

AIRC 1430 [ACRH134]. 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). **Corequisite:** READ 0309. **[CB0000007221]**

AIRC 1440 [ACRH140]. 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). **Corequisite:** READ 0309.**[CB0000007221]**

AIRC 1441 [ACRH141]. 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). **Corequisites:** AIRC1440, READ 0309.**[CB0000007221]**

AIRC 2310. Cooperative Education I.(3 credits). The student works for a qualifying employer in the air conditioning or refrigeration field for a minimum of 20 hours per week and attends a one-hour seminar 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. The student must be currently enrolled in Air Conditioning and Refrigeration related courses and have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week). **[CB0000007221]**

AIRC 2350 [ACRH260]. 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). **Corequisite:** READ 0309. **[CB0000007221]**

AIRC 2430 [ACRH234]. 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:** AIRC1330. **[CB0000007221]**

AIRC 2440 [ACRH242]. 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:** AIRC1441. **[CB0000007221]**

AIRC 2450 [ACRH250]. 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, hydroptic systems, stream 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). **Corequisite:** READ 0309. **[CB0000007221]**

Anthropology

John Duke, Department Chairperson

ANTH2346 {SOC1} 2346 [SOC1230]. Introduction to Anthropology. (3 credits). Following principles of physical and cultural anthropology, this course analyzes the cultures of prehistoric and existing preliterate people and the impact of modern western culture on preliterate societies. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310.**[CB4502015142]**

Arts

Doris Burbank, Department Chairperson

ARTS 1301 [ARTS120]. 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). **Prerequisites:** ENGL 0310 and READ 0310. **[CB5007035130]**

ARTS 1303 [ARTS140]. 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). **Prerequisites:** ENGL 0310 and READ 0310. **[CB5007035230]**

ARTS 1304 [ARTS141]. 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). **Prerequisites:** ENGL 0310 and READ 0310. [CB5007035230]

ARTS 1311 [ARTS111]. 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). [CB5004015330]

ARTS 1312 [ARTS112]. 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. The student must have the approval of the department chairperson. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5004015330]

ARTS 1316 [ARTS121]. 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). [CB5007055230]

ARTS 1317 [ARTS122]. 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. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5007055230]

ARTS 2316 [ARTS231]. 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. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5007085230]

ARTS 2317 [ARTS232]. 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. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5007085230]

ARTS 2326 [ARTS201]. 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. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5007095130]

ARTS 2331 [ARTS2360] [ARTS260]. Graphic Media. (3 credits). Students critically evaluate graphic media as well as create works in serigraphy and other print media. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5007105130]

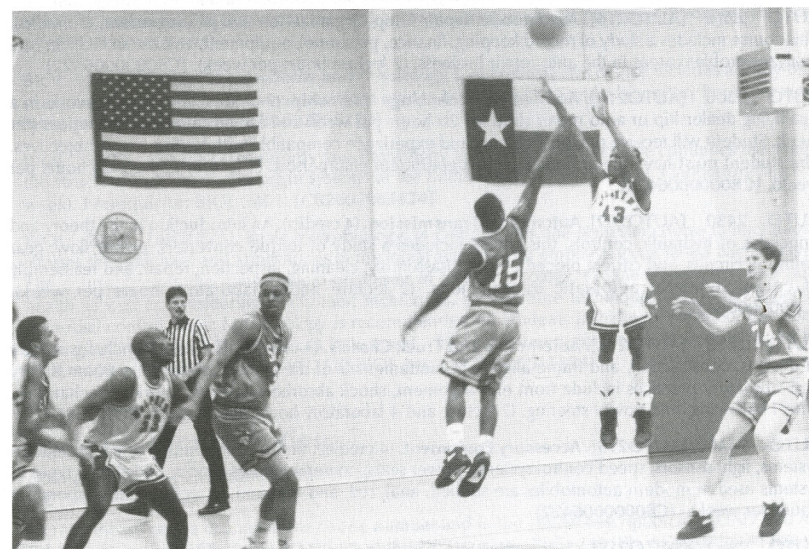
ARTS 2346 [ARTS270]. Ceramics I. (3 credits). This course includes an introduction to hand building processes and glaze application. Students learn to use the potter's wheel with emphasis on individual expression. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5007115130]

ARTS 2351 [ARTS251]. Design Communication I. (3 credits). This course includes an introduction to the processes and techniques of advertising art. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5004015130]

ARTS 2352 [ARTS 252]. Design Communication II. (3 credits). This course is an advanced study of advertising art and production. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5004015130]

ARTS 2366 [ARTS240]. 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. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5007085330]

ARTS 2367 [ARTS242]. 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. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5007085330]



Automotive Technology

Rogers Doughty, Department Chairperson
Charles Graham, Hasso Schroder

AUTO 1410 [AUTO101]. 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). [CB0000006422]

AUTO 1415 [AUTO111]. 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). [CB0000006422]

AUTO 1420 [AUTO112]. 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). [CB0000006422]

AUTO 1425 [AUTO113]. 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). [CB0000006422]

AUTO 2210 [AUTO214]. 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). [CB0000006422]

AUTO 2300 [AUTO216]. 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. The student must have the approval of the department chairperson. (1 lecture and 20 lab hours per week). [CB0000006422]

AUTO 2430 [AUTO202]. 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). [CB0000006422]

AUTO 2435 [AUTO211]. 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). [CB0000006422]

AUTO 2440 [AUTO215]. 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). [CB0000006422]

AUTO 2460 [AUTO212]. 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). [CB0000006422]

Biology

Steve Wheeler, Department Chairperson
Bill Horine, Roy Turner

BIOL 1308 [BIOL101]. 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). **Prerequisite:** READ 0310. [CB2601015124]

BIOL 1309 [BIOL102]. 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). **Prerequisite:** READ 0310. [CB2601015124]

BIOL 1408 [BIOL111]. 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 metabolism. (3 lecture and 3 laboratory hours per week). **Prerequisite:** READ 0310. [CB2601015124]

BIOL 1409 [BIOL112]. 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. The course includes a survey of plant groups, genetics, ecology, and evolution. (3 lecture and 3 laboratory hours per week). **Prerequisite:** READ 0310. [CB2601015124]

BIOL 2306 [BIOL110]. 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). **Prerequisite:** READ 0310. [CB0301025124]

BIOL 2401 [BIOL121]. 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 3 laboratory hours per week). **Prerequisite:** READ 0310. [CB2607065124]

BIOL 2402 [BIOL122]. 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 3 laboratory hours per week). **Prerequisite:** BIOL 2401. [CB2607065124]

BIOL 2420 [BIOL225]. 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:** EITHER BIOL 1408, BIOL 1409, BIOL 2401, OR BIOL 2402. [CB2605015124]

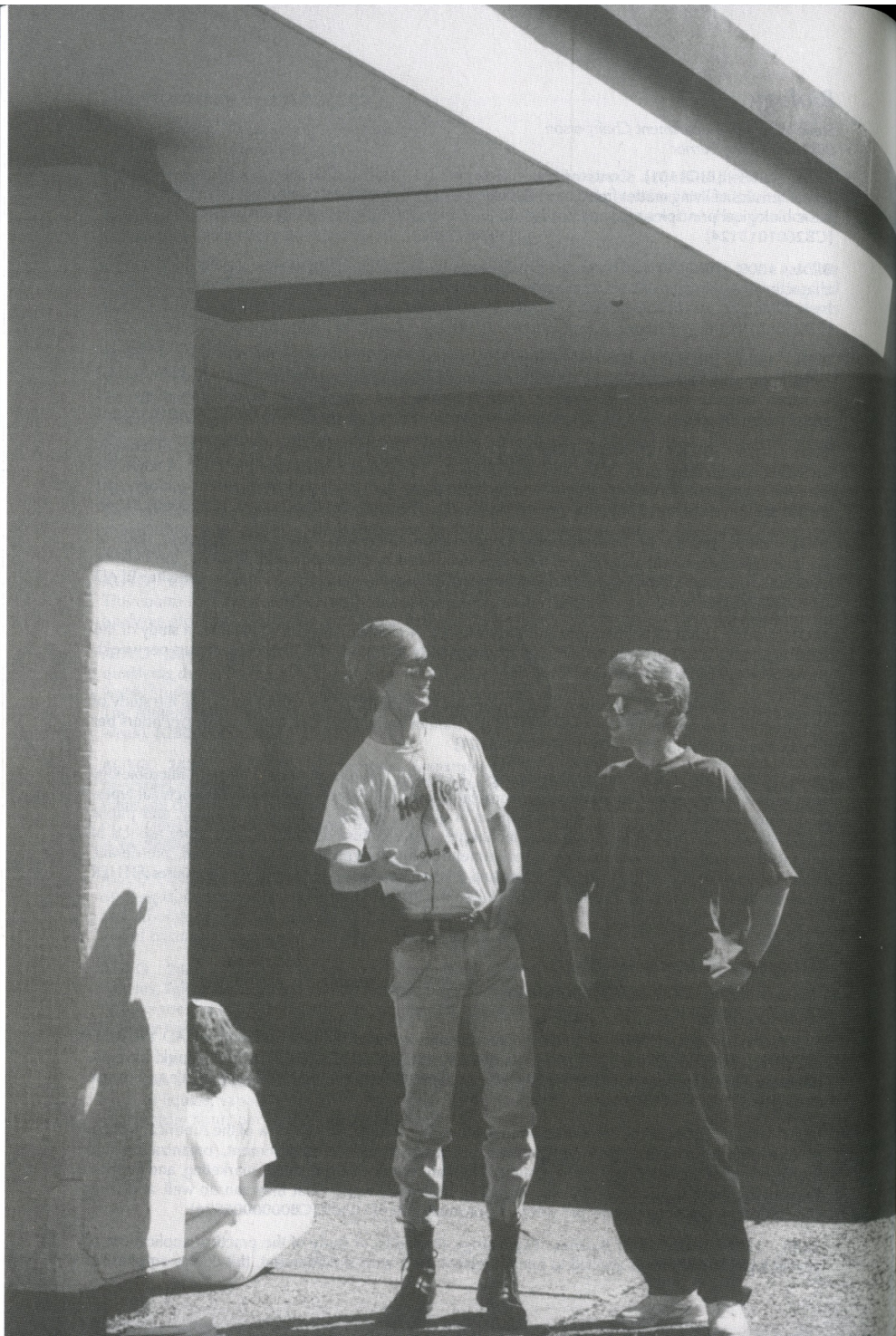
Business Administration

Norman Bradshaw, Department Chairperson
Lee Baker, Bill Swenty

NOTE: Please note a change in the course number and in the course description for BUAD 120 AND BUAD 122 from the 88-89, 89-90, 90-91, and 91-92 catalogs. BUSI 2301[BUAD120] should have the title and course description of BUSINESS LAW I. BUSI 2302[BUAD122] should have the title and course description of BUSINESS LAW II.

BUSI 1301 [BUAD110]. 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). **Corequisite:** READ 0309. [CB0000005824]

BUSI 1302 [BUAD150]. 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). **Corequisite:** READ 0309. [CB0000005621]

BUSI 2301 [BUAD120]. Business Law I. (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). **Corequisite:** READ 0309. [CB2201015125]

BUSI 2302 [BUAD122]. Business Law II. (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). **Corequisite:** READ 0309. [CB2201015225]

Chemistry

William R. Bitner, Department Chairperson
Betty Graef

CHEM 1405 [CHEM111]. 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). **Prerequisite:** READ 0310. [CB4005015139]

CHEM 1407 [CHEM112]. Introductory Chemistry II. (4 credits). This course surveys organic and bio-chemistry, and it may include polymer chemistry and heterocyclic. (3 lecture and 3 laboratory hours per week). **Prerequisite:** CHEM 1405. [CB4005015139]

CHEM 1411 [CHEM121]. 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). **Prerequisites:** READ 0310 and MATH 0310. [CB4005015239]

CHEM 1412 [CHEM122]. 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 1411. [CB4005015239]

CHEM 2401 [CHEM210]. 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 1412. [CB4005025139]

CHEM 2423 [CHEM211]. Organic Chemistry I. (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). **Prerequisite:** CHEM 1412. [CB4005045239]

CHEM 2425 [CHEM212]. Organic Chemistry II. (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 2423. [CB4005045239]

Child Care And Development

Sandra Horine, Department Chairperson

CHID 1200 [CHCD140]. 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). **Corequisite:** READ 0309. [CB0000005222]

CHID 1300 [CHCD110]. 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). **Corequisite:** READ 0309. [CB000005222]

CHID 1310 [CHCD145]. 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). **Corequisite:** READ 0309. [CB000005222]

CHID 1320 [CHCD155]. 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). **Corequisite:** READ 0309. [CB000005222]

CHID 1330 [CHCD165]. 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). **Corequisite:** READ 0309. [CB000005222]

CHID 1340 [CHCD180]. 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). **Corequisite:** READ 0309. [CB000005222]

CHID 2301 [CHCD211]. 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. The student must have the approval of the department chairperson. (2 lecture and 20 laboratory hours per week). **Corequisite:** READ 0309. [CB000005222]

CHID 2302 [CHCD212]. 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). **Corequisite:** READ 0309. [CB000005222]

CHID 2310 [CHCD220]. 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). **Corequisite:** READ 0309. [CB000005222]

CHID 2320 [CHCD230]. 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). **Corequisite:** READ 0309. [CB000005222]

CHID 2410 [CHCD250]. 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). **Corequisite:** READ 0309. [CB000005222]

CHID 2420 [CHCD260]. 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). **Corequisite:** READ 0309. [CB000005222]

CHID 2430 [CHCD270]. 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).

Corequisite: READ 0309. [CB000005222]

Communications

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

COMM 1301 [COMM111A]. 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). **Corequisite:** READ 0310. [CB000008434]

COMM 1302 [COMM111]. 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). **Corequisite:** READ 0310. [CB000008434]

COMM 1303 [COMM112]. 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). **Corequisite:** READ 0310. [CB000008434]

COMM 1307 [COMM105]. 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). **Corequisite:** READ 0310. [CB000008434]

COMM 1316 [COMM106]. 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). **Corequisite:** READ 0310. [CB0904015526]

COMM 1335 [COMM110]. 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). [CB1102015227]

COMM 1336 [COMM113]. 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). **Corequisite:** READ 0310. [CB000008434]

COMM 1337 [COMM114]. 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 1336. **Corequisite:** READ 0310. [CB000008434]

COMM 2303 [COMM211]. 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 4 laboratory hours per week). **Corequisite:** READ 0310. [CB000008434]

COMM 2311 [COMM115]. 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). **Prerequisites:** ENGL 0310 and READ 0310. [CB0000008434]

COMM 2320 [COMM230]. Internship in Electronic Media -- Radio. (3 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. (1 lecture and 20 laboratory hours per week). **Corequisite:** READ 0310. [CB0000008434]

COMM 2321 [COMM231]. Internship in Electronic Media -- Radio. (3 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. (1 lecture and 20 laboratory hours per week). **Corequisite:** READ 0310. [CB0000008434]

COMM 2325 [COMM232]. Internship in Electronic Media -- TV. (3 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. (1 lecture and 20 laboratory hours per week). **Corequisite:** READ 0310. [CB0000008434]

COMM 2327 [COMM212]. 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). **Corequisites:** ENGL 0310 and READ 0310. [CB0000008434]

COMM 2328 [COMM222]. 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). **Corequisites:** ENGL 0310 and READ 0310. [CB0000008434]

COMM 2331 [COMM224]. 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). **Prerequisite:** READ 0310. [CB0000008434]

COMM 2332 [COMM213]. 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). **Prerequisites:** ENGL 0310 and READ 0310. [CB0000008434]

Computer Science

Gerald Pullen, Department Chairperson
Jeffrey Menten, Barry Russell, Jesudasan Paul

COSC 1306 {CSCI 1306} [CSCI101]. 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). **Corequisite:** READ 0309. [CB1101015227]

COSC 1307 {CSCI 1307} [CSCI103]. 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). **Corequisite:** READ 0309. [CB1101015227]

COSC 1310 {CSCI 1310} [CSCI102]. Micro-Computer Programming--BASIC. (3 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). **Corequisites:** MATH 0310 and READ 0309. [CB1102015127]

COSC 1335 [CSCI 1401]. Computer Information System Programming. (3 credits). An introduction to Computer Programming in a business environment. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation of applications. Includes coverage of language syntax, data and file structures, input/output devices, and disk files. (2 lecture and 4 laboratory hours of class instruction and participation per week). [CB1103015127]

COSC 2315 {CSCI 2315} [CSCI106]. 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). **Corequisites:** READ 0309 and MATH 0310. [CB1102015327]

