

RESPIRATORY CARE CERTIFICATE PROGRAM

Length: 19 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 nineteen-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 Committee on Accreditation for Respiratory Care (COARC) and Commission on Accreditation of Allied Health Education Programs (CAAHEP).

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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Year				
Summer Session—1st Six Weeks				
BIOL 2401	Anatomy and Physiology I	3	2	4
Summer Session—2nd Six Weeks				
BIOL 2402	Anatomy and Physiology II	3	2	4
Summer Session—12 Weeks				
RESC 1201	Respiratory Care Sciences	2	0	2
RESC 1300	Respiratory Physiology	3	0	3
		5	0	5
Fall Semester				
RESC 1400	Introduction to Respiratory Care	3	3	4
RESC 1411	Respiratory Care Procedures I	3	2	4
RESC 1320	Pharmacology	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
RESC 1120	Introduction to Practicum	0	8	1
		12	12	15
Spring Semester				
RESC 1312	Respiratory Pathophysiology	3	0	3
RESC 1315	Pulmonary Diagnostics	2	2	3
RESC 1412	Respiratory Care Procedures II	3	2	4
RESC 1212	Practicum I	0	16	2
PHED	Physical Activity	0	3	1
		8	23	13
Second Year				
Summer Session—12 Weeks				
RESC 2112	Mechanical Ventilator Lab	0	2	1
RESC 2205	Clinical Management and Education	1	3	2
RESC 2212	Clinical Practicum II	0	15	2
		1	20	5
Fall Semester				
RESC 2320	Advanced ICU Procedures	3	0	3
RESC 2310	Advanced Pathophysiology	3	0	3
RESC 2223	Clinical Practical III	0	18	2
BIOL 2420	Microbiology	3	2	4
		9	20	12
Total Credits Required for Respiratory Care Certificate				58

RETAIL MANAGEMENT AND MARKETING DEGREE PROGRAM

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

Length: Four-Semester (Two-Year) Program

Purpose: The retail management and marketing curriculum develops an overview of the retail industry, its principles, and procedures. The graduate of this program could expect to continue a trend of upward mobility in the field of retail merchandising.

The person currently working in a retail management/marketing related area, the immediate post-high school students interested in retail management/marketing, anyone interested in starting their own business, or the individual who would be interested in learning more about the retail industry will find this curriculum applicable.

Program Requirements: The retail management/marketing curriculum combines a careful blending of retail merchandising principles, practices and procedures with the opportunity for students to obtain practical application of knowledge gained. In addition to the retail 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 English, Mathematics or Finance, Introduction to Computer Science, and two electives. In addition, the student serves three semesters of cooperative education. The student must work a minimum of twenty hours per week at an approved work station and meet one hour per week in lecture. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.

Associate in Applied Science Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
RETL 1301	Salesmanship	3	0	3
RETL 1303	Cooperative Education I	1	20	3
RETL 1300	Introduction to Fashion or	3	0	3
MGMT 1320	Small Business Management			
SOCI 1301	Principles of Sociology	<u>3</u>	<u>0</u>	<u>3</u>
		13	23	16
Second Semester				
MGMT 2325	Critical Thinking and Problem Solving	3	0	3
PHED	Physical Activity	0	3	1
RETL 1313	Cooperative Education II	1	20	3
RETL 1320	Buying and Merchandising	3	0	3
RETL 1330	Merchandise Planning Procedures	3	0	3
RETL 2375	Principles of Retailing	<u>3</u>	<u>0</u>	<u>3</u>
		13	23	16
Third Semester				
CSCI 1400	Introduction to Computer Science	3	3	4
MATH 1335	College Mathematics or	3	0	3
MATH 1314	College Algebra			
RETL 2313	Cooperative Education III	1	20	3
RETL 2361	Visual Merchandising and Sales Promotion	3	0	3
MGMT 2390	Special Topics in Organizational Behavior	<u>3</u>	<u>0</u>	<u>3</u>
		13	23	16

Fourth Semester

MGMT 2300	Personnel Management	3	0	3
MGMT 1310	Principles of Management	3	0	3
RETL 2376	Principles of Marketing	3	0	3
MGMT 2380	Organizational Behavior	3	0	3
SPCH 1315	Public Speaking or	3	0	3
SPCH 1318	Interpersonal Communications			
Elective	College Level	<u>3</u>	<u>0</u>	<u>3</u>
		18	0	18

Total Credits Required for
Retail Management and Marketing Degree 66

Suggested Courses for Elective:

- MGMT 2308 Principles of Purchasing (3 credits)
- MGMT 2330 Workplace Law and Regulations for the Manager (3 credits)
- MGMT 2320 Organizational Strategy (3 credits)
- MGMT 1300 Supervision (3 credits)
- MGMT 1320 Small Business Management (3 credits)
- RETL 2386 International Retail Management (3 credits)
- RETL 2396 Merchandising Planning Procedures II (3 credits)
- BUSI 1301 Introduction to Business (3 credits)

Advanced Skills Certificate

RETL 2386	International Retail Management	3	0	3
RETL 2396	Merchandising Planning Procedures II	3	0	3

RETAIL MANAGEMENT AND MARKETING CERTIFICATE PROGRAM

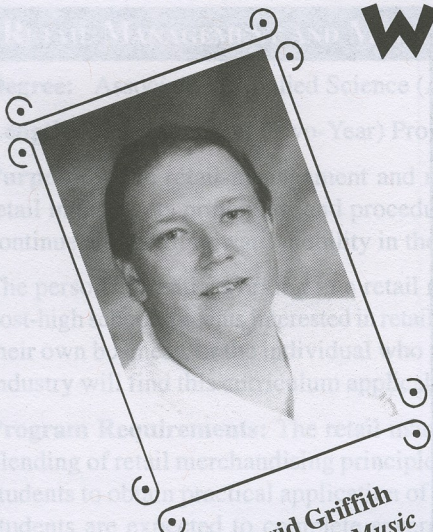
Length: Two-Semester (One-Year) Program

Purpose: The one-year certificate prepares the student for full-time employment in the field of retail management and marketing. 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.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
RETL 1300	Introduction to Fashion or	3	0	3
MGMT 1320	Small Business Management			
RETL 1301	Salesmanship	3	0	3
RETL 1303	Cooperative Education I	1	20	3
RETL 1320	Buying and Merchandising	3	0	3
RETL 2361	Visual Merchandising and Sales Promotion	3	0	3
MGMT 2380	Organizational Behavior	<u>3</u>	<u>0</u>	<u>3</u>
		16	20	18
Second Semester				
MGMT 2325	Critical Thinking and Problem Solving	3	0	3
MGMT 1310	Principles of Management	3	0	3
RETL 1313	Cooperative Education II	1	20	3
RETL 1330	Merchandise Planning Procedures	3	0	3
RETL 2375	Principles of Retailing	3	0	3
RETL 2376	Principles of Marketing	<u>3</u>	<u>0</u>	<u>3</u>
		16	20	18
Total Credits Required for Retail Management and Marketing Certificate				36

WHERE ARE THEY NOW?

Former Student Highlights



David Griffith
 Director of Music
 Angleton I.S.D.



Dr. Rita S. Mezzino
 Optometrist
 Parkwood Vision Center



Angela Morman
 Court Reporter
 Jan Girouard & Associates

Jan Girouard
 Owner-Court Reporting Services
 Jan Girouard & Associates

Anita Becker
 Official Reporter
 Jefferson County Courthouse



Julie Nye
 Attorney at Law
 The Nye Law Firm, P.C.



Cathy Rosharon Bacon
 Occupational Therapist
 West Oak & Cypress Creek Hospitals



Noemi Lopez Morales
 City Councilwoman Alvin
 Teacher A.I.S.D.



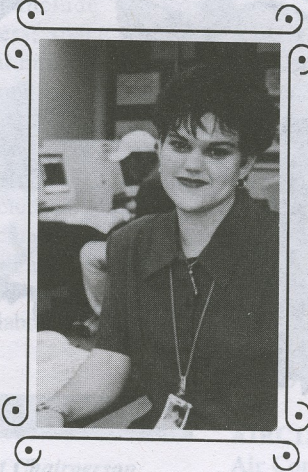
Marcelo Hinojosa
*Owner/Operator Frontier Adjustors
Field Rep.
Woodman of the World
Life Insurance Society*



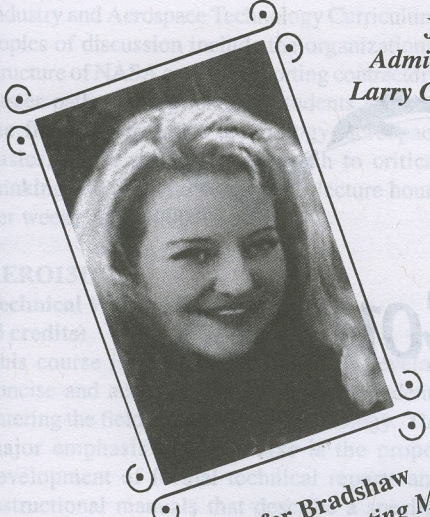
Margaret Sterling
*Principal Software Engineer
The Boeing Company*



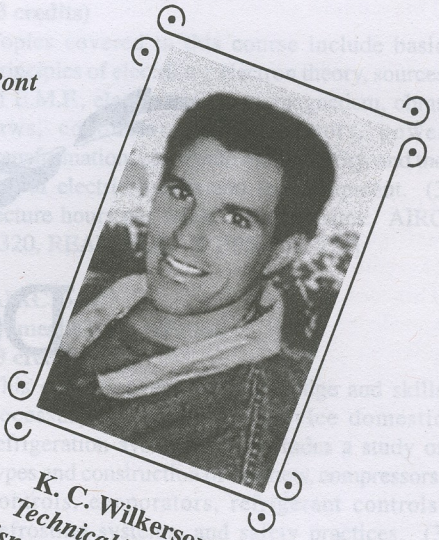
Jo Ann Foster
*Administrative Assistant
Larry Grimes Interests, Inc.*



Tracy Harris
*Drafter
Fluor-Daniel, DuPont*



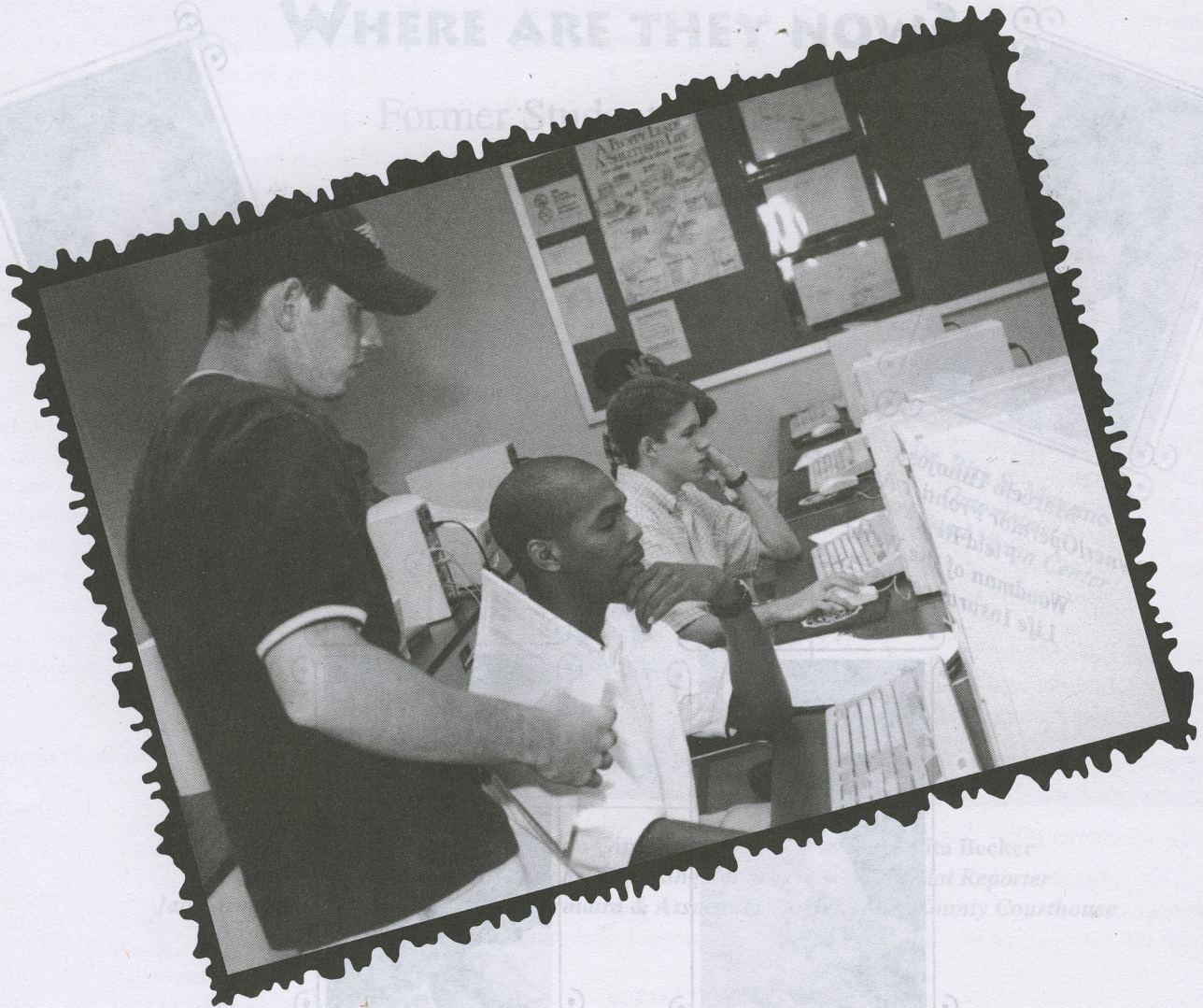
Jennifer Bradshaw
*Theatrical Group Ticketing Manager
Pace Entertainment Corporation*



K. C. Wilkerson
*Technical Director
Disney Animation Tours
Walt Disney Enterprises*

WHERE ARE THEY NOW?

Former Students



Description of Courses

ACCOUNTING

*Norman Bradshaw, Department
Chairperson,
Tom Branton*

ACCT2301 Financial Accounting (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). Prerequisite: READ 0309. [CB5203015125]

ACCT2302 Managerial Accounting (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: ACCT2301. [CB5203015125]

AEROSPACE TECHNOLOGY

COMPUTER PROGRAMMING OPTION

Thomas Magliolo, Department Chairperson

AERO1310 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]

AERO1311 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]

AERO2310 Cooperative Education (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]

AERO2410 Aerospace Operations (4 credits)

This course is designed to familiarize the student with present day operations at NASA/JCS. Topics of discussion include NASA organizations and charters; space shuttle operations including typical missions, 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]

AGRICULTURE

Steve Wheeler, Department Chairperson

AGRI1307 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]

AGRI1319 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 & REFRIGERATION

AIRC1220 Air Conditioning & 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: AIRC 1320, AIRC 1440. [CB0000007221]

AIRC1310 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]

AIRC1320 Air Conditioning Fundamentals I (3 credits)

This course provides students with the knowledge and skills necessary to install and service air conditioning (cooling) systems. This course includes an introduction to air conditioning systems, chilled water systems, evaporators, refrigerant controls, condensers, electrical circuits and controls, air cleaning dehumidifiers, and heat pump systems. (3 lecture hours per week). Corequisite: AIRC 1330, READ 0309. [CB0000007221]

AIRC1330 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: AIRC 1320, READ 0309. [CB0000007221]

AIRC1340 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]

AIRC1410**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]

AIRC1420**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]

AIRC1430**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]

AIRC1440**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]

AIRC1441**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 manifold, 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: AIRC 1440, READ 0309. [CB0000007221]

AIRC2310**Cooperative Education I****(3 credits)**

The student works for a qualifying employer in the air conditioning or refrigeration field for a minimum of 20 hours per week and attends a one-hour seminar each week. The student receives on-the-job training related to classroom instruction and career goals under the supervision of the employer and the College coordinator. The student must be currently enrolled in Air Conditioning and Refrigeration related courses and have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000007221]

AIRC2430**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: AIRC 1330. [CB0000007221]

AIRC2440**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 system, etc. (2 lecture and 6 laboratory hours per week). Prerequisite: AIRC 1441. [CB0000007221]

AIRC2450**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, war 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. [CB0000007221]

ANTHROPOLOGY*Nancey Lobb, Department Chairperson***ANTH2346 {SOC1}2346****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**ARTS1301****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]

ARTS1303**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 pre-historic times through the medieval period. (3 lecture hours per week). Prerequisites: ENGL 0310 and READ 0310. [CB5007035230]

ARTS1304**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]

ARTS1311**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]

ARTS1312**Design II****(3 credits)**

This course provides the student with a knowledge of the application of design principles to three-dimensional work. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). [CB5004015330]

