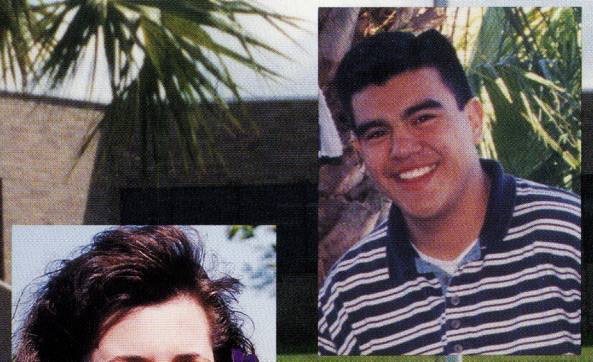
catalog

ALVIN COMMUNITY COLLEGE



1994-95

ALVIN COMMUNITY COLLEGE CATALOG
VOLUME 45, NO. 1
AUGUST 1994

Alvin Community College announcement of courses for 1994-1995

Approved and Accredited by:

The Southern Association of Colleges and Schools
Texas Higher Education Coordinating Board, Texas College and University System
The Texas Education Agency

Member:

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

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

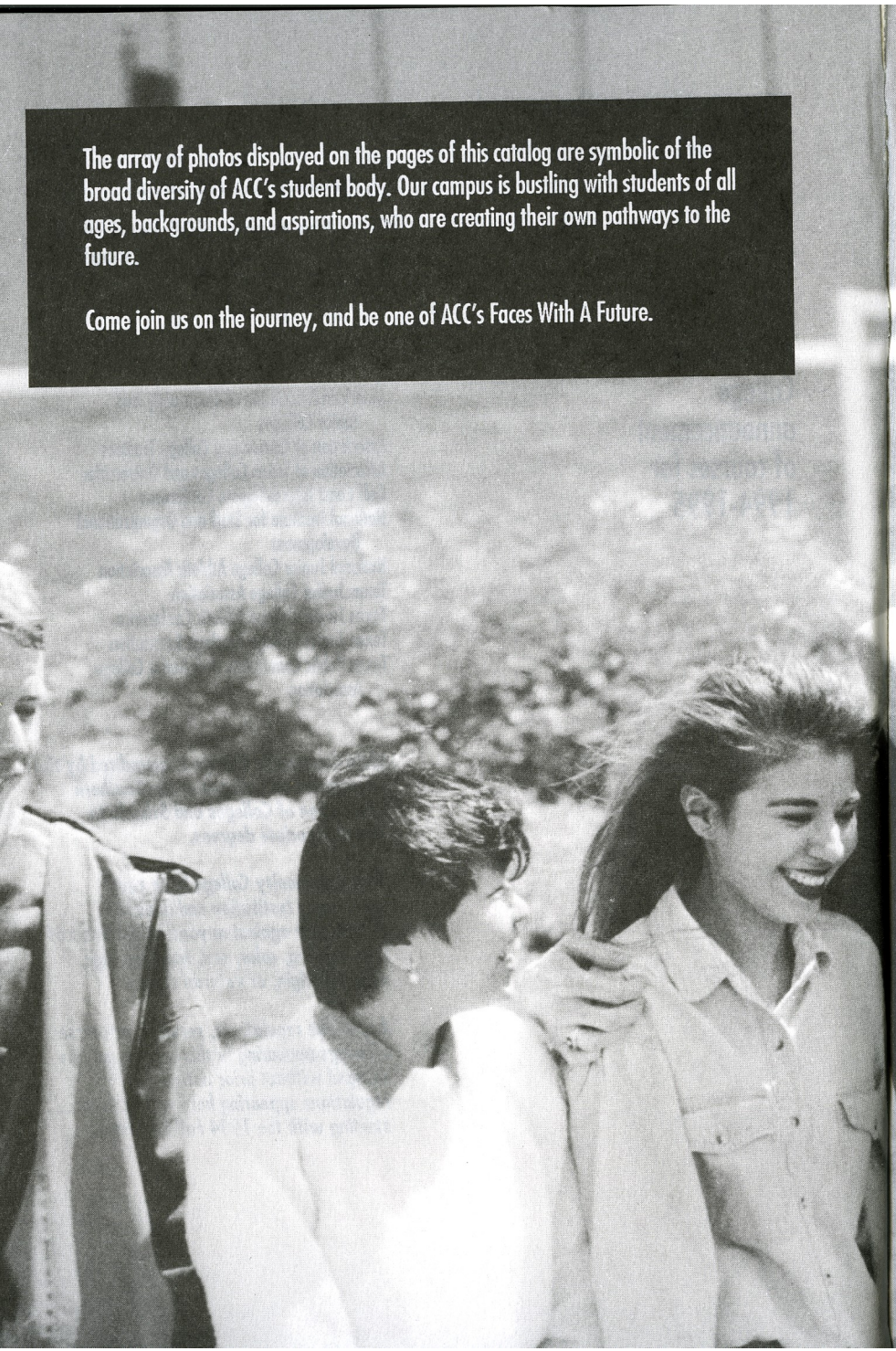
Alvin Community College is an equal opportunity institution and does not discriminate against anyone on the basis of race, religion, color, sex, handicap, age, national origin, or veteran status.

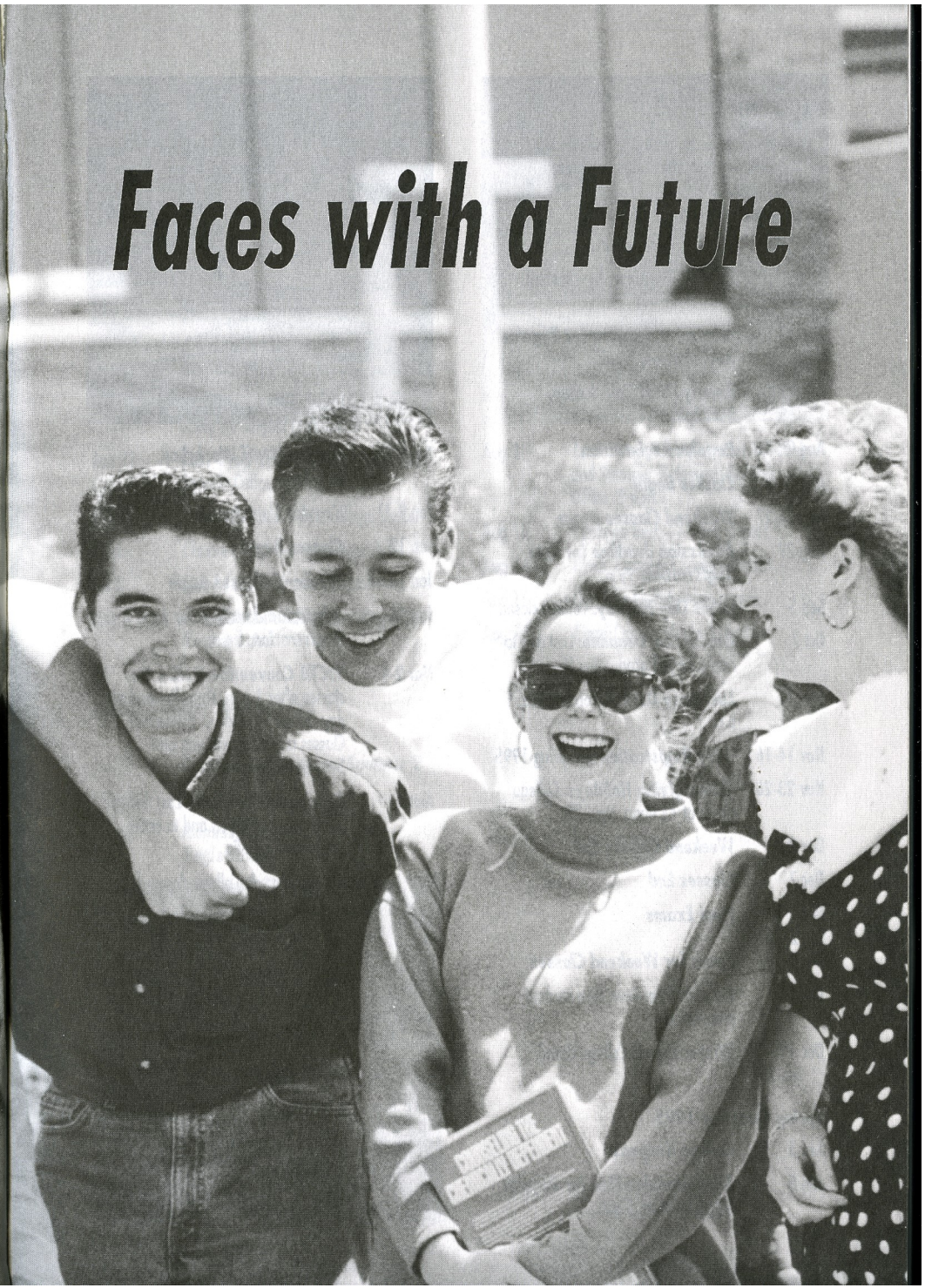
Any of the regulations, services, or course offerings appearing in this catalog may be changed without prior notice. The regulations appearing here will be in force starting with the 1994 Fall Semester.

Faces with a Future

The array of photos displayed on the pages of this catalog are symbolic of the broad diversity of ACC's student body. Our campus is bustling with students of all ages, backgrounds, and aspirations, who are creating their own pathways to the future.

Come join us on the journey, and be one of ACC's Faces With A Future.





Academic Calendar

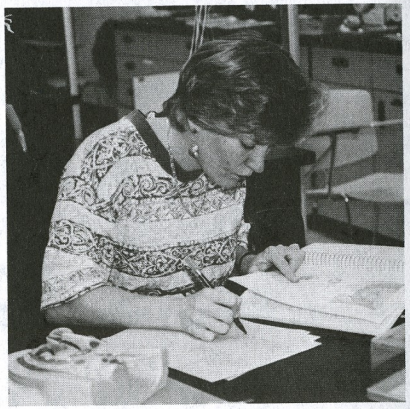
Students must refer to more detailed calendars included in each semester's class schedule.

Fall Semester 1994

Jul 25-27	***Early Registration***
Aug 10	***Dolphin Preview:*** New student orientation
Aug 17	***Admission deadline for Regular Registration,*** 5 p.m.
Aug 22	***Faculty/Staff Workshop,*** 8am-3pm
Aug 22-24	***Regular Registration***
Aug 25	***Classes Begin***
Aug 26-27	***Weekend Classes Begin***
Aug 29	***Admission deadline for Late Registration,*** 5 p.m.
Sep 5	***Labor Day Holiday:*** College closed
Oct 7	***Graduation Deadline:*** Last day to apply for fall graduation (5 p.m.)
Nov 11	***Last Drop Date:*** Records Office, 5 p.m.
Nov 14-16	***Early Registration*** for Spring 1995
Nov 23-26	***Thanksgiving Holidays:*** College closes at 12 noon, Nov. 23
Dec 2-3	***Weekend Classes End***
Dec 7	***Classes End***
Dec 8-9, 12-13	***Final Exams***
Dec 9-10	***Finals for Weekend Classes***
Dec 14	***Dolphin Preview:*** New student orientation
Dec 19 - Jan 2	***Winter Break:*** College closed

Spring Semester 1995

Jan 3	***College Reopens***
Jan 5	***Admission deadline for Regular Registration,*** 5 p.m.



Jan 9	***Faculty/Staff Workshop,*** 8am-3pm
Jan 9-11	***Regular Registration***
Jan 12	***Classes Begin***
Jan 13-14	***Weekend Classes Begin***
Jan 16	***Admission deadline for Late Registration,*** 5 p.m.
Mar 2-4	***TJCTA Convention-Dallas:*** No classes after 1 p.m. Thursday and no day classes on Friday. (Weekend Classes on Friday evening and Saturday will meet.)
Mar 6	***Graduation Deadline:*** Last day to apply for graduation and to order graduation regalia
Mar 13-18	***Spring Break:*** College closed
Apr 7	***Last Drop Date:*** Records Office, 5 p.m.
Apr 10-12	***Early Registration for Summer 1 & Summer 12-week***
Apr 14-17	***Spring Holidays:*** College closed
May 5	***Classes End***
May 5-6	***Final Exams:*** Weekend classes only
May 8-11	***Final Exams***
May 16	***Commencement***

First Summer Session 1995

May 23	***Admission deadline for Regular Registration***
May 25	***Regular Registration: Summer 1 and Summer 12-week***
May 29	***Memorial Day Holiday:*** College closed
May 30	***Classes Begin***
May 31	***Admission deadline for Late Registration***
Jun 15	***Graduation Deadline:*** Last day to apply for August graduation
Jun 22	***Last Drop Date*** (Summer 1 classes): Records Office, 5 p.m.
July 4	***Independence Day:*** College closed
Jul 5	***Classes End:*** 6-week classes only
Jul 6	***Final Exams:*** 6-week classes only
July 6	***Admission Deadline for Regular Registration***

Second Summer Session 1995

Jul 11	***Regular Registration: Summer 2***
Jul 12	***Classes Begin***
Jul 13	***Admission deadline for Late Registration***

Aug 3	***Last Drop Date*** (Summer 12-week and Summer 2 classes): Records Office, 5 p.m.
Aug 10	***Classes End:*** 12-week classes
Aug 14-17	***Final Exams:*** 12-week classes
Aug 16	***Classes End:*** 6-week classes
Aug 17	***Final Exams:*** 6-week classes

Alvin Community College Phone Listing

713/331-6111
(For numbers not listed)

Administrative Offices

President 388-4612
Administrative Coordinator 388-4614
Dean of Administrative Services 388-4606
Dean of Instruction,
Student and Community Services 388-4659
Dean of Technical Programs 388-4730
Associate Dean of Student
and Instructional Services 388-4623
Associate Dean of Continuing
Education and Evening Programs 388-4682
Division Chair of English & Fine Arts 388-4665
Division Chair of Social Sciences 388-4668
Division Chair of Math & Sciences 388-4833
Division Chair of Legal & Public Service Programs . . . 388-4865
Division Chair of Business & Industry Programs 388-4698
Division Chair of Technical Programs 388-4826
Director of Computer Services 388-4652
Director of Counseling and Testing 388-4631
Director of Fiscal Affairs 388-4712
Director of Food Services 388-4791
Director of Personnel 388-4764
Director of Physical Plant 388-4743
Director of Research, Planning
and Development 388-4857
Director of Sports and
Human Performance 388-4706

Departmental and Staff Offices

Accounting/Business 388-4784
Admissions Information 388-4636
Aerospace Technology 388-4831
Agriculture 388-4846
Air Conditioning/Refrigeration/
Heating 388-4826
Art 388-4792
Automotive 388-4826
Biology 388-4846
Business Office 388-4712
Cafeteria 388-4791
Campus Police 388-4800
Chemistry 388-4780
Child Care Center 388-4748
Communications 388-4675
Computer Center 388-4651
Computer Science 388-4826
Continuing Education Office 388-4681
Court Reporting 388-4817
Counseling Center 388-4636
Criminal Justice 388-4751
Drafting 388-4865
Drama 388-4724
Electronics 388-4803
English 388-4665
Fashion Merchandising 388-4808
Financial Aid Office 388-4630
Fitness Center 388-4706
Foreign Language 388-4879
Geology 388-4805
Horticulture 388-4846
KACC Radio----T.V. 388-4772
Legal Assistant 388-4786
Library 388-4645
Management Development 388-4698
Mathematics 388-4833
Media Center 388-4732
Medical Laboratory Technology 388-4696
Mental Health 388-4793
Music 388-4792
Nursing 388-4688
Off-Campus Housing Information 388-4636
Office Administration 388-4810
Physical Plant Operations 388-4743
Physics 388-4805
Public Relations Office 388-4614
Reading 388-4841
Record's Office
Admission & Enrollment Status 388-4618
Graduation/Transfer Evaluation 388-4621
Transcript Service 388-4615
Veteran's Certification Services 388-4615
Respiratory Care 388-4695
Social Sciences 388-4668
Speech 388-4724
Sports & Human Performance 388-4706
Student Activities Office 388-4698
Student Employment/
Financial Aid Office 388-4630
Technical Programs 388-4730
Testing/Counseling Center 388-4636
Theatre Box Office 388-4727
Vocational Nursing 388-4693
Welding 388-4826

Services for Students with Disabilities

Voice 388-4636
TDD 388-4913

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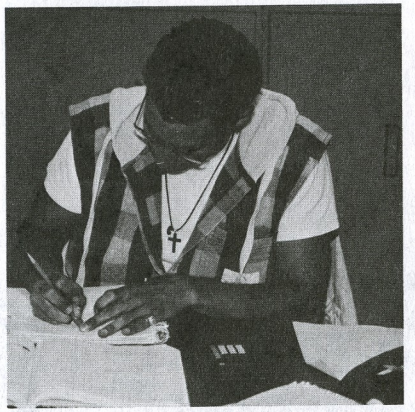

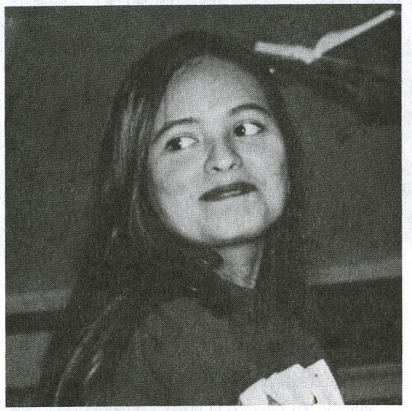

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General Information

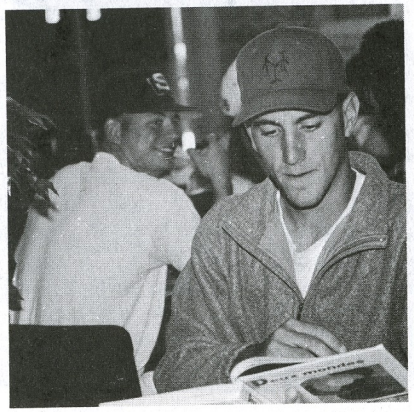
History

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

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

By a vote of both the original district and voters of adjoining territories, the college district was enlarged to nearly twice its geographical size in 1974. Then, in the spring of 1975, an $8 million bond issue was approved, providing funds for the facilities necessary to meet an expanding enrollment.

The enrollment of Alvin Community College has grown from 134 students in 1949 to a record high



of 4404 in 1988. During this period of growth, Alvin Community College has had five presidents:

Mr. A.G. Welch 1949-1954
Dr. A.B. Templeton 1954-1964
Mr. D.P. O'Quinn 1964-1971
Dr. T.V. Jenkins 1971-1976
Dr. A. Rodney Allbright . . . . . 1976 to present

Philosophy

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

Mission

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

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

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

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

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

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

Institutional Goals

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

To provide technical instruction to meet the demands for technicians, skilled craftsmen, and semiprofessional workers.

To provide first and second year courses in the arts and sciences and pre-professional curriculums that transfer to senior institutions.

To offer developmental courses that improve the basic skills of students whose academic foundations need strengthening.

To provide individuals of all ages and levels of education with a wide range of opportunities for extending or diversifying their learning experiences.

To provide professional assistance in helping students achieve educational, occupational, and personal goals.

To provide student activities to supplement formal learning through extracurricular development of social, recreational, and cultural aspects of the total college experience.

To provide special programs and services to meet the particular training requirements of new or expanding occupations and to provide constructive responses for the changing needs of the community.

To provide activities and training for the continuous professional growth and competency of all college employees.

To provide support to instructional and student services personnel.

Facilities

The main campus of Alvin Community College, situated on 113 acres in Alvin, Texas, consists of fifteen buildings: Learning Resources Center, Fine Arts Center, Health and Paramedical Technologies Center, Business and Industrial Technologies Center, Student Center, Physical Fitness Center, Liberal Arts Building, Natural Sciences Building, Occupational Technical Building, Court Reporting Center/KACC Radio----T.V. Building, Maintenance Complex, Transportation Center, and Storage Complexes.

The first floor of the Learning Resources Center contains the Computer Center, Office of the Associate Dean of Student and Instructional Services, Counseling and Testing Center, Financial Aid and Placement Office, Records Office, Veterans and Graduation Offices, Business Office, Communications Center, and Media Center. The second floor houses the Learning Lab, classrooms, the Library, and offices for the Physical Plant, GED, and various faculty.

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

The Health and Paramedical Technologies Center contains offices, classrooms and laboratories for all health-related departments. A Child Care and Development Laboratory School is also located in the building. The lower floor houses the offices of the Dean of Technical Programs.

In addition to the many classrooms and offices located in the Business and Industrial Technologies Center, laboratories are provided for the various programs in the area. Facilities include an open-concept office administration lab and a fashion merchandising window display unit. Facilities for instruction in industrial programs include an electronics lab, auto mechanics lab, and a welding lab and fabriciation shop.

The Student Center consists of the Texas Room (a student lounge), the Brazos Room (a conference/dining room), a gameroom, Student Activities offices, the cafeteria, and the College Store.

The Physical Fitness Center includes the athletic offices, the gym, two weight rooms, four racquetball courts, saunas, dressing rooms, lockers, eight tennis courts, a baseball field, two-mile jogging track, a soccer/football field, a softball field, and related fitness equipment.

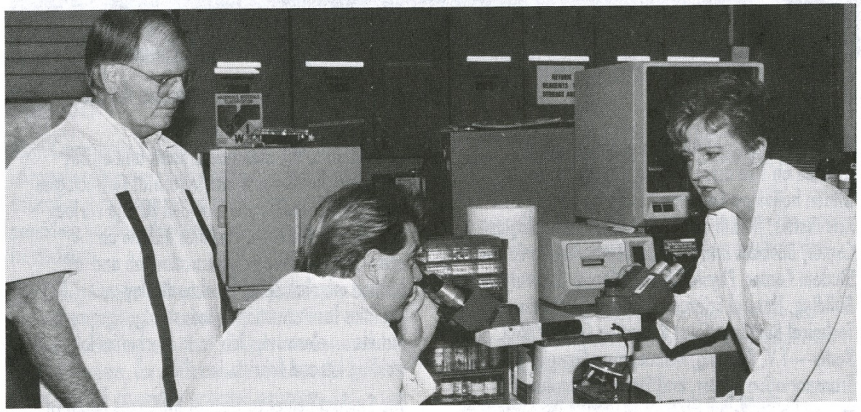
The Liberal Arts Center contains classrooms, faculty offices, the offices of the Dean of Instruction, Student and Community Services, the University Parallel Division Chairs, and the Associate Dean of Continuing Education and Evening Programs, the Continuing Education Office, and the language lab.

The Natural Sciences Building houses seven physical science laboratories, faculty offices, and a greenhouse. The Occupational Technical Building includes a drafting lab/classroom, two additional

laboratories, six classrooms, faculty offices, and the Criminal Justice Training Center.

The Court Reporting Center/KACC Radio----T.V. building is the operational center for 89.7 KACC, a federally licensed FM radio station and student laboratory.

There is parking space on campus for approximately 1,940 vehicles. Continuing Education classes are taught on campus and at various locations throughout the surrounding communities.



Accreditation

Documentation on Alvin Community College is available in the Office of the Associate Dean of Student & Instructional Services.

Public Notice & Compliance Statements

Civil Rights: In compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Title IX of the Education Amendments of 1972 (P.L. 92-318), and the Age Discrimination Act of 1978 (P.L. 95-256), Alvin Community College does not discriminate against, or exclude from participation in any of its programs or activities either in the student body or the staff, any person on the grounds of sex, race, color, religion, age, handicap, national origin, or veteran status.

Information about rights and grievance procedures is available in the Offices of the Director of Personnel, 713/388-4764 and the Associate Dean of Student and Instructional Services, 713/388-4623, Alvin Community College, 3110 Mustang Road, Alvin, Texas 77511-4898.

Rights of Individuals with Disabilities: Alvin Community College complies with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and with the Americans With Disabilities Act (P.L. 101-336), and does not discriminate on the basis of a disability in the areas of admission, accessibility, treatment and employment. Individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements will be provided with a variety of academic services and resources (auxiliary aids, notetaking assistance, testing accommodations, and registration assistance). ACC supports efforts in making the campus more accessible and encourages students with disabilities to participate in all activities. Students with evidence of disabilities will be assisted by having referrals made to appropriate national, state, community agencies that may offer comprehensive assistance. All avenues will be explored to accommodate the students who have verifiable handicaps. Students seeking assistance should contact the Counseling Center. Information concerning college practices as they relate to Section 504 and ADA should be directed to the Associate Dean of Student & Instructional Services.

Access To Programs: Alvin Community College offers educational and technical programs as described in the ACC Catalog to all persons without regard to sex, race, color, religion, age, handicap, national origin, or veteran status. Admission to these programs is based on college admission requirements and individual program policies as outlined in the catalog.

ACC will take steps to assure that lack of English language skills will not restrict admissions to and participation in all educational and technical programs.

Family Educational Rights And Records Access Annual Notice: In compliance with the Family Educational Rights and Privacy Act of 1974, the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: student's name, address, and telephone number, dates of attendance, educational institution most recently attended, and other information, including major field of study and degrees and awards received. A student may request that directory information be withheld from the public by giving written notice in person to the Records Office during the first 12 class days of a fall or spring semester or the first four class days of a summer session. If no request to withhold directory information is filed, information is released upon inquiry. Telephone inquiries for directory information are not acknowledged. No transcript or academic record is released without written consent from the student except as specified by law.

Religious Holy Days: In compliance with Texas Education Code, Section 51.911, Alvin Community College allows a student who is absent from class for the observance of a religious holy day to make up the class work for that day within a reasonable time after the absence. Students who intend to be absent for religious holy days must file forms for this purpose (available in the Counseling Center) by the 15th calendar day of the semester. [Texas Education Code Section 51.911]

Illegal Drugs: In compliance with HR 253/SR 645, no illegal drugs shall be allowed on campus, and any student caught with an illegal drug will be suspended from attendance or enrollment for a specified period of time. See the Associate Dean of Student and Instructional Services for a copy of due process procedures.

Standard Of Conduct: The college student is considered a responsible adult. The student's enrollment indicates acceptance of the standards of conduct published in the Student Handbook.

Policy On HIV Infection And AIDS: The Alvin Community College policy on HIV infection and AIDS is available in the office of the Associate Dean of Student and Instructional Services. The educational pamphlet on AIDS developed by the Texas Department of Health is available in the Counseling Center and in brochure racks throughout the campus.

Inclement Weather And Closing Of The College: Alvin Community College schedules its instruction to comply with the Common Calendar published by the Texas Higher Education Coordinating Board. College instructors meet all scheduled classes as published in the class schedule. If severe weather or emergency situations make it advisable to discontinue classes, the college makes every effort to notify its students through local television and radio stations. An official closing of the college delays all work until the next class meeting or until a date determined by the

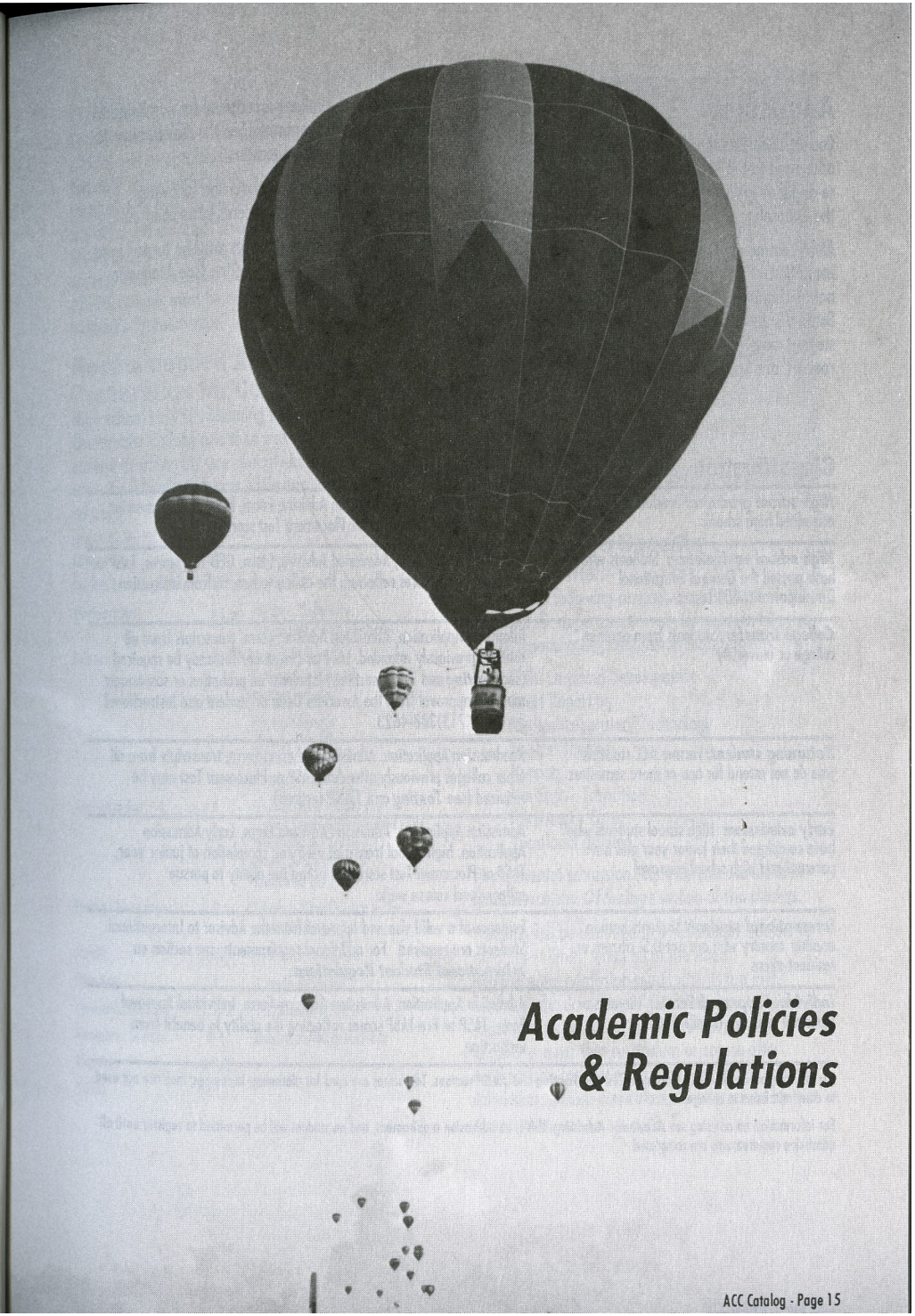
instructor. Make-up days for official college closings will be scheduled as needed.

If a student is in an area experiencing severe weather and the college has not officially closed, it is that student's responsibility to exercise caution and decide whether to risk coming to class. Should the student decide not to attend class, the student must contact the instructor about the instructor's rules for make-up work.

For information about your rights or about grievance procedures, contact the Associate Dean of Student and Instructional Services, Alvin Community College, 3110 Mustang Road, Alvin, Texas 77511-4898, 713/388-4623.

Interpretation Of Catalog

The administration of Alvin Community College acts as final interpreter of this catalog. The College may change requirements and regulations as necessitated by college or legislative action. For the purpose of administering the College, class schedules published in the fall, spring, and summer are considered implementation of College policy and an extension of this catalog.



Academic Policies & Regulations

Admission

Correspondence regarding admission should be addressed to the Records Office. To apply or re-apply or to request information on campus, visit the Counseling Center.

Alvin Community College is an open admission institution. However, admission to the College does not guarantee admission to specific programs. Some departments require approval before the student may register for their programs and courses, and special requirements may apply.

Admission to the college is required for admission to all departmental programs. See the ***Admission to Specific Curriculums*** section.

Students will be admitted under the following categories when all requirements have been met.

Required forms and documents must be turned in to the Records Office by the deadline (see Academic Calendar).

Classification	Requirements
High school graduate: Graduates from accredited high schools	Admission Application, Admission Advising Form, high school transcript with graduation date, TASP or Placement Test scores.
High school equivalency: Students who have passed the General Educational Development (GED) Test	Admission Application, Admission Advising Form, GED Test scores, TASP or Placement Test scores reflecting the ability to benefit from instruction.
College transfer: Students from another college or university	Admission Application, Admission Advising Form, transcripts from all colleges previously attended. TASP or Placement Test may be required (see ***Testing*** and ***TASP*** sections). Students on probation or suspension must get approval from the Associate Dean of Student and Instructional Services, (713)388-4623.
Returning student: Former ACC students who do not attend for one or more semesters	Readmission Application, Admission Advising Form, transcripts from all other colleges previously attended. TASP or Placement Test may be required (see ***Testing*** and ***TASP*** sections).
Early admission: High school students who have completed their junior year and have parental and high school approval	Admission Application, Admission Advising Form, Early Admission Application, high school transcript verifying completion of junior year, TASP or Placement Test scores reflecting the ability to pursue college-level course work.
International student: Students born in another country who are not U.S. citizens or resident aliens	Evidence of a valid visa and approval from the Advisor to International Students are required. For additional requirements, see section on ***International Student Regulations***.
Individual approval: Persons 18 years or older not in above classifications	Admission Application, Admission Advising Form, Individual Approval Form, TASP or Pre-TASP scores reflecting the ability to benefit from instruction.

For information on TASP and Placement Test see ***Testing*** and ***TASP*** sections. Test scores are used for placement in courses; they are not used to deny admission to college.

For information on advising see ***Academic Advising***. This is an admission requirement, and no student will be permitted to register until all admission requirements are completed.

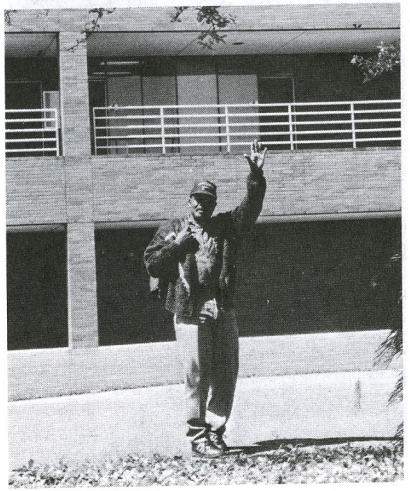
Official Records

Records (test scores, transcripts, etc.) are considered official and acceptable for the student's admission file only when sent directly from the issuing institution to the ACC Records Office. Records are not official if marked "Issued to the student." Students are responsible for requesting their official records from the issuing institution. All required official records must be on file by the end of the student's first semester.

Recommended Academic Preparation for College

High school students planning to enroll at Alvin Community College and then transfer to a senior college or university are strongly encouraged to take the following courses while enrolled in high school.