CSCI 1400 [CSCI110]. Introduction to Computer Science. (4 credits). This course is computer literacy; it contains an overview of computer concepts, computer vocabulary, and microcomputer applications. The course requires the use of a microcomputer and application software. Students acquire the basic skills in the use of personal computers and software applicable to the management of information: text processing, spreadsheet, graphics, database management, and an introduction to programming. (3 lecture and 3 laboratory hours per week). **Corequisites:** MATH 0310 and READ 0309. [CB0000006021]

CSCI 1405 [CSCI160]. Microcomputer Applications I. (4 credits). This course uses microcomputers and business popular productivity software. The course contains topics on software installation and DOS requirements. (3 lecture and 3 laboratory hours per week). [CB0000006021]

CSCI 1410 [CSCI114]. Computer Programming -- BASIC. (4 credits). This course is a study of computer programming using the BASIC computer language. Students will need algebra. (3 lecture and 3 laboratory hours per week). **Corequisites:** READ 0309 and MATH -0310. [CB0000006021]

CSCI 1420 [CSCI112]. Computer Programming -- FORTRAN. (4 credits). Students learn computer programming using the FORTRAN computer language, including input, output, array, and sub-programs. Students will need algebra. (3 lecture and 3 laboratory hours per week). **Corequisites:** READ 0309 and MATH 0310. [CB0000006021]

CSCI 1430 [CSCI120]. 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). **Corequisites:** READ 0309 and MATH 0310. [CB0000006021]

CSCI 1440 [CSCI130]. 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). **Corequisites:** READ 0309 and MATH 0310. [CB0000006021]

CSCI 1470 [CSCI190]. Computer Programming - C. (4 credits). This course is an introduction to the "C" programming language. The course contains topics on design, coding, testing, and documentation of a computer program written in "C". (3 lecture and 3 laboratory hours per week). [CB0000006021]

CSCI 2300 [CSCI240]. Business Systems Analysis. (3 credits). This course includes a study of business systems, analysis, and design. (3 lecture hours per week). **Prerequisites:** CSCI 1440, READ 0310 and ENGL 0310. **Corequisite:** MATH 0310. [CB0000006021]

CSCI 2305 [CSCI215]. Logic Analysis and Boolean Algebra. (3 credits). This course includes a study of digital principles and boolean algebra. The student must have the approval of the department chairperson. (3 lecture hours per week). **Prerequisites:** READ 0310 and MATH 0310. [CB0000006021]

CSCI 2400 [CSCI200]. Special Topics. (4 credits). This course consists of special projects designed to meet individual student's needs and interests. The student must have the approval of the department chairperson. (3 lecture and 3 laboratory hours per week). **Corequisites:** READ 0309 and MATH 0310. [CB0000006021]

CSCI 2405 [CSCI260]. Microcomputers Applications II. (4 credits). This course uses microcomputers and business popular software. The course contains topics on software installation and DOS commands. (3 lecture and 3 laboratory hours per week). **Corequisites:** READ 0309 and MATH 0310. [CB0000006021]

CSCI 2410 [CSCI214]. Computer Programming (Adv. BASIC). (4 credits). This course includes a detailed study of BASIC. (3 lecture and 3 laboratory hours per week). **Prerequisites:** CSCI 1410, READ 0310 and MATH 0310. [CB0000006021]

CSCI 2420 [CSCI212]. Computer Programming (Adv. FORTRAN). (4 credits). This course includes a detailed study of FORTRAN. (3 lecture and 3 laboratory hours per week). **Prerequisites:** CSCI 1420, MATH 1314. [CB0000006021]

CSCI 2430 [CSCI220]. Computer Programming (Adv. RPG). (4 credits). A detailed study of the Report Program Generator language, this course is a continuation of CSCI 1430. The course emphasizes array processing, table look ups, matching records, and file updating. (3 lecture and 3 laboratory hours per week). **Prerequisites:** CSCI 1430, READ 0310. **Corequisite:** MATH 0310. [CB0000006021]

CSCI 2440 [CSCI230]. Computer Programming (Adv. COBOL). (4 credits). A detailed study of Common Business Oriented Language, this course is a continuation of CSCI 1440. (3 lecture and 3 laboratory hours per week). **Prerequisite:** CSCI 1440. **Corequisites:** READ 0310 and MATH 0310. [CB0000006021]

CSCI 2450 [CSCI250]. Computer Programming (Assembly). (4 credits). This course includes a study of an assembly programming language. The student must have the approval of the department chairperson. (3 lecture and 3 laboratory hours per week). **Prerequisites:** READ 0310 and MATH 0310. [CB0000006021]

CSCI 2460 [CSCI270]. Computer Programming (PASCAL). (4 credits). Students learn computer programming using the PASCAL computer language. The student must have the approval of the department chairperson. (3 lecture and 3 laboratory hours per week). **Prerequisite:** MATH 0310. **Corequisite:** READ 0309. [CB0000006021]

CSCI 2470 [CSCI290]. Computer Programming (Adv. C). (4 credits). This course is a continuation of CSCI 1470. This course also includes advance elements of the "C" programming language. (3 lecture and 3 laboratory hours per week). [CB0000006021]

CSCI 2480 [CSCI280]. Data Base Systems. (4 credits). This course is an introduction to data base management systems, data organization and structure, and data base design. The student must have the approval of the department chairperson. (3 lecture and 3 laboratory hours per week). **Prerequisite:** READ 0310. **Corequisite:** MATH 0309. [CB0000006021]

CSCI 2485 [CSCI295]. Computer Programming (Ada). (4 credits). This course is an introduction to the Ada programming language. The course contains topics on design, coding, testing, and

documentation of a computer program written in Ada. (3 lecture and 3 laboratory hours per week). **Prerequisites:** READ 0310, MATH1314. [CB0000006021]

Court Reporting

Mary Knapp, Department Chairperson

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

CTRP 1311 [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). **Prerequisite:** READ 0310. [CB0000005829]

CTRP 1312 [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). **Prerequisite:** READ 0310. [CB0000005829]

CTRP 1320 [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. (3 lecture hours per week). **Prerequisite:** READ 0310. [CB0000005829]

CTRP 1330 [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. (3 lecture hours per week). **Prerequisite:** READ 0310. [CB0000005829]

CTRP 1340 [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:** READ 0310. [CB0000005829]

CTRP 1345. Medical and Legal Dictation. (3 credits). The objective of this course is application of knowledge gained in medical and legal terminology courses to sound writing and the ability to transcribe Latin and medical terms commonly used in the deposition room and courtroom settings. Vocabulary and spelling tests will form an integral part of this course. (3 lecture hours per week). **Prerequisites:** CTRP 1320, CTRP 1330, and CTRP 1411. [CB0000005829]

CTRP 1400 [CTRP1500] [CTRP 111]. Machine Shorthand Theory. (4 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. (2 lecture and 8 laboratory hours per week). **Prerequisite:** READ 0310. [CB0000005829]

CTRP 1411 [CTRP1511] [CTRP 112]. Machine Shorthand I (60-80-100). (4 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. (2 lecture and 8 laboratory hours per week). **Prerequisite:** READ 0310. [CB0000005829]

CTRP 1412 [CTRP1512] [CTRP 120]. Machine Shorthand II (120-140). (4 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. (2 lecture and 8 laboratory hours per week). [CB0000005829]

CTRP 2200 [CTRP 240]. General Office Practices. (2 credits). This course introduces techniques of billing, basic bookkeeping, and tax records, scheduling of free lance assignments, sample letter writing, and complete preparation of a resumé. Particular emphasis will be placed on scoping and proofreading and English fundamentals contributing thereto. (1 lecture and 2 laboratory hours per week). **Prerequisites:** CTRP 1312, and CTRP 1411. [CB0000005829]

CTRP 2311 [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). **Prerequisites:** CTRP 1412, CTRP 1340. [CB0000005829]

CTRP 2312 [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 2311. [CB0000005829]

CTRP 2313. Cooperative Education in Court Reporting. (3 credits). Participation in work internship or a minimum of 20 hours per week. Under the supervision of the employer and the court reporting instructional advisor, the student receives on-the-job training related to his/her degree plan. Student will also be required to attend a one-hour lecture on campus with the internship person. When the student has completed all 200 WPM requirements, the NCRA requirement of completion of at least 40 actual writing hours with a practicing reporter on actual assignments and the production of a mailable transcript of no less than 50 pages of unpaid work must be filed with the department chairperson. (1 lecture and 20 laboratory hours per week). **Prerequisites:** CTRP 2411, CTRP 2320. [CB0000005829]

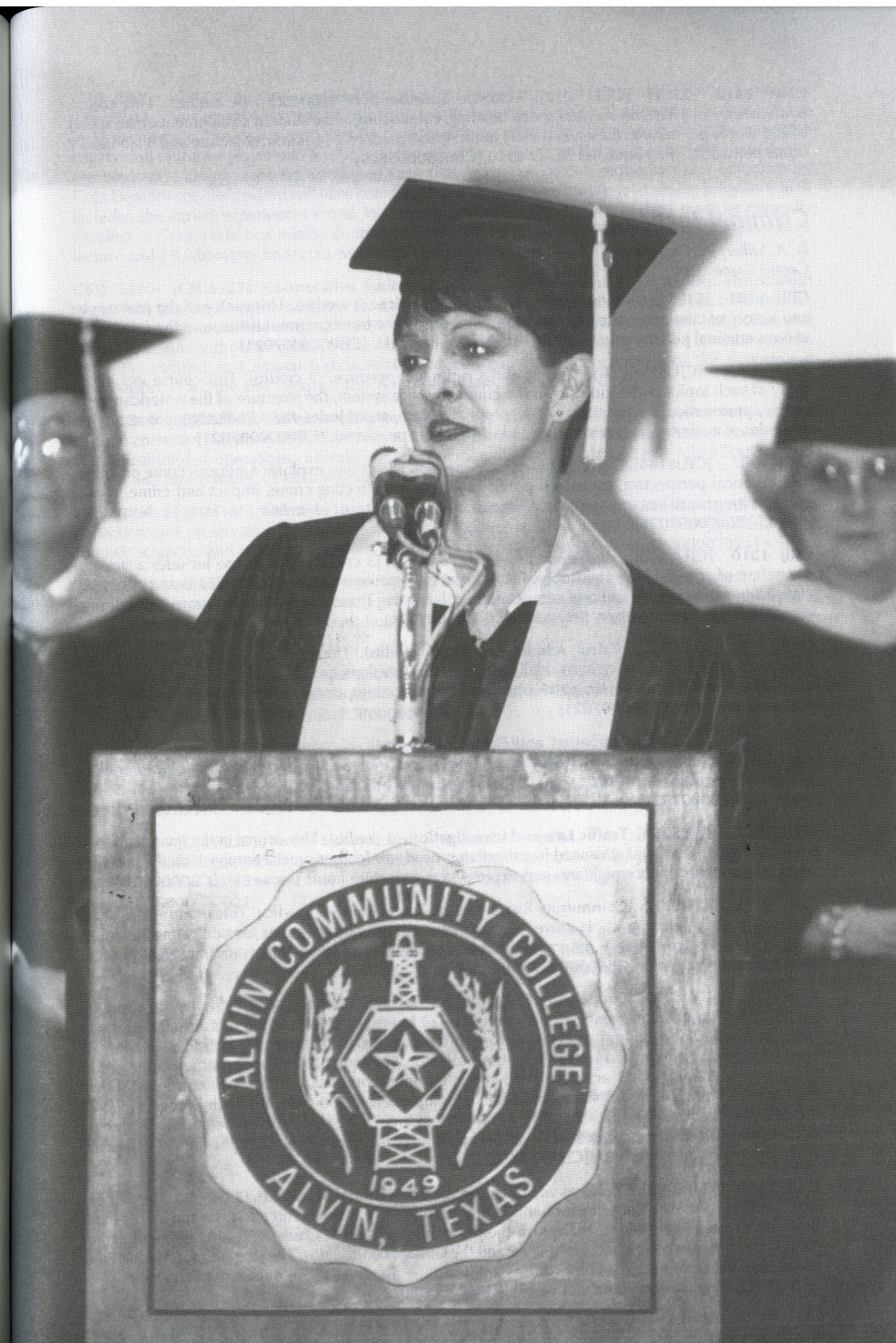
CTRP 2320 [CTRP 224]. Reporting Technology. (3 credits). This introduction to modern technology applicable to the Court Reporting profession includes lectures, dictation, and practical applications of word processing, videotaping, and computer-aided transcription, including proofreading of rough drafts and production of the finished transcript. (3 lecture and 2 laboratory hours per week). **Prerequisites:** CTRP 1411, CTRP 1312. [CB0000005829]

CTRP 2330 [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 1412. [CB0000005829]

CTRP 2335. Real-Time Dictation. (3 credits). Emphasis will be placed on differentiations made to insure a conflict-free system of machine writing by drill and dictation of geographical matter, names in current news and history, number inputting, and writing for the deaf will be presented, along with methods of preparing transcripts of presented matters. (3 lecture and 2 laboratory hours per week). **Prerequisites:** CTRP 1345, CTRP 1412, CTRP 2320. [CB0000005829]

CTRP 2341. CSR and CP Prep. (3 credits). Readiness to take and pass state tests and the NCRA RPR (Certificate of Proficiency) examinations is the objective of this course. Dictation will include drill matter and testing ranging upward to 260 WPM on testimony, literary material, jury charge, and legal opinion. Weekly qualifying tests will be required of each registered student. Written knowledge test material will be included in the subject. (3 lecture hours per week). **Prerequisites:** CTRP 2411, CTRP 2311. [CB0000005829]

CTRP 2411 [2511] [CTRP 211]. Machine Shorthand III (160-180). (4 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. (2 lecture and 8 laboratory hours per week). Supervised daily transcription practice is required. **Prerequisites:** CTRP 1412, CTRP 1311, CTRP 1312. [CB0000005829]



CTRP 2412 [2512] [CTRP 212]. Machine Shorthand IV (200-225). (4 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. (2 lecture and 8 laboratory hours per week). **Prerequisite:** READ 0310.[CB0000005829]

Criminal Justice

*D. A. Miller, Jr., Department Chairperson
Gerald Crane*

CRIJ 1301 [CJUS110]. 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). [CB0000007021]

CRIJ 1306 [CJUS125]. 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). [CB0000007021]

CRIJ 1307 [CJUS145]. 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).[CB0000007021]

CRIJ 1310 [CJUS140]. 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).[CB0000007021]

CRIJ 1318 [CJUS230]. 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). [CB0000007021]

CRIJ 1321 [CJUS135]. 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).[CB0000007021]

CRIJ 1322 [CJUS250]. 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). [CB0000007021]

CRIJ 2301 [CJUS225]. 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). [CB0000007021]

CRIJ 2302 [CJUS228]. 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. The student must be currently enrolled in Criminal Justice related courses and have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000007022]

CRIJ 2304 [CJUS229]. 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. The student must be currently enrolled in Criminal Justice related courses and have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000007022]

CRIJ 2309 [CJUS226]. 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. The student must be currently enrolled in Criminal Justice related courses and have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week).[CB0000007021]

CRIJ 2310 [CJUS227]. 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. The student must be currently enrolled in Criminal Justice related courses and have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000007021]

CRIJ 2313 [CJUS215]. 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).[CB0000007021]

CRIJ 2314 [CJUS120]. 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).[CB0000007021]

CRIJ 2321 [CJUS270]. 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). [CB0000007021]

CRIJ 2323 [CJUS130]. 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). [CB0000007021]

CRIJ 2324 [CJUS290]. 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). [CB0000007021]

CRIJ 2328 [CJUS220]. 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).[CB0000007021]

CRIJ 2333 [CJUS298]. Texas Peace Officer Law. (3 credits). A study of laws that are directly related to police field work. Included are traffic, intoxicated driver, Penal Code, elements of crimes, the Family Code, Alcoholic Beverage Code and civil liability. (2 lecture and 3 lab hours per week).[CB0000007021]

CRIJ 2334 [CJUS297]. Texas Peace Officer Procedures. (3 credits). A study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, notetaking and report writing, vehicle operation, traffic direction, crowd control and jail operations. (2 lecture and 3 lab hours per week).[CB0000007021]

CRIJ 2335 [CJUS296]. Texas Peace Officer Skills. (3 credits). Demonstration and practice of the skills expected of a police officer. Includes patrol, traffic stops, use of force, mechanics of arrest, firearms safety and emergency medical care. (1 lecture and 5 lab hours per week). [CB0000007021]