ARTS1316**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]

ARTS1317**Drawing II****(3 credits)**

This course is an expansion of the concepts presented in Drawing I, and it stresses the expressive and conceptual aspects of drawing in various media. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). [CB5007055230]

ARTS2316**Painting I****(3 credits)**

This course explores the potentials of various painting media with stress on color and composition. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). [CB5007085230]

ARTS2317**Painting II****(3 credits)**

This course includes a study of the techniques and media used in painting; expression, as well as subject matter, is unrestricted. These courses are open to all students who wish to paint. Art majors must attend a painting laboratory. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). [CB5007085230]

ARTS2326**Sculpture I****(3 credits)**

This course provides students with experiences in sculpture in stone, metal, clay, wood, and plaster, with an emphasis on expression

three-dimension form in space. Art majors are expected to attend a sculpture lab. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). [CB5007095130]

ARTS2331**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. (6 laboratory hours per week). [CB5007105130]

ARTS2346**Ceramics I****(3 credits)**

This course includes an introduction to hand building processes and glaze application. Students learn to use the potter's wheel with emphasis on individual expression. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). [CB5007115130]

ARTS2347**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]

ARTS2351**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. (6 laboratory hours per week). [CB5004015130]

ARTS2352**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. (6 laboratory hours per week). [CB5004015130]

ARTS2366**Watercolor I****(3 credits)**

Students explore the watercolor medium as a means of artistic expression through interpretation of still life, landscape, and figure subjects. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). [CB5007085330]

ARTS2367**Watercolor II****(3 credits)**

This course presents a deeper exploration in the field of the watercolor medium as a means of artistic expression through interpretation of still life, landscape, figure, and non-objective approaches. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). [CB5007085330]

BIOLOGY

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

BIOL1308**Contemporary Biology I****(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 animals. (3 lecture hours per week). Prerequisite: READ 0310. [CB2601015124]

BIOL1309**Contemporary Biology II****(3 credits)**

This course covers fundamental characteristics of living matter from the molecular level to the ecological community. This course stresses basic biological principles relevant to plants. (3 lecture hours per week). Prerequisite: READ 0310. [CB2601015124]

BIOL1408**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]

BIOL1409**General Biology II****(4 credits)**

This course covers the principles of biology, including considerable study of the structure of plants. This 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]

BIOL2306**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]

BIOL2401**Anatomy and Physiology I****(4 credits)**

This course includes a study of the structure and function of organ system of the human body. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. [CB2607065124]

BIOL2402**Anatomy and Physiology II****(4 credits)**

This course continues the study of the structure and function of organ system of the human body. (3 lecture and 3 laboratory hours per week). Prerequisite: BIOL 2401. [CB2607065124]

BIOL2420**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. This 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 BIOL1408, BIOL 1409, BIOL 2401, OR BIOL 2402. [CB2605015124]

BUSINESS ADMINISTRATION*Norman Bradshaw, Department Chairperson***BUSI1301****Introduction to Business****(3 credits)**

An overview of the American system of free enterprise, this course concentrates on business and its environment, organization and management of the enterprise, management of human resources, production, marketing, and finance. Primary emphasis is placed on the way American businesses work, what they can do well, and what they do poorly. (3 lecture hours per week). Corequisite: READ 0309. [CB0000005824]

BUSI1302**Business Psychology****(3 credits)**

A study of the practical applications of psychological principles as applied to human relations in the work environment, this course emphasizes motivation, leadership, conflict resolution, decision-making, communication, and job satisfaction and effectiveness. (3 lecture hours per week). Corequisite: READ 0309. [CB0000005621]

BUSI2301**Business Law I****(3 credits)**

This course covers the principles 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]

BUSI2302**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. [CB22010151225]

CHEMISTRY*William R. Bitner, Department Chairperson**Betty Graef***CHEM1405****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]

CHEM1407**Introductory Chemistry II****(4 credits)**

This course surveys organic and biochemistry, and it may include polymer chemistry and heterocyclic. (3 lecture and 3 laboratory hours per week). Prerequisite: CHEM 1405. [CB4005015139]

CHEM1411**General Chemistry and Analysis I****(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]

CHEM1412**General Chemistry and Analysis II****(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]

CHEM2401**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]

CHEM2423**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]

CHEM2425
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 DEVELOPMENT
& EARLY CHILDHOOD

Sandra Horine, Department Chairperson

CDEC1294
Early Childhood Games and 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]

CDEC1303
Family and the Community
(3 credits)

A study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, child abuse and current issues. The student will examine research on parenting styles; discuss issues relating to families and communities; discuss literature relating to diverse lifestyles and multi-cultural influences; examine research on abuse and neglect as it occurs in the family. The student will identify effective parenting techniques; identify characteristics of functional and dysfunctional families; demonstrate the ability to communicate and interact with parents and families; recognize signs of abuse and neglect; describe ways to work effectively with abusive behaviors; and develop activities to enhance understanding of diverse lifestyles and multi-cultural influences. (3 lecture hours per week). Corequisite: READ 0309. [CB0000005222]

CDEC1311
Introduction to Early Childhood Education
(3 credits)

An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of

programs, historical perspectives, ethics, and current issues. The student will discuss the contributions of key historical and contemporary theorists to the field of early childhood education, explain the features of a developmentally appropriate program for young children, define development and define each of the four basic developmental areas, describe the types of early childhood programs, and analyze future trends and issues of the early childhood profession. The student will demonstrate an understanding of the characteristics and developmental stages of an early childhood professional. (3 lecture hours per week). Corequisite: READ 0309. [CB0000005222]

CDEC1313
Curriculum Resources for Early Childhood Programs
(3 credits)

Fundamentals of curriculum design and implementation in developmentally appropriate programs for young children. The student will define and describe the process of curriculum development beginning with goals, objectives and learning activities, and culminating in assessment; and develop guidelines for creating developmentally appropriate learning (indoor/outdoor) environments. The student will select, plan and implement developmentally appropriate activities for young children; apply an understanding of the teacher's role in the early childhood classroom; and prepare a developmentally appropriate schedule including routines and transitions. (3 lecture hours per week). Corequisite: READ 0309. [CB0000005222]

CDEC1317
Child Development Associate Training I
(3 credits)

Based on the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include: family, program management, and professionalism. Topics on CDA overview, general observation skills, and child growth and development overview. The student will demonstrate knowledge of family, program management, and professionalism as well as the CDA process, general observation skills, and basic child growth and development. The student will utilize skills in writing, speaking, problem-solving, time management, and record keeping. (1 lecture and 10 laboratory hours per week). Corequisite: READ 0309. [CB0000005222]

CDEC1318
Nutrition, Health and Safety
(3 credits)

A study of nutrition, health, safety, and related activities, including skill development in

management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles applies to a variety of settings. The student will demonstrate knowledge of the principles, assessment activities, and regulatory requirements for nutrition; describe community health problems, universal health precautions, environmental and personal hygiene and legal implications regarding health; and evaluate the regulations, procedures, and environment regarding safety. The student will demonstrate skills in computation, record keeping, referrals, and resources. (3 lecture hours per week). Corequisite: READ 0309. [CB0000005222]

CDEC1319
Child Guidance
(3 credits)

An exploration of common behavior problems of young children in an early childhood setting. Emphasis on positive guidance techniques for effective behavior management. The student will summarize general theories related to child guidance and explain how guidance teaches young children autonomy and self-discipline, while promoting development of positive self-concept and prosocial behaviors. The student will apply appropriate guidance methods for specific situations relating to children's behaviors and demonstrate skills in supporting children to resolve conflicts. (3 lecture hours per week). Corequisite: READ 0309. [CB0000005222]

CDEC1354
Child Growth and Development
(3 credits)

A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development. The student will demonstrate knowledge of principles of growth and development; normal developmental stages in physical, cognitive, social and emotional domains; major theories of development, i.e., behavioral, cognitive, language acquisitions, developmental; the impact of developmental processes on early childhood practices; types and techniques of objective observation; the importance of play in development; and biological and environmental influences on growth and development. The student will demonstrate skills in the practical application of developmental principles and theories, objective observation techniques, and recognition of normal growth and developmental patterns. (3 lecture hours per week). Corequisite: READ 0309. [CB0000005222]

CDEC1356**Emergent Literacy for Early Childhood****(3 credits)**

An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum. The student will describe the role of the teacher in promoting emergent literacy, analyze various theories of language development, and sequence the stages of emergent literacy. The student will create print rich environments for young children and select and share appropriate literature with young children. (2 lecture and 3 laboratory hours per week). Corequisite: READ 0309.

[CB0000005222]**CDEC1357****Math and Science for Early Childhood****(3 credits)**

An exploration of principles, methods, and materials for teaching young children math and science concepts through discovery and play. The student will relate the sequence of cognitive development to the acquisition of math and science concepts and describe the scientific process and its application to the early childhood classroom. The student will develop teacher strategies which promote thinking and problem-solving skills in young children, utilize observation and task assessment as a basis for planning discovery experiences for the individual child, and select and/or prepare developmentally appropriate materials to support the attainment of math and science concepts. (2 lecture and 3 laboratory hours per week). Corequisite: READ0309. **[CB0000005222]**

CDEC1358**Creative Arts for Early Childhood****(3 credits)**

An exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. The student will describe the developmental sequences for the creative arts and describe how process-oriented experiences enhance creativity/divergent thinking. The student will demonstrate the ability to encourage divergent thinking within the classroom through open-ended questioning techniques and plan and implement developmentally appropriate activities for music, movement, visual arts, and dramatic play. (2 lecture and 3 laboratory hours per week). Corequisite: READ 0309. **[CB0000005222]**

CDEC1359**Children With Special Needs****(3 credits)**

A survey of information regarding children with

special needs including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues. The student will demonstrate knowledge of causes, incidence, and characteristics of exceptionalities related to cognitive, physical, social, and emotional domains of development; current terminology and practices for educational intervention; availability and accessibility of appropriate resources; accommodation in inclusive early childhood settings; legal mandates and their impact on the early childhood practices and environment; and the role of advocacy for children with special needs and their families. The student will demonstrate skills in recognition of indicators of exceptionalities; practical application of techniques for educational intervention and accommodation; identification of appropriate resources and referral practices for individual children and families; interpretation of the impact of legal mandates on early childhood programs; and advocating for children with special needs and their families. (3 lecture hours per week). Corequisite: READ 0309. **[CB0000005222]**

CDEC1370**Children With Special Needs Internship****(3 credits)**

The student applies skill and knowledge of young children in an early childhood setting. The student receives practical training and experiences in the domain of children with learning disabilities under the supervision of a professional team. (1 lecture and 6 laboratory hours per week). Prerequisites: CDEC 1359, CDEC 1470. Corequisite: READ 0309. **[CB0000005222]**

CDEC1384**Cooperative Ed. in Child Development I****(3 credits)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary through the paid work experience. (1 lecture and 20 laboratory hours per week). Corequisite: READ 0309. **[CB0000005222]**

CDEC1470**Observation and Assessment Skills****(4 credits)**

This course is a study of principles and theories of child growth and development and their

relationship to the observation and assessment of young children. The course will include developmental characteristics, current issues and trends, with referral and resource information. (3 lecture and 2 laboratory hours per week). Corequisite: READ 0309. **[CB0000005222]**

CDEC 2321**The Infant and Toddler****(3 credits)**

A study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques. The student will demonstrate a knowledge of principles of quality infant/toddler caregiving; elements of appropriate indoor and outdoor environments; developmentally appropriate materials, activities, and teaching/guidance techniques; and normal growth and development of children from birth to 3 years. (3 lecture hours per week). Corequisite: READ 0309. **[CB0000005222]**

CDEC 2322**Child Development Associate Training II****(3 credits)**

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance. The student will apply knowledge of a safe and healthy learning environment, as well as of self, social, and guidance domains. The student will utilize skills in writing, speaking, teamwork, time management, creative thinking, and problem solving. (1 lecture and 10 laboratory hours per week). Corequisite: READ 0309. **[CB0000005222]**

CDEC 2324**Child Development Associate Training III****(3 credits)**

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The four functional areas of study are creative, cognitive, physical, and communication. The student will apply knowledge of creative, cognitive, physical, and communication. The student will utilize skills in writing, speaking, teamwork, time management, and problem-solving. (1 lecture and 10 laboratory hours per week). Corequisite: READ 0309. **[CB0000005222]**

CDEC 2384**Cooperative Ed. in Child Development II****(3 credits)**

Career related activities encountered in the student's area of specialization are offered

through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture and 20 laboratory hours per week). Corequisite: READ 0309. [CB0000005222]

CDEC 2426

Administration of Programs for Children I (4 credits)

A practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. The student will employ knowledge of programs, philosophies, curriculums, and budget basics; develop goals and objectives, written/oral communications, parent communications; and interpret and supervise regulations, policies, staffing, and evaluating. (3 lecture and 2 laboratory hours per week). Corequisite: READ 0309. [CB0000005222]

CDEC 2428

Administration of Programs for Children II (4 credits)

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs. The student will demonstrate skills in fiscal planning and analysis; legal and ethical issues; personnel management and team building; advocacy and professionalism; parent education and partnership; and technical applications in programs. The student will utilize skills in speaking, writing, computation, and computer utilization. (3 lecture and 2 laboratory hours per week). Corequisite: READ 0309. [CB0000005222]

COMMUNICATIONS

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

COMM1307

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]

COMM1311

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. (2 lecture and 2 laboratory hours per week). Corequisite: READ 0310. [CB0000008434]

COMM1312

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 of 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. (2 lecture and 2 laboratory hours per week). Corequisite: READ 0310. [CB0000008434]

COMM1313

Advanced Audio Recording Techniques (3 credits)

This course is primarily a recording project 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. (2 lecture and 2 laboratory hours per week). Corequisite: READ 0310. [CB0000008434]

COMM1316

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. This course will emphasize working with deadlines and high-speed processing. (3 lecture hours per week). Corequisite: READ 0310. [CB0904015526]

COMM1335

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]

COMM1336

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. (2 lecture and 3 laboratory hours per week). Corequisite: READ 0310. [CB0000008434]

COMM1337

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. (2 lecture and 3 laboratory hours per week). Prerequisite: COMM 1336. Corequisite: READ 0310. [CB0000008434]

COMM2311

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]

COMM2313

Basic 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 utilizes production facilities at the college radio station. (2 lecture and 3 laboratory hours per week). Corequisite: READ 0310. [CB0000008434]

COMM2314**Advanced Radio Production
(3 credits)**

In this course, the student utilizes skills mastered in COMM 2301, and assists in the production of underwriting announcements, music beds and editing projects to be aired on the College radio station. (2 lecture and 3 laboratory hours per week). Prerequisite: COMM 2313. [CB0000008434]

COMM2322**Broadcast Management
(3 credits)**

This course allows the student advanced work in the management areas included in radio and television. Included are promotions, production, traffic, billing and/or engineering. (2 lecture and 3 laboratory hours per week). [CB00008434]

COMM2327**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 its places additional emphasis on other media. (3 lecture hours per week). Corequisites: ENGL 0310 and READ 0310. [CB0000008434]

COMM2328**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]

COMM2331**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]

COMM2333**Radio News Workshop
(3 credits)**

This course emphasizes the preparation of news and specialized news program copy for media presentation. It includes on-air performance experience at the College radio station. (2 lecture

and 3 laboratory hours per week). Prerequisite: ENGL 0310 and READ 0310. [CB0000008434]

COMM2334**Television News Workshop
(3 credits)**

This course emphasizes the preparation of news and specialized news program copy for video presentation. It includes on-air performance experience at the College operated cable channel. (2 lecture and 3 laboratory hours per week). Prerequisite: ENGL 0310 and READ 0310. [CB0000008434]

COMM2340**Cooperative Education 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]

COMM2341**Cooperative Education 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]

COMM2344**Cooperative Education 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]

COMM2345**Cooperative Education 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]

COMM2366**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 lecture and 2 laboratory hours per week). Prerequisite: READ 0310. [CB0000008434]

COMM2441**Broadcast Engineering
(4 credits)**

This course explains the theory of operation and application of equipment to troubleshooting. This also includes safety instruction in handling electronic equipment. Departmental approval required. (3 lecture and 3 laboratory hours per week). Prerequisite: COMM 1337 or COMM 2313. [CB0000008434]

COMPUTER SCIENCE

*Gerald Pullen, Department Chairperson
Judy Endsley, Thomas Magliolo*

BCIS1301**Micro-Computer Applications
(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. This course is designed for non-computer science majors. (3 lecture hours per week). Corequisite: READ 0309. [CB5212025227]

BCIS1310**BASIC Programming
(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. [CB5212025127]

BCIS 1416

Computer Programming - BASIC (4 credits)

This course is a study of computer programming using the BASIC language. (3 lecture and 3 laboratory hours per week). [CB5212025227]