High School Curriculum	Credits	Courses
English Language Arts	4	English I-IV
Mathematics	4	Algebra, Geometry, Precalculus, Math elective
Science	3	State Board of Education approved courses include: Physical Science, Biology I and II, Chemistry I and II, Physics I and II
Social Studies	4	United States History (1), United States Government (1/2), World History Studies (1), World Geography (1), Economics (1/2)
Foreign Language	3	Levels I-III proficiency in the same language
Health	1/2	1/2 credit minimum
Fine Arts	1	1 credit minimum
Physical Education	1 1/2	1 1/2 credits
Computer Science	0-1	Demonstrated proficiency
Electives	2 1/2	
TOTAL	24 1/2	



Admission To Specific Curriculums

To enter the following curriculums, a student must meet specific departmental requirements in addition to the general college admission requirements:

Child Care and Development
Court Reporting
Medical Laboratory Technology
Musical Theatre
Nursing
Nursing----Transition
Respiratory Care
Vocational Nursing

Departmental admission requirements are listed in the ***Curriculum Offerings*** section of the catalog.

Students will be admitted to a curriculum, subject to enrollment limits, when all of the listed departmental admission requirements are met. Students who do not meet the admission requirements for a specific curriculum may be eligible to enter that curriculum or course after satisfactorily completing preparatory course work. Admission to these curriculums is determined by the department.

Residence

Classification and Change of Classification

A student's registration must comply with state regulations published in *Rules and Regulations: Residence Status* by The Texas Higher Education Coordinating Board. Copies of this publication are available in the Records Office.

When a student is admitted, he is informed of his residence classification based on information on his application and supporting documents. His tuition and fees at registration are based on this classification. If a student's residence status changes after admission, he must file a Residence Reclassification Petition with supporting documentation proving the residence classification claimed. Documentation which is not submitted and approved by 12 noon on the census date does not affect a student's tuition and fees for that semester; it will apply, if unchanged, to the next semester.

Proof of Residence

All documentation (for both state and in-district classification) must show student's name. *To claim dependent residence status, a student must provide IRS 1040 (parents' federal tax return). Parents' state residence must be proved by documentation as listed below.*

To be classified a ***Resident***, a student must prove Texas residence *for the 12 months immediately prior to 12 noon on the census date for the given semester*, by one or more of these documents:

- Texas high school transcript (showing attendance for the last 12 months)
- Texas college or university transcript (showing attendance for the last 12 months)
- Texas voter registration (at least one year old)
- Permanent driver's license (at least one year old)
- Employer's statement of employment for last 12 months
- Lease agreement for the last 12 months
- Canceled checks for the last 12 months
- Utility bills for the last 12 months
- Other third party documentation

To be classified as ***In-District***, Texas residents (see above) must prove they physically reside within the geographic boundaries of the ACC District *by 12 noon on the census date for the given semester*, by one or more of these documents:

- Ad valorem tax receipt showing ACC District tax status (available at Alvin City Hall)
- Permanent driver's license showing ACC District address (P.O. Box excluded)
- Current utility bills showing service at ACC District address (P.O. Box excluded)
- Current checks showing ACC District address (P.O. Box excluded)
- Voter registration card showing ACC District address (P.O. Box excluded)
- Lease agreement showing ACC District address (P.O. Box excluded)

College District property owners and their dependents who do not physically reside in the district are eligible for a waiver of out-of-district fees. To qualify for a waiver, students must prove eligibility by noon on the census date for the given semester by providing an ad valorem tax receipt showing ACC District tax status (available at Alvin

City Hall). If the student is a dependent the student must provide the parent's IRS 1040 for the previous year and an affidavit of dependency for the current year.

A student classified as ***Non-Resident*** (Out-of-State or International) is one who lives away from his family and whose family resides in another state or another country, or a student who has not resided in Texas for the twelve months immediately prior to the census date.

Individuals who live in this country under a visa permitting permanent residence or who have filed a declaration of intention to become a citizen with the proper federal immigration authorities have the same privilege of qualifying for residence status as a citizen of the United States.

A student's residence status can be affected by the death or divorce of the student's parents, custody of a minor by court order, marriage of the student, active military duty of the student or the student's parents, full-time employment of the student's spouse or parents in a state-supported college or university in Texas, or temporary assignments of the student's parents out of Texas that do not affect actual legal residence. Further details about residence can be obtained from the Records Office.

Testing

(See also ***TASP*** section)

Placement testing is an admission requirement for all students----first-time students, transfer students, and returning ACC students. However, some transfer and returning students may be exempt from all or specific sections of the test, as indicated below:

- Students who can prove completion of a college-level English course are exempt from the Writing Section.
- Students who can prove completion of a second college-level English course or several other college-level courses with a significant reading component may be exempt from the Reading Section.
- Students who can prove completion of any college-level math course are exempt from the Math Section.

Students who have provided TASP Test scores will not need to take the Placement Test. These students will be advised and placed according to their TASP scores.

Test scores are used for placement in courses; they are not used to deny admission to college. Call (713)388-4636, if you have any questions.

TASP (Texas Academic Skills Program)

The Texas Academic Skills Program is a program of testing, advisement, and remediation mandated by the Texas Legislature. The goal of the program is to insure that students attending Texas colleges and universities have the pre-requisite skills of English, reading and mathematics to perform at the college level.

TASP-Obligated Students

Any student who is not exempt as defined below is obligated to take the TASP Test if any one of the following conditions also applies:

- the student is enrolled in a degree program

- the student is enrolled in a certificate program that requires the TASP (i.e., Criminal Justice----Correctional Science and Electronic Technology)
- the student earns 9 or more semester hours of college-level credit
- the student plans to enroll in a teacher training program in Texas

The Nine-Hour Rule

All entering students who are TASP-obligated must take the official TASP Test prior to the end of the semester in which they accumulate nine or more college-level semester credit hours.

Students who transfer to ACC from another college must take the official TASP Test by the end of the semester in which they accumulate (from all Texas public colleges) their ninth or more college-level semester credit hour.

Students who have already taken the TASP and students who are exempt should note that student copies of score reports and transcripts accepted for provisional admission and advising ***are not considered official.*** The student must have official documents sent to the college directly from the issuing agency by the end of the first semester.

TASP-Exempt Students

The following students may be exempt from TASP requirements if they provide score reports and/or transcripts before initial registration. Official score reports and transcripts must be on file by the end of the first semester. ACT, SAT, and TAAS subscores must be obtained in one sitting. PSAT and "residual" ACT scores are not acceptable for exemption.

- students who earned at least 3 semester hours of college-level credit before Fall 1989
- students who have a baccalaureate or higher degree
- students who perform at or above the levels set by the Coordinating Board on the following tests:

  ACT: Composite score of 29 or higher with individual math and English scores of no less than 27. Scores can be no more than 5 years old.

  SAT: Composite score of 1200 or higher with verbal and math scores of no less than 550. Scores can be no more than 5 years old.

  TAAS: Scale scores of 1800 or higher on all 3 relevant tests (reading, writing, math). TAAS scores can be no more than 3 years old.

New TASP Requirements for Math and Reading

Students who take the TASP Test on or after September 18, 1993, must meet the following new state mandated TASP standards.

Math: The student's Math TASP score is compared to three standards: (1) the *Minimum Passing*, (2) the *Remediation*, and (3) the *College-Level Algebra*. Students who do not meet the *Minimum Passing Standard* must enroll in the appropriate math course(s) based on their local placement test or TASP scores until they meet the *Minimum Passing Standard*. Students who meet the *Minimum Passing Standard* but do not meet the *Remediation Standard* must enroll in MATH 0312 until they pass this course with a grade of A, B, or C. Students who meet the *College-Level Algebra Standard* may enroll in MATH 1314 or other math courses with departmental approval.

Reading: The student's Reading TASP score is compared to two standards: (1) the *Minimum Passing* and (2) the *Remediation*. Students who do not meet the *Minimum Passing Standard* must enroll in READ 0309 or 0310 until they meet the *Minimum Passing Standard*. Students who meet the *Minimum Passing Standard* but fail to meet the *Remediation Standard* must enroll in READ 0310 and pass the course (unless already passed), and then enroll in READ 0312 until they pass this course with a grade of A, B, or C.

Once students have met the *Minimum Passing Standard* of the TASP Test, they do not have to take the TASP Test again. However, students who meet the *Minimum Passing Standard* but do not meet the *Remediation Standard* are required to participate in remediation in order to meet the new state mandated remediation requirement. ACC considers the completion of MATH 0312 and READ 0312 with an A, B, or C as having satisfied the TASP mandated remediation requirement.

Test Fee Waivers

Alvin Community College students on financial aid may qualify to take the TASP Test free of charge. See the Director of Financial Aid or call (713)388-4630 for more information.

General Education Course List

ACC courses with the following prefixes qualify as *general education* courses (except those in parentheses). Any certificate requiring fewer than 9 semester hours from this list will qualify a student for a TASP waiver.

ARTS, BIOL, CHEM, CZEC, DRAM (1220-21, 2120-21), ECON, ENGL (0309,0310), FREN, GEOG, GEOL, GERM, GOVT, HIST, HORT, HUMA, MATH (0309,0310,0312), MUSI, PHED, PHYS, PSYC (0309), READ (0309, 0310,0312), SOCI, SPAN, SPCH

Academic Advising

Students who enter ACC for the first time (including transfer students) and students returning to ACC after an absence of one or more semesters must participate in advisement before they will be admitted. Students should complete placement testing (see ***Testing*** section) before their advising session or ***bring TASP score reports to the session. Transfer students should also bring copies of transcripts or grade reports from all other institutions they have attended.*** Admission advisement is done by the Counseling Center staff.

The College provides students with information and academic advice to assist them in making proper academic decisions. The Counseling Center, program director, or department head is responsible for providing current and accurate information and advice concerning the academic and vocational programs of the College. The student is responsible for seeking advice, for knowing and meeting the requirements of the selected degree or certificate program, and for enrolling in appropriate courses in the proper sequence to ensure orderly and timely progress toward the degree or certificate. The student is also responsible for knowing and meeting TASP and other testing requirements. Students transferring credit are responsible for knowing the

transfer policies of the receiving college or university.

Placement Regulations

Enrollment in some courses may require demonstration of specific knowledge or skills (referred to as pre- or co-requisites). These requirements may be satisfied by successful completion of previous courses, by passing scores on either the TASP or the Placement Test, or by concurrent enrollment in a specific course. Compliance with pre- and co-requisites is mandatory for TASP-obligated students and is recommended for TASP-exempt (grandfathered) students.

The complete listing of courses with established pre- and co-requisites is published each semester in the Class Schedule.

International Student Regulations

An international student is a citizen of a country other than the United States who has an F-1 or M-1 visa for educational purposes and who intends to return to his home upon completion of his educational program. International students must carry a minimum of twelve (12) semester hours to meet the requirements of the United States Department of Justice, Immigration and Naturalization Service. International students are required to provide an Affidavit of Support that documents proof of available funds to cover both personal and educational expenses (see Tuition and Fees Schedule) while in this country and to obtain mandatory personal health insurance.

International students interested in receiving an *ACC Catalog*, an international student brochure, a class schedule, an ACC application, and TOEFL information should send an international money order for $25 to the Counseling Center, Alvin Community College, 3110 Mustang Road, Alvin, Texas 77511-4898. Before any admission action can be taken, international students must complete and file the following with the Counseling Center at least fifteen days prior to the beginning of the semester in which they plan to enroll:

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

International students must enroll in and attend International Student Orientation each semester that they register for classes. For more information, call (713)388-4636.

Evaluation Of Previous Education

Traditional Education

(For additional information regarding transfer of credits, see the ***Core Curriculum*** section.)

Evaluation of transfer transcripts is part of the admission process at ACC. Students are required to provide official transcripts from colleges and universities previously attended. Transfer course work may be accepted when:

- the transfer institution was accredited as a degree-granting institution by a regional accrediting commission at the time the course work was completed;
- comparable course work is offered at ACC at the time of the transfer and the transferred courses are equivalent in content and credit; and
- transfer grades meet departmental degree or certificate criteria.

Transfer course work is posted to the student's transcript using ACC course identification to assist transfer students with course selection.

Proper course selection and the nonduplication of course work remain the responsibility of the student.

Tech-Prep Education

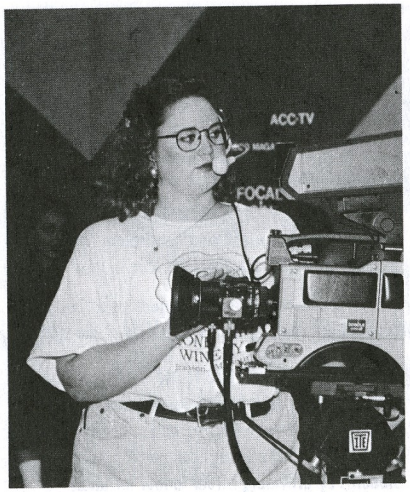
State approved Tech-Prep programs link high schools, the college, business, and industry to meet the needs of local and regional employers and students by providing career ladder technical preparation (Tech-Prep) resulting in an Associate of Applied Science Degree. A key element in the Tech-Prep program is acceptance of high school course work meeting college-level standards toward the AAS Degree.

Alvin Community College will accept toward an AAS degree successfully completed high school courses identified as equivalent to college courses and taught as part of state approved Tech-Prep programs. To receive consideration for college credit, Tech-Prep high school students are encouraged to complete the admission process and provide official high school transcripts during their last semester prior to graduation. ACC will provide the following:

A Tech-Prep degree audit listing requirements for the AAS Degree and the high school credit to be recognized toward degree completion

An admission status letter outlining any unmet admission requirements

Credit for college equivalent, high school Tech-Prep courses will appear on the Alvin Community College transcript, along with the high school grade earned, at the end of the first semester in which the student completes courses at Alvin Community College.



Non-Traditional Education

ACC recognizes that each student's educational experiences are unique and that individual learning and subject matter proficiency may be gained outside the college classroom. ACC recognizes non-traditional learning from these sources:

Examinations

Alvin Community College----Departmental Exams (list available at the Records Office)
American College Testing----Proficiency Examination Program
Certified Professional Secretary Examination
College Board: College Level Examination Program----Subject
College Board Advanced Placement
Defense Activity for Non-Traditional Education Support----Subject
Registered Professional Reporter Examination

Other

Educational Credit for Training Programs----ACE Recommendations
Military Schools and Training----ACE Recommendations
Texas Law Enforcement Academy Certification

Credit from other than regionally accredited colleges and universities may be considered for application to certificate or degree requirements when acceptability and equivalency to Alvin Community College courses are determined. References used include: The Guide to Evaluation of Educational Experiences in the Armed Forces, The National Guide to Educational Credit for Training Programs, or other equivalency guides which may be published by the American Council on Education.

Foreign education and experiential learning (life experiences) will be considered for credit if documented by taking applicable national or departmental examinations.

Evaluation Procedure for Non-Traditional Education

Course Work and Nationally Recognized Examinations

Non-traditional education will be evaluated if all applicable criteria are met:

- The student applies at the Records Office during the first semester of attendance. The student must list ***all*** sources of non-traditional education to be considered, insure that ***all*** documents, official transcripts, and official test scores are on file in the Records Office not later than the end of the first semester attended, and pay a non-refundable fee. See page 16 for current fee. Official documentation must be sent directly from the college, university, or testing agency. Transcripts or test scores issued to the student will not be accepted.
- Non-traditional education/learning will be accepted as equivalent to ACC courses if the non-traditional education/learning matches courses offered under the ACC catalog in effect at the time of acceptance. To be accepted, non-traditional education/learning must be equal to ACC courses in content and credit hours. Any change of degree or certificate program requiring reevaluation requires a new application and fee.
- Departmental approval of equivalency to ACC courses offered is obtained for credit awards.

No more than fifteen semester credit hours of non-traditional educational may be accepted toward a student's certificate or associate degree. Credit granted from non-traditional sources is posted to the student's transcript on completion of the evaluation.

Non-traditional credit sources are noted as NT/EX (non-traditional educational experience).

Departmental Examinations

Departmental examinations are available only to fully admitted and currently registered students who:

- apply for Award of Credit by Exam at the Records Office and pay the non-refundable fee,
- have not attempted the course previously at ACC by either enrollment or examination, and
- receive approval of examination results by the department chair, division chair, and dean.

Credit and a letter grade of ***A, B,*** or ***C*** are awarded and posted to the student's transcript on successful completion of departmental examinations, except that the English Department grants credit for grades of ***A*** or ***B only***. Transcript entries for courses completed by departmental examination are noted as Credit By Exam. ***Students are advised to confer with institutions to which they plan to transfer regarding acceptance of departmental examination credit.***

Core Curriculum

The legislative statute which created The Texas Higher Education Coordinating Board directed the Board to develop a "basic core of general academic courses, which, when offered at a junior/community college during the first two years of collegiate study, shall be freely transferable among all public institutions of higher education in Texas who are members of recognized accrediting agencies on the same basis as if the work had been taken at the receiving institution."

Subsequent recommendations from the Coordinating Board include the charge that "core components should provide study in Composition, History, Literature, Interdisciplinary / Crosscultural Studies, Mathematics, Physical / Life Sciences, Political Science, and the Visual or Performing Arts. Each core course should include specific competencies in reading, writing, speaking, and critical thinking, as well as discipline specific competencies."

The policy statement concerning core curriculums is published in the *Community College General Academic Course Guide Manual* of the Texas Higher Education Coordinating Board. It applies to all public colleges and universities in Texas. These mandatory provisions pertain only to credits earned at a Texas public community college or university accredited by the Southern Association of Colleges and Schools. The following extracts the policy provisions of the statement:

- A community college or university shall evaluate course credits presented by admissible transfer students on the same basis as if the credits had been earned at the receiving institution.
- The content of a course as reflected in its description, not its source of funding, shall determine its transferability and applicability to a degree program.
- No university shall be required to accept by transfer or toward a degree more than 66 semester hours, or one-half of the degree requirements if these constitute fewer than 66 hours, of credits earned by a student in a community college. In addition to the courses

listed in the appropriate approved transfer curriculum, the university may count additional lower division courses in the student's major to give the total of 66 hours. No university is required by this policy to accept more than 66 hours; however, the university may accept additional hours.

- Any student transferring from a community college to a university shall have the same choice of catalog designating degree requirements as the student would have had if the dates of attendance at the university had been the same as the dates of attendance at the community college.
- Each Texas public community college or university shall accept course credits earned by any student transferring from another accredited Texas public community college or university provided such credits are within the approved transfer curriculum of the student's declared major field at the receiving institution. Each Texas public community college or university shall grant full value for transfer curriculum course credits toward degree requirements as they apply to the student's declared major. Additional course credits may be accepted in transfer at the discretion of the receiving institution.
- Since courses included in each transfer curriculum vary according to the major subject areas represented, a student should be advised to declare a major prior to attaining sophomore standing at a community college. The student shall be required to declare a major at the time a request is made for admission to a degree program at a university. Students should be advised that a change of major may result in loss of credits earned in the previous program.
- A student shall not be required to complete an entire transfer curriculum for credits in individual courses to be transferable and applicable to a degree program.
- Any community college or university choosing to grant credit for courses taken by non-traditional modes shall evaluate and validate the learning according to policy established at the receiving institution. Examples of non-traditional modes include:

  national examinations

  institutional examinations taken in lieu of course enrollment

  courses taken at non-degree granting institutions (*e.g.*, military)

  work experience, or

  life experience

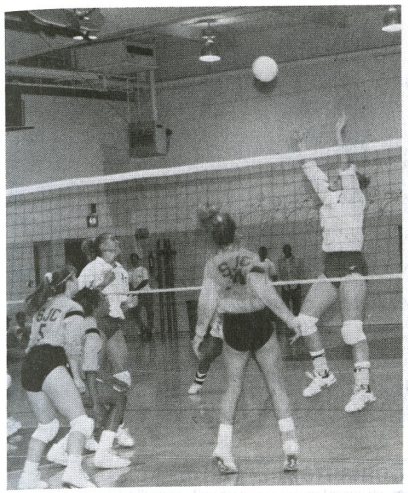
The specific nature of this credit shall be so indicated on the student's transcript. The total amount of non-traditional credit accepted, if any, shall be entirely controlled by the receiving institution.

Resolution Of Transfer Disputes

The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Coordinating Board rules and/or guidelines.
3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.

The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institution.



Physical Activity Requirement

Alvin Community College recognizes the importance of physical activity/education as a collegiate concept; therefore, the College requires two semester hours of physical activity as partial satisfaction of curriculum requirements.

Registration

Early Registration

An early registration period is conducted during designated semesters for currently enrolled students who plan to continue their enrollment the following semester. In addition, new and returning students who have been admitted or readmitted by the designated deadline are eligible for early registration. The dates for early registration are listed in the Academic Calendar of this catalog. Complete details are available each semester in the Class Schedule.

Late Registration

Students who do not register during early or regular registration may register late according to the dates and times published in the Class Schedule each semester. There is no late registration fee, but students must still be admitted to the College to be eligible for late registration. Students entering classes late are held responsible for material presented during their absence and must consult with the instructor. Complete details are published each semester in the Class Schedule.

Schedule Changes

Students who must rearrange their schedule (classes and/or times) must complete the schedule change procedure, published in the Class Schedule, prior to the end of late registration. Schedule changes are not official until the student delivers the revised schedule and fee statement to the Business Office.

Registration Requirements for Transfer Students

Transfer students should bring copies of transcripts and TASP score reports to registration. Without these documents, the student will face delays.

Class Schedules

For the purpose of administering the College, class schedules published for the fall, spring, and summer semesters are considered implementation of College policy and an extension of the catalog. The class schedule for each semester contains courses being offered during the given semester and are distributed in time for all scheduled registrations. At the time schedules are published, it is the intention

of the College to teach the classes according to the published information (date, time, instructor, location). The College reserves the right, however, to make necessary adjustments to the schedule as circumstances warrant.

Audit / Credit Registration

Audit registration is permitted on the last day of late registration each semester on a space available basis to admitted students who do not wish credit for the course.

To register in a course for audit, students must obtain and complete an Audit Registration Agreement (Records Office), obtain the approval of the Director of Counseling and Testing, and return the form to the Records Office. Payment for audit registration is due at that time. Charges for audit registration are the same as for credit registration.

Students who register in a course for credit may not change their registration status to audit. Likewise, a student who registers in a course for audit may not change his registration status to credit.

Senior Citizens Audit Registration

Residents of the ACC College District who are 65 years or older are permitted to audit without payment of fees, on a space-available basis, any course the College offers (Texas Education Code 54.210). Applicants need to provide evidence of age. See ***Audit/Credit Registration*** section above.

Concurrent Enrollment

Students who are concurrently enrolled at another college or university may not exceed a *total* of 18 semester credit hours during a long term (Fall or Spring), except that students with a 3.0 or higher grade point average may exceed this limit with written approval from the Dean of Instruction, Student and Community Services or his designee. Summer term students who are concurrently enrolled may not exceed a total of 7 semester credit hours for a six-week term or 14 hours for the combined summer terms. See page 30 for tuition adjustment eligibility.

Tuition And Fees Schedule

Fall and Spring Semesters

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

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

For information about ***Tuition Adjustment***, see Page 30.

	TUITION			SPECIAL FEES				TOTAL CHARGES**		
CRED HRS	RES-IN	RES-OUT	NON-RES	O/DIS FEE*	BLDG USE FEE	STU/SERV	REG FEE	RES-IN	RES-OUT	NON-RES
1	$ 84	$ 84	$200	$ 10	$ 3	$15	$15	$117	$127	$ 243
2	84	84	200	20	6	15	15	120	140	256
3	84	84	200	30	9	15	15	123	153	269
4	84	84	200	40	12	15	15	126	166	282
5	84	84	200	50	15	15	15	129	179	295
6	84	84	240	60	18	15	15	132	192	348
7	98	98	280	70	21	15	15	149	219	401
8	112	112	320	80	24	15	15	166	246	454
9	126	126	360	90	27	15	15	183	273	507
10	140	140	400	100	30	15	15	200	300	560
11	154	154	440	110	33	15	15	217	327	613
12	168	168	480	120	36	15	15	234	354	666
13	182	182	520	130	39	15	15	251	381	719
14	196	196	560	140	42	15	15	268	408	772
15	210	210	600	150	45	15	15	285	435	825
16	224	224	640	150	48	15	15	302	452	868
17	238	238	680	150	51	15	15	319	469	911
18	252	252	720	150	54	15	15	336	486	954
19	266	266	760	150	57	15	15	353	503	997
20	280	280	800	150	60	15	15	370	520	1,040

Res-In: Resident, In District

Res-Out: Resident, Out of District

Non-Res: Non-resident (Out-of-state or International student)

****Out-of-District Fee:*** $10 per credit hour, not to exceed $150. Applies to Res-Out and Non-Res.

**Does not include lab fees, PHED fees, parking fees, insurance fees or books.

Tuition And Fees Schedule

Summer Semesters

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

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

For information about ***Tuition Adjustment***, see Page 30.

	TUITION			SPECIAL FEES				TOTAL CHARGES**		
CRED HRS	RES-IN	RES-OUT	NON-RES	O/DIS FEE*	BLDG USE FEE	STU/ SERV	REG FEE	RES-IN	RES-OUT	NON-RES
1	$ 84	$ 84	$200	$ 10	$ 3	$5	$15	$107	$117	$ 233
2	84	84	200	20	6	5	15	110	130	246
3	84	84	200	30	9	5	15	113	143	259
4	84	84	200	40	12	5	15	116	156	272
5	84	84	200	50	15	5	15	119	169	285
6	84	84	240	60	18	5	15	122	182	338
7	98	98	280	70	21	5	15	139	209	391
8	112	112	320	80	24	5	15	156	236	444
9	126	126	360	90	27	5	15	173	263	497
10	140	140	400	100	30	5	15	190	290	550
11	154	154	440	110	33	5	15	207	317	603
12	168	168	480	120	36	5	15	224	344	656
13	182	182	520	130	39	5	15	241	371	709
14	196	196	560	140	42	5	15	258	398	762
15	210	210	600	150	45	5	15	275	425	815
16	224	224	640	150	48	5	15	292	442	858
17	238	238	680	150	51	5	15	309	459	901
18	252	252	720	150	54	5	15	326	476	944
19	266	266	760	150	57	5	15	343	493	987
20	280	280	800	150	60	5	15	360	510	1,030

Res-In: Resident, In District

Res-Out: Resident, Out of District

Non-Res: Non-resident (Out-of-state or International student)

****Out-of-District Fee:*** $10 per credit hour, not to exceed $150. Applies to Res-Out and Non-Res.

**Does not include lab fees, PHED fees, parking fees, insurance fees or books.

Special Fees

Credit by Exam
- per semester hour $14

Graduation Fees**
- Cap and Gown $20
- Each Diploma $10

Lab Fees and Course-Related Fees
- ACCT2340 ..... $ 8
- AIRC $17
- ARTS ..... $ 8
- AUTO $17
- BIOL $12
- CHEM ..... $ 8
- CHID ..... $ 8
- COMM $12
- COMM2332 ..... $15
- CSCI $10
- CTRP ..... $ 8
- CTRP2320 ..... $12
- CRIJ2335 ..... $20
- DRFT $10
- ELEC ..... $ 8
- FREN ..... $ 8
- GEOL ..... $ 8
- GERM ..... $ 8
- MELT ..... $ 8
- MELT2313 ..... $17.50
- MELT2322 ..... $13
- MELT2412 ..... $22.50
- MENH1321 ..... $21
- MENH1322 ..... $20
- MENH2323 ..... $20
- MENH2324 ..... $20
- MUAP $50
  ($25 per semester hour)
- NURS1300 ..... $ 6
- NURS1400 ..... $24
- NURS1410 ..... $24
- NURS1800 ..... $24
- NURS1900 ..... $24
- NURS2200 ..... $20
- NURS2400 ..... $24
- NURS2410 ..... $17
- NURS2900 ..... $24
- OFAD $10
- PHYS ..... $ 8
- RESC ..... $ 8
- RESC1500 ..... $22.50
- RESC2214 ..... $22.50
- RESC2214 ..... $75
  (Advanced Cardiac Life Support Program Fee)
- SPAN ..... $ 8
- VOCN1800 ..... $13
- VOCN1901 ..... $15.25
- VOCN1911 ..... $15.25

Non-traditional Education Evaluation Fee
- per request $30

Parking Permit Fee (Annual)
- first vehicle $10
- each additional vehicle $5

Physical Education (PHED) Fees
- Towel/Locker use $6
- Water Safety $15
- Bowling $40
- Golf $50
- Scuba Diving $75

Registration Fee
- Non-refundable $15

Returned Check Fee
- Per check $10

Short-Term Loan Processing Fee
- Minimum (per transaction) $1
- Maximum (per transaction) $5

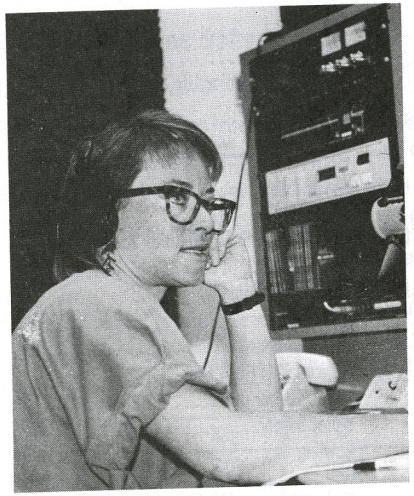
Student Service Fee
- Fall or Spring Semester $15
- Summer Semester $5

**Pay graduation fee to Business Office; take receipt to College Store to order caps and gowns.

Tuition Adjustment

Concurrently enrolled students who register for 5 or less hours at ACC may receive a tuition adjustment if their enrollment at another college was prior to ACC registration. To determine eligibility for this adjustment, students must bring a paid registration receipt from the other college to the Records Office and complete a Tuition Adjustment Approval form.

Tuition adjustment requests must be completed by the census date of the semester for which the adjustment is requested (see Class Schedule). Tuition adjustments are not available after the census date.



Refund Policy

A student's eligibility for a refund is based on these regulations:

- The student must officially withdraw in writing (see ***Student Withdrawal*** section).
- Withdrawals are dated the day they are received in the Records Office.
- Class-day count begins at 8:00 a.m. on the date identified "Classes Begin" in the Academic Calendar each semester.
- If a student's tuition and fees are met through financial aid, the refund is applied first to the financial aid source and then to the student.
- Refunds are available approximately six weeks after the close of registration.
- Refunds for Title IV grants will be made according to the refund schedule available in the Financial Aid Office.

Refund - Complete Withdrawal

Students who withdraw from ***all*** courses on the dates listed below will receive the refund indicated.

Fall and Spring Semesters:

Prior to 1st class day	100% refund less $15 registration fee
1st through 5th class day	80% refund
6th through 10th class day	70% refund
11th through 15th class day	50% refund
16th through 20th class day	25% refund
After 20th class day	No refund

Summer Sessions:

Prior to 1st class day	100% refund less $15 registration fee
1st through 3rd class day	80% refund
4th through 6th class day	50% refund
After 6th class day	No refund

Refund - Schedule Change

If a student remains enrolled in the College through the 12th class day of a fall/spring semester or 4th class day of a summer term but officially withdraws from one or more courses during that time, he will receive a 100% refund of the *decrease* in tuition and fees. There is no schedule change refund after these dates.

If a student changes his schedule and the net result is an *increase in tuition and fees*, he must pay the difference. If a student changes his schedule and the net result is *no change in tuition and fees*, there is no charge.

Schedule changes must be completed in the Business Office. Students who do not complete the process are not added to or dropped from courses as they intended.

Academic Regulations

Academic Classification

Academic classification is determined as follows:

Full-time Student: A student who is registered for a full-time load as defined under ***Academic Load***

Part-time Student: A student who is registered for less than a full-time load as defined under ***Academic Load***

Freshman: A student who has completed less than 30 semester hours

Sophomore: A student who has completed 30 or more semester hours but less than 60 semester hours

Unclassified: A student who has completed 60 or more semester hours

Academic Load

Students are responsible for determining the academic load they may successfully complete during each semester within compliance of college regulations.

Full-time Load: The full-time academic load for a fall or spring semester is 12 or more semester hours. For a 12-week summer session, the full-time load is 8 or more semester hours; for a six-week summer session, 4 or more semester hours.

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

Normal Load: The normal academic load for a fall or spring semester is between 15 and 17 semester hours. For a 12-week summer session the normal load is 12 semester hours; for a six-week summer session, 6 semester hours. Students on academic probation may be required to take less than a normal load.

Maximum Load: The maximum full-time load for a fall or spring semester is 18 semester hours. For a 12-week summer session the maximum full-time load is 14 hours; for a six-week summer session, 7 semester hours. The maximum full-time load for the combined six- and twelve-week summer sessions is 14 semester hours. Students with a grade point average of 3.0 or greater may exceed the

maximum full-time load during the fall and spring semesters with written approval of the Dean of Instruction, Student and Community Services or his designee.

Minimum Load: No minimum load is required.

Admission to Classes/Attendance

Students may not attend classes without completing registration, including payment of all tuition and fees. Failure to attend class sections for which the student is officially registered ***will result in a failing (F) grade.*** (Also see sections on ***Schedule Changes*** and ***Student Withdrawal.***)

Regular attendance in classes is expected. If an absence is unavoidable, the student is responsible for completing all work missed during the absence. Any work missed and not subsequently completed will affect the grade of the student regardless of the reason for the absence.

Instructors may initiate administrative withdrawal procedures for students who exceed course absence standards.

Withdrawal from classes may affect enrollment in other courses, insurance eligibility, financial aid, and/or veterans benefits.

Students who are enrolled in developmental courses because of their TASP or Placement Test scores ***must attend classes and participate in instructional activities.*** Failure to attend and

participate could result in being dropped from all classes. If these students are unable to attend, they should contact their instructors as soon as possible concerning the absence.

Student Withdrawal

Students who have registered and paid for courses are considered enrolled until they officially withdraw by submitting a Withdrawal Form to the Records Office. Ceasing to attend class does not terminate enrollment. Therefore, a student who ceases to attend class without officially withdrawing from that class ***will receive a failing grade.***

Students wishing to withdraw should consult the procedures detailed in each semester's Class Schedule. The withdrawal is not official until it is received in the Records Office. All withdrawals must be consistent with TASP guidelines.

Students should withdraw in person; however, a signed request mailed or faxed, (713)388-4895, to the Records Office is acceptable. The official withdrawal date will be the date the withdrawal is received in the Records Office.

Emergency withdrawals are official effective the date of the emergency provided the student submits written proof of the emergency (examples: military orders, medical certification of family emergency).

Because withdrawal from classes may affect enrollment in other courses, insurance eligibility, financial aid and/or veterans benefits, prior to finalizing withdrawal, students are advised to:

- review insurance policies regarding college attendance requirements (usually applies to students carried on parents' health/insurance plans) and/or
- consult with the Financial Aid Office and/or
- consult with the Veterans Coordinator.