Drafting

Marianne Davis, Department Chairperson

DRFT 1300 [DRFT107]. Industrial Blueprint Reading. (3 credits). A course for students employed in or studying construction trades or related fields, a review of basic drafting skills is followed by a study of residential and commercial blueprints, specifications and materials. Consideration is given to all aspects of construction blueprints including sites, foundations, floor plans, electrical, plumbing, air condition, welding, masonry and structural. (3 lecture and 1 laboratory hours per week). [CB0000008622]

DRFT 1315 [DRFT110]. 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). [CB0000008622]

DRFT 1320 [DRFT120]. 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 1400.[CB4801015129]

DRFT 1330 [DRFT190]. 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). [CB0000008622]

DRFT 1400 [DRFT111]. 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). [CB0000008622]

DRFT 1411 [DRFT241]. 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). [CB0000008622]

DRFT 1412 [DRFT242]. Architectural Drafting II. (4 credits). This course is a continuation of DRFT 1411 on an advanced level. (2 lecture and 6 laboratory hours per week). **Prerequisite:** DRFT 1411.[CB0000008622]

DRFT 1420 [DRFT231]. 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 1400. [CB0000008622]

DRFT 1430 [DRFT211]. 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 1400.[CB0000008622]

DRFT 1440 [DRFT251]. 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 1400. [CB0000008622]

DRFT 1450 [DRFT261]. 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 1400.[CB0000008622]

DRFT 1460 [DRFT270]. 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 1400. [CB0000008622]

DRFT 2311 [DRFT283]. 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. Work station must be approved by department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000008622]

DRFT 2312 [DRFT284]. 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. Work station must be approved by department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000008622]

DRFT 2411 [DRFT281]. 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. The student must have the approval of the department chairperson. (2 lecture and 6 laboratory hours per week). [CB0000008622]

DRFT 2412 [DRFT282]. Special Problems II. (4 credits). This course may be repeated for credit when topics vary. The student must have the approval of the department chairperson. (2 lecture and 6 laboratory hours per week). [CB0000008622]

DRFT 2421 [DRFT291]. 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). **Prerequisites:** DRFT 1330, DRFT1400.[CB0000008622]

DRFT 2422 [DRFT292]. 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 2421. [CB0000008622]

DRFT 2423 [DRFT293]. 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:** DRFT 2422. [CB0000008622]

DRFT 2430 [DRFT294]. 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). [CB0000008622]

DRFT 2440 [DRFT295]. 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 1400, DRFT 2421. [CB0000008622]

DRFT 2450 [DRFT296]. 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 1420, DRFT2421. [CB0000008622]



Drama

C. Jay Burton, Department Chairperson

DRAM 1220 [DRAM111]. 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).[CB5005015230]

DRAM 1221 [DRAM112]. 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).[CB5005015230]

DRAM 1310 [DRAM130]. 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). **Corequisites:** READ 0310 and ENGL 0310.[CB5005015130]

DRAM 1322 DRAM1324 [DRAM145]. 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). [CB5003015230]

DRAM 1330 [DRAM230]. 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). **Corequisites:** READ 0310, ENGL 0310 and MATH 0310.[CB5005025130]

DRAM 1341 [DRAM150]. 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). **Corequisites:** READ 0310 and ENGL 0310. [CB5005025230]

DRAM 1351 [DRAM140]. 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). **Corequisites:** READ 0310 and ENGL 0310.[CB5005035130]

DRAM 1352 [DRAM240]. 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). **Corequisites:** READ 0310 and ENGL 0310.[CB5005035130]

DRAM 2120 [DRAM211]. 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).[CB5005015230]

DRAM 2121 [DRAM212]. 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). [CB5005015230]

DRAM 2331 [DRAM235]. 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). **Corequisites:** READ 0310, ENGL 0310, and MATH 0310. [CB5005025130]

DRAM 2336 [DRAM250]. 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). **Corequisites:** READ 0310 and ENGL 0310.[CB5005035230]

DRAM 2360 [DRAM260]. 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). **Corequisites:** READ 0310 and ENGL 0310.[CB2303015135]

DRAM 2366 [DRAM201]. 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). **Prerequisites:** READ 0310 and ENGL 0310. [CB5006025130]

Economics

John Duke, Department Chairperson
Bob Higby, Tim Reynolds

ECON 1303 [ECON110]. 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, budgeting, and installment buying. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB1904025242]

ECON 2301 [ECON111]. Principles of Economics I. (3 credits). An introduction to the macro-economics of a modern industrial society. 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). **Prerequisites:** READ 0310 and ENGL 0310. [CB4506015142]

ECON 2302 [ECON112]. Principles of Economics II. (3 credits). An introduction to the micro-economics of a modern industrial society. 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). **Prerequisites:** READ 0310 and ENGL 0310. [CB4506015142]

Electronics

Curtis Glatt, Department Chairperson

ELTE 1400 [ELEC100]. Basic Computer Programming for Technologies. (4 credits). An introduction to scientific computer programming, this course teaches the student structured programming techniques in solving technology problems. The course includes procedures, sub-routines and functions, using a technical computer programming language. (3 lecture and 3 laboratory hours per week). **Prerequisite:** MATH0312. **Corequisites:** READ 0309, ENGL 0310. [CB0000008824]

ELTE 1410 [ELEC110]. Introduction to Electronic Technology. (4 credits). An introduction to the world of electronic technology, the course begins with the source of electricity and walks the student through the basic concepts of electronic circuits, numerous applications of electronics in the home and industry. The course provides the student with information about career opportunities in Computer Systems Technology and in Electronics Technology. This course also includes safety instruction in handling hazardous materials and electronic equipment. This course is designed as an elective for non-electronics majors. (3 lecture and 3 laboratory hours per week). **Prerequisite:** MATH0312. **Corequisites:** READ 0309, ENGL 0310. [CB0000008824]

ELTE 1430 [ELEC120]. D.C. Theory and Circuit Analysis. (4 credits). This course is a study of direct current electricity involving voltage, current, and resistance relationships. The student learns the basic concepts of electricity and studies circuit analysis using standard series-parallel techniques and special methods of analysis including Network Theorems. Limited training in use of scientific calculators and computer programming is included. (3 lecture and 3 lab hours per week). **Prerequisite:** READ 0310. **Corequisites:** MATH 1314, ENGL 0310. [CB0000008824]

ELTE 1440 [ELEC130]. A.C. Theory and Circuit Analysis. (4 credits). This course teaches theory and analysis of circuits consisting of passive electronic components (resistors, capacitors, and inductors) with sinusoidal and non-sinusoidal input waveforms. (3 lecture and 3 lab hours per week). **Prerequisite:** ELTE 1430. **Corequisite:** MATH 1316. [CB0000008824]

***ELTE 2300 [ELEC200]. Cooperative Education in Electronics.** (3 credits). Participation in work internship for a minimum of 20 hours per week. Under the supervision of the employer and the Electronics Instructional advisor, the student receives on-the-job training related to his/her degree plan. A comprehensive treatment of individualized learning objectives on the job and at regularly scheduled meetings with the student's Electronics Instructional Advisor on career and job related topics. (1 lecture and 20 laboratory hours per week). **Prerequisites:** ELTE 2421, ELTE 2423. [CB0000008824]

ELTE 2421 [ELEC140]. Electronic Devices and Circuits. (4 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 and 3 lab hours per week). **Prerequisite:** ELTE 1430. [CB0000008824]

ELTE 2422 [ELEC210]. Linear Integrated Circuits. (4 credits). This course is a study of the operational amplifier and other linear IC's used in common applications such as active filters, oscillators, comparators, converters and special applications. (3 lecture and 3 laboratory hours per week). **Prerequisites:** ELTE 2421, ELTE 1440. [CB0000008824]

ELTE 2423 [ELEC220]. Digital Integrated Circuits. (4 credits). This course is a study of basic digital integrated circuits. The course covers combinational logic using Boolean Algebra and Karnaugh mapping, then proceeds through logic gates, flip flops and their applications in digital IC's. Students perform digital circuit analysis and design with emphasis on integrated circuits. (3 lecture and 3 laboratory hours per week). **Prerequisite:** ELTE 1410. [CB0000008824]

ELTE 2430 [ELEC230]. Electronic Instrumentation and Troubleshooting. (4 credits). This course explores the theory of operation and application of standard laboratory test equipment to digital and analog circuit troubleshooting. This course also includes safety instruction in handling hazardous materials and electronic equipment. A background in linear and digital integrated circuits is required. (3 lecture and 3 laboratory hours per week). **Prerequisites:** ELTE 2422, ELTE 2423. [CB0000008824]

***ELTE 2440 [ELEC240]. Computer Operating Systems and Software Drivers.** (4 credits). This course is a study of modern computer operating systems and embedded software drivers. The student will learn how to modify and design device drivers for peripheral equipment. A background in digital integrated circuits and programming languages is required. This course may be substituted for one 200-level CSCI requirement. (3 seminar lecture and 3 laboratory hours per week). **Prerequisites:** ELTE 2423, CSCI 1470. [CB0000008824]

ELTE 2450 [ELEC250]. Advanced Electronic Circuits. (4 credits). This course includes a study of discrete and integrated circuit applications to advanced electronic systems. A background in linear and digital integrated circuits is required. (3 lecture and 3 laboratory hours per week). **Prerequisite:** ELTE 1440 and ELTE 2421. [CB0000008824]

ELTE 2460 [ELEC260]. Communications Circuits and Systems. (4 credits). This course is an introduction to basic communication theory with emphasis on data communication. Commonly used modulation and demodulation techniques, together with the circuit actions are studied. A background in digital integrated circuits and linear integrated circuits is required. (3 lecture and 3 laboratory hours per week). **Prerequisites:** ELTE 2422, ELTE 2423. [CB0000008824]

ELTE 2470 [ELEC270]. 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. A background in digital integrated circuits and computer programming is required. CSCI 2450 may be substituted for this course. (3 lecture and 3 laboratory hours per week). **Prerequisites:** CSCI 1420, ELTE 2423. [CB0000008824]

ELTE 2475 [ELEC291]. Microprocessor Hardware Interfacing. (4 credits). This course emphasizes the hardware aspects of microprocessor and microcomputer interfacing of digital systems. A background in digital integrated circuits and assembly language programming is required. (3 lecture and 3 laboratory hours per week). **Prerequisites:** ELTE 2422, ELTE 2470. [CB0000008824]

ELTE 2480 [ELEC290]. Computer Controlled Systems (4 credits). This course emphasizes the software aspects of computer operation in the control of digital systems. A background in digital integrated circuits and assembly language programming is required. (3 lecture and 3 laboratory hours per week). **Prerequisites:** ELTE 2422, ELTE 2470. [CB0000008824]

**To be used as an elective.*

English

Bill Crider, Department Chairperson
Mike Bass, Gilbert Benton, James Creel, Charles Ferguson, Dickie Fox, Bea Hugetz, Pat Klopp, Margaret Montgomery

NOTE: The basics of writing are taught in ENGL 0309 and ENGL 0310. These courses benefit students needing additional preparation for college-level work and those desiring only to improve their writing skills.

One or both of these courses may be required by state law for students whose scores on either the local placement test or the TASP fall below the established cutoff levels.

ENGL 0309 [ENGL109]. 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 and 1 lab hour per week). [CB3201085335]

ENGL 0310 [ENGL110]. Developmental Writing II. (3 credits). Extensive practice in writing paragraphs and short papers follows a review of grammar. (3 lecture hours and 1 lab hour per week). [CB3201085335]

ENGL 1301 [ENGL121]. 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:** ENGL 0310. **Corequisite:** READ 0310. [CB2304015135]

ENGL 1302 [ENGL122]. Composition and Rhetoric II. (3 credits). This course is a continuation of ENGL 1301. 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 1301. [CB2304015135]

NOTE: To fulfill the sophomore English requirements of ACC programs of study, the English Department recommends either ENGL 2332-2333 or 2322-2323, 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: 2332 or 2322. Group B: 2333, or 2323, or 2326. Under appropriate circumstances, ENGL 2311 may be allowed as one of the two required sophomore courses.

ENGL 2307 [ENGL250]. 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). **Prerequisite:** ENGL 1302. [CB2305015135]

ENGL 2311 [ENGL260]. 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). **Prerequisite:** ENGL 1302. [CB2311015135]

ENGL 2322 [ENGL221]. 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). **Prerequisite:** ENGL 1302. [CB2308015135]

ENGL 2323 [ENGL222]. Survey of English Literature II. (3 credits). As a continuation of ENGL 2322, 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). **Prerequisite:** ENGL 1302. [CB2308015135]

ENGL 2326 [ENGL230]. 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). **Prerequisite:** ENGL 1302. [CB2307015135]

ENGL 2332 [ENGL211]. 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). **Prerequisite:** ENGL 1302. [CB2303015235]

ENGL 2333 [ENGL212]. Survey of Literature II. (3 credits). This course is a continuation of ENGL 2332. 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). **Prerequisite:** ENGL 1302. [CB2303015235]

English For Speakers Of Other Languages

ESOL 0306. Oral Communication. (3 credits). Develop listening and speaking skills, preparing students to function in an English speaking society. (3 lecture hours per week). [CB3201085535]

ESOL 1300. Reading & Vocabulary for Non-Native Speakers. (3 credits). Develop reading fluency and vocabulary in speakers of languages other than English and prepares them to function in an English speaking society. (3 lecture hours per week). [CB239995135]



Fashion Merchandising

Patty Hertenberger, Department Chairperson

FASM 1300 [FASH130]. 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). [CB0000005623]

FASM 1301. Salesmanship. (3 credits). The selling of goods and ideas is the focus of this course. Buying motives, sales psychology, customer service, and sales techniques are studied. (3 lecture hours per week). [CB0000005623]

FASM 1311/1312, 2311/2312 [FASH112,122,212,222]. 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. The student must have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000005623]

FASM 1320 [FASH140]. 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). [CB0000005623]

FASM 1330 [FASH150]. 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). [CB0000005623]

FASM 2320 [FASH240]. 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). [CB0000005623]

FASM 2330 [FASH250]. 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). [CB0000005623]

FASM 2340 [FASH260]. 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). [CB0000005623]

FASM 2350 [FASH220]. 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). [CB0000005623]

FASM 2361. Visual Merchandising and Sales Promotion. (3 credits). This course introduces concepts and skills essential to effectively promote fashion merchandise. Experience will be gained in principles and elements of design, color, props, lighting, sign layout, themes and sources. A study of sales promotion activities and fashion advertising is also included. (3 lecture hours per week). [CB0000005623]

FASM 2371 Image & Self Presentation. (3 credits). This course is designed to instruct students on the art of effective self presentation. The course includes comprehensive coverage in personality and grooming to help students develop professional appearance and the social and business refinements that are necessary for success in today's world. (3 lecture hours per week). [CB0000005623]

FASM 2375. Principles of Retailing. (3 credits). This course provides students with an overview of retailing and retail functions. Topics include channels of distribution, organization, retail employment selecting, and supervising and training workers. This course includes buying and pricing merchandise, store layout, maintenance, and service and credit policies. (3 lecture hours per week). [CB0000005623]

French

Robert Rodriguez, Department Chairperson

FREN 1411 [FREN111]. 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). [CB1609015131]

FREN 1412 [FREN112]. Elementary French. (4 credits). This course is a continuation of FREN 1411 with some stress on reading and composition. (3 lecture and 2 laboratory hours per week). [CB1609015131]

FREN 2311 [FREN121]. 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 1412. [CB1609015231]

FREN 2312 [FREN122]. 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 2311. (3 lecture and 1 laboratory hours per week). **Prerequisite:** FREN 2311. [CB1609015231]

Geography

John Duke, Department Chairperson

GEOG 1301 [GEOG110]. 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). **Prerequisites:** READ 0310 and ENGL 0310. [CB4507015142]

Geology

*Dick Graef, Department Chairperson
Dora Devery*

GEOG 1403 [GEOG111]. 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). **Prerequisite:** READ 0310. [CB4006015139]

GEOG 1404 [GEOG112]. 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:** GEOG 1403. [CB40060015139]

GEOG 1405 [GEOG113]. Environmental Geology. (4 credits). Topics covered in this course include geologic hazards, energy resources, waste disposal, air and water pollution, medical geology, environmental law as well as land use planning. The emphasis is on geologic processes and how they influence human activities. (3 lecture and 2 laboratory hours per week). **Prerequisite:** READ 0310. [CB0301025339]

German

Robert Rodriguez, Department Chairperson

GERM 1411 [GERM111]. 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). [CB1605015131]

GERM 1412 [GERM112]. Elementary German II. (4 credits). This course is a continuation of the oral practice of GERM 1411, with some stress on reading and composition. (3 lecture and 2 laboratory hours per week). **Prerequisite:** GERM 1411. [CB1605015131]

GERM 2311 [GERM121]. 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 1412. [CB1605015231]

