

## Nursing Degree Program

281-756-3634

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

**Length:** Two Year Program

**Purpose:** The program seeks to prepare graduates who are critical thinkers and competent practitioners. As Associate Degree Nursing (ADN) graduates, they will practice within the defined roles and competencies of the Associate Degree nurse. In response to community and societal needs, they will be prepared to care for individuals and families in structured settings. Courses are presented according to their content and effectiveness toward successful fulfillment of state board competencies.

At the successful completion of a minimum of two (2) academic years and all program requirements, the graduate is qualified to make application to write the National Council Licensure Exam for Registered Nurses (NCLEX-RN).

The program is approved by the Board of Nurse Examiners (BNE) for the State of Texas and accredited by the National League for Nursing Accrediting Commission (NLNAC). The mission of the BNE is to protect and promote the welfare of the people of Texas by ensuring that each person holding a license as a nurse in the State of Texas is competent to practice safely. The NLNAC is recognized by the U.S. Department of Education as the national accrediting body for all types of nursing education programs.

Board of Nurse Examiners for the State of Texas  
333 Guadalupe #3-460  
Austin, TX 78701  
512/305-7400  
www.bne.state.tx.us

NLNAC  
61 Broadway, 33rd Floor  
New York, NY 10006  
212/363-5555  
www.nlnac.org

A person who has been convicted of or received deferred adjudication for anything other than a minor traffic violation, has been diagnosed with mental illness, or has a history of substance abuse, should contact the Board of Nurse Examiners for the State of Texas for licensure eligibility criteria.

### Admission Requirements:

A new class begins each fall semester. The application period is from January until March. Applications are available from the ADN department or www.alvincollege.edu during the application period. Qualified applicants are admitted according to space available. To be considered for admission to the Associate Degree Nursing (ADN) Program, the applicant must:

1. Be fully admitted to Alvin Community College.
2. Submit an ADN application to the ADN department during the application period
3. Submit, at the time of application, proof to the ADN department of having met the following minimum admission standards:
  - a. Composite score of at least 19 on the ACT or combined math and verbal of 900 on the SAT. Test scores must be within 5 years of the time of application. The applicant is exempt from the ACT/SAT requirement if one of the following is met: 1) At the time of application, BIOL 2401 & ENGL 1301 are complete with a minimum GPA of 2.5 and the BIOL 2401 was taken at Alvin Community College within five years of the time of application. 2) The student holds a BS or BA degree from a college or university accredited by SACs or another regional accrediting agency. Students holding a BS or BA degree from non-accredited schools or schools outside the U.S. are required to take the ACT or SAT and achieve the minimum score.
  - b. TSI (Texas Success Initiative) requirement satisfied as determined by ACC's testing and placement policies. Transfer students must meet the transfer institution's TSI requirements if not enrolled at ACC.
  - c. Have a cumulative GPA of 2.5 or better in nursing and nursing curriculum courses.
4. Attend a scheduled ADN applicant session discussing specific program policies and requirements.
5. Submit to both the ADN office and ACC Registrar's office official transcripts from all colleges/universities attended. No academic course with a grade below C is accepted for transfer credit in the ADN program. Academic courses include composition/written communication, social/behavioral/biological sciences, humanities and visual/performing arts.
6. Complete BIOL 2401, BIOL 2402 and ENGL 1301 prior to start of the 2 year ADN program or BIOL 2401, BIOL 2402, BIOL 2420, ENGL 1301, PSYC 2301, and PSYC 2314 prior to the start of the LVN-ADN transition program.
7. Students are ineligible for admission if:
  - a. Transcripts reflect more than one (1) D or F in a nursing or nursing curriculum science course (BIOL 2401, 2402, 2420) taken in the past five years. The student is ineligible even if the course is repeated and the student earns an A, B, or C in the subsequent attempt.
  - b. The student is currently on suspension or academic probation from Alvin Community College or another college or university.

### Selection for Admission

Admission to the program is competitive. Ranking criteria include the number of required courses completed in the ADN curriculum plan, GPA in those courses, and, if applicable, ACT/SAT scores. Additional consideration is given to applicants that complete coursework without repeating courses within the last five years, complete the required coursework at ACC and/or reside in the college district.

### Program Information:

1. BIOL 2401, 2402, and 2420 must be taken within five years at the time of application. Courses completed more than five years prior to the time the student is accepted must be repeated or the student may demonstrate competency through a written examination. Contact the ADN department for information about the examination.
2. Requirements to be completed after initial acceptance and before the start of the program include:



- a. Satisfactory criminal background check as determined by the licensure eligibility criteria established by the BNE. A person with a criminal history is eligible for admission if the BNE indicates in a letter that a "Declaratory Order" was received and the individual is eligible to apply to take the licensure examination. The BNE website, [www.bne.state.tx.us](http://www.bne.state.tx.us), contains eligibility questions and the declaratory order.
  - b. CPR Certification American Heart Association class "C" for Health Care Providers;
  - c. Physical examination (form provided by the department) ;
  - d. Up-to-date immunizations as required by the Texas Department of Health (measles, mumps, rubella, tetanus, diphtheria, varicella, hepatitis "B" series of 3 immunizations);
  - e. Negative tuberculin screen (yearly);
  - f. Negative drug screen;
  - g. Purchase of a school uniform and lab supplies.
3. Each student is required to pay for standardized, computerized tests that are administered throughout the program.

**Transfer of Nursing Credits:**

- 1. Nursing courses completed more than three (3) years prior to the time of application are not transferable.
- 2. No grade below a B in any nursing course is accepted for transfer.
- 3. Courses accepted for transfer must be similar in content and credit to the ACC course(s).
- 4. Additionally, transfer applicants who were enrolled in the last 5 years, in a professional nursing program and attempted/completed nursing course(s) with (a) clinical component(s), must:
  - a. meet the criteria for admission to the ADN program at ACC;
  - b. have a written recommendation from the Dean/Director of their previous nursing program;
  - c. have a cumulative GPA of 2.0 or better on all courses being transferred into the nursing curriculum;
  - d. not currently be on suspension or academic probation from another college or university;
  - e. demonstrate competency in previously completed nursing courses prior to admission through a written examination.

**Readmission of Former ACC ADN Students:**

A student not enrolled in a nursing course for one (1) or more semesters (excluding summer), for any reason, is termed a withdrawal from the ADN Program and must apply for readmission.

- 1. A student who has withdrawn from the ADN program and wishes to re-enter must submit a new application at least eight (8) weeks prior to the requested date of readmission. Students wishing to re-enter the first semester must reapply during the program application period in the spring.
- 2. Evidence of competency in previously completed nursing courses will be required prior to readmission. This will be accomplished through an examination taken during final exam week.
- 3. Re-entering students must abide by the current admission, curriculum and program requirements of the department.
- 4. Students are readmitted on a space available basis. Following a second (2nd) withdrawal from the program, a student will not be readmitted.
- 5. Students who are unsuccessful in the ADN program and subsequently complete a vocational nursing program are eligible to apply to the LVN-ADN Transition track.

**Progression Policies:**

- 1. Students will abide by the current ADN admission, curriculum and program requirements at the time they are admitted or re-admitted to the Associate Degree Nursing Program.
- 2. Once a student has enrolled in the ADN Program, all nursing courses and related courses must be completed in proper sequence as shown in the catalog and degree plan. The program must be completed within five (5) years of the initial acceptance.
- 3. No grade below a C in nursing curriculum science and nursing courses will be acceptable for progression.
- 4. In order to receive a grade of C, a minimum grade of 75% must be attained in each nursing course.
- 5. Once enrolled in the ADN program, a student who receives a D, F, or W in a nursing course or drops a nursing course, must, if eligible, re-enroll in that course before enrolling in a subsequent nursing course.
- 6. A student who receives a grade of D or F in a nursing course with a related clinical component will be assigned the grade of "R" in the corresponding course. The student must, if eligible, re-enroll in both the theory and clinical sections of that course.
- 7. Each semester's co requisite RNSG courses must be completed with a minimum grade of C in order to progress.
- 8. A student must achieve an overall GPA of 2.0 in all courses in the nursing curriculum in order to progress to the next nursing course.
- 9. Once enrolled in the ADN program, it is expected that enrollment is continuous. Students with a break in enrollment must apply for readmission. A break in enrollment includes:
  - 1) Receipt of a grade of D, F, or W in a nursing course requiring a repeat of the course.
  - 2) Withdrawal from a nursing course with a clinical component.
  - 3) Non-enrollment in a nursing course for one (1) or more semesters (excluding summer)
- 10. A student will be readmitted only once to the program. Following a second D, F, or break in enrollment during the program, a student is ineligible for readmission.
- 11. Consideration for readmission will be on an individual basis and as space permits. A student not enrolled in a nursing course for one or more semesters (excluding summer) will be required to demonstrate competency in previously completed nursing courses prior to readmission by means of an examination.
- 12. A student will be terminated from the ADN Program if they have received more than one (1) D or F in a nursing course, or in BIOL 2401, BIOL 2402 and/or BIOL 2420. This includes courses which have been repeated and a passing grade (A, B or C) received in a subsequent attempt, regardless of the college or university where the initial grade (D or F) was received. The student is ineligible even if the course is repeated and the student earns an A, B, or C in the subsequent attempt.



# Associate in Applied Science Nursing Degree Program

281-756-3634

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>Prerequisite Courses</b>				
ENGL 1301	Composition & Rhetoric I	3	0	3
BIOL 2401	Anatomy & Physiology I	3	3	4
BIOL 2402	Anatomy & Physiology II	3	3	4
		9	6	11
<b>FIRST YEAR</b>				
<b>Fall Semester</b>				
RNSG 1215*	Health Assessment	1	2	2
RNSG 1108*	Dosage Calculations for Nursing	1	0	1
RNSG 1513	Foundations for Nursing Practice	4	3	5
RNSG 1260	Clinical: Foundations for Nursing Practice	0	6	2
PSYC 2314*	Life-Span Growth & Development	3	0	3
		9	11	13
<b>Spring Semester</b>				
RNSG 1441	Common Concepts of Adult Health	3	2	4
RNSG 1561	Clinical: Common Concepts of Adult Health	0	15	5
PSYC 2301*	General Psychology	3	0	3
		6	17	12
<b>SECOND YEAR</b>				
<b>Summer</b>				
BIOL 2420*	Microbiology	3	3	4
RNSG 2213	Mental Health Nursing	2	0	2
RNSG 1162	Clinical: Mental Health Nursing	0	3	1
		5	6	7
<b>Fall Semester</b>				
RNSG 1443	Complex Concepts of Adult Health	3	2	4
RNSG 2563	Clinical: Complex Concepts of Adult Health	0	15	5
RNSG 2121	Management of Client Care	1	0	1
ENGL 1302*	Composition and Rhetoric II	3	0	3
		7	17	13
<b>Spring Semester</b>				
RNSG 1512	Nursing Care of Childbearing & Childrearing Family	4	2	5
RNSG 2463	Clinical: Nursing Care of Childbearing & Childrearing Family	0	12	4
RNSG 1246	Legal and Ethical Issues for Nurses	2	0	2
Elective*	Visual and Performing Arts / Humanities	3	0	3
		9	14	14

\* May be taken prior to admission to the ADN program.

Total Credits Required for A.A.S. Nursing ..... 70



## Nursing Transition (LVN-to-ADN) Program

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

**Length:** One-Year

**Purpose:** The transition program is to provide a pathway from Licensed Vocational Nurse (LVN) to Associate Degree Nursing (ADN). The program seeks to prepare graduates who are critical thinkers and competent practitioners. As Associate Degree Nursing graduates, they will practice within the defined roles and competencies of the Associate Degree nurse. In response to community and societal needs, they will be prepared to care for individuals and families in structured settings. Courses are presented according to their content and effectiveness toward successful fulfillment of state board competencies.

Upon successful completion of the program, the graduate is eligible to make application to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

**Program Requirements:** A new class will begin in May each year. Qualified applicants will be admitted according to space available. To be considered for admission to the Transition Pathway of the Associate Degree Nursing Program, the applicant must:

1. Apply to Alvin Community College and fulfill the admission requirements of the college.
2. Apply to the ADN Program and meet admission and program requirements for that program.
3. Hold a license to practice vocational nursing in the State of Texas or be scheduled to graduate from the ACC/VN program.
4. Have recent work experience, preferably in an acute care setting, as a licensed vocational nurse, or:
  - a. scheduled to graduate from the ACC/VN program.
  - b. graduated within one year from a state approved vocational nursing program.
5. Complete prerequisite courses before the start of the nursing program.
6. Have a cumulative GPA of 2.5 or better.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>Prerequisite Courses (Must be completed prior to enrollment in RNSG 1262 and RNSG 1417)</b>				
ENGL 1301	Composition & Rhetoric I	3	0	3
PSYC 2301	General Psychology	3	0	3
PSYC 2314	Life-Span Growth & Development	3	0	3
BIOL 2401	Anatomy & Physiology I	3	3	4
BIOL 2402	Anatomy & Physiology II	3	3	4
BIOL 2420	Microbiology	3	3	4
		<u>18</u>	<u>9</u>	<u>21</u>
<b>3 Week Mini Semester (May)</b>				
RNSG 1215*	Health Assessment	1	2	2
		<u>1</u>	<u>2</u>	<u>2</u>
<b>Summer Semester</b>				
RNSG 1262	Clinical Nursing: Concepts of Nurse Practice for Articulating Students	2	6	2
RNSG 1417	Concepts of Nursing Practice I for Articulating Credit for Prior Learning	3	2	4
		<u>0</u>	<u>0</u>	<u>14</u>
		3	8	20
<b>Fall Semester</b>				
RNSG 1443	Complex Concepts of Adult Health	3	2	4
RNSG 2121	Management of Client Care	1	0	1
RNSG 2563	Clinical Nursing: Complex Concepts of Adult	0	15	5
ENGL 1302*	Composition and Rhetoric II	3	0	3
		<u>7</u>	<u>17</u>	<u>13</u>
<b>Spring Semester</b>				
RNSG 1246	Legal Ethical Issues for Nurses	2	0	2
RNSG 1512	Nursing Care of the Childbearing and Childrearing Family	4	2	5
RNSG 2463	Clinical Nursing: Nursing Care of the Childbearing and Childrearing Family	0	12	4
ELEC	Visual and Performing Art / Humanities	3	0	3
		<u>9</u>	<u>14</u>	<u>14</u>

Total Credits Required for A.A.S. Nursing .....70

Note: Lecture, lab and clinical hours are the number of contact hours-per-week



# Vocational Nursing Certificate Program

281-756-3636

**Length:** Twelve months; three semesters, 44 credit hours.

**Purpose:** The purpose of the ACC Vocational Nursing program is to provide an approved educational curriculum designed to prepare the vocational nurse to function as a vital member of the health care team. The vocational nurse gives nursing care to patients in varied situations under the supervision of a registered nurse and/or physician. Graduates are eligible to write the National Council of State Boards of Nursing Licensure Exam for Practical Nurses (NCLEX-PN). Those passing this examination will be licensed to practice as a Licensed Vocational Nurse (LVN) in the State of Texas.