Grades for Withdrawals

Courses dropped on or before the census date each semester are not recorded on the student's transcript. Course withdrawals received in the Records Office after the census date and before the withdrawal deadline for each semester are recorded on the student's transcript with the grade of ***W***.

Administrative Withdrawal

Students who have excessive absences as defined in the Student Information Plan may be administratively withdrawn.

Grading

Grade-Point Value

A Excellent ---- Four grade points per semester hour

B Good ---- Three grade points per semester hour

C Average ---- Two grade points per semester hour

D Poor ---- One grade point per semester hour

F Failure ---- No grade points per semester hour

AU[1] Audit ---- Grade points not assigned

I[2] Incomplete ---- Grade points not assigned

IP[3] In Progress ---- Grade points not assigned

R[4] Re-enroll ---- Grade points not assigned

S Satisfactory ---- Grade points not assigned

U Unsatisfactory ---- Grade points not assigned

W[5] Withdrawn ---- Grade points not assigned

1. An ***AU*** grade is assigned to any student who registers for a course under Audit Registration rules. The audit grade remains on the student's transcript whether or not the student attends the entire course.
2. An ***I*** (incomplete) may be awarded when the instructor determines that minimal work on the part of the student and the instructor will complete the course requirements. An ***I*** grade not changed by the instructor to a grade of completion (***A,B,C,D,*** or ***F***) by the end of the following semester (December, May, August) will automatically be changed to an ***F***.
3. An ***IP*** is a temporary notation that appears on the Student Information Sheet (SIS). It indicates semester hours in progress.
4. The ***R*** grade is used only with machine shorthand court reporting and developmental courses when the student is making satisfactory progress toward course objectives and needs additional time and instruction to master the material.
5. Students who file withdrawal requests by the published deadline will receive a ***W*** grade.

Calculation of Grade Points

Grade points earned are calculated by multiplying the semester hour value of a course attempted at Alvin Community College by the grade point value of the grade received in the course for grades of A,B,C,D or F. The grades of AU,I,IP,R,S, and W have no point value and are not included in any grade point calculation. Example: A 3-semester-hour course graded A produces 12 grade points.

Grade Point Averages

Three ***grade point averages*** are noted on Alvin Community College transcripts:

The ***Cumulative Grade Point Average*** is computed by dividing the total grade points earned by the total semester hours in ***all courses attempted at Alvin Community College.***

The ***College Grade Point Average*** is computed by dividing the total grade points earned by the total semester hours in ***college level courses attempted*** at Alvin Community College. This grade point calculation excludes developmental courses.

The ***Semester Grade Point Average*** is computed by dividing the semester grade points earned by the total semester hours in ***all courses attempted*** at Alvin Community College for the semester.

Grade Range

As a general guide, the following letter grades are assigned for percentage grades:

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	Less than 60

Exceptions to this grading system exist and are published in the Student Information Plan distributed in class.

Grade Reporting

Grades are assigned by instructors and may be based on several factors such as class and/or laboratory performance, test scores, departmental academic requirements, and attendance. Instructors' grading requirements are included in the Student Information Plan (SIP) distributed in class.

Grades are available to students by the following means:

- Grade reports mailed at the end of each semester by the Records Office to the student's address of record. This allows

students to monitor their performance immediately.

- Student Information Sheets provided to each student as part of each semester's registration. This allows students to review their cumulative academic record prior to course selection for each semester.
- Transcripts provided by the Records Office which are the official reports of courses, grades and credits awarded by the College.

Grade Change

Grade change requests begin with the course instructor and must be approved by the appropriate department chair, division chair, and dean. Grade change forms are available in the Records Office.

Students who wish to challenge a course grade must first discuss it with the instructor. If the student then chooses to pursue the challenge, he must present his appeal in writing to the department chair or program director. Further appeals will be directed through the appropriate division chair, the Dean of Technical Programs and/or the Dean of Instruction, Student and Community Services, and the Academic Affairs Committee. The decision of the Academic Affairs Committee is final. The student has one semester from the date of grade assignment to apply for a grade change unless the student documents emergency circumstances.

Academic Honors

Presidential Scholar

To be designated a Presidential Scholar, a student will have completed 45 college-level semester hours at Alvin Community College, will have attained 18 university-parallel credits, and will have maintained a 3.9 college grade point average while attending ACC. No grade earned at ACC must have been below a "B." Student must have completed 12 semester hours at ACC during the previous calendar year. Sports and Human Performance activity credits are excluded.

Dean's List

Through the Dean's List, the College honors the scholastic achievement of full-time students. Issued each fall and spring semester, it contains the names of all students who have earned 12 or more resident, college-level, semester hours during the semester with a minimum 3.5 grade-point average with no grade lower than a ***"C."*** Resident college-level courses exclude credit-by-exam, non-traditional, transfer, and developmental courses.

Merit List

Through the Merit List, the College honors the scholastic achievement of part-time students. Issued each fall and spring semester, it contains the names of all students who have earned 7-11 resident, college-level, semester hours during the semester with a minimum 3.5 grade-point average with no ***"F"*** or ***"U"*** grades. Resident college-level courses exclude credit-by-exam, non-traditional, transfer, and developmental courses.

Academic Suspension/Probation

The concept of academic suspension or academic dismissal based on grade point average alone is contrary to the College's philosophy. However, students who do not make satisfactory progress in the following curriculums will be subject to removal from these curriculums:

Court Reporting
Medical Laboratory Technology
Nursing
Nursing - Transition
Respiratory Care
Respiratory Care - Certificate
Vocational Nursing

See the requirements for each curriculum in the ***Curriculum Offerings*** section of this catalog.

A student is placed on academic probation when he fails to maintain at least a 2.0 cumulative grade-point average on a minimum course load of 6 hours. The probation stands until the student raises his cumulative GPA to 2.0 or higher. A student whose cumulative and semester GPA's are less than 2.0 is required to meet with a counselor prior to registration to verify the conditions necessary for his continued enrollment at the College. The student's maximum course load may be limited to improve the student's chances for success.

Veterans and students on financial aid will be given a Satisfactory Progress Form to identify the requirements they must meet to continue receiving financial aid each semester.

Student Records Policy And Procedures

Other than directory information, the College does not release any information concerning a student without the written consent of the student (or his parent, if the student is a minor).

Release Of Directory Information

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

Name Or Address Change

Students are responsible for maintaining current personal information in their ACC file by completing a Student Data Change Request Form in the Records Office. Personal information includes such items as name, address, telephone number, emergency contact, and academic information. Any communication mailed to the name and address on file is considered delivered.

Challenge To Accuracy Of Records

Students who desire to challenge the accuracy of their records must present their request in writing to the Director of Admission and Records. Forms are available in the Records Office.

Records On Hold

A student's records are placed on hold when the student has an outstanding obligation, such as records obligation, library fine, traffic violation, financial aid obligation, business obligation, or other obligation. The hold prohibits the student from future registration or from releasing his records (transcript) for any purpose. The Counseling Center or Records Office will assist the student in determining the office which placed the hold. The student must go to the appropriate department (i.e., library, college police, etc.) to clear the obligation. The department will issue a receipt or clearance form.

Transcript Requests

Students may request official transcripts by completing the Request For Transcript Service form or by letter or fax, (713) 388-4895. The letter or fax must include the student's name at the time of last attendance, current name, social security number, date of birth, approximate date of last attendance, and signature. All requests must provide

a complete address to which the transcript is to be sent or they will be returned.

Except for peak operational periods in the Records Office, transcript services are provided within 24 hours of receipt of the request. There is no charge for transcripts sent by regular, first-class mail. Express transcript service is provided when pre-paid and arranged for by the student. Students must contact the express service for rates and procedures. To ensure security of records, Alvin Community College does not fax transcripts.

Grievance Procedure

Students who have a grievance not covered by other sections of this catalog should first discuss the matter with the individual concerned. If the student wishes to pursue the matter, he must present his grievance in writing to the department chair or program director. If necessary, the grievance will then be directed through the appropriate division chair to the Dean of Instruction, Student and Community Services, and the Academic Affairs Committee. If the matter is still unresolved, the student may request through the President a hearing before the Board of Trustees.

Questions concerning other grievances (sexual harassment, disability/access) should be directed to the Associate Dean of Student and Instructional Services.

Developmental Courses

The College offers developmental courses in basic math, reading, and English as well as a developmental psychology course that focuses on study skills. Students who need full-time status may register for up to12 semester hours of developmental courses. TASP-obligated students whose Placement Test or TASP Test scores are below the college level must enroll and participate in the appropriate developmental course. For more information, contact the Counseling Center.

Developmental Courses:

English 0309,English 0310, Math 0309
Math 0310, Math 0312, Reading 0309
Reading 0310, Reading 0312
Orientation 1100,Psychology 0309

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

Graduation

Graduation Policy

The College does not automatically award a degree or certificate when a student has completed the requirements. To receive a degree or certificate, a student must apply for graduation in the Records Office and pay the graduation fees in the Business Office. Deadlines for graduation application are published in the academic calendar of the *ACC Catalog* and the class schedules. If a graduation applicant does not fulfill all degree requirements in the designated semester, he must reapply and pay an additional graduation fee.

Graduation Requirements

The student is responsible for ensuring that he has fulfilled the total number of college credits and required courses in his certificate or degree program. To graduate a student at ACC must:

1. meet entrance requirements.
2. fulfill all course requirements of a particular curriculum as specified in the *ACC Catalog.*
3. complete 24 semester hours in residence at Alvin Community College for a two-year program; complete 12 semester hours in residence for a one-year program. In either program at least half the hours in residence must be in the student's major.
4. earn a minimum 2.0 grade point average in courses completed at ACC which apply to the student's particular degree or certificate, and a minimum 2.0 in combined ACC courses and transfer courses which apply to the student's particular degree or certificate.
5. complete two semester credit hours of physical activity courses for a two-year program.
6. pass the Texas Academic Skills Program (TASP) Test, if not exempt or waived from the test (waivers apply to specific certificates only).
7. file an application for graduation with the Records Office. Students who do not meet the application deadlines will be graduated at the following scheduled graduation.
8. resolve all financial obligations to the College and return all borrowed materials including library books. Students who fail to resolve such obligations will have their records placed on "hold," prohibiting graduation.
9. attend commencement exercises or obtain an excuse from the Associate Dean of Student and Instructional Services.

Graduation Under A Particular Catalog

To graduate, students must complete the study requirements of the *ACC Catalog* in effect at the time a degree or certificate program is elected. Degree or certificate program election is normally accomplished during the admission process. To change an election, a new degree or certificate plan must be filed with the Records Office. Students who interrupt their studies for more than four consecutive semesters (fall, spring, summer I or summer 2) must meet the requirements of the catalog under which they were readmitted.

Course Substitution

Semester credit hours and core academic requirements for a degree or certificate will not be waived. Substitutions for other requirements must be approved by the appropriate department chair, division chair and dean. Application for substitution may be initiated through the Counseling Center, department chair, and Records Office.

Graduation Honors

Degree candidates whose college grade-point average at Alvin Community College is 3.2 or higher will receive honors recognition at graduation. The college grade-point average includes all credit hours completed (excluding developmental) and all grades for repeated courses.

Appropriate scholastic achievement honors are recorded on the student's records:

3.2 grade point average ---- Cum Laude (with honors)

3.5 grade point average ---- Magna Cum Laude (with high honors)

3.8 grade point average ---- Summa Cum Laude (with highest honors).

Educational Guarantee

University Parallel Programs -- Transfer Credit

Alvin Community College hereby guarantees to students who have graduated with the Associate of Arts or Associate of Science degree in May 1993 and thereafter that the course credits earned as part of these degree programs will transfer to those Texas colleges or universities which cooperate in the development of ACC's Transfer Guide provided the following conditions have been met:

1. Transferability means acceptance of credit toward a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in the Transfer Guide dated 1991-92 or later.
2. Limitation on total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
3. Only college-level courses with *Community College General Academic Course Guide Manual* approved numbers are included in this guarantee.
4. To be eligible for the guarantee, the student must file a written transfer plan with the Counseling Center.

   The transfer plan must include:

   a. courses to be taken for transfer,

   b. the name of the institution to which the student plans to transfer,

c. the bachelor's degree and major the student plans to pursue,

d. the date the decision was made, and

e. an Associate of Arts or Associate of Science degree plan

If all of the above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify the Dean of Instruction, Student and Community Services within ten (10) days of notice of transfer credit denial so that a "Transfer Dispute Resolution" process can be initiated.

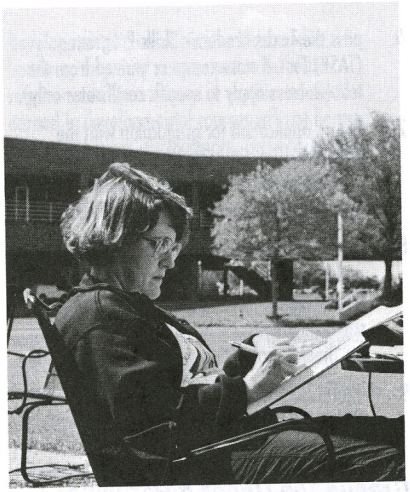
Alvin Community College guarantees that if course denial is not resolved, the College will offer the student *tuition-free* alternate courses, semester hour for semester hour, not to exceed twelve semester hours, which are acceptable to the receiving institution. This guarantee will be good for a one-year period from the granting of a degree by Alvin Community College. The student is responsible for payment of any fees, books, or other course related expenses.

This guarantee is designed specifically for those ACC students who have made firm decisions about their major and the institution to which they plan to transfer. In order to secure such a guarantee, students must begin the process in the ACC Counseling Center.

This guarantee does not apply when degree requirements set by some universities vary significantly from ACC's degree programs.

Technical Programs -- Competent Job Skills

Alvin Community College hereby guarantees that recipients of an Associate of Applied Science degree or certificate of completion will have the job skills for entry-level employment in the occupational field for which the student has been trained. If such a degree or certificate recipient is judged by the employer to be lacking in technical job skills (identified as exit competencies for the specific program by ACC), the recipient will be provided up to nine (9) tuition-free credit hours of additional skill training. The following special conditions apply to this guarantee:



1. The student must have earned the Associate of Applied Science degree or certificate as of May 1993 or thereafter in a technical or occupational program listed in ACC's catalog.
2. The student must complete the program within four (4) years prior to the date of graduation and earn, as a minimum, 75% of the credits at ACC.
3. The student must be employed full time within six (6) months of graduation in an occupation directly related to the specific program completed at ACC.
4. The employer must certify in writing that the student lacks the entry-level skills as identified by ACC as program exit competencies and must specify the areas of deficiency within ninety (90) days of the student's initial employment.
5. Upon receipt of the employer's written notice, an educational plan for retraining will be developed by the Dean of Technical Programs and other appropriate personnel.
6. Retraining will be limited to nine (9) credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.

7. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
8. The student and/or employee is responsible for the cost of books, insurance, uniforms, fees and other course related expenses.
9. The guarantee does not imply that ACC graduates will pass any licensing or qualifying examination for a particular career.
10. A student's sole remedy against ACC and its employees for skill deficiencies shall be limited to nine tuition-free credit hours under conditions described above.

Degrees And Certificates

Degree programs are two-year, 62-76 semester-hour programs; certificate programs are one-year, 30-48 semester-hour programs. Developmental courses may not be used to fulfill the requirements for a degree or certificate.

The Associate In Arts (AA) Degree:

Art
Drama
General Liberal Arts
Music-Instrumental Concentration
Music-Voice Concentration
Musical Theatre
Sports and Human Performance

The Associate In Arts (AA) Degree—General Studies

This degree is awarded for a sixty-two hour multidisciplinary academic program pursued by students who do not have a specific baccalaureate degree goal. The core curriculum and core academics for this program include English, fine arts, history, government, mathematics, speech, sciences, and physical activity.

The Associate In Science (AS) Degree:

Biological Science
Business Administration
Mathematics
Physical Science

The Associate In Applied Science (AAS) Degree:

Accounting
Aerospace Technology-Mechanical Systems
Child Care and Development
Communications-Radio Broadcasting
Communications-Television
Computer Science Technology
Computer Repair Technology
Court Reporting
Criminal Justice-Correctional Science
Criminal Justice-Law Enforcement & Police Administration
Drafting Technology

Electronic Technology
Fashion Merchandising
Legal Assistant
Management Development
Medical Lab Technology
Mental Health
Nursing
Office Administration-Executive Secretary
Office Administration-Legal Secretary
Office Administration-Medical Secretary
Respiratory Care

The Certificates:

Air Conditioning and Refrigeration
Automotive Technology
Child Care and Development
Communications-Radio Broadcasting
Communications-Television
Computer Science-Data Processing
Criminal Justice-Correctional Administration
Criminal Justice-Correctional Science
Criminal Justice-Texas Peace Officer
Drafting
Electronics
Fashion Merchandising
Legal Stenography
Management Development
Mental Health
Office Administration
Respiratory Care Technician
Vocational Nursing

Second Degree Or Certificate

Alvin Community College grants credit for all previously completed courses which also meet the requirements of an additional degree or certificate. The student must pay for additional degrees or certificates.

Definitions Of Academic Terms

Academic Probation: The status of a student whose cumulative grade point average is below the minimum standard of 2.0.

Admission:

Full: Acceptance of a student to the college after all admission requirements have been met.

Provisional: Temporary acceptance of a student to the college pending receipt of official transcripts and test scores. Failure to submit these documents will prevent future registration and transcript service.

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

Co-requisite: A course which must be taken simultaneously with another course.

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

Elective: A course which a student may choose to take, as distinguished from a required course.

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

Faculty: The instructional staff of the College.

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

Pre-requisite: A course which must be taken before taking another course or a test which must be passed before taking a course.

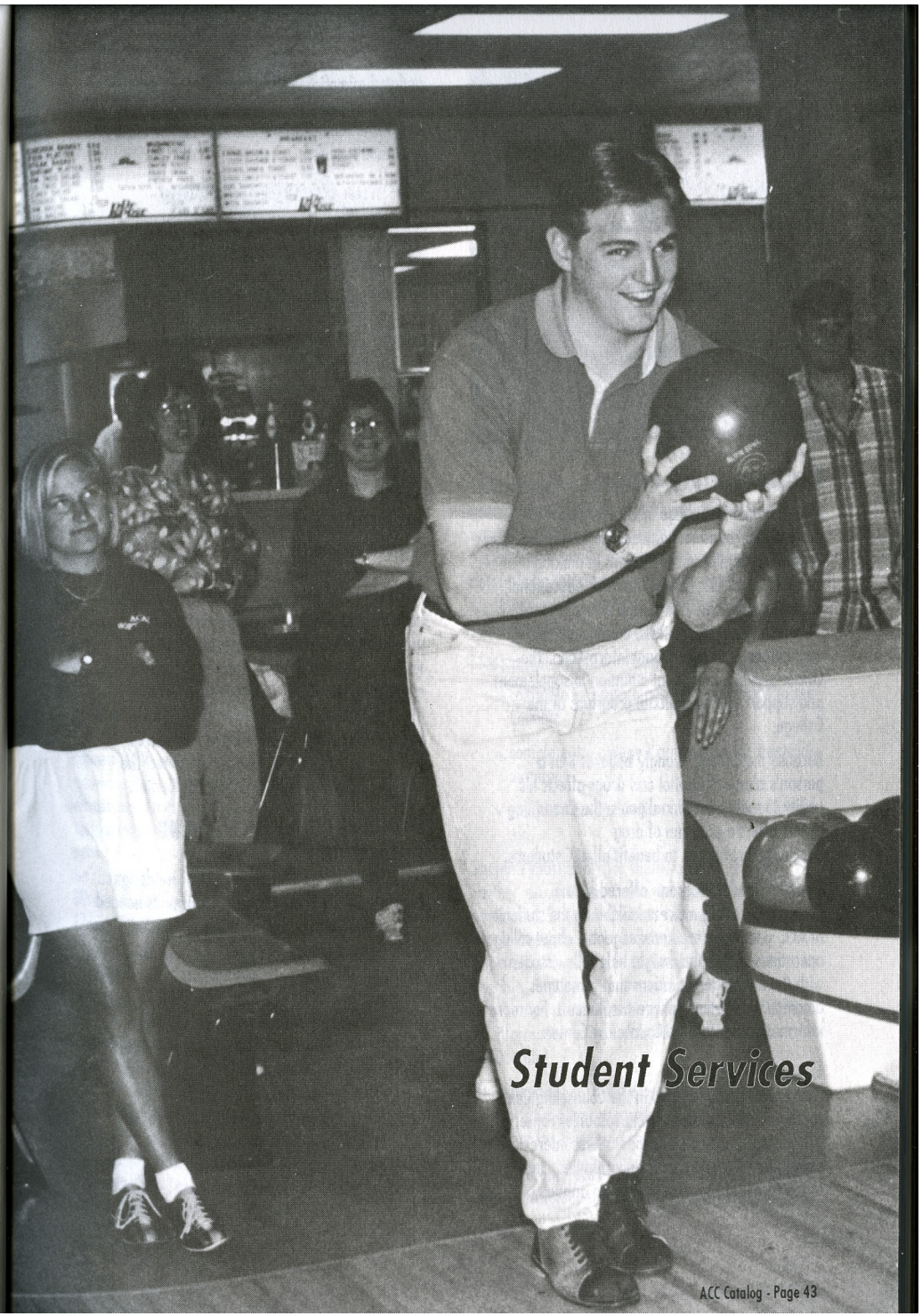
Registration: Process of enrolling for classes, constituting the selection of courses by days and hours and the payment of fees.

Suspension: A requirement that a student cease enrollment in the College for at least one semester.

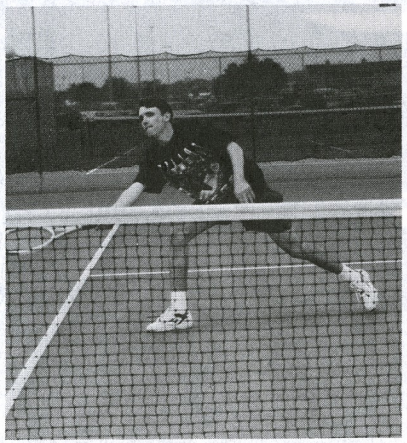
Term: A subdivision of the academic year ---- Fall, Spring, and Summer semesters.

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

Unit of Credit: Course work is posted in semester credit hours. Generally, one lecture hour or three laboratory hours constitute one semester hour of credit.



Student Services



Counseling Center

Alvin Community College maintains a staff of professional counselors and academic advisors. The Counseling Center assists students in making decisions regarding their vocational, educational, and personal plans. As a part of this assistance, students have access to tests, inventories, and occupational and educational information. The Center provides individual attention to supplement and support the instructional programs of the College.

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

The Peer Leader Program, offered by the Counseling Center, makes available to the students of ACC, peers who are knowledgeable about college operations so that they might help fellow students with the unfamiliar situations that sometimes accompany first-time college enrollment. For more information, contact the Counseling Center.

Career Library

The career library, located in the Counseling Center, contains various materials and resources concerning jobs, careers, and colleges for students interested in college transfer and career opportunities. Included in the career library resources is an annually updated microfiche collection of catalogs from virtually all U.S. colleges and universities. The microfiche reader-printer is available to students, staff, and faculty.

Dolphin Preview For New Students

In order to ease the transition into college, to acquaint new students with college programs, and to promote success in college, an orientation program is scheduled by the Student Services Department prior to registration each fall and spring semester. ACC student services staff members, faculty, administrators, and current students are available to provide information on programs, courses, transfer, registration, services, physical layout of campus, and student activities and organizations. Contact the Counseling Center for additional information.

Learning Enhancement and Achievement Program (LEAP)

Services are provided for students with learning or responding differences, as well as for those who have differences in learning styles. Support is provided to individuals through informational testing, assistance in developing new learning and responding strategies, and suggestions for alternative academic approaches. Students can be referred by faculty, counselors or themselves. For further information and assistance, contact the coordinator of LEAP in the Counseling Center.

Orientation 1100: College Adjustment

ORIE1100 is a one-semester-hour course designed to give students many of the survival skills needed in college. Topics covered in ORIE1100 include: time management, study skills, test taking, stress reduction, assertiveness training, career exploration, and decision making. Students who want to take ORIE1100 should include it on their course plans when they register. For additional information, see the Description of Courses in this catalog or contact the Counseling Center.

Services For Students With Disabilities

Alvin Community College complies with the ADA and Section 504 by making reasonable adjustments and accommodations for qualified students with disabilities who want to participate in its education programs. Students requesting accommodations because of a disability should notify the Counseling Center at least 30 days prior to the beginning of the semester. Some special services include pre-enrollment counseling and scheduling assistance, special equipment, notetaking assistance, testing accommodations, sign interpreters, and referral services. Information and assistance may be obtained from the Counselor for Students with Disabilities located in the Counseling Center, (713)388-4636 or TDD number (713)388-4913.

Texas Rehabilitation Commission
Texas Commission for the Blind

Students with disabilities which constitute a substantial barrier to employment may receive vocational rehabilitation services. The Texas Rehabilitation Commission (TRC) provides tuition assistance, diagnostic testing, and counseling for eligible individuals who have a physical or mental disability. The Texas Commission for the Blind (TCB) provides this assistance for the blind and the visually-impaired. Because approval of the student's vocational objective must come from the appropriate Commission, prospective students should apply early for this assistance at the nearest office of either the TRC or the TCB, preferably at least 6 weeks prior to registration. Contact the Counseling Center for more information, or contact the nearest office of the TRC or TCB for eligibility requirements and information.

Financial Assistance

The student financial aid program at Alvin Community College provides financial assistance to students who otherwise would be unable to attend college. Although the College constantly seeks additional support for student loans, scholarships, and grants, funds are limited in some of these areas.

Financial aid is awarded in the form of scholarships, grants, loans, and jobs according to financial need, academic grades, and academic load. A student's personal and family resources are considered in determining the student's financial need. Deadlines for financial aid processing are published each semester in the Class Schedule.

Students who apply for financial aid must:

- complete all requirements for admission to the College;
- complete the college's application for financial aid; and
- complete an application for Federal student aid.

Students must apply for financial aid in person. Further, students must submit a new financial aid application for re-evaluation each year. Application should be made as soon as family income tax information is available and as early in the year as possible. Application forms and additional information are available in the Financial Aid Office. All information provided to this office remains confidential.

The Financial Aid Office will determine that a student's academic progress has preserved his eligibility for financial assistance.

All tuition and fees must be paid in full at the time of registration or students may not attend classes. If

a student's financial aid is not available when tuition payment is due, the student is personally responsible for tuition and fees. Thus, students needing financial assistance should make application to the Financial Aid Office early in order to satisfy deadlines.

Financial Aid Programs

Federal Pell Grants: This grant makes funds available to eligible undergraduate students who are enrolled at least half-time. All students who desire to participate in this program must submit an application. A student who meets grant requirements will be provided with a Student Aid Report which he must submit to the Financial Aid Office. Some programs require high school graduation, the equivalent and/or other criteria for admission.

Federal Work-Study Program: This program provides on-campus employment for students who qualify on the basis of financial need. To be eligible for employment under this program, the student must be enrolled at least half-time and must show a need for the earnings to pay for college expenses.

Short-Term Loans: Alvin Community College has limited funds to provide immediate assistance for tuition and fees. These funds are made available through gifts contributed by individuals and organizations interested in Alvin Community College and in the welfare of its students. The funds are used for emergency loans which must be repaid during the term of enrollment so that the money may be continually circulated. Loan recipients will be charged a processing fee.

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

State Student Incentive Grant: All eligible students may be considered for this grant program, which is based on financial need. Although these

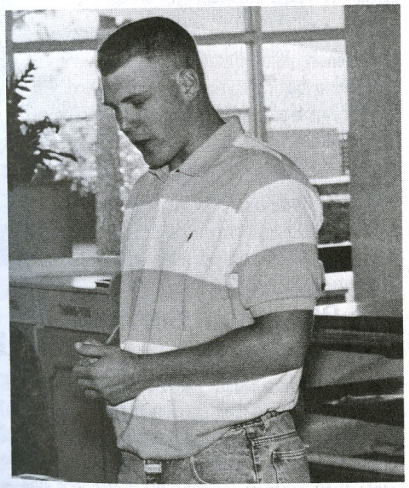
funds are limited, students applying for other financial aid will automatically be considered for this program.

Federal Supplemental Educational Opportunity Grants: Supplemental Educational Opportunity Grants are awarded to students with financial need. Although these funds are limited, students applying for other financial aid will automatically be considered for this program.

Texas Public Education Grants: State legislation has made grant funds available to students with financial need. Although these funds are limited, students applying for other financial aid will automatically be considered for this program.

Hazlewood Act: Veterans discharged honorably and under honorable conditions, who were Texas residents at the time of induction into military service, who have no further entitlement to Veterans Educational Benefits or other federal educational benefits, as determined by Financial Aid eligibility, and who have resided in Texas for the 12 months preceding registration may be eligible for exemption of tuition and some fees. Application for Hazlewood Act exemption is made through the Records Office, Veterans Coordinator. Veteran students must provide an original or a certified copy of DD Form 214 and proof of Texas residence. Additionally, Hazlewood Act applicants must begin Financial Aid processing 6 weeks prior to registration to establish eligibility for exemption. Eligible Hazlewood Act students must secure from the Records and Financial Aid Offices a Tuition Exemption Approval Form by the census date of each semester to qualify for exemption. Census dates, published in the Class Schedule, are the 12th class day for fall and spring semester and 4th class day for summer semesters.

Job Training Partnership Act (JTPA): Eligible students may receive tuition, fees, books, career counseling, and part-time employment. To be eligible for the JTPA program, students must (1) meet financial need criteria and (2) enroll in a vocational program. For information, contact the JTPA Office, (713) 388-4627.



Scholarships

Athletic Grants-in-Aid

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

Music Grants-in-Aid

For information on the music grants-in-aid, contact the Music Department Chairperson.

Institutional Departmental Academic Scholarships

Departmental academic scholarships are provided to qualified students in:

- Art
- Business
- Child Care and Development
- Communications
- Court Reporting
- Drafting
- Electronics
- English
- Fashion Merchandising
- Foreign Languages
- Law Enforcement
- Legal Assistant
- Math
- Medical Lab Technology
- Management Development
- Mental Health
- Music
- Nursing-ADN
- Nursing-LVN
- Respiratory Care
- Social Science
- Science

These scholarships are competitive in nature. Students interested in these scholarships should contact the chairperson of the appropriate department.

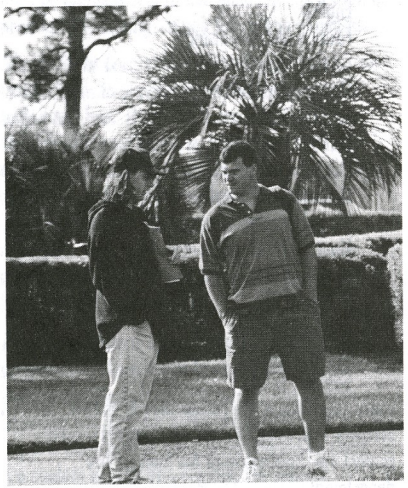
Other Scholarships

These scholarships, coordinated by Alvin Community College, are awarded annually:

- ACC Association of Educational Office Personnel Scholarship

ACC Fashion Group Scholarship
Aerospace Tech/Rockwell Space Operations
Alvin-Manvel Area Chamber of Commerce
Industrial Development Scholarship
Bill and Donna Gardin Scholarship (Business)
Francis Joseph (Joe) Phillips Memorial Scholarship
M. B. Ward Scholarship
James Williams Scholarship (Drama)
Hollis McGinness Memorial Scholarship (Alvin Noon Lions Club)
Paul Lawson Scholarship (Drama)
Presidential Scholarship
Presidential Service Award Scholarship (Alvin High School Graduating Senior)
Rotary Club Scholarship (Alvin Rotary)
Scott Memorial Scholarship (Law Enforcement)

Other scholarships from outside sources are available to ACC students. For further information concerning all scholarships, inquire at the Financial Aid Office.



Veterans Administration Benefits

Alvin Community College has been approved for VA educational training. Prospective students who are veterans or *eligible* veterans' dependents should contact either the VA Regional Office or the campus Veterans Service Desk in the Records Office for application forms and further information. Early application is advised. VA recipients are expected to comply with standards of academic progress listed below. *Certification to the VA is not an automatic process. The veteran needs to request it each semester that he wishes to be paid.*

Standards Of Academic Progress For Students Receiving VA Benefits

Satisfactory Progress: Maintaining a cumulative grade-point average (CGPA) of 2.0

Probation: Failure to achieve a CGPA of 2.0 results in *first* probation for the student's next registration. If the student achieves a 2.0 GPA for his *first* probation semester but does not achieve a CGPA of 2.0, the student will be placed on *second* probation for one additional semester. Summer sessions (Summer 1, Summer 2, Summer 12-week) are considered one semester.

Unsatisfactory Progress: Failure to remove probationary status. Unsatisfactory progress is reported to the VA Regional Office at the end of the *first* probation period if the semester GPA is below 2.0 and at the end of the *second* probation period if the cumulative GPA is below 2.0.

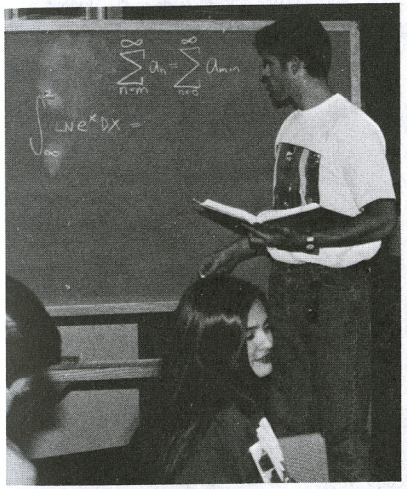
Transfer Students: VA students who transfer to ACC under academic suspension or probation at the last school attended are admitted under the terms of *first* probation listed above.

Job Placement Service

The Financial Aid Office provides placement services for students who need part-time or full-time employment during their enrollment and after graduation. Information on job requirements and opportunities is available through the College's contact with business, industry, the professions, and the government. Students seeking part-time work are encouraged to keep in mind their career plans and to seek job experiences that can benefit them in permanent positions after graduation.

Learning Lab

Located on the second floor of the Learning Resources Center, the Learning Lab is an open-concept learning center that serves ACC students. Its purpose is to provide help for students in a relaxed, informal environment. Lab services include developmental classes to better prepare students for their chosen programs; individual tutoring; microcomputers, tape players / recorders / copiers, films, and audio tapes for individual use. The Learning Lab is open days throughout the academic year, and evening tutoring is available by appointment. All services of the Lab are free.