GERM 2312 [GERM122]. 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 2311. (3 lecture and 1 laboratory hours per week). **Prerequisite:** GERM 2311. [CB1605015231]

Government

John Duke, Department Chairperson
Johanna Hume, Marvin Longshore, Tim Reynolds

GOVT 2301 [GOVT211]. 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). **Prerequisites:** READ 0310 and ENGL 0310. [CB4510025142]

GOVT 2302 [GOVT212]. 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). **Prerequisites:** READ 0310 and ENGL 0310. [CB4510025142]

History

John Duke, Department Chairperson
Tom Bryan, Johanna Hume, Marvin Longshore, Darryl Stevens

HIST 1301 [HIST141]. The United States to 1877. (3 credits). This course surveys United States 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). **Prerequisites:** READ 0310 and ENGL 0310. [CB4508025142]

HIST 1302 [HIST142]. The United States Since 1877. (3 credits). This course surveys United States history from 1877 to the present. Topics include big business, big labor, the United States as a world power, the Great Depression, and the Cold War. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB4508025142]

***HIST 2301 [HIST131/HIST132]. Texas History.** (3 credits). This course surveys social, economic and political developments in Texas from the arrival of the first Native Americans in Texas to present. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB4508025242]

HIST 2311 {2321} [HIST111]. Western Civilization to 1660. (3 credits). This course surveys the primary political, social, intellectual, and religious developments of near eastern and western human societies with emphasis on the Mesopotamian, Egyptian, Greek, and Roman civilizations; the development of Judaism, Christianity, and Islam; the Byzantine empire; feudalism in eastern and western

Europe; the Renaissance and the Reformation; national monarchies and statebuilding in the early modern period; and the Scientific Revolution. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB4508015342]

HIST 2312 {2322} [HIST112]. Western Civilization Since 1660. (3 credits). A continuation of **HIST 2311**, this course will trace the historical roots of contemporary western societies from early modern Europe to the present. Topics examined include: mercantilism, capitalism, and the rise of the middle class; the Enlightenment and the French Revolution; Napoleon and the development of modern nationalism; the Industrial Revolution; Marx, Darwin, and Nietzsche; World War I and the Russian Revolution; the rise of fascism and World War II; the Cold War and the global society; the European community. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB4508015342]

HIST 2341. Selected Topics in U.S. History. (3 credits). This course offers an in-depth treatment of specific areas of United States history (i.e., ethnohistory, minority studies, foreign policy, military and social history) and may be repeated for credit as topics vary. The course is an elective and will not satisfy degree requirements in United States history. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB4508015642]

**Texas law stipulates that three hours in Texas history may be applied toward satisfying the United States history requirement.*

Horticulture (Ornamental)

Steve Wheeler, Department Chairperson
Dwight Rhodes

HORT 1401 [HORT101]. 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 3 laboratory hours per week). [CB000005026]

Humanities

Robert Rodriguez, Department Chairperson
Andy Anderson, Doris Burbank

HUMA 1301 [HUMN201]. Introduction to Humanities I. (3 credits). This course is an interdisciplinary, multi-media study of the roots of Western Civilization beginning with Mesopotamia, Egypt, the early Greeks, continuing through the Roman Empire and the Middle Ages. (3 lecture hours per week). **Corequisites:** READ 0310 and ENGL 0310. [CB2401035142]

HUMA 1302 [HUMN202]. Introduction to Humanities II. (3 credits). This course is a continuation of HUMA 1301, and it emphasizes the major contributions of Western culture, including 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). **Corequisites:** READ 0310 and ENGL 0310. [CB2401035142]

Journalism

Bill Crider, Department Chairperson

JOUR 1120 [JOUR120]. Journalism Activities. (1 credit). This course gives basic journalism training to students through experience on college publications. (2 laboratory hours per week). [CB0904015426]

Legal Assistant

Tom Branton, Department Chairperson

LEGA 1300 [LEGA 110]. Texas Legal Systems. (3 credits). A study of the court system of Texas, its historical background, legal practices, and court administration. Elements of the federal court system are examined. (3 lecture hours per week). **Corequisites:** READ 0309 and ENGL 0310. [CB0000005828]

LEGA 1311 [LEGA 111]. Legal Technology I. (3 credits). A comprehensive study of the legal system and the role of the legal assistant within the system, including ethics, the history and areas of law, and an introduction to legal research and writing. (3 lecture hours per week). **Corequisites:** READ 0309 and ENGL 0310. [CB0000005828]

LEGA 1312 [LEGA 112]. Legal Technology II. (3 credits). An extensive study of legal research and writing including the preparation of legal memorandums, documents, and a practical research problem. (3 lecture hours per week). **Corequisites:** READ 0309 and ENGL 0310. [CB0000005828]

LEGA 1320 [LEGA 210]. Principles of Family Law. (3 credits). A study of family law including separation, divorce, custody, guardianships, legitimacy, support, and related legal topics. Included are court forms, pleading, decrees, and settlement agreements. (3 lecture hours per week). **Corequisites:** READ 0309 and ENGL 0310. [CB0000005828]

LEGA 2311/2312 [LEGA 212/222]. Legal Internship. (3 credits). The principles, skills, and knowledge gained in the theoretical setting of the classroom are applied to an actual legal related job. The student will work at least 20 hours per week in an approved work setting. Goals and objectives will be defined for each intern. An on-campus seminar will be used to discuss and evaluate the intern's achievement and progress in the program. (1 lecture and 20 lab hours per week). **Corequisites:** READ 0309 and ENGL 0310. [CB0000005828]

LEGA 2320 [LEGA 220]. Wills, Trust, and Probate. (3 credits). A study of wills and trusts, their drafting, and the fundamental laws relating to each; the organization of probate court and analysis of estate administration. (3 lecture hours per week). **Corequisites:** READ 0309 and ENGL 0310. [CB0000005828]

LEGA 2330 [LEGA 230]. Insurance Law and Claims Investigation. (3 credits). A study of the fundamentals of tort and insurance law, including intentional torts, negligence, and worker's compensation. Also considered are techniques of investigation, case management, pleading, and court procedures. (3 lecture hours per week). **Corequisites:** READ 0309 and ENGL 0310. [CB0000005828]

LEGA 2340 [LEGA 240]. Law Office Management. (3 credits). A study of office management and ethics including organization, accounting systems, scheduling, research, personnel, management of investigation and files, billings, trust accounts, and general office guidelines. (3 lecture hours per week). **Corequisites:** READ 0309 and ENGL 0310. [CB0000005828]

LEGA 2350. Civil Litigation. (3 credits). The fundamental principles of the preparation of civil cases, including the drafting of pleadings, motions, discovery, and other documents required in a civil action; and understanding trial and appellate procedures, utilizing the Texas rules of civil procedure. (3 lecture hours per week). **Corequisites:** READ 0309 and ENGL 0310. [CB0000005828]

Management Development

Dick Brigham, Department Chairperson
Kenneth Sweeney

MGMT 1300 [MMGT111]. 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). [CB0000005621]

MGMT 1301 [MMGT112]. 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. (1 lecture and 20 laboratory hours per week). [CB0000005621]

MGMT 1310 [MMGT121]. 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, staffing, activating, and controlling. Considerable attention is given to management practices. (3 lecture hours per week). [CB0000005621]

MGMT 1311 [MMGT122]. 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. (1 lecture and 20 laboratory hours per week). [CB0000005621]

MGMT 1320 [MMGT123]. 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). [CB0000005621]

MGMT 2300 [MMGT211]. 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). [CB0000005621]

MGMT 2301 [MMGT212]. 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. (1 lecture and 20 laboratory hours per week). [CB0000005621]

MGMT 2310 [MMGT221]. 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). [CB0000005621]

MGMT 2311 [MMGT222]. 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. (1 lecture and 20 laboratory hours per week). [CB0000005621]

MGMT 2315. Supervision and Management of Hazardous Materials. (3 credits). This course includes federal, state, and local environmental law, regulations, terminology, training, communications, and procedures governing hazardous materials. CERCLA, RCRA, SARA, EPCRA, FIFRA, MSDS's, TIER I & II will be emphasized. (3 lecture hours per week). [CB0000005621]

MGMT 2320 [MMGT223]. Organizational Strategy. (3 credits). Organizational Strategy is an advanced study of personal, interpersonal, and administrative skills designed to help organize prior management development studies into an orderly approach to professionalism. The course will help provide students with the importance of identifying and controlling their career destiny. Students completing the course will be eligible to take the National Certified Professional Manager exam - a mark of professional competence. (3 lecture hours per week). **PREREQUISITE:** Consent of Instructor or MGMT 1310. [CB0000005621]



Mathematics

Gerald Skidmore, Department Chairperson

Chris Benton, James Boler, Don Brown, Jim Corbett, Alice Hagood, Bette Nelson

Note: The basics of arithmetic and algebra are taught in MATH 0309, MATH 0310, and MATH 0312. These courses benefit students needing additional preparation for college-level work and those desiring only to improve their mathematical skills. One or all of these courses may be required by state law for students whose scores on either the local placement test or the TASP fall below the established cutoff levels.

MATH 0309 [MATH109]. Basic Mathematics. {Arithmetic} (3 credits). This course offers instruction and practice in the basic arithmetic operations, geometry, and statistics. The student's program of study is based on diagnostic and prescriptive tests as well as on personal interviews. Students who must take MATH 0310 and whose diagnostic tests indicate a need for MATH 0309 preparation must take this course. (3 lecture hours and 1 lab hour week). [CB3201045137]

MATH 0310 [MATH110]. Developmental Mathematics--Algebra. (3 credits). This course includes a study of number concepts and computational skills, word problems, graphs, number relationships, one and two variable equations, operations with algebraic expressions, quadratic equations, geometric figures, and applying reasoning skills. The purposes of Math 0310 are to prepare the students for the state-mandated TASP test and intermediate algebra. Enrollment in this course is based upon a self-perceived need to develop the skills covered or upon the college placement test. (3 lecture hours and 1 lab hour per week). [CB3201045137]

MATH 0312 [MATH 1312][MATH115]. Developmental Mathematics --Intermediate Algebra. {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. This course is recommended for those students who have not had two years of high school algebra and/or whose placement scores indicate a need for intermediate algebra. (3 lecture hours per week). [CB3201045237]

MATH 1314 [MATH121]. 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. Students enrolling in this course should have previously taken two years of high school algebra and passed the college placement test, TASP test, or passed MATH 0312. (3 lecture hours per week). [CB2701015437]

MATH 1316 [MATH132]. 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. Students enrolling in this course should have previously taken two years of high school algebra or passed MATH 1314. (3 lecture hours per week). **Prerequisite:** MATH 1314. [CB2701015337]

MATH 1324 [MATH180]. Finite Mathematics. (3 credits). This course is designed for the business, economics, management, and finance students. The student is introduced to a systematic approach to solutions of problems in linear programming and to methods of solving applied problems in business and economics. The course begins with a review of linear equations and functions followed by a study of matrices, inequalities and linear programming, quadratic functions, exponential and logarithmic functions, mathematics of finance, and concludes with a study of probability and statistics. (3 lecture hours per week). **Prerequisite:** MATH 1314. [CB2703015237]

MATH 1325 [MATH190]. Business Calculus. {Analysis} (3 credits). This course includes a study of derivatives, applications of derivatives, higher order derivatives, indefinite integrals, definite integrals, and functions of two or more variables. Applications in business and economics will be emphasized. (3 lecture hours per week). **Prerequisite:** MATH 1324. [CB2703015237]

MATH 1335 [MATH160]. 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). **Prerequisites:** MATH 0312. [CB2701015137]

MATH 1336 [MATH170]. 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 1335. [CB2701015137]

MATH 1342 [MATH210]. 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. Students enrolling in this course should have previously taken two years of high school algebra and/or passed MATH 1314. (3 lecture hours per week). **Prerequisites:** MATH 1314. [CB2705015137]

MATH 1348 [MATH150]. 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. Students enrolling in this course should have previously taken two years of high school algebra and a course in plane trigonometry or passed MATH 1314 and MATH 1316. (3 lecture hours per week). **Prerequisite:** MATH 1316. [CB2701015537]

MATH 2318 Linear Algebra. (3 credits). This course includes such topics as vector spaces, linear independence, bases, linear transformations, matrices, determinants, eigenvalues, eigenvectors, and applications. (3 lecture hours per week). **Prerequisite:** MATH 2413. [CB2701016137]

MATH 2320 [MATH221]. 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). **Prerequisites:** MATH 2414. [CB2703015137]

MATH 2413 [MATH213]. 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. Students enrolling in this course should have previously taken two years of high school algebra, a course in plane trigonometry, and a course in analytic geometry or passed MATH 1314, MATH 1316, and MATH 1348. (4 lecture hours per week). **Prerequisites:** MATH 1348. [CB2701015937]

MATH 2414 [MATH214]. Differential and Integral Calculus II. (4 credits). This course is a continuation of MATH 2413. 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 2413. [CB2701015937]

MATH 2415 [MATH215]. Calculus III. (4 credits). Topics included in MATH 2415 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 2414. [CB2701015937]

Medical Laboratory Technology

*Florence Pipes, Department Chairperson
Johneta Turner*

MELT 1100 [HMLT140]. 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:** MELT 1300. [CB0000008028]

MELT 1200 [HMLT150]. Parasitology. (2 credits). This course includes a study of the taxonomy, morphology, and specific characteristics of human parasites. Students practice microscopic examination, concentration, fixation, staining, and preservation of specimens. (1 lecture and 2 laboratory hours per week). **Prerequisites:** MELT 1300. [CB0000008028]

MELT 1300 [HMLT110]. 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, CPR, 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. A study of medical terminology is included as a separate part of this course. (2 lecture and 3 laboratory hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB0000008028]

MELT 1320 [HMLT123]. 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). [CB0000008028]

MELT 1330 [HMLT130]. Urinology. (3 credits). This course presents a study of urinalysis procedures including chemical tests, microscopic examination, pregnancy tests, renal function tests, and the correlation of these procedures to disease states and malfunctions. (2 lecture and 4 laboratory hours per week). **Prerequisite:** MELT 1300. [CB0000008028]

MELT 1401 [HMLT112]. Clinical Microbiology I. (4 credits). This introduction to clinical microbiology explores the basic concepts of microbiology including taxonomy, morphology, physiology and identifying characteristics 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. (2 lecture and 8 laboratory hours per week). **Prerequisite:** MELT 1300. [CB0000008028]

MELT 1421 [HMLT113]. 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. (2 lecture and 8 laboratory hours per week). **Corequisite:** MELT 1300. [CB0000008028]

MELT 1511 [HMLT111]. 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. Both lecture and laboratory are on campus. (3 lecture and 8 laboratory hours per week). **Prerequisites:** MELT 1300, CHEM 1405. [CB0000008028]

MELT 2300 [HMLT210]. Serology-Immunology. (3 credits). This study of serological and immunological procedures includes flocculation, agglutination, precipitation, gel diffusion, hemagglutination, complement fixation, fluorescent antibody, immunoelectrophoresis, ELISA and EMIT. 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. (2 lecture and 4 laboratory hours per week). **Prerequisite:** MELT 1300. [CB0000008028]

MELT 2313 [HMLT220]. Clinical Chemistry/Instruments III. (3 credits). This continuation of MELT 2412 includes lecture and laboratory instruction on enzymes, hormones, therapeutic drugs, drugs of abuse, and special chemistry techniques including RIA, EIA, chromatography, 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. 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:** MELT 1300, MELT 1511, MELT 2412. [CB0000008028]

MELT 2322 [HMLT213]. 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. 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). **Prerequisite:** MELT 1300 and MELT 1421. [CB0000008028]

MELT 2402 [HMLT212]. 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). **Prerequisite:** MELT 1300 and MELT 1401. [CB0000008028]

MELT 2412 [HMLT211]. Clinical Chemistry/Instruments II. (4 credits). This continuation of MELT 1511 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. 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). **Prerequisite:** MELT 1300 and MELT 1511. [CB0000008028]

MELT 2430 [HMLT230]. Immuno-hematology. (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. (2 lecture and 8 laboratory hours per week). **Prerequisites:** MELT 1300, MELT 2300, and MELT 2322. [CB0000008028]

MELT 2600 [HMLT240]. MELT Practicum. (6 credits). This course includes 480 hours of supervised work experience in a clinical laboratory and one week of review in the classroom. All other courses in MELT Program must be completed before a Practicum can be approved. [CB0000008028]

Mental Health

G. E. Carrier, LPC, CADAC, Department Chairperson

MENH 1305. Introduction to Human Services. (3 credits). Introduces subject matter and concepts relative to human services. The motives for entering the profession, the impact of stress, concerns in mental health work, ethics in mental health, the history of mental health work and areas of work for mental health professionals are discussed. (3 lecture hours per week). [CB0000008029]