BCIS 1432

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. The course contains topics on design, coding, testing, and documentation of a computer program, written in COBOL. Other topics include input, output, computations, branching, functions, subroutines, tables, records, and file handling. (3 lecture and 3 laboratory hours per week). [CB5212025227]

BCIS 2390

Business Systems Analysis (3 credits)

This course includes a study of business systems, analysis, and design. (3 lecture hours per week). Prerequisites: BCIS 1432. [CB5212025327]

BCIS 2416

Computer Programming - Visual Basic (4 credits)

This course is a study of computer programming using the Visual Basic computer language. The course contains topics on design, coding, testing, and documentation of a computer program written in Visual Basic. (3 lecture and 3 laboratory hours per week). Prerequisite: COSC 1418, or CSCI 1470, or equivalent experience. [CB5212025327]

BCIS 2432

Computer Programming - Adv. COBOL (4 credits)

A detailed study of Common Business Oriented Language. This course is a continuation of BCIS 1432. The course contains topics on design, coding, testing, and documentation of a computer program written in COBOL. (3 lecture hours and 3 laboratory hours per week). Prerequisite: BCIS 1432. [CB5212025327]

COSC1306

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). [CB1101015227]

COSC 1309

Program Design and Logic (3 credits)

This course is a study of computers and program design. An introduction to the basic skills and tools necessary to analyze a problem and develop a solution algorithm. (3 lecture hours per week). [CB1102015127]

COSC1335

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 1401

Introduction to Computers (4 credits)

This course 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 the personal computer desktop. Elementary concepts of programming are introduced. (3 lecture and 3 laboratory hours per week). [CB1101015227]

COSC 1417

Computer Programming - FORTRAN (4 credits)

This course is a study of computer programming using the FORTRAN computer language. Topics include input, output, computations, branching, functions, subroutines, arrays, records, and file handling. Students will need algebra. (3 lecture and 3 laboratory hours per week). [CB1102015227]

COSC 1418

Pascal Programming Language (4 credits)

This course is a study of computer programming using the Pascal computer language. Topics

include: the use of procedures, structured loops, decisions, functions, text files, and arrays. (3 lecture hours and 3 laboratory hours per week). [CB1102015227]

COSC 1419

Computer Programming Language - 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). [CB1102015227]

COSC 1420

Computer Programming - C++ (4 credits)

This course is an introduction to the "C++" language programming language. The course contains topics on design, coding, testing, and documentation of a computer program written in "C++". Other topics include input, output, computations, branching, functions, arrays, records, file handling, and pointers. (3 lecture and 3 laboratory hours per week). Prerequisites: Computer language: COSC 1418 or equivalent. Corequisite: MATH 1314. [CB1102015227]

COSC 1430

Special Topics (4 credits)

This course consists of special projects designed to meet individual student's needs and interest. The student must have the approval of the department chairperson. (3 lecture and 3 laboratory hours per week). [CB1102015227]

COSC 2315

Data Structures (3 credits)

This course is an introduction to data structures and algorithm development. Topics include: arrays, pointers, records, linked list, stacks, queues, recursion, binary trees, sorting, and searching. (3 lecture hours per week). Prerequisite: COSC 1418 or CSCI 1470 or CSCI 1486. [CB1102015327]

COSC 2415

Database System (4 credits)

This course is an introduction to data base, data organization, structure, and design. The student will use data base application software to build and access a database. (3 lecture and 3 laboratory hours per week). [CB1102015327]

COSC 2418

Adv. Pascal Programming Language (4 credits)

This course is an introduction to data structures using structured algorithm development. Topics

include: searching, sorting, linked list, stacks, queues, recursion, an introduction to binary trees, and file manipulation. (3 lecture hours and 3 laboratory hours per week). Prerequisite: COSC 1418. [CB1102015327]

COSC 2420
C++ Programming Language
(4 credits)

Topics include object-oriented programming, dynamic memory allocation, classes, constructor and destructor functions, function overloading, class inheritance, polymorphism, stream input/output, manipulator functions, file input/output, function templates, class templates, and exception handling. (3 lecture hours and 3 laboratory hours per week). Prerequisite: COSC 1420. [CB1102015327]

COSC 2473
Microcomputers Applications II
(4 credits)

This course uses micro-computers and business popular software. The course contains topics on software installation. (3 lecture and 3 laboratory hours per week). [CB1101015227]

CSCI 1306
Exploring the Internet
(3 credits)

This course studies the use of the Internet: Internet Access Tools, Data Format, retrieving information, bookmarks, Indexes and Searching, Library catalogs on the Internet, Commercial and Government Resources. (2 lecture and 2 laboratory hours per week). [CB0000006021]

CSCI1400
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). [CB0000006021]

CSCI1405
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]

CSCI1432
Data Communication and Networking
(4 credits)

This course is an introduction to local area networks and data communications. Topics include: network topologies and configurations, installation, maintenance, print spooling, asynchronous communications and connectivity issues. Students will learn to use communication software and a peer-to-peer network. (2 lecture and 3 laboratory hours per week). Prerequisite: CSCI 1400. [CB0000006021]

CSCI1470
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]

CSCI1486
ADA Programming Language
(4 credits)

This course is a study of computer programming using the ADA computer language. Topics include: software development problem, problem solving techniques, control structures, subprograms, elementary data types, data structures, file manipulation, and exception handling. (3 lecture and 3 laboratory hours per week). [CB0000006021]

CSCI2305
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). [CB0000006021]

CSCI2336
Cooperative Education
(3 credits)

The student will work in a computer related position for a minimum of 20 hours per week and attend a 1 hour seminar each week. Students must have a job in the field of computer science; the supervising employer cooperates with the college to enable students to achieve a blend of work and study. (1 lecture and 20 laboratory hours per week). This course may be taken a maximum of two times for credit. [CB0000006021]

CSCI 2406
Internet Programming
(4 credits)

The course contains topics on programming for the Internet and the World Wide Web. The

course contains topics on design, coding, testing, and documentation of a computer program written for use on the Internet. (3 lecture and 3 laboratory hours per week). [CB0000006021]

CSCI 2418
Adv. Visual Basic Programming
(4 credits)

This course contains advance topics on the computer programming language of Visual Basic. Topics include designing a user intergeace that works with a database. (3 lecture and 3 laboratory hours per week). Prerequisite: BCIS 2416. [CB0000006021]

CSCI 2432
Advanced Networking I
(4 credits)

This course provides an in-depth study of networking operating systems and network system administration, including design, configuration, installation, and management of specific network operating systems. (3 lecture hours and 3 laboratory hours per week). Prerequisite: CSCI 1432. [CB0000006021]

CSCI 2434
Advanced Networking II
(4 credits)

Advanced networking management topics are covered, including network security, directory services, network performance analysis, network capacity planning and traffic analysis, network troubleshooting resources and tools, and network expansion and migration technologies. (3 lecture hours and 3 laboratory hours per week). Prerequisite: CSCI 2432. [CB0000006021]

CSCI2470
Computer Programming (Adv. C)
(4 credits)

This course is a continuation of CSCI 1470. This course also includes advance elements of the C programming language. (3 lecture and 3 laboratory hours per week). [CB0000006021]

CSCI2476
Visual C++ Programming
(4 credits)

This course teaches the student how to created a user interface using Visual C++. Topics include: designing a user interface, creating forms and buttons, making choices with boxes and buttons, text boxes, scroll bars and labels, creating pictures, menu bar, submenus, dialog boxes, the basics of writing code, and supporting topics. (3 lecture and laboratory hours per week). Prerequisite: COSC1420. [CB0000006021]

CSCI2484
Database Programming
(4 credits)

This course is the study of popular relational

database. The student will query the database and program the database. Topics include: SQL commands, relations, index files, forms, reports, macros, import/export data, security, application options, backup, recovery, and coding. (3 lecture and 3 laboratory hours per week). Prerequisite: COSC 2415. [CB000006021]

CSCI2486

Advanced Ada Programming Language (4 credits)

This course is a continuation of CSCI 1486. Topics include: advanced data structures, data attributes, packages, units, unit elaboration, generic units, error handling, and recursion. (3 lecture and 3 laboratory hours per week). Prerequisite: CSCI 1486. [CB000006021]

COURT REPORTING

*Bill Cranford, Department Chairperson
Karen Downey, Joe Jackson, Laura Noulles,
Jim Preston*

CTRP1250

Keyboarding for Court Reporters (2 credits)

This course places emphasis on the student passing two five-minute speed tests of 60 words-per-minute with a maximum of five errors each. Speed building techniques are utilized, and the course introduces the production of court reporting forms such as cover pages, certificates, indexes and testimony format used in preparing transcripts. (2 lecture and 1 laboratory hour per week). Prerequisite: READ 0310. [CB000005829]

CTRP1311

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. (2 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. [CB000005829]

CTRP1312

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. (2 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. [CB000005829]

CTRP1320

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. [CB000005829]

CTRP1330

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 0301. [CB000005829]

CTRP1400 [CTRP1500]

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. [CB000005829]

CTRP1410 [CTRP1511]

Machine Shorthand for Scopists (4 credits)

This includes the development of vocabulary and skill building through concentrated emphasis on live dictation and the transcription of machine shorthand notes. The student's objective is to attain the speed of 80 words per minute in machine shorthand. Emphasis is placed on production of transcripts, including daily supervised transcription practice. Prerequisite: CTRP 1400. [CB000005829]

CTRP1411 [CTRP1511]

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. [CB000005829]

CTRP1412 [CTRP1512]

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). [CB-000005829]

CTRP2311

Courtroom Procedures (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. (2 lecture and 3 laboratory hours per week). Prerequisites: CTRP 1412, CTRP 2320. [CB000005829]

CTRP2313

Cooperative Education in Court Reporting (3 credits)

Participation in work internship or a minimum of 20 hours per week. Under the supervision of the employer and the court reporting instructional advisor, the student receives on-the-job training related to his/her degree plan. Student will also be required to attend a one-hour lecture on campus with the internship person. When the student has completed all 200 WPM requirements, the NCRA requirement of completion of at least 40 actual writing hours with a practicing reporter on actual assignments and the production of 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. [CB000005829]

CTRP2314**Cooperative Education in Scoping
(3 credits)**

Participation in work internship of a minimum of twenty 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. The student will also be required to attend a one-hour lecture on campus each week. The student will gain experience in scoping transcripts for reporters, general office procedures utilized in reporting firms, and the methods used in binding and preparing the final transcript for delivery. (1 lecture and 20 laboratory hours per week). Prerequisites: CTRP 1400. [CB0000005829]

CTRP2320**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. (2 lecture and 3 laboratory hours per week). Prerequisites: CTRP 1411, CTRP 1312. [CB0000005829]

CTRP2330**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. (2 lecture and 3 laboratory hours per week). Prerequisite: CTRP 1412. [CB0000005829]

CTRP2335**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. (2 lecture and 3 laboratory hours per week). Prerequisites: CTRP 1411, CTRP 2320, ENGL 0310 . [CB0000005829]

CTRP2341**CSR and CP Prep
(3 credits)**

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

CTRP2350**Reporting and Office Procedures
(3 credits)**

This course acquaints the student with various fields of reporting, essential qualifications of a reporter, reporter ethics, procedures in the freelance office, transcript production of interrogatories, statements, depositions, certification of questions. Techniques of billing, basic bookkeeping, tax rules pertaining to the reporter are covered. Each student will prepare a personal resume and emphasis will be placed on attending mock depositions and producing saleable transcripts thereof. (2 lecture and 3 laboratory hours per week). Prerequisite: CTRP 1412. [CB0000005829]

CTRP2411**Machine Shorthand III (160-180)
(4 credits)**

This course continues an emphasis on skill and speed building. the Student's objective is to attain the speed of 180 words per minute. (2 lecture and 8 laboratory hours per week). Supervised daily transcription practice is required. Prerequisites: CTRP 1412, CTRP 1311, CTRP 1312. [CB0000005829]

CTRP2412 [CTRP2512]**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). Prerequisites: READ 0310. [CB0000005829]

CRIMINAL JUSTICE

D.A. Miller, Jr., Department Chairperson

CRIJ1301**Introduction to Criminal Justice
(3 credits)**

This survey of the philosophy and history of criminal justice identifies contemporary crime

trends, current issues, and the roles of the various criminal justice agencies. (3 lecture hours per week). [CB0000007021]

CRIJ1306**The Courts and Criminal Procedure
(3 credits)**

This course includes a study of such topics as the judiciary in the criminal justice system, the structure of the American court system, prosecution, the right to counsel, pre-trial release, grand juries, the adjudication process, types and rules of evidence, and sentencing. (3 lecture hours per week). [CB0000007021]

CRIJ1307**Crime in America
(3 credits)**

This course explores American crime problems in a historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime. (3 lecture hours per week). [CB0000007021]

CRIJ1310**Fundamentals of Criminal Law
(3 credits)**

This course includes a study of the nature of criminal law, philosophical and historical development, major definitions and concepts, classification of crime, elements of crimes and penalties using Texas statutes as illustrations, and criminal responsibility. (3 lecture hours per week). [CB0000007021]

CRIJ1318**Patrol Administration
(3 credits)**

This course includes a study of the philosophy and history of systems dealing with patrol functions and an analysis of the principles of organization and function of the patrol operation and of contemporary operational activities. (3 lecture hours per week). [CB0000007021]

CRIJ1321**Probation and Parole
(3 credits)**

This course explores the development, organization, operation, and result of systems of probation and parole as substitutions for incarceration. The study includes methods of selection and prediction scales. (3 lecture hours per week). [CB0000007021]

CRIJ1322**Traffic Law and Investigation
(3 credits)**

This course in the investigation of traffic accidents, laws, and advanced investigation procedures focuses special emphasis on the

handling of traffic accidents on thoroughfares and expressways. (3 lecture hours per week). [CB0000007021]

CRIJ1378
Criminalistics I
(3 credits)

This course is an introduction to the field of Criminalistics. Topics will explore the role of Criminalistics in criminal investigations. Emphasis will be placed on the use of scientific methods in the investigation of crime including location, identifying, and handling of evidence for scientific analysis. (3 lecture hours per week). [CB0000007021]

CRIJ2301
Community Resources in Corrections
(3 credits)

This introductory study of the role of the community in corrections explores community programs for adults and juveniles, administration of community programs legal issues, and future trends in community treatment. (3 lecture hours per week). [CB0000007021]

CRIJ2302
Cooperative Education for Correctional Science I
(3 credits)

The student works with a correctional agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student receives on-the-job training related to classroom instruction under the supervision of the employer and the College coordinator. Throughout the work experience portions of the program, training plans are developed such that upon completion of the two correctional field experiences, the student will have completed a comprehensive on-the-job training program which includes the varied experiences found in a corrections career. The student must be currently enrolled in Criminal Justice related courses and have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000007022]

CRIJ2304
Cooperative Education for Correctional Science II
(3 credits)

The student works with a correctional agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student receives on-the-job training related to classroom instruction and career goals under the supervision of the employer and the College coordinator. The student must be currently enrolled in Criminal Justice related courses and have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000007022]

CRIJ2309
Cooperative Education for Law Enforcement I
(3 credits)

The student works with a law enforcement agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student receives on-the-job training related to classroom instruction under the supervision of the employer and the College coordinator. Throughout the work experience portions of the program, training plans are developed such that, upon completion of the two Law Enforcement Field Experiences, the student will have completed a comprehensive on-the-job training program which includes the varied experiences found in a law enforcement career. The student must be currently enrolled in Criminal Justice related courses and have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000007021]

CRIJ2310
Cooperative Education for Law Enforcement II
(3 credits)

The student works with a law enforcement agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student receives on-the-job training related to classroom instruction and career goals under the supervision of the employer and the College coordinator. The student must be currently enrolled in Criminal Justice related courses and have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000007021]

CRIJ2313
Correctional Systems and Practices
(3 credits)

Topics covered in this course include corrections in the criminal justice system, the organization of correctional systems, correctional roles, institutional operations, alternatives to institutionalization, treatment and rehabilitation, and current and future issues. (3 lecture hours per week). [CB0000007021]

CRIJ2314
Criminal Investigation
(3 credits)

This course explores investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, uses of forensic sciences, and case and trial preparation. (3 lecture hours per week). [CB0000007021]

CRIJ2321
Juvenile Delinquency
(3 credits)

This course explores the nature and extent of

delinquency and the environments in which juvenile delinquency develops, including delinquent subcultures and peer groups. It also evaluates prevention, control, and treatment programs. (3 lecture hours per week). [CB0000007021]

CRIJ2323
Legal Aspects of Law Enforcement
(3 credits)

This course explores police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; and police liability. (3 lecture hours per week). [CB0000007021]

CRIJ2324
Narcotics Investigation
(3 credits)

This course identifies narcotics and dangerous drugs subject to abuse and includes a study of the origin, distribution, and control of drugs; special investigation techniques; and recognition of drug users. (3 lecture hours per week). [CB0000007021]

CRIJ2328
Police Systems and Practices
(3 credits)

This course explores the police profession, the organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues. (3 lecture hours per week). [CB0000007021]

CRIJ2388
Institutional Procedures, Jails and Detention
(3 credits)

The function of custodial staff is examined with emphasis on the correctional officer. Institutional procedures reviewed including reception, classification, program assignment, and release procedure. (3 lecture hours per week). [CB0000007021]

CRIJ2390
Legal Aspects of Correctional Science
(3 credits)

Provides an overview of the history and philosophy of modern criminal and correctional laws with emphasis on the rights of the convicted and responsibilities of correctional personnel. (3 lecture hours per week). [CB0000007021]

CRIJ2433
Texas Peace Officer Law
(4 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. (3 lecture and 4 laboratory hours per week). [CB0000007021]

CRIJ2434**Texas Peace Officer Procedures****(4 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. (3 lecture and 4 laboratory hours per week).