Library

The Library, located on the second floor of the Learning Resources Center, has a collection of 30,000 books and bound periodicals, 200 current periodical subscriptions, and 50,000 microforms. All materials are available for use by students, staff, and residents of the community. Library hours are published in the class schedule.

Campus Services

Cafeteria

The cafeteria, located in the Student Center, offers a grill, cold food and snacks, a salad bar, and beverages. It is open each class day, breakfast through lunch.

Child Care Laboratory

Students, staff, and faculty may enroll their children in the campus day care center, a laboratory school operated by the Child Care and Development Department. The center is licensed for children ages 18 months to 6 years. For information about registration, hours, and charges, contact the Laboratory School Office.

College Store

The College Store, offering books, school supplies, and sundry items, is operated for the convenience of students and faculty. Located in the Student Center, it is open for day and evening services throughout the academic year. Book-buy-back is conducted by the College Store during the week of final examinations each semester; students may sell their books back for one-half the original purchase price.

Fitness Center

The ACC Fitness Center, including the gym, racquetball courts, tennis courts, weight training rooms, locker rooms, and saunas, is open to students, faculty, staff, and the residents of the college district who purchase a membership. The center operates seven days a week during the fall and spring semesters except when the College is closed. Summer operating hours are published in the class schedule. For membership information call 388-4706.

Health Insurance

Health insurance is the responsibility of the student or, in the case of a minor, the student and his parents or guardian. A student's eligibility for coverage under his parents' policy may depend on the student's age, dependency status on federal tax returns, and the total hours of enrollment. Students or parents are advised to consult their insurance carrier for specific terms of eligibility.

Parking

Automobiles must be registered with the College Police to park legally on campus. Students are issued parking permits and the published traffic regulations as part of registration. Visitors and participants in special programs must obtain a temporary permit from the College Police Office. Parking spaces marked with yellow stripes are reserved for student and registered visitor parking. Those spaces painted white with "Faculty and Staff Parking" signs at the heads of the rows are reserved for registered faculty and staff vehicles. Each parking lot on campus has Handicap Parking that is reserved for vehicles transporting mobility-impaired persons.

Student Activities

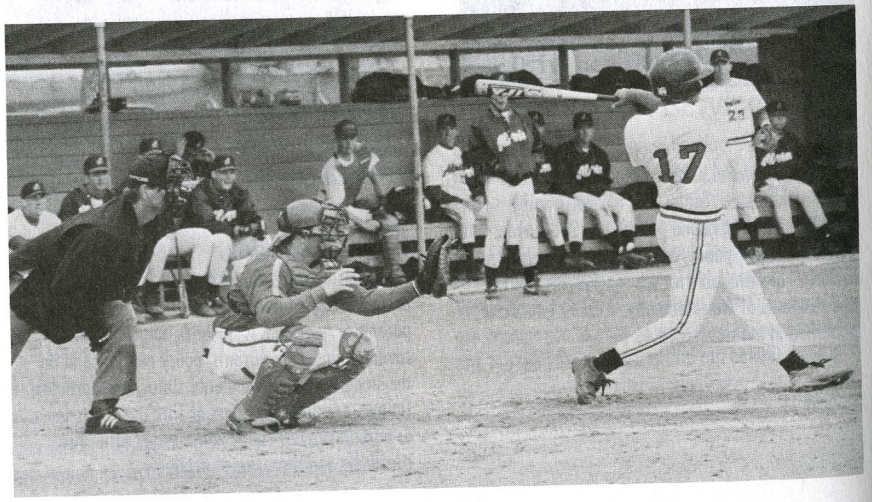
Some of the most valuable experiences a student will have while attending college occur outside the classroom. Alvin Community College encourages its students to participate in these extra-curricular activities. Student activities are open to every ACC student and include movies, speakers, dances, intramural sports and games, workshops, concerts, programs, and social and professional clubs. The Student Activities Coordinator maintains the activities calendar, and campus events are listed in the bi-weekly campus newsletter, *FYI*.

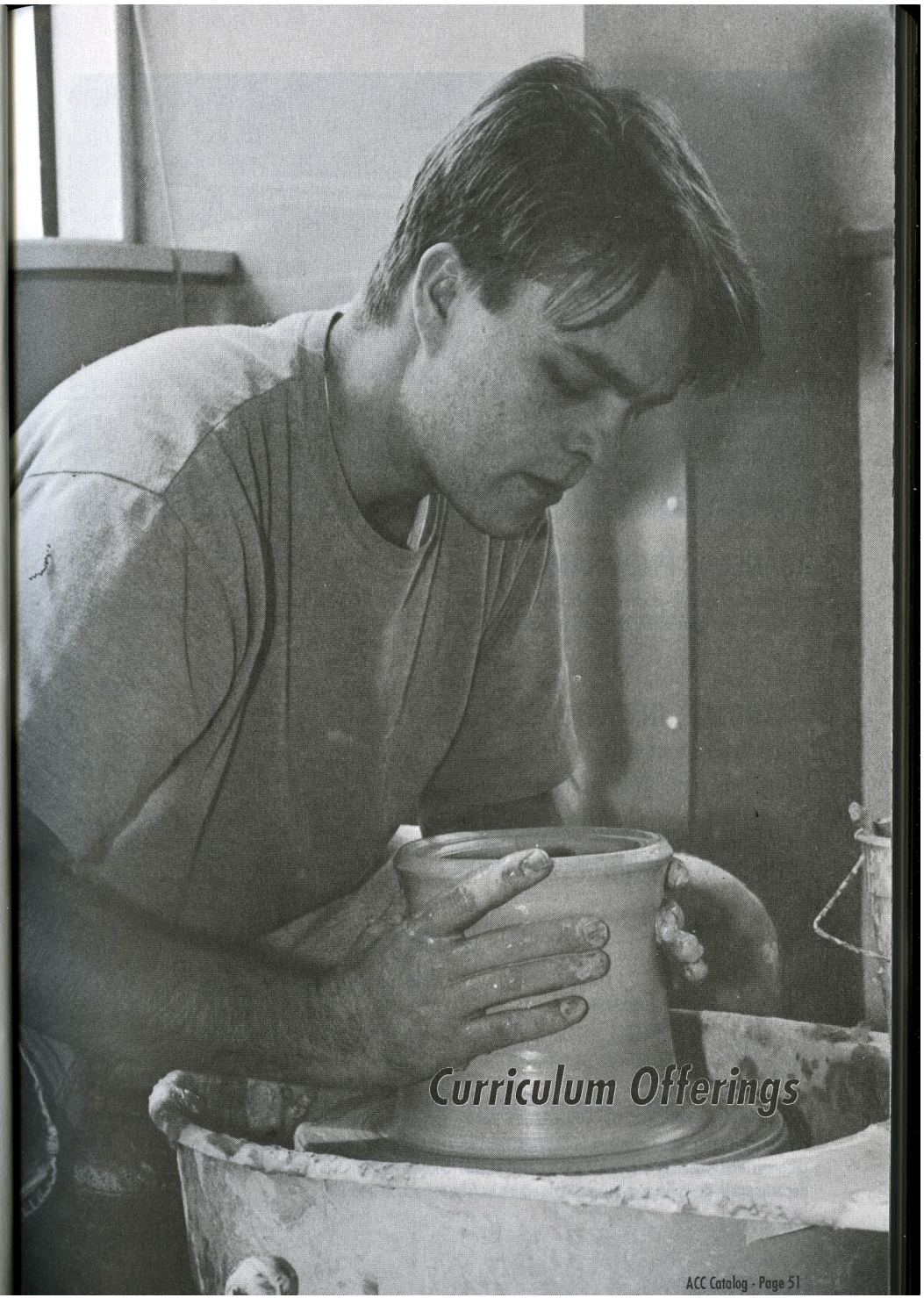
Athletics

The College is a member of the National Junior College Athletic Association (NJCAA) and participates in intercollegiate competition in men's baseball, women's volleyball and women's fast-pitch softball. Soccer is offered as a club sport. Students have the opportunity to participate in intramural and extramural sports, as well as an extensive sports and human performance program.

Student Handbook

The student handbook contains the official publication of the Student Code of Conduct. Additionally, it provides information about student activities, organizations, student services, and college regulations. It is available in the Student Activities Office in the Student Center.





Curriculum Offerings

ACADEMIC PROGRAMS

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

ASSOCIATE IN ARTS DEGREE

Degree: Associate in Arts (A.A.)

Length: Four-Semester (Two-Year) Program

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

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

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

GENERAL LIBERAL ARTS - Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
**HIST 1301	The U.S. to 1877	3	0	3
*MATH	Any College Level Mathematics	3	0	3
SPCH 1315	Public Speaking	3	0	3
*Foreign Language or Elective		3	0-2	3-4
PHED	Physical Activity	0	3	1
		15	0-5	16-17
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
**HIST 1302	The U.S. Since 1877	3	0	3
*MATH	Any College Level Mathematics	3	0	3
*Elective	College Level	3	0	3
*Foreign Language or Elective		3	0-2	3-4
PHED	Physical Activity	0	3	1
		15	0-5	16-17
Third Semester				
ENGL 2332 or ENGL 2322	Survey of Literature I or Survey of English Literature I	3	0	3
SCIENCE	Physics 1401,or Chem 1405,or Biol 1408, or Geol 1403	3	2-3	4
GOVT 2301	American National and State Governments I	3	0	3
*Electives	College Level	6	0	6
		15	2-3	16
Fourth Semester				
ENGL 2333 or ENGL 2323 or ENGL 2326	Survey of Literature II or Survey of English Literature II or American Literature	3	0	3
SCIENCE	Physics 1402, or Chem 1407, or Biol 1409, or Geol 1404	3	2-3	4
GOVT 2302	American National and State Governments II	3	0	3
*Electives	College Level	6	0	6
		15	2-3	16

*Depending on the transfer requirements of the college the student will be attending.
**Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

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

ART - Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
*HIST 1301	The U.S. to 1877	3	0	3
ARTS 1311	Design I	0	6	3
ARTS 1316	Drawing I	0	6	3
ARTS 1303	Art History I	3	0	3
PHED	Physical Activity	0	3	1
		9	15	16
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
ARTS 1312	Design II	0	6	3
ARTS 1317	Drawing II	0	6	3
ARTS 1304	Art History II	3	0	3
PHED	Physical Activity	0	3	1
		6	15	16
Third Semester				
ENGL 2332	Survey of Literature I			
or				
ENGL 2322	Survey of English Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
ARTS 2316	Painting I	0	6	3
ARTS	Elective	0	6	3
**Elective (Non Art)	College Level	3	0	3
		9	12	15
Fourth Semester				
ENGL 2333	Survey of Literature II			
or				
ENGL 2323	Survey of English Literature I	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
ARTS 2326	Sculpture I	0	6	3
ARTS	Elective	0	6	3
***Elective	College Level Natural Science/Math)	3-4	0	3-4
SPCH 1318	Interpersonal Communication			
or				
SPCH 1315	Public Speaking	3	0	3
		12-13	12	18-19

*Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.
**DRAMA 1310, MUSI 1306, HUMA 1301 or 1302 are suggested.
*** Natural Science/Math Elective

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

DRAMA - Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
*HIST 1301	The U.S. to 1877	0	0	3
DRAM 1220	Rehearsal and Performance	0	6	2
DRAM 1322	Movement & Dance for the Performing Arts	1	3	3
DRAM 1310	Introduction to Theatre Arts	3	2	3
SPCH 1315	Public Speaking			
or				
Elective	College Level	3	0	3
		13	11	17
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
DRAM 1221	Rehearsal and Performance	0	6	2
DRAM 1351	Introduction to Acting	2	4	3
DRAM 1341	Stage Makeup	2	4	3
MATH 1314	College Algebra	3	0	3
		13	14	17
Third Semester				
ENGL 2332	Survey of Literature I			
or				
ENGL 2322	Survey of English Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
DRAM 2120	Rehearsal and Performance	0	6	1
DRAM 1330	Introduction to Technical Theatre	2	4	3
DRAM 1352	Advanced Acting	2	4	3
DRAM 2360	Modern Theatre Literature	3	0	3
		13	14	16
Fourth Semester				
ENGL 2333	Survey of Literature II			
or				
ENGL 2323	Survey of English Literature II	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
DRAM 2331	Intermediate Technical Theatre	3	3	3
DRAM 2336	Theatre Speech	3	0	3
DRAM 2121	Rehearsal and Performance	0	6	1
Elective	College Level	3	0	3
		15	9	16

*Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required for Drama Degree 66

MUSIC - INSTRUMENTAL CONCENTRATION
Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	CourseCredits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
MUSI 1308	Survey of Music Literature	3	0	3
MUSI 1311	Music Theory	3	0	3
MUSI 1216	Ear Training and Sight-Singing	0	3	2
*MUSI 1181	Class Piano	1	1	1
MUSI 1127	Concert Band	0	5	1
MUAP	Applied Music: Principal Instrument	1	4	2
Elective	College Level	3	0	3
		14	13	18
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
MUSI 1309	Survey of Music Literature	3	0	3
MUSI 1312	Music Theory	3	0	3
MUSI 1217	Ear Training and Sight-Singing	0	3	2
*MUSI 1182	Class Piano	1	1	1
MUSI 1127	Concert Band	0	5	1
MUAP	Applied Music: Principal Instrument	1	4	2
MUSI 1188	Percussion Class	1	2	1
PHED	Physical Activity	0	3	1
		12	18	17
Third Semester				
**HIST 1301	The U.S. to 1877	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
MUSI 2311	Music Theory	3	0	3
MUSI 2216	Ear Training and Sight-Singing	0	3	2
*MUSI 2181	Class Piano	1	1	1
MUSI 2127	Concert Band	0	5	1
MUAP	Applied Music: Principal Instrument	1	4	2
Elective	College Level	3	0-3	3-4
		14	13-16	18-19
Fourth Semester				
**HIST 1302	The U.S. Since 1877	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
MUSI 2312	Music Theory	3	0	3
MUSI 2217	Ear Training and Sight-Singing	0	3	2
MUSI 2127	Concert Band	0	5	1
MUAP	Applied Music: Principal Instrument	1	4	2
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
		13	15	18

*MUAP 1271, 1272, 2271, 2272 may be substituted.
**Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required for a Music Degree..... 71/72

MUSIC - VOICE CONCENTRATION
Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
MUSI 1308	Survey of Music Literature	3	0	3
MUSI 1311	Music Theory	3	0	3
MUSI 1216	Ear Training and Sight-Singing	0	3	2
*MUSI 1181	Class Piano	1	1	1
MUSI 1159	Musical Theatre	1	4	1
MUSI 1141	Concert Choir	0	5	1
MUAP 1281	Applied Music: Voice	1	4	2
PHED	Physical Activity	0	3	1
		12	20	17
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
MUSI 1309	Survey of Music Literature	3	0	3
MUSI 1312	Music Theory	3	0	3
MUSI 1217	Ear Training and Sight-Singing	0	3	2
*MUSI 1182	Class Piano	1	1	1
MUSI 1141	Concert Choir	0	5	1
MUAP 1282	Applied Music: Voice	1	4	2
DRAM 2336	Theatre Speech	3	0	3
		14	13	18
Third Semester				
**HIST 1301	The U.S. to 1877	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
MUSI 2311	Music Theory	3	0	3
MUSI 2216	Ear Training and Sight-Singing	0	3	2
*MUSI 2181	Class Piano	1	1	1
MUSI 2141	Concert Choir	0	5	1
MUAP 2281	Applied Music: Voice	1	4	2
Elective	College Level	3	0	3
		14	13	18
Fourth Semester				
**HIST 1302	The U.S. Since 1877	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
MUSI 2312	Music Theory	3	0	3
MUSI 2217	Ear Training and Sight-Singing	0	3	2
MUSI 2141	Concert Choir	0	5	1
MUAP 2282	Applied Music: Voice	1	4	2
Elective	College Level Math or Science	3	0-3	3-4
PHED	Physical Activity	0	3	1
		13	15-18	18-19

*MUAP 1271, 1272, 2271, 2272 may be substituted.
**Texas History (HIST 2301) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required for a Music Degree..... 71/72

MUSICAL THEATRE

Degree: Associate in Arts Degree (A.A.)
Length: Two-Year Program
Admission Requirements: Admission into this program is by audition only. To be considered for admission into the Musical Theatre Associate of Arts Degree program, an applicant must:

1. be a high school or GED graduate;
2. fulfill admission requirements at ACC;
3. audition for degree requirements approved by the Music Theatre Admissions Committee.

Degree Requirements:
1. Complete the 68/69 hours required in the degree program.
2. Pass the proficiency exams in voice and piano.
3. Pass proficiency exams in all areas of dance.
4. Perform a major role in one musical theatre production.

NOTE: All courses can be repeated until proficiency is demonstrated in all areas of music theatre.

NOTE: It is not required that a major finish this degree program within a two-year period.

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MUAP 1281	Applied Music: Voice	1	4	2
*MUSI 1181	Class Piano	1	1	1
MUSI 1159	Musical Theatre	1	4	1
DRAM 1310	Introduction to Theatre Arts	3	2	3
DRAM 2336	Theatre Speech	3	0	3
PHED 1125	Fundamentals of -Movement-Ballet	0	3	1
**HIST 1301	The United States to 1877	3	0	3
Elective	College Level	3	0	3
		15	14	17
Second Semester				
MUAP 1282	Applied Music Voice	1	4	2
*MUSI 1182	Class Piano	1	1	1
MUSI 1309	Survey of Music Literature	3	0	3
DRAM 1221	Rehearsal and Performance	0	6	2
DRAM 1351	Introduction to Acting	2	4	3
PHED 1127	Fundamentals of Movement -Modern Dance	0	3	1
**HIST 1302	The United States Since 1877	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
		13	18	18
Third Semester				
MUAP 2281	Applied Music: Voice	1	4	2
MUSI 2159	Musical Theatre	1	4	1
MUSI 1311	Music Theory	3	0	3
MUSI 1216	Ear Training and Sight Singing	0	3	2
DRAM 1341	Stage Make-Up	2	4	3
PHED 1128	Fundamentals of Movement-Jazz	0	3	1
ENGL 1301	Composition and Rhetoric I	3	0	3
DRAM 2121	Rehearsal and Performance	0	6	1
		10	24	16
Fourth Semester				
MUAP 2282	Applied Music: Voice	1	4	2
MUSI 1217	Ear Training and Sight-Singing	0	3	2
DRAM 1352	Advanced Acting	2	4	3
PHED 1129	Fundamentals of Movement-Tap	0	3	1
GOVT 2302	American National and State Governments II	3	0	3
ENGL 1302	Composition and Rhetoric II	3	0	3
Elective	College Level Math or Science	3	0-3	3-4
		12	14-17	17-18

*MUAP 1271, 1272, 2271, 2272 may be substituted.
**Texas history (HIST 2301) may be substituted for one semestser U.S. history (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required for a Musical Theatre Degree 68/69

SPORTS & HUMAN PERFORMANCE
Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
*HIST 1301	The U.S. to 1877	3	0	3
MATH 1314	College Algebra	3	0	3
PHED 1302	Intro. to Sports & Human Performance	3	0	3
COSC 1400	Introduction to Computer Science	3	3	4
PHED	Physical Activity	0	3	1
		15	6	17
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
PHED 1304	Personal and Community Health	3	0	3
PSYC 2301	General Psychology	3	0	3
PHED	Physical Activity	0	3	1
SOCI 1301	Principles of Sociology	3	0	3
		15	3	16
Third Semester				
ENGL 2332	Survey of Literature I	3	0	3
BIOL 2401	Human Anatomy and Physiology	3	3	4
GOVT 2301	American National and State Governments I	3	0	3
PHED 1306	First Aid	3	0	3
PHED	Physical Activity	0	3	1
MENH 1310	Drug Use & Abuse	3	0	3
		15	6	17
Fourth Semester				
ENGL 2333	Survey of Literature II	3	0	3
BIOL 2402	Human Anatomy and Physiology	3	3	4
GOVT 2302	American National and State Governments II	3	0	3
PHED 1309	Officiating-Basketball, Football	3	0	3
PHED	Physical Activity	0	3	1
SPCH 1315	Public Speaking	3	0	3
		15	6	17

*Texas history (HIST 2301) may be substituted for one semester U.S. history (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required for a Sports & Human Performance Degree 67

ASSOCIATE IN ARTS - GENERAL STUDIES DEGREE

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

Length: Four-Semester (Two-Year) Program

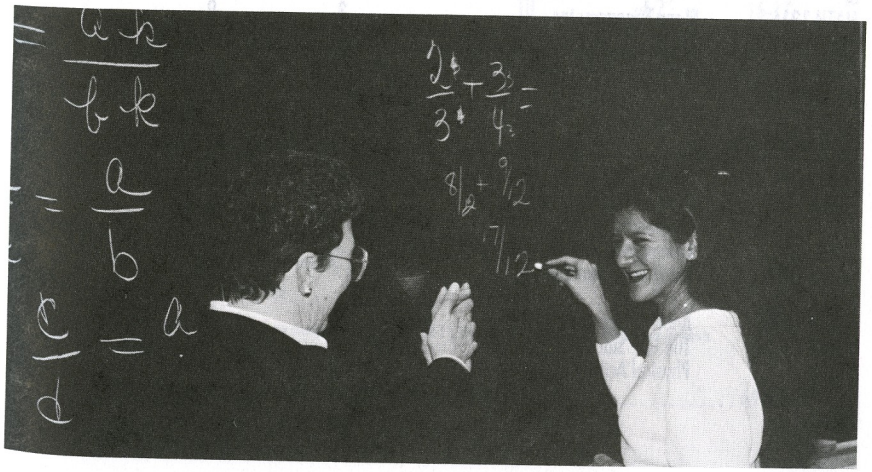
Purpose: The program is designed for the student who wishes to pursue a multidisciplinary academic program for personal enrichment but who does not have a specific baccalaureate degree goal. However, in some academic areas, this program may meet the requirements for more advanced study. (The student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

ASSOCIATE IN ARTS - GENERAL STUDIES DEGREE

	Course Title	*Credits*
	English 1301/1302	6
**	History 1301 and History 1302	6
	Government 2301 and Government 2302	6
	Speech Elective	3
	Sciences	3-4
	Mathematics	3
	Physical Activity	2
	Fine Arts (Art, Dram, Musi)	3
	Multidisciplinary Electives	29-30
		62-63

**Texas history (HIST 2301) may be substituted for one semester of U.S. history (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Credits Required for the Associate in Arts - General Studies Degree..... 62-63



ASSOCIATE IN SCIENCE DEGREE

Degree: Associate in Science (A.S.)

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Science Degree (A.S.) is awarded to students who fulfill the requirements of the biological science, business administration, mathematics, or physical science curriculum. Students who complete these curriculums normally transfer to a four-year college where they may major in one of the following subject areas:

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

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

BIOLOGICAL SCIENCE
Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
BIOL 1408	Biology I (Zoology)	3	3	4
CHEM 1411	General Chemistry and Analysis	3	4	4
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra			
or				
MATH 1316	Plane Trigonometry	3	0	3
*HIST 1301	The U.S. to 1877	3	0	3
PHED	Physical Activity	0	3	1
		15	10	18
Second Semester				
BIOL 1409	Biology II (Botany)	3	3	4
CHEM 1412	General Chemistry and Analysis	3	4	4
ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 1316	Plane Trigonometry			
or				
MATH 1348	Analytic Geometry	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
PHED	Physical Activity	0	3	1
		15	10	18

Biological Science - Continued

Third Semester				
BIOL 2306	Environmental Conservation			
or				
BIOL 2401	Human Anatomy and Physiology	3	0-3	3-4
CHEM 2423	Organic Chemistry	3	4	4
ENGL 2332	Survey of Literature I			
or				
ENGL 2322	Survey of English Literature I	3	0	3
GOVT 2301	American National and State Government I	3	0	3
Elective	College Level	3	0	3
		18	4-7	16-17
Fourth Semester				
BIOL 2420	Microbiology			
or				
BIOL 2402	Human Anatomy and Physiology	3	3	4
CHEM 2425	Organic Chemistry	3	4	4
ENGL 2333	Survey of Literature II			
or				
ENGL 2323	Survey of English Literature II	3	0	3
GOVT 2302	American National and State Government II	3	0	3
SPCH 1315	Public Speaking	3	0	3
		15	7	17

*Texas history (HIST 2301) may be substituted for one semester of U.S. history (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required for Biological Science Degree 69-70

BUSINESS ADMINISTRATION
Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra	3	0	3
HIST 1301	The U.S. to 1877	3	0	3
SCIENCE	PHYS 1401, CHEM 1405,BIOL 1408 or GEOL 1403	3	3	4
Elective	College Level	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 1324	Finite Math	3	0	3
HIST 1302	The U.S. Since 1877	3	0	3
SCIENCE	PHYS 1402, CHEM 1407, BIOL 1409, or GEOL 1404	2	3	4
CSCI 1400	Introduction to Computer Science	3	3	4
PHED	Physical Activity	0	3	1
		15	9	18
Third Semester				
ENGL 2332 or ENGL 2322	Survey of Literature I or Survey of English Literature I	3	0	3
ACCT 2301	Principles of Accounting I	3	1	3
GOVT 2301	American National and State Governments I	3	0	3
ECON 2301	Principles of Economics I	3	0	3
BUSI 2301	Business Law I	3	0	3
		15	1	15
Fourth Semester				
SPCH 1315	Public Speaking	3	0	3
ACCT 2302	Principles of Accounting II	3	1	3
GOVT 2302	American National and State Governments II	3	0	3
ECON 2302	Principles of Economics II	3	0	3
Elective	College Level	3	0	3
		15	1	15

Total Minimum Credits Required for a Business Administration Degree 65

MATHEMATICS
Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra	3	0	3
MATH 1316	Plane Trigonometry	3	0	3
*HIST 1301	The U.S. to 1877	3	0	3
PHED	Physical Activity	0	3	1
Elective	**Natural Science with Laboratory	3	2-4	4
		15	5-7	17
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 1348	Analytic Geometry	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
PHED	Physical Activity	0	3	1
Elective	**Natural Science with Laboratory	3	2-4	4
Elective	College Level	3	0	3
		15	5-7	17
Third Semester				
ENGL 2332 or ENGL 2322	Survey of Literature I or Survey of English Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
MATH 2413	Differential and Integral Calculus	4	0	4
SPCH 1315	Public Speaking	3	0	3
Elective	College Level	3	0	3
		16	0	16
Fourth Semester				
ENGL 2333 or ENGL 2323	Survey of Literature II or Survey of English Literature II	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
MATH 2414	Differential and Integral Calculus	4	0	4
Electives	College Level	6	0	6
		16	0	16

*Texas history (HIST 2301) may be substituted for one semester of U.S. history (HIST 1301 or HIST 1302) to satisfy degree requirements.
**Chemistry, Biology, Physics, or Geology

Total Minimum Credits Required for a Mathematics Degree 66

PHYSICAL SCIENCE
Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHEM 1411	General Chemistry and Analysis	3	4	4
ENGL 1301	Composition and Rhetoric I	3	0	3
**HIST 1301	The U.S. to 1877	3	0	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
*Elective	College Level	3	0	3
		15	7	17
Second Semester				
CHEM 1412	General Chemistry and Analysis	3	4	4
ENGL 1302	Composition and Rhetoric II	3	0	3
**HIST 1302	The U.S. Since 1877	3	0	3
MATH 1316	Plane Trigonometry			
or				
MATH 1348	Analytic Geometry	3	0	3
Elective	College Level	3	0	3
PHED	Physical Activity	0	3	1
		15	7	17
Third Semester				
CHEM 2423	Organic Chemistry I			
or				
PHYS 2425	Mechanics and Heat	3	3	4
ENGL 2332	Survey of Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
BIOL 1408	General Biology I	3	3	4
MATH 2413	Differential Calculus	4	0	4
		16	6	18
Fourth Semester				
CHEM 2425	Organic Chemistry II	3	4	
or				
PHYS 2426	Electricity and Magnetism	3	3	4
ENGL 2333	Survey of Literature II	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
BIOL 1409	General Biology II	3	3	4
MATH 2414	Integral Calculus	4	0	4
		16	6-7	18

*It is recommended that this elective be selected from either Chemistry, Physics, Mathematics, Biology, or Geology. Physics majors should take MATH 2413 the second semester.
**Texas history (HIST 2301) may be substituted for one semeser U.S history (HIST 1301 or HIST 1302) to satisfy degree requirements.

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

ASSOCIATE IN APPLIED SCIENCE DEGREE

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

Length: Four-Semester (Two-Year) Program

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

- Accounting
- Aerospace Technology
  - Mechanical Systems Option
- Chemical Technology
- Child Care
- Communications
- Computer Science Technology
- Computer Repair Technology
- Court Reporting
- Criminal Justice
  - Correctional Science
  - Law Enforcement
- Drafting Technology
- Electronic Technology
- Fashion Merchandising
- Legal Assistant
- Management Development
- Medical Laboratory Technology
- Mental Health
- Nursing, A.D.N.
- Office Administration
- Executive Secretary
- Legal Secretary
- Medical Secretary
- Respiratory Care

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

ACCOUNTING

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in accounting is designed for persons who seek full-time employment in the accounting field immediately after completing the curriculum. Persons who are seeking their first employment in an accounting position and those presently employed in the field, but who are seeking promotions, may benefit from this curriculum.

Program Requirements: The first two semesters of the accounting program are similar to other curriculums in business. In the second year the student pursues a specialty in accounting. The curriculum includes technical courses in accounting and related areas. Instruction includes both theoretical and practical applications needed for future success in accounting. Students are urged to consult with the Counseling Center and with their faculty advisors in planning their programs and in selecting electives. Upon satisfactory completion of the two-year program, the student will be awarded an Associate of Applied Science Degree in Accounting.

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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ACCT 2301	Principles of Accounting I	3	1	3
BUSI 1301	Introduction to Business	3	0	3
MATH 1335	College Mathematics	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		15	4	16
Second Semester				
ACCT 2302	Principles of Accounting II	3	1	3
CSCI 1400	Introduction to Computer Science	3	3	4
MGMT 1310	Principles of Management	3	0	3
ENGL 1302	Composition and Rhetoric II	3	0	3
OFAD 1330	Business Communications	3	0	3
PHED	Physical Activity	0	3	1
		15	7	17
Third Semester				
ACCT 2311	Intermediate Accounting I	3	0	3
ACCT 2320	Federal Income Tax Accounting	3	0	3
ECON 2301	Principles of Economics I	3	0	3
ACCT 2340	Accounting with the Mini-Micro Computer	3	3	3
ACCT 2351	Accounting Internship II	1	20	
or Elective	College Level	3	0	3
		13-15	3-23	15

Accounting - Continued

Fourth Semester				
ACCT 2312	Intermediate Accounting II	3	0	3
ACCT 2330	Managerial Accounting	3	0	3
SPCH 1318	Interpersonal Communication	3	0	3
BUSI 2301	Business Law I	3	0	3
Elective	College Level	3	0	3
		15	0	15

Total Minimum Credits Required for Accounting Degree 63

AEROSPACE TECHNOLOGY - MECHANICAL SYSTEMS OPTION

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

Length: Four-Semester (Two-Year) Program

Purpose: The Aerospace Technology Curriculum has been developed by the Consortium for Aerospace Technical Education (CATE) to provide technically competent employees to the aerospace industry immediately upon completion of an approved two-year plan of study in one of three specific fields available at this time: Data Management Systems, Electrical Systems, and Mechanical Systems. The first year of study is completed at any one of the three participating colleges: Alvin Community College, College of the Mainland, and San Jacinto College. Students choosing to study the Data Management Systems option will continue their studies at San Jacinto College, while students choosing the Electrical or Mechanical Systems options will complete their studies at College of the Mainland or Alvin Community College, respectively.

This two-year degree program prepares the graduate for a technical support position in the Space Industry. Job openings may be in any of several different areas around NASA and the Johnson Space Center. These areas include, but are not limited to: Space Station; Space Shuttle; Astronaut Training; Mission Operations; and Engineering Support. If an employee chooses to pursue a higher degree of education after obtaining employment with a participating employer, she/he may enroll at the university level on a non-interference basis. The employer will arrange a work schedule to avoid class time for up to two (2) courses per semester and will reimburse the employee for tuition and books. The employee may continue in the program through graduate school provided he/she maintains satisfactory job related work performance and meets all academic requirements set by the company.

Program Requirements: In addition to the general requirements for admission to ACC, entry into the aerospace technology program requires college level proficiency in reading, writing, algebra, and plane trigonometry. ***PLEASE NOTE:*** There are citizenship requirements for successful completion of the program and subsequent employment in the Space Industry. Check with the Department Chair for the latest restrictions.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
AERO 1310	Introduction to Aerospace	3	0	3
ENGL 1301	Composition & Rhetoric	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
MATH 1348	Analytic Geometry	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17

Aerospace Technology (MSO)- Continued

Second Semester

AERO 1311	Technical Writing for Aerospace	3	0	3
ELTE 1430	DC Theory and Circuit Analysis	3	3	4
MATH 2413	Differential & Integral Calculus	3	3	4
CSCI 2460	Computer Programming - PASCAL	3	3	4
PHED	Physical Activity	0	3	1
		11	12	16

Third Semester

AERO 2440	Fluid Flow and Heat Transfer	3	3	4
AERO 2441	Blueprint Reading-Aerospace Systems	3	3	4
CHEM 1411	General Chemistry and Analysis	3	3	4
PHYS 2425	Mechanics and Heat	3	3	4
		12	12	16

Fourth Semester

AERO 2340	Practical Thermodynamics	3	0	3
AERO 2440	Principles of Thermal Control	3	3	4
AERO 2410	Aerospace Operations	3	3	4
SPCH 1318	Interpersonal Communication Skills	3	0	3
Elective	College Level	3	0	3
		15	6	17

Total Minimum Credits Required for Aerospace Technology Degree 66

TECH-PREP AEROSPACE TECHNOLOGY

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

Length: Five-Semester (Two-Year) Program

Purpose: Tech-Prep is a systematically designed articulated curriculum jointly developed by the aerospace industry, Alvin High School, and Alvin Community College. Alvin Community College's Tech-Prep program is an Advanced Skills Program that adds advance training, enabling the student to complete the post-secondary program with higher level skills.