MENH 1307. Studies in Aging. (3 credits). An overview of the problems faced by aging persons; planning and organizing programs for the aging, an examination of income, health, housing, and support service programs. (3 lecture hours per week). [CB0000008029]

MENH 1310. Drug Use and Abuse. (3 credits). A study of the use and abuse of drugs in today's society. The physiological, sociological, and psychological effects are discussed. (3 lecture hours per week). [CB0000008029]

MENH 1315. Interpersonal Communication. (3 credits). Exercises and theory designed to improve communication. Various communication models and extensive video taping are utilized to improve one-to-one and small group communication. (3 lecture hours per week). [CB0000008029]

MENH 1320. Counseling Methods. (3 credits). An introduction of various counseling methods, including Reality Therapy, Gestalt Therapy, Behavior Modification, Transactional Analysis, and group counseling techniques. (3 lecture hours per week). [CB0000008029]

MENH 1321. Clinical Internship I. (3 credits). Supervised internship in a human service agency. The experience will be primarily student observations and recordings of events in an assigned agency, such as treatment, meetings, and counseling sessions. Student will be expected to participate in treatment of clients as directed by agency and instructors. Student must have an approved work station and approval of the department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000008029]

MENH 1322. Clinical Internship II. (3 credits). A continuation of MENH 1321 with more emphasis on an active participation in treatment programs, i.e., carrying a small case load and working with team leader or counseling in groups. The student must have an approved work station and approval of the department chairperson. (1 lecture and 20 laboratory hours per week). **Prerequisite:** MENH 1321. [CB0000008029]

MENH 1325. Principles of Interviewing. (3 credits). Introduces methods and interviewing techniques used in personal and professional relationships: interviewing, counseling, listening, reporting, decision making, counseling with various clients. (3 lecture hours per week). [CB0000008029]

MENH 1326. Recreation Therapy. (3 credits). A study of the recreation services meeting the needs of special populations. (3 lecture hours per week). [CB0000008029]

MENH 2300. Client Assessment and Management. (3 credits). A study of patient/client interviews and assessment, management of aggressive behavior and crisis intervention. Reporting and client records will be discussed. (3 lecture hours per week). [CB0000008029]

MENH 2310. Chemical Abuse Treatment. (3 credits). An exploration of the treatment processes relevant to chemical dependency. (3 lecture hours per week). [CB0000008029]

MENH 2312. Children of Alcoholics. (3 credits). An exploration of the impact an alcoholic has on the family, in particular how this impact can impair psychosocial development and how selective behavior patterns are carried into adulthood. (3 lecture hours per week). [CB0000008029]

MENH 2313. Laws and Standards Affecting Mental Health. (3 credits). A review of the legislation which has affected mental health in the United States. Professional code of conduct, client confidentiality, and the networking of mental health professionals are discussed. (3 lecture hours per week). [CB0000008029]

MENH 2315. Family Systems. (3 credits). Exploration of the family systems and identification of the dysfunctional family. (3 lecture hours per week). [CB0000008029]

MENH 2320. Behavior Modification. (3 credits). The theory and implementation of behavior modification with selected mental health populations, including substance abusers, the aged, the

mentally disturbed, and the mentally impaired. The need for objective, clearly defined and measurable treatment outcomes are emphasized. (3 lecture hours per week). [CB0000008029]

MENH 2323. Clinical Internship III. (3 credits). A continuation of MENH 1322 with additional training in the implementation of the basic principles of psychiatric/residential care. Outpatient treatment modalities under supervision will be introduced. The student must have an approved work station and approval of the department chairperson. (1 lecture and 20 laboratory hours per week). **Prerequisite:** MENH 1322. [CB0000008029]

MENH 2324. Clinical Internship IV.(3 credits). A continuation of MENH 2323 with emphasis on active participation in the treatment program, i.e., carrying a case load and working with team leaders with inpatient and outpatient treatment groups. The student must have an approved work station and approval of the department chairperson. (1 lecture and 20 laboratory hours per week). **Prerequisite:** MENH 2323. [CB0000008029]

MENH 2340. Professional Issues in Human Services. (3 credits). The opportunity to develop professional identity, including self-awareness and commitment to values and ethics of the profession, including areas of support available to promote professional growth and self-evaluation. (3 lecture hours per week). [CB0000008029]

Music

Doris Burbank, Department Chairperson
Andy Anderson, Jerry Perkins

GENERAL MUSIC

MUSI 1152 [MUSC161B]. 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). [CB5009035830]

MUSI 1166 [MUSC131W]. 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). [CB5009035130]

MUSI 1168 [MUSC131B]. 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). [CB5009035130]

MUSI 1181 [MUSC131]. 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). [CB5009075130]

MUSI 1182 [MUSC132]. 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). [CB5009075130]

MUSI 1183 [MUSC131V]. 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). [CB5009085130]

MUSI 1188 [1170] [MUSC131P]. 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). [CB5009035130]

MUSI 1192 [1179] [MUSC131G]. 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). [CB5009035130]

MUSI 1216 [MUSC121]. 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). **Corequisite:** MUSI 1311. [CB5009045630]

MUSI 1217 [MUSC122]. 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). **Corequisite:** MUSI 1312. [CB5009045630]

MUSI 1263 [MUSC195]. 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). [CB5009036530]

MUSI 1301 [MUSC110]. 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). **Corequisite:** READ 0310. [CB5009045530]

MUSI 1306 [MUSC120]. 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). **Corequisites:** READ 0310 and ENGL 0310. [CB5009025130]

MUSI 1308 [MUSC111]. 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). **Prerequisites:** READ 0310 and ENGL 0310. [CB5009025230]

MUSI 1309 [MUSC112]. 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). **Prerequisites:** READ 0310 and ENGL 0310. [CB5009025230]

MUSI 1310 [MUSC113]. History of Rock/ 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). **Corequisite:** READ 0310. [CB5009025330]

MUSI 1311 [MUSC141]. 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). **Prerequisite:** READ 0310. [CB5009045130]

MUSI 1312 [MUSC142]. 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). **Prerequisite:** READ 0310. [CB5009045130]

MUSI 1386 [MUSC114]. 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). [CB5009045330]

MUSI 2181 [MUSC233]. 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). [CB5009075130]

MUSI 2182 [MUSC234]. 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). [CB5009075130]

MUSI 2216 [MUSC223]. 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:** MUSI 1217. **Corequisite:** MUSI 2311. [CB5009045730]

MUSI 2217 [MUSC224]. 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:** MUSI 2216. **Corequisite:** MUSI 2312. [CB5009045730]

MUSI 2311 [MUSC243]. Music Theory. (3 credits). This course continues the study begun in MUSI 1311 and MUSI 1312 with advanced aural and written study and with emphasis on chromatic harmony, harmonic analysis, and twentieth-century techniques. (3 lecture hours per week). **Prerequisite:** MUSI 1312. [CB5009045230]

MUSI 2312 [MUSC244]. Music Theory. (3 credits). This course continues the study begun in MUSI 1311, MUSI 1312, and MUSI 2312 with advanced aural and written study and with emphasis on chromatic harmony, harmonic analysis, and twentieth-century techniques. (3 lecture hours per week). **Prerequisite:** MUSI 2311. [CB5009045230]

ENSEMBLES

MUSI 1125,2125 [MUSC181,182/283,284]. Stage Band. (1 credit each). This course can be repeated for credit. 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). [CB5009035630]

MUSI 1127,2127 [MUSC185,186/287,288]. Concert Band. (1 credit each). This course can be repeated for credit. This concert group of brass, woodwind, and percussion performs traditional repertoire and contemporary works for wind ensembles. (5 laboratory rehearsal hours per week). [CB5009035530]

MUSI 1135,2135 [MUSC191,192/293,294]. Jazz Lab. (1 credit each). This course can be repeated for credit. 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). [CB5009035630]

MUSI 1141,2141 [MUSC151,152/253,254]. Concert Choir. (1 credit each). This course can be repeated for credit. 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). [CB5009035730]

MUSI 1143,2143 [MUSC161,162/263,264]. College Singers. (1 credit each). This course can be repeated for credit. This organization is limited in membership. Students are selected through auditions from the membership of the College choir. The student must have previous experience in choral music, a member in good standing of the concert choir, ability to sight-read, and instructor approval. (4 laboratory rehearsal hours per week). [CB5009035830]

MUSI 1154 [MUSC163]. 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). [CB5009035830]

MUSI 1158 [MUSC153]. 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). [CB5009085230]

MUSI 1159/2159 [MUSC154,155]. Musical Theatre. (1 credit). This course can be repeated for credit. This course stresses the study and performance of works selected from the music theatre repertoire. (1 lecture and 4 laboratory hours per week). [CB5009036130]

APPLIED MUSIC

[All Applied Music Courses Are Under CB5009035430]

MUAP 1231,1232 [MUSC145X,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).

MUAP 1241,1242 [MUSC135X,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).

MUAP 1257,1258 [MUSC155X,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).

MUAP 1261,1262 [MUSC175X,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).

MUAP 1271,1272 [MUSC115X,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).

MUAP 1281,1282 [MUSC125X,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).

MUAP 2231,2232 [MUSC245X,245Y]. Applied Music-- Woodwind. (2 credits each). These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, and saxophone. The student must have the approval of the department chairperson. (1 lecture and 4 laboratory practice hours per week).

MUAP 2241,2242 [MUSC235X,235Y]. Applied Music-- Brass. (2 credits each). These courses provide one hour of individual instruction per week in trumpet, trombone, French horn, and tuba. The student must have the approval of the department chairperson. (1 lecture and 4 laboratory practice hours per week).

MUAP 2257,2258 [MUSC255X,255Y]. Applied Music-- Percussion. (2 credits each). These courses provide one hour of individual instruction a week in the use of percussion instruments. The student must have the approval of the department chairperson. (1 lecture and 4 laboratory practice hours per week).

MUAP 2261,2262 [MUSC275X,275Y]. Applied Music-- Guitar. (2 credits each). These courses provide one hour of individual instruction a week in guitar. The student must have the approval of the department chairperson. (1 lecture and 4 laboratory practice hours per week).

MUAP 2271,2272 [MUSC215X,215Y]. Applied Music-- Piano. (2 credits each). These courses provide one hour of individual instruction a week. The student must have the approval of the department chairperson. (1 lecture and 4 laboratory practice hours per week).

MUAP 2281,2282 [MUSC225X,225Y]. Applied Music-- Voice. (2 credits each). These courses provide one hour of individual instruction a week. The student must have the approval of the department chairperson. (1 lecture and 4 laboratory practice hours per week).

Nursing

Betty Oliver, Director

Sally Durand, Barbara Kelly, Susan Priest, Kathy Schwab, Dee Shields, Sue Tanner, Miriam Villageliu, Jean Withrow

ADN -- Associate Degree Nursing

All ADN courses under [CB0000008021]

NURS 1300 [NURS121]. 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.

NURS 1400 [NURS115]. 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 1800) and Medical/Surgical Nursing I (NURS 1900). (2 lecture and 8 laboratory/clinical hours per week). **Prerequisites:** BIOL 2402, PSYC 2301, PSYC 2308, ENGL 1301.

NURS 1410 [NURS130]. 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). **Prerequisite:** NURS 1900 or NURS 1400.

NURS 1800 [NURS110]. 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). **Corequisites:** BIOL 2401, PSYC 2301.

NURS 1900 [NURS211]. 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 1800, PSYC 2308. **Corequisites:** BIOL 2402, PSYC 2314.

NURS 2200 [NURS221]. 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). **Prerequisite:** NURS 1410.

NURS 2400 [NURS213]. 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 1410.

NURS 2410 [NURS214]. 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 1410.

NURS 2900 [NURS212]. 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 1410. **Corequisite:** ENGL 1302.

NURSING

Judy Siefert, Department Chairperson

Glo Ann Cole

VN -- Vocational Nursing

All VOCN courses under [CB0000007821]

VOCN 1200 [VOCN230]. 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).

VOCN 1210 Math for Drug Administration. (2 credits). Calculation of drug dosages using common formulas and mathematical functions are presented. A review of basic mathematical skills, the principles and techniques of drug administration, drug forms and routes are included. Clinical application of skills is addressed in laboratory simulations, team and/or total patient care assignments. (2 lecture hours per week).

VOCN 1400 [VOCN120]. 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; taught 12-week Summer session only).

VOCN 1410 [VOCN130]. Pharmacology. (4 credits). This course introduces the study of drug therapy. Major drug classifications and their actions are categorically studied. (4 lecture hours per week).

VOCN 1421. Mental Health and Mental Illness. (4 credits). This course defines the basic concepts of mental health, coping mechanisms, stress management, and personality development theories. Therapeutic communication skills, common psychiatric clinical entities, and aspects of various treatment modalities, pharmacology, and nursing care planning are studied. (4 lecture hours per week).

VOCN 1800 [VOCN110]. 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, principles and procedures in patient care, an introduction in drug administration, and gerontology. 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).

VOCN 1901. Maternal-Child Nursing. (12 credits). This course is a study of normal obstetrics, neonatology, and pediatrics. A family centered approach using the nursing process in nursing care planning, treatment, drug therapy, nutrition, and growth and development will be studied. Common complications and health problems of the prenatal, labor and delivery, postpartum, neonatal, and child to adolescent growth cycles will be considered. Clinical experiences will include prenatal public health settings, perinatal hospitalized settings, the hospitalized neonate and pediatric patient, plus child care, clinic, or seminar/workshop participation. (6 lecture and 24 clinical laboratory hours per week). **Prerequisites:** VOCN 1400, VOCN 1800.

VOCN 1911. Advanced Medical Surgical Nursing. (12 credits). This courses 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, long term, rehabilitative, ancillary and community/home health services. Students participate in seminars/workshops and tours of area health care agencies.

Medication administration will include team medication and/or TPC assignments. (6 lecture and 24 clinical laboratory hours per week). **Prerequisites:** VOCN 1400, VOCN 1800.

NUTRITION

Betty Oliver, Director
Sally Durand

NUTR 1300 [NUTR122]. 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:** BIOL 2401. **Corequisite:** READ 0309. [CB0000008021]

Office Administration

Dorothy Hitt, Department Chairperson
Crystal Brittingham, Catherine Finley

OFAD 1200 [SECT120]. Keyboarding. (2 credits). This course is structured for individualized learning. The course emphasizes building touch typing skills, speed, and letter production skills. (2 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD 1300 [SECT230]. Records Management. (3 credits). This study of basic filing procedures and records control provides instruction in the fundamentals that are essential to the managing of the records of a business. (2 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD 1310 [SECT113]. Abbreviated Writing. (3 credits). This course is an alphabetic writing system. The course emphasizes theory, speed, dictation, and transcription. (3 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD 1311 [SECT111]. Shorthand I. (3 credits each). This course helps students to master the principles of Gregg shorthand and emphasizes drills in the correct formation of work outlines and phrase forms and includes a study of word signs, phrasing, dictation, transcription with computer application, typewriter transcription, and speed building. (3 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD 1321,1322 [SECT121,122]. Typewriting I, II. (3 credits each). These courses familiarize students with the typewriting keyboard and build skills essential to obtain employment in an office occupation. The courses emphasize correct typing techniques and practice in production problems such as centering, letters, manuscripts, simple tabulations, and forms. Both courses are structured for individualized learning. (2 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD 1330 [SECT130]. Business Communications. (3 credits). This course includes the use of proofreading techniques, the use of computer application of positive qualities in written communication, and the use of effective group interaction. It includes a review of grammar, punctuation, and vocabulary. (3 lecture hours per week). [CB0000005825]

OFAD 1340 [SECT140]. Office Procedures. (3 credits). This study of office occupations and secretarial duties in the office includes topics such as handling of mail, filing, employment-seeking skills, personality and human relations, and office routine. (3 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD 1341 [SECT141]. Medical Office Procedures. (3 credits). This study of the duties of the secretary in a medical office includes such topics as medical forms, mailing, filing, job-seeking skills, human relations, and medical office routine. (3 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD 1343 [SECT143]. Legal Office Procedures. (3 credits). This study of the duties of the legal secretary gives special attention to vocabulary, legal typing, court documents, and includes such topics as employment-seeking skills and general legal office routine. (3 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD 1350 [SECT150]. Office Machines. (3 credits). This course includes data entry activities on the personal computer and applications of basic arithmetic skills (percentages, interests, discounts, depreciation, payroll, etc.) to the operation of electronic calculators using ten-key touch. The course is designed to provide familiarization with personal computers and to develop sufficient speed and accuracy skill on the electronic calculators for office use. (2 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD 1360 [SECT160]. Office Accounting. (3 credits). Manual and computer procedures and techniques used in recording business transactions and preparing financial statements are presented in this course. The course is adapted to the needs of those training for secretarial positions. (3 lecture and 1 laboratory hours per week). [CB0000005825]