[CB0000007021]**CRIJ2440****Criminalistics II****(4 credits)**

Emphasis in this course will be on theory and practice as it applies to crime scene investigation. Topics to be covered are report writing, blood and other body fluids, detective staining, document examinations, etching, casts and molds, glass fractures, use of the microscope, and firearms identification. (3 lecture and 3 laboratory hours per week). **[CB000000721]**

CRIJ2442**Basic Forensic Photography****(4 credits)**

This course is a basic forensic photography course with emphasis on photographing the crime scene, use of cameras, exposure meters, film and development of film. Legal issues of using pictures for detection and evidence will be discussed. (3 lecture and 3 laboratory hours per week). **[CB0000007021]**

CRIJ2444**Fingerprint Recording and Classification****(4 credits)**

Emphasis in this course is on the collection of fingerprints at the crime scene including searching, photographing, preserving, powdering, lifting and use of scientific methods for processing latent prints. Students will also study fingerprint patterns, legal issues and maintenance of fingerprint records. (3 lecture and 3 laboratory hours per week). **[CB0000007021]**

CRIJ2446**Criminalistics III****(4 credits)**

This is a capstone course for the Criminalistics major and will cover the practical application of criminalistic procedures. Student will be required to conduct a mock crime scene investigation collecting, preserving and presenting evidence in a simulated courtroom situation. (3 lecture and 3 laboratory hours per week). **[CB0000007021]**

CRIJ2495**Defensive Tactics and Firearms Training for Correctional Officers****(4 credits)**

Basic understanding of firearm safety, care and cleaning, shooting principles, defensive and offensive tactics, handgun, shotgun, and rifle and rage firing, legal practical restrictions on the use of firearms by correctional officers. (3 lecture and 3 laboratory hours per week).

[CB0000007021]**DRAFTING***Marianne Davis, Department Chairperson***DFTG1323****Blueprint Reading for Specific Occupations****(3 credits)**

Symbols/graphic language required in the interpretation of working drawings for special occupations. (3 lecture and 1 laboratory hours per week). **[CB0000008622]**

DFTG1356**Descriptive Geometry****(3 credits)**

Examination of the graphical solution to problems involving points, lines and planes in space. (2 lecture and 6 laboratory hours per week). Prerequisite: DFTG 1400.

[CB0000008622]**DFTG1405****Technical Drafting****(4 credits)**

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape description, projection methods, geometric construction, sections, auxiliary views and reproduction processes. (2 lecture and 6 laboratory hours per week). **[CB0000008622]**

DFTG1409**Basic Computer Aided Drafting****(4 credits)**

An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects; adding text and dimensions; using layers; coordinating systems; as well as input and output devices. (2 lecture and 6 laboratory hours per week). **[CB0000008622]**

DFTG1417**Architectural Drafting-Residential****(4 credits)**

Architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods.

(2 lecture and 6 laboratory hours per week).

[CB0000008622]**DFTG1433****Mechanical Drafting****(4 credits)**

An intermediate course covering detail drawings with proper dimensioning and tolerances, use of sectioning techniques, common fasteners, isometric and oblique drawings, including bill of materials. (2 lecture and 6 laboratory hours per week). **[CB0000008622]**

DFTG1444**Pipe Drafting****(4 credits)**

A study of pipe fittings, symbols, specifications and their applications to a piping process system. This application will be demonstrated through the creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. (2 lecture and 6 laboratory hours per week). **[0000008622]**

DFTG1452**Intermediate Computer-Aided Drafting****(4 credits)**

A continuation of practices and techniques used in basic computer-aided drafting emphasizing batched files, script files, customized program menus, and extracted attributes. (2 lecture and 6 laboratory hours per week). **[CB0000008622]**

DFTG1491**Special Topics in Drafting-Advanced****(4 credits)**

Students apply drafting skills and knowledge of production techniques in an entry-level position with industry. The student works approximately 20 hours per week under the supervision of the College and the employer. Student will also be required to attend a one-hour lecture on campus with the internship instructor. Work station must be approved by department chairperson. (1 lecture and 20 laboratory hours per week). **[CB0000008622]**

DFTG2410**Structural Drafting****(4 credits)**

Discussion of detail drawing of structural shapes for fabrication with emphasis on framed and seated connectors and beam and column detailing. Designed to meet the standards of American Institute of Steel Construction, including units on concrete detailing conforming to American Concrete Institute standards. (2 lecture and 6 laboratory hours per week). **[CB0000008622]**

DFTG2432**Advanced Computer-Aided Drafting
(4 credits)**

Exploration of the use of system customization for drawing production enhancement and the principles of data manipulation. Presentation of advanced application such as three-dimensional objects creation and linking graphic entities to external nongraphic data. (2 lecture and 6 laboratory hours per week). [CB000008622]

DFTG2440**Solid Modeling/Design
(4 credits)**

A computer-aided modeling course. Development of three dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. (2 lecture and 6 laboratory hours per week). Prerequisites: DFTG 1420, DFTG 2421. [CB000008622]

DFTG2481**Cooperative Education-Drafting
(4 credits)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture and 20 laboratory hours per week). [CB000008622]

DRAMA

C. Jay Burton, Department Chairperson

DRAM1220**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]

DRAM1221**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]

DRAM1310**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]

DRAM1322**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]

DRAM1330**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]

DRAM1341**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 0301. [CB5005025230]

DRAM1351**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 laboratory hours per week). [CB5005035130]

DRAM1352**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]

DRAM2120**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]

DRAM2121**Rehearsal and Performance
(1 credits)**

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]

DRAM2331**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]

DRAM2336**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]

DRAM2360**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]

DRAM2366**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

*Johanna Hume, Department Chairperson
Tim Reynolds, Gregory Roof*

ECON1303**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). Corequisites: READ 0310 and ENGL 0310. [CB1904025242]

ECON2301**Principles of Economics I
(3 credits)**

An introduction to the macro-economics of a modern industrial society. This course is an analysis of economic aggregates: inflation, unemployment, economic growth, and the distribution of income (including current policies and problems). The course presents problems of fiscal and monetary policy and places primary emphasis on critical understanding of the economy's ability to meet the needs of its people participating as workers, consumers, and citizens. (3 lecture hours per week). Corequisites: READ 0310 and ENGL 0310. [CB4506015142]

ECON2302**Principles of Economics II
(3 credits)**

An introduction to the micro-economics of a modern industrial society. This course provides a study of supply-demand relationships, economics of the firm and resource allocation (price and output determination, pure competition, monopolistic competition, oligopoly, and monopoly), economic problems (business, agriculture, labor, etc.), and international economic relations. (3 lecture hours per week). Corequisites: READ 0310 and ENGL 0310. [CB4506015142]

ELECTRONICS**ELTE1410****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: MATH 0312. Corequisites: READ 0309, ENGL 0310. [CB0000008824]

ELTE1430**D.C. Theory and Circuit Analysis
(4 credits)**

This course is a study of direct current electricity involving voltage, current, and resistance relationships. The student learns the basic concepts of electricity and studies circuit analysis using standard series-parallel techniques and special methods of analysis including Network

Theorems. Limited training in use of scientific calculators and computer programming is included. (3 lecture and 3 lab hours per week). Prerequisite: READ 0310. Corequisites: MATH 1314, ENGL 0310. [CB0000008824]

ELTE1440**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. 93 lecture and 3 laboratory hours per week). Prerequisite: ELTE 1430. Corequisite: MATH 1316. [CB0000008824]

ELTE2300*Cooperative Education in Electronics
(3 credits)**

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

ELTE2421**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 laboratory hours per week). Prerequisite: ELTE 1430. [CB0000008824]

ELTE2422**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. [CB0000008824]

ELTE2423**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: READ 0310. Corequisite: ENGL 1301. [CB0000008824]

ELTE2430**Electronic Instrumentation and Troubleshooting I
(4 credits)**

This course is a thorough and comprehensive treatment of the basic principles of process control and instrumentation. Topics covered in this course are introduction to process control, process control loops, electronic and digital fundamentals, temperature, level, pressure, and flow measurement, the final control element and computers in process control. (3 lecture and 3 laboratory hours per week). Prerequisites: READ 0310. Corequisite: ENGL 1301. [CB0000008824]

ELTE2435**Electronic Instrumentation and Troubleshooting II
(4 credits)**

The student is introduced to the selection of sensors used in process control applications. Topics covered in this course are process control basics, analog signal conditioning, digital signal conditioning, thermal sensors, mechanical sensors and optical sensors. A hands-on lab provides the student with real installation and troubleshooting techniques of a process control loop. (3 lecture and 3 laboratory hours per week). Prerequisites: ELTE 2430. [CB0000008824]

****ELTE2436****Electronic Instrumentation and Troubleshooting III
(4 credits)**

This course emphasizes the process control loop and all of its components acting together. Topics covered in the course are basic control concepts, sensors and measurements, controllers, control values, process dynamics, tuning control systems, cascade, ratio, feed forward and multivariable control, modern control and DCS, and new direction for process control. (3 lecture and 3 laboratory hours per week). Prerequisites: ELTE 2435. [CB0000008824]

ELTE2440*Computer Operating Systems and Software Drivers
(4 credits)**

This course includes a study of systems software, DOS and Windows, PC Hardware, troubleshooting hardware and software problems, system boards, microprocessor basics, I/O expansion slots and input devices. Lab will include DOS and Windows installation and operation, Q-Basic, symptoms and troubleshooting with MSD, checkit and trouble-

shooter. (3 lecture and 3 laboratory hours per week). Prerequisites: CSCI 1400 or CSCI 2411. [CB0000008824]

ELTE2450

Advanced Electronic Circuits (4 credits)

This course includes a study of op-amps and linear ICs in industrial applications, DC and AC motors, industrial control devices, power control circuits, transducers, industrial control, sequential process control, and programmable controllers. (3 lecture and 3 laboratory hours per week). Prerequisites: ELTE 1440 and ELTE 2421. [CB0000008824]

ELTE2460

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 2421, ELTE 2423. [CB0000008824]

ELTE2470

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. (3 lecture and 3 laboratory hours per week). Prerequisites: CSCI 1440 or CSCI 2411, ELTE 2423. [CB0000008824]

ELTE2475

Microprocessor Hardware Interfacing (4 credits)

This course emphasizes the hardware aspects of microprocessor and microcomputer interfacing of digital systems. A background in digital and integrated circuits and assembly language programming is required. (3 lecture and 3 laboratory hours per week). Prerequisite: ELTE 2470. [CB0000008824]

ELTE2480

Computer Controlled Systems (4 credits)

This course is a continuation of ELTE 2440 to include topics on video displays, mass storage, multi-media, printer, data communication and an introduction to Apple Mac's. (3 lecture and 3 laboratory hours per week). Prerequisite: ELTE

2440. [CB0000008824]

*To be used as an elective.

**Capstone course.

EMERGENCY MEDICAL TECHNOLOGY

EMMT 1213

Emergency Medical Technician-Basic Clinical (2 credits)

This course includes lectures and internships required to meet the certification requirements of the Texas Department of Health at the EMT-Basic level. Lectures include clinical orientation, patient documentation, an overview of internship objectives, and a summative evaluation. Additionally, the student is required to complete twenty-four hours of clinical observation and twenty-four hours of field internship with an approved ambulance service. The student must document a minimum of three approved ambulance patient transports while participating in the field internship. (1 lecture and 3 clinical hours per week). Corequisites: EMMT 1513 or EMMT 1613. [CB0000008040]

EMMT 1215

Emergency Medical Technician-Intermediate Clinical (2 credits)

This course includes lectures and clinical internships required to meet the certification requirements of the Texas Department of Health at the EMT-Intermediate Level. Lectures include clinical orientation, patient documentation, and an overview of clinical objectives and competencies, and a summative evaluation. Additionally, the student is required to complete a minimum of sixty-four hours of clinical internship in the areas such as emergency department, operating room, and respiratory therapy. The student will perform a required number of intravenous catheterizations and endotracheal intubations. (1 lecture and 4 clinical hours per week). Prerequisites: EMMT 1213, EMMT 1513 or EMMT 1613 or EMT-Basic Certification. Corequisites: EMMT 1216, EMMT 1615. [CB0000008040]

EMMT 1216

Emergency Medical Technician-Intermediate Field Clinical (2 credits)

This course includes lectures and field internships required to meet the certification requirements of the Texas Department of Health at the EMT-Intermediate level. Lectures include clinical orientation, patient documentation, an overview of field internship objectives and competencies, and a summative evaluation. Additionally, the student is required to complete a minimum of sixty-four hours of field internship

with an approved Advanced Life Support ambulance with an approved preceptor. The student will complete an appropriate number of advanced life support ambulance runs. (1 lecture and 4 clinical hours per week). Prerequisites: EMMT 1213, EMMT 1513 or 1613, or EMT Basic Certification. Corequisites: EMMT 1215 or EMMT 1615. [CB0000008040]

EMMT 1300

Medical Terminology (3 credits)

Students planning health science careers learn to understand and interpret medical terminology. Consists of Latin and Greek roots, prefixes and suffixes, as well as proper pronunciation and correct spelling. Students will have lectures, study guides and tests 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. [CB0000008040]

EMMT 1513

Emergency Medical Technician-Basic Completion (5 credits)

This course is the completion of the Emergency Medical Technician-Basic for those who are currently certified as an Emergency Care Attendant. Lectures and skills will concentrate on the Department of Transportation Emergency Medical Technician-Basic guidelines in all aspects of pre-hospital emergency care and hazardous materials awareness. (4 lecture and 2 laboratory hours per week). Prerequisite: Current Texas Department of Health certification as an Emergency Care Attendant. Corequisite: EMMT 1213. [CB0000008040]

EMMT 1613

Emergency Medical Technician-Basic (6 credits)

Basic emergency care designed for those actively involved in treating sick and injured persons. Lecture and skills will concentrate on the Department of Transportation Emergency Medical Technician-Basic guidelines in all aspects of pre-hospital emergency care and hazardous materials awareness. Completion of this course will meet the Texas Department of Health requirements for examination for Emergency Medical Technician-Basic in the area of lecture, skills and extrication. (5 lecture and 3 laboratory hours per week). Corequisite: EMMT 1213. [CB0000008040]

EMMT 1615

Emergency Medical Technician-Intermediate (6 credits)

This course is the beginning of the advanced life support program. Topics presented in this course

are from Basic Trauma Life Support (BTLS) and the Department of Transportation (DOT) Emergency Medical Technician-Paramedic National Training Course. Modules cover paramedic roles and responsibilities, human systems, patient assessment, shock and fluid therapy, and the respiratory system. Completion of the course will meet the Texas Department of Health requirements for examination as an Emergency Medical Technician-Intermediate in the area of lecture and skills. (5 lecture and 3 laboratory hours per week). Prerequisites: EMMT 1213, EMMT 1513 or EMMT 1613 or EMT-Basic Certification. Corequisites: EMMT 1215, EMMT 1216. [CB0000008040]

EMMT 2114

Emergency Medical Technician-Paramedic Clinical I (1 credit)

This course includes lectures and clinical internships required to meet the certification requirements of the Texas Department of Health at the EMT-Paramedic level. Lectures include clinical orientation, patient documentation, an overview of clinical objectives and competencies, and a summative evaluation. Additionally, the student is required to complete a minimum of forty-eight hours of clinical internship in areas such as emergency department, surgery, intensive care and coronary care units (ICU/CCU), psychiatric, labor/delivery, pediatric units, burn unit and the morgue to provide further experience with patient care. (3 clinical hours per week). Prerequisites: EMMT 1615 or EMT-Intermediate Certification. Corequisite: EMMT 2612. [CB0000008040]

EMMT 2115

Emergency Medical Technician-Paramedic Clinical II (1 credit)