**Accreditation:** The program is accredited by the Board of Vocational Nurse Examiners of the State of Texas and the Texas Higher Education Coordinating Board.

**Admission Requirements:** A new class begins each Summer Session I. Enrollment is limited to 40 qualified applicants per class. To be eligible for admission to the program, each applicant must:

1. be a high school graduate or hold a certificate of equivalency (GED);
2. meet all College admission requirements;
3. submit an application with ACT or SAT scores to the Vocational Nursing department. Minimum acceptable scores are a composite ACT score of 18, or a combined SAT score of 860. Scores must be less than five (5) years old.
4. attend an information meeting with the chairperson of Vocational Nursing before registration;
5. upon registration, provide documentation of: (1) a physical examination which includes blood studies, serology, tuberculosis screening, and immunization updates in accordance with the department's immunization guidelines; and (2) current certification in American Heart Association Class "C" CPR for Healthcare Providers.
6. Individuals that have been convicted of a felony may not be licensed in the State of Texas.
7. Deadline for 2007 class applications is December 1, 2006.

**Program Requirements:**

1. Expenses for the entire program are approximately \$4,000. This includes ACT/SAT test fee, CPR certification requirement, all tuition and fees, malpractice insurance, books, miscellaneous supplies, uniforms, and costs related to graduation and licensure. Additional costs of health insurance and transportation are the student's responsibility.
2. A passing average of at least 80 must be attained in every course. In courses that have both a lecture and a clinical component, the student must maintain at least an 80 average in each component. An average below 80 will constitute grounds for student withdrawal from the program.
3. Maximum allowable absences is three (3) days per semester. Tardiness is defined as more than 15 minutes past the scheduled class/clinical hour. Three (3) tardies equals one absence. Excessive absences or chronic tardiness will constitute grounds for student withdrawal from the program.
4. The Vocational Nursing department reserves the right to at any time request the withdrawal or dismissal of any student whose attendance, conduct, personal qualities or abilities, and/or scholastic records (clinical or academic proficiency) indicate that it would be inadvisable for the student to continue in the program.
5. Transfer and re-entry students will be admitted only as space permits, and must fulfill current admission criteria, including current physical examination, current CPR certification, and current CDC instruction. Students will be allowed to transfer into the program or re-enter the program one time only. Only courses having a letter grade of B or higher, awarded within 2 years of enrollment in the program, will apply towards the vocational nursing certificate. Transfer students must complete a minimum of 12 semester hours in the Alvin Community College Vocational Nursing program in order to graduate. Students who withdraw and later wish to re-enroll must reapply within one year from the date of withdrawal in order to finish the curriculum.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>First Semester - Summer 12 Week</b>				
VNSG 1122	Vocational Nursing Concepts	1	0	1
VNSG 1160	Clinical - Practical Nurse I	0	5	1
VNSG 1420	Anatomy & Physiology for Allied Health	4	0	4
VNSG 1423	Basic Nursing Skills	3	4	4
		8	9	10
<b>Second Semester - Fall</b>				
VNSG 1226	Geriatrics	2	0	2
VNSG 1227	Essentials of Medication Administration	1	2	2
VNSG 1230	Maternal-Neonatal Nursing	2	0	2
VNSG 1331	Pharmacology	3	0	3
VNSG 1234	Pediatrics	2	0	2
VNSG 1660	Clinical - Practical Nurse II	0	24	6
		10	26	17
<b>Third Semester - Spring</b>				
VNSG 1136	Mental Health	1	0	1
VNSG 1219	Professional Development	2	0	2
VNSG 1238	Mental Illness	2	0	2
VNSG 1329	Medical-Surgical Nursing I	3	0	3
VNSG 1332	Medical-Surgical Nursing II	3	0	3
VNSG 1661	Clinical - Practical Nurse III	0	24	6
		11	24	17

Total Credits Required for Vocational Nursing Certificate ..... 44



# Paralegal Degree Program

281-756-3642

**Degree:** Associate of Applied Science

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

**Purpose:** The Associate of Applied Science Degree for Paralegal is designed to prepare the successful student for a career as a Paralegal. In this program, the student gains knowledge of legal and court procedures in rendering a variety of legal services, including research, case management, drafting of documents, client interviews, and law firm operations. The need for persons to assist the legal profession has expanded greatly with population increases and the growing demand for legal services. The qualified Paralegal may find employment with law firms or industry, including banks, title companies, insurance firms, and governmental agencies.

**Program Requirements:** Attorneys generally set high standards of character and education for Paralegals. Paralegals must be responsible and mature individuals thoroughly conversant in legal terminology and procedures. The curriculum consists of several Paralegal courses, plus an internship. An internship provides the opportunity for students to make a practical application of their classroom education.

**Program do not need to be taken in the order shown in this catalog. Please use semester schedules as a guideline and/or contact department chair for assistance.**

## Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>FIRST YEAR</b>				
<b>First Semester</b>				
ENGL 1301	Composition I	3	0	3
LGLA 1301	Legal Research & Writing	3	0	3
LGLA 1311	Introduction to Law	3	0	3
POFT 1329	Keyboarding & Document Formatting	3	1	3
SOCI 1301	Principles of Sociology	3	0	3
		<u>3</u>	<u>0</u>	<u>3</u>
		15	1	15
<b>Second Semester</b>				
LGLA 1353	Wills, Trust and Probate Administration	3	0	3
LGLA 1355	Family Law	3	0	3
LGLA 1380	Cooperative Ed - Paralegal	1	20	3
MATH 1314 or	College Algebra or	3	0	3
MATH 1333	Contemporary Mathematics for Tech			
LGLA 2311	Business Organizations	3	0	3
POFI 1301	Computer Applications I – Intro to Office 2007	3	1	3
		<u>3</u>	<u>1</u>	<u>3</u>
		16	21	18
<b>SECOND YEAR</b>				
<b>First Semester</b>				
ENGL 1302	Composition II	3	0	3
LGLA 1342	Federal Civil Litigation	3	0	3
LGLA 2303	Torts and Personal Injury Law	3	0	3
LGLA 2305	Interviewing and Investigating	3	0	3
LGLA 2313	Criminal Law & Procedure	3	0	3
Elective	Visual & Performing Arts/Humanities	3	0	3
		<u>3</u>	<u>0</u>	<u>3</u>
		18	0	18
<b>Second Semester</b>				
LGLA 1344	Texas Civil Litigation	3	0	3
LGLA 1351	Contracts	3	0	3
LGLA 2239	Certified Legal Assistant Review	2	0	2
LGLA 2309	Real Property Law	3	0	3
*LGLA 2381	Cooperative Ed - Paralegal	1	20	3
SPCH 1318	Interpersonal Communication	3	0	3
		<u>3</u>	<u>0</u>	<u>3</u>
		15	20	17

\*Capstone Course

Total Credits Required for A.A.S. Paralegal.....68

Educational Programs



# Paralegal Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>FIRST YEAR</b>				
<b>First Semester</b>				
LGLA 1301	Legal Research & Writing	3	0	3
LGLA 2311	Business Organizations	3	0	3
LGLA 1342	Federal Civil Litigation	3	0	3
LGLA 1353	Wills, Trust, and Probate Administration	3	0	3
LGLA 1355	Family Law	3	0	3
		15	0	15
<b>Second Semester</b>				
LGLA 1344	Texas Civil Litigation	3	0	3
LGLA 2303	Torts and Personal Injury Law	3	0	3
LGLA 1380	Cooperative Ed - Paralegal	1	0	3
LGLA 2313	Criminal Law & Procedure	3	0	3
POFT 1329	Keyboarding & Document Formatting	3	1	3
		13	1	15
<b>Third Semester</b>				
LGLA 1351	Contracts	3	0	3
LGLA 2305	Interviewing & Investigating	3	0	3
*LGLA 2381	Cooperative Ed - Paralegal	1	20	3
POFI 1301	Computer Applications I – Intro to Office 2007	3	1	3
		10	21	12

\*Capstone Course

Total Credits Required for Paralegal Certificate .....42

Educational Programs



ACC nurses are some of the best caretakers in Houston area hospitals.



# Polysomnography Degree Program

281-756-3658

**Degree:** Associate in Applied Science (AAS)

**Length:** 21 months

**Purpose:** Polysomnographic (PSG) Technology is an allied health specialty for the diagnosis and treatment of disorders of sleep and daytime alertness. The range of the sleep disorders is varied but includes common disorders such as narcolepsy, sleep apnea, insomnias, and many others. PSG technologists operate a variety of sophisticated electronic monitoring devices, which record brain activity (EEG), muscle and eye movement, respiration, blood oxygen and other physiological events. Technologists are also involved in evaluation of various treatment methods.

PSG technologists are employed in Sleep Disorders Centers, which can be located in medical centers, hospitals, or clinic/office settings. PSG program offers a certificate that includes lectures, laboratory experience on campus, clinical experience at accredited sleep centers, and physician lectures. A major emphasis of the program is to prepare technologists for Board Registration by the Board of Registered Polysomnographic Technologists (BRPT).

## Admission Requirements

To be considered for admission to the Polysomnography program, the applicant must:

- Make application to Alvin Community College and fulfill the admission requirements.
- Make application to the Polysomnography program by December 1st.
- Submit official transcripts from other colleges attended with application.
- Score a composite of 19 or higher on the ACT, or combined math/verbal of 900 or higher on the SAT (tests must be within 5 years of time of application).
- Complete physical examination and immunization upon acceptance.
- Not currently be on suspension or academic probation.
- Current CPR certification - AHA Health Care Provider.
- Background checks are conducted as a condition of full acceptance into the Polysomnography Program.

## Progression Policy

- The Polysomnography students will abide by the admission and curriculum requirements of the Polysomnography Department at the time they are admitted or re-admitted to the program.
- Once a student has enrolled in the Polysomnography Program, all Polysomnography courses must be completed in the proper sequence as shown in the catalog and degree plan, or must have the approval of the Program Director.
- No grade below a C in a Polysomnography or academic course will be acceptable.
- A student will be terminated from the program if clinical performance is unsatisfactory as determined by the Clinical Instructor and the Program Director. This action may be taken at any time during the semester or at the end of the semester.
- In the event a student is asked to leave a clinical affiliate, and not return, the student may not continue progressive courses utilizing that facility. If the clinical affiliate is utilized in future courses, the student will be terminated from the program.
- Only two (2) attempts in any science/math or any Polysomnography course will be permitted. An attempt is defined as a course in which a grade of D or F is recorded on the transcript.
- A student requiring hospitalization, or sustaining an injury will be required to obtain a written statement from his/her physician verifying that the health status of the student is adequate for performance in the clinical agency. A student may not be allowed to return to the clinical area if he/she must be on medications which may interfere with his/her ability to perform satisfactorily.
- A student who is pregnant **must** present a physician's statement giving evidence of her ability to perform the required work.
- Students must complete the program within four (4) years after initial acceptance.

## Advanced Standing

- Advanced standing applies to those Polysomnography personnel who have work experience and have not completed the associate degree program.
- Polysomnography professional with at least two (2) years full-time experience in the field will have the opportunity to challenge polysomnography courses.
- These courses must be challenged in sequence unless permission is otherwise granted.



Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>First Semester</b>				
ENGL 1301	Composition & Rhetoric I	3	0	3
BIOL 2401	Anatomy & Physiology I	3	3	4
MATH 1314	College Algebra	3	0	3
HITT 1205	Medical Terminology	2	0	2
HPRS 1304	Basic Patient Care Skills	<u>2</u>	<u>2</u>	<u>3</u>
		13	5	15
<b>Second Semester</b>				
BIOL 2402	Anatomy & Physiology II	3	3	4
PSYC 2301	General Psychology	3	0	3
PSGT 1310	Neuroanatomy & Physiology	<u>3</u>	<u>0</u>	<u>3</u>
		9	3	10
<b>Third Semester</b>				
RSPT 1310	Respiratory Care Procedures	2	2	3
PSGT 1205	Neurophysiology of Sleep	2	1	2
PSGT 1400	Polysomnography I	3	4	4
Elective	Fine Arts/Humanities	3	0	3
SPCH 1318	Interpersonal Communication	<u>3</u>	<u>0</u>	<u>3</u>
		13	7	15
<b>Fourth Semester</b>				
PSGT 1460	Polysomnography Clinical I	0	18	4
PSGT 1340	Sleep Disorders	3	0	3
PSGT 1425	Polysomnography II	3	3	4
COSC 1401	Microcomputer Applications	<u>3</u>	<u>3</u>	<u>4</u>
		9	24	15
<b>Fifth Semester</b>				
PSGT 2110	Infant and Pediatric Polysomnography	1	1	1
PSGT 2660	Polysomnography Clinical II	<u>0</u>	<u>24</u>	<u>6</u>
		1	25	7
Total Credits Required for A.A.S Polysomnography .....				62



ACC offers cutting edge careers in today's health industry.



# Polysomnography - Advanced Technical Certificate

281-756-3658

**Degree:** Advanced Technical Certificate

**Length:** One Year Program

**Purpose:** Polysomnographic (PSG) Technology is an allied health specialty for the diagnosis and treatment of disorders of sleep and daytime alertness. The range of the sleep disorders is varied but includes common disorders such as narcolepsy, sleep apnea, insomnia, and many others. PSG technologists operate a variety of sophisticated electronic monitoring devices, which record brain activity (EEG), muscle and eye movement, respiration, blood oxygen and other physiological events. Technologists are also involved in evaluation of various treatment methods.

PSG technologists are employed in Sleep Disorders Centers, which can be located in medical centers, hospitals, or clinic/office settings. PSG program offers a certificate that includes lectures, laboratory experience on campus, clinical experience at accredited sleep centers, and physician lectures. A major emphasis of the program is to prepare technologists for Board Registration by the Board of Registered Polysomnographic Technologists (BRPT). The program is fully accredited by the Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Rd., Bedford, TX 76021, www.coarc.com, and the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 E.Wacker Dr., Suite 1970, Chicago, IL 60601-2208, www.caahep.org.