OFAD 1370 [SECT142]. Medical Terminology. (3 credits). A study of medical terminology structured for those in medical secretarial, medical records, medical transcriptionist, and other related fields. Emphasis is placed on providing a learning experience in machine transcription of medical transcription in a simulated medical environment. (2 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD 1375 [SECT144]. Legal Terminology. (3 credits). Course objectives are to insure comprehension of meanings, procedures, and applications of legal terminology. Emphasis is placed on providing a learning experience in machine transcription of legal dictation in a simulated legal office, which includes punctuation of legal correspondence and legal documents. (2 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD 2311 [SECT212]. Secretarial Internship. (3 credits). Students work in a qualifying firm 20 hours per week in an office situation where they receive practical training and experience compatible with their career objective. 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. (1 lecture and 20 laboratory hours per week). [CB0000005825]

OFAD 2312 [SECT222]. Secretarial Internship. (3 credits). Students work in a qualifying firm 20 hours per week in an office situation where they receive practical training and experience compatible with their career objective. 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. (1 lecture and 20 laboratory hours per week). [CB0000005825]

OFAD 2323 [SECT220]. Typewriting III. (3 credits). This advanced typing course places emphasis on production typing on a personal computer in an office atmosphere with additional training given in written and oral communication. (2 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD 2341 [SECT250]. Word Processing I. (3 credits). This course includes office simulation of production work utilizing equipment currently found in word processing centers. The course also develops the concept of word processing in business for both the administrative secretary and the corresponding secretary. (2 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD 2342 [SECT260]. Word Processing II. (3 credits). This course continues the study of word processing concepts with "hands on" applications involving students in advanced keyboarding skills, text editing skills, and information processing skills. (2 lecture hours and 3 laboratory hours per week). [CB0000005825]

OFAD 2343 [SECT262]. Word Processing III. (3 credits). This course will introduce students to practical applications of spreadsheet, data base, and graphics. (2 lecture and 3 laboratory hours per week). [CB0000005824]

Orientation

Sponsored by the Counseling Center

Instructors: JoAn Anderson, James Ray Couser, Gwendolyn Diggs, Renee Fields, Kennon Henry, Irene Montoya, Dora Saucedo, Hugo Valdes

ORIE 1100 [ORIE101]. 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. (Developmental credit only.) [CB2401025140]

Sports And Human Performance

(formerly called Physical Education)

Don Childs, Department Chairperson/Athletic Director
Frankie Blansit, Gary Bullion, Gary Coffman, Bonny Johnson

ACTIVITY COURSES

PHED 1100 [PHED115B] PHED 1110 [PHED116B] 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). [CB3601085128]

PHED 1101 [PHED115C] PHED 1111 [PHED116C] 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). [CB3601085128]

PHED 1102 [PHED115G] PHED 1112 [PHED116G] 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). [CB3601085128]

PHED 1103 [PHED115H] PHED 1113 [PHED116H] 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). [CB3601085128]

PHED 1104 [PHED115L] PHED 1114 [PHED116L] 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). [CB3601085128]

PHED 1105 [PHED115N] PHED 1115 [PHED116N] 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). [CB3601085128]

PHED 1106 [PHED115P] PHED 1116 [PHED116P] 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). [CB3601085128]

PHED 1107 [PHED115S] PHED 1117 [PHED116S] 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). [CB3601085128]

PHED 1108 [PHED115T] PHED 1118 [PHED116T] Individual and Dual Sports-- Adaptive Physical Activity. (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). [CB3601085128]

PHED 1109 [PHED115U] PHED 1119 [PHED116U] Individual and Dual Sports-- Defensive Measures for Women. (1 credit). This course provides instruction and participation in the areas of crime victimization, basic defensive measures, firearms familiarization and related laws. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

PHED 1120 [PHED117] PHED 1121 [PHED118] Volleyball. (1 credit). This course consists of instruction and participation in both beginning and advanced volleyball. (3 laboratory hours per week). [CB3601085128]

PHED 1122 [PHED121] PHED 1123 [PHED122] 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). [CB3601085128]

PHED 1124 [PHED125A] PHED 1130 [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). [CB3601085128]

PHED 1125 [PHED125C] 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). [CB3601085128]

PHED 1126 [PHED125D] PHED 1131 [PHED126D] 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). [CB3601085128]

PHED 1127 [PHED125E] 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). [CB3601085128]

PHED 1128 [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 per week). [CB3601085128]

PHED 1129 [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). [CB3601085128]

PHED 1132 [PHED137] PHED 1133 [PHED138] 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). [CB3601085128]

PHED 1134 [PHED165] PHED 1136 [PHED166] 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). [CB3601085128]

PHED 1135 [PHED165A] PHED 1137 [PHED166A] 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). [CB3601085128]

PHED 1138 PHED 1148 Powerwalking. (1 credit). This course provides instruction and participation in powerwalking 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). [CB3601085128]

PHED 1139 PHED 1149 Golf. (1 credit). This course provides instruction and participation in golf 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).[CB3601085128]

PHED 1141 PHED 1142 Team Sports-- Wallyball. (1 credit). This course includes class instruction and participation in the game of wallyball, a form of volleyball on the racquetball court. (3 laboratory hours per week).[CB3601085128]

PHED 1143 [PHED152B] PHED1144 Team Sports-- Volleyball and Softball. (1 credit). This course includes class instruction and participation in volleyball and softball. (3 laboratory hours per week).[CB3601085128]

PHED 1151 [PHED115K] 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).[CB3601085328]

PHED 1152 [PHED215K] 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).[CB3601085328]

PHED 1153 PHED 1154 Individual and Dual Sports-- Fitness & Wellness. (1 credit). This course provides instruction and participation in a complete lifetime fitness program to achieve total well being. (3 laboratory hours of class instruction and participation per week).[CB3601085128]

ADVANCED SPORTS -

[Each course may be repeated once each, for a maximum total of 4 credits for each sport.]

PHED 1170,1171 Advanced Volleyball. (1 credit each). These courses are for advanced volleyball players. (3 laboratory hours per week).[CB3601085128]

PHED 1174,1175 Advanced Baseball. (1 credit each). These courses are for advanced baseball players. (3 laboratory hours per week).[CB3601085128]

PHED 1178,1179 Advanced Soccer. (1 credit each). These courses are for advanced soccer players.(3 laboratory hours per week).[CB3601085128]

PHED 1180,1181 Advanced Fast-Pitch Softball. (1 credit each). These courses are for advanced fast-pitch softball players. (3 laboratory hours per week. [CB3601085128]

THEORY COURSES

PHED 1302 Introduction to Sports & Human Performance. (3 credits). Designed for professional orientation in sports and human performances,health, and recreation, this course includes a brief history and a study of the philosophy and modern trends of health and human performance, teacher qualification, vocational opportunities, and skill testing. (3 lecture hours per week). **Corequisite:** READ 0309.[CB3105015228]

PHED 1304 [PHED120] Personal and Community Health. (3 credits). This course presents the essential present-day knowledge of personal and community health. The course stresses physiological and anatomical background, showing the student how to make a sound appraisal of the effects of health practices upon the body. The course also includes discussion of pollution and prevention and control of diseases. (3 lecture hours per week). **Corequisite:** READ 0309.[CB5103015128]

PHED 1306 [PHED210] First Aid. (3 credits). This course presents the theory and practice used in the standard and advanced courses of the American Red Cross in first aid and home and farm safety. (3 lecture hours per week). **Corequisite:** READ 0309.[CB5103015328]

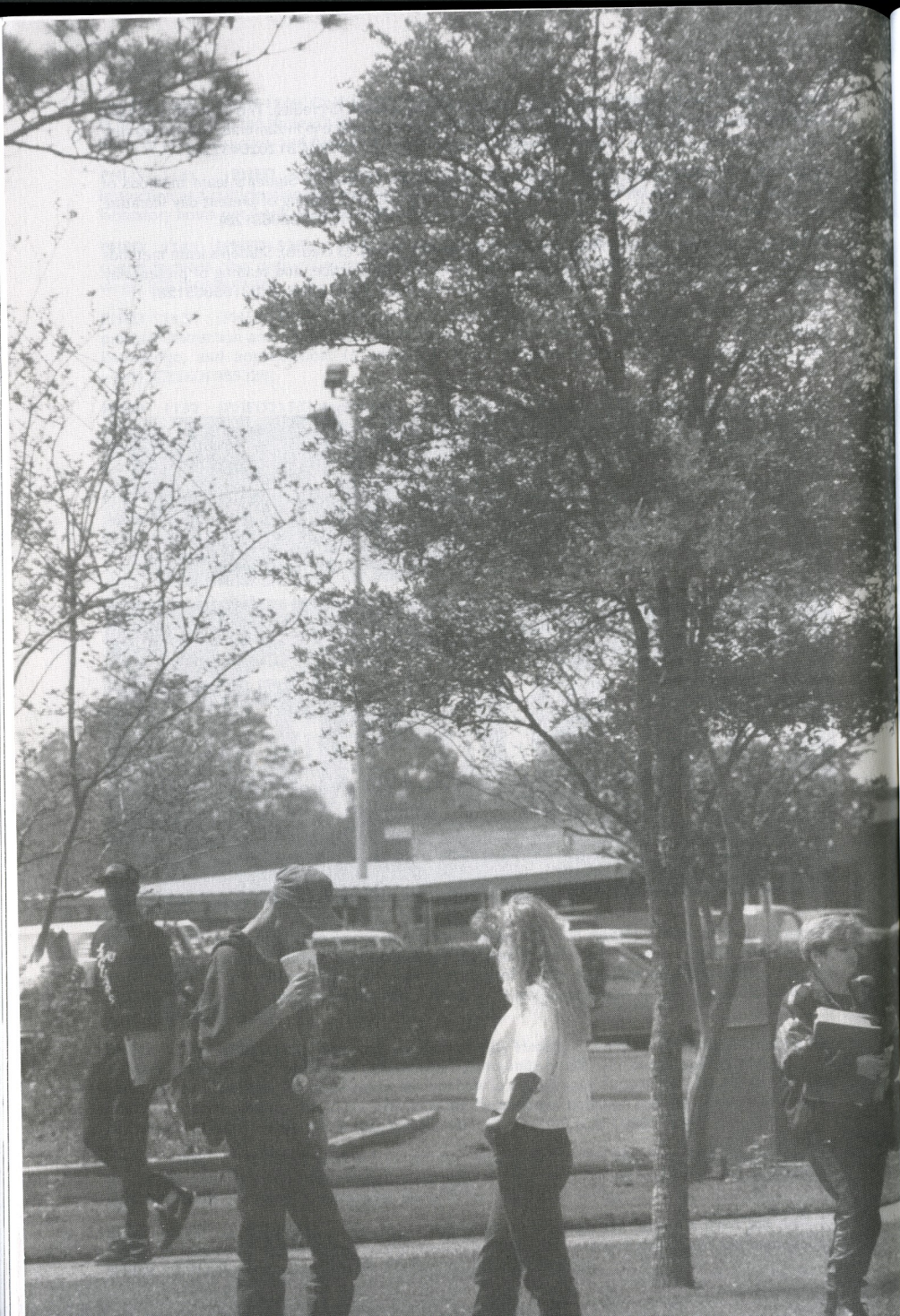
PHED 1308 [PHED220A] Officiating-- Volleyball. (3 credits). This course teaches the rules of volleyball. It provides opportunities for experience in intramurals, practice games, and tournaments. (3 lecture hours per week). **Corequisite:** READ 0309.[CB1202045128]

PHED 1309 [PHED220B] Officiating— Football & Basketball. (3 credits). This course teaches the rules of football and basketball. It provides opportunities for experience in intramurals, practice games, and tournaments. (3 lecture hours per week). **Corequisite:** READ 0309.[CB1202045128]

PHED 1321 [PHED130A] Coaching Athletics - Basketball. (3 credits). Students learn methods of coaching basketball through lectures, demonstrations, practice, and reading of present-day literature on the sport. (3 lecture hours per week). **Corequisite:** READ 0309. [CB3105065128]

PHED 1322 [PHED130B] Coaching Athletics - Baseball/Softball. (3 credits). Students learn methods of coaching baseball/softball through lectures, demonstrations, practice, and reading of present-day literature on the sport. (3 lecture hours per week). **Corequisite:** READ 0309. [CB3105065128]





Philosophy

John Duke, Department Chairperson

PHIL 1301. Introduction to Philosophy. (3 credits). A survey course designed to introduce students to some of the more important problems in philosophy and with the methods used to deal with them. Readings from both ancient and modern philosophers will be included. Three lecture hours per week. **Prerequisite:** READ 0310. [CB3801015135]

Physics

Dick Graef, Department Chairperson

PHYS 1300 [PHYS110]. Essentials of Science. (3 credits). This course is designed for elementary education majors. Topics include the nature of the earth as revealed by geology, astronomy, meteorology, and other related biological and physical sciences. (3 lecture hours per week). [CB-Unique Need]

PHYS 1401 [PHYS121]. General Physics I. (4 credits). This introductory course includes the study of mechanics, heat, electricity, magnetism, light, and nuclear physics. (3 lecture and 3 laboratory hours per week). **Prerequisites:** MATH 0310 and READ 0310. [CB4008015339]

PHYS 1402 [PHYS122]. General Physics II. (4 credits). This introductory course continues the study of mechanics, heat, electricity, magnetism, light, and nuclear physics. (3 lecture and 3 laboratory hours per week). **Prerequisite:** PHYS 1401. [CB4008015339]

PHYS 2425 [PHYS141]. Mechanics and Heat. (4 credits). Topics covered in this course include vectors and vector products, equilibrium, moments of force, motion, Newton's laws, and heat. The course meets the needs of science and engineering students. (3 lecture and 3 laboratory hours per week). **Prerequisite:** READ 0310. **Corequisite:** MATH2413. [CB4008015439]

PHYS 2426 [PHYS242]. Electricity and Magnetism. (4 credits). Designed for science and engineering students, this course provides instruction in electricity and magnetism. (3 lecture and 3 laboratory hours per week). **Prerequisite:** PHYS 2425. [CB4008015439]

PHYS 2427 [PHYS243]. Wave-Motion, Sound, Light. (4 credits). This course for students in science, engineering, and other related fields covers such topics as the nature and propagation of light, reflection interference, diffraction, lens, polarization, natural radioactivity, and nuclear energy. (3 lecture and 3 laboratory hours per week). **Prerequisite:** READ 0310. **Corequisite:** MATH2413. [CB4008015439]

PSYCHOLOGY

John Duke, Department Chairperson

John Brannon, Mike Eernisse, Nancey Lobb, Robert Rodriguez

PSYC 0309 [PSYC109]. Study Skills. (3 credits). This course is a study of techniques such as time management, listening and note-taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources. (3 lecture hours per week). [CB3201015235]

PSYC 2301 [PSYC120]. General Psychology. (3 credits). This course gives the student a broad view of the field and acquaints him/her with the fundamental laws of behavior that have to do with daily conduct in various life situations. The course covers such topics as the study of human behavior relating experimental data to practical problems, the measurement of ability, sensory and perceptive processes, organic basis of behavior, heredity, maturation, learning and thinking, motivation, emotion, personality, and social factors in behavior. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB4201015140]

PSYC 2308 [PSYC130]. Child Growth and Development. (3 credits). This course includes a study of the physical and psychological development of the child from conception to adolescence, with emphasis on factors which influence growth and development. The course helps the individual develop skills in observing and interpreting children's behavior. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB4207015140]

PSYC 2314. Life-Span Growth & Development. (3 credits). This course provides a study of development from conception to death with emphasis on factors which influence growth and

development. Consideration will be given to social, emotional, cognitive and physical growth and development at each period of the life-span. **Prerequisites:** READ 0310 and ENGL 0310. [CB4207015140]

PSYC 2317 [PSYC240]. Statistical Methods in Psychology. (3 credits). This course explores such topics as measures of central tendency and variability, statistical inference, and correlation and regression. (3 lecture hours per week). **Prerequisites:** PSYC 2301, MATH 0310. [CB429995240]

PSYC 2319. Social Psychology. (3 credits). The study of individual behavior within the social environment. The course may include topics such as the socio-psychological process, attitude formation and change, interpersonal relations and group processes. Three lecture hours per week. **Prerequisites:** ENGL 0310 and READ 0310. [CB4216015142]

PSYC 2340. Current Issues in Psychology. (3 credits). This course is an in-depth study of contemporary issues in psychology. Topics i.e., sexuality, gender roles, addictions, gerontology, and death and dying will vary each semester. **Prerequisites:** READ 0310 and ENGL 0310. [CB4201015540]

Reading

Lynda Vern, Department Chairperson

NOTE: Basic reading skills are taught in 0309, and 0310. These courses benefit students needing additional preparation for college-level work and those desiring only to improve their reading ability. One or both of these courses may be required by state law for students whose scores on either the local placement test or the TASP fall below the established cutoff levels.