This course is a continuation of the clinical experience which includes lectures and clinical internships required to meet the certification requirements of the Texas Department of Health at the EMT-Paramedic level. Lectures include clinical orientation, patient documentation, an overview of clinical objectives and competencies, and a summative evaluation. Additionally, the student is required to complete an additional forty-eight hours of clinical internship in areas such as emergency department, surgery, intensive care and coronary care units and the morgue to provide further experience with patient care. (3 clinical hours per week) Prerequisites: EMMT 2114, EMMT 2612. Corequisites: EMMT 2216, EMMT 2613. [CB0000008040]

EMMT 2216

Emergency Technician-Paramedic Field Clinical (2 credits)

This course includes lectures and field internships required to meet the certification requirements of the Texas Department of Health at the EMT-Paramedic level. Lectures include clinical orientation, patient documentation, an overview of field internship objectives and competencies, and a summative evaluation. Additionally, the student is required to complete a minimum of one hundred twenty-eight hours of field internship with an approved Mobile Intensive Care Unit ambulance with an approved preceptor. The student will complete a required number of advanced life support ambulance runs and a required number of EKG tracings identifications and documentation. (8 clinical hours per week). Prerequisites: EMMT 2114, EMMT 2612. Corequisites: EMMT 2115, EMMT 2613. [CB0000008040]

EMMT 2301

E.M.S. Administration (3 credits)

An in-depth study of the organization and management as related to Emergency Medical Services including budgeting, maintenance of records and reports, and management of an ambulance service. Personnel administration and distribution of equipment and personnel and other related topics, including relations of various government agencies to E.M.S. areas. (3 lecture hours per week). This course is not for transfer toward a bachelor's degree. [CB0000008040]

EMMT 2402

Rescue Techniques (4 credits)

Rescue techniques from simple or light-duty to complex or heavy-duty requirements. Patient packaging, extrication, forcible entry, self-contained breathing apparatus, confined space entry and exit, rope rescue, high angle techniques, environmental and water rescue is covered. Transportation emergencies including aircraft, farming equipment, hazardous materials, construction equipment and multi-passenger vehicles are also presented. Class emphasis is aimed at a hands-on approach. Preplanning techniques, command structure, rescue and disaster communication techniques, rescue resource management and mass/multiple casualty management are also stressed. (3 lecture and 3 laboratory hours per week). [CB0000008040]

EMMT 2612

Emergency Medical Technician-Paramedic I (6 credits)

This course is the continuation of the advanced life support program. Topics presented in this

course are from the American Heart Association Advanced Cardiac Life Support (ACLS) and the Department of Transportation (DOT) Emergency Medical Technician-Paramedic National Training Course. Modules cover Pharmacology, Cardiovascular System, Obstetrical/Gynecological Emergencies and Medical Emergencies. (5 lecture and 2 laboratory hours per week). Prerequisites: EMMT 1615 or EMT-Intermediate Certification. Corequisite: EMMT 2114. [CB0000008040]

EMMT 2613

Emergency Medical Technician-Paramedic II (6 credits)

This course is the final section of the advanced life support program. Topics for this course are presented from the American Heart Association Advanced Cardiac Life Support (ACLS), and the Department of Transportation (DOT) Emergency Medical Technician-Paramedic National Training Course. Modules cover central nervous system, soft tissue injuries, musculoskeletal injuries, pediatric/neonatal transport, management of the emotionally disturbed, telemetry and communications. (5 lecture and 2 laboratory hours per week). Prerequisite: EMMT 2612. Corequisites: EMMT 2115, EMMT 2216. [CB0000008040]

ENGLISH

*Bill Crider, Department Chairperson
Mike Bass, Gilbert Benton, James Creel, Dickie Fox, Bea Hugetz, 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 course 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.

ENGL0309

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 laboratory hour per week). [CB3201085335]

ENGL0310

Developmental Writing II (3 credits)

Extensive practice in writing paragraphs and short papers follows a review of grammar. (3 lecture hours and 1 laboratory hour per week). [CB3201085535]

ENGL1301
Composition and Rhetoric I
(3 credits)

This standard course focuses on correct and effective writing through a review of grammar and 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]

ENGL1302
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.

ENGL2307
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 1303. [CB2305015135]

ENGL2311
Technical Communication
(3 credits)

Designed primarily for students working toward a four-year science or technology degree, this course stresses accurate and effective writing in formal reports and other professional communication forms. Brief attention is also given to the oral report. (3 lecture hours per week). Prerequisite: ENGL 1302 or ENGL 1301 with grade of "C" or above. [CB2311015135]

ENGL2322
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]

ENGL2323
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]

ENGL2326
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. [CB230701535]

ENGL2332
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]

ENGL2333
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**

ESOL0300
Reading and 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). [CB3201085635]

ESOL0306
Oral Communication
(3 credits)

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

FRENCH

Amalia D. Parra
Department Chairperson

FREN1411
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]

FREN1412
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). Prerequisite: FREN 1411. [CB1609015131]

FREN2311
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]

FREN2312
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

GEOG1301
Principles of Geography
(3 credits)

This 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). Corequisites: READ 0310 and ENGL 0310. [CB4507015142]

GEOG1303**World Regional Geography****(3 credits)**

A survey of the world's major geographic regions, with emphasis on intra-regional and inter-regional similarities and differences in climates, land and water resources, population distribution, and the extent of resource utilization. Physical and human factors that enhance, hinder, or threaten economic development and living conditions in the respective regions are also stressed. (3 lecture hours per week). Corequisites: ENGL 0310 and READ 0310. [CB4507015342]

GEOLOGY*Dick Graef, Department Chairperson**Dora Devery***GEO1301****Investigating the Earth, Sea and Sky****(3 credits)**

This is a survey course to introduce non-majors to the solid Earth, the oceans, the atmosphere, and the Earth's neighbors in space. (3 lecture hours per week). [CB4007035139]

GEO1303**Physical Geology****(3 credits)**

An introductory class designed for non-majors to study the composition, internal structure, and physical processes of the earth. (3 lecture hours per week). Prerequisite: READ 0310. [CB4007035139]

GEO1401**Earth Science****(4 credits)**

Topics covered in this course include geology, oceanography, meteorology and astronomy. The course integrates information about the earth and how it works. Emphasis is placed on the study of the structure and composition of the earth, natural hazards; such as tornadoes and hurricanes, as well as discussions about the solar system. This course is particularly well suited for students planning a career teaching in the elementary grades. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. [CB4007035139]

GEO1403**General Geology I****(4 credits)**

This course provides an introduction to the study of rocks, minerals and physical processes 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 3

laboratory hours per week). Prerequisite: READ 0310. [CB4006015139]

GEO1404**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 3 laboratory hours per week). Prerequisite: GEOL 1403. [CB400601539]

GEO1405**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 3 laboratory hours per week). Prerequisite: GEOL 1401 or GEOL 1403. [CB0301025339]

GERMAN*Amalia D. Parra**Department Chairperson***GERM1411****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]

GERM1412**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]

GERM2311**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). Prerequisites: GERM 1412. [CB1605015231]

GERM2312**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 studies in GERM 2311. (3 lecture and 1 laboratory hours per week). Prerequisite: GERM 2311. [CB1605015231]

GOVERNMENT*Johanna Hume, Department Chairperson**Tim Reynolds, Gregory Roof***GOVT2301****American National and State Governments I**
(3 credits)

This course surveys the origin and development of the federal system and includes an analysis of the federal constitution and various state constitutions, particularly the Texas constitution. The course focuses on federal, state and interstate relations, Texas state government, and citizenship in a modern democratic society. (3 lecture hours per week). Corequisites: READ 0310 and ENGL 0310. [CB4510025142]

GOVT2302**American National and State Governments II**
(3 credits)

The primary focus of this course is the federal system. Particular emphasis is placed on national issues and the executive, judicial and legislative branches of the federal government. The course also surveys the functions and services of the federal system and those of the various state governments, including the Texas state government. Corequisites: READ 0310 and ENGL 0310. [CB4510025142]

HISTORY*John Duke, Department Chairperson**Tom Bryan, Johanna Hume, Darryl Stevens***HIST1301****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). Corequisites: READ 0310 and ENGL 0310. [CB4508025142]

HIST1302**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). Corequisites: READ 0310 and ENGL 0310. [CB4508025142]

*HIST2301

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). Corequisites: READ 0310 and ENGL 0310. [CB4508025242]

HIST2311 {2321}

Western Civilization to 1660 (3 credits)

This course surveys the primary political, social, intellectual, and religious developments of near eastern and western human societies with emphasis on the Mesopotamian, Egyptian, Greek, and Roman civilizations; the development of Judaism, Christianity, and Islam; the Byzantine empire; feudalism in eastern and western Europe; the Renaissance and the Reformation; national monarchies and statebuilding in the early modern period; and the Scientific Revolution. (3 lecture hours per week). Corequisites: READ 0310 and ENGL 0310. [CB4508015442]

HIST2312 {2322}

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). Corequisites: READ 0310 and ENGL 0310. [CB4508015442]

HIST2341

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). Corequisites: 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

HORT1401

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

Amalia D. Parra, Department Chairperson

HUMA1301

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]

HUMA1302

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

JOUR1120

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

Karen Barnett, Department Chairperson

LGLA1301

Legal Research & Writing (3 credits)

This course provides a working knowledge of fundamentals of effective legal research and writing. Topics include law library techniques, computer assisted legal research, briefs, and legal memoranda. (3 lecture hours per week). Corequisites: READ 0309 and ENGL 0310. [CB0000005828]

LGLA1311

Introduction to Law (3 credits)

This course provides an overview of the law and the legal system. Topics include legal concepts, procedures, terminology and current issues in law. (3 lecture hours per week). Corequisites: READ 0309 and ENGL 0310. [CB0000005828]

LGLA1345

Civil Litigation (3 credits)

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Topics include pretrial, trial, and post trial phases of litigation. (3 lecture hours per week). Corequisites: READ 0309 and ENGL 0310. [CB0000005828]

LGLA 1353

Wills, Trust, and Probate Administration (3 credits)

This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role. (3 lecture hours per week). Corequisites: READ 0309 and ENGL 0310. [CB0000005828]

LGLA1355

Family Law (3 credits)

This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship. (3 lecture hours per week). Corequisites: READ 0309 and ENGL 0310. [CB0000005828]

LGLA1380, LGLA 2381

Cooperative Education - Paralegal/Legal Assistant (3 credits)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the

student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week). Corequisites: READ 0309 and ENGL 0310. [CB0000005828]

LGLA2303

Torts and Personal Injury law (3 credits)

This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability. (3 lecture hours per week). Corequisites: READ 0309 and ENGL 0310. [CB0000005828]

LGLA2307

Law Office Management (3 credits)

This course presents the fundamentals of law office management and organization including basic principles and structure of management, administrative and substantive systems in the law office, and law practice technology. (3 lecture hours per week). Corequisites: READ 0309 and ENGL 0310. [CB0000005828]

LGLA 2309

Real Property (3 credits)

This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents. (3 lecture hours per week). Prerequisites: READ 0309 and ENGL 0310. [CB0000005828]

LGLA 2313

Criminal Law and Procedure (3 credits)

This course introduces the criminal justice system including procedures from arrest to final disposition, principles of federal and state law, and the preparation of pleadings and motions. (3 lecture hours per week. [CB0000005828]

MANAGEMENT DEVELOPMENT

Rochelle R. Brunson, Department Chairperson

MGMT1300

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 present supervisors who seek a knowledge of developing management to supplement and reinforce their accumulating experience. (3 lecture hours per week). [CB0000005621]

MGMT1303

Cooperative Education I (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 co-op instructor. Students may receive credit from an approved full-time job. (1 lecture and 20 laboratory hours per week). [CB0000005621]

MGMT1310

Principles of Management (3 credits)

An overview of organization and human behavior within the organization, this course presents functions of management such as creating, planning, organizing, staffing, activating, and controlling. Considerable attention is given to management practices. (3 lecture hours per week). [CB0000005621]

MGMT1313

Cooperative Education II (3 credits)

The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Students will also be required to attend a one-hour lecture on campus with the co-op instructor. Students may receive credit from an approved full-time job. (1 lecture and 20 laboratory hours per week). [CB0000005621]

MGMT1320

Small Business Organization and Management (3 credits)

This course explores the formation and operation of the individual enterprise and involves an analysis of problems, opportunities, and regulations important to the management of a small business with special emphasis given to financing and financial control. (3 lecture hours per week). [CB0000005621]

MGMT1330

International Management and the Global Environment (3 credits)

This course is designed to provide students with an understanding of work and workforce diversity issues and differences that are evident

across cultures. These differences affect how people perceive and organize their work. Areas of study will encompass the growth of international business; the environment of the multinational corporation; and the attitudes of multinational corporate managers. Students will study a sample of cross-national work perspectives to show how work is perceived, experienced, and how organizational structure is influenced. (3 lecture hours per week). [CB0000005621]

MGMT2300

Personnel Management (3 credits)

This course explores the principles and practices of personnel management, emphasizing the procurement, development, compensation, integration, and maintenance of the labor force. (3 lecture hours per week). [CB0000005621]

MGMT2308

Principles of Purchasing (3 credits)

Principles of the purchasing function. Planning, analyzing and controlling of the purchasing process. Emphasis on purchasing techniques and procedures to buy the right quantity at the right price for delivery at the right time to the right place. (3 lecture hours per week). [CB0000005621]

MGMT2310

Problems in Management (3 credits)

This extension of management principles to administrative strategy in solving problems allows students to use case studies and simulated games in a decision-making, problem-solving environment. (3 lecture hours per week). [CB0000005621]

MGMT2313

Cooperative Education III (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 co-op instructor. Students may receive credit from an approved full-time job. (1 lecture and 20 laboratory hours per week). [CB0000005621]

MGMT2315

Supervision and Management of Hazardous Materials (3 credits)

This course includes federal, state, and local environmental law, regulations, terminology, training, communications, and procedures

governing hazardous materials. CERCLA, RCRA, SARA, EPCRA, FIFRA, MSDS's, TIER I & II will be emphasized. (3 lecture hours per week). [CB0000005621]

MGMT2320

Organizational Strategy I (3 credits)

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

MGMT2321

Organizational Strategy II (3 credits)

Organizational Strategy II is the second sequence of an advanced course in management studies intended to distinguish individuals as career professionals. It involves major administrative skill segments covering financial management and operating measures, budgets, legal and regulatory controls, planning process for different levels and purposes, methods of planning, staffing development and department organization, operating control process, developing control standards, productivity measures, changing and correcting business performance. (3 lecture hours per week). Prerequisite: MGMT 2310 or consent of instructor. [CB0000005621]

MGMT 2325

Critical Thinking and Problem Solving (3 credits)

Interpreting and evaluating data toward effective problem solving and recommending correct action is the focal point of this course. Skills and attitudes will be built around a series of critical questions. These critical questions provide a structure for critical thinking that support a continual, ongoing search for better opinions, decisions, or judgments. Students will be working in a team environment throughout the course. (3 lecture hours per week). [CB0000005621]

MGMT2330

Workplace Law and Regulations for the Manager (3 credits)

Workplace law and Regulations for the Manager is intended to guide personnel decisions and managerial actions which are impacted by

numerous labor laws and regulations. (3 lecture hours per week). [CB0000005621]

MGMT2380

Organizational Behavior (3 credits)

Addresses the timeless issues related to how we live our lives at work and in other organizations. It is the study of individual and group behavior in organizational settings. Four supporting sub-themes are woven into this course: globalization, cultural diversity, technology and ethics. These themes are the challenges that individuals must face. Each theme places demands on people to grow and adjust. People must come to grips with them to maintain the health and well being of themselves and their organizations. This course is designed to equip individuals, managers and groups with the knowledge and skills needed to achieve this goal. (3 lecture hours per week). [CB0000005621]

MGMT 2390

Special topics in Organizational Behavior (3 credits)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behavior pertinent to the technology or occupation and relevant to the professional development of the student. (3 lecture hours per week).

[CB0000005621]

MATHEMATICS

*Gerald Skidmore, Department Chairperson
Chris Benton, James Boler, 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.