## Admission Requirements

To be considered for admission to the Polysomnography program, the applicant must:

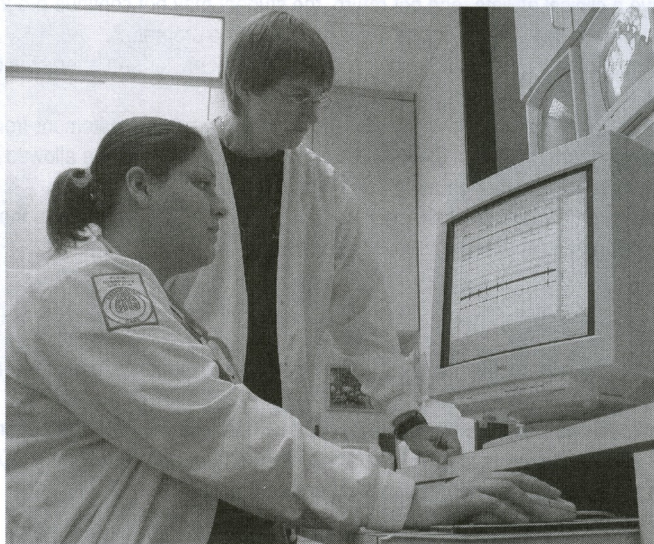
- Make application to Alvin Community College and fulfill the admission requirements.
- Make application to the Polysomnography program.
- Have an Associate Degree in a Health Care field.
- Submit official transcripts from college where above degree was granted.
- Submit appropriate state licensure and/or credentials.
- Complete physical examination and immunization upon acceptance.
- Not currently be on suspension or academic probation.
- Current CPR certification - AHA Health Care Provider.
- Background checks are conducted as a condition of full acceptance into the Polysomnography Program.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>First Semester</b>				
PSGT 1310	Neuroanatomy and Physiology	3	0	3
PSGT 1205	Neurophysiology of Sleep	2	1	2
PSGT 1400	Polysomnography I	3	4	4
		8	5	9
<b>Second Semester</b>				
PSGT 1340	Sleep Disorders	3	0	3
PSGT 1460	Polysomnography Clinical I	0	18	4
PSGT 1425	Polysomnography II	3	3	4
		6	21	11
<b>Third Semester</b>				
PSGT 2660	Polysomnography Clinical II	0	24	6
PSGT 2110	Infant and Pediatric Polysomnography	1	1	1
		1	25	7

Total Credits Required for Polysomnography Certificate ..... 27



Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>First Semester</b>				
ENGL 1301	Composition & Rhetoric I	3	0	3
BIOL 2401	Anatomy & Physiology I	3	3	4
MATH 1314	College Algebra	3	0	3
HITT 1205	Medical Terminology	2	0	2
HPRS 1304	Basic Patient Care Skills	2	2	3
		13	5	15
<b>Second Semester</b>				
BIOL 2402	Anatomy & Physiology II	3	3	4
PSYC 2301	General Psychology	3	0	3
PSGT 1310	Neuroanatomy & Physiology	3	0	3
		9	3	10
<b>Third Semester</b>				
RSPT 1310	Respiratory Care Procedures	2	2	3
PSGT 1205	Neurophysiology of Sleep	2	1	2
PSGT 1400	Polysomnography I	3	4	4
Elective	Fine Arts/Humanities	3	0	3
SPCH 1318	Interpersonal Communication	3	0	3
		13	7	15
<b>Fourth Semester</b>				
PSGT 1460	Polysomnography Clinical I	0	18	4
PSGT 1340	Sleep Disorders	3	0	3
PSGT 1425	Polysomnography II	3	3	4
COSC 1401	Microcomputer Applications	3	3	4
		9	24	15
<b>Fifth Semester</b>				
PSGT 2110	Infant and Pediatric Polysomnography	1	1	1
PSGT 2660	Polysomnography Clinical II	0	24	6
		1	25	7
Total Credits Required for A.A.S Polysomnography .....				62



ACC offers cutting edge careers in today's health industry.



# Polysomnography - Advanced Technical Certificate

281-756-3658

**Degree:** Advanced Technical Certificate

**Length:** One Year Program

**Purpose:** Polysomnographic (PSG) Technology is an allied health specialty for the diagnosis and treatment of disorders of sleep and daytime alertness. The range of the sleep disorders is varied but includes common disorders such as narcolepsy, sleep apnea, insomnias, and many others. PSG technologists operate a variety of sophisticated electronic monitoring devices, which record brain activity (EEG), muscle and eye movement, respiration, blood oxygen and other physiological events. Technologists are also involved in evaluation of various treatment methods.

PSG technologists are employed in Sleep Disorders Centers, which can be located in medical centers, hospitals, or clinic/office settings. PSG program offers a certificate that includes lectures, laboratory experience on campus, clinical experience at accredited sleep centers, and physician lectures. A major emphasis of the program is to prepare technologists for Board Registration by the Board of Registered Polysomnographic Technologists (BRPT). The program is fully accredited by the Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Rd., Bedford, TX 76021, www.coarc.com, and the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 E.Wacker Dr., Suite 1970, Chicago, IL 60601-2208, www.caahep.org.

## Admission Requirements

To be considered for admission to the Polysomnography program, the applicant must:

- Make application to Alvin Community College and fulfill the admission requirements.
- Make application to the Polysomnography program.
- Have an Associate Degree in a Health Care field.
- Submit official transcripts from college where above degree was granted.
- Submit appropriate state licensure and/or credentials.
- Complete physical examination and immunization upon acceptance.
- Not currently be on suspension or academic probation.
- Current CPR certification - AHA Health Care Provider.
- Background checks are conducted as a condition of full acceptance into the Polysomnography Program.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>First Semester</b>				
PSGT 1310	Neuroanatomy and Physiology	3	0	3
PSGT 1205	Neurophysiology of Sleep	2	1	2
PSGT 1400	Polysomnography I	3	4	4
		8	5	9
<b>Second Semester</b>				
PSGT 1340	Sleep Disorders	3	0	3
PSGT 1460	Polysomnography Clinical I	0	18	4
PSGT 1425	Polysomnography II	3	3	4
		6	21	11
<b>Third Semester</b>				
PSGT 2660	Polysomnography Clinical II	0	24	6
PSGT 2110	Infant and Pediatric Polysomnography	1	1	1
		1	25	7

Total Credits Required for Polysomnography Certificate ..... 27



# Process Technology Degree

281-756-3785

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

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

**Purpose:** The Process Technology associate level program offers students core courses related to Process Operations that will prepare them to become process technicians in the refining, petrochemical, power generation, oil and gas production, food and other process industries. Technical knowledge and skills will be gained in areas such as operating equipment, instrumentation systems, process systems, process troubleshooting and computer applications. The associate program will take four semesters to complete. Graduates from the program will be prepared for entry level employment as process technicians.

**Program Requirements:** In addition to the general requirements for admission to ACC, entry into the Process Technology program requires basic proficiency in English, Reading, and Math.

## Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>FIRST YEAR</b>				
<b>First Semester</b>				
COSC 1401	Microcomputer Applications	3	3	4
CTEC 1401	Applied Petrochemical Technology (Physics)	3	2	4
PTAC 1302	Introduction to Process Technology	2	2	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
MATH 1332 or	Contemporary Mathematics I	3	0	3
MATH 1314	College Algebra	14	10	18
<b>Second Semester</b>				
ENGL 1301	Composition and Rhetoric I	3	0	3
PTAC 1308	Safety, Health & Environment I	3	1	3
PTAC 1332	Process Instrumentation I	2	2	3
PTAC 1410	Process Technology I (Equipment)	3	2	4
SCIT 1414	Applied General Chemistry I	3	3	4
PHED	Physical Activity	0	3	1
		14	11	18
<b>SECOND YEAR</b>				
<b>First Semester</b>				
BMGT 2303	Problem Solving and Decision Making	3	0	3
PTAC 2314	Quality, Statistical Process Control & Economics	2	2	3
PTAC 2420	Process Technology II (Systems)	3	2	4
PTAC 2436	Process Instrumentation II	3	2	4
SPCH 1318	Interpersonal Communications	3	0	3
		14	6	17
<b>Second Semester</b>				
ENGL 1312	Business Writing	3	0	3
PTAC 1454 or	Industrial Processes	3	2	4
CTEC 2480	Cooperative Education-Process Technology	1	21	4
*PTAC 2438	Process Technology III (Operations)	3	2	4
PTAC 2446	Process Troubleshooting	3	2	4
Elective	Visual & Performing Arts/Humanities	3	0	3
		13/15	6/25	18

\*Capstone Course

Total Credits Required for A.A.S. Process Technology Degree ..... 71



# Process Technology Certificate Program

**Length:** Three Semesters

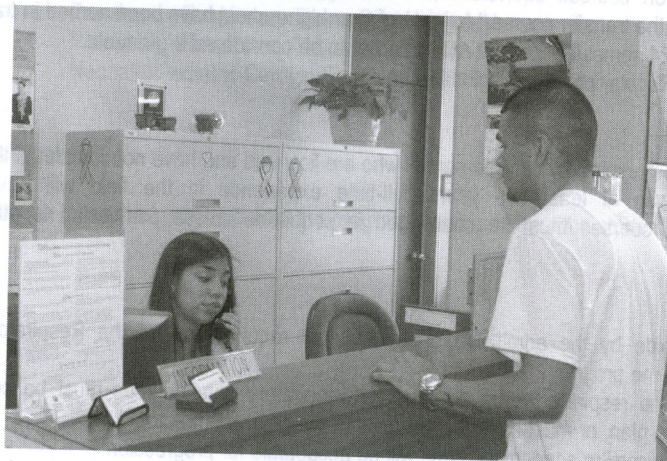
**Purpose:** The Process Technology certificate level program is designed to prepare students for entry level jobs in the process industries. Time for completion is one-and-one-half years.

**Program Requirements:** A certificate student will take the following curriculum to achieve the certificate in Process Technology.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>First Semester</b>				
COSC 1401	Microcomputer Applications	3		
CTEC 1401	Applied Petrochemical Technology (Physics)	3	3	4
PTAC 1302	Introduction to Process Technology	2	2	4
SOCI 1301	Principles of Sociology	3	0	3
MATH 1332 or	Contemporary Mathematics I	3	0	3
MATH 1314	College Algebra	3	0	3
		14	7	17
<b>Second Semester</b>				
BMGT 2303	Problem Solving and Decision Making	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PTAC 1410	Process Technology I (Equipment)	3	2	4
SCIT 1414	Applied General Chemistry I	3	2	4
		12	5	14
<b>Third Semester</b>				
ENGL 1312	Business Writing	3	0	3
PTAC 1308	Safety, Health and Environment I	3	1	3
PTAC 1332	Process Instrumentation I	2	2	3
*PTAC 2420	Process Technology II (Systems)	3	2	4
		11	5	13

\*Capstone Course

Total Credits Required for Process Technology Certificate ..... 44



A variety of services are offered to assist students.



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

**Length:** 21 months

**Purpose:** The Respiratory Care Department offers a two-year program that prepares individuals for an allied health specialty in the clinical care and management of respiratory disorders. The graduate will possess advanced, intensive-care skills to assess, monitor and evaluate adult, pediatric and neonatal patients on mechanical ventilation. Respiratory therapists practice in a variety of settings, including intensive care units, neonatal/pediatric special care areas, general hospital floors, emergency/trauma units, extended care and rehabilitation facilities, and the home care environment. Respiratory Care courses consist of classroom, laboratory and supervised hospital experience. Graduates of the associate degree program may become Registered Respiratory Therapists (RRT) by passing the Entry Level Exam and the Advanced Practitioners Exam. Texas, along with many states, requires that respiratory care practitioners obtain a state license to practice respiratory care. The program is affiliated with several community hospitals including Ben Taub, Texas Children's, Memorial-Hermann, UTMB-Galveston and eleven other clinical affiliates.

The program is fully accredited by the Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Rd., Bedford, TX 76021, [www.coarc.com](http://www.coarc.com), and the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 E.Wacker Dr., Suite 1970, Chicago, IL 60601-2208, [www.caahep.org](http://www.caahep.org).

### Admission Requirements:

1. To be considered for admission to the respiratory care program, the applicant must:
  - a. be a high school or GED graduate.
  - b. make application to ACC and fulfill the admission requirements, including THEA.
  - c. make application to the respiratory care program.
  - d. submit official transcripts of all previous college work to ACC Registrar's Office.
  - e. applicants are required to demonstrate an understanding of the responsibilities and duties of the profession through observation and discussion with a practicing therapist. Contact the director for details.
  - f. score 19 or higher on ACT composite or minimum combined math/verbal SAT score of 900 and complete BIOL 2401 and ENGL 1301 with a grade no lower than a "C" prior to admission and test scores must be within 5 years of the time of application.
  - g. complete a physical examination form which includes TB skin test, and immunizations upon acceptance to the program and proof of current CPR class "C" for healthcare providers from the American Heart Association.
  - h. criminal background check and drug screen conducted as a condition of full acceptance.
  - i. not currently be on suspension or academic probation from ACC or another college or university.
2. Any science or respiratory care course completed more than five years prior to the student being accepted may not satisfy requirements for a degree in respiratory care.
3. Transfer students must complete the following:
  - a. meet the above admission criteria.
  - b. have a cumulative GPA of 2.0 or higher on all courses being transferred into the respiratory care curriculum.
  - c. provide the ACC Registrar's Office with an official transcript from each institution attended.
  - d. provide the Respiratory Care Department with a copy of transcript from each institution attended.
  - e. provide the Respiratory Care Department with a description and/or syllabus of each respiratory course being considered for transfer.
  - f. not currently be on suspension or academic probation from another college.
  - g. credit will be given for support courses equivalent to those included in the respiratory care program at ACC as determined by examination of the syllabus of the transfer course. A grade of C or higher must have been earned in transfer courses.
  - h. Must complete a minimum of 24 semester hours at ACC in order to be considered a graduate.
4. Early entry program starts in May. Regular program begins in August.

### Alternate Enrollment:

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

### Progression Policies:

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



# Associate of Applied Science Respiratory Care Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>First Year</b>				
<b>First Semester</b>				
BIOL 2401	Anatomy & Physiology I	3	3	4
RSPT 1160	Clinical - Respiratory Therapy Technician	0	6	1
RSPT 1207	Cardiopulmonary Anatomy & Physiology	2	1	2
RSPT 1331	Basic Respiratory Care Fundamentals II	2	3	3
RSPT 1325	Respiratory Care Sciences	3	0	3
RSPT 1429	Respiratory Care Fundamentals I	<u>3</u>	<u>3</u>	<u>4</u>
		13	16	17
<b>Second Semester</b>				
BIOL 2402	Anatomy & Physiology II	3	3	4
ENGL 1301	Composition & Rhetoric I	3	0	3
RSPT 1266	Practicum - Respiratory Care Therapist I	0	16	2
RSPT 2317	Respiratory Care Pharmacology	3	0	3
RSPT 2210	Cardiopulmonary Diseases I	2	1	2
RSPT 2414	Mechanical Ventilation I	<u>3</u>	<u>2</u>	<u>4</u>
		14	22	18
<b>Third Semester</b>				
RSPT 1267	Practicum - Respiratory Care Therapist II	0	15	2
RSPT 2305	Pulmonary Diagnostics	2	3	3
RSPT 2314	Mechanical Ventilation II	<u>2</u>	<u>2</u>	<u>3</u>
		4	20	8
<b>SECOND YEAR</b>				
<b>First Semester</b>				
BIOL 2420	Microbiology	3	3	4
RSPT 2239	Adv Cardiac Life Support	1	4	2
RSPT 2355	Critical Care Monitoring	3	0	3
RSPT 2266	Practicum - Respiratory Care Therapist III	0	16	2
RSPT 2310	Cardiopulmonary Disease II	<u>2</u>	<u>2</u>	<u>3</u>
		9	25	14
<b>Second Semester</b>				
Elective	Fine Arts/Humanities	3	0	3
PSYC 2301	General Psychology	3	0	3
RSPT 1191	Special Topics in Respiratory Therapy	0	4	1
RSPT 2131	Simulations for Respiratory Care	0	3	1
RSPT 2135	Pediatric Advanced Life Support	0	8	1
RSPT 2267	Practicum - Respiratory Therapy Technician IV	0	18	2
RSPT 2166	Practicum - Respiratory Therapy Technician V	0	8	1
RSPT 2353	Neonatal/Pediatric Cardiopulmonary Care	<u>3</u>	<u>0</u>	<u>3</u>
		9	35	15

Total Credits Required for A.A.S. Respiratory Care .....72

**NOTE:** RSPT 1325 and/or 1207 may be taken the summer before the program starts, provided the student has been accepted into the program.