READ 0309 [RDNG109]. Developmental Reading I. (3 credits). READ 0309 is an introductory course designed to prepare students to more successfully deal with assignments in college classes. This course emphasizes reading comprehension, vocabulary development, and study skills. Beginning instruction in the TASP reading skills is included. (3 lecture and 1 laboratory hour per week). [CB3201085235]

READ 0310 [RDNG110]. Developmental Reading II. (3 credits). READ 0310 focuses on the teaching of reading skills students need to perform effectively in college courses. This course includes a thorough study of the TASP reading skills, emphasizing the ability to comprehend college textbooks. (3 lecture and 1 laboratory hour per week). [CB3201085235]

READ 1320 [RDNG120]. College Reading. (3 credits). This transferable course for the college-level reader focuses on improving comprehension in textbook materials. The expansion of comprehension skills into critical thinking will be emphasized. READ 1320 also includes material on reading speed and vocabulary development. (3 lecture hours per week). [CB3801015735]

Respiratory Care

Diane Flatland, Department Chairperson
Perry Bush

All RESC courses are under [CB000008025]

RESC 1201 [1301] [HRTT110]. Respiratory Care Sciences. 2 (credits). Provides an introduction to basic sciences and mathematics needed in respiratory care. Topics covered include scientific measurement, basic math, physics, chemistry, and computer applications. (2 lecture hours per week). **Corequisite:** READ 0309.

RESC 1211 HRTT112. 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:** RESC 1500, RESC 1411. **Corequisites:** RESC 1410, RESC 1412.

RESC 1300 [HRTT109]. 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). **Corequisites:** RESC 1411, READ 0309.

RESC 1310 [HRTT113]. Clinical Practical II. (3 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:** RESC 1211.

RESC 1311 [HRTT118]. Seminar In Respiratory Care I. (3 credits). This course will include demonstration and evaluation of new ventilators on the market today, home care equipment troubleshooting, patient assessment in the home, current research on various ventilator modalities, and assessment and care of the neonatal patient. Student must complete all previous Respiratory Care courses or have permission of program director. (3 lecture hours per week; Summer session - 4 lecture hours per week).

RESC 1320 [HRTT120]. 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). **Corequisite:** RESC 1300.

RESC 1410 [HRTT116]. Clinical Medicine and Pulmonary Disorders. (4 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. (3 lecture and 2 laboratory hours per week). **Prerequisite:** RESC 1300. **Corequisites:** RESC 1211, RESC 1412.

RESC 1411 [HRTT114]. Respiratory Care Procedures I. (4 credits). This indepth study of basic respiratory care 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 2 laboratory hours per week). **Corequisites:** RESC 1300, RESC 1500, READ 0309.

RESC 1412 [HRTT117]. Respiratory Care 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:** RESC 1300, RESC 1411. **Corequisite:** RESC 1211.

RESC 1500 [HRTT111]. Introduction to Respiratory Care. (5 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 and nursing skills. Application of these procedures are performed in the laboratory and clinical area under supervision. (3 lecture and 10 laboratory hours per week). **Corequisite:** RESC 1411.

RESC 2100 [HRTT218]. Seminar in Respiratory Care II. (1 credit). This course will include presentation of patient case studies in a panel discussion format, demonstration and evaluation of new ventilators on the market today, home care equipment troubleshooting, and patient assessment in the home. Student must have completed all previous Respiratory Care courses or have permission of program director. (2 lecture hours per week).

RESC 2112. Mechanical Ventilator Laboratory. (1 credit). This course is designed to provide the student with the opportunity to set up, operate, and trouble-shoot various volume ventilators on the market today. Emphasis will be placed on building skills needed to work with volume ventilators. (2 laboratory hours per week). 12-week summer session - 3 laboratory hours per week). **Prerequisite:** RESC 1412.

RESC 2200 [2300] [HRTT211]. Clinical Management and Education. (2 credits). This introduction to the managerial aspects of the Respiratory Care Department includes budgeting, scheduling, and staffing. It also covers in-service education, behavioral objectives, and teaching and testing strategies. (2 lecture and 3 laboratory hours per week; Summer session--3 lecture and 4 laboratory hours per week).

RESC 2213 [HRTT210]. Clinical Practical IV. (2 credits). This indepth exposure to respiratory care and ventilator management emphasizes neonatal and pediatric therapy. Case studies and follow-ups are presented. (13 laboratory hours per week). **Prerequisites:** RESC 1412, RESC 2214.

RESC 2214 [HRTT212]. Clinical Practical III. (2 credits). In this course 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. Also includes AHA advanced cardiac life support program (\$75 fee). (16 laboratory hours per week). **Prerequisite:** RESC 1211. **Corequisite:** RESC 2310.

RESC 2230 [HRTT219]. Specialty Rotations. (2 credits). This course is designed for the student to rotate through specialty areas including the pulmonary function laboratory, home care, rehabilitation, acute care laboratory, intubation, and EKG rotations. 9 laboratory hours per week; Summer session--24 laboratory hours per week).

RESC 2309 [HRTT115]. Pediatrics. (3 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. (3 lecture hours per week). **Prerequisite:** RESC 2310, RESC 2320. **Corequisite:** RESC 2213.

RESC 2310 [HRTT216]. 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). **Prerequisite:** RESC 1410. **Corequisites:** RESC 2214, RESC 2320.

RESC 2320 [HRTT217]. 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). **Prerequisites:** RESC 1410, RESC 1412. **Corequisite:** RESC 2214.

Sociology

John Duke, Department Chairperson
John Brannon, Mike Eernisse, Nancey Lobb

SOCI 1301 [SOC111]. Principles of Sociology. (3 credits). This course presents a scientific examination of the organization of human social life, the unique forms and social order of group life, and the products of group living. The course places special emphasis on social interaction patterns and the processes and institutions developed by man to facilitate his progress. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB4511015142]

SOCI 1306 [SOC122]. Social Problems. (3 credits). This course includes the scientific examination of conditions that are disruptive to society today, those seen as problematic for society as a whole, and those that represent violations of the norms of special groups in society: population, poverty, social minorities, mass society, delinquency, crime, drugs, sexual deviance, and disorganization of family, education, and religion. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB4511015242]

SOCI 2301 [SOC110]. Marriage and Family Relationships. (3 credits). A contemporary study of the freedom and growth potential of the individual in marriage and family life, this course explores the many parameters of the marital and parental relationships, and it places emphasis on raising current questions with comprehensive examination of the values and goals of the individual as well as the institution of the family. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB4511015442]

SOCI 2319 {HUMA} 2319 [HUMN211]. 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). **Corequisites:** READ 0310 and ENGL 0310. [CB4511015342]

Spanish

Robert Rodriguez, Department Chairperson

SPAN 1300 [SPAN101]. Conversational Spanish I. (3 credits). The primary purpose of this course is to give the student an opportunity to develop an accurate oral use of the language, based on a sound understanding of structure. Reading will be incidental to the oral objective. (3 lecture hours per week). [CB1609055431]

SPAN 1310 [SPAN102]. Conversational Spanish II. (3 credits). This course is a continuation of Conversational Spanish I. It will expand the vocabulary and oral skills learned in the previous course. (3 lecture hours per week). **Prerequisite:** SPAN 1300. [CB1609055431]

SPAN 1411 [SPAN111]. Elementary Spanish I. (4 credits). While this course is definitely aimed toward proficiency in everyday conversational Spanish, 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). [CB1609055131]

SPAN 1412 [SPAN112]. Elementary Spanish II. (4 credits). This course is a continuation of the oral practice of SPAN 1411 with some stress placed on reading and composition. (3 lecture and 2 laboratory hours per week). [CB1609055131]

SPAN 2311 [SPAN121]. Intermediate Spanish I. (3 credits). This course includes the more complex grammatical points. The course includes a review of pronunciation and aural/oral drills, and it emphasizes proper usage of grammar, both written and oral. Students read classical and contemporary literature of moderate difficulty to further cultural appreciation and to gain a better understanding of international affairs. (3 lecture hours and 1 laboratory hour per week). **Prerequisite:** SPAN 1412. [CB1609055231]

SPAN 2312 [SPAN122]. Intermediate Spanish II. (3 credits). This course is a continuation of the study introduced in SPAN 2311, and it emphasizes fluent usage of oral and written Spanish. (3 lecture and 1 laboratory hours per week). **Prerequisite:** SPAN 1412. [CB1609055231]

SPAN 2321 [SPAN220]. Introduction to Spanish Literature. (3 credits). This course is conducted in Spanish. It includes an introduction to Spanish and Latin American literature through representative selections from major authors. (3 lecture hours per week). **Prerequisite:** SPAN 2312. [CB1609055331]

Speech

C. Jay Burton, Department Chairperson
Bill Waggoner

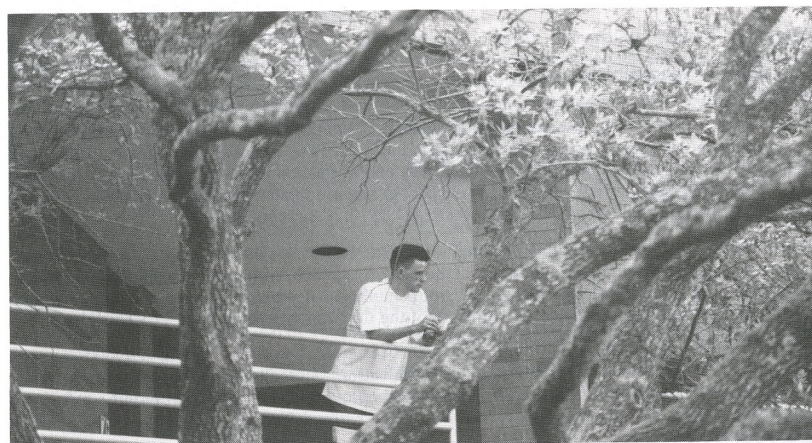
SPCH 1311 [SPCH110]. Fundamentals of Speech. (3 credits). This course consists of the study of the importance of speech as an aid in social adjustment; the improvement of articulation and pronunciation; the study of the use of bodily activity and its relation to effective speaking; vocabulary development; the study of the general ends of speech; and preparation toward the achieving of these ends. (3 lecture hours per week). **Corequisite:** READ 0310. [CB2310015135]

SPCH 1315 [SPCH120]. Public Speaking. (3 credits). This course concentrates on the methods of organization and the techniques of delivery of the platform speech, with emphasis on explanation and persuasion. The course includes a study of group methods of problem solving and parliamentary procedures. The student must have the approval of the department chairperson. (3 lecture hours per week). **Corequisite:** READ 0310. [CB2310015335]

SPCH 1318 [SPCH105]. Interpersonal Communication. (3 credits). This course presents theory, examples, and participation in exercises in order to improve effective one-to-one and small group communication. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB2310015435]

SPCH 1321 [COMM1308]. Business Speaking. (3 credits). Theory and practice of communication as applied to business and professional situations. The course will analyze trends in business communication and provide practical application of selected methods. (3 lecture hours per week). **Prerequisite:** READ 0310. [CB2310015235]

SPCH 2341 [SPCH130]. Oral Interpretation. (3 credits). This course presents the study of platform interpretation of literature. The course emphasizes improvement in voice, pronunciation, and enunciation for interpreting lyric poetry, narrative prose and poetry, the descriptive essay, the monologue, and dramatic scenes. This course is particularly recommended for English and elementary majors. (3 lecture hours per week). **Corequisite:** READ 0310.[CB2310015735]



Texas Department Of Criminal Justice

READ 0301 [RDNG101]. Reading Fundamentals I. (3 credits). To improve the reading skills demanded in college classes, this course focuses on the teaching of reading comprehension, vocabulary development, rate improvement, and study skills. (3 lecture hours per week).[CB3201085235]

READ 0302 [RDNG102]. Reading Fundamentals II. (3 credits). Designed to help the college student become a more efficient reader, this course emphasizes the development of higher level comprehension skills, vocabulary development, rate improvement, and study skills. (3 lecture hours per week).[CB3201085235]

Certificate Programs

(Less Than 12 Months)

*Automotive Technology
Computer Science
Drafting
Horticulture (Ornamental)
Radio & Television Repair
Welding*

Alvin Community College has conducted educational programs for the Texas Department of Criminal Justice since 1965. In addition to the Associate in General Liberal Arts (p. 50-51), occupational/technical Certificate of Completion Programs are offered. These certificate programs are designed to provide skills which enable the student to be placed in entry-level employment within a chosen specialty.

A certificate of completion is awarded when the student satisfactorily completes the course sequences described for a selected program.

***Automotive Technology**

Rogers Doughty, Charles Graham, Hasso Schroder

All AUTO courses are under [CB000006422]

AUTO 1490 [AUTO110]. Basic Automotive. (4 credits). The course acquaints the student with service trade information, use and care of shop equipment and tools, standard transmission, brakes, clutches, rear axle, drive line principles, and a limited application of automotive shop practice. (3 lecture and 6 laboratory hours per week).

AUTO 1491 [AUTO120]. Internal Combustion Engine. (4 credits). In this introduction to the gasoline internal combustion engine, students learn technique and skill in inspection, repairing and overhauling of engine components, valve timing, and the use of special tools and equipment. (3 lecture and 6 laboratory hours per week).

AUTO 1492 [AUTO130]. Automotive Electricity and Ignition System. (4 credits). An introduction to 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. (3 lecture and 6 laboratory hours per week).

AUTO 1493 [AUTO140]. Carburetion and Fuel Systems. (4 credits). This course includes a study of fuels and their applications, requirements, and effect on carburetion. Students disassemble, clean, overhaul, reassemble, and adjust various types of carburetors. (3 lecture and 6 laboratory hours per week).

AUTO 1494 [AUTO150]. 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 mechanism, wheel balancing, and power steering. (3 lecture and 6 laboratory hours per week).

***Computer Science**

Lew Garrett, Department Chairperson
Mark Barry, Loretta Hulsey, Elias Sanchez

All CSCI courses are under [CB0000006021]

CSCI 1490 [CSCI104]. Introduction to Computers. (4 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, and the application of computers in business, industry, and society is explored. (3 lecture and 7 laboratory hours per week).

CSCI 1491 [CSCI105]. Micro-Computer Programming--BASIC. (4 credits). This course on the fundamental concepts of BASIC programming language as applied to micro-computers includes problem solving, application, graphics, and other programming techniques applicable to micro-computers. (3 lecture and 7 laboratory hours per week).

CSCI 1492 [CSCI115]. Computer Programming (PASCAL). (4 credits). This introductory course in structured programming using the PASCAL language emphasizes algorithm design, flowcharting, and syntax of the language. Business applications are used to introduce problem-solving techniques. (3 lecture and 7 laboratory hours per week).

CSCI 1493 [CSCI205]. Introduction to Database Structures. (4 credits). This introductory course in database processing using the PASCAL language explores algorithms for sorting, searching, joining, and displaying information from a group of related files. Emphasis is placed on database structure, data integrity, and user functionality. (3 lecture and 7 laboratory hours per week).

CSCI 1494 [CSCI225]. Data Base Systems. (4 credits). In this introduction to data-based management systems, data organization and structure, and data-base design, the student uses a query language for business applications. (3 lecture and 7 laboratory hours per week).

***Drafting**

Marianne Davis, Department Chairperson

All DRFT courses are under [CB0000008622]

DRFT 1490 [DRFT112]. Technical Drafting. (4 credits). The principles of technical drawing as required to express ideas graphically are introduced in this course. Topics include the use of instruments, geometric construction, orthographic projection, sections, auxiliary views, revolutions, dimensioning, axonometric projection, intersections, and developments. (3 lecture and 6 laboratory hours per week).

DRFT 1491 [DRFT213]. Pipe Drafting. (4 credits). This basic course is designed for the study of engineering standards, pipe and fitting designs, symbols, and specifications. (3 lecture and 6 laboratory hours per week).

DRFT 1492 [DRFT223]. Structural Drafting. (4 credits). This course covers AISC specifications and standards, design and detail, or structural members and connections. (3 lecture and 6 laboratory hours per week).