MATH0309

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]

MATH0310

Developmental Mathematics - Algebra (3 credits)

This course includes a study of signed numbers, solving linear equations and inequalities, applications, polynomial operations, factoring polynomials, and rational expression operations and equations. The purpose of MATH 0310 is to prepare the student for intermediate algebra. Enrollment in this course is based upon the TASP math score, the college placement test, or a self-perceived need to develop the skills covered. (3 lecture hours and 1 lab hour per week). [CB3201045137]

MATH0312

Developmental Mathematics - Intermediate Algebra (3 credits)

Topics of this course include graphing linear equations, solving systems of equations, laws of exponents, radicals, solving quadratic equations, and functions. The purpose of MATH 0312 is to prepare the students for college algebra. Enrollment in this course is based upon the TASP math score, the college placement test, or a self-perceived need to develop the skills covered. (3 lecture hours per week). [CB3201045237]

MATH1314

College Algebra (3 credits)

This course includes a review of the fundamentals 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. Graphing calculators are strongly recommended. 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]

MATH1316

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]

MATH1324**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]

MATH1325**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 1314 or MATH 1324. [CB2703015237]

MATH1335**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]

MATH1336**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]

MATH1342**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]

MATH1348**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]

MATH2318**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]

MATH2320**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 high order than the first, with geometric and physical applications. (3 lecture hours per week). Prerequisite: MATH 2414. [CB2703015137]

MATH2413**Differential and Integral Calculus I
(4 credits)**

Topics included in this course are limits, the derivative, applications of the derivative, the Chain rule, integration, applications of the integral, and integration by substitution. 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 plan trigonometry, and a course in analytic geometry, or passed MATH 1314, MATH 1316, and MATH 1348. (4 lecture hours per week). Prerequisites: MATH 1316 or consent of the instructor. [CB2701015937]

MATH2414**Differential and Integral Calculus II
(4 credits)**

This course is a continuation of MATH 2413.

Topics covered include integration and differentiation of logarithmic and exponential functions, techniques of integration, and infinite sequences and series. (4 lecture hours per week). Prerequisites: MATH 2413 or consent of the instructor. [CB2701015937]

MATH2415**Differential and Integral Calculus III
(4 credits)**

This course is a continuation of MATH 2414. Topics covered include vector-valued functions, functions of several variables, partial differentiation, multiple integrals, vector fields, line integrals, Green's Theorem, Stoke's Theorem, and the Divergence Theorem. (4 lecture hours per week). Prerequisite: MATH 2414 or consent of the instructor. [CB2701015937]

MENTAL HEALTH

G. E. Carrier, Department Chairperson

MENH1305**Introduction to Human Services
(3 credits)**

Subject matter and concepts to human services and substance abuse counseling are addressed. Topics of discussion include delivery models, clients' rights, treatment populations, medications, special populations, dual disorders, counselor ethics, cultural diversity, sexually transmitted diseases and human immune deficiency, stress, counselor boundaries, counselor burnout and an examination of why people enter the helping professions are discussed. (3 lecture hours per week). [CB0000008029]

MENH1307**Studies in Aging
(3 credits)**

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

MENH1310**Drug Use and Abuse
(3 credits)**

Study of the history, schedules, classification and use of psychoactive drugs in today's society. The pharmacological, psychological, and physiological impacts on the body are addressed. The sociological effects on the community and society will also be explored. (3 lecture hours per week). [CB0000008029]

MENH1315**Interpersonal Communication
(3 credits)**

This course includes exercises and theory to improve communication. Various communication models and extensive video and audio taping are utilized to improve one-to-one and small group communication. (3 lecture hours per week). [CB0000008029]

MENH1320**Counseling Methods
(3 credits)**

Introduction of counseling theory and methodology, including Reality Therapy, Gestalt Therapy, Behavior Modification, Transactional Analysis, Psychoanalytic Theory, Family Therapy, Group Therapy, and others. (3 lecture hours per week). [CB0000008029]

MENH 1325**Principles of Interviewing
(3 credits)**

Counseling interviewing technique topics, such as attending skills, decisional counseling, facilitating counseling development, cultural sensitivity, listening, assertiveness are discussed. (3 lecture hours per week). [CB0000008029]

MENH1326**Recreation Therapy
(3 credits)**

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

MENH1331**Cooperative Education I
(3 credits)**

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

MENH1332**Cooperative Education II
(3 credits)**

A continuation of MENH 1331 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 workstation and approval of the department chairperson. (1 lecture and 20 laboratory hours per week). Prerequisite: MENH 1331. [CB0000008029]

MENH2300**Client Assessment and Management
(3 credits)**

Review of assessment and screening instruments used in substance abuse counseling. Client charting, record keeping, and their functions as they relate to treatment planning. Diagnostic and statistical Manual IV criteria for diagnosis is introduced. Treatment plans with goals and measurable outcomes are discussed as they relate to the client's assessment. Dual diagnosis, management of aggressive behavior and crisis intervention is also addressed. (3 lecture hours per week). [CB0000008029]

MENH2310**Chemical Abuse Treatment
(3 credits)**

An exploration of chemical abuse treatment models, including HMO's and Managed Health Care, the core functions of substance abuse counselors, oral and written case presentations, counselor ethics, client education and relapse prevention models. Juvenile offenders, therapeutic communities, intermediate sanctions, special populations and cultural diversity are included. (3 lecture hours per week). [CB0000008029]

MENH2312**Children of Alcoholics
(3 credits)**

An exploration of the impact an alcoholic or chemical abuser has on the life of the family is thoroughly discussed. Particularly how this impact can impair psycho-social development and how selective behavior patterns are carried into adulthood. (3 lecture hours per week). [CB0000008029]

MENH2313**Laws and Standards Affecting Mental Health
(3 credits)**

Discussion topics include professional and legal issues as they impact health care professionals, including substance abuse counselors. Topics of liability, client rights, client confidentiality, record keeping, professional codes of conduct and counselor ethics are addressed. (3 lecture hours per week). [CB0000008029]

MENH2315**Family Systems
(3 credits)**

An exploration (genogram) of dysfunctional family systems (alcohol and drug) is done. Topics of discussion include the roles assumed by family members, their impact on the family, themselves and their addiction, support systems, and coping strategies. (3 lecture hours per week). [CB0000008029]

MENH2320**Behavior Modification
(3 credits)**

The theories and implementation of behavior modification on selected populations is addressed. Substance abuse, mental illness, mental retardation, the elderly, and populations of interest will become subjects for exploration. The use of behavior modification techniques will be discussed. The need for empirical, clearly defined objective measures will be stressed. (3 lecture hours per week). [CB0000008029]

MENH2333**Cooperative Education III
(3 credits)**

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

MENH2334**Special Problems
(3 credits)**

This course is designed for students seeking advanced training by working on special problems unique to mental health, social work or substance abuse treatment. The course requirements will integrate academic subject matter with applied learning opportunities designed to satisfy experience and subject criteria necessary for state licensure. (Licensure requirements are unique and may vary by agency. Students are encouraged to contact their respective licensure boards for requirements.) 3 lecture hours per week. Prerequisite: MENH 2333. [CB0000008029]

MENH2340**Professional Issues in Human Services
(3 credits)**

An exploration on developing a professional identity, including HMO's, self-awareness and commitment to values and ethics is addressed. Licensure requirements, continuing education, and self evaluation are topics of discussion. Students bring issues from co-op/internship course for further exploration. (3 lecture hours per week). [CB0000008029]

MUSIC

Jerry Perkins

GENERAL MUSIC

MUSI1152

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]

MUSI1166

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]

MUSI1168

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]

MUSI1181

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]

MUSI1182

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). [CB5009085130]

MUSI1183

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]

MUSI1188 [1170]

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]

MUSI1192 [1179]

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]

MUSI1211

Music Theory (2 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]

MUSI1212

Music Theory (2 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]

MUSI1216

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]

MUSI1217

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]

MUSI1263

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]

MUSI1301

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]

MUSI1306

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]

MUSI1308

Survey of Music Literature I (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]

MUSI1309

Survey of Music Literature II (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. [CB5009025230]

MUSI1310

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]

MUSI1386

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]

MUSI2181

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]

MUSI2182

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]

MUSI2211

Music Theory (2 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]

MUSI2212

Music Theory (2 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]

MUSI2216

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]

MUSI2217

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]

ENSEMBLES

MUSI1125, 2125

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]

MUSI1127, 2127

Concert Band (1 credit each)

This course can be repeated for credit. This concert group of brass, woodwind, and contemporary works for wind ensembles. (5 laboratory rehearsal hours per week).
[CB5009035530]

MUSI1135, 2135

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]

MUSI1141, 2141

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]

MUSI1143, 2143

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]

MUSI1154

Chambers 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]

MUSI1158

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]

MUSI1159/2159

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]

MUAP1231, 1232

Applied Music - Wood-wind (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).

MUAP1241, 1242

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).

MUAP1257, 1258

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).

MUAP1261, 1262**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).

MUAP1271, 1272**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).

MUAP1281, 1282**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).

MUAP2231, 2232**Applied Music - Wood-wind
(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).

MUAP2241, 2242**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).

MUAP2257, 2258**Applied Music - Percussion**

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 chair-person. (1 lecture and 4 laboratory practice hours per week).

MUAP2261, 2262**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 chair-person. (1 lecture and 4 laboratory practice hours per week).

MUAP2271, 2272**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 chair-person. (1 lecture and 4 laboratory practice hours per week).

MUAP2281, 2282**Applied Music - Voice
(2 credits each)**

These courses provide one hour of individual instruction per week. The student must have the approval of the department chair-person. (1 lecture and 4 laboratory practice hours per week).

NURSING - ASSOCIATE DEGREE NURSING

Betty Oliver, Director

Minerva Clampffer, Sally Durand,

Sharon Hightower, Susan Priest,

Miriam Villageliu

All ADN courses under [CB000008021]

NURS1300**Principles and Practice of Pharmacology
(3 credits)**

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 hours per week).

NURS1310**Psychiatric Nursing
(3 credits)**

This course focuses on individuals whose behavioral patterns are considered to be deviations from the normal. These individuals are identified through their admission to 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. (2 lecture and 6 clinical hours per week). Prerequisite: NURS 1750 or NURS 1400.

NURS1400**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 (NURS1900). (2 lecture and 6 laboratory/clinical hours per week). Prerequisites: BIOL 2402, PSYC 2314, PSYC 2308, ENGL 1301.

NURS1750**Medical-Surgical Nursing I
(7 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 the patient care. (4 lecture and 16 clinical hours per week). Prerequisite: NURS 1800, PSYC 2301. Corequisites: BIOL 2402, PSYC 2314.

NURS1800**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.

NURS2200**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 1310.

NURS2401**Maternal Nursing
(4 credits)**

This course approaches the family at the establishment phase and includes the antepartal phase, parturition, and the post-partal phase of childbearing. It also includes the care of the 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. (2 lecture and 7 laboratory hours per week). Prerequisite: NURS 1310.

NURS2411
Child Health Nursing
(4 credits)

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. (2 lecture and 7 clinical hours per week). Prerequisite: NURS 1310.

NURS2700
Medical - Surgical Nursing II
(7 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 1310. Corequisite: ENGL 1302.

NURSING -
VOCATIONAL NURSING

Judy Siefert, Department Chairperson
Glo Ann Cole

All VOCN courses under [CB0000007821]

VOCN1200
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).

VOCN1210
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).

VOCN1401
Anatomy and Physiology
(4 credits)

This is a basic course in body structure and function and serves as a background for nursing care principles and concepts. Independent and interdependent functioning of the body systems are included, i.e. the cell, body organization, the

musculo-skeletal system, and cardiovascular, respiratory, gastrointestinal, genito-urinary, nervous, and endocrine systems. (4 lecture hours per week; taught 12-week Summer session only).

VOCN1410
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).

VOCN1421
Mental Health and Mental Illness
(4 credits)

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

VOCN1910
Fundamentals of Vocational Nursing
(9 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, and 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-terms and/or acute care facilities. (8 lecture and 5 laboratory hours per week).

VOCN1902
Maternal - Child Nursing
(10 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 1401, VOCN 1910.

VOCN1912
Advanced Medical Surgical Nursing
(10 credits)

This course utilizes the nursing process in nursing care planning for health deviations of the adult and the gerian. Preventative, therapeutic, and rehabilitative aspects of care are included for continuity of care. Physical, psychological, spiritual/social, and learning needs of patients are studied on a systems approach. A variety of settings provide clinical experience, i.e. acute care, 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 1401, VOCN 1910.

NUTRITION

Betty Oliver, Director
Sally Durand

FDNS 1305
Nutrition
(3 credits)

A study of nutrients including functions, food sources, digestion, absorption and metabolism with application to normal and preventive nutrition needs across the lifespan. Includes nutrient intake analysis, energy expenditure evaluation, and diet planning. (3 lecture hours per week). Prerequisite: BIOL 2401. Corequisite: READ 0309. [CB0000008021]

OFFICE ADMINISTRATION

Crystal Brittingham, Department
Chairperson
Catherine Finley

OFAD1301
Keyboarding
(3 credits)

This course is structured for individualized learning. The course emphasizes building touch keyboarding skills, speed, and basic production with the use of word processing software. (3 lecture and 1 laboratory hours per week). [CB0000005825]

OFAD1331
Business Communications I
(3 credits)

This course develops language skills necessary for a career in an office occupation. Corequisite: Reading competency. (3 lecture hours per week). [CB0000005825]

OFAD1332**Business Communications II
(3 credits)**

This course includes the use of proofreading techniques, the use of computer application in written communication, and the use of effective group interaction to aid in the understanding of cultural diversity in the office environment. Written documents will consist of memos, letters, reports, manuals, and other source documents that fit the pattern of industrial and institutional communications. Prerequisite: OFAD 1331. (3 lecture hours per week). [CB0000005825]

OFAD1360**Office Accounting
(3 credits)**

Manual and computer procedures and techniques used in recording business transactions and preparing financial statements for service businesses are presented in this course. The course is adapted to the needs of those training for office professional positions. (3 lecture and 1 laboratory hours per week). [CB0000005825]

OFAD 1365**Office Accounting II
(3 credits)**

Merchandising operations, accounts payable, accounts receivable, partnerships, and corporations are topics for study in this course. Prerequisite: OFAD 1360. (3 lecture and 1 laboratory hours per week). [CB0000005825]

OFAD 1368**Computerized Accounting
(3 credits)**

Accounting operations, using a current accounting software. Prerequisite: OFAD 1360. (3 lecture and 1 laboratory hour per week). [CB0000005825]

OFAD 1373**Legal Terminology
(3 credits)**

The course will provide a fundamental knowledge of the basic principles of American jurisprudence, along with an opportunity to perform "hands-on" tasks that will be required in the legal office setting. (3 lecture hours per week). [CB0000005825]

OFAD 1377 [OFAD 1471]**Medical Terminology
(3 credits)**

A study of roots, suffixes, and prefixes of medical terminology to develop an 11,000 word medical vocabulary for the medical office professional. (3 lecture hours per week). [CB0000005825]

OFAD 1378**Medical Insurance
(3 credits)**

This course is designed primarily to teach billing, from a physician's office. Prerequisite: OFAD 1377 and 1472. (3 lecture hours per week). [CB0000005825]

OFAD1400**Records Management
(4 credits)**

Basic course providing instruction in the alphabetic, subject, numeric, and geographic methods of filing. This course also includes an introduction to microcomputer data base programs and an electronic filing system. (3 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD1423 [OFAD1322]**Document Processing I
(4 credits)**

The course familiarizes students with the computer keyboard and builds skills essential to obtain employment in an office occupation. The course emphasizes integrating correct keyboarding and word processing techniques used to create letters, tables, memos, and reports. (3 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD1424 [OFAD1322]**Document Processing II
(4 credits)**

The course continues the student's development of keyboarding and word processing skills through the creation of documents requiring higher level word processing features and faster keyboarding input. Prerequisite: 40 words per minute or department chairman approval and basic word processing skills. (3 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD1440**Office Procedures
(4 credits)**

This study of office occupations and office professional's duties includes topics such as handling of mail, telephone techniques, decision making, time management, listening skills, planning meetings, prioritizing, and human relations. This course is taught in a team environment. Prerequisite: Basic word processing skills or OFAD 2441 or 2442 and OFAD 1424 or 40 words per minute. (3 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD1441**Medical Office Procedures
(4 credits)**

The study of the duties of the office professional

in a medical office. Topics discussed include handling of mail, telephone techniques, decision making, time management, listening skills, planning meetings, prioritizing, and human relations. This course is taught in a team environment. Prerequisite: Computer literate. (3 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD1443**Legal Office Procedures
(4 credits)**

The study of the duties of the office professional in a legal office. Topics discussed include handling of mail, telephone techniques, decision making, time management, listening skills, planning meetings, prioritizing, and human relations. This course is taught in a team environment. Prerequisite: Basic word processing skills or OFAD 2441 or 2442 and OFAD 1424 or 40 words per minute. (3 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD1452 [OFAD1351]**Office Technology
(3 credits)**

This course is designed to familiarize students with current office technology, such as the scanner, copier, fax, electronic calculator, computer, transcriber, and electronic filing system. The course includes data entry activities on the microcomputer and applications of basic arithmetic skills to the operation of electronic calculators using ten-key touch. (3 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD1472**Medical Terminology and Coding
(4 credits)**

A study of the organ systems of the human body and introduction into the coding procedures used in the medial field. (3 lecture and 2 laboratory hours per week). Prerequisite: OFAD 1377. [CB0000005825]