Educational Programs



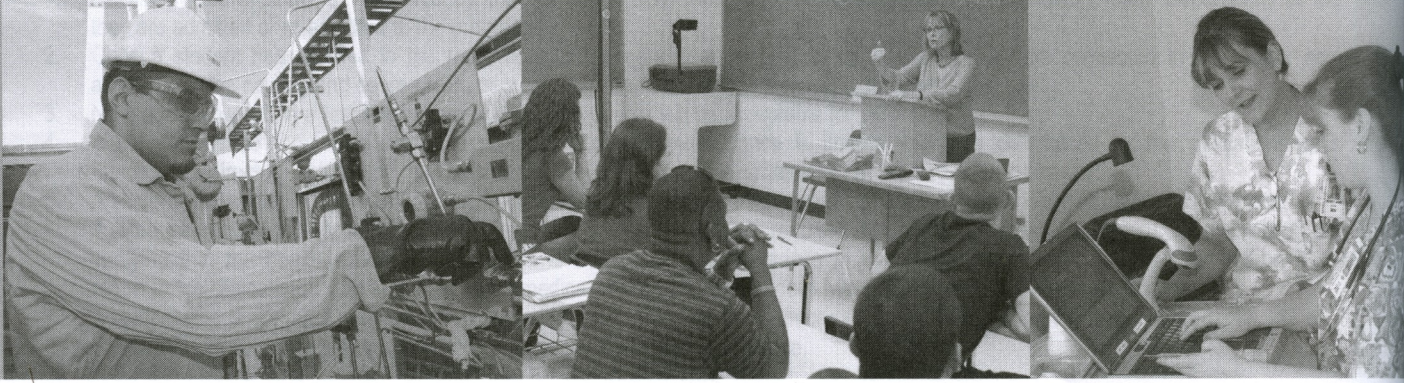
# Course Descriptions

Learn More About Our Programs

Course Number	Course Title	Credits
BIOL 2410	Anatomy & Physiology I	5
BIOL 2420	Anatomy & Physiology II	5
ENGL 1301	Composition & Rhetoric I	3
ENGL 1302	Composition & Rhetoric II	3
RSPT 1300	Respiratory Care Introduction	1
RSPT 1301	Respiratory Care Fundamentals	3
RSPT 1302	Respiratory Care Fundamentals II	3
RSPT 1303	Respiratory Care Fundamentals III	3
RSPT 1304	Respiratory Care Fundamentals IV	3
RSPT 1305	Respiratory Care Fundamentals V	3
RSPT 1306	Respiratory Care Fundamentals VI	3
RSPT 1307	Respiratory Care Fundamentals VII	3
RSPT 1308	Respiratory Care Fundamentals VIII	3
RSPT 1309	Respiratory Care Fundamentals IX	3
RSPT 1310	Respiratory Care Fundamentals X	3
RSPT 1311	Respiratory Care Fundamentals XI	3
RSPT 1312	Respiratory Care Fundamentals XII	3
RSPT 1313	Respiratory Care Fundamentals XIII	3
RSPT 1314	Respiratory Care Fundamentals XIV	3
RSPT 1315	Respiratory Care Fundamentals XV	3
RSPT 1316	Respiratory Care Fundamentals XVI	3
RSPT 1317	Respiratory Care Fundamentals XVII	3
RSPT 1318	Respiratory Care Fundamentals XVIII	3
RSPT 1319	Respiratory Care Fundamentals XIX	3
RSPT 1320	Respiratory Care Fundamentals XX	3
RSPT 1321	Respiratory Care Fundamentals XXI	3
RSPT 1322	Respiratory Care Fundamentals XXII	3
RSPT 1323	Respiratory Care Fundamentals XXIII	3
RSPT 1324	Respiratory Care Fundamentals XXIV	3
RSPT 1325	Respiratory Care Fundamentals XXV	3
RSPT 1326	Respiratory Care Fundamentals XXVI	3
RSPT 1327	Respiratory Care Fundamentals XXVII	3
RSPT 1328	Respiratory Care Fundamentals XXVIII	3
RSPT 1329	Respiratory Care Fundamentals XXIX	3
RSPT 1330	Respiratory Care Fundamentals XXX	3

Our Respiratory Care program is a two-year program that prepares students for careers in the respiratory care field. The program includes coursework in anatomy, physiology, medical terminology, and clinical practice. Students will gain hands-on experience in a clinical setting, working with patients and using respiratory equipment. Graduates of the program are eligible to sit for the Certified Respiratory Therapist (CRT) exam.

Respiratory Care Program



Course Descriptions



# Course Descriptions

## Accounting

Norman Bradshaw, Department Chairperson,  
Tom Branton

### ACCT 2301

#### 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). [CB5203015125]

### ACCT 2302

#### 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]

## Agriculture

Steve Wheeler, Department Chairperson

### AGRI 1307

#### Fundamentals of Crop Production (3 credits)

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

### AGRI 1319

#### 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]

## Anthropology

Jean Raniseski, Department Chairperson

### ANTH 2301

#### Physical Anthropology (3 credits)

This course provides an overview of human origins and biocultural adaptations. It also introduces methods and theory in the excavation and interpretation of material remains of past cultures. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB45.0301.51 25]

### ANTH 2302

#### Introduction of Archeology (3 credits)

This course is a study of human history which describes the major cultural developments in humanity's past and explores the methods used by archeologists to retrieve, process and analyze material remains of past cultures. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB45.0301.51 25]

### ANTH 2346

#### General 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 (3 lecture hours per week). Cross listed as SOCI 2346. Prerequisites: READ 0310 and ENGL 0310. [CB4502015125]

### ANTH 2351

#### Cultural Anthropology (3 credits)

This course provides a survey of cultures around the world in order to explain the key concepts, methods and theories used in the study of cultural diversity, social institutions, linguistics, and cultural change among world peoples. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB45.0201.5325]

### ANTH 2289 (2 credit hours)\*

### ANTH 2389 (3 credit hours)\*

#### \*Academic Cooperative

This course is an instructional program designed to integrate on-campus study with practical hands-on experience in anthropology. In conjunction with class seminars, the individual student will set and achieve specific goals and objectives in the study of human social behavior and/or social institutions.

Cross listed as PSYC 2389 and SOCI 2389. Prerequisites: READ 0310 and ENGL 0310.

[CB45.0101.5125]

## Arts

Dennis LaValley, Department Chairperson

### ARTS 1301

#### Art Appreciation (3 credits)

This general course in Art Appreciation is open to all college students. It includes critical evaluation of selected works of painting, sculpture, architecture, and industrial design and a study of the principles of design from a layman's standpoint and of art in relation to everyday life. (3 lecture hours per week). Prerequisites: ENGL 0310 and READ 0310. [CB5007035130]

### ARTS 1303

#### Art History I (3 credits)

This course includes a critical and analytical study of the great historical works of art in architecture, sculpture, painting, and the minor arts from prehistoric times through the medieval period. (3 lecture hours per week). Prerequisites: ENGL 0310 and READ 0310. [CB5007035230]

### ARTS 1304

#### Art History II (3 credits)

This course provides a critical and analytical study of the great historical works of art in architecture, sculpture, painting, and the minor arts from the medieval period to contemporary art. (3 lecture hours per week). Prerequisites: ENGL 0310 and READ 0310. [CB5007035230]

### ARTS 1311

#### 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. (3 lecture & 3 lab hours per week). [CB5004015330]

### ARTS 1312

#### 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. (3 lecture & 3 lab hours per week). [CB5004015330]

### ARTS 1316

#### 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. (3 lecture & 3 lab hours per week) [CB5007055230]

### ARTS 1317

#### 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. (3 lecture & 3 lab hours per week). Prerequisite: ARTS 1316 [CB5007055230]



**ARTS 2316**  
**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. (3 lecture & 3 lab hours per week). [CB5007085230]

**ARTS 2317**  
**Painting II**  
**(3 credits)**

This course is an expansion of the concepts presented in Painting I with unrestricted subject matter. In addition to scheduled class hours, students should arrange three additional hours per week to paint. (3 lecture & 3 lab hours per week). Prerequisite: ARTS 2316. [CB5007085230]

**ARTS 2326**  
**Sculpture I**  
**(3 credits)**

This course provides students with experience in sculpture in clay, wood, and found object materials. Art majors are expected to take a sculpture course. Students should arrange three additional hours per week to work in sculpture. (3 lecture & 3 lab hours per week) [CB5007095126]

**ARTS 2327**  
**Sculpture II**  
**(3 credits)**

This course provides students with experience in sculpture in clay, wood, and found object materials. It is an expansion of the concepts presented in Sculpture I. Students should arrange three additional hours per week to work in sculpture. (3 lecture & 3 lab hours per week) [CB5007095126]

**ARTS 2333**  
**Printmaking I**  
**(3 credits)**

This course introduces students to printmaking techniques and principles. The student will explore woodcut, etching, dry point, monoprint and linocut methods. In addition to scheduled class hours, students should arrange three additional hours per week to work on projects. (3 lecture & 3 lab hours per week) [CB5007105126]

**ARTS 2334**  
**Printmaking II**  
**(3 credits)**

This course is an extension of Printmaking I with the inclusion of serigraphy and lithography. In addition to scheduled class hours, students should arrange three additional hours per week to work on projects. (3 lecture & 3 lab hours per week) [CB5007105126]

**ARTS 2341**  
**Art Metals I**  
**(3 credits)**

This course explores various methods of metal fabrication with an emphasis on jewelry making. The principles of two and three dimensional design are given careful consideration. The history and contemporary trends of art metals are examined. (3 lecture & 3 lab hours per week) [CB5007135126]

**ARTS 2342**  
**Art Metals II**  
**(3 credits)**

This course is a continuation of Art Metals<sup>™</sup> I. It explores metal fabrication, jewelry making, history and contemporary trends. Prerequisite: ARTS 2341. (3 lecture & 3 lab hours per week). [CB5007135126]

**ARTS 2346**  
**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. (3 lecture & 3 lab hours per week) [CB5007115130]

**ARTS 2347**  
**Ceramics II**  
**(3 credits)**

This course includes the combining of hand building and wheel thrown objects. Students learn the techniques of section pottery throwing. In addition to glaze application and kiln firing, Raku pottery will be introduced. Students should arrange at least three additional hours per week. (3 lecture & 3 lab hours per week) Prerequisite: ARTS 2346. [CB5007115130]

**ARTS 2348**  
**Digital Art 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. (3 lecture & 3 lab hours per week) [CB5004025126]

**ARTS 2349**  
**Digital Art 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. (3 lecture & 3 lab hours per week) [CB5004025126]

**ARTS 2356**  
**Photography I**  
**(3 credits)**

This course introduces the student to the fundamental elements of black & white techniques, knowledge of chemistry, and presentation skills with an emphasis on design, history and contemporary trends as a means of developing an understanding of photographic aesthetics. (3 lecture & 3 lab hours per week) [CB5006055130]

**ARTS 2357**  
**Photography II**  
**(3 credits)**

This course builds upon the techniques and concepts presented in Photography I and focuses on continued development of printing and developing skills with emphasis placed on the development individual expression. (3 lecture & 3 lab hours per week) Prerequisite: ARTS 2356 [CB5005025230]

**ARTS 2366**  
**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. (3 lecture & 3 lab hours per week) [CB5007085330]

**ARTS 2367**  
**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. Prerequisite: ARTS 2366. (3 lecture & 3 lab hours per week) [CB5007085330]

**ARTS 2377**  
**Studies in Contemporary Art**  
**(3 credits)**

This course is an in-depth study of current concerns and practices in the visual arts. (1 lecture and 5 laboratory hours per week). Department chairperson approval required. [CB50070352130]

**Biology**

*Steve Wheeler, Department Chairperson*  
*Bill Horine, Dwight Rhodes, John Matula*

**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]

**BIOL1406**  
**General Biology I**  
**(4 credits)**

An introductory survey of contemporary biology. Topics emphasized will include the chemical basis of life, structure and function of cells, energy transformations, and molecular biology and genetics. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. [CB2601015124]



**BIOL 1407****General Biology II  
(4 credits)**

An introductory survey of current biological concepts. Emphasis will be placed on topics which include evolution, biological diversity, ecology, and comparative structure and function of organisms. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. [CB2601015124]

**BIOL 2306****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: READ0310, ENGL1301 [CB0301025124]

**BIOL 2401****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]

**BIOL 2402****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]

**BIOL 2420****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, or BIOL 1409, or BIOL 2401, or BIOL 2402. [CB2605015124]

**Business Administration**

*Norman Bradshaw, Department Chairperson*

**BUSI 1301****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). [CB5201015125]

**BUSI 2301****Business Law I  
(3 credits)**

This course covers the principles of law which form the legal framework for business activities. (3 lecture hours per week). [CB2201015125]

**BUSI 2302****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, and other laws affecting business. (3 lecture hours per week). [CB22010151225]

**Business Technology**

*Crystal Price, Department Chairperson  
Catherine Finley*

*It is the responsibility of all students taking Business Technology internet course(s) to contact their instructor(s) by the third class day through WebCT.*

*Students are required to use the same text books and software version used by the Business Technology Department. This allows students to locate correct assignments and examples. Internet students have access to the computer labs in D235 or D213 when space is available.*

**ACNT 1303****Introduction to Accounting I  
(3 credits)**

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (3 lecture and 1 laboratory hours per week). Prerequisite: READ 0309. [CIP52.0302]

**ACNT 1311****Introduction to Computerized Accounting  
(3 credits)**

Introduction to utilizing the computer and maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. (3 lecture and 1 laboratory hours per week). Prerequisite: ACNT 1303. [CIP52.0302]

**ACNT 1382****Cooperative Education Accounting Tech/Tech and Bookkeeping  
(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and

student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. (1 lecture and 20 lab hours per week) [CIP52.0301]

**HITT 1305****Medical Terminology I  
(3 credits)**

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.(3 lecture hours per week). Prerequisite: READ 0309. [CIP51.0707]

**HITT 1349****Pharmacology  
(3 credits)**

Overview of the basics of the pharmacological treatment of various diseases affecting major body systems. Prerequisite: HITT 1305 (3 lecture hours per week). [CIP51.0707]

**HITT 1341****Coding and Classification Systems  
(3 credits)**

Application of basic coding rules, principles, guidelines, and conventions. Emphasis on basic ICD9. (3 lecture hours per week) Prerequisite: HITT 1305 [CIP51.0713]

**HITT 2331****Medical Terminology Advanced  
(3 credits)**

Study of advanced terminology in various medical and surgical specialties. Prerequisite: HITT 1305 (3 lecture hours per week). [CIP51.0707]

**HITT 2335****Coding and Reimbursement Methodologies  
(3 credits)**

Development of advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Prerequisite: HITT 1341, POFM 1300 (3 lecture hours a week) [CIP51.0713]