DRFT 1494 [DRFT243]. Architectural Drafting. (4 credits). This course emphasizes basic drafting techniques as related to the preparation of residential details, with emphasis on floor plans, plot plans, foundations, structural details, sections, and elevations. (3 lecture and 6 laboratory hours per week).

DRFT 1495. Basic Computer Aided Drafting. (4 credits). A study of basic techniques and procedures in computer aided drafting. Includes basic computer literacy on the Apple SE30 Computer and the applied use of Versacad Software. Skill objectives include CAD-Tools Palettes through CAD-Plot. (3 lecture and 6 laboratory hours per week).

***Horticulture (Ornamental)**

Steve Wheeler, Department Chairperson
Dwight Rhodes

All HORT courses are under [CB0000005026]

HORT 1490 [HORT102]. Principles of Horticulture. (4 credits). This course presents 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, transplanting, and plant maintenance. (3 lecture and 6 laboratory hours per week).

HORT 1491 [HORT112]. Plant Materials for Landscape Use. (4 credits). This course provides a study of ornamental trees, shrubs, vines, and ground covers for landscape use, and it emphasizes their identification, characteristics, adaptability, use, and maintenance. Students use basic concepts and practices in preparing landscape plans. (3 lecture and 6 laboratory hours per week).

HORT 1492 [HORT122]. 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 in cutting, layering, division, growing from seeds, budding, and grafting. (3 lecture and 6 laboratory hours per week).

HORT 1493 [HORT222]. Chemical Control of Weeds, Plants, Diseases, and Pests. (4 credits). This course covers the identification, cause, and control of common weeds, plant diseases, and pests, and it includes a study of equipment for their prevention and control. (3 lecture and 6 laboratory hours per week).

HORT 1494 [HORT251]. Vegetable Crops. (4 credits). This course is a study of vegetable production, and it includes factors that affect production of important fresh market and processing vegetables in different areas of the United States. (3 lecture and 6 laboratory hours per week).

***Radio And Television Repair**

Lew Garrett

All RATV courses are under [CB0000006241]

RATV 1490 [RATV105]. Basic Communications. (4 credits). This course explores the theory and application of electronics from basic aspects through transmitters and antennas. The lab portion of the course includes application, operation, and testing of communication equipment. (3 lecture and 7 laboratory hours per week).

RATV 1491 [RATV110]. Basic Radio Receivers. (4 credits). This introduction to radio receivers and radio circuitry prepares the student for radio servicing. The course lays the basic foundation for further study in television servicing of black and white, color, and industrial closed circuit televisions as well as home receivers. (3 lecture and 7 laboratory hours per week).

RATV 1492 [RATV120]. Basic Television Receivers. (4 credits). This course includes a study of television circuits as applied to the black and white home and industrial closed circuit receivers. Servicing experiments in lab are done on actual lab TV receivers using up-to-date equipment and schematics. The use of the VTVM and the scope is emphasized. (3 lecture and 7 laboratory hours per week).

RATV 1493 [RATV220]. Basic Color Television. (4 credits). This course includes the study of color television circuits as they are applied to the modern receiver. The student studies color, mixing both additive and subtractive methods, requirements of the composite color signal, makeup of the color picture tube, convergence, and troubleshooting procedures. All lab experiments are performed on live color receivers using up-to-date equipment and schematics. (3 lecture and 7 laboratory hours per week).
Prerequisite: RATV 1492.

RATV 1494 [RATV230]. Advanced Service Techniques. (4 credits). This course is designed for the technician who is familiar with television circuitry and wants to progress to advanced servicing techniques. The course includes visual alignment and overall response analysis. (3 lecture and 7 laboratory hours per week).
Corequisite: RATV 1492.

***Welding**

Gary Church, Lemuel Bruner

All WELD courses are under [CB0000006245]

WELD 1490 [WELD111]. Welding Processes and Safety. (4 credits). This course includes theory and practice in techniques of oxy-acetylene welding and cutting, layout and preparation of commonly used joints, servicing and regulation of oxy-acetylene equipment, basic shop practices, basic welding machine theory, and set up procedures of the electrical arc welding machine. This course also includes an introduction to shop and job safety. (3 lecture and 6 laboratory hours per week).

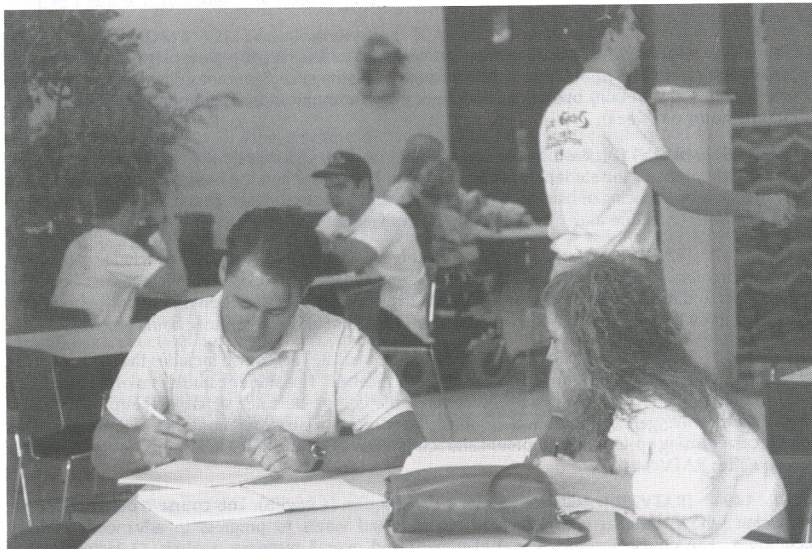
WELD 1491 [WELD120]. Arc Welding (Plate I). (4 credits). This course teaches students to do metal cutting with oxygen and acetylene equipment. The course includes a study of the theory of plate welding, and students learn plate welding in three positions: flat, vertical up, and horizontal. (3 lecture and 6 laboratory hours per week).

WELD 1492 [WELD123]. Arc Welding (Plate II). (4 credits). In this course on the advanced theory of plate welding, students learn plate welding in five positions: flat, vertical up, horizontal, vertical down, and overhead. The course also covers Root and Face Bend tests for qualifications of plate welders and advanced theory and troubleshooting procedures for electronic arc welding machines. (3 lecture and 6 laboratory hours per week).

WELD 1493 [WELD253]. Pipe Welding I. (4 credits). This course includes such topics as the theory of pipe welding, cutting and beveling pipe with oxygen and acetylene equipment, and pipe welding in two positions: rolling and horizontal. (3 lecture and 6 laboratory hours per week).

WELD 1494 [WELD254]. Pipe Welding II. (4 credits). This course covers advanced theory of pipe welding. Students learn pipe welding in four positions: rolling, horizontal, downhill, and overhead. (3 lecture and 6 laboratory hours per week).

*Courses offered only at the Texas Department of Criminal Justice.



CONTINUING EDUCATION PROGRAM

PURPOSE

Alvin Community College, a comprehensive community college, provides life-long educational opportunities through the Department of Continuing Education. The noncredit program offers occupational and vocational training, job readiness skills, professional education, small business development counseling, senior adult courses and activities, certification programs, as well as basic skills, language improvement classes, and courses for pleasure and recreation.

GENERAL INFORMATION

Noncredit continuing education serves all age groups including senior adults, children, and youth. Information regarding the age appropriateness of specific courses is provided in the course schedule.

Noncredit courses are offered daytime and evening. Daytime courses include most senior adult education classes, small business seminars, specialized courses for business and industry, and those designed to train specific target groups. Most of the Continuing Education Program courses are in the evening. Courses range from three-hour seminars to 400-hour adult vocational training courses.

Tuition and fees for noncredit classes are established by the Alvin Community College Board of Trustees. Noncredit instruction includes lecture, laboratory, field exercises, workshops, seminars, and conferences.

Persons who have program and course ideas should contact the Associate Dean of Continuing Education at 388-4682.

CONTINUING EDUCATION AND ADULT NONCREDIT COURSE DESCRIPTIONS

Noncredit courses in the following areas are scheduled at various times during the academic year. Interested persons should check the semester schedule to determine the particular courses offered each semester. Every course is not offered every semester.

HEALTH & MEDICINE

Nurse Refresher, Medication Aide (Basic & Refresher), Emergency Medical Technician (Basic & Intermediate), Nursing Home Activity Director, and Nurse Aide are included in this allied health curriculum. Scheduling information is available by calling 388-4681.

JOB TRAINING

Vocational courses are offered to assist the student in job readiness, attainment and/or upgrading of skills for beginning or changing a career. Also offered are courses for professionals who are required to develop and maintain specific levels of training for continued certification. Professional training includes licensed professional counselors, teachers and hazardous waste managers. Child Care; Health and Medical, Business and Management, Gerontology, Law Enforcement, Microcomputer Repair, Petrochemical Operator Training, Office Occupations, and Business & Industry are a few of the noncredit training areas.

SENIOR ADULTS

ACCESS (Alvin Community College Education & Senior Services), for persons 55 years of age and over, offers many courses, activities, and trips, as well as twice-a-month meetings with guest presenters and entertainment. Call 388-4685, the ACCESS Office for more information.

MICROCOMPUTER TRAINING

Offerings in this area include Introduction to Microcomputers, IBM PC/DOS, Word Perfect 5.1, Beginner and Intermediate Lotus 1-2-3, and a job training course including all of these.

CUSTOMIZED BUSINESS AND INDUSTRY TRAINING

Customized courses are tailored to meet the specific educational needs of employees of area companies, petrochemical plants, and various other types of business and industry. Call 388-4682 for information regarding the development of these courses.

SMALL BUSINESS DEVELOPMENT CENTER

Short business and management courses, as well as counseling assistance to business owners in the areas of exporting, government contracting, product development, and general business topics are available. Call 388-4686 for registration and information.

SPECIAL INTEREST

Defensive Driving, Canine Obedience Training, Weight Training, Sign Language, Firearms Training, and Conversational Spanish and Czech are a few of the courses offered for the enjoyment of students. Physical fitness and martial arts courses offer training for ages six and up. Call 388-4680 for a complete schedule of additional courses.

YOUTH

The Summer Youth Program offers courses to children ranging from 3 years of age through teen years. Included are physical fitness and fun courses, as well as educational, skill building, and basic developmental courses.

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 of 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. Although students may take the GED Exam without GED preparation classes, most students score significantly higher by participation in the individualized instructional program. Students must be 17 years old and officially withdrawn from a public school. Because of new legislation and laws affecting GED testing, interested persons should check with the ACC Counseling Center regarding testing requirements.

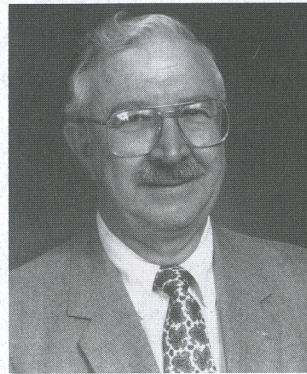
English as a Second Language (ESL) offers non-English speaking adults an opportunity to develop an understanding of the spoken language or to improve existing language skills.

There is no charge for instruction in ABE or ESL programs. The fee for GED instruction is \$15. The fee for the GED Exam is \$30. Testing arrangements are made through the ACC Counseling Center. The ABE/GED/ESL program is funded through the Texas Education Agency. Interested persons may enroll in either daytime or evening classes. Additional information regarding this program may be acquired by calling 388-4830 or 388-4684.



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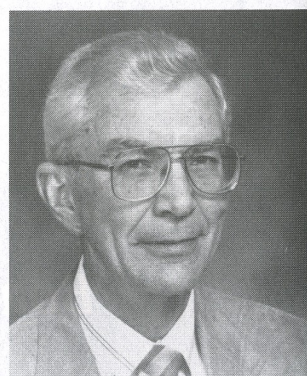
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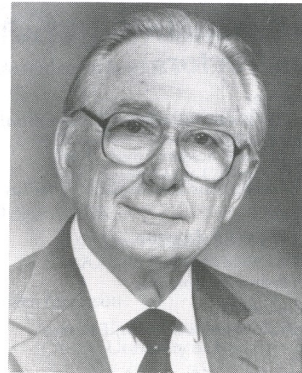
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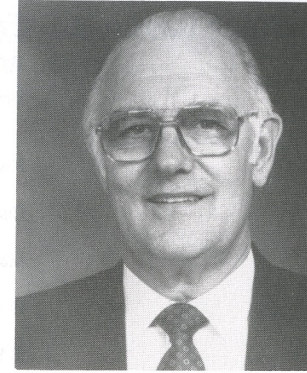
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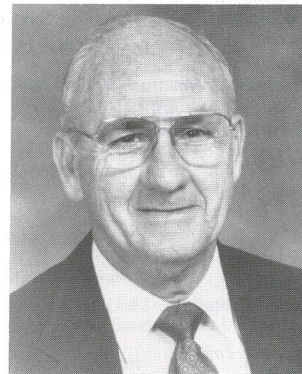
H. B. Jernigan, D.D.S.



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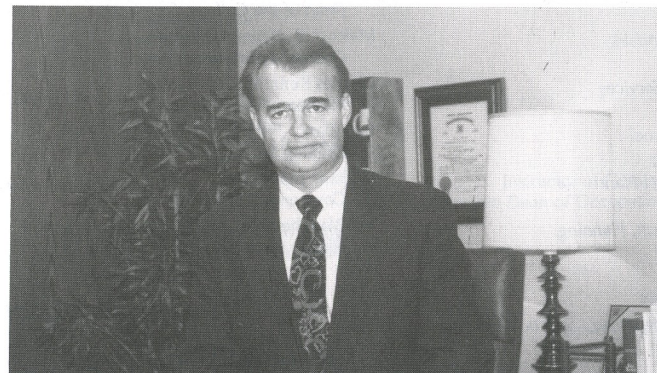
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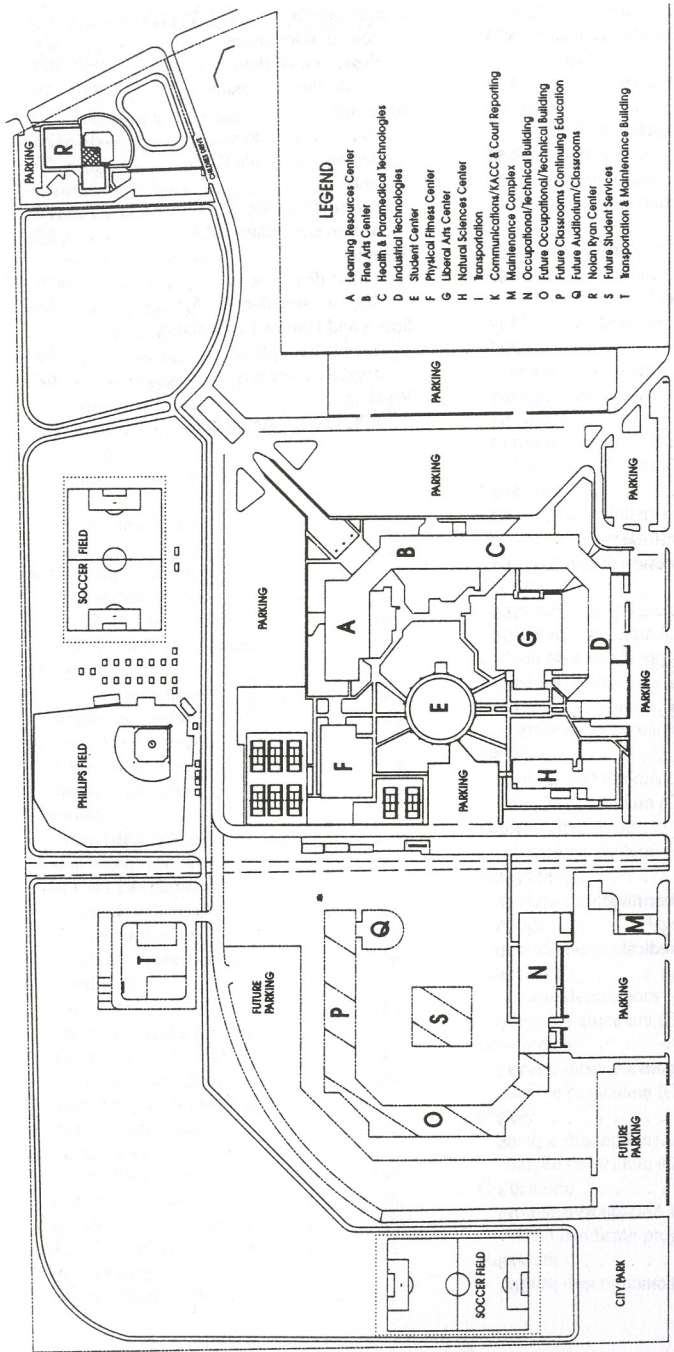
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