OFAD 1473**Medical Transcription
(4 credits)**

This is an introductory course presenting transcription guidelines, medical records, reports, correspondence and business documents. Prerequisites: OFAD 1377, OFAD 1472, OFAD 2424. (3 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD1476 [OFAD1375]**Legal Terminology and Transcription
(4 credits)**

Course objectives are to insure comprehension of meaning, 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. Prerequisite: Basic word processing skills (OFAD 1423) and 40 words per minute. (OFAD 2341). (3 lecture and 2 laboratory hours per week). [CB0000005825]

**OFAD2315, 2316 [OFAD2313, 2314]
Cooperative Education I and II
(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 2324
Keyboarding II
(3 credits)**

This course is designed to build speed and accuracy. The course utilized software to analyze mistrokes and customizes corrective drills. (3 lecture and 1 laboratory hours per week). Prerequisite: 30 wpm keyboarding skill. [CB0000005825]

**OFAD2410
Selected Topics
(4 credits)**

The course content will be selected topics in office technologies. Prerequisite: Approval of department chairperson. (3 lecture and 3 laboratory hours per week). [CB0000005825]

**OFAD2424 [OFAD2323]
Document Processing III
(4 credits)**

This advanced keyboarding and word processing course places emphasis on production output in an office atmosphere with additional training given in written and oral communication. Prerequisite: OFAD 1324, OFAD 1331, OFAD 2441 and OFAD 2442. (3 lecture and 3 laboratory hours per week). [CB0000005825]

**OFAD2441
Word Processing I
(4 credits)**

This course will provide students with beginning through advanced features of a current word processing software program used by industry. Prerequisite: 40 words per minute or approval of department chairman. (3 lecture and 3 laboratory hours per week). [CB0000005825]

**OFAD2442
Word Processing II
(4 credits)**

This course will provide students with beginning through advanced features of a current word processing software program used by industry. Prerequisite: 40 words per minute or approval of the department chairman. (3 lecture and 3 laboratory hours per week). [CB0000005825]

**OFAD2443
Word Processing III
(4 credits)**

This course will introduce students to practical applications of spreadsheet, data base, and graphics. (3 lecture and 3 laboratory hours per week). Prerequisite: OFAD 1452. [CB0000005825]

**OFAD2444
Word Processing IV
(4 credits)**

This course will provide students with beginning features of current word processing software programs used by industry. Prerequisite: 40 words per minute or approval of the department chairman. (3 lecture and 3 laboratory hours per week). [CB0000005825]

**OFAD2445
Word Processing V
(4 credits)**

This course will provide students with advanced features of current software programs used by industry. Prerequisite: 40 words per minute or approval of the department chairman and OFAD 2444. (3 lecture and 3 laboratory hours per week). [CB0000005825]

ORIENTATION

Sponsored by the Counseling Center

Instructors: Gwendolyn Burgess, James Ray Couser, Eileen Cross, Kennon Henry, Irene Montoya, Diana Stiles, Pat Street

**ORIE0100
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 students with disabilities, international students, and JTPA students. (Developmental credit only.) [CB3201015325]

PHILOSOPHY

Johanna Hume, Department Chairperson

**PHIL1301
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). Corequisite: ENGL 0310, READ 0310. [CB3801015135]

PHYSICS

Dick Graef, Department Chairperson

**PHYS1300
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). [CB4099999139]

**PHYS1401
General Physics I
(4 credits)**

This introductory course continues the study of mechanics, heat, electricity, magnetism, light, and nuclear physics. (2 lecture and 3 laboratory hours per week). Prerequisite: MATH 0310, READ 0310. [CB4008015339]

**PHYS1402
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]

**PHYS2425
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: MATH 2413. [CB4008015439]

**PHYS2426
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]

PHYS2427

Wave-Motion, Sound, Light (4 credits)

This course for students in science, engineering, and other related fields covers such topics as the nature and propagation of light, reflection interference, diffraction, lens, polarization, natural radioactivity, and nuclear energy. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. Corequisite: MATH 2413. [CB4008015439]

PROCESS TECHNOLOGY

PROT 1300

Introduction to Chemical Plant Operations (3 credits)

An introduction to process operations in refineries and chemical plants. The course includes: process technician duties, responsibilities and expectations; plant organizations; review of applied mathematics; applied physics; applied chemistry; plant process and utility systems; maintenance expectations for process technicians; communication skills; and critical thinking and problem solving. There will also be a discussion of physical and mental requirements of the process technician, family and career considerations. (3 lecture hours per week). [CB0000008423]

PROT 1305

Industrial Physics (3 credits)

This course teaches students the basic principles of physics and their application in process facilities. Included are: fundamental units of measurement related to length, time, mass, pressure, temperature, flow and level. The properties of solids, liquids, gases and flowing fluids are reviewed with emphasis placed on how these properties relate to the operation of process equipment. Students are introduced to the gas laws, principles of heat transfer, and sensible latent heat. (3 lecture hours per week). [CB0000008423]

PROT 1308

Industrial Chemistry (3 credits)

Industrial chemistry introduces students to the fundamentals of chemistry, particularly as they apply to process system operations. Topics covered include atomic structure, elements, compounds, mixtures, equations, material balances, inorganic and organic process reactions. Particular emphasis is placed on hydrocarbon chemistry-the many families that are

found in crude oil and natural gas. Included are typical process reactions such as alkylation, hydrogenation, polymerization, olefins production, etc. (3 lecture hours per week). [CB0000008423]

PROT 1310

Plant Process Operations I (3 credits)

This course reviews the fundamentals and operation considerations of process equipment and processes including: valves, vessels, positive displacement and centrifugal pumps, positive displacement and centrifugal compressors, steam turbines, motors, furnaces, and heat exchangers. This course develops theory as well as mechanics of plant equipment. (3 lecture hours per week). [CB0000008423]

PROT 1315

Process Instrumentation I (3 credits)

This course introduces the student to the varied instruments and instrument systems employed in the refining and chemical industry. It includes control loops; primary variables; flow, temperature, pressure, level; analyzers, piping and instrument symbology and diagrams, hardware, control of firing equipment, separation equipment; troubleshooting. (3 lecture hours per week). [CB0000008423]

PROT 1320

Basic Plant Safety (3 credits)

This course focuses on the fire triangle, firefighting for process technicians; hazards of air, steam, water, electricity; handling and sampling of light hydro-carbons, operating hazards; properties of hazardous materials; personal protective equipment, risk evaluation; hazard and operability studies, testing equipment; regulatory review-Federal, state, local. (3 lecture hours per week). [CB0000008423]

PROT 2330

Plant Process Operations II (3 credits)

This course reviews the unit operations employed in the refining and chemical industry including: distillation; absorption; adsorption; reactions; refrigeration; operating procedures-start-up, shutdown, and non-routine. (3 lecture hours per week). Prerequisites: PROT 1300 and 1310. [CB0000008423]

PROT 2335

Process Instrumentation II (3 credits)

This course prepares students to recognize and understand instrumentation and controls as applied to process operations. Process control

systems for basic unit operations such as furnace/boiler firing, distillation, and reactors are described and explained with actual instrument-operations including manual, two-position proportion, integral derivatives. Feedback and feed forward control systems, cascade, split range, ratio control systems are covered. (3 lecture hours per week). Prerequisite: PROT 1315. [CB0000008423]

PROT 2340

Quality, SPC and Economics (3 credits)

Students are taught advanced quality techniques employed by industry to remain competitive in today's global economy. The widespread use of statistical techniques is stressed. Students learn principles of data handling, plotting, flow charting, histograms, standard deviation, control charts, cause and effect diagrams, etc. Principles of economics as they affect unit, plant and corporate realizations, are explored to give the student a foundation in the factors which affect business profitability. (3 lecture hours per week). [CB0000008423]

PROT 2345

Plant Process Operations III (3 credits)

This course will review process plant operations with emphasis on the proper preparation of equipment and units for maintenance, modifications to facilities as they affect operations, process upsets, tankage problems, accidents and near miss accidents caused by operator error and equipment failures. Operating techniques to prevent upsets and shutdowns are described. (3 lecture hours per week). Prerequisites: PROT 1300, PROT 1310, PROT 2330. [CB0000008423]

PROT 2350

Process Troubleshooting (3 credits)

This course introduces students to different types of troubleshooting techniques and describes how these methods are used to solve problems in various process operations. Teams of students are given field problems which they approach from both a technical and practical viewpoint. The text includes specific problems which are presented in a comprehensive and easy to understand style. (3 lecture hours per week). [CB0000008423]

PROT 2355

Industrial Processes (3 credits)

This course examines the types of processes employed in petroleum refining and chemical operations. Included are crude distillation, coking, fluid catalytic cracking, hydro cracking,

desulfurization, hydroforming, alkylation, polymerization, treating, olefin production and many common processes. (3 lecture hours per week). [CB000008423]

PSYCHOLOGY

Nancey Lobb, Department Chairperson
Jean Raniseski

PSYC0309

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]

PSYC2301

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). Corequisites: READ 0310 and ENGL 0310. [CB4201015140]

PSYC2308

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). Corequisites: READ 0310 and ENGL 0310. [CB4207015140]

PSYC2314

Life-Span Growth & Development (3 credits)

This course provides a study of development from conception to death with emphasis on factors which influence growth and development. Consideration will be given to social, emotional, cognitive and physical growth and development at each period of the life-span. Corequisites: READ 0310 and ENGL 0310. [CB4207015140]

PSYC2317

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]

PSYC2340

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. Corequisites: READ 0310 and ENGL 0310. [CB4201015540]

READING

Lynda Vern, Department Chairperson

NOTE: Basic readings 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.

READ0309

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]

READ0310

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]

READ0312

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: READ 0310. [CB3201085235]

READ1320

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

REAL1301

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 [CB000008025]

RESC1120

Introduction to Practicum (1 credit)

This is an introductory course to the hospital setting. Students will be able to observe and perform the skills taught in adjoining courses. Also included is certification as a BCLS provider, body mechanics, and assessment of vital signs. (8 laboratory hours per week). Corequisites: RESC 1400, 1411.

RESC1201

Respiratory Care Sciences (2 credits)

Provides an introduction to basic sciences and mathematics needed in respiratory care. Topics covered include scientific measurement, chemistry, basic math, physics, computer applications, and cleaning and sterilization techniques. (2 lecture hours per week). Prerequisite: READ 0309.

RESC1212. Practicum 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 1400, 1411, 1120. Corequisites: RESC 1312, RESC 1412.

**RESC1315
Pulmonary Diagnostics
(3 credits)**

This course includes theories and techniques involved in pulmonary function testing. Pulmonary exercises testing, metabolic studies, oximetry, transcutaneous monitoring and capnography will also be discussed. (2 lecture and 2 laboratory hours per week). Prerequisite: RESC 1400.

**RESC1300
Respiratory Physiology
(3 credits)**

This course is designed to introduce the student to the physiology of the cardiovascular and pulmonary systems. The student also becomes acquainted with the terminology used in respiratory physiology. (3 lecture hours per week). Prerequisite: READ 0309.

**RESC1312
Respiratory Pathophysiology
(3 credits)**

Medical problems are discussed from an etiological, symptomatic, diagnostic, therapeutic, and prognostic point of view. Topics include obstructive and restrictive diseases, neuromuscular and CNS diseases, cardiac failure, etc. (3 lecture hours per week). Prerequisite: RESC 1300. Corequisites: RESC 1212, RESC 1412.

**RESC1320
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). Prerequisite: RESC 1300.

**RESC1400
Introduction to Respiratory Care
(4 credits)**

This introductory course is designed to acquaint students with the responsibilities of the respiratory care practitioner as a member of the health care team. The course includes instruction and practice in basic procedures pertaining to medical gas administration, humidity and aerosol

therapy, and nursing skills. Application of these procedures are performed in the laboratory and clinical area under supervision. (3 lecture and 2 laboratory hours per week). Corequisite: RESC 1120, 1411.

**RESC1411
Respiratory Care Procedures I
(4 credits)**

This in-depth 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 1120, 1400. Prerequisite: RESC 1300.

**RESC1412
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 1212.

**RESC2201
Seminar in Respiratory Care
(2 credits)**

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).

**RESC2112
Mechanical Ventilator Laboratory
(1 credit)**

This course is designed to provide the student with the opportunity to set up, operate, and troubleshoot 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.

**RESC2205
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. (1 lecture and 3 laboratory hours per week; summer session - 1 lecture and 4 laboratory hours per week).

**RESC2212
Practicum II
(2 credits)**

This course provides the student with the opportunity to apply skills necessary for managing and monitoring the patient-ventilator system in the intensive care setting. It includes attending physician rounds, presentation of patient assessments and respiratory care plan. (15 laboratory hours per week; 12-week summer session - 20 laboratory hours per week). Prerequisites: RESC 1412, RESC 1212.

**RESC2223
Practicum 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. Includes AHA advanced cardiac life support program (\$150 fee). The student will also rotate through specialty areas pertaining to cardiopulmonary care. (18 laboratory hours per week). Prerequisites: RESC 2212, 2112.

**RESC2224
Practicum IV
(2 credits)**

This in-depth exposure to respiratory care and ventilator management emphasizes neonatal and pediatric therapy. Case studies and follow-ups are presented. Also, a continuation of specialty areas pertaining to cardiopulmonary care will be included. (20 laboratory hours per week). Prerequisites: RESC 1412, 2223.

**RESC2309
Neonatal and Pediatric Respiratory Care
(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 2224.

**RESC2310
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). Prerequisites: RESC 1312, 1315. Corequisites: RESC 2313, RESC 2320.

RESC2320

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 1312, RESC 1412, 1315. Corequisite: RESC 2223.

RETAIL

MANAGEMENT & MARKETING

Rochelle R. Brunson, Department Chairperson

RETL1300

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]

RETL1301

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]

RETL1303

Cooperative Education I (3 credits)

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 co-op 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]

RETL1313

Cooperative Education II (3 credits)

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 co-op 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]

RETL1320

Buying and Merchandising (3 credits)

This course includes a study of the fundamental concepts in the buying and merchandising of retail 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 retail merchandise, and responsibilities of buyers are covered. (3 lecture hours per week). [CB0000005623]

RETL1330

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]

RETL2313

Cooperative Education III (3 credits)

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 co-op 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]

RETL2350

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]

RETL2361

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]

RETL2375

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]

RETL2376

Principles Marketing (3 credits)

The fundamental marketing concepts and functions are analyzed and interpreted within the framework of the economic, competitive, social and legal environments. Integration of the various marketing activities by means of sound management decisions, formulation of plans and policies as to the product, price, market research, sales promotion and advertising, distribution channels and sales, statistics, accounting and sales records. (3 lecture hours per week). [CB0000005623]

RETL2386

International Retail Management (3 credits)

Studies the process for researching the sources of supply, both domestically and internationally, in the retail and related industries. Students gain knowledge in preparation techniques for international and domestic sourcing. Foreign trade terminology is used. Emphasizes the impact on the U.S. economy of a potential broadening of the scope of U.S. apparel exports for retailing in foreign countries. Studies administrative techniques for the successful buying and management of the financial, legal, and logistical aspects of exporting. (3 lecture hours per week). [CB0000005623]

RETL2396**Merchandise Planning Procedures II
(3 credits)**

A retail merchandising course in which the students gain knowledge and hands-on experience with various retail computer programs. The students will implement the information learned from Merchandise Planning Procedures I into an actual computerized buying simulation program. (3 lecture hours per week). Prerequisite: RETL 1330. [CB0000005623]

SOCIOLOGY

Nancey Lobb, Department Chairperson
Jean Raniseski

SOCI1301**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). Corequisites: READ 0310 and ENGL 0310. [CB451105142]

SOCI1306**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). Corequisites: READ 0310 and ENGL 0310. [CB4511015242]

SOCI2301**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). Corequisites: READ 0310 and ENGL 0310. [CB4511015442]

SOCI2319 {HUMA2319}**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

Amalia D. Parra, Department Chairperson

SPAN1300**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]

SPAN1310**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]

SPAN1411**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]

SPAN1412**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). Prerequisite: SPAN 1411. [CB1609055131]

SPAN2311**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]

SPAN2312**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]

SPAN2321**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

SPCH1311**Fundamentals of Speech
(3 credits)**

This course consists of the study of the importance of speech as an aid on 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]

SPCH1315**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]

SPCH1318**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]

SPCH1321**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]

SPCH2341**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 monologue, and dramatic scenes. This course is particularly recommended for English and elementary majors. (3 lecture hours per week). Prerequisite: READ 0310. [CB2310015735]

SPORTS & HUMAN PERFORMANCE

(formerly called Physical Education)

*Don Childs, Department
Chairperson/Athletic Director*

*Bryan Alexander, Gary Coffman, Bonny
Johnson, Erika Eriksson*

ACTIVITY COURSES

The same activity course may be applied twice toward degree requirements if taken during different semesters. Students are strongly advised to research the transferability of repeated course before enrollment.