**HITT 2346****Advanced Medical Coding  
(3 credits)**

In depth coverage of ICD and CPT coding rubrics, conventions, principles, and updates as they apply to accurate coding of complex medical/surgical cases, with emphasis on case studies. Government regulations and changes in health care reporting will be addressed. Emphasis on CPT. Prerequisite: POFM 1300, HITT 1341 (3 lecture hours a week) [CIP51.0713]

**HPRS 2301****Pathophysiology  
(3 credits)**

Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. Prerequisite: READ 0310 (3 lecture hours per week) [CIP51.9999]



**MRMT 1307****Medical Transcription I  
(3 credits)**

Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy. Prerequisite: HITT 1305, POFT 1329/1429. (3 lecture and 1 lab hours per week). [CIP51.0708]

**POFI 1301****Computer Applications I  
(3 credits)**

Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. Prerequisite: for non-business technology majors and READ 0309 (3 lecture and 1 lab hour per week) [CIP52.0407]

**POFI 1401****Computer Applications I  
(4 Credits)**

Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. Prerequisite: POFT 1329 or POFT 1429 (3 lecture and 3 lab hours per week) [CIP52.0407]

**POFI 2401****Word Processing  
(4 credits)**

Word processing software focusing on business applications. Prerequisite: POFT 1329 or POFT 1429. (3 lecture and 3 lab hours per week). [CIP52.0407]

**POFI 2431****Desktop Publishing  
(4 credits)**

In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, multiple page displays, and business applications. Prerequisite: POFT 2401 and POFI 2401. (3 lecture and 3 lab hours per week). [CIP52.0407]

**POFL 1303****Legal Office Procedures  
(3 credits)**

Study of the administrative duties of support personnel in a law office including issues involved in understanding and using social, organizational, and technological systems. Prerequisite: Keyboarding Skills and Computer Literacy. (3 lecture hours per week) [CIP52.0403]

**POFL1305****Legal Terminology  
(3 credits)**

An introduction to legal terminology including spelling, pronunciation, definition of legal terms, and an overview of the law and the professions. Prerequisite: READ 0309. (3 lecture hours per week). [CIP52.0403]

**POFL1380, 2380****Cooperative Education  
(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture and 20 lab hours per week) [CIP22.0301]

**POFM 1300****Medical Coding Basics  
(3 credits)**

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. Prerequisite: HITT 1305. (3 lecture hours per week). [CIP51.0716]

**POFM 1317****Medical Administrative Support  
(3 credits)**

Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing collecting, and third party reimbursement. Prerequisite: Computer Literacy & READ 0309 (3 lecture hours per week) [CIP52.0404]

**POFM 1380, 2380****Cooperative Education - Medical  
Administrative Assistant/Secretary  
(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture and 20 lab hours per week) [CIP52.0404]

**POFT 1309****Administrative Office Procedures I  
(3 credits)**

Study of current office procedures, duties, and responsibilities applicable to an office environment. Prerequisite: POFT 1329/1429. (3 lecture hours per week) [CIP52.0401]

**POFT 1329****Keyboarding & Document Formatting  
(3 credits)**

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Prerequisite: READ 0309 (3 lecture and 1 lab hours per week) [CIP52.0408]

**POFT 1331****Business Machine Applications  
(3 credits)**

Skill development in the operation of machines used in a business environment. Emphasis on the development of skills in using electronic calculator and other office machines. Prerequisite: READ 0309. (3 lecture and 2 lab hours per week). [CIP52.0408]

**POFT 1382, 2382****Cooperative Education - Office Occupations and  
Clerical Services  
(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture and 20 lab hours per week) [CIP52.0408]

**POFT 1419****Records & Information Management I  
(4 credits)**

Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules. Prerequisite: READ 0309. (3 lecture and 3 lab hours per week). [CIP52.0401]

**POFT 1421****Business Math  
(4 credits)**

Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. Prerequisite: READ 0309. (3 lecture and 3 lab hours per week). [CIP52.0408]

**POFT 1429****Keyboarding & Document Formatting  
(4 credits)**

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Prerequisite: READ 0309. (3 lecture and 3 lab hours per week). [CIP52.0408]

**POFT 2303****Speed and Accuracy Building  
(3 credits)**

Review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy. Prerequisite: POFT 1329 or POFT 1429 (3 lecture and 1 lab hour per week). [CIP52.0408]

**POFT 2312****Business Correspondence and Communication  
(3 credits)**

Compose, produce, and present effective business documents appropriate to meet industry standards; apply critical evaluation techniques to business documents and demonstrate the importance of coherent, ethical communication principles in business and industry. Prerequisite: READ 0309. (3 lecture hours per week). [CIP52.0501]

**POFT 2331****Administrative Systems  
(3 credits)**

Advanced concepts of project management and office procedures utilizing integration of previously learned office skills. Using voice recognition software. (3 lecture hours per week) Prerequisite: Computer literacy. [CIP52.0401]



**MRMT 1307****Medical Transcription I  
(3 credits)**

Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy. Prerequisite: HITT 1305, POFT 1329/1429. (3 lecture and 1 lab hours per week). [CIP51.0708]

**POFI 1301****Computer Applications I  
(3 credits)**

Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. Prerequisite: for non-business technology majors and READ 0309 (3 lecture and 1 lab hour per week) [CIP52.0407]

**POFI 1401****Computer Applications I  
(4 Credits)**

Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. Prerequisite: POFT 1329 or POFT 1429 (3 lecture and 3 lab hours per week) [CIP52.0407]

**POFI 2401****Word Processing  
(4 credits)**

Word processing software focusing on business applications. Prerequisite: POFT 1329 or POFT 1429. (3 lecture and 3 lab hours per week). [CIP52.0407]

**POFI 2431****Desktop Publishing  
(4 credits)**

In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, multiple page displays, and business applications. Prerequisite: POFT 2401 and POFI 2401. (3 lecture and 3 lab hours per week). [CIP52.0407]

**POFL 1303****Legal Office Procedures  
(3 credits)**

Study of the administrative duties of support personnel in a law office including issues involved in understanding and using social, organizational, and technological systems. Prerequisite: Keyboarding Skills and Computer Literacy. (3 lecture hours per week) [CIP52.0403]

**POFL1305****Legal Terminology  
(3 credits)**

An introduction to legal terminology including spelling, pronunciation, definition of legal terms, and an overview of the law and the professions. Prerequisite: READ 0309. (3 lecture hours per week). [CIP52.0403]

**POFL1380, 2380****Cooperative Education  
(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture and 20 lab hours per week) [CIP22.0301]

**POFM 1300****Medical Coding Basics  
(3 credits)**

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. Prerequisite: HITT 1305. (3 lecture hours per week). [CIP51.0716]

**POFM 1317****Medical Administrative Support  
(3 credits)**

Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing collecting, and third party reimbursement. Prerequisite: Computer Literacy & READ 0309 (3 lecture hours per week) [CIP52.0404]

**POFM 1380, 2380****Cooperative Education - Medical  
Administrative Assistant/Secretary  
(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture and 20 lab hours per week) [CIP52.0404]

**POFT 1309****Administrative Office Procedures I  
(3 credits)**

Study of current office procedures, duties, and responsibilities applicable to an office environment. Prerequisite: POFT 1329/1429. (3 lecture hours per week) [CIP52.0401]

**POFT 1329****Keyboarding & Document Formatting  
(3 credits)**

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Prerequisite: READ 0309 (3 lecture and 1 lab hours per week) [CIP52.0408]

**POFT 1331****Business Machine Applications  
(3 credits)**

Skill development in the operation of machines used in a business environment. Emphasis on the development of skills in using electronic calculator and other office machines. Prerequisite: READ 0309. (3 lecture and 2 lab hours per week). [CIP52.0408]

**POFT 1382, 2382****Cooperative Education - Office Occupations and  
Clerical Services  
(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture and 20 lab hours per week) [CIP52.0408]

**POFT 1419****Records & Information Management I  
(4 credits)**

Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules. Prerequisite: READ 0309. (3 lecture and 3 lab hours per week). [CIP52.0401]

**POFT 1421****Business Math  
(4 credits)**

Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. Prerequisite: READ 0309. (3 lecture and 3 lab hours per week). [CIP52.0408]

**POFT 1429****Keyboarding & Document Formatting  
(4 credits)**

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Prerequisite: READ 0309. (3 lecture and 3 lab hours per week). [CIP52.0408]

**POFT 2303****Speed and Accuracy Building  
(3 credits)**

Review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy. Prerequisite: POFT 1329 or POFT 1429 (3 lecture and 1 lab hour per week). [CIP52.0408]

**POFT 2312****Business Correspondence and Communication  
(3 credits)**

Compose, produce, and present effective business documents appropriate to meet industry standards; apply critical evaluation techniques to business documents and demonstrate the importance of coherent, ethical communication principles in business and industry. Prerequisite: READ 0309. (3 lecture hours per week). [CIP52.0501]

**POFT 2331****Administrative Systems  
(3 credits)**

Advanced concepts of project management and office procedures utilizing integration of previously learned office skills. Using voice recognition software. (3 lecture hours per week) Prerequisite: Computer literacy.[CIP52.0401]



**POFT 2401****Document Formatting & Skillbuilding  
(4 credits)**

A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis on proofreading, editing, and following instructions, and keying documents from various copy. Prerequisite: POFT 1429. (3 lecture and 3 lab hours per week). [CIP52.0408]

**Chemistry**

Betty Graef, Department Chairperson  
Nupur Garg

**CHEM 1405****Introductory Chemistry I  
(4 credits)**

Topics covered in this course include atomic-molecular theory, valence, oxidation numbers, formulae, chemical equations, gas laws, and solutions. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. [CB4005015139]

**CHEM 1407****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]

**CHEM 1411****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. [CB4005015203]

**CHEM 1412****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 electrochemistry. 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. [CB4005015203]

**CHEM 2401****Quantitative Analysis  
(4 credits)**

This course emphasizes the fundamental principles of quantitative analysis. Students make determinations involving gravimetric and volumetric methods and carry out acid-base titration. Students use some of the more modern techniques, including spectrophotometric and electroanalytical procedures (2 lecture and 6 laboratory hours per week). Prerequisite: CHEM 1412. [CB4005025139]

**CHEM 2423****Organic Chemistry I  
(4 credits)**

This course covers general principles and theories of elementary organic chemistry, with special emphasis on characteristics, structures, preparation, reactions, and nomenclature of hydrocarbons, alkyl halides, alcohols, phenols and ethers. (3 lecture and 4 laboratory hours per week). Prerequisite: CHEM 1412. [CB4005045239]

**CHEM 2425****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

**CDEC 1270****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. [CIP19.0708]

**CDEC 1313****Curriculum Resources for Early Childhood  
Programs  
(3 credits)**

A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children. The student will define developmentally appropriate practices; describe the process of child-centered curriculum development; and develop guidelines for creating developmentally appropriate indoor and outdoor learning environments. The student will apply an understanding of teacher roles in early childhood classrooms; prepare a developmentally appropriate schedule including routines and transitions; and select, plan, implement, and evaluate developmentally appropriate learning experiences for children. (3 lecture hours per week). Corequisite: READ 0309. [CIP19.0709]

**CDEC 1317****Child Development Associate Training I  
(3 credits)**

Based on the requirements for the Child Development Associate National Credential (CDA). Topics on CDA overview, general observation skills, and child growth

and development overview. The four functional areas of study are creative, cognitive, physical, and communication. The student will identify methods to advance physical and intellectual competence; describe the CDA process, develop general observation skills and summarize basic child growth and development; utilize skills in writing, speaking, teamwork, time management, creative thinking, and problem solving. (3 lecture and 2 laboratory hours per week). Corequisite: READ 0309. [CIP19.0709]

**CDEC 1319****Child Guidance  
(3 credits)**

An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences. Practical application through direct participation with children. The student will summarize theories related to child guidance; explain how appropriate guidance promotes autonomy, self-discipline and life-long social skills in children; recognize the importance of families and culture in guiding children; and promote development of positive self-concept and prosocial behaviors in children. The student will apply appropriate guidance techniques to specific situations relating to children's behaviors and demonstrate skills in helping children resolve conflicts. (3 lecture and 1 laboratory hour per week). Corequisite: READ 0309. [CIP19.0709]

**CDEC 1321****The Infant and Toddler  
(3 credits)**

A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques. The student will summarize prenatal development and the birth process; discuss theories of development as they apply to infants and toddlers; outline growth and development of children from birth to age 3; analyze components of quality infant/toddler caregiving and elements of appropriate indoor and outdoor environments. The student will provide developmentally appropriate materials and activities and use developmentally appropriate teaching/guidance techniques. (3 lecture hours per week). Corequisite: READ 0309. [CIP19.0709]

**CDEC 1356****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 define literacy and emergent literacy; analyze various theories of language development; and describe the teacher's role in promoting emergent literacy. The student will create literacy environments for children; and select and share appropriate literature with children. (2 lecture and 3 laboratory hours per week). Corequisite: READ 0309. [CIP19.0706]



**POFT 2401****Document Formatting & Skillbuilding  
(4 credits)**

A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis on proofreading, editing, and following instructions, and keying documents from various copy. Prerequisite: POFT 1429. (3 lecture and 3 lab hours per week). [CIP52.0408]

**Chemistry**

*Betty Graef, Department Chairperson  
Nupur Garg*

**CHEM 1405****Introductory Chemistry I  
(4 credits)**

Topics covered in this course include atomic-molecular theory, valence, oxidation numbers, formulae, chemical equations, gas laws, and solutions. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. [CB4005015139]

**CHEM 1407****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]

**CHEM 1411****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. [CB4005015203]

**CHEM 1412****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 electrochemistry. 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. [CB4005015203]

**CHEM 2401****Quantitative Analysis  
(4 credits)**

This course emphasizes the fundamental principles of quantitative analysis. Students make determinations involving gravimetric and volumetric methods and carry out acid-base titration. Students use some of the more modern techniques, including spectrophotometric and electroanalytical procedures. (2 lecture and 6 laboratory hours per week). Prerequisite: CHEM 1412. [CB4005025139]

**CHEM 2423****Organic Chemistry I  
(4 credits)**

This course covers general principles and theories of elementary organic chemistry, with special emphasis on characteristics, structures, preparation, reactions, and nomenclature of hydrocarbons, alkyl halides, alcohols, phenols and ethers. (3 lecture and 4 laboratory hours per week). Prerequisite: CHEM 1412. [CB4005045239]

**CHEM 2425****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*

**CDEC 1270****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. [CIP19.0708]

**CDEC 1313****Curriculum Resources for Early Childhood  
Programs  
(3 credits)**

A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children. The student will define developmentally appropriate practices; describe the process of child-centered curriculum development; and develop guidelines for creating developmentally appropriate indoor and outdoor learning environments. The student will apply an understanding of teacher roles in early childhood classrooms; prepare a developmentally appropriate schedule including routines and transitions; and select, plan, implement, and evaluate developmentally appropriate learning experiences for children. (3 lecture hours per week). Corequisite: READ 0309. [CIP19.0709]

**CDEC 1317****Child Development Associate Training I  
(3 credits)**

Based on the requirements for the Child Development Associate National Credential (CDA). Topics on CDA overview, general observation skills, and child growth

and development overview. The four functional areas of study are creative, cognitive, physical, and communication. The student will identify methods to advance physical and intellectual competence; describe the CDA process, develop general observation skills and summarize basic child growth and development; utilize skills in writing, speaking, teamwork, time management, creative thinking, and problem solving. (3 lecture and 2 laboratory hours per week). Corequisite: READ 0309. [CIP19.0709]

**CDEC 1319****Child Guidance  
(3 credits)**

An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences. Practical application through direct participation with children. The student will summarize theories related to child guidance; explain how appropriate guidance promotes autonomy, self-discipline and life-long social skills in children; recognize the importance of families and culture in guiding children; and promote development of positive self-concept and prosocial behaviors in children. The student will apply appropriate guidance techniques to specific situations relating to children's behaviors and demonstrate skills in helping children resolve conflicts. (3 lecture and 1 laboratory hour per week). Corequisite: READ 0309. [CIP19.0709]

**CDEC 1321****The Infant and Toddler  
(3 credits)**

A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques. The student will summarize prenatal development and the birth process; discuss theories of development as they apply to infants and toddlers; outline growth and development of children from birth to age 3; analyze components of quality infant/toddler caregiving and elements of appropriate indoor and outdoor environments. The student will provide developmentally appropriate materials and activities and use developmentally appropriate teaching/guidance techniques. (3 lecture hours per week). Corequisite: READ 0309. [CIP19.0709]

**CDEC 1356****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 define literacy and emergent literacy; analyze various theories of language development; and describe the teacher's role in promoting emergent literacy. The student will create literacy environments for children; and select and share appropriate literature with children. (2 lecture and 3 laboratory hours per week). Corequisite: READ 0309. [CIP19.0706]



**CDEC 1358**  
**Creative Arts for Early Childhood**  
**(3 credits)**

An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. The student will define the creative process; describe the role of play in a child's growth and development and developmental sequences for creative arts; analyze teacher roles in enhancing creativity; describe concepts taught through the creative arts and components of creative environments. The student will plan, implement, and assess child-centered activities for music, movement, visual arts, and dramatic play. (2 lecture and 3 laboratory hours per week). Corequisite: READ 0309. [CIP19.0709]

**CDEC 1359**  
**Children With Special Needs**  
**(3 credits)**

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues. The student will summarize causes, incidences and characteristics of exceptionalities related to the domains of development; discuss current terminology and practices for intervention strategies; identify appropriate community resources and referrals for individual children and families; review legislation and legal mandates and their impact on practices and environments; explain the role of advocacy for children with special needs and their families. The student will use various types of materials and resources, including current technology, to support learning in all domains for all children. (3 lecture hours per week). Corequisite: READ 0309. [CIP19.0709]

**CDEC 1384**  
**Cooperative Ed. In Child Development I**  
**(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. The student will, as outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (1 lecture and 20 laboratory hours per week). Corequisite: READ 0309. [CIP19.0706]

**CDEC 2307**  
**Math and Science for Early Childhood**  
**(3 credits)**

An exploration of principles, methods, and materials for teaching 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 indoor and outdoor learning environments. The student will develop strategies which promote thinking and problem-solving skills in children; utilize observation and assessment as a basis for planning discovery experiences for the individual child; and create, evaluate, and/or select developmentally appropriate materials, equipment and environments to support the attainment of math and science concepts. (2 lecture and 3 laboratory hours per week). Corequisite: READ 0309. [CIP19.0709]

**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 explain methods to establish and maintain a safe, healthy learning environment, describe ways to support social and emotional development, and describe techniques used to provide positive guidance. The student will utilize skills in writing, speaking, problem solving, time management, and record keeping. (1 lecture and 8 laboratory hours per week). Corequisite: READ 0309. [CIP19.0709]

**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). Three of the 13 functional areas of study include family, program management, and professionalism. The student will describe methods to establish positive and productive relationships with families; explain methods to ensure a well-run, purposeful program responsive to participant needs; and identify how to maintain a commitment to professionalism; utilize skills in writing, speaking, problem-solving, time management, and record keeping. (1 lecture and 8 laboratory hours per week). Corequisite: READ 0309. [CIP19.0709]

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

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. The student will, as outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (1 lecture and 20 laboratory hours per week). Corequisite: READ 0309. [CIP19.0706]

**CDEC 2426**  
**Administration of Programs for Children I**  
**(4 credits)**

A practical application of management procedures for early child care education programs, including a study of planning, operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. The student will analyze the planning functions; evaluate the operational functions and interpret the supervisory functions of an administrator. The student will summarize the evaluation of functions in an early care and education program and explore methods of effective communication and utilize skills in speaking, writing, computation, and computer utilization. (3 lecture and 2 laboratory hours per week). Corequisite: READ 0309. [CIP19.0708]

**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 discuss codes of conduct; describe communication skills needed in effectively administering an early care and education program; discuss the importance of parent education/partnerships in early care and education programs; explain the administrator's role in advocacy; describe personnel management skills necessary to administer programs; explain legal issues which impact programs; evaluate fiscal responsibilities of an administrator; and examine current technology and issues in early care and education administration. The student will utilize skills in speaking, writing, computation, and computer utilization. (3 lecture and 2 laboratory hours per week). Corequisite: READ 0309. [CIP19.0708]

**EDUC 1301**  
**Introduction to the Teaching Profession**  
**(3 credits)**

An enriched integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; and includes 16 hours of field-experience activities in P-12 schools. Prerequisite: ENGL 0310, READ 0310. [CB1301015109]

**EDUC 2301**  
**Introduction to Special Populations**  
**(3 credits)**

An enriched integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic, and academic diversity and equity with an emphasis on



factors that facilitate learning; provides students with opportunities to participate in early field observations of P-12 special populations; and includes 16 hours of field-based activities, which must be with special populations in P-12 schools. (3 lecture hours per week). Prerequisite: EDUC 1301, ENGL 0310, READ 0310. [CB13.1001.5109]

#### TECA 1303

##### Family, School and Community (3 credits)

A study of the child, family, community, and schools, including parent education and education and involvement, family and community lifestyles, child abuse, and current family life issues. Requires students to participate in field experiences of 16 hours with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 field experience hour per week). Prerequisite: ENGL 0310, READ 0310. [CB1907015109]

#### TECA 1311

##### Educating Young Children (3 credits)

An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Requires students to participate in field experiences of 16 hours with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 field experience hour per week). Prerequisite: ENGL 0310, READ 0310. [CB1907085109]

#### TECA 1318

##### Wellness of the Young Child (3 credits)

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focus on local and national standards and legal implications of relevant policies and regulations. Requires students to participate in field experiences of 16 hours with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 field experience hour per week). Prerequisite: ENGL 0310, READ 0310. [CB1907085209]

#### TECA 1354

##### 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 summarize principles of growth and development and developmental processes on early childhood practices and types and techniques of observation; and explain the importance of play. The student will demonstrate skills in practical application of developmental principles and theories, observation techniques and recognition of growth and developmental patterns. (3 lecture hours per week). Corequisite: ENGL 0310, READ 0310. [CB1907065209]

## Communications

Cathy Forsythe, Department Chairperson  
William C. Lewis, Mark Moss

#### COMM 1307

##### Introduction to Mass Communication (3 credits)

Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences. Cross-listed as RTVB 1310 (3 lecture hours per week). [CB09.0102.51 06]

#### COMM 1336

##### Television Production I (3 credits)

Practical experience in the operation of television studio and control room equipment, including both pre- and post-production needs. Includes live and taped studio program content, studio camera operation, and television audio. Emphasizes television producing and directing utilizing underlying principles of video technology. Cross-listed as RTVB 1325 (2 lecture and 3 lab hours per week). [CB10.0202.5206]

#### COMM 1337

##### Television Production II (3 credits)

This course continues practical experience in the operation of television studio and field equipment, including both pre- and post-production needs. Topics include field camera setup and operation, field audio, television directing, and in-camera or basic continuity editing with an emphasis on underlying principles of video technology. Cross-listed as RTVB 1421 (2 lecture and 3 lab hours per week). Prerequisite: COMM 1336 [CB10.0202.52 06]

#### COMM 2303

##### Audio/Radio Production (3 credits)

Concepts and techniques of sound production, including the coordinating and directing processes. Hands-on experience with equipment, sound sources, and direction of talent. Cross-listed as RTVB 1409 (2 lecture and 2 lab hours per week) [CB10.0202.51 06]

#### COMM 2311

##### News Gathering & Writing I (3 credits)

Fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner. Cross-listed as RTVB 1301 (3 lecture hours per week) [CB09.0401.57 06]

#### COMM 2330

##### Introduction to Public Relations (3 credits)

Exploration of the history and development of public relations. Presentation of the theory behind and process of public relations, including the planning, implementation, and evaluation of PR campaigns. (3 lecture hours per week) [CB 09.0902.51 06]

#### COMM 2331

##### Radio/Television Announcing (3 credits)

Principles of announcing: study of voice, diction, pronunciation, and delivery. Experience in various types of announcing. Preparation for opportunities in announcing employment in news, sports, commercial, voice talent, disk jockey, radio and TV. Cross-listed as RTVB 1355 (2 lecture and 4 lab hours per week). [CB 09.0701.54 06]

#### COMM 2332

##### Radio/Television News (3 credits)

Preparation and analysis of news styles for the electronic media. (2 lecture and 4 lab hours per week) [CB09.0402.52 06]

#### COMM 2366

##### Introduction to Film (3 credits)

Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art. (2 lecture and 2 lab hours per week). [CB50.0602.51 26]

#### RTVB 1301

##### Broadcast News Writing (3 credits)

Instruction in the writing and organization of news copy. Topics include proper style and format used for broadcast news scripts, organization of newscasts, use of computerized news editing systems. (2 lecture and 4 lab hours per week). [CIP09.0701]

#### RTVB 1310

##### Introduction to Mass Communications (3 credits)

Basic factors affecting human communication, including theories and models of communication, the relationship of mass media and society, trends in newspaper, radio, television, film, books, advertising, public relations and photography. (3 lecture hours per week). [CIP09.0701]

#### RTVB 1325

##### TV Studio Production (3 credits)

Basic television production. Includes live and taped studio program content, studio camera operation, and television audio. Emphasizes television producing and directing utilizing underlying principles of video technology. (2 lecture and 4 laboratory hours per week) [CIP09.0701]

#### RTVB 1329

##### Scriptwriting (3 credits)

Writing of commercials, public service announcements, promos, news documentaries, and other broadcast and film materials. Emphasis on the format and style of each type of writing and development of a professional writing style. (2 lecture and 4 laboratory hours per week) [CIP09.0701]



factors that facilitate learning; provides students with opportunities to participate in early field observations of P-12 special populations; and includes 16 hours of field-based activities, which must be with special populations in P-12 schools. (3 lecture hours per week). Prerequisite: EDUC 1301, ENGL 0310, READ 0310. [CB13.1001.5109]

#### **TECA 1303**

##### **Family, School and Community (3 credits)**

A study of the child, family, community, and schools, including parent education and education and involvement, family and community lifestyles, child abuse, and current family life issues. Requires students to participate in field experiences of 16 hours with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 field experience hour per week). Prerequisite: ENGL 0310, READ 0310. [CB1907015109]

#### **TECA 1311**

##### **Educating Young Children (3 credits)**

An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Requires students to participate in field experiences of 16 hours with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 field experience hour per week). Prerequisite: ENGL 0310, READ 0310. [CB1907085109]

#### **TECA 1318**

##### **Wellness of the Young Child (3 credits)**

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focus on local and national standards and legal implications of relevant policies and regulations. Requires students to participate in field experiences of 16 hours with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 field experience hour per week). Prerequisite: ENGL 0310, READ 0310. [CB1907085209]

#### **TECA 1354**

##### **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 summarize principles of growth and development and developmental processes on early childhood practices and types and techniques of observation; and explain the importance of play. The student will demonstrate skills in practical application of developmental principles and theories, observation techniques and recognition of growth and developmental patterns. (3 lecture hours per week). Corequisite: ENGL 0310, READ 0310. [CB1907065209]

## **Communications**

*Cathy Forsythe, Department Chairperson*

*William C. Lewis, Mark Moss*

#### **COMM 1307**

##### **Introduction to Mass Communication (3 credits)**

Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences. Cross-listed as RTVB 1310 (3 lecture hours per week). [CB09.0102.51 06]

#### **COMM 1336**

##### **Television Production I (3 credits)**

Practical experience in the operation of television studio and control room equipment, including both pre- and post-production needs. Includes live and taped studio program content, studio camera operation, and television audio. Emphasizes television producing and directing utilizing underlying principles of video technology. Cross-listed as RTVB 1325 (2 lecture and 3 lab hours per week). [CB10.0202.5206]

#### **COMM 1337**

##### **Television Production II (3 credits)**

This course continues practical experience in the operation of television studio and field equipment, including both pre- and post-production needs. Topics include field camera setup and operation, field audio, television directing, and in-camera or basic continuity editing with an emphasis on underlying principles of video technology. Cross-listed as RTVB 1421 (2 lecture and 3 lab hours per week). Prerequisite: COMM 1336 [CB10.0202.52 06]

#### **COMM 2303**

##### **Audio/Radio Production (3 credits)**

Concepts and techniques of sound production, including the coordinating and directing processes. Hands-on experience with equipment, sound sources, and direction of talent. Cross-listed as RTVB 1409 (2 lecture and 2 lab hours per week) [CB10.0202.51 06]

#### **COMM 2311**

##### **News Gathering & Writing I (3 credits)**

Fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner. Cross-listed as RTVB 1301 (3 lecture hours per week) [CB09.0401.57 06]

#### **COMM 2330**

##### **Introduction to Public Relations (3 credits)**

Exploration of the history and development of public relations. Presentation of the theory behind and process of public relations, including the planning, implementation, and evaluation of PR campaigns. (3 lecture hours per week) [CB 09.0902.51 06]

#### **COMM 2331**

##### **Radio/Television Announcing (3 credits)**

Principles of announcing: study of voice, diction, pronunciation, and delivery. Experience in various types of announcing. Preparation for opportunities in announcing employment in news, sports, commercial, voice talent, disk jockey, radio and TV. Cross-listed as RTVB 1355 (2 lecture and 4 lab hours per week). [CB 09.0701.54 06]

#### **COMM 2332**

##### **Radio/Television News (3 credits)**

Preparation and analysis of news styles for the electronic media. (2 lecture and 4 lab hours per week) [CB09.0402.52 06]

#### **COMM 2366**

##### **Introduction to Film (3 credits)**

Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art. (2 lecture and 2 lab hours per week). [CB50.0602.51 26]

#### **RTVB 1301**

##### **Broadcast News Writing (3 credits)**

Instruction in the writing and organization of news copy. Topics include proper style and format used for broadcast news scripts, organization of newscasts, use of computerized news editing systems. (2 lecture and 4 lab hours per week). [CIP09.0701]

#### **RTVB 1310**

##### **Introduction to Mass Communications (3 credits)**

Basic factors affecting human communication, including theories and models of communication, the relationship of mass media and society, trends in newspaper, radio, television, film, books, advertising, public relations and photography. (3 lecture hours per week). [CIP09.0701]

#### **RTVB 1325**

##### **TV Studio Production (3 credits)**

Basic television production. Includes live and taped studio program content, studio camera operation, and television audio. Emphasizes television producing and directing utilizing underlying principles of video technology. (2 lecture and 4 laboratory hours per week) [CIP09.0701]

#### **RTVB 1329**

##### **Scriptwriting (3 credits)**

Writing of commercials, public service announcements, promos, news documentaries, and other broadcast and film materials. Emphasis on the format and style of each type of writing and development of a professional writing style. (2 lecture and 4 laboratory hours per week) [CIP09.0701]



**RTVB 1355****Radio and Television Announcing  
(3 credits)**

Radio and TV announcing skills such as voice quality, articulation, enunciation, and pronunciation. Preparation for opportunities in announcing employment in news, sports, commercial, voice talent, and disk jockey and radio and TV. (2 lecture and 4 laboratory hours per week) [CIP09.0701]

**RTVB 1380,1381, 2380, 2381****Cooperative Education – Radio and Television  
(3 credits)**

Radio and TV announcing skills such as voice quality, articulation, enunciation, and pronunciation. Preparation for opportunities in announcing employment in news, sports, commercial, voice talent, and disk jockey and radio and TV. (1 lecture and 20 laboratory hours per week) [CIP09.0701]

**RTVB 1391****Special Topics in Radio and Television  
Broadcasting  
(3 credits)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 lecture and 4 laboratory hours per week) [CIP09.0701]

**RTVB 1409****Audio/Radio Production I  
(4 credits)**

Concepts and techniques of sound production including basic recording, mixing, and editing techniques. (2 lecture and 6 laboratory hours per week) [CIP09.0701]

**RTVB 1421****TV Field Production  
(4 credits)**

Pre-production, production, and post-production process involved in field television production. Topics include field camera setup and operation, field audio, television directing, and in-camera or basic continuity editing with an emphasis on underlying principles of video technology. (2 lecture and 6 laboratory hours per week) [CIP09.0701]

**RTVB 1445****Broadcast Engineering  
(4 credits)**

Engineering video productions including the basic alignment/adjustment of cameras, test equipment, storage devices, and other studio equipment. Basic system design and construction and digital standards for broadcast, cable, satellite, and network distribution. (3 lecture and 3 laboratory hours per week) [CIP10.0202]

**RTVB 1447****Audio Radio Production II  
(4 credits)**

Audio production theories regarding multitrack recording, studio live production and equipment operation. (2 lecture and 6 laboratory hours per week) [CIP09.0701]

**RTVB 2337****TV Production Workshop I  
(3 credits)**

Application and design of video productions in location or studio shooting environments with real deadlines and quality control restrictions. Students will produce programming for KACC-TV. (2 lecture and 4 laboratory hours per week) [CIP09.0701]

**RTVB 2339****Broadcast Sales  
(3 credits)**

Instruction in sales methods, audience measurement, demographics, station promotion, advertising and public relations. (2 lecture and 4 laboratory hours per week) [CIP09.0701]

**RTVB 2431****Audio/Radio Production III  
(4 credits)**

Advanced concepts in audio/radio recording and editing, including digital editing, sound processing systems, and multitrack mix down recording techniques. (2 lecture and 6 laboratory hours per week) [CIP09.0701]

**Computer Science**

Gerald Pullen, Department Chair  
Thomas Magliolo, Richard Melvin

*It is the responsibility of all students taking a computer science internet course(s) to contact their instructor(s) at the beginning of the semester.*

*In the COSC 1401, internet course, it is necessary for students to use the same textbook and software version that is being used at Alvin Community College Computer Science Department. This allows students to locate correct assignments and examples. Internet students taking a computer science course have access to the computer laboratories when space is available.*

*In internet programming courses, it is recommended that students use the same software that is used at ACC. The student accepts the responsibility of installing the necessary software and creating the necessary files. Internet students taking a computer science programming course have access to the laboratories when space is available.*

**BCIS 1405****Business Computer Applications  
(4 credits)**

This course contains an overview of computer concepts, computer vocabulary, and microcomputer applications. The course requires the use of a microcomputer (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CB5212025227]

**BCIS 1420****Introductory C Programming  
(4 credits)**

Introduction to business programming techniques. Includes structured programming methods, designing customized software applications, testing documentation, input specification, and report generation. (3 lecture and 3 lab hours per week). Prerequisite: READ 0309 and MATH 0310. [CB52120225227]

**BCIS 1431****Programming in Visual Basic  
(4 credits)**

Introduction to business programming techniques. Includes structured programming methods, designing customized software applications, testing documentation, input specification, and report generation. (3 lecture and 3 lab hours per week). Prerequisite: READ 0309 and MATH 0310. [CB52120225227]

**BCIS 2431****Advanced Programming Visual Basic  
(4 credits)**

Further applications of business programming techniques. Advanced topics may include varied file access techniques, system profiles and security, control language programming, data validation program design and testing, and other topics not normally covered in an introductory information systems programming course. (3 lecture and 3 lab hours per week). Prerequisites: READ 0309, MATH 1314 and BCIS 1431. [CB52120225227]

**COSC 1401****Microcomputer Applications  
(4 credits)**

This course contains an overview of computer concepts, computer vocabulary, and microcomputer applications. The course requires the use of a microcomputer. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CB1101015227]

**COSC 1415****Fundamentals of Programming - Java  
(4 credits)**

Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and MATH 0310. [CB52120225227]

**COSC 1418****Pascal Programming  
(4 credits)**

Introduction to computer programming using Pascal. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input-output devices, and files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and MATH 0309 [CB1102015227]

**COSC 1420****Computer Programming -- C++  
(4 credits)**

Emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data,



**RTVB 1355****Radio and Television Announcing  
(3 credits)**

Radio and TV announcing skills such as voice quality, articulation, enunciation, and pronunciation. Preparation for opportunities in announcing employment in news, sports, commercial, voice talent, and disk jockey and radio and TV. (2 lecture and 4 laboratory hours per week) [CIP09.0701]

**RTVB 1380, 1381, 2380, 2381****Cooperative Education – Radio and Television  
(3 credits)**

Radio and TV announcing skills such as voice quality, articulation, enunciation, and pronunciation. Preparation for opportunities in announcing employment in news, sports, commercial, voice talent, and disk jockey and radio and TV. (1 lecture and 20 laboratory hours per week) [CIP09.0701]

**RTVB 1391****Special Topics in Radio and Television  
Broadcasting  
(3 credits)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 lecture and 4 laboratory hours per week) [CIP09.0701]

**RTVB 1409****Audio/Radio Production I  
(4 credits)**

Concepts and techniques of sound production including basic recording, mixing, and editing techniques. (2 lecture and 6 laboratory hours per week) [CIP09.0701]

**RTVB 1421****TV Field Production  
(4 credits)**

Pre-production, production, and post-production process involved in field television production. Topics include field camera setup and operation, field audio, television directing, and in-camera or basic continuity editing with an emphasis on underlying principles of video technology. (2 lecture and 6 laboratory hours per week) [CIP09.0701]

**RTVB 1445****Broadcast Engineering  
(4 credits)**

Engineering video productions including the basic alignment/adjustment of cameras, test equipment, storage devices, and other studio equipment. Basic system design and construction and digital standards for broadcast, cable, satellite, and network distribution. (3 lecture and 3 laboratory hours per week) [CIP10.0202]

**RTVB 1447****Audio Radio Production II  
(4 credits)**

Audio production theories regarding multitrack recording, studio live production and equipment operation. (2 lecture and 6 laboratory hours per week) [CIP09.0701]

**RTVB 2337****TV Production Workshop I  
(3 credits)**

Application and design of video productions in location or studio shooting environments with real deadlines and quality control restrictions. Students will produce programming for KACC-TV. (2 lecture and 4 laboratory hours per week) [CIP09.0701]

**RTVB 2339****Broadcast Sales  
(3 credits)**

Instruction in sales methods, audience measurement, demographics, station promotion, advertising and public relations. (2 lecture and 4 laboratory hours per week) [CIP09.0701]

**RTVB 2431****Audio/Radio Production III  
(4 credits)**

Advanced concepts in audio/radio recording and editing, including digital editing, sound processing systems, and multitrack mix down recording techniques. (2 lecture and 6 laboratory hours per week) [CIP09.0701]

## Computer Science

Gerald Pullen, Department Chair  
Thomas Magliolo, Richard Melvin

*It is the responsibility of all students taking a computer science internet course(s) to contact their instructor(s) at the beginning of the semester.*

*In the COSC 1401, internet course, it is necessary for students to use the same textbook and software version that is being used at Alvin Community College Computer Science Department. This allows students to locate correct assignments and examples. Internet students taking a computer science course have access to the computer laboratories when space is available.*

*In internet programming courses, it is recommended that students use the same software that is used at ACC. The student accepts the responsibility of installing the necessary software and creating the necessary files. Internet students taking a computer science programming course have access to the laboratories when space is available.*

**BCIS 1405****Business Computer Applications  
(4 credits)**

This course contains an overview of computer concepts, computer vocabulary, and microcomputer applications. The course requires the use of a microcomputer (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CB5212025227]

**BCIS 1420****Introductory C Programming  
(4 credits)**

Introduction to business programming techniques. Includes structured programming methods, designing customized software applications, testing documentation, input specification, and report generation. (3 lecture and 3 lab hours per week). Prerequisite: READ 0309 and MATH 0310. [CB5212025227]

**BCIS 1431****Programming in Visual Basic  
(4 credits)**

Introduction to business programming techniques. Includes structured programming methods, designing customized software applications, testing documentation, input specification, and report generation. (3 lecture and 3 lab hours per week). Prerequisite: READ 0309 and MATH 0310. [CB5212025227]

**BCIS 2431****Advanced Programming Visual Basic  
(4 credits)**

Further applications of business programming techniques. Advanced topics may include varied file access techniques, system profiles and security, control language programming, data validation program design and testing, and other topics not normally covered in an introductory information systems programming course. (3 lecture and 3 lab hours per week). Prerequisites: READ 0309, MATH 1314 and BCIS 1431. [CB5212025227]

**COSC 1401****Microcomputer Applications  
(4 credits)**

This course contains an overview of computer concepts, computer vocabulary, and microcomputer applications. The course requires the use of a microcomputer. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CB1101015227]

**COSC 1415****Fundamentals of Programming - Java  
(4 credits)**

Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and MATH 0310. [CB5212025227]

**COSC 1418****Pascal Programming  
(4 credits)**

Introduction to computer programming using Pascal. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input-output devices, and files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and MATH 0309 [CB1102015227]

**COSC 1420****Computer Programming -- C++  
(4 credits)**

Emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data,



input/output devices, and files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309, COSC 1418 or equivalent, MATH 0312. Corequisite: MATH 1314 [CB1102015227]

**COSC 1430**  
**Computer Programming**  
(4 credits)

Introduction to computer programming in various programming languages. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and MATH 0310. [CB1102015227]

**COSC 2315**  
**Data Structures**  
(3 credits)

This course is an introduction to data structures and algorithm development. Topics include: arrays, records, linked list, stacks, queues, binary trees, sorting, and searching. (3 lecture hours per week). Prerequisite: READ 0309 and ITSE1410. [CB1102015327]

**COSC 2420**  
**Advanced Computer Programming - C++**  
(4 credits)

Topics include object-oriented programming, dynamic memory allocation, classes, function overloading, inheritance, polymorphism, streams, templates, exception handling. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and COSC 1420. [CB1102015327]

**CPMT 1403**  
**Introduction to Computer Technology**  
(4 credits)

This is a fundamental computer course that provides information on procedures to properly utilize computer hardware and software. The student will become familiarized with the terminology and various acronyms associated with computers and the computer industry. The course also informs the student about the wide variety of career opportunities available in Computer Technology. (3 lecture and 3 laboratory hours per week). [CIP15.0402]

**CPMT 1411**  
**Introduction to Computer Maintenance**  
(4 credits)

This course is an introduction to the various components that make up a microcomputer system. The student will identify and learn the operation of the individual modules and assemble and connect them to create a complete microcomputer system. In addition, the student will also learn the evolution of the microprocessor and microprocessor bus systems. (3 lecture and 3 laboratory hours per week). [CIP15.0402]

**CPMT 2433**  
**Computer Integration**  
(4 credits)

An advanced course in integration of computer hardware, software, and applications. Student will examine the architecture of modern microprocessors and microcomputer systems. Introduction to design and analysis for specialized applications. (3 lecture

and 3 laboratory hours per week). Prerequisites: CPMT 1411. [CIP15.0402]

**CPMT 2437**  
**Microcomputer Interfacing**  
(4 credits)

Emphasizes the hardware aspects of microprocessor and microcomputer interfacing. Utilization of machine language programming to communicate with digital circuits and other commonly used external devices. (3 lecture and 3 laboratory hours per week). Prerequisite: CPMT 1411. [CIP15.0402]

**CPMT 2445**  
**Computer System Troubleshooting**  
(4 credits)

This course teaches the principles and practices involved in troubleshooting hardware and software problems in computer systems. The student will be aided by advanced diagnostic test programs and specialized test equipment that can give information on a specific troubleshooting technique to use. (3 lecture and 3 laboratory hours per week). Prerequisite: CPMT 1411. [CIP15.0402]

**GAME 1403**  
**Introduction to Game Design and Development**  
(4 credits)

This course is an introduction to electronic game development and game development careers. The course includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and MATH 0309. [CIP 10.0304]

**IMED 1416**  
**Web Page Design 1**  
(4 credits)

Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers. (3 lecture and 3 laboratory hours per week) Prerequisite: READ 0309 [CIP10.0101]

**IMED 1445**  
**Interactive Multimedia**  
(4 credits)

This course uses graphics to create interactive multimedia animations using industry standard authoring software. (3 lecture and 3 laboratory hours per week) Prerequisite: READ 0309 [CIP11.0801]

**ITMC 1319**  
**Installing and Administering Microsoft Windows XP Operating Systems**  
(3 credits)

An introduction to Microsoft Windows XP operating system in a single domain environment. Topics include basic installation, configuration tasks, and day-to-day administration tasks in a Windows based network. (2 lecture and 2 laboratory hours per week). Prerequisite ITNW 1321 or ITNW 1325. [CIP11.0901]

**ITMC 1341**  
**Implementing MS Windows 2003**  
(3 credits)

This course provides students with the knowledge and skills necessary to install and configure Windows 2003 on stand-alone computers, and on client

computers that are part of a workgroup or domain. In addition, this course provides the skill and knowledge necessary to install and configure Windows 2003 to create file and print servers. (2 lecture and 2 laboratory hours per week). Prerequisite ITMC 1319 or ITMC 1328. [CIP11.0901]

**ITMC 1342**  
**Implementing MS Windows Networking Infrastructure**  
(3 credits)

This course provides students with the skills necessary for configuring, installing, managing and supporting a network infrastructure that uses the Windows server family of products. Skills covered include automating IP address assignment using DHCP, implementing name resolution using DNS and WINS, configuring and supporting remote access to a network, configuring network security using public key infrastructure, integrating the network services in Windows, and deploying Windows Professional using remote installation services. (2 lecture and 2 laboratory hours per week). Prerequisite ITMC 1341. [CIP11.0901]

**ITMC 1343**  
**Implementing and Administering MS Directory Services**  
(3 credits)

This course provides students with the knowledge and skills necessary to install, configure, and administer the Windows Active Directory service. This course also focuses on implementing Group Policy, and understanding the Group Policy tasks required to centrally manage users and computers. Skills covered also include configuring the DNS server service to support Active Directory, creating and administering user accounts and group resources, delegating and administrative control of Active Directory objects, managing replication of Active Directory, and maintaining and restoring the database of Active Directory. (2 lecture and 2 laboratory hours per week). Prerequisite ITMC 1342. [CIP11.0901]

**ITMC 1358**  
**Supporting Microsoft Windows Client Network Operating Systems**  
(3 credits)

Skill development for customizing, configuring, supporting, and troubleshooting Windows. Identify the features of Windows network operating systems; configure the Windows environment using Control Panel and Registry Editor; configure and manage disk storage; configure network protocols and configure network services. Plan and implement Active Directory in a single tree environment; plan and support group policies; configure a remote access server and client; support Dial Up Networking; troubleshoot the boot process and publish and assign applications. Deploy Windows unattended installation; monitor and optimize system performance and develop and implement a plan for preventing data loss. (2 lecture and 2 laboratory hours per week) Prerequisite: ITNW 1321 or ITNW 1325. [CIP11.0901]

**ITMC 2330**  
**Updating Support Skills for Microsoft Windows**  
(3 credits)

Provides Microsoft Windows support professionals with the knowledge and skills necessary to support newer versions of Microsoft Windows. Introduce and



install new versions of Windows; explore, implement, and administer directory system; manage software and desktop environments; manage file resources; and install and configure terminal services. Configure remote access; support DHCP and WINS; perform disk management; and implement disaster protection. Prerequisite ITMC 1341. [CIP11.0901]

#### **ITMC 2331**

##### **Designing Microsoft Windows Directory Services Infrastructure (3 credits)**

This course provides students with the knowledge and skills necessary to design a Microsoft Windows directory services infrastructure. Strategies are presented to assist the student in identifying the information technology needs of an organization, so the student may then design the Active Directory structure that meets those needs. Specific skills include design of a naming strategy for Active Directory, design of a schema policy, design of Active Directory to support Group Policies, design of an Active Directory domain, design of a multiple domain structure, and design of an Active Directory infrastructure. (2 lecture and 2 laboratory hours per week). Prerequisite ITMC 1341. [CIP11.0901]

#### **ITMC 2332**

##### **Designing a Microsoft Windows Networking Service Infrastructure (3 credits)**

This course provides students with the knowledge and skills necessary to create a networking services infrastructure design that supports the required network applications. Topics covered include DHCP, OSPF, RIP, and Internet Group Management Protocol. Skills covered include design of a networking services foundation, designing Internet connectivity solutions, designing extranet connectivity solutions, design and creation of an integrated network services infrastructure, and design of networking services to support applications. (2 lecture and 2 laboratory hours per week). Prerequisite ITMC 1341. [CIP11.0901]

#### **ITMC 2333**

##### **Designing a Secure Microsoft Windows Network (3 credits)**

This course provides students with the knowledge and skills necessary to design a security framework for small, medium and enterprise networks using Microsoft Windows technologies. Specific skills include providing secure access to local network users, providing secure access to remote users and remote offices, providing secure access between private and public networks, and providing secure access to partners. (2 lecture and 2 laboratory hours per week). Prerequisite: ITMC 1341. [CIP11.0901]

#### **ITMC 2355**

##### **Deploying & Managing Microsoft Internet Security & Acceleration Server (3 credits)**

Advanced concepts of deploying and managing Microsoft Internet Security and Acceleration (ISA) Server in an enterprise environment. Explain the use of ISA Server as a cache server and as an enterprise firewall; Install and configure ISA Server as a cache server and as a firewall; configure access policies to enable secure internet access for client computers; configure ISA Server as a cache server;

configure ISA Server as a virtual private network (VPN); configure ISA Server as a firewall; configure access to selected internal resources; monitor ISA Server activities by using alerts, logging, reporting, and real-time monitoring; install and configure ISA Server for an enterprise environment. (2 lecture and 2 laboratory hours per week) Prerequisite ITMC 1341 [CIP11.0901]

#### **ITMC 2371**

##### **Managing a Microsoft Network (3 credits)**

This course is designed to teach strategies for Microsoft Windows network management to individuals who desire to learn about this topic as well as those who wish a review course for the Microsoft Certification Exam #70-218. (2 lecture and 2 laboratory hours per week). Prerequisite ITMC 1341. [CIP11.0901]

#### **ITNW 1321**

##### **Introduction to Networking (3 credits)**

Introduction to the fundamentals, basic concepts, and terminology of networks. Topics include the access and use of the Internet and networking hardware and software, including current developments in networking. (2 lecture and 2 laboratory hours per week).[CIP11.0901]

#### **ITNW 1325**

##### **Fundamentals of Networking (3 credits)**

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. (2 lecture and 2 laboratory hours per week). [CIP11.0901]

#### **ITNW 2321**

##### **Networking with TCP/IP (3credits)**

Set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems. Configure IP addressing and routing; design and implement a domain name server; implement static and dynamic IP addressing; explain subnets and supernets; and use network management utilities to manage and troubleshoot IP networks. (2 lecture and 2 laboratory hours per week). Prerequisite: ITMC 1319 or ITMC 1358. [CIP11.0901]

#### **ITSE 1402**

##### **Computer Programming - Alice (4 credits)**

Introduction to computer programming with emphasis on the fundamentals of design, development, testing, implementation, and documentation. Includes language syntax, data, input/output methods, and file structures. This course uses the Alice programming language. (3 lecture and 3 laboratory hours per week) Prerequisite: READ 0309 [CIP11.0201]

#### **ITSE 1407**

##### **Introduction to C++ Programming (4 credits)**

Introduction to computer programming using C++. Emphasis on the fundamentals of structured

design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CIP11.0201]

#### **ITSE 1410**

##### **Pascal Programming (4 credits)**

Introduction to computer programming using Pascal. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input-output devices, and files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CIP11.0201]

#### **ITSE 1411**

##### **Web Page Programming (4 credits)**

Instruction in Internet Web page programming and related graphic design issues including mark-up languages, Web sites, Internet access software, and interactive topics. May include use of HTML, CGI, JAVA, JAVASCRIPT, OR ASP. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 [CIP11.0201]

#### **ITSE 1422**

##### **Introduction to C Programming (4 credits)**

Introduction to programming using C. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CIP11.0201]

#### **ITSE 1431**

##### **Introduction to Visual BASIC Programming (4 credits)**

Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CIP11.0201]

#### **ITSE1445**

##### **Introduction to Oracle SQL (4 credits)**

An introduction to the design and creation of relational databases using Oracle. topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL). (3 hours lecture and 3 laboratory hours per week). Prerequisite: BCIS 1431 or BCIS 1420 or another programming language course. [CIP11.0201]

#### **ITSE 1491**

##### **Special Topics in Computer Programming – Computer Programming – C# Language (4 credits)**

This course is an introduction to computer programming using C# as the programming language. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and MATH 0309. [CIP11.0201]



**ITSE 2387****Internship - Computer Programming  
(3 credits)**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. (20 laboratory hours per week). Prerequisite: READ 0309 and at least 3 computer programming languages from ITSE 1410, ITSE 1422, COSC 1420, ITSE 1431 or ITSE 2417. [CIP11.0201]

**ITSE 2402****Intermediate Web Programming  
(4 credits)**

Intermediate applications for web authoring. Topics may include server side include (SSI), Perl, HTML, Java, Javascript, and/or ASP. (3 lecture and 2 laboratory hours per week). Prerequisite: ITSE 1411. [CIP11.0201]

**ITSE 2409****Database Programming  
(4 credits)**

Application development using database programming techniques emphasizing database structures, modeling, and database access. (3 lecture and 3 laboratory hours per week). Prerequisite: COSC 1401. [CIP11.0201]

**ITSE 2413****Web Authoring  
(4 credits)**

Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CIP11.0201]

**ITSE 2417****JAVA Programming  
(4 credits)**

Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and (ITSE1422 or ITSE1410 or COSC1418). [CIP11.0201]

**ITSE 2449****Advanced Visual BASIC Programming  
(4 credits)**

Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and ITSE 1431. [CIP11.0201]

**ITSY 1300****Fundamentals of Information Security  
(3 credits)**

Basic information security goals of availability, integrity, accuracy, and confidentiality are studied. Vocabulary and terminology specific to the field of

information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed. (3 lecture hours per week) [CIP11.0901]

**ITSY 1342****Information Technology Security  
(3 credits)**

Basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed. (2 lecture and 2 laboratory hours per week) Prerequisite: ITNW 1321 or ITNW 1325. [CIP11.0901]

**ITSW 1404****Introduction to Spreadsheets  
(4 credits)**

This course is an instruction in the concepts, procedures, and application of electronic spreadsheets. This course will identify spreadsheet terminology and concepts; create formulas and functions; use formatting features; and generate charts, graphs, and reports. (3 lecture and 3 laboratory hours per week) Prerequisites: READ 0309 [CIP11.0301]

**POFI 2431****Desktop Publishing for the Office  
(4 credits)**

This course is an in-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, multiple page displays, and business applications. (3 lecture and 3 laboratory hours per week) Prerequisite: READ 0309 [CIP52.0407]

**Court Reporting**

*Bill Cranford, Department Chairperson  
Debbie Cunningham, Karen Downey, Micki Kincaide,  
Laura Noulles, Robin McCartney, Jim Preston,  
Roland Scott*

**CRTR 1213****Reporting Orientation  
(2 credits)**

Overview of reporting procedures, including introduction to official and realtime reporting through observation of practicing reporters. Guest speakers will address topics such as judicial reporting, captioning, and CART services. (2 lecture hours per week). [CIP520405]

**CRTR 1302****Law and Legal Terminology  
(3 credits)**

Instruction in civil law, criminal law, the judicial system (discovery trial and appellate process), methods of researching legal citations, and the legal terms

used in the reporting profession. (3 lecture hours per week). Prerequisite: READ 0310, ENGL 0310. [CIP52.0405]

**CRTR 1308****Realtime Reporting I  
(3 credits)**

Development of skills necessary for writing conflict-free theory and dictation practice using computer-aided technology and instructional interaction. Emphasis will be placed on writing techniques to ensure a conflict-free system of machine writing by drill and dictation of geographical matter, names in current events and history, number inputting, along with methods of preparing transcripts. (2 lecture and 3 laboratory hours per week). Prerequisites: CRTR 1314, CRTR 1406. [CIP52.0405]

**CRTR 1310****Realtime Reporting II  
(3 credits)**

Continued development of skills necessary for writing conflict-free theory and dictation practice using computer-aided technology and instructional interaction. Extensive instruction in dictionary building for realtime, captioning, and CART. (2 lecture and 3 laboratory hours per week). Prerequisites: CRTR 1308. [CIP520405]

**CRTR 1312****Reporting Communications I  
(3 credits)**

Study of basic rules of English grammar and spelling, punctuation, capitalization and proofreading skills as they apply to the production of transcripts of the spoken word in the reporting field. (2 lecture and 3 laboratory hours per week). Prerequisite: READ 0310, ENGL 0310. [CIP52.0405]

**CRTR 1314****Reporting Technology I  
(3 credits)**

Introduction to computer-aided transcription terminology and systems based on computer-compatible theory. The course 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). Prerequisite: CRTR 1404. [CIP52.0405]

**CRTR 1346****Captioning Reporting I  
(3 credits)**

Introduction to realtime/caption production procedures with transcription of materials produced in proper form. Topics include specialized vocabulary (legal, medical, media, education, etc.), utilizing realtime/caption equipment, the psychology for writing realtime, and the procedures for operation of realtime/captioning software and hardware (2 lecture and 3 laboratory hours per week.) Prerequisite: CRTR 2401. [CIP52.0405]

**CRTR 1404****Machine Shorthand I  
(4 credits)**

Instruction in general principles of conflict-free machine shorthand theory and skill building through



readback of dictation notes, machine practice, and transcription. (2 lecture and 8 laboratory hours per week). Prerequisite: READ 0310, ENGL 0310 [CIP52.0405]

**CRTR 1406**  
**Machine Shorthand II**  
**(4 credits)**

Continued development of conflict-free shorthand skills through readback of dictation notes, machine practice and transcription. The student's objective is to pass tests at 60 wpm, 80 wpm, and 100 wpm. (2 lecture and 8 laboratory hours per week). Prerequisites: CRTR 1404, READ 0310, ENGL 0310. [CIP52.0405]

**CRTR 1455**  
**Dictation Speedbuilding**  
**(4 credits)**

Development of conflict-free machine writing skills. This includes the development of vocabulary and skill building through concentrated emphasis through live dictation and the transcription of machine shorthand notes. The student's objective is to pass tests at 80 wpm. Emphasis is placed on production of transcripts, including daily, supervised transcription practice. This course is for students enrolled in the Scopist Certificate Program. (2 lecture and 8 laboratory hours per week). Prerequisite: READ 0310, ENGL 0310, CRTR 1404. [CIP52.0405]

**CRTR 2306**  
**Medical Reporting**  
**(3 credits)**

Orientation to medical terms and anatomy as needed in the reporting profession. Topics include medical reporting transcription techniques and production of machine shorthand medical transcripts. Lectures, study guides, tests, and exercises designed to ensure the student's knowledge of the components in building a medical vocabulary and the application thereof. (3 lecture hours per week). Prerequisite: READ 0310, ENGL 0310, CRTR 1404, [CIP52.0405]

**CRTR 2311**  
**Reporting Communications II**  
**(3 credits)**

In-depth coverage of grammar, spelling, punctuation, capitalization, vocabulary and proofreading skills necessary to produce reporting and/or spoken word documents. The student is given dictation for transcribing and is tutored in voice and speech patterns while reading notes aloud. (2 lecture hours and 3 laboratory hours per week). Prerequisites: READ 0310, ENGL 0310, CRTR 1312. [CIP52.0405]

**CRTR 2315**  
**Reporting and Office Procedures**  
**(3 credits)**

Instruction in the duties and responsibilities of the freelance reporter including the preparation of depositions. 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: CRTR 2401. [CIP52.0405]

**CRTR 2331**  
**Certified Shorthand Reporter (CSR) and Registered Professional Reporter (RPR) Preparation**  
**(3 credits)**

Preparation for taking the Texas CSR and the RPR examinations through the use of mock examinations. (2 lecture and 3 laboratory hours per week). Prerequisites: CRTR 2403 and CRTR 2343. [CIP52.0405]

**CRTR 2333**  
**Captioning Reporting II**  
**(3 credits)**

In-depth presentation of realtime/caption production procedures with transcription of materials produced in proper form. Topics include the techniques utilized in reporting for seminars, conferences, and conventions and in the broadcast environments. Emphasis