Program Requirements: In order to pursue the Aerospace Technology Advanced Skills Program, the student must have successfully completed the required high school courses as outlined in an approved Tech-Prep program. The program requirements listed for the four semester degree program (above) also apply to the five semester degree.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
* AERO 1310	Introduction to Aerospace	3	0	3
ENGL 1301	Composition & Rhetoric	3	0	3
**CSCI 1400	Introduction to Computer Science	3	3	4
MATH 1348	Analytic Geometry	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17

Aerospace Technology (Tech Prep)- Continued

Second Semester

AERO 1311	Technical Writing for Aerospace	3	0	3
**ELTE 1430	DC Theory and Circuit Analysis	3	3	4
MATH 2413	Differential & Integral Calculus	3	3	4
CSCI 2460	Computer Programming - PASCAL	3	3	4
PHED	Physical Activity	0	3	1
		11	12	16

Third Semester

AERO 2310	Aerospace Internship	1	20	3
		1	20	3

Fourth Semester

AERO 2440	Fluid Flow and Heat Transfer	3	3	4
AERO 2441	Blueprint Reading-Aerospace Systems	3	3	4
CHEM 1411	General Chemistry and Analysis	3	3	4
PHYS 2425	Mechanics and Heat	3	3	4
		12	12	16

Fifth Semester

AERO 2340	Practical Thermodynamics	3	0	3
AERO 2440	Principles of Thermal Control	3	3	4
AERO 2410	Aerospace Operations	3	3	4
SPCH 1319	Interpersonal Communication	3	0	3
Elective	College Level	3	0	3
		15	6	17

Total Minimum Credit Required for Aerospace Technology Degree 69

* Students who complete AERO I & II at high school level will not have to take this class. They will be given advanced standing for AERO 1310.
** Students who take these courses at high school level may receive advanced placement or take a challenge exam.

CHILD CARE AND DEVELOPMENT

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

Length: Four-Semester (Two-Year) Program

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

Admission Requirements: In addition to the general requirements for admission to the college, entry into the child care and development program requires a personal interview with the Child Care and Development Department.
Program Requirements: Approximately one-half of the curriculum includes courses in child care with the remaining courses in related areas, general education, and electives. Instruction includes both the theoretical concepts and practical applications needed for future success in child care work or related activities. Students are urged to consult with their faculty advisor and the Counseling Center in planning their program and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.

NOTE: Students interested in the Bachelor of Science degree in Early Childhood Education should consult the department chairperson regarding articulation with university programs.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHID 1300	Pre-School and Day Care Programs	3	0	3
CHID 1200	Child Care Recreation	1	2	2
CHID 1310	Creative Activities for Young Children	2	3	3
SOCI 1301	Principles of Sociology	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
		12	8	15
Second Semester				
CHID 1320	Literature and Language Arts for Young Children	2	3	3
CHID 1330	Infant and Toddler Care	3	0	3
PSYC 2308	Child Growth and Development	3	0	3
CHID 1340	Math and Science for Young Children	2	3	3
SPCH 1318	Interpersonal Communication	3	0	3
PHED	Physical Activity	0	3	1
		13	9	16
Third Semester				
CSCI 1400	Introduction to Computer Science	3	3	4
BIOL 2306	Environmental Conservation	3	0	3
CHID 2320	Child Growth and Development Preschool to Middle Childhood	3	0	3
CHID 2301 or CHID 2420	Child Care Internship I / Seminar and Field Work	2 / 3	20 / 8	3 / 4
Elective	College Level	3	0	3
		14	11/23	16/17

Child Care - Continued

Fourth Semester

CHID 2302	Child Care Internship II	2	20	3
or				
CHID 2430	Special Project	3	8	4
CHID 2410	Administration of Preschool and Daycare Programs	2	4	4
PHED 1306	First Aid	3	0	3
SOCI 2301	Marriage and Family Relationships	3	0	3
CHID 2310	Child Nutrition and Health Care	3	0	3
		13	12/24	16/17

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

RADIO/TELEVISION COMMUNICATIONS

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

Length: Four-Semester (Two-Year) Program

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

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

OPTION I - Radio Broadcasting
Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
COMM 1302	Basic Recording Techniques	1	2	3
PHED	Physical Activity	0	3	1
COMM 2332	Radio/TV News Workshop	2	3	3
COMM 1307	Introduction to Mass Communications	3	0	3
COMM 2311	Writing for Mass Media	3	0	3
		12	8	16
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
COMM 1303	Advanced Recording Techniques			
or				
COMM 1301	Intermediate Recording Techniques	1	2	3
COMM 2328	Public Relations	3	0	3
PHED	Physical Activity	0	3	1
COMM 2303	Radio Production	1	4	3
MATH 1314	College Algebra	3	0	3
		11	9	16

Communications - Continued

Third Semester

ENGL 2332	Survey of Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
COMM 2327	Principles of Advertising	3	0	3
COMM 2320	Internship in Electronic Media-Radio	1	20	3
*HIST 1301	The U.S. to 1877	3	0	3
		13	20	15

Fourth Semester

SPCH 1315	Public Speaking	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
BIOL 2306	Environmental Conservation	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
COMM 2331	Radio and TV Announcing	3	0	3
Elective	College Level	3	0	3
		18	0	18

*Texas history (HIST 2301) may be substituted for one semester U.S. history (HIST 1301 or HIST 1302) to satisfy degree requirements.

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

OPTION 2 - Television
Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
COMM 2331	Radio and TV Announcing	3	0	3
PHED	Physical Activity	0	3	1
COMM 1336	TV Production I	3	0	3
COMM 1307	Introduction to Mass Communications	3	0	3
DRAM 2366	Development of the Motion Picture	2	2	3
		14	5	16
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
COMM 2328	Public Relations	3	0	3
PHED	Physical Activity	0	3	1
COMM 2311	Writing for Mass Media	3	0	3
COMM 2332	Radio/TV News Workshop	2	3	3
COMM 1337	TV Production Workshop	3	0	3
		14	6	16
Third Semester				
ENGL 2332	Survey of Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
COMM 2327	Principles of Advertising	3	0	3
*HIST 1301	The U.S. to 1877	3	0	3
COMM 2325	Internship in Electronic Media-TV	1	20	3
		13	20	15

Communications (Television) - Continued

Fourth Semester

SPCH 1315	Public Speaking	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
BIOL 2306	Environmental Conservation	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
MATH 1314	College Algebra	3	0	3
Elective	College Level	3	0	3
		18	0	18

*Texas history (HIST 2301) may be substituted for one semester U.S. history (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required for a Communications Degree 65

COMPUTER SCIENCE TECHNOLOGY - COMPUTER PROGRAMMING

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

Length: Four-Semester (Two-Year) Program

Purpose: The computer science technology curriculum develops in students the skills, knowledge, attitudes, and abilities which will enable them to function in positions of responsibility in the current employment market. Special emphasis is given to computer programming, and each student is urged to consult with the Counseling Center or faculty advisor.

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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CSCI 1400	Introduction to Computer Science	3	3	4
CSCI 1420	FORTRAN Programming			
or				
CSCI 1410	BASIC Programming	3	3	4
ACCT 2301	Principles of Accounting I	3	1	3
HIST 1301	U.S. History to 1877	3	0	3
MATH 1314	College Algebra	3	0	3
		15	7	17
Second Semester				
CSCI 1430	RPG Programming	3	3	4
SPCH 1315	Public Speaking	3	0	3
ACCT 2302	Principles of Accounting II	3	1	3
MATH 1316	Plane Trigonometry	3	0	3
Elective	College Level	3	0	3
		15	4	16

Computer Science Technology (CP) - Continued

Third Semester

CSCI 1440	COBOL Programming	3	3	4
CSCI	Sophomore Level Elective	3	0-3	3-4
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		12	6/9	14/15

Fourth Semester

CSCI 2440	AdvanceCOBOLProgramming	3	3	4
CSCI 2480	Data Base	3	3	4
or				
CSCI	Sophomore Level Elective			
ENGL 1302	Composition and Rhetoric II	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		12	9	15

Total Credits Required for a Computer Science Degree 62/63

COMPUTER REPAIR TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

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

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

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

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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ELTE 1410	Introduction to Electronics	3	3	4
ELTE 1430	DC Theory & Circuit Analysis	3	3	4
CSCI 1420	FORTRAN Programming	3	3	4
MATH 1314	College Algebra	3	0	3
ENGL 1301	Composition & Rhetoric I	3	0	3
		15	9	18

Computer Repair Technology - Continued

Second Semester

ELTE 1440	AC Theory & Circuit Analysis	3	3	4
ELTE 2421	Electronic Devices & Circuits	3	3	4
ELTE 2423	Digital Integrated Circuits	3	3	4
CSCI 2450	Computer Programming (Assembly)	3	3	4
MATH 1316	College Trigonometry	3	0	3
		15	12	19

Third Semester

ELTE 2422	Linear Integrated Circuits	3	3	4
ELTE 2480	Computer Controlled Systems	3	3	4
CSCI 1470	Computer Programming -C	3	3	4
ENGL 2311	Technical Communication	3	0	3
PHED	Physical Activity	0	3	1
		12	12	16

Fourth Semester

ELTE 2475	Microprocessor Hardware Interfacing	3	3	4
SOCI 1301	Principles of Sociology	3	0	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		12	6	14

Total Credits Required for Computer Repair Technology Degree 67

COURT REPORTING

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

Length: Five Semester Program

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

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

Program Objectives: The objective of the two-year curriculum is for the student to attain the machine shorthand speed of 225 words per minute on testimony, 200 words per minute on jury charge, and 180 words per minute on literary material equivalent to standards of the National Shorthand Reporters Association (NCRA). An accompanying objective is the attainment of the Legal Stenography Certificate at the end of the second semester of the program for those students who desire it.

Admission Requirements:

1. To be considered for admission to the Associate Degree Court Reporting Program, the applicant must:
   a. be a high school or GED graduate;
   b. make application to ACC and fulfill the admission requirements of the College;
   c. fill out a Court Reporting application and return it to the Chairperson of the Court Reporting Department;
   d. have a personal interview with the Court Reporting Department Chairperson or her designee to develop a degree plan and secure a beginning schedule;
   e. score 15 or higher on the ACC Placement Test in English and 19 or higher on the ACC Placement Test in reading;
   f. submit official copies of transcripts of all previous high school and college work to the ACC Records Office;
   g. be able to type 45 words per minute with no more than 5 errors on a five-minute test before entering the Machine Shorthand Theory portion of the course. A typing test will be given prior to assigning classes for the semester. All students must pass two 60 net wpm typing tests with no more than 5 errors on a five-minute test prior to graduation.

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

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

   All CTRP students will be limited to two semesters of CTRP 1400 (Machine Shorthand Theory). Students who do not complete all requirements for this course, including three 40wpm five-minute tests with a grade above a D, within this time frame will be redirected to another program.

CTRP students who do not complete CTRP 1311 (Grammar and Punctuation I) in two consecutive semesters respectively may be redirected to another program. Grades will be issued on the following basis:

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

No grade below a C (75%) in any CTRP English class, including CTRP 1311, CTRP 1312, and ENGL 1301, will be accepted for progression. A grade of D or below will also not be accepted for advancement in Machine Shorthand Theory (CTRP 1400).

3. Transfer students:
   a. must provide the ACC Records Office with official transcripts for each institution attended and request evaluation by the Graduation Advisor and the Court Reporting Department Chairperson.
   b. may apply for credit by examination by testing in the following area:
      Typewriting
   c. may have ACT/SAT/LP requirements waived if applicant has earned a bachelor's degree. English courses completed on a baccalaureate degree will not be substituted for Court Reporting English (CTRP 1311, and CTRP 1312) requirements.
4. The Court Reporting Department will assist all graduates of the program in obtaining employment.
5. Students who have not completed all requirements for graduation under the AAS degree program will not be certified to take the Texas CSR examination.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
*CTRP 1311	Grammar and Punctuation I	3	2	3
CTRP 1320	Law and Legal Terminology	3	0	3
CTRP 1400	Machine Shorthand Theory	2	8	4
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
		11	13	14
Second Semester				
*CTRP 1312	Grammar and Punctuation II	3	2	3
CTRP 1330	Medical Terminology	3	0	3
CTRP 1411	Machine Shorthand I and (60-80-100)	2	8	4
GOVT 2301	American National and State Governments I	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		14	13	17

Court Reporting - Continued

Third Semester

CTRP 1340	Court Reporting Procedures	3	2	3
CTRP 1345	Medical and Legal Dictation	3	0	3
CTRP 1412	Machine Shorthand II (120-140)	2	8	4
CTRP 2200	General Office Practices	1	2	2
CTRP 2320	Reporting Technology	3	2	3
MATH 1314	College Algebra	3	0	3
		15	14	18

Fourth Semester

CTRP 2311	Courtroom Procedures I	3	2	3
CTRP 2330	Technical Dictation	3	2	3
CTRP 2335	Real-Time Dictation	3	2	3
CTRP 2411	Machine Shorthand III (160-180)	2	8	4
SPCH 1318	Interpersonal Communication	3	0	3
		14	14	16

Fifth Semester

CTRP 2412	Machine Shorthand IV (200-225)	2	8	4
CTRP 2312	Courtroom Procedures II	3	2	3
CTRP 2313	Cooperative Education for CTRP	1	20	3
CTRP 2341	CSR and CP Preparation	3	0	3
Elective	College Level	3	0	3
		12	30	16

*Students must take CTRP 1311 and 1312 in the Court Reporting Department regardless of prior English classes completed at ACC or other institutions.

The following machine shorthand tests will be required for graduation:

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

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

Total Credits Required for Court Reporting Degree 81

CRIMINAL JUSTICE - CORRECTIONAL SCIENCE

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

Length: Four-Semester (Two-Year) Program

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

Admission Requirements: In addition to the general requirements for admission to the College, entry into the correctional science program requires the following:

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

Program Requirements: Approximately one-half of the curriculum includes courses in correctional science with the remaining courses in related areas, general education, and electives. Instruction includes both the theoretical concepts and practical applications needed for future success in correctional work. Students are urged to consult with their faculty advisor and the Counseling Center in planning their program and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ1306	The Courts and Criminal Procedure	3	0	3
CRIJ 2323	Legal Aspects of Law Enforcement	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
PHED	Physical Activity	0	3	1
		15	6	17
Second Semester				
CRIJ 1321	Probation and Parole	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
CRIJ 1307	Crime in America	3	0	3
ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 1335	College Mathematics	3	0	3
PHED	Physical Activity	0	0	1
		15	3	16

Third Semester				
CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
CRIJ 2302	Cooperative Education for Correctional Science	1	20	3
GOVT 2301	American National and State Governments I	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
		13	20	15

Fourth Semester				
CRIJ 2304	Cooperative Education for Correctional Science	1	20	3
Elective	Criminal Justice Elective	2	3	3
SOCI 1306	Social Problems	3	0	3
SPCH 1318	Interpersonal Communication	3	0	3
Elective	College Level	3	0	3
		12	23	15

Total Minimum Credits Required for the Correctional Science Degree 63

CRIMINAL JUSTICE -Law Enforcement & Police Administration

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

Length: Four-Semester (Two-Year) Program

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

Admission Requirements:

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

Program Requirements:

1. Complete ACC graduation requirements (see Table of Contents, Academic Policies and Regulations).
2. Complete a minimum of 63 approved credit hours.

Upon satisfactory completion of program and ACC graduation requirements, the student will be awarded the Associate of Applied Science Degree.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
CRIJ1306	The Courts and Criminal Procedure	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
PHED	Physical Activity	0	3	1
		15	6	17

Criminal Justice - Law Enforcement & Police Administraiton - Continued

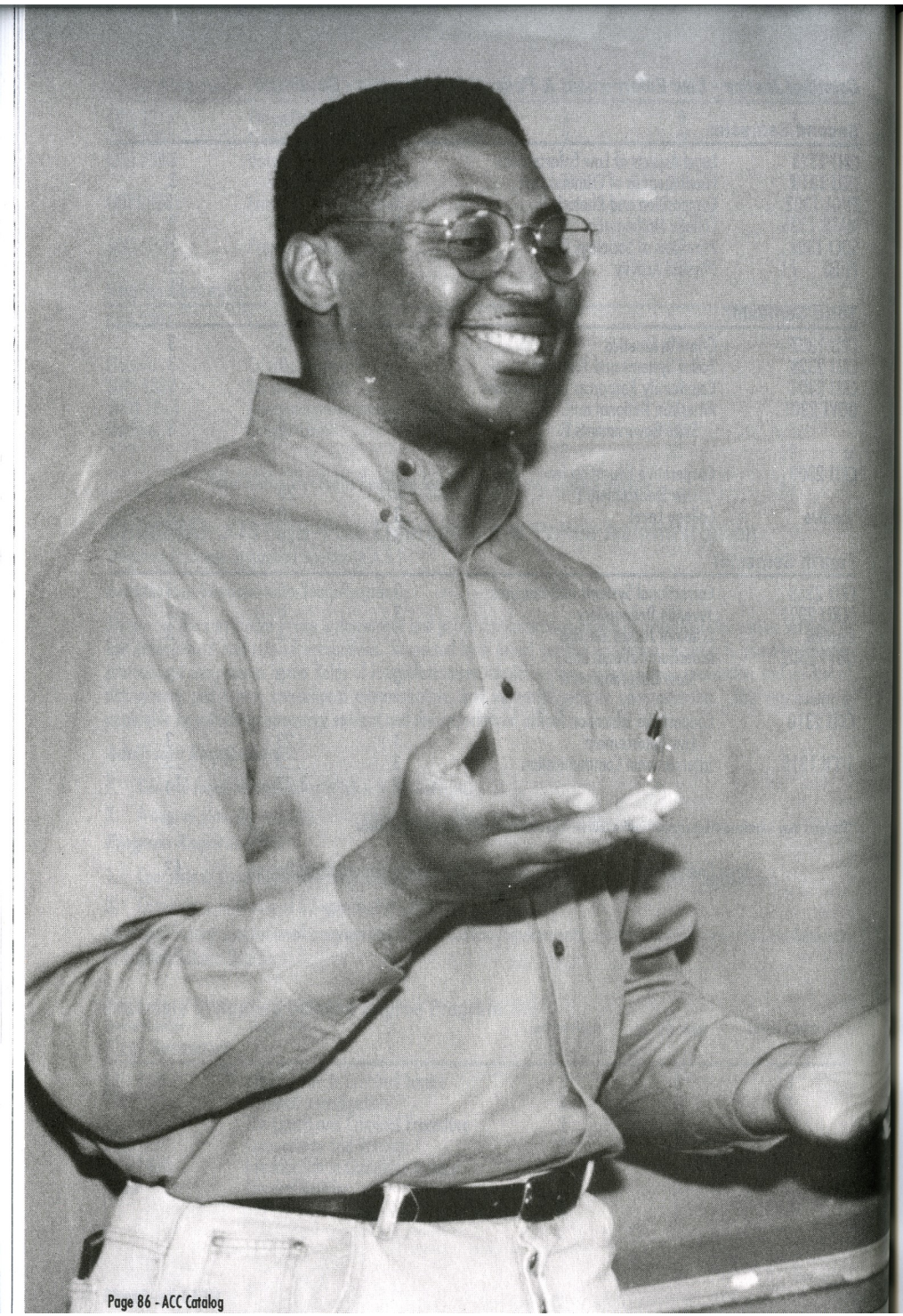
Second Semester				
CRIJ 2323	Legal Aspects of Law Enforcement	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 1335	College Mathematics	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		15	3	16

Third Semester				
CRIJ 1307	Crime in America	3	0	3
CRIJ 2328	Police Systems and Practices	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
or				
CRIJ 2309	Cooperative Education for Law Enforcement I	1	20	3
Elective	College Level	3	0	3
		13	0-20	15

Fourth Semester				
CRIJ 2313	Correctional Systems and Practices	3	0	3
*CRIJ 2321	Juvenile Delinquency	3	0	3
Elective	Criminal Justice Elective	2	3	3
GOVT 2302	American National and State Governments II	3	0	3
or				
CRIJ 2310	Cooperative Education for Law Enforcement	1	20	3
SPCH 1318	Interpersonal Communication	3	0	3
		12	3-23	15

*Students may substitute other criminal justice courses approved by the department chairperson.

Total Credits Required for Law Enforcement and Police Administration Degree 63



DRAFTING TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

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

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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DRFT 1300	Industrial Blueprint Reading	3	1	3
DRFT 1330	Introduction to Computer Aided Drafting	3	1	3
DRFT 1400	Engineering Drafting	2	6	4
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra	3	0	3
		14	8	16
Second Semester				
DRFT 1411	Architectural Drafting I	2	6	4
DRFT 1440	Machine Drafting	2	6	4
DRFT 2421	Computer Aided Drafting I	2	6	4
SPCH 1318	Interpersonal Communications	3	0	3
MATH 1316	Plane Trigonometry	3	0	3
		12	18	18
Third Semester				
DRFT 1320	Descriptive Geometry	2	4	3
DRFT 1460	Construction Drafting	2	6	4
DRFT 2422	Computer Aided Drafting II	2	6	4
GOVT 2301	American National and State Governments I	3	0	3
PHED	Physical Activity	0	3	1
		9	19	15

Drafting - Continued

Fourth Semester

SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
DRFT 2430	Computer Aided Drafting Applications - Construction			
or				
DRFT 2440	Computer Aided Drafting Applications - Mechanical			
or				
DRFT 2450	Computer Aided Drafting Applications - Electrical, Electronics	2	6	4
Elective	College Level	3	0	3
*DRFT	Elective			
or				
DRFT	Cooperative Education for Drafting	1	20	3
		9	29	14

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

Total Credits Required for a Drafting Technology Degree 63

ELECTRONIC TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

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

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

Program Requirements: In addition to the general requirements for admission to ACC, entry into the electronics technology program requires proficiency in algebra, English, and reading. Students who lack proficiency will be required to complete developmental courses in the above subjects prior to enrolling in ELTE courses. Students with a deficiency in basic electronic AC and DC Circuit Analysis will be required to enroll in ELTE 1410, ELTE 1430 and ELTE 1440.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ELTE 2421	Electronic Devices & Circuits	3	3	4
ELTE 2423	Digital Integrated Circuits	3	3	4
CSCI 1420	FORTRAN Programming	3	3	4
MATH 1314	College Algebra	3	0	3
ENGL 1301	Composition & Rhetoric I	3	0	3
		15	9	18

Electronic Technology - Continued

Second Semester

ELTE 2450	Advanced Electronic Circuits	3	3	4
ELTE 2422	Linear Integrated Circuits	3	3	4
CSCI 2450	Assembly Language Program	3	3	4
MATH 1316	College Trigonometry	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
		15	9	18

Third Semester

ELTE 2480	Computer Controlled Systems	3	3	4
ELTE 2460	Communications Circuits and Systems	3	3	4
CSCI 1470	Computer Programming-C	3	3	4
ENGL 2311	Technical Communication	3	0	3
PHED	Physical Activity	0	3	1
		12	12	16

Fourth Semester

ELTE 2475	Microprocessor Hardware Interfacing	3	3	4
ELTE	Electronics Elective	3	3	4
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		12	9	15

Total Credits Required for Electronic Technology Degree..... 67

FASHION MERCHANDISING

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

Length: Four-Semester (Two-Year) Program

Purpose: The fashion merchandising curriculum develops an overview of the fashion industry, its principles, and procedures. The graduate of this program could expect to continue a trend of upward mobility in the field of fashion merchandising. The person currently working in a fashion-related area, the immediate post-high school students interested in fashion merchandising, anyone interested in starting their own business, or the individual who would be interested in learning more about the fashion industry will find this curriculum applicable.

Program Requirements: The fashion merchandising curriculum combines a careful blending of fashion merchandising principles, practices and procedures with the opportunity for students to obtain practical application of knowledge gained. In addition to the fashion courses, students are expected to complete several management courses that help prepare them for dealing with the complexities associated with managing people.

Along with these requirements, students must complete general education courses such as two semesters of English, Mathematics of Finance, Introduction to Computer Science, and at least one elective. In addition, the student serves four semesters of internship. The student must work a minimum of twenty hours per week at an approved work station and meet one hour per week in lab. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.

Fashion Merchandising - Continued

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
FASM 1301	Salesmanship	3	0	3
FASM 1311	Internship	1	20	3
ENGL 1301	Composition and Rhetoric I	3	0	3
FASM 1300	Introduction to Fashion Merchandising	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		13	23	16
Second Semester				
FASM 2375	Principles of Retailing	3	0	3
FASM 1312	Internship	1	20	3
ENGL 1302	Composition & Rhetoric II	3	0	3
FASM 1330	Merchandise Planning Procedures	3	0	3
FASM 1320	Fashion Buying and Merchandising	3	0	3
PHED	Physical Activity	0	3	1
		13	23	16
Third Semester				
MGMT 2300	Personnel Management	3	0	3
FASM 2311	Internship	1	20	3
FASM 2361	Visual Mdsg. & Sales Promotion	3	0	3
MATH 1335	College Mathematics	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
		13	23	16
Fourth Semester				
SPCH 1318	Interpersonal Communications	3	0	3
MGMT 2320	Organizational Strategy	3	0	3
FASM 2312	Internship	1	20	3
FASM 2350	Textiles	3	0	3
FASM 2371	Image & Self Presentation	3	0	3
Elective	College Level	3	0	3
		16	20	18

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

LEGAL ASSISTANT

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

Length: Four-Semester (two-year) Curriculum

Purpose: The Associate in Applied Science Degree for Legal Assistants is designed to prepare the successful student for a career as a legal assistant. Under the supervision of an attorney the legal assistant will apply knowledge of law and court procedures in rendering a variety of legal services, including research, case management, drafting of documents, client interviews, and law firm operations.

The need for persons to assist the legal profession has expanded greatly with population increases and the growing demand for legal services. The qualified legal assistant may find employment with law firms or industry, including banks, title companies, insurance firms, and governmental agencies.

Program Requirements: Attorneys generally set high standards of character and education for legal assistants. Legal assistants must be responsible and mature individuals thoroughly conversant in legal terminology and procedures.

The curriculum consists of seven legal assistant courses, plus an internship option. A student in the program may choose to serve an internship during the third and fourth semesters of the program. The internship option provides an opportunity for a student to make a practical application of their classroom education.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
BUSI 2301	Business Law I	3	0	3
CSCI 1400	Introduction to Computers	3	3	4
LEGA 1300	Texas Legal Systems	3	0	3
LEGA 1311	Legal Technology I	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17
Second Semester				
LEGA 1312	Legal Technology	3	0	3
LEGA 1320	Principles of Family Law	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
MATH 1314	College Algebra	3	0	3
LEGA 2311	Internship	1	20	3
PHED	Physical Activity	0	3	1
		13	23	16
Third Semester				
LEGA 2320	Wills, Trust, and Probate	3	0	3
LEGA 2330	Insurance Law and Claims Investigation	3	0	3
GOVT 2301	American National and State Government I	3	0	3
LEGA 2312	Internship	1	20	3
Elective	College Level	3	0	3
		13	20	15

Fourth Semester

LEGA 2340	Law Office Management	3	0	3
SPCH 1315	Public Speaking	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
OFAD 1343	Legal Secretarial Practice	3	2	3
Elective	College Level	3	0	3
		15	2	15

Total Credits Required for Legal Assistant Degree 63

MANAGEMENT DEVELOPMENT

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

Length: Four-Semester (Two-Year) Program

Purpose: The management development program prepares individuals for career occupations in the fields of general management development. Upon program completion, individuals are qualified to apply to the Institute of Certified Professional Managers and take the National Certified Professional Manager Exam.

Program Requirements: The management development curriculum contains a core of required courses including four management courses, four semesters of internship, general education courses, and a recommended list of electives.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MGMT 1310	Principles of Management	3	0	3
MGMT 1301	Internship	1	20	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
MATH 1335	College Mathematics	3	0	3
Elective	College Level	3	0	3
		13	23	16
Second Semester				
MGMT 1320	Small Business Management	3	0	
or				
MGMT 2315	Supervision and Management of Hazardous Materials	3	0	3
MGMT 1311	Internship	1	20	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
PSYC 2301	General Psychology			
or				
BUSI 1302	Business Psychology	3	0	3
Elective	College Level	3	0	3
		13	23	16

Management Development - Continued

Third Semester

MGMT 2300	Personnel Management	3	0	3
MGMT 2301	Internship	1	20	3
SOCI 1301	Principles of Sociology			
or				
ECON 2301	Principles of Economics I	3	0	3
Elective	College Elective	6	0	6
		13	20	15

Fourth Semester

MGMT 2320	Organizational Strategy	3	0	3
MGMT 2311	Internship	1	20	3
GOVT 2301	American National and State Government I			
or				
ECON 2302	Principles of Economics II	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
Elective	College Elective	3	0	3
		13	23	16

*Suggested electives are ACCT 2301, 2302, BUSI 1301, 2301, 2302, MATH 1324, OFAD 1321, 1350.

Total Credits Required for Management Development Degree..... 63

MEDICAL LABORATORY TECHNOLOGY

Degree: Associate in Applied Science in Medical Laboratory Technology (A.A.S.)

Length: Two years (24 months)

Purpose: The purpose of the Medical Laboratory Technology program is to provide an approved, educational curriculum that will prepare individuals for careers in clinical laboratory science in hospitals and other structured health-care facilities. After completion of the program, the student will be awarded an Associate Degree in Applied Science. Students may apply to the appropriate boards to write competency examinations following graduation.

The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) which is governed by the Committee on Allied Health Education and Accreditation (CAHEA).

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

1. Completion of the applications for admission to the Medical Laboratory Technology Program before the deadline (August 1) for acceptance into the fall semester. This includes an application form, medical examination, immunization record and three (3) letters of reference completed by teachers, co-workers, work supervisors, or other professional people.
2. Submission of two (2) official transcripts showing high school graduation or completion of a high school equivalency test (GED) and two (2) official transcripts of all previous college courses. One of each transcript should be submitted to the ACC Records Office and one of each should be submitted to the Medical Laboratory Technology Department.
3. Compliance with placement and TASP regulations in the catalog. Applicants must take local placement tests (also referred to as the LPT, Pre-TASP, or PTT) at ACC regardless of previous education with the following exceptions:

a. Successful completion of the TASP examination;

b. Achievement of a composite ACT of at least 19 within the previous 5 years;

c. Achievement of a combined SAT of at least 713 within the previous 5 years;

4. Documentation that all academic deficiencies in English and Reading have been corrected through completion of developmental courses prior to admission when scores on local placement tests or TASP fall below established cut-off levels.

5. A personal interview with either the Department Chair or the Education Coordinator.

6. Freedom from academic probation or suspension from ACC or another college or university.

Only applicants who have fulfilled the requirements for admission (above) will be considered for admission to the program. Qualified applicants will be admitted according to space availability. A new class begins each fall semester.

Methods for Awarding Credit for Previous Education, Substitution of Courses and Credit by Examination:

1. Transfer of credit from an accredited college or university: credit will be given for academic support courses equivalent in both content and number of credit hours to those included in the Medical Laboratory Technology Program at ACC as determined by examination of the syllabus of the transfer course. A grade of C or better must have been earned in transfer courses.

2. A course completed at ACC may be substituted for a course(s) included in the MELT Program if it is equivalent in credit hours and if the Program Chairman's evaluation of content establishes equivalency.

3. Both transfer and substitution of courses must be initiated by completion of a Degree/Certificate Course Substitution Request form.

4. It is the responsibility of the student to review his/her SIS after receipt of his/her transcript and/or Degree/Certificate Course Substitution Request form in the Records Office to verify if a course(s) being transferred or subsituted has been officially articulated.

5. Any academic course completed more than five (5) years, and any MELT course completed more than three (3) years prior to admission into the program may not satisfy requirements for a degree in MELT.

6. Credit by examination: Upon successful completion of written and practical examinations, credit will be given for transfer of accredited MELT courses completed at other institutions. No more than 50% of the course work necessary for a degree may be attained this way.

7. MELT students will abide by the current established catalog requirements. Current curriculum requirements of the Medical Laboratory Technology Program take precedence over the catalog under which the student entered ACC.

8. Transfer students must:

   a. Meet the above criteria; in accordance with the current Department of Medical Laboratory procedures;

   b. Provide the Records Office with an official transcript from each institution attended.

   c. Provide the MELT Department with an official transcript from each institution attended.

   d. Provide the MELT Department with a catalog and/or syllabus of each course being considered for transfer and a copy of the curriculum and/or degree plan of the MELT Program (or other program) from which the student is transferring.

Progression Policy:

1. Students must complete the degree requirements shown in the catalog and MELT degree plan and must complete the MELT courses in the proper sequence or must have the approval of the Department Chairman for any deviation in order. In the event of a curriculum change, students must comply with current requirements. (Refer to 4 under "Method for Awarding Credit for Previous Education and Training").

2. Prior to entering the MELT Program, a student may take any of the academic support courses.

3. No grade below a C will be acceptable in Medical Laboratory Technology, Biology, Chemistry, or English courses.

4. A MELT student must maintain a grade point average of at least 2.0 in order to progress in the program.

5. Failure to complete courses within a reasonable length of time, as determined by the Department Chairman, constitutes unsatisfactory academic progress. This may result in a student being terminated from the program.

6. A student who makes one D or F in any one (1) semester im any course may repeat that course once in order to obtain a C.

7. A student who makes a total of two (2) D's or F's in any one semester or in any two (2) consecutive semesters will be terminated from the program and will not be eligible for readmission.

8. A student will be terminated from the program and will not be eligible for readmission if clinical performance is unsatisfactory as determined by the clinical instructor and the Program Chairman. This action may be taken at any time during the semester.

9. In order to provide equal clinical experience, assignment to clinical affiliates will be the prerogative of the MELT faculty.

10. A student requiring hospitalization or sustaining an injury will be required to obtain a written statement from his/her physician verifying the ability to meet the required level of performance in the clinical area. A student may not be allowed to return to the clinical affiliate if he/she is taking any medication(s) that may interfere with his/her ability to perform safely and satisfactorily.

11. Any pregnant student must present a physician's statement to the MELT Department verifying the ability of the student to perform any learning experience on campus and in clinical affiliates safely and satisfactorily.

12. Hospitalization insurance, malpractice insurance, and transportation to and from health facilities are the responsibility of the student. Students must have current malpractice insurance to register for courses which include a clinical rotation.

13. A student is required to earn at least 24 resident semester hours at ACC.

14. If a student is not enrolled in a MELT course for a semester, application for readmission to the MELT program is required.

Readmission of Former Medical Laboratory Technology Students:

1. A student who has, for non-academic reasons, withdrawn from the MELT Program and wishes to re-enter must:

   a. Reapply to the program by submitting a new application form at least eight (8) weeks prior to the requested date of readmission. Included in the new application will be a completed current medical examination form.

   b. Provide the MELT Program and the Records Office with an official transcript of all college courses completed since previous program enrollment.

   c. Abide by the current admission and curriculum requirements of the department.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHEM 1405	Introductory Chemistry I	3	3	4
MELT 1300	Introduction to Medical Technology and Terminology	2	3	3
BIOL 2401	Anatomy and Physiology I	3	3	4
MELT 1421	Hematology I	2	8	4
PHED	Physical Activity	0	3	1
		10	20	16
Second Semester				
BIOL 2402	Anatomy and Physiology II	3	3	4
MELT 1511	Clinical Chemistry/Instruments I	3	8	5
MELT 1401	Clinical Microbiology I	2	8	4
MELT 1200	Parasitology	1	2	2
		9	21	15
Summer Session (Two-6 weeks)				
MELT 1100	Fluid Analysis	1	0	1
CSCI 1400	Introduction to Computers	3	3	4
MELT 2322	Hematology II	2	4	3
		6	7	8
Third Semester				
MELT 2300	Serology-Immunology	2	4	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
MELT 2402	Clinical Microbiology II	2	8	4
MELT 2412	Clinical Chemistry/Instruments II	3	4	4
		10	19	15
Fourth Semester				
MELT 1330	Urinology and Clinical Microscopy	2	4	3
MELT 2313	Clinical Chemistry/Instruments III	2	4	3
MELT 2430	Immunohematology	2	8	4
PSYC 2301	General Psychology	3	0	3
Elective	College Level	3	0	3
		12	16	16
Summer Session (12 weeks)				
MELT 2600	MELT--Practicum (5 days per week rotation required)	0	40	6

Total Credits Required for Medical Laboratory Technician Degree 76

MENTAL HEALTH

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Mental Health provides theory, skills and knowledge used in the field of mental health - mental retardation and alcohol and drug abuse. The program prepares the graduate to obtain employment in a variety of human service and mental health settings under the supervision of a professional or as a part of a service team, including agencies that provide counseling services, rehabilitation training, direct care to clients, probation, corrections, treatment for alcohol and drug dependency, and psychiatric care.

Students who complete the required TAADAC approved courses and the required work or volunteer time will be eligible to take the certification examinations for Texas Association of Alcohol and Drug Abuse Counselors.

Program Requirements: In addition to the general requirements for admission to the college, entry into a mental health internship requires a personal interview with the Department Chairperson.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition & Rhetoric I	3	0	3
PSYC 2301	General Psychology	3	0	3
MENH 1305	Introduction to Human Services	3	0	3
MENH 1310	Drug Use and Abuse	3	0	3
MENH 1321	Clinical Internship I	1	20	3
PHED	Physical Activity	0	3	1
		13	23	16
Second Semester				
ENGL 1302	Composition & Rhetoric II	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
Elective	MENH Elective	3	0	3
MENH 1320	Counseling Methods	3	0	3
MENH 1322	Clinical Internship II	1	20	3
MENH 1325	Principles of Interviewing	3	0	3
PHED	Physical Activitiy	0	3	1
		16	23	19
Third Semester				
BIOL 2401	Anatomy and Physiology	3	3	4
PSYC 2308	Child Growth & Development	3	0	3
MENH 2300	Client Assessment & Management	3	0	3
MENH 2310	Chemical Abuse Treatment	3	0	3
MENH 2323	Clinical Internship III	1	20	3
		13	23	16
Fourth Semester				
MENH 2315	Family Systems	3	0	3
MENH 2340	Professional Issues in Human Services	3	0	3
MENH 2324	Clinical Internship IV	1	20	3
SOCI 1306	Social Problems	3	0	3
Elective	College Level	3	0	3
		13	20	15

Total Credits Required for an Associate Degree in Mental Health 66

NURSING

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

Length: Two Year Program

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

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

Admission Requirements:

1. A new class begins each fall semester. Qualified applicants will be admitted according to space available. To be considered for admission to the associate degree nursing program, the applicant must:
   a. be a high school or GED graduate;
   b. make application to ACC and fulfill the admission requirements of the College;
   c. make application to the ADN department;
   d. score 19 or higher on ACT composite or a minimum combined math and verbal SAT score of 713;
   e. submit official transcripts of all previous college work to both the ADN Department and the ACC Records Office;
   f. attend an information session with the ADN director or her designate for a review of program requirements and policies;
   g. remove all academic deficiencies in English, math, and/or reading through completion of developmental courses prior to admission when scores on the ACT, local placement test or TASP fall below established cut-off levels;
   h. prior to enrollment, submit a health history and physical examination, and documentation of immunizations including Hepatitis B on a form provided by the ADN Department;
   i. not currently be on suspension or academic probation from ACC or another college or university;
2. Any science course, nursing course or life-span growth and development course completed more than five years prior to the time the student is accepted may not satisfy requirements for a degree in nursing.
3. Transcripts may not reflect more than one D or F in a science or nursing course taken within five years of the date of enrollment in the ADN program. Applicants who have had a repetition of more than one science or nursing course within five years of application are ineligible.
4. A student who receives a grade of D or F in a nursing course or who is not enrolled in a nursing course for 1 or more semesters (excluding summer) is termed a withdrawal and must apply for readmission. Consideration for readmission will be on an individual basis and as space permits. Following a second withdrawal from the program, a student will not be readmitted.

   Any student not enrolled in a nursing course for one or more semesters will be required to demonstrate competency in previously completed nursing courses prior to readmission by means of a written examination.
5. No academic course with a grade below C will be accepted for transfer credit.

6. Applicants seeking to transfer nursing credits will be admitted only if space is available. Transfer students must:
   a. meet above admission criteria;
   b. have a written recommendation from the Dean/Director of their previous nursing program;
   c. have cumulative GPA of 2.0 or better on all courses being transferred into the nursing curriculum. Courses equivalent to NURS 1800 and NURS 1900 are the only nursing courses which will be considered for transfer;
   d. provide the ADN Department with an official transcript from each institution attended;
   e. not currently be on suspension or academic probation from another college or university;
   f. demonstrate competency in previously completed nursing courses prior to admission through a written examination.
7. LVN's, currently licensed in Texas, may be eligible for admission to the LVN Transition Program once all admission criteria and prerequisites are met.

   Note: A person who has been convicted of a crime other than a minor traffic violation or has been hospitalized or treated for mental illness and/or chemical dependency may not be permitted to take the NCLEX-RN (National Council Licensure Examination for Registered Nurses). Any questions in regard to this should be directed to office of the Board of Nurse Examiners for the State of Texas in Austin.

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

Progression Policies:

1. Students will abide by the current ADN admission and curriculum requirements at the time they are admitted or readmitted to the associate degree nursing program.
2. Once a student has enrolled in the ADN program, all nursing courses and related courses must be completed in proper sequence as shown in the catalog and degree plan. The program must be completed within five years of the initial acceptance.
3. No grade below C in science and nursing courses will be acceptable for progression.
4. In order to receive a grade of C, a minimum grade of 75% must be attained in each nursing course having a clinical component. An unsatisfactory (U) grade in clinical will result in a course grade of D.
5. A student who receives a D/F in a nursing course or drops a nursing course, must, if eligible, reenroll in that course before enrolling in a subsequent nursing course.
6. A student must achieve an overall GPA of 2.0 on all courses in the nursing curriculum (excluding orientation and developmental courses) in order to progress to the next nursing course.
7. A student will be terminated from the ADN program if they have received more than one D or F in nursing and/or nursing curriculum science courses.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST YEAR - Fall Semester				
BIOL 2401	Anatomy and Physiology I	3	3	4
NURS 1800	Introduction to Nursing	4	13	8
PSYC 2301	General Psychology	3	0	3
PHED	Physical Activitiy	0	3	1
		10	19	16
Spring Semester				
BIOL 2402	Anatomy and Physiology II	3	3	4
NURS 1900	Medical/Surgical Nursing I	4	16	9
PSYC 2314	Life-Span Growth & Development	3	0	3
		10	19	16
Summer Semester 1				
ENGL 1301	Composition and Rhetoric I	3	0	3
Elective	College Level	3	0	3
		6	0	6
or				
NURS 1410	Psychiatric Nursing	2	6	4
		2	6	4
Summer Semester 2				
NURS 1410	Psychiatric Nursing	2	6	4
		2	6	4
or				
ENGL 1301	Composition and Rhetoric I	3	0	3
Elective	College Level	3	0	3
		6	0	6
SECOND YEAR - Fall Semester				
BIOL 2420	Microbiology	3	2	4
NURS 2900	Medical/Surgical Nursing II	4	16	9
ENGL 1302	Composition and Rhetoric II	3	0	3
		10	18	16
Spring Semester				
NURS 2400	Maternity Nursing (8 weeks)	4	13	4
NURS 2410	Child Health Nursing (8 weeks)	4	13	4
NURS 2200	Professional Development	1	2	2
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		8	18	14

Total Credits Required for an Associate Nursing Degree 72

NURSING TRANSITION (LVN to RN)

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

Length: One-Year Program

Purpose: The transition program is designed to provide an abridged pathway from Licensed Vocational Nurse (LVN) to Registered Nurse (RN).

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

Program Requirements: Applicants to nursing transition must meet the ADN admission requirements and progression policies. All applicants will be required to pass a dosage calculation test. The transition curriculum follows the basic curriculum requirements for the generic ADN program. Upon completion of the required pre-requisite

courses, the LVN student will enroll in a 4-credit transition course. All remaining courses will be taken with generic ADN students. Applicants must have a minimum of six months recent LVN experience in an acute care setting.

Associate in Applied Science Degree Program
Prerequisite Courses

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
*BIOL 2401	Anatomy and Physiology I	3	3	4
*BIOL 2402	Anatomy and Physiology II	3	3	4
*PSYC 2301	General Psychology	3	0	3
*PSYC 2314	Life-Span Growth & Development	3	0	3
*ENGL 1301	Composition and Rhetoric	3	0	3
PHED	Physical Activity	0	3	1
*Elective	College Level Elective	3	0	3
		18	9	21

Summer Session I

NURS 1400	Nursing Transition	4	12	4
	Credit for Prior Learning	0	0	13
		4	12	17

Summer Semester II

NURS 1410	Psychiatric Nursing	4	12	4
		4	12	4

Fall Semester

BIOL 2420	Microbiology	3	2	4
NURS 2900	Medical/Surgical Nursing II	4	16	9
ENGL 1302	Composition and Rhetoric II	3	0	3
		10	18	16

Spring Semester

NURS 2400	Maternity Nursing (8 weeks)	4	13	4
NURS 2410	Child Health Nursing (8 weeks)	4	13	4
NURS 2200	Professional Development	1	2	2
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		12	18	14

*Must be completed prior to enrollment in NURS 1400

Total Credits Required for an Associate Nursing Degree..... 72

OFFICE ADMINISTRATION
EXECUTIVE SECRETARY

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Office Administration offers courses which prepare the student for employment in the business office. It is designed for those seeking first employment and for those currently employed who are seeking promotion.

Program Requirements: The two-year curriculum in office administration provides instruction in areas required for competence as an executive secretary in a business office. The student will serve an internship during the third and/or fourth semesters of the program which provides practical work experince related to this field of study. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate in Applied Science Degree in Office Administration.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
OFAD 1311	Shorthand I	3	2	3
or				
OFAD 1310	Abbreviated Writing			
OFAD 1321	Typewriting I	2	3	3
OFAD 1360	Office Accounting	3	1	3
MATH 1335	College Mathematics	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
		14	9	16
Second Semester				
OFAD 1322	Typewriting II	2	3	3
OFAD 1350	Office Machines	2	3	3
OFAD 2341	Word Processing I	2	3	3
ENGL 1302	Composition and Rhetoric II	3	0	3
BUSI 1301	Introduction to Business	3	0	3
PHED	Physical Activity	0	3	1
		12	12	16
Third Semester				
OFAD 1330	Business Communication	3	0	3
OFAD 2311	Secretarial Internship	1	20	3
OFAD 2323	Typewriting III	2	3	3
OFAD 2342	Word Processing II	2	3	3
SOCI 1301	Principles of Sociology	3	0	3
SPCH 1318	Interpersonal Communication	3	0	3
		14	26	18

Office Administration (Executive Secretary) - Continued

Fourth Semester

OFAD 1300	Records Management	3	2	3
OFAD 1340	Office Procedures	3	2	3
OFAD 2343	Word Processing III	2	3	3
BUSI 2301	Business Law I	3	0	3
Elective	College Level	3	0	3
		13	8	15

Total Credits Required for Office Administration Degree 65

OFFICE ADMINISTRATION - LEGAL SECRETARY

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Office Administration offers courses which prepare the student for employment in the legal secretarial field.

Program Requirements: This two-year curriculum in office administration provides instruction in areas required for competence as a secretary in a legal office. The legal secretarial student will serve an internship during the third and fourth semesters in order to gain work experience related to this field of study. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate in Applied Science Degree in Office Administration.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
OFAD 1360	Office Accounting	3	1	3
OFAD 1311	Shorthand I	3	2	3
or				
OFAD 1310	Abbreviated Writing			
OFAD 1321	Typewriting I	2	3	3
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1335	College Mathematics	3	0	3
PHED	Physical Activity	0	3	1
		14	9	16
Second Semester				
BUSI 2301	Business Law I	3	0	3
ENGL 1302	Composition and Rhetoric II	3	0	3
OFAD 1322	Typewriting II	2	3	3
OFAD 1350	Office Machines	2	3	3
OFAD 2341	Word Processing I	2	3	3
PHED	Physical Activity	0	3	1
		12	12	16
Third Semester				
OFAD 1300	Records Management	2	3	3
OFAD 1330	Business Communication	3	0	3
OFAD 2323	Typewriting III	2	3	3
OFAD 2342	Word Processing II	2	3	3
SPCH 1318	Interpersonal Communication	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
		15	9	18

Office Administration (Legal Secretary) - Continued

Fourth Semester

OFAD 1343	Legal Office Procedures	3	2	3
OFAD 1375	Legal Terminology	4	1	3
BUSI 2302	Business Law II	3	0	3
OFAD 2311	Internship	1	20	3
or				
OFAD 2312				
OFAD 2343	Word Processing III	2	3	3
Elective	College Level	3	0	3
		16	26	18

Total Credits Required for Office Administration Degree 68

OFFICE ADMINISTRATION - MEDICAL SECRETARY

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Office Administration offers courses which prepare the student for employment in the medical secretarial field. The program is designed to meet the need for efficient medical secretaries in the medical field.

Program Requirements: This two-year curriculum in office administration provides instruction in areas required for competence as a secretary in a medical office. The medical secretarial student will serve an internship during the third and/or fourth semesters of the program in order to gain work experience related to this field. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate in Applied Science Degree in Office Administration.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
OFAD 1311	Shorthand I	3	2	3
or				
OFAD 1310	Abbreviated Writing			
OFAD 1321	Typewriting I	2	3	3
OFAD 1360	Office Accounting	3	1	3
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1335	College Mathematics	3	0	3
PHED	Physical Activity	0	3	1
		14	9	16
Second Semester				
OFAD 1322	Typewriting II	2	3	3
OFAD 1350	Office Machines	2	3	3
OFAD 2311	Internship	1	20	3
OFAD 2341	Word Processing I	2	3	3
ENGL 1302	Composition and Rhetoric II	3	0	3
PHED	Physical Activity	0	3	1
		10	32	16

Office Administration (Medical Secretary) - Continued

Third Semester

OFAD 1300	Records Management	2	3	3
OFAD 1330	Business Communication	3	0	3
OFAD 2323	Typewriting III	2	3	3
OFAD 2342	Word Processing II	2	3	3
GOVT 2301	American National and State Governments I	3	0	3
SPCH 1318	Interpersonal Communication	3	0	3
		15	9	18

Fourth Semester

OFAD 1341	Medical Office Procedures	3	2	3
OFAD 1370	Medical Terminology	4	1	3
OFAD 2343	Word Processing III	2	3	3
BUSI 2301	Business Law I	3	0	3
Elective	College Level	3	0	3
		15	6	15

Total Credits Required for Office Administration Degree 65

RESPIRATORY CARE

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

Length: 22 months

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

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

Students in the registry option may apply for a Certificate of Completion (for the certification option) in the fall semester of their second year provided they have completed the requirements for the certification program. RESC 2200, RESC 2112, and RESC 2214 must be completed in place of RESC 1310 and RESC 1311 in order to apply for the Certificate of Completion. This certificate will allow the student to attempt the National Entry Level Exam for Respiratory Care which is administered the following March.

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

Admission Requirements:

1. To be considered for admission to the respiratory care program, the applicant must:
   a. be a high school or GED graduate
   b. make application to ACC and fulfill the admission requirements, including TASP
   c. make application to the respiratory care program
   d. score 19 or higher on ACT composite
   e. interview with the Director of Respiratory Care
   f. complete a physical examination which includes a chest x-ray, TB skin test, and immunizations upon acceptance to the program.
   g. not currently be on suspension or academic probation from ACC or another college or university.
2. Any science or respiratory care course completed more than five years prior to the student being accepted may not satisfy requirements for a degree in respiratory care.
3. Transfer students must complete the following:
   a. meet the above admission criteria
   b. have a cumulative GPA of 2.0 or higher on all courses being transferred into the respiratory care curriculum.
   c. provide the ACC Records Office with an official transcript from each institution attended
   d. provide the Respiratory Care Department with a copy of transcript from each institution attended
   e. provide the Respiratory Care Department with a description and/or syllabus of each course being considered for transfer
   f. not currently be on suspension or academic probation from another college
   g. credit will be given for support courses equivalent to those included in the respiratory care program at ACC as determined by examination of the syllabus of the transfer course. A grade of C or higher must have been earned in transfer courses.
4. A respiratory care student will abide by the curriculum requirements of the Respiratory Care Department at the time he/she is accepted into the program. Curriculum requirements of the program take precedence over the requirements of the catalog under which the student entered ACC.
5. A new class begins each fall semester. Qualified applicants will be admitted according to space availability.

Alternate Enrollment:

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

Progression Policies:

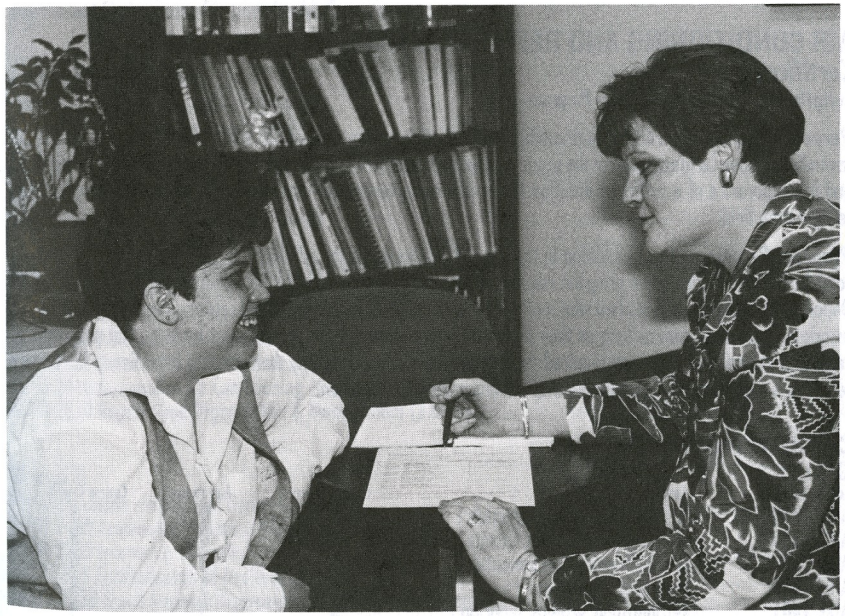
1. Respiratory care students will abide by the admission and curriculum requirements of the Respiratory Care Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the respiratory care programs, all respiratory care courses must be completed in the proper sequence as shown in the catalog and degree plan, or must have the approval of the program director.
3. No grade below a C in a respiratory care or academic course will be acceptable for progression.
4. A student will be terminated from the program if clinical performance is unsatisfactory as determined by the clinical instructor and the program director. This action may be taken at any time during the semester or at the end of the semester.

5. A student who makes a D, F, or W in any science/respiratory care course may repeat that course once in order to obtain a C or better.
6. A student requiring hospitalization or sustaining an injury will be required to obtain a written statement from his/her physician verifying that the health status of the student is adequate for performance in the clinical agency. A student may not be allowed to return to the clinical area if he/she must be on medications which may interfere with the ability to perform satisfactorily.
7. A student who is pregnant must present a physician's statement giving evidence of her ability to perform the work required.
8. Students must complete the program within five years after initial acceptance.

Associate in Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Year - Fall Semester				
RESC 1201	Respiratory Care Sciences	2	0	2
RESC 1300	Cardiopulmonary Anatomy and Physiology	3	0	3
RESC 1320	Pharmacology	3	0	3
RESC 1411	Respiratory Care Procedures I	3	2	4
RESC 1500	Introduction to Respiratory Care	3	10	5
		14	12	17
Spring Semester				
RESC 1211	Clinical Practical I	0	16	2
RESC 1410	Clinical Medicine and Pulmonary Disorders	3	2	4
RESC 1412	Respiratory Care Procedures II	3	2	4
BIOL 2401	Anatomy and Physiology I	3	3	4
ENGL 1301	Composition and Rhetoric I	3	0	3
		12	23	17
Summer Session--12 Weeks				
RESC 2200	Clinical Management and Education	2	3	2
RESC 2112	Mechanical Ventilator Laboratory	0	2	1
		2	5	3
Summer Session--1st Six Weeks				
PSYC 2301	General Psychology	3	0	3
Summer Session--2nd Six Weeks				
Elective	College Level	3	0	3
Second Year - Fall Semester				
RESC 2214	Clinical Practical III	0	16	2
RESC 2310	Advanced Pathophysiology	3	0	3
RESC 2320	Advanced Intensive Care Procedures	3	0	3
BIOL 2402	Anatomy and Physiology II	3	3	4
PHED	Physical Activity	0	3	1
		9	22	13
Spring Semester				
RESC 2100	Seminar in Respiratory Care II	2	0	1
RESC 2213	Clinical Practical IV	0	13	2
RESC 2309	Pediatrics	3	0	3
BIOL 2420	Microbiology	3	3	4
SPCH 1318	Interpersonal Communication	3	0	3
PHED	Physical Activity	0	3	1
		11	19	14
Summer Session--1st Six Weeks				
RESC 2230	Specialty Rotations	0	9	2
		0	9	2

Total Credits Required for a Respiratory Care Degree..... 72



CERTIFICATE PROGRAMS

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

Air Conditioning/Refrigeration
Automotive Technology
Child Care and Development
Communications-Radio Broadcasting
Communications-Television
Computer Science-Data Processing
Criminal Justice-Correctional Admin.
Criminal Justice-Correctional Science
Criminal Justice-Texas Peace Officer Academic Certificate
Drafting
Electronics
Fashion Merchandising
Legal Stenography
Management Development
Mental Health
Office Administration
  Secretarial
  Word Processing
Respiratory Care Technician
Vocational Nursing

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

AIR CONDITIONING AND REFRIGERATION

Certificate

Length: Two-Semester (One-Year) Program

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

Program Requirements: In addition to the general requirements for admission to the College, entry in the air conditioning and refrigeration program requires a personal interview with the Air Conditioning and Refrigeration Department Chairperson. A student who receives a certificate in air conditioning and refrigeration may enroll in the associate degree program as long as they meet all prerequisites and requirements set forth by that program. A certificate student must take the required six courses from Group I and any three courses from Group II. Course selection is determined by consultation with the Department Chairperson.

Certificate Program

Group I

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
AIRC 1320	Air Conditioning Fundamentals I	3	0	3
AIRC 1330	Air Conditioning & Elec Circuits I	3	0	3
AIRC 1420	Air Conditioning Fundamentals II	3	3	4
AIRC 1440	Intro to Refrigeration	3	3	4
AIRC 1441	Refrigeration Systems Servicing I	3	3	4
AIRC 2450	Heating and Ventilations	3	3	4

Group II

AIRC 1220 Air Conditioning & Refrigeration Troubleshooting	1	3	2
AIRC 1340 Domestic Refrigeration	3	1	3
AIRC 2310 Cooperative Education I	1	20	3
AIRC 2350 Heat Load Calculations	3	0	3
AIRC 2430 Air Conditioning & Electrical Circuits II	2	6	4
AIRC 2440 Refrigeration Systems Servicing II	2	6	4
SOCI 1301 Principles of Sociology	3	0	3

Total Credits for Air Conditioning and Refrigeration Certificate 30

AUTOMOTIVE TECHNOLOGY

Certificate

Length: Two-Semester (One-Year) Program

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

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

Certificate Program

Group I 7 courses/28 credits
Group II 3 courses/9 credits

Group I

Minimum course credits from Group I = 28
AUTO 1410 Basic Automotive (4 credits)
AUTO 1415 Internal Combustion Engine (4 credits)
AUTO 1420 Automotive Electricity & Ignition System (4 credits)
AUTO 1425 Carburetion & Fuel System (4 credits)
AUTO 2430 Automotive Transmission (4 credits)
AUTO 2435 Automotive & Truck Chassis (4 credits)
AUTO 2460 Automotive Air Conditioning (4 credits)
AUTO 2210 Repair Shop Organization & Management (2 credits)

Group II

Minimum course credits from Group II = 9
AUTO 2450 Automotive Diagnosis (4 credits)
AUTO 2300 Internship (3 credits)
DRFT 1315 Fundamentals of Drafting (3 credits)
MGMT 1320 Small Business Organization & Management (3 credits)

Total Credits Required for Automotive Technology Certificate 37

CHILD CARE AND DEVELOPMENT

Certificate

Length: Thirty-Two Semester Hours

Purpose: The Certificate in Child Care and Development program is designed for mature persons working in the child care field. A certificate represents the completion of 32 hours of approved course work.

Program Requirements: A certificate student takes 24 credit hours from Group I, six credit hours from Group II, and two semesters of physical activity. Course selection is determined by consultation with the Department Chairperson, after he/she is familiar with the student's background, abilities, and goals.

Certificate Program

Group I	24 credits
Group II	6 credits
Physical Act.	2 credits
or	
Elective	3 credits

Group I

Minimum course credits from Group I = 24
CHID 1200 Child Care Recreation (2 credits)
CHID 1300 Pre-School and Day Care Programs (3 credits)
CHID 1310 Creative Activities for Young Children (3 credits)
CHID 1320 Literature and Language Arts for Young Children (3 credits)
CHID 1330 Infant and Toddler Care (3 credits)
CHID 1340 Math and Science for Young Children (3 credits)
CHID 2301 Child Care & Development Internship I (3 credits)
CHID 2302 Child Care & Development Internship II (3 credits)
CHID 2310 Child Nutrition and Health Care (3 credits)
CHID 2320 Child Growth & Development: Preschool to Middle Childhood (3 credits)
CHID 2410 Administration of Preschool Programs (4 credits)
CHID 2420 Seminar and Field Work (4 credits)

Group II

Minimum course credits from Group II = 6
PHED 1306 First Aid (3 credits)
SPCH 1318 Interpersonal Communication (3 credits)
ENGL 1301,1302 Composition and Rhetoric (3 credits each)
SOCI 1301 Principles of Sociology (3 credits)
PSYC 2308 Child Growth & Development (3 credits)

Physical Activity- Minimum of 2 credits
or
Elective - Minimum of 3 credits

Total Credits Required for Child Care & Development Certificate 32

RADIO/TELEVISION COMMUNICATIONS

Certificate

Length: Two-Semester (One-Year) Program

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

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

OPTION 1 - Radio Broadcasting

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
COMM 2327	Principles of Advertising	3	0	3
COMM 1307	Introduction to Mass Communications	3	0	3
COMM 2311	Writing for Mass Media	3	0	3
COMM 2332	Radio/TV News Workshop	2	3	3
COMM 2320	Internship in Electronic Media-Radio	1	20	3
		12	23	15
Second Semester				
COMM 1302	Basic Recording Techniques	1	2	3
COMM 2303	Radio Production	1	4	3
COMM 2331	Radio and TV Announcing	3	0	3
COMM 2321	Internship in Electronic Media-Radio	1	20	3
COMM 2328	Public Relations	3	0	3
		9	26	15

Total Credits Required for Communications -- Broadcasting Certificate 30

OPTION 2 - Television

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
COMM 2332	Radio/TV News Workshop)	2	3	3
COMM 1307	Introduction to Mass Communications	3	0	3
COMM 2311	Writing for Mass Communications	3	0	3
COMM 1336	TV Production I	3	0	3
COMM 2327	Principles of Advertising	3	0	3
		14	3	15
Second Semester				
COMM 2331	Radio/TV Announcing	3	0	3
COMM 1337	TV Production Workshop	3	0	3
COMM 2325	Internship-TV	1	20	3
COMM 2328	Public Relations	3	0	3
DRAM 2366	Development of the Motion Picture	2	2	3
		12	22	15

Total Credits Required for Communications -- Television Certificate 30

COMPUTER SCIENCE TECHNOLOGY
GENERAL COMPUTER DATA PROCESSING
Certificate

Length: Two-Semester (One-Year) Program

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

Program Requirements: The curriculum includes technical courses in computer science. Each student is urged to consult with the Counseling Center or faculty advisor. Upon satisfactory completion of the two semesters curriculum, with an overall 2.0 grade point average for all computer science courses attempted, the student will be awarded the Certificate in Computer Science (General Computer Data Processing).

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CSCI 1400	Intro to Computer Science	3	3	4
CSCI 1410	Computer Programming - BASIC	3	3	4
or				
CSCI 1420	FORTRAN			
CSCI 1440	Computer Programming -COBOL	3	3	4
*CSCI	Elective	3	3	4
		12	12	16
Second Semester				
CSCI 1430	Computer Programming - RPG	3	3	4
CSCI 1405	Microcomputer Applications I	3	3	4
CSCI 2440	Advanced COBOL	3	3	4
*CSCI	Elective	3	3	4
		12	12	16

CSCI Electives

CSCI 1420	Computer Programming - FORTRAN
CSCI 2400	Special Topics
CSCI 2430	Advanced RPG
CSCI 2300	System Analysis
CSCI 2450	Assembly Programming
CSCI 2405	Microcomputer Application(s) II
CSCI 2460	Computer Programming - PASCAL
CSCI 2480	Data Base Systems

Total Credits Required for Computer Science Technology Certificate..... 32

CRIMINAL JUSTICE
CORRECTIONAL ADMINISTRATION
Certificate

Length: Thirty-Three Semester Hours

Purpose: The certificate program is designed for individuals who are working in the correctional field in management-type positions. Interested non-inservice persons should obtain permission from the Criminal Justice Department Chairperson.

Program Requirements: Approximately one-half of the certificate program includes required courses in correctional science and management development. The remaining courses are selected from related areas.

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

Certificate Program

Group I	21 credits
Group II	12 credits

Group I
Required Courses

CRIJ 1301 Introduction to Criminal Justice (3 credits)
CRIJ 1306 The Courts and Criminal Procedure (3 credits)
CRIJ 2301 Community Resources in Corrections (3 credits)
CRIJ 2313 Correctional Systems and Practices (3 credits)
MGMT 1310 Principles of Management (3 credits)
MGMT 2300 Personnel Management (3 credits)
MGMT 2310 Problems in Management (3 credits)

Group II

Elective Courses - 12 credits
ACCT 2301 Principles of Accounting I (3 credits)
ACCT 2302 Principles of Accounting II (3 credits)
SOCI 1301 Principles of Sociology (3 credits)
SPCH 1318 Interpersonal Communication (3 credits)

Total Credits Required for Correctional Administration Certificate 33

CRIMINAL JUSTICE
CORRECTIONAL SCIENCE
Certificate

Length: Two Semester (One-Year) Program

Purpose: The certificate program is designed for individuals working in the correctional field.

Program Requirements: A certificate student takes thirty (30) hours of prescribed courses arranged into two semesters of course work. Upon successful completion of the approved course work, the student will be awarded a Correctional Science Certificate. Interested non-inservice persons should obtain permission from the Criminal Justice chairperson. In the event that a student who has first enrolled in a certificate program desires to change to a degree program he/she must meet all prerequisites and requirements met by the degree student.

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	The Courts and Criminal Procedure	3	0	3
CRIJ 1307	Crime In America	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
		15	0	15
Second Semester				
CRIJ 1321	Probation and Parole	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
SPCH 1318	Interpersonal Communications	3	0	3
		15	0	15

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

LAW ENFORCEMENT & POLICE ADMINISTRATION
Certificate (Texas Peace Officers Program)

Length: Thirty Semester Hours

Purpose: The certificate program offers Law Enforcement/Criminal Justice students the opportunity to complete all Texas Commission on Law Enforcement Officer Standards and Education basic training requirements as part of their regular Associate or baccalaureate program course of study.

Program Requirements: The Texas Peace Office Academic Certificate program consists of a sequence of ten courses. The first seven are those stipulated by the Texas College and University System Coordinating Board as a Criminal Justice transfer curriculum. The remaining three are also Coordinating Board approved. After successful completion of the Certificate Program, a student is eligible to take the TCLEOSE Basic Peace Officer Licensing Exam.

Law Enforcement Administration - Continued

Certificate Program

CRIJ 1301 Introduction to Criminal Justice (3 credits)

CRIJ 1306 The Courts and Criminal Procedure (3 credits)

CRIJ 1307 Crime in America (3 credits)

CRIJ 1310 Fundamentals of Criminal Law (3 credits)

CRIJ 2314 Criminal Investigation (3 credits)

CRIJ 2323 Legal Aspects of Law Enforcement (3 credits)

CRIJ 2328 Police Systems and Practices (3 credits)

CRIJ 2333 Texas Peace Officer Law (3 credits)

CRIJ 2334 Texas Peace Officer Procedures (3 credits)

CRIJ 2335 Texas Peace Officer Skills (3 credits)

Total Credits Required forTexas Peace Officer Academic Certificate..... 30

DRAFTING TECHNOLOGY
Certificate

Length: Two-Semester (One-Year) Program

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

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

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DRFT 1300	Industrial Blueprint Reading	3	1	3
DRFT 1400	Engineering Drafting	2	6	4
DRFT 1411	Architectural Drafting I	2	6	4
MATH 1335	College Mathematics	3	0	3
DRFT 1330	Introduction to Computer Aided Drafting	3	3	3
		13	16	17
Second Semester				
DRFT 2421	Computer Aided Drafting I	2	6	4
DRFT 1440	Machine Drafting	2	6	4
Elective	Drafting Elective	2	6	4
DRFT 2311 or Elective	Cooperative Education / College Level	1	20	
		3	0	3
		7-9	18/38	15

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

ELECTRONIC TECHNOLOGY

Certificate

Length: Two-Semester (One-Year) Program

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

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

Certificate Program

Group I	20 credits
Group II	12 credits
Physical Act.	2 credits
or	
Elective	3 credits

Group I

Minimum course credits from Group I = 20

ELTE 1410	Introduction to Electronic Technology (4 credits)
ELTE 1430	D.C. Theory and Circuit Analysis (4 credits)
ELTE 1440	A.C. Theory and Circuit Analysis (4 credits)
ELTE 2421	Electronic Devices and Circuits (4 credits)
ELTE 2422	Linear Integrated Circuits (4 credits)
ELTE 2423	Digital Integrated Circuits (4 credits)

Group II

Minimum course credits from Group II =12

CSCI 1420	Computer Programming--Fortran (4 credits)
CSCI 1470	Computer Programming--C (4 credits)
SOCI 1301	Principles of Sociology (3 credits)
ENGL 1301,1302	Composition and Rhetoric (3 credits each)
HIST 1301,1302	U.S. History (3 credits each)
GOVT 2301,2302	American National and State Governments (3 credits each)
MATH 1314	College Algebra (3 credits)
MATH 1316	Plane Trigonometry (3 credits)
PSYC 2301	General Psychology (3 credits)

Physical Activity - Minimum of 2 credits
or
Elective - Minimum of 3 credits

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

FASHION MERCHANDISING

Certificate

Length: Two-Semester (One-Year) Program

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

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
FASM 1300	Introduction to Fashion	3	0	3
FASM 1301	Salesmanship	3	0	3
FASM 1311	Internship	1	20	3
FASM 1320	Fashion Buying & Merchandising	3	0	3
FASM 2361	Visual Merchandising & Sales Promotion	3	0	3
FASM 2371	Image & Self Presentation	3	0	3
		16	20	18
Second Semester				
FASM 1312	Internship	1	20	3
FASM 1330	Merchandise Planning Procedures	3	0	3
FASH 2375	Principles of Retailing	3	0	3
MGMT 2300	Personnel Management	3	0	3
MGMT 2320	Organizational Strategy	3	0	3
*BUSI 1302	Business Psychology	3	0	3
		16	20	18

*Student may substitute CSCI 1400 for Business Psychology.

Total Credits Required for Fashion Merchandising Certificate..... 36

LEGAL STENOGRAPHY

Certificate

Length: Two-Semester (One-Year) Program

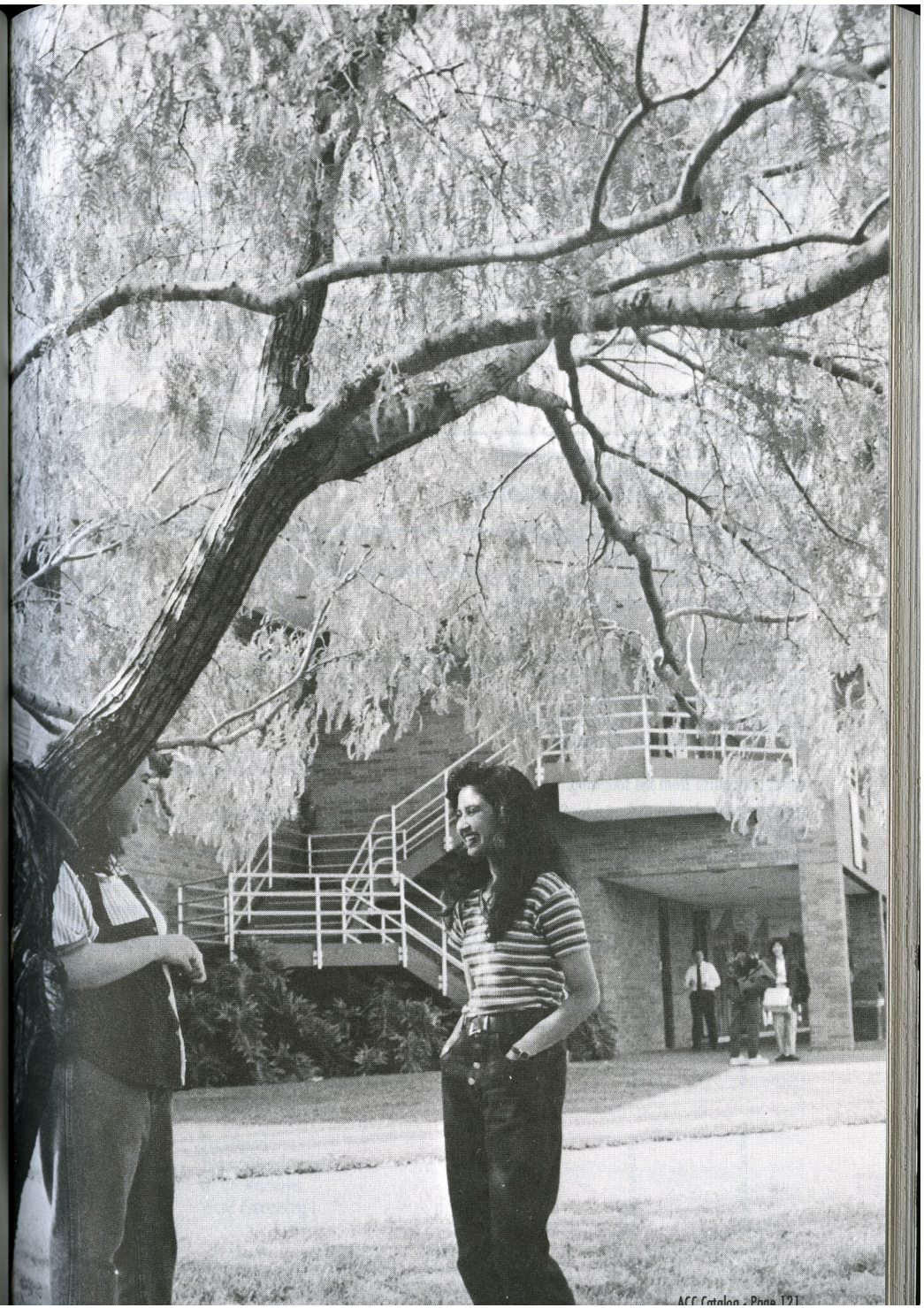
Purpose: The one-year certificate in legal stenography prepares the student for full-time employment immediately in a specialized business occupation. This course provides a job outlet for those students who desire to work in the legal field, but do not care for pressures of court reporting, or who find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

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

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
OFAD 2323	Typing III	2	3	3
CTRP 1400	Machine Shorthand Theory and Transcription	2	8	4
CTRP 1320	Law and Legal Terminology	4	1	3
ENGL 1301	Composition and Rhetoric I	3	0	3
CTRP 1311	Grammar and Punctuation I	3	2	3
PHED	Physical Activity	0	3	1
		14	17	17
Second Semester				
CTRP 1411	Machine Shorthand I and Transcription (60-80-100)	2	8	4
OFAD 2341	Word Processing I	2	3	
or				
CTRP 2320	Reporting Technology	3	2	3
CTRP 1330	Medical Terminology	4	1	3
CTRP 1312	Grammar and Punctuation II	3	2	3
PHED	Physical Activity	0	3	1
		11-12	16-17	14

Total Credits Required for Legal Stenography Certificate..... 31



MANAGEMENT DEVELOPMENT

Certificate

Length: Two-Semester (One-Year) Program

Purpose: The one-year certificate in management development prepares the student for full-time employment in the field of management. The basic objective of the program is to develop management skills and allow the student a chance to utilize these skills at an approved work station. Upon program completion, the graduate is eligible to make application and take the National Certified Professional Manager Exam.

Program Requirement: A certificate student takes 15 hours of management in the first semester. In the second semester the certificate student takes another internship, six hours of related specified business courses, 3 hours of speech, and 3 hours of electives (fashion merchandising or office administration).

Certificate Program

First Semester

MGMT 2320 Organizational Strategy (3 credits)
MGMT 1301 Internship (3 credits)
MGMT 1320 Small Business Management (3 credits)
or
MGMT 2315 Supervision and Management of Hazardous Materials (3 credits)
MGMT 1310 Principles of Management (3 credits)
MGMT 2300 Personnel Management (3 credits)

Second Semester

BUSI 1302 Business Psychology (3 credits)
MGMT 1311 Internship (3 credits)
BUSI 1301 Introduction to Business (3 credits)
SPCH 1315 Public Speaking (3 credits)

Select one course from the following:

CSCI 1400 Introduction to Computer Science (4 credits)
FASM 1300 Introduction to Fashion (3 credits)
OFAD 1330 Business Communication (3 credits)
OFAD 1360 Office Accounting (3 credits)

Total Credits Required for Management Development Certificate ..... 30 or 31

MENTAL HEALTH

Certificate

Length: Two-Semester (One-Year) Program (1,056 Clock Hours)

Purpose: The one-year program prepares the student to meet the educational requirements for certification by the Texas Association of Alcoholism and Drug Abuse Counselor.

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

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MENH 1305	Introduction to Human Services	3	0	3
MENH 1310	Drug Use and Abuse	3	0	3
MENH 2300	Client Assessment & Management	3	0	3
MENH 2310	Chemical Abuse Treatment	3	0	3
MENH 1321	Clinical Internship I	1	20	3
		13	20	15
Second Semester				
MENH 2320	Behavior Modification	3	0	3
MENH 2313	Laws & Standards Affecting Mental Health	3	0	3
MENH 2315	Family Systems	3	0	3
MENH 2312	Children of Alcoholics	3	0	3
MENH 1322	Clinical Internship II	1	20	3
		13	20	15

Total Credits Required for Mental Health Certificate 30

OFFICE ADMINISTRATION

Certificate

Length: Two-Semester (One-Year) Program

Purpose: The one-year program prepares the student for employment in office occupations.

Program Requirements: The one-year programs for the secretary and the word processor combine instruction and classroom participation in the areas required for competence in the business office. Upon satisfactory completion of the one-year program, the student will be awarded a one-year certificate.

Secretarial
Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
OFAD 1300	Records Management	2	3	3
OFAD 1310	Abbreviated Writing			
or				
OFAD 1311	Shorthand I	3	2	3
OFAD 1321	Typewriting I	2	3	3
OFAD 1350	Office Machines	2	3	3
OFAD 2341	Word Processing I	2	3	3
		11	14	15

Second Semester

OFAD 1322	Typewriting II	2	3	3
OFAD 1330	Business Communications	3	0	3
OFAD 1340	Office Procedures	3	2	3
OFAD 1360	Office Accounting	3	1	3
OFAD 2342	Word Processing II	2	3	3
		13	9	15

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

Word Processing Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
OFAD 1321	Typing I	2	3	3
OFAD 1300	Records Management	2	3	3
OFAD 1350	Office Machines	2	3	3
OFAD 1360	Office Accounting	3	1	3
OFAD 2341	Word Processing I	2	3	3
		11	13	15
Second Semester				
OFAD 1322	Typewriting II	2	3	3
OFAD 1340	Office Procedures	3	2	3
OFAD 2342	Word Processing II	2	3	3
OFAD 1330	Business Communications	3	0	3
OFAD 2343	Word Processing III	2	3	3
		12	11	15

Total Credits Required for Word Processing Certificate 30

RESPIRATORY CARE PROGRAM

Certificate

Length: 12 Months

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

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

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

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

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester (Fall)				
RESC 1201	Respiratory Care Sciences	2	0	2
RESC 1300	Cardiopulmonary Anatomy & Physiology	3	0	3
RESC 1320	Pharmacology	3	0	3
RESC 1411	Respiratory Care Procedures I	3	2	4
RESC 1500	Introduction to Respiratory Care	3	10	5
		14	12	17
Second Semester (Spring)				
RESC 1211	Clinical Practical I	0	16	2
RESC 1410	Clinical Medicine and Pulmonary Disorders	3	2	4
RESC 1412	Respiratory Care Procedures II	3	2	4
BIOL 2401	Anatomy and Physiology I	3	3	4
ENGL 1301	Composition & Rhetoric I	3	0	3
		12	23	17
Third Semester (Twelve-Week Session)				
RESC 1310	Clinical Practical II	0	24	3
RESC 1311	Seminar in Respiratory Care I	3	0	3
		3	24	6

Total Credits Required for Respiratory Care Certificate 40

VOCATIONAL NURSING PROGRAM

Certificate

Length: Twelve months; three semesters, 48 credit hours.

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

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

Admission Requirements: A new class begins each Summer 1 Session. Enrollment is limited to 24 qualified applicants. To be considered for admission to the program, the applicant must:

1. be a high school graduate or hold a certificate of equivalency (GED);
2. submit applications and official transcripts to ACC Records Office;
3. submit an application with ACT scores to the Vocational Nursing Department. A minimum composite score of 18 is required for acceptance. Scores must be less than five (5) years old.
4. attend an informational meeting with the Vocational Nursing Department Chairperson prior to registration;
5. upon registration, provide a physical examination, which includes blood studies, urinalysis, serology, pulmonary screening, and immunization update.
   Classes begin with Summer Session I.

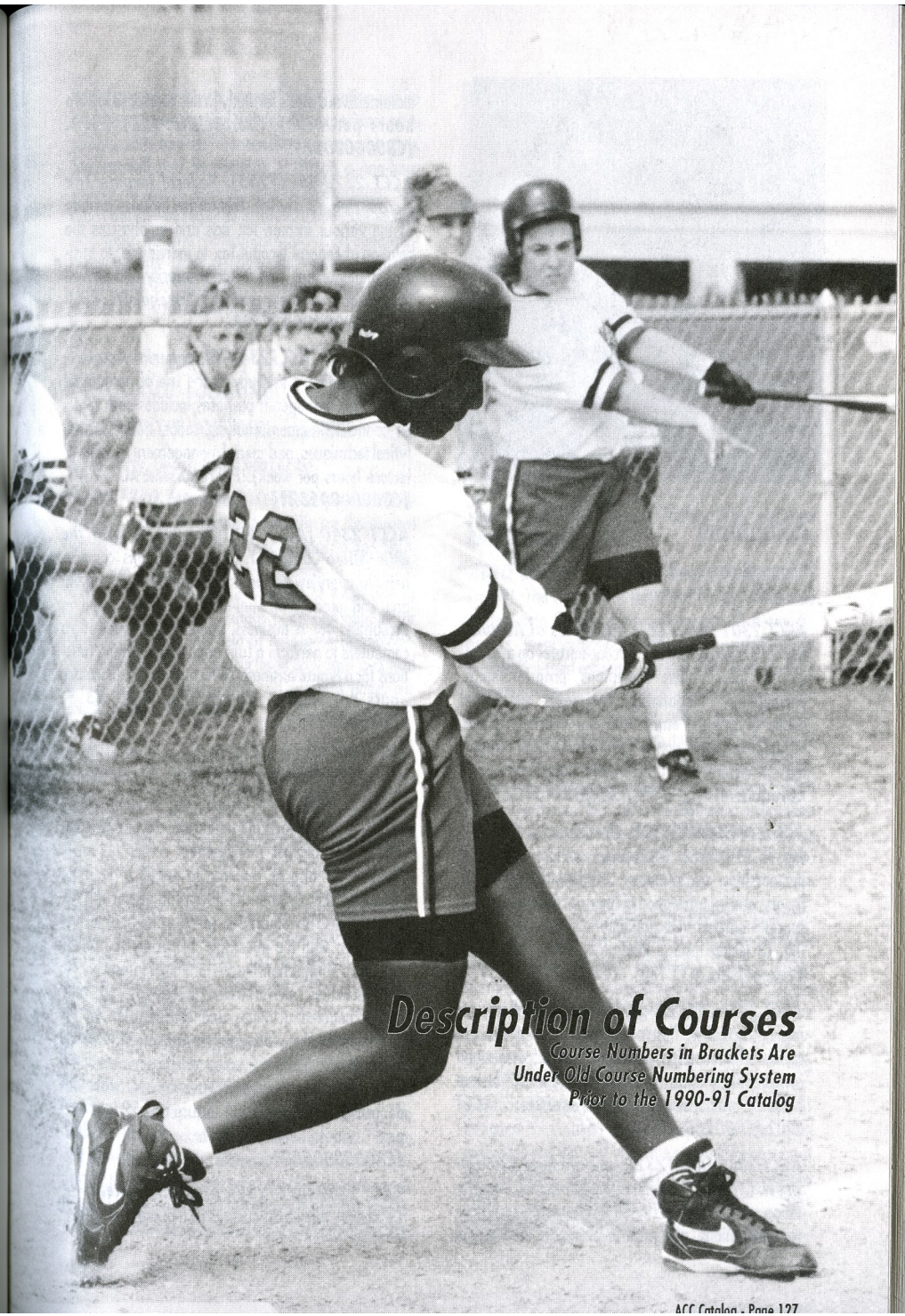
Program Requirements:

1. Fees throughout the year will include books, supplies, uniforms, bandage scissors, name pins, nursing shoes and cap, watch with seconds, testing fees, and malpractice insurance. Health insurance and transportation are the responsibility of the student.
2. A passing grade of 75 must be attained in each subject. Averages below 75 will constitute grounds for student withdrawal from the program.
3. A maximum of four absences per semester is allowed.
4. The Vocational Nursing Department may request at any time the withdrawal or dismissal of a student whose health, attendance, conduct, personal qualities or abilities, and/or scholastic records (clinical or academic proficiency) indicate that it would be inadvisable for the student to continue.
5. Transfer students will be accepted only as space permits. Only those courses completed with a "C" average or higher and are within 5 years of enrollment will apply to this certificate. Transfer students must complete a minimum of 12 semester hours in the Alvin Community College Vocational Nursing Program in order to be considered a graduate.
6. A student who withdraws and wishes to re-enroll must reapply within one year from the date of withdrawal. Current admission criteria will apply to re-entering students. Enrollment will be subject to available space. Students will be allowed to re-enter or transfer into the program one time only.

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester - Summer 12 Week				
VOCN 1800	Fundamentals of Vocational Nursing	9	6	8
VOCN 1400	Anatomy & Physiology	6	0	4
		15	6	12
Second Semester - Fall Semester (16 Weeks)				
VOCN 1210	Math for Drug Administration	2	0	2
VOCN 1410	Pharmacology for Vocational Nursing	4	0	4
VOCN 1901	Maternal-Child Nursing	6	24	12
		12	24	18
Third Semester - Spring Semester (16 Weeks)				
VOCN 1200	Issues in Nursing	2	0	2
VOCN 1421	Mental Health-Mental Illness	4	0	4
VOCN 1911	Advanced Medical-Surgical Nursing	6	24	12
		12	24	18

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



Description of Courses

Course Numbers in Brackets Are Under Old Course Numbering System Prior to the 1990-91 Catalog

Accounting

Norman Bradshaw, Department Chairperson
Lee Baker, Tom Branton

ACCT 2301 [ACCT221]. Principles of Accounting I. (3 credits). This course concentrates on accounting for merchandise operations, proprietorships, partnerships, negotiable instruments, specialized books of original entry, and the voucher system, including emphasis on the financial aspects of accounting. (3 lecture and 1 laboratory hours per week). ***Corequisite:*** READ 0309.***[CB5203015125]***

ACCT 2302 [ACCT222]. Principles of Accounting II. (3 credits). This course provides a study of partnerships, corporations, cost accounting, assets, theory, and interpretation of financial statements, with special emphasis on the managerial aspects of accounting. (3 lecture and 1 laboratory hours per week). ***Prerequisite:*** ACCT 2301. ***[CB5203015125]***

ACCT 2311 [ACCT231]. Intermediate Accounting I. (3 credits). This course covers such areas as a review of accounting principles, current assets and investments, plant assets, and intangibles. (3 lecture hours per week). ***Prerequisite:*** ACCT 2302.***[CB0000005821]***

ACCT 2312 [ACCT232]. Intermediate Accounting II. (3 credits). Liabilities, paid-in capital, interpretation and analysis of financial statements, cash flow, reorganizations, and price level impact on financial statements are topics for study in this course. (3 lecture hours per week). ***Prerequisite:*** ACCT 2311. ***[CB0000005821]***

ACCT 2320 [ACCT233]. Federal Income Tax Accounting. (3 credits). This course includes a study of the various income tax acts and emphasizes the relation of Federal Income Tax to individuals, to business management, and to social security and payroll tax. (3 lecture hours per week). ***Corequisite:*** READ 0309.***[CB0000005821]***

ACCT 2330 [ACCT234]. Managerial Accounting. (3 credits). This study in the use of accounting records for managerial purposes includes such topics as financial statement analysis, ratios, budgets, analytical techniques, and special management reports. (3 lecture hours per week). ***Prerequisite:*** ACCT 2301. ***[CB0000005821]***

ACCT 2340 [ACCT240]. Accounting with the Mini-Micro Computer. (3 credits). In this comprehensive overview of the implementation, operation, and end product of mini-micro computers used in accounting for a business, students use mini-micro computers to perform a full range of accounting functions for a typical business. (3 lecture and 3 laboratory hours per week). ***Corequisite:*** READ 0309. ***[CB0000005821]***

ACCT 2351 [ACCT211]. Accounting Internship. (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. Students will also be required to attend a one-hour lecture on campus with the internship instructor. Students will also be required to attend a one-hour lecture on campus with the internship instructor. The course includes a comprehensive treatment of internship-related activities, individualized objectives, and regularly scheduled activities and concentrates on the development of a philosophy towards work including personal life planning, value clarification, and self awareness. The student must have the approval of the department chairperson. (1 lecture and 20 lab hours per week). ***Corequisite:*** READ 0309. ***[CB0000005821]***

ACCT 2352 [ACCT212]. Accounting Internship. (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. Student will also be required to attend a one-hour lecture on camps with the internship instructor. Students will also be required to attend a one-hour lecture on campus with the internship instructor. Students may receive credit from an approved full-time job. (1 lecture and 20 lab hours per week). ***Prerequisite:*** ACCT 2351. ***[CB0000005821]***

Aerospace Technology - Mechanical Systems Option

Mark Barry, Department Chairperson

AERO 1310. Introduction to Aerospace. (3 credits). This course is designed to familiarize the student with many facets of the Aerospace Industry and Aerospace Technology Curriculum. Topics of discussion include the organizational structure of NASA and its supporting contractors, career paths and options for students entering the field of aerospace technology, aerospace basics, and a structured approach to critical thinking and problem solving. (3 lecture hours per week).***[CB0000008427]***

AERO 1311. Technical Writing for Aerospace. (3 credits). This course is primarily designed to develop concise and accurate writing skills in students entering the field of Aerospace Technology. The major emphasis of the course is the proper development of formal technical reports and instructional manuals that describe a specific mechanism, system, process, or procedure in detail. Other topics of discussion include the development of formal and informal memorandums, business letters, proposals, and recommendations. (3 lecture hours per week).***Prerequisite:*** ENGL 1301. ***[CB0000008427]***

AERO 2310. Aerospace Internship. (3 credits). This course is designed to provide the student with valuable on-the-job training while working with a qualifying employer in the aerospace industry. The student is required to work a minimum of 20 hours per week in a position related to the student's curriculum option and must attend a one-hour seminar each week. (1 lecture and 20 laboratory hours per week). ***Prerequisite:*** Student must have completed the first year of the Aerospace Technology curriculum.***CB0000008427]***

AERO 2340. Practical Thermodynamics. (3 credits). The purpose of this course is to provide the student with the fundamental concepts of thermodynamics, "heat in motion". Topics of discussion include the fundamental concepts, the first and second laws of thermodynamics, properties of liquids and gases, the ideal gas, mixtures of ideal gases, selected power cycles, the refrigeration cycle, and an introduction to heat transfer by conduction, convection, and radiation. Example problems are presented in both SI and English units of measure to further strengthen and broaden the student's understanding. (3 lecture hours per week). ***Prerequisite:*** MATH 2413. ***[CB0000008427]***

AERO 2410. Aerospace Operations. (4 credits). This course is designed to familiarize the student with present day operations at NASA/JCS. Topics of discussion includes NASA organizations and charters; space shuttle operations including typical mssions, mission planning and preparation, crew training, ground support systems, post flight activities; space station design, operation, and production schedule; other space exploration initiatives. This course includes a lab project designed to simulate an actual space mission from concept to end that will allow the student to experience the complexity of a real mission firsthand. (3 lecture and 3 laboratory hours per week).***[CB0000008427]***

AERO 2440. Fluid Flow and Heat Transfer. (4 credits). This course is designed to provide the student with the fundamental concepts of one-dimensional fluid flow and heat transfer in piping systems. Topics of discussion includes an introduction to fluid dynamics, applications of one-dimensional fluid flow, fluid flow in boundary layers, transfer of heat by conduction, transfer of heat by convection, transfer of heat by radiation, and various heat exchangers. (3 lecture and 3 laboratory hours per week). ***Prerequisite:*** MATH 2413. ***[CB0000008427]***

AERO 2441. Blueprint Reading for Aerospace Industry. (4 credits) This course is primarily designed to familiarize the student with the structural, mechanical, and electrical symbols and drawings used in the aerospace industry. It also introduces the student to the language of engineering graphics. Topics of discussion include line schedules, scales, dimensions, tolerances, finishes, isometric and orthographic projections, sectinal views, and the use of graphs and charts to solve engineering problems. (3 lecture and 3 laboratory hours per week). ***Corequisite:*** AERO 1310. ***[CB0000008427]***

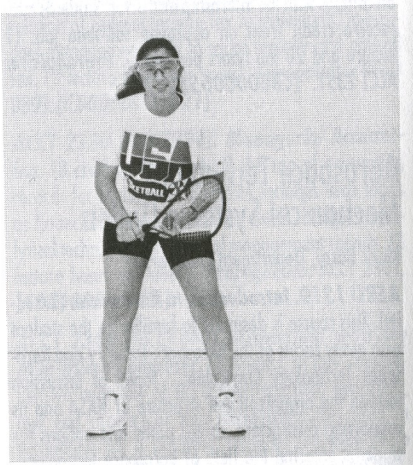
AERO 2442. Principles of Thermal Control. (4 credits). This course is designed to familiarize the student with the Thermal Control System (TCS) and Environmental Control and Life Support System (ECLSS) used on the Space Station Freedom. The student will apply the fundamental concepts of thermodynamics, fluid dynamics, and heat transfer to better understand these systems and to solve a variety of engineering problems and calculations. (3 lecture and 3 laboratory hours per week). ***Prerequisite:*** AERO 2440. ***[CB0000008427]***

Agriculture

Steve Wheeler, Department Chairperson

AGRI 1307 [AGRI 120]. Fundamentals of Crop Production. (3 credits). This course presents a scientific approach to commonly grown field crops by exploring their importance, value, use, characteristics, classification, distribution, climatic and soil requirements, production, storage, improvement, and seed technology. (3 lecture hours per week).***[CB0204025121]***

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,



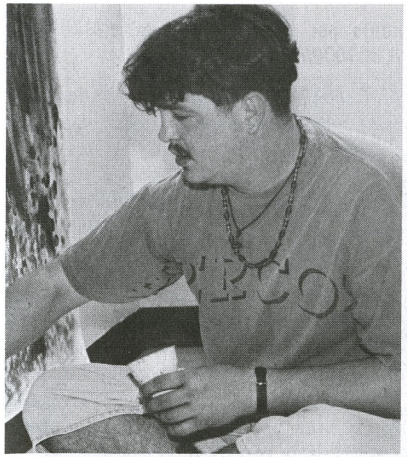
breeding, disease control, and production of livestock. (3 lecture hours per week). ***CB0202015121]***

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 stu-



dents 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]***

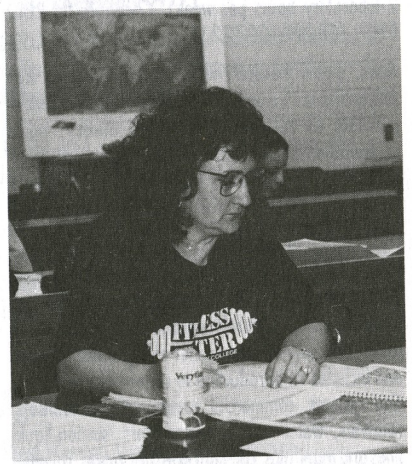
AIRC 1441 [ACRH141]. Refrigeration Systems Servicing I. (4 credits). This course provides students with the knowledge and skills necessary to install and service commercial refrigeration systems and includes an introduction to commercial refrigeration systems, commercial compressors, condensers, receivers, 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. ***[CB00000007221]***

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. ***[CB00000007221]***

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. ***[CB00000007221]***

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. ***[CB00000007221]***

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, hydropic 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. ***[CB00000007221]***

Anthropology

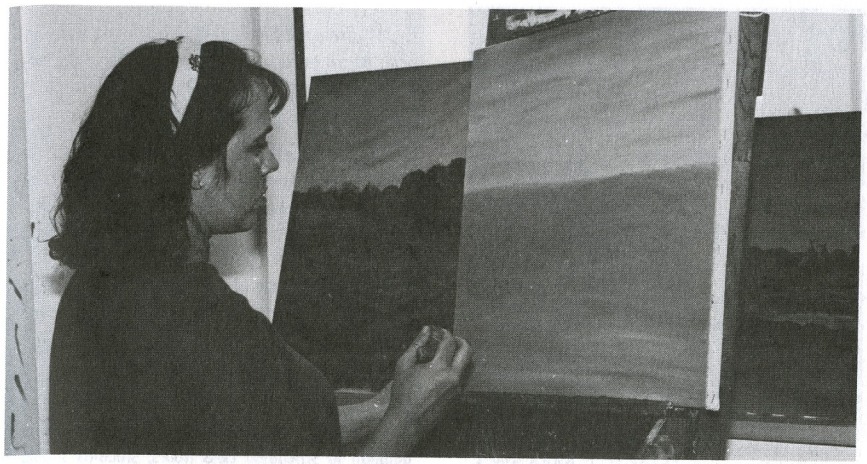
John Duke, Department Chairperson

ANTH2346 {SOCI} 2346 [SOCI230]. 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 2347. Ceramics II. (3 credits). This course includes the combining of hand building and wheel thrown objects. Students learn the techniques of section pottery throwing. In addition to glaze application and kiln firing, Raku pottery will be introduced. Students should arrange at least three additional hours per week. (6 laboratory hours per week.)*Prerequisite: ARTS 2346. [CB5007115130]Y*

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

Charles Graham

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). ***[CB00000006422]***

AUTO 2450 [AUTO213]. Automotive Diagnostics. (4 credits). This course includes a complete study of diagnostic procedures used in the analysis of automotive electrical systems, carburetor and combustion systems, and control systems for exhaust emission. Students will also learn the proper use of test equipment for diagnostic purposes. (2 lecture and 4 laboratory hours per week). ***Prerequisites:*** AUTO 1420, AUTO 1425. ***[CB00000006422]***

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

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.***[CB00000005824]***

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. ***[CB00000005621]***

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]***

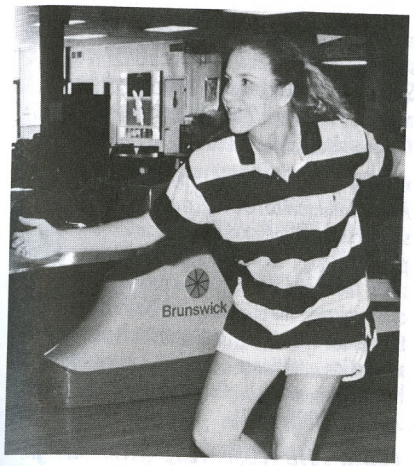
CHID 1300 [CHCD110]. Pre-School and Day Care Programs. (3 credits). A study of child development through pre-school and day care programs, this course includes the history, philosophy, and practices of specialized care with emphasis on the educational, recreational, and health needs of the child. (3 lecture hours per week). ***Corequisite:*** READ 0309. ***[CB0000005222]***

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. ***[CB0000005222]***

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. ***[CB0000005222]***

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. ***[CB0000005222]***

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. ***[CB0000005222]***

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. ***[CB0000005222]***

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. ***[CB0000005222]***

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. ***[CB0000005222]***

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. ***[CB0000005222]***

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. ***[CB0000005222]***

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.***[CB0000005222]***

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.***[CB0000005222]***

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.***[CB0000008434]***

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. ***[CB0000008434]***

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. ***[CB0000008434]***

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 .***[CB0000008434]***

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). ***[CB0904035226]***

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. ***[CB0000008434]***

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. ***[CB0000008434]***

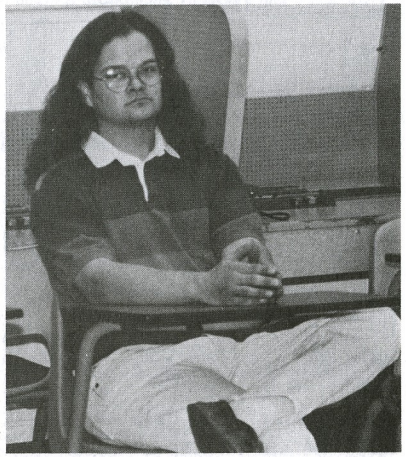
COMM 2303 [COMM211]. Radio Production. (3 credits). This course presents a practical approach to the presentation of announcements and live programs as encountered in the daily operation of the average radio station. The course begins with instruction in audio control, and it includes on-air experience at the College radio station. (1 lecture and 4 laboratory hours per week). ***Corequisite:*** READ 0310. ***[CB0000008434]***

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, Mark Barry

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. (3 lecture and 3 laboratory hours of class instruction and participation per week). ***[CB1102015227]***

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. ***[CB00000006021]***

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. ***[CB00000006021]***

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. ***[CB00000006021]***

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. ***[CB00000006021]***

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. ***[CB00000006021]***

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. ***[CB00000006021]***

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. ***[CB00000006021]***

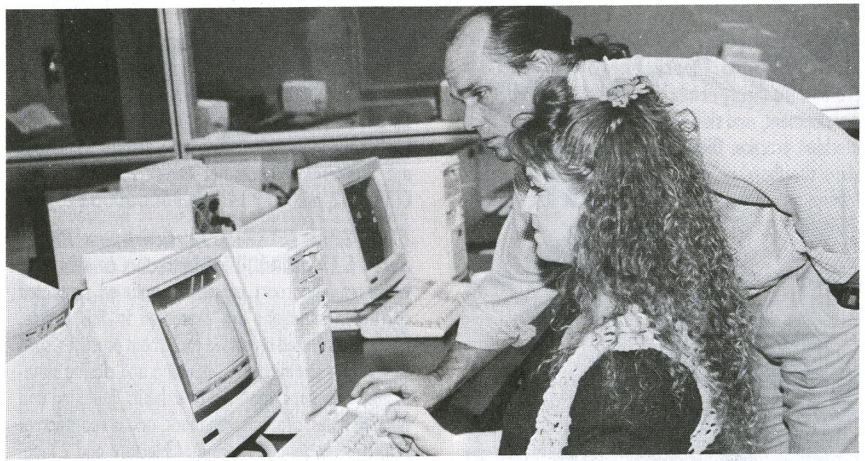
CSCI 2480 [CSCI280]. Data Base Systems. (4 credits). This course is an introduction to data base management systems, data organization and structure, and data base design. The student must have the approval of the department chairperson. (3 lecture and 3 laboratory hours per week). ***Prerequisite:*** READ 0310. ***Corequisite:*** MATH 0309. ***[CB00000006021]***

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.***[CB00000006021]***

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. ***[CB00000005829]***

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. ***[CB00000005829]***

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. ***[CB00000005829]***

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. ***[CB00000005829]***

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. ***[CB00000005829]***

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. ***[CB00000005829]***

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. ***[CB00000005829]***

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. ***[CB00000005829]***

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). ***[CB00000005829]***

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.***[CB00000005829]***

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. ***[CB00000005829]***

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. ***[CB00000005829]***

CTRP 2313. Cooperative Education in Court Reporting. (3 credits). Participation in work internship or a mimimum 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 50 verified hours of internship with 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. [CB00000005829]***

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. ***[CB00000005829]***

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. ***[CB00000005829]***

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. ***[CB00000005829]***

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.***[CB00000005829]***

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, CTRP1311, CTRP 1312. ***[CB00000005829]***

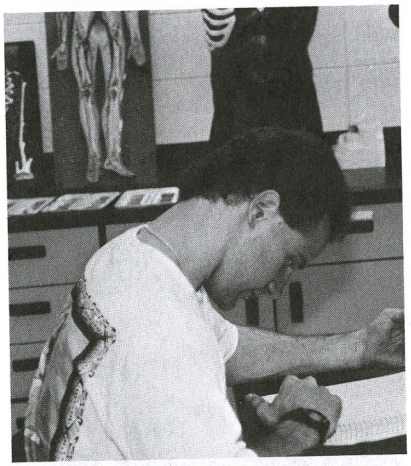
CTRP 2412 [2512] [CTRP 212]. Machine Shorthand IV (200-225). (4 credits). This course continues an emphasis on skill and speed building, culminating in the student's attainment of the speed of 225 words per minute. Supervised daily transcription practice is required. (2 lecture and 8 laboratory hours per week). ***Prerequisite:*** READ 0310.***[CB00000005829]***

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). ***[CB00000007021]***

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). ***[CB00000007021]***

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).***[CB00000007021]***

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).***[CB00000007021]***

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). ***[CB00000007021]***

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). ***[CB00000007021]***

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). ***[CB00000007021]***

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). ***[CB00000007021]***

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). ***[CB00000007022]***

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). ***[CB00000007022]***

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).***[CB00000007021]***

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). ***[CB00000007021]***

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).***[CB00000007021]***

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).***[CB00000007021]***

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). ***[CB00000007021]***

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). ***[CB00000007021]***

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). ***[CB00000007021]***

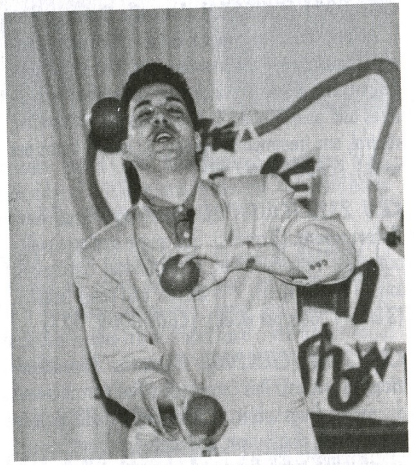
CRIJ 2328 [CJUS220]. Police Systems and Practices. (3 credits). This course explores the police profession, the organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues. (3 lecture hours per week).***[CB00000007021]***

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). ***[CB00000007021]***

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).*[CB00000007021]*

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). *[CB00000007021]*



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). *[CB00000008622]*

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). *[CB00000008622]*

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). *[CB00000008622]*

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). *[CB00000008622]*

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).*[CB00000008622]*

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.*[CB00000008622]*

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. *[CB00000008622]*

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.*[CB00000008622]*

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. *[CB00000008622]*

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.*[CB00000008622]*

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. *[CB00000008622]*

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). *[CB00000008622]*

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). *[CB00000008622]*

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). *[CB00000008622]*

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). *[CB00000008622]*

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.*[CB00000008622]*

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. *[CB00000008622]*

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. *[CB00000008622]*

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]***

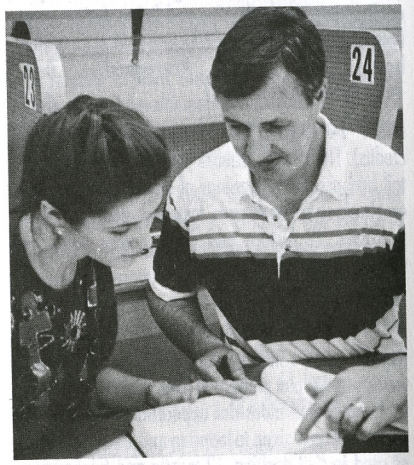
Drama

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 macroeconomics 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 microeconomics 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

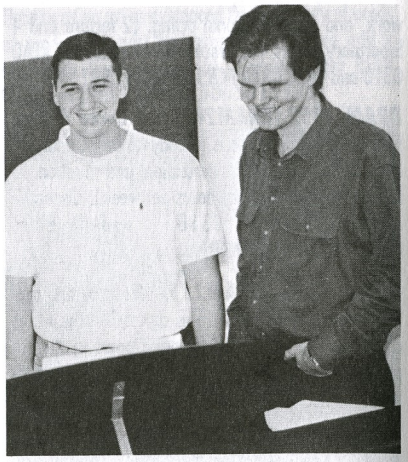
Curtis Glatt, Department Chairperson

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. ***[CB00000008824]***

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. ***[CB00000008824]***

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.***[CB00000008824]***

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. ***[CB00000008824]***



****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. ***[CB00000008824]***

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. ***[CB00000008824]***

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.***[CB00000008824]***

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. ***[CB00000008824]***

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.***[CB00000008824]***

****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. ***[CB00000008824]***

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. ***[CB00000008824]***

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.***[CB00000008824]***

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. ***[CB00000008824]***

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.***[CB00000008824]***

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. ***[CB00000008824]***

**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 [ENG110]. 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:*** ENGL1302. ***[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).***[CB2399995135]***

Fashion Merchandising

Patricia 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]***

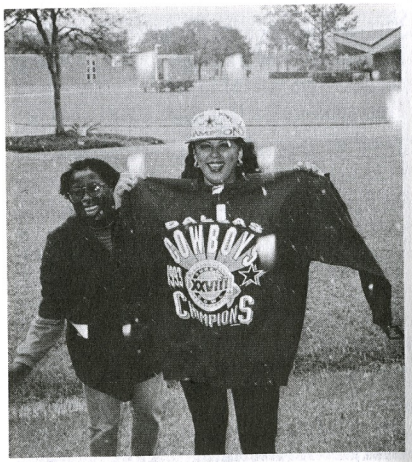
FASM 2320 [FASH240]. Principles of Fashion Design. (3 credits). This course provides the student with a general interest in fashion an understanding of the way apparel is created and manufactured. Students have an opportunity to increase their visual and verbal vocabulary of terms basic to all fashion 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). The course is designed to enhance student understanding of the physical and human elements that have shaped the present physical environments and cultures of the world. Emphasis is placed on scientific principles and explanations underlying the distribution of tectonic activities and landforms, elements and factors of local and world climates, population, economic activities, cultures, urban landscapes, and political systems. The important role of maps in geography is also discussed. (3 lecture hours per week). ***Prerequisites:*** READ 0310 and ENGL 0310. ***[CB4507015142]***

Geology

Dick Graef, Department Chairperson
Dora Devery

GEOL 1403 [GEOL111]. 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]***

GEOL 1404 [GEOL112]. General Geology II. (4 credits). This course presents a survey of the evolution of the earth and life through geologic time. The course includes such topics as earthquakes and the earth's interior, mountain building, drifting continents, the Ice Ages, the solar system, the history of life, and the geological aspects of the environment and its effect on the future of mankind. (3 lecture and 2 laboratory hours per week). ***Prerequisite:*** GEOL 1403.***[CB4006015139]***

GEOL 1405 [GEOL113]. 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

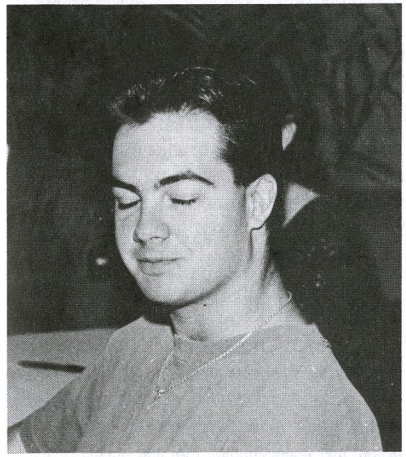
HIST 1301 [HIST141]. The United States to 1877. (3 credits). This course surveys United States history from colonial origins through reconstruction, including exploration and colonization of the new world, the American Revolution, westward expansion, the Civil War, and reconstruction. (3 lecture hours 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 Byzatine 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. ***[CB4508015442]***

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. ***[CB4508015442]***

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). ***[CB0000005026]***

Humanities

Robert Rodriguez, Department Chairperson
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. ***[CB00000005828]***

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. ***[CB00000005828]***

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.***[CB00000005828]***

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.***[CB00000005828]***

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. ***[CB00000005828]***

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. ***[CB00000005828]***

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.***[CB00000005828]***

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. ***[CB00000005828]***

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. ***[CB00000005828]***

Management Development

Patricia Hertenberger, Department Chairperson

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). ***[CB00000005621]***

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). ***[CB00000005621]***

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). ***[CB00000005621]***

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). ***[CB00000005621]***

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). ***[CB00000005621]***

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). ***[CB00000005621]***

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). ***[CB00000005621]***

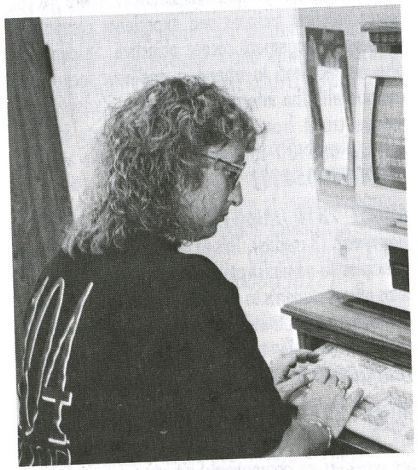
MGMT 2310 [MMGT221]. Problems in Management. (3 credits). This extension of management principles to administrative strategy in solving problems allows students to use case studies and simulated games in a decision-making, problem-solving environment. (3 lecture hours per week). ***[CB00000005621]***

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). ***[CB00000005621]***

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). ***[CB00000005621]***

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 complet-

ing the course will be eligible to take the National Certified Professional Manager exam - a mark of professional competence. (3 lectures hours per week).PREREQUISTE: Consent of Instructor or MGMT 1310. ***[CB0000005621]***



Mathematics

Gerald Skidmore, Department Chairperson
Chris Benton, James Boler, Don Brown, Jim Corbett, 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]. Pre-Algebra (3 credits). This course offers instruction and practice in the basic arithmetic operations, geometry, and statistics. Topics covered include operations on whole numbers, fractions, decimals, percents, descriptive statistics, and geometry. The purpose of MATH 0309 is to prepare the students for MATH 0310. 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 0310 [MATH110]. Developmental Mathematics-Algebra. (3 credits). This course includes a study of number concepts and computational skills, word problems, graphs, number relationships, figures, one and two variable equations, operations with algebraic expressions, quadratic equations, geometric figures, and applying reasoning skills. The purpose of MATH 0310 is to prepare the students for 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. (3 credits). Topics of this course include a review of the arithmetic operations, factoring, fractions, exponents, radicals, linear and quadratic functions, inequalities, systems of equations, determinants and matrices. The purpose of MATH 0312 is to prepare the students for college algebra. Enrollment in this course is based upon the TASP math score or upon the college placement test. (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 met or exceeded the college algebra standard on the state-mandated TASP test or have passed MATH 0312 with a grade of A, B, or C. (3 lecture hours per week). ***[CB2701015437]***

MATH 1316 [MATH132]. Plane Trigonometry. (3 credits). This course covers a review of algebraic operations, trigonometric functions, trigonometric identities and equations, applications of trigonometry, exponential and logarithmic functions, and analytic geometry. Students enrolling in this course should have met or exceeded the college algebra standard on the state-mandated TASP test or have passed MATH 1314 with a grade of A, B, or C. (3 lecture hours per week). ***Prerequisite:*** MATH 1314 or departmental approval. ***[CB2701015337]***

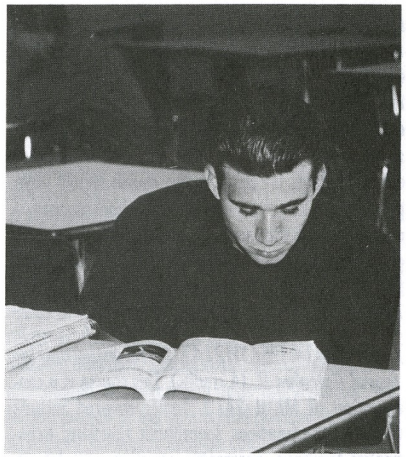
MATH 1324 [MATH180]. Finite Mathematics. (3 credits). This course is designed for the business, economics, management, and finance students. The student is introduced to a systematic approach to solutions of problems in linear programming and to methods of solving applied problems in business and economics. 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. (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. Students enrolling in this course should have met or exceeded the remediation standard on the state-mandated TASP test or have passed MATH 0312 with a grade of A, B, or C. (3 lecture hours per week). ***Prerequisite:*** MATH 0312 or department approval. ***[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
Clinical Associates: Marion Rundel, M.D.
Gary Griffin, M.S.,MT(ASCP)SBE

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 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]***

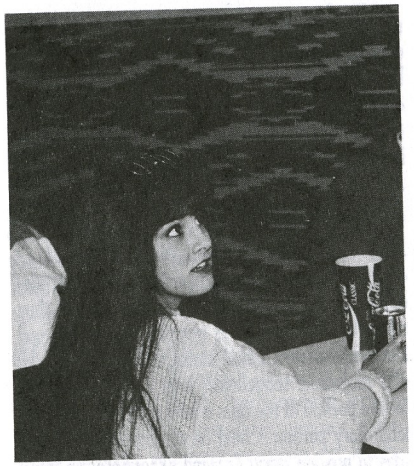
MELT 2300 [HMLT210]. Serology-Immunology. (3 credits). This study of serological and immunological procedures includes flocculation, agglutination, precipitation, gel diffusion, hemagglutination, complement fixation, fluorescent antibody, immunoelectrophoresis, ELISA and EMIT. The student should be able 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, therapeutical 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, main-



tenance, and troubleshooting of current clinical chemistry instruments. (3 lecture and 4 laboratory hours per week). ***Prerequisite:*** MELT 1300 and MELT 1511. ***[CB00000008028]***

MELT 2430 [HMLT230]. Immunohematology. (4 credits). This course includes study and practice in the use of blood cell antigens and antibodies as they apply to certain disease processes and to transfusions. Quality control and sample identification are stressed. The course also presents a study of blood donor requirements; blood component preparation, storage, and use; and routine and diagnostic blood banking procedures to include at least ABO, Rh, antibody detection and identification, elution, and crossmatch. (2 lecture and 8 laboratory hours per week). ***Prerequisites:*** MELT 1300, MELT 2300, and MELT 2322. ***[CB00000008028]***

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. ***[CB00000008028]***

Mental Health

G. E. Carrier, Department Chairperson
Marilyn Reitz

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). ***[CB00000008029]***

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). ***[CB00000008029]***

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). ***[CB00000008029]***

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). ***[CB00000008029]***

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). ***[CB00000008029]***

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). ***[CB00000008029]***

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. ***[CB00000008029]***

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).***[CB00000008029]***

MENH 1326. Recreation Therapy. (3 credits). A study of the recreation services meeting the needs of special populations. (3 lecture hours per week). ***[CB00000008029]***

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).***[CB00000008029]***

MENH 2310. Chemical Abuse Treatment. (3 credits). An exploration of the treatment processes relevant to chemical dependency. (3 lecture hours per week). ***[CB00000008029]***

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). ***[CB00000008029]***

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). ***[CB00000008029]***

MENH 2315. Family Systems. (3 credits). Exploration of the family systems and identification of the dysfunctional family. (3 lecture hours per week). ***[CB00000008029]***

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). ***[CB00000008029]***

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 introducted. 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.***[CB00000008029]***

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. ***[CB00000008029]***

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). ***[CB00000008029]***

Music

Doris Burbank, Department Chairperson
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]***

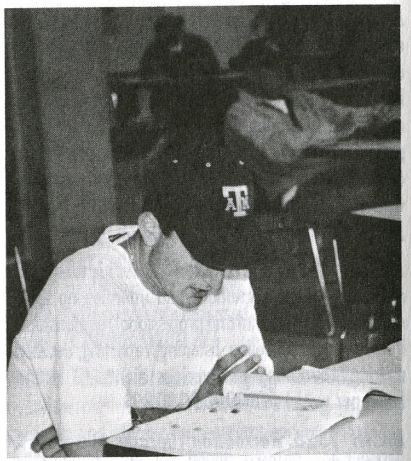
MUSI 1166 [MUSC131W]. Woodwind Class. (1 credit). This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on flute, oboe, clarinet, bassoon, saxophone, and piccolo. (1 lecture and 2 laboratory hours 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 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 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 began 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 [MUSC 181, 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 [MUSC 185, 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 [MUSC 191, 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 [MUSC 151, 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 [MUSC 161, 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).

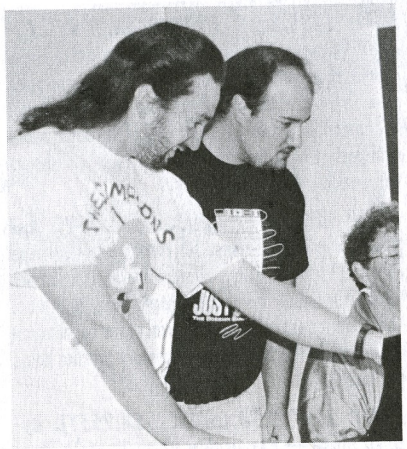
MUAP 2241,2242 [MUSC235X,235Y]. Applied Music— Brass. (2 credits each). These courses provide one hour of individual instruction per week in trumpet, trombone, French horn, and tuba. The student must have the approval of the department chairperson.(1 lecture and 4 laboratory practice hours per week).

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
Minerva Clampffer, Sally Durand, Barbara Kelly,
Susan Priest, Kathy Schwab, 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. (3 lecture hrs. per week).

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

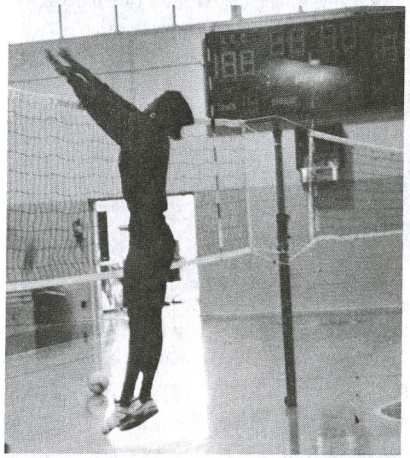
VN — Vocational Nursing

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 musculoskeletal system, and cardiovascular, respiratory, gastrointestinal, genito-urinary, nervous, and endocrine



systems. (6 lecture hours per week; taught 12-week Summer session only).

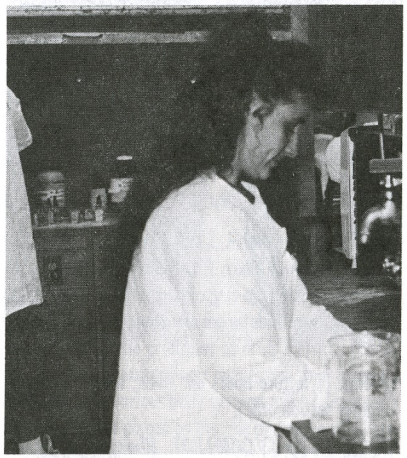
VOCN 1410 [VOCN130]. Pharmacology. (4 credits). This course introduces the study of drug therapy. Major drug classifications and their actions are categorically studied. (4 lecture hours per week).

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 mo-

dalities, 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. ***[CB00000008021]***

Office Administration

Crystal Brittingham, Department Chairperson
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). ***[CB00000005825]***

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). ***[CB00000005825]***

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). ***[CB00000005825]***

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). ***[CB00000005825]***

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). ***[CB00000005825]***

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). ***[CB00000005825]***

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). ***[CB00000005825]***

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). ***[CB00000005825]***

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). ***[CB00000005825]***

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). ***[CB00000005825]***

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). ***[CB00000005825]***

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]***

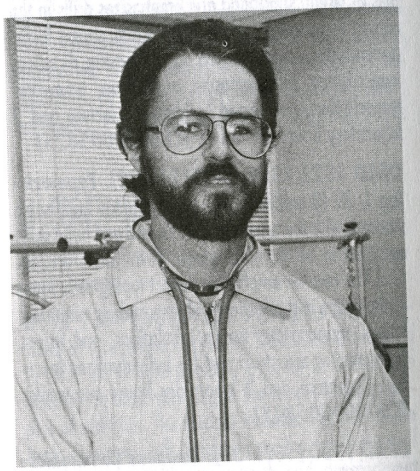
OFAD 2312 [SECT222]. Secretarial Internship. (3 credits). Students work in a qualifying firm 20 hours per week in an office situation where they receive practical training and experience compatible with their career objective. Students will also be required to attend a one-hour lecture on campus with 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 Sauceda, 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 Chair./Athletic Director
Gary Bullion, Gary Coffman, Bonny Johnson, Cynthia Wille

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 provices 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 instrucion 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]***

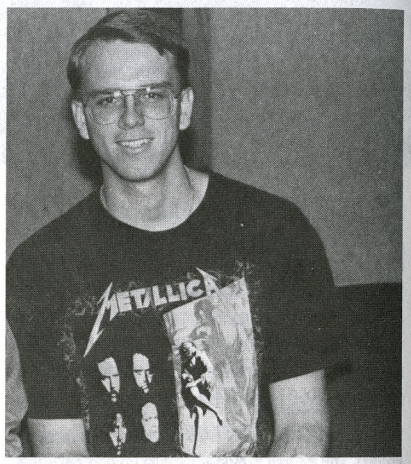
THEORY COURSES

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 propogation 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
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, cog-

nitive 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.***[CB4299995240]***

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 0312. Developmental Reading III. (3 credits). Designed for students who pass the TASP by meeting the minimum statewide standard but fail to meet the higher interim remediation standard, this course focuses on raising the student's comprehension level to meet the new state expectations for TASP-obligated students. To be eligible for this course, a student must have passed READ 0310 in addition to having passed the TASP at the minimum statewide standard. (3 lecture hours per week). ***PREREQUISITE:*** READ0310. ***[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]***

Real Estate

Patricia Hertenberger, Department Chairperson

REAL 1301. Principles of Real Estate. (3 credits). This beginning course in real estate fundamentals and principles explores the development of real estate in Texas and introduces the study of ownership appraisal, law, practices, financing, land and location values, transfers, trends, regulations, and economic effects. (3 lecture hours per week). ***[CB5215015125]***

Respiratory Care

Diane Flatland, Department Chairperson
Perry Bush

All RESC courses are under ***[CB0000008025]***

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 1412.

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, 2112. ***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). Student must have completed all previous Respiratory Care courses or have permission of the program director.

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 in-depth 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, RESC1412. ***Corequisite:*** RESC 2214.

Sociology

John Duke, Department Chairperson
Mike Eernisse, Nancey Lobb

SOCI 1301 [SOCI111]. 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 [SOCI122]. 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 [SOCI110]. 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
Earnest Burnett, 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). ***Prerequisite:*** 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). ***Prerequisite:*** 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). ***Prerequisite:*** 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

Charles Graham

All AUTO courses are under ***[CB0000006422]***

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
Thomas Cook, Loretta Hulsey, Jesse Paul,
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 functionability. (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).

*Horticulture (Ornamental)

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).

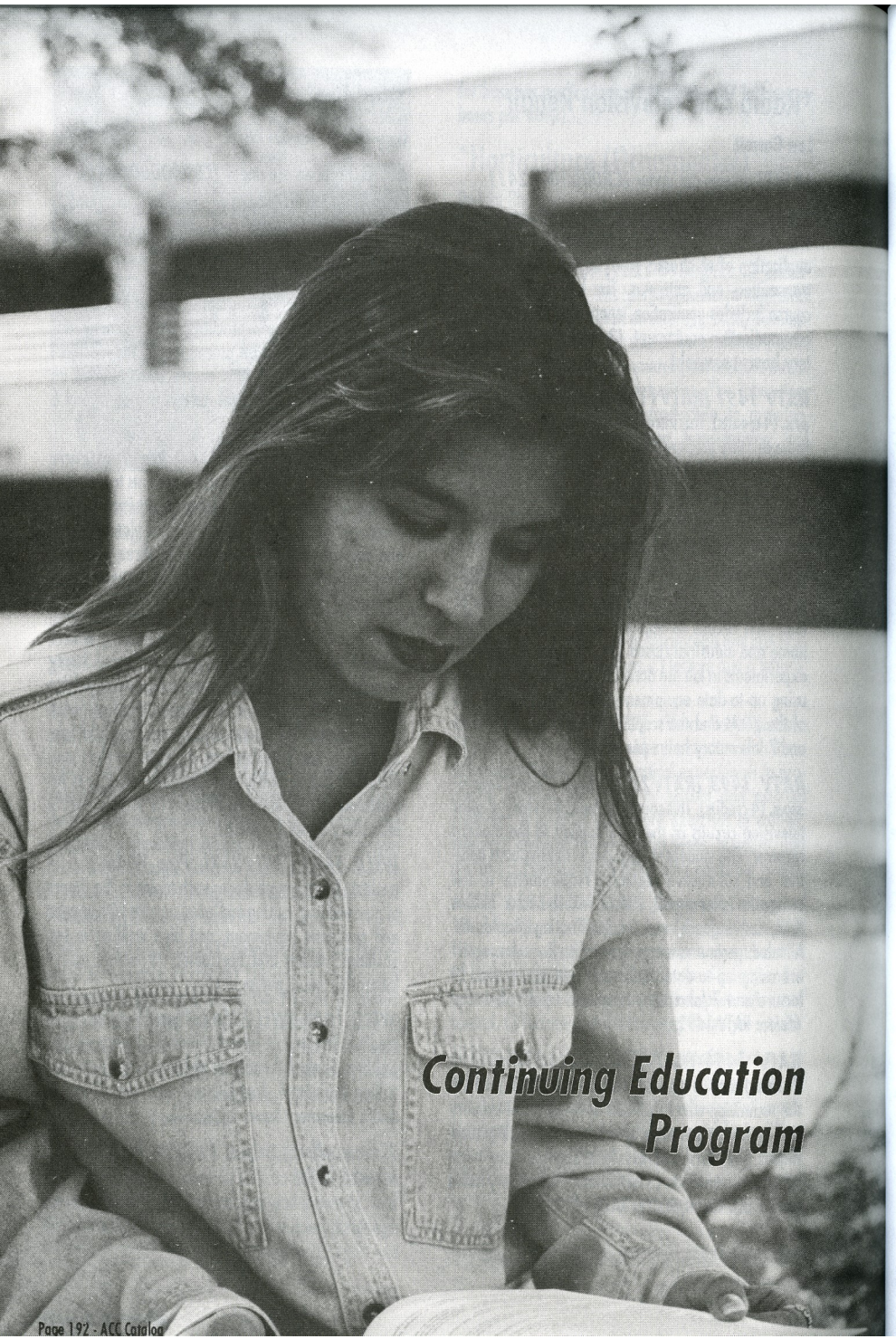
WELD 1491 [WELD120]. Arc Welding (Plate I). (4 credits). This course teaches students to do metal cutting with oxygen and acetylene equipment. The course includes a study of the theory of plate welding, and students learn plate welding in three positions: flat, vertical up, and horizontal. (3 lecture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

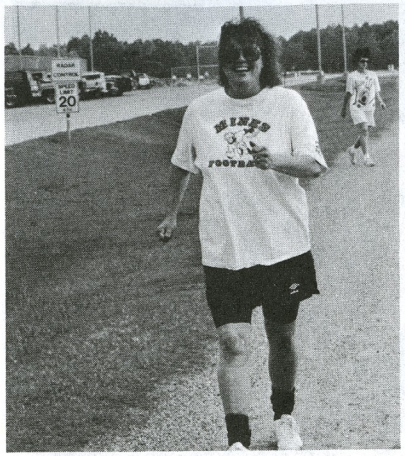
WELD 1492 [WELD123]. Arc Welding (Plate II). (4 credits). In this course on the advanced theory of plate welding, students learn plate welding in five positions: flat, vertical up, horizontal, vertical down, and overhead. The course also covers Root and Face Bend tests for qualifications of plate welders 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 and Evening School Programs. 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, Beginner and Intermediate Lotus 1-2-3, and job training courses.

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

Driving Safety in Spanish & English, 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 four and up. Call 388-4680 for a complete schedule of additional courses.

YOUTH

The Summer Youth Enrichment Program offers courses to children ranging from 3 through fifteen years of age. 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.

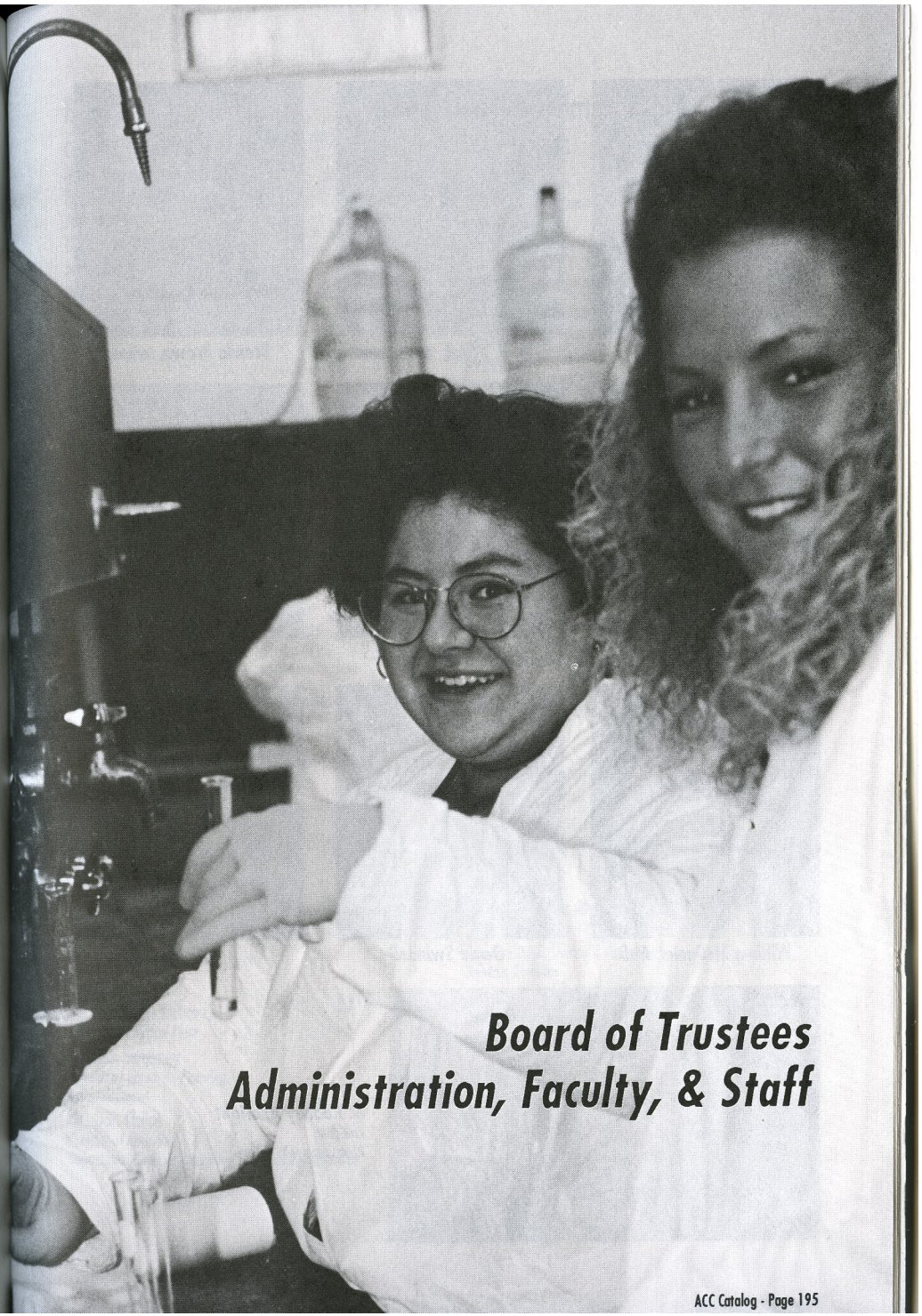
Adult Basic Education (ABE) is the fundamental instruction and study of materials and subject matter equivalent of grades 1 through 8.

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. Classes are on five (5) levels of difficulty.

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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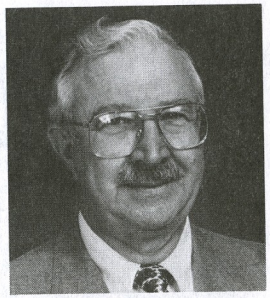

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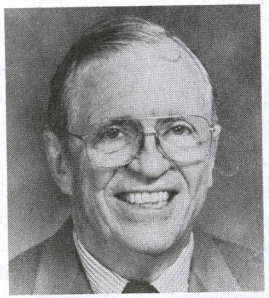

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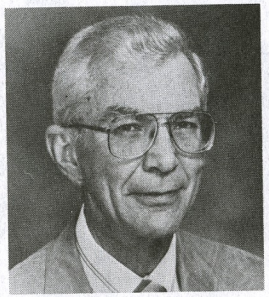
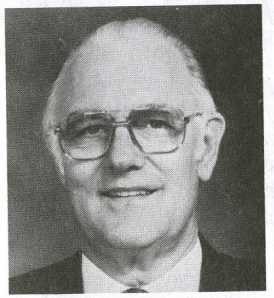
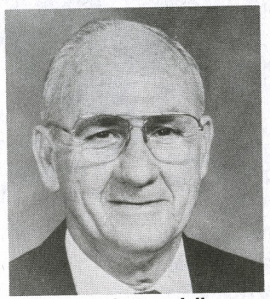


H. B. Jernigan, D.D.S

Jerry Jircik



William McDaniel, M.D.



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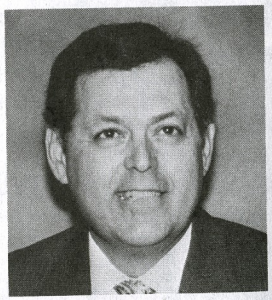

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