PHED1100, PHED1110**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]

PHED1102, PHED1112**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 each week). [CB3601085128]

PHED1103, PHED1113**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 each week). [CB3601085128]

PHED1104, PHED1114**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 each week). [CB3601085128]

PHED1106, PHED1116**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. (3 laboratory hours of class instruction and participation each week). [CB3601085128]

PHED1108, PHED1118**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. This course may be repeated once for credit. (3 laboratory hours of class instruction and participation each week). [CB3601085128]

PHED1109, PHED1119**Individual and Dual Sports - Defensive
Measures for Women
(1 credit)**

This course provides instruction and participation in the areas of crime victimization, basic defensive measures, firearms familiarization and related laws. (3 laboratory hours of class instruction and participation each week). [CB3601085128]

PHED1120, PHED1121**Volleyball
(1 credit)**

This course consists of instruction and participation in both beginning and advanced volleyball. (3 laboratory hours per week). [CB3601085128]

PHED1122, PHED1123**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]

PHED1124, PHED1130**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]

PHED1125**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]

PHED1126, PHED1131**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]

PHED1127**Fundamentals of Movement Country Line
Dance
(1 credit)**

This course provides instruction and participation in country line 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]

PHED1128**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]

PHED1129**Fundamentals of Movement - Tap
(1 credit)**

This course provides instruction and participation in tap dancing, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of instruction and participation per week). [CB3601085128]

PHED1132, PHED1133**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]

PHED1134, PHED1136**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]

PHED1135, PHED1137**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]

PHED1138, PHED1148**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]

PHED1139, PHED1149**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]

PHED1141, PHED1142**Team Sports - Wallyball****(1 credit)**

The 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]

PHED1143, 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]

PHED1151**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 per week). [CB3601085328]

PHED1152**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 per week). [CB3601085328]

PHED1153, PHED1154**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 per week). [CB3601085128]

ADVANCED SPORTS

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

PHED1170, 1171**Advanced Volleyball****(1 credit each)**

These courses are for advanced volleyball players. (3 laboratory hours per week). [CB3601085128]

PHED1174, 1175**Advanced Baseball****(1 credit each)**

These courses are for advanced baseball players. (3 laboratory hours per week). [CB3601085128]

PHED1178, 1179**Advanced Soccer****(1 credit each)**

These courses are for advanced soccer players. (3 laboratory hours per week). [CB3601085128]

PHED1180, 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**PHED1302****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]

PHED1304**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]

PHED1306**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**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]

PHED1309**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]

PHED1321**Coaching Athletics - Volleyball****(3 credits)**

Students learn methods of coaching volleyball through lectures, demonstrations, practice, and reading of present-day literature on the sport. (3 lecture hours per week). Corequisite: READ 0309. [CB3105065128]

PHED1322**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]

PHED1336**Concepts of Recreation & Leisure****(3 credits)**

Students are introduced to a brief historical background, professional opportunities, current issues and trends in the field of recreation and leisure living. (3 lecture hours per week). Corequisite: READ 0309. [CB3101015128]

PHED1346**Drug Use and Abuse****(3 credits)**

A study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological and psychological factors. (3 lecture hours per week). Corequisite: READ 0309. [CB5103015228]

TEXAS DEPARTMENT**OF CRIMINAL JUSTICE**

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. 41-42), 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.

CERTIFICATE PROGRAMS*(Less Than 12 Months)*

Automotive Technology
Computer Repair
Computer Science
Horticulture (Ornamental)
Welding

AUTOMOTIVE TECHNOLOGYCharles Graham, Terry Hanlon**All AUTO courses are under [CB000006422]***AUTO1590****Basic Automotive****(5 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).

AUTO1591**Internal Combustion Engine****(5 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).

AUTO1592**Automotive Electricity and Ignition System****(5 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).

AUTO1593**Carburetion and Fuel Systems****(5 credits)**

This course includes a study of fuels and their applications, requirements, and effect of carburetion. Students disassemble, clean, overhaul, reassemble, and adjust various types of carburetors. (3 lecture and 6 laboratory hours per week).

AUTO1594**Automotive and Truck Chassis****(5 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 REPAIRFelipe Garza***COMR 1590****Basic Electronic Fundamentals****(5 credits)**

An introduction to basic electronics to include the following: D.C. fundamentals, A.C. fundamentals, time constants and pulse circuit analysis. Also includes applied electronics mathematics and application of algebraic operations and trigonometric expressions. Theory and application of analog and digital meters, oscilloscopes and measuring instruments are studied. (3 lecture and 7 laboratory hours per week). [CB0000008824]

COMR 1591**Semiconductor Electronics Technology****(5 credits)**

A study of semiconductor physics and devices, amplifiers, electronic assembly and troubleshooting. Technical report writing using procedures and formats for technical reports and preparation of electronic work orders will be included with topics on professional development. (3 lecture and 7 laboratory hours per week). [CB0000008824]

COMR 1592**Digital Electronics Technology****(5 credits)**

This course is a study of ssi combination logic circuits, digital arithmetic, sequential logic circuits, memory service and microprocessor fundamentals. (3 lecture and 7 laboratory hours per week). [CB0000008824]

COMR 1593**Microcomputer Servicing & Maintenance****(5 credits)**

An overall approach to troubleshooting computer systems. Standard digital troubleshooting techniques and professional computer problem solving methods are demonstrated and applied. (3 lecture and 7 laboratory hours per week). [CB0000008824]

COMR 1594**Microcomputer Servicing-Peripherals****(5 credits)**

This course explains the purpose, capabilities, and the fundamental operation of peripheral devices and how they are interfaced to a mini or microcomputer. Various I/O standards used within and between computers and their peripherals and control and data flow of electronic and electromechanical devices are discussed. (3 lecture and 7 laboratory hours per week). [CB0000008824]

*COMPUTER SCIENCE

Lew Garrett, Department Chairperson
Thomas Cook, Loretta Hulsey, Elias Sanchez

All CSCI courses are under [CB0000006021]

CSCI1590 Introduction to Computers (5 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).

CSCI1591 Micro-Computer Programming - BASIC (5 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).

CSCI1592 Computer Programming (PASCAL) (5 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).

CSCI1593 Introduction to Database Structures (5 credits)

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

CSCI1594 Data Base Systems (5 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]

HORT1590 Principles of Horticulture (5 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).

HORT1591 Plant Materials for Landscape Use (5 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).

HORT1592 Plant Propagation (5 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).

HORT1593 Chemical Control of Weeds, Plants, Diseases, and Pests (5 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).

HORT1594 Vegetable Crops (5 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).

*WELDING

Gary Church

WLDG 1521 Introduction to Welding Fundamentals (5 credits)

An introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes and basic metallurgy. (3 lecture and 6 laboratory hours per week). [CB0000006245]

WLDG 1528 Introduction to Shielded Metal Arc Welding (SMAW) (5 credits)

An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. (3 lecture and 6 laboratory hours per week). [CB0000006245]

WLDG 1535 Introduction to Pipe Welding (5 credits)

An introduction to welding of pipe using the shielded metal arc welding process, including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes. (3 lecture and 6 laboratory hours per week). [CB0000006245]

WLDG 2543 Advanced Shielded Metal Arc Welding (SMAW) (5 credits)

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. (3 lecture and 6 laboratory hours per week). [CB0000006245]

WLDG 2553 Advanced Pipe Welding (5 credits)

Advanced topics involving welding of pipe using the shielded metal arc welding process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. (3 lecture and 6 laboratory hours per week). [CB0000006245]

*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, business and industry training, 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, specialized courses for business and industry, and those designed to train specific target groups. 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 Dean of Continuing Education at 388-4944.

CONTINUING EDUCATION & ADULT NONCREDIT COURSE DESCRIPTIONS

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

HEALTH & MEDICINE

Massage Therapy, Nurse Refresher, Medication Aide, Emergency Medical Technician (Basic & Intermediate), Nurse Aide, Home Health Aide, Nursing Home Activity Director are included in this noncredit allied health curriculum. Call 388-4681 for information.

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. The most recent addition to the area of job training is the 300-hour Massage Therapy Program.

SENIOR ADULTS

ACCESS (Alvin Community College Education & Senior Services), for persons 50 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

A partial list of courses includes Introduction to Microcomputer, DOS and Windows, WordPerfect, Excel, Access, Power Point, Quattro Pro, and Microcomputer Job Training. Courses can be customized at the request of business and industry entities, using software appropriate for specific jobs.

CUSTOMIZED BUSINESS & 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 388-4944 for information regarding the development of these courses.

BUSINESS RESOURCE CENTER

The Business Resource Center, housed in the Nolan Ryan Center for Continuing Education, expands the College's role in service and training to local business and industry. The BRC will enhance training partnerships with business and industry, providing opportunities for workers to upgrade skills through ongoing and new programs, both credit and noncredit. It will also provide support for area small businesses through classes, workshops, seminars, and information and resource referrals.

SPECIAL INTEREST

Driving Safety, 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

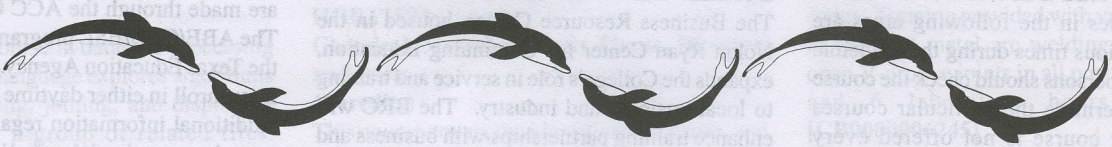
Outstanding books and a positive, reassuring environment have become identified with this specialized program at Alvin Community College.

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 the preparation for 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.

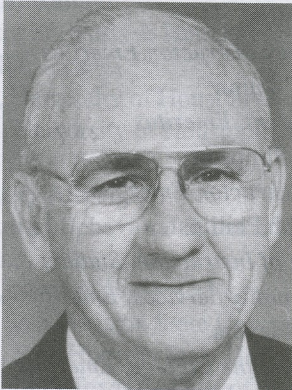
English as a Second Language (ESL) offers non-English speaking adults an opportunity to develop an understanding of the spoken language or to improve existing language skills. Classes are on five (5) levels of difficulty.

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



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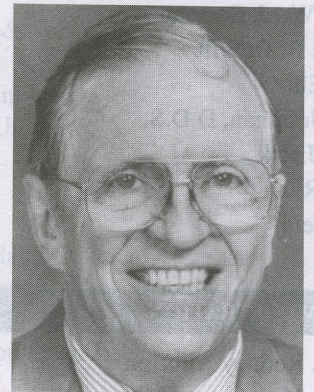
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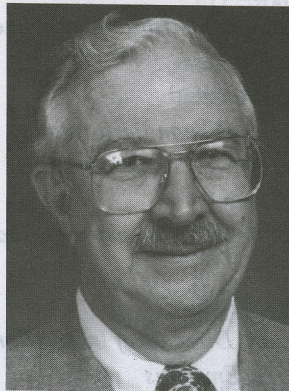
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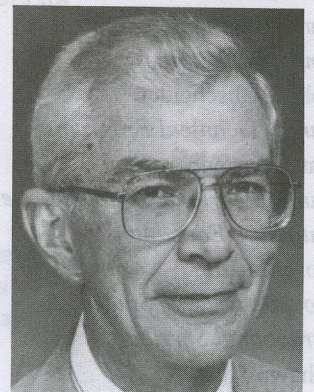
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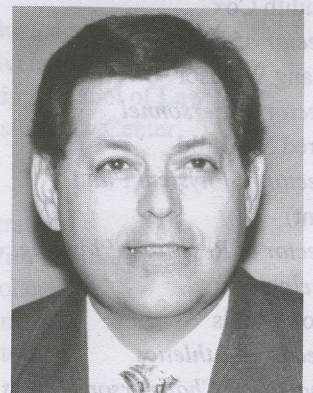
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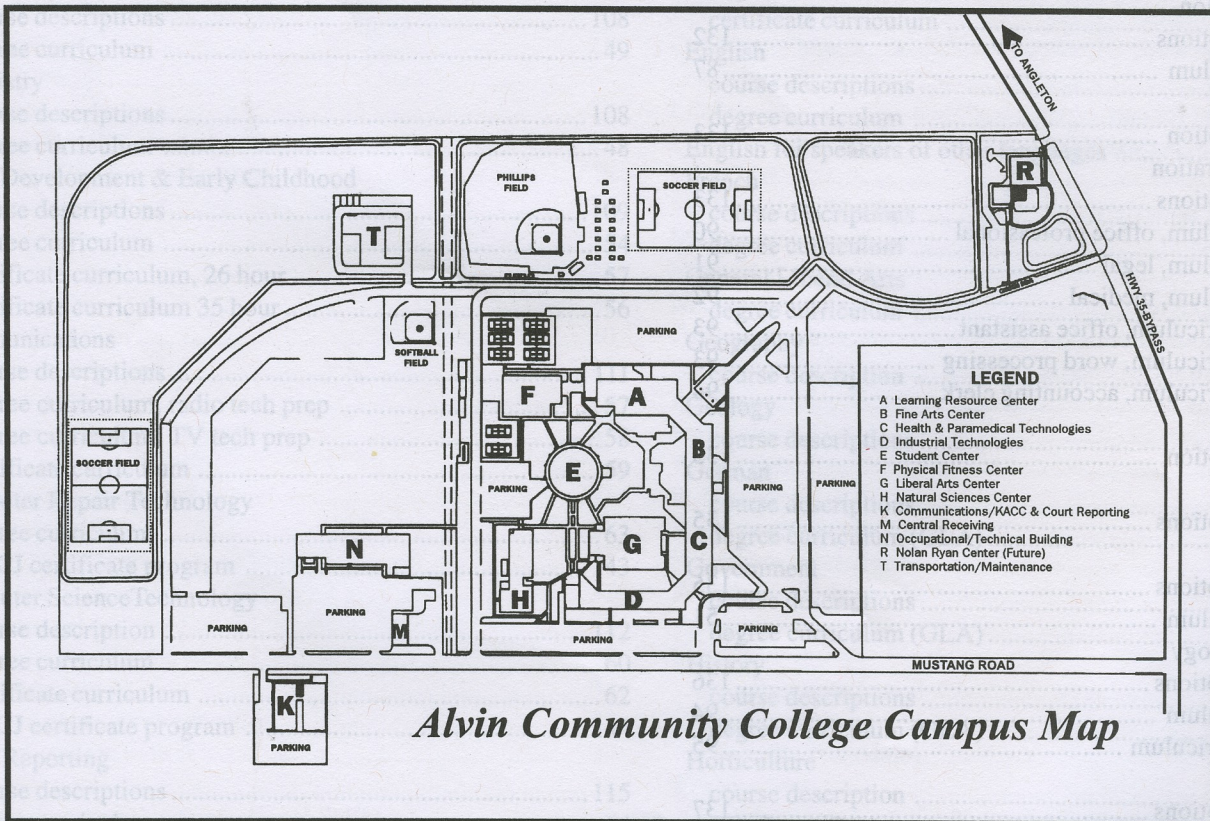
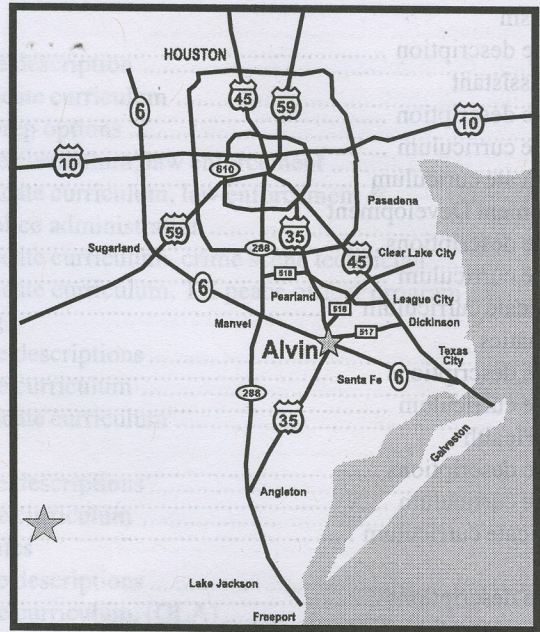
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How to Reach Alvin Community College:

Alvin Community College is located 25 miles south of Houston and 30 miles north of Galveston on Hwy. 35 ByPass in Alvin, Texas.

From Houston, use Hwy. 35 south; or take I-45 south to Webster, then west on FM 528 to Hwy. 35 ByPass; or Hwy 288 south to Manvel, then east on Hwy. 6 to Hwy. 35 ByPass.

From Galveston, use Hwy. 6 to reach Hwy. 35 ByPass, from Angleton and points south, use Hwy. 35.



Alvin Community College Campus Map



Alvin Community College
3110 Mustang Road
Alvin, Texas 77511-4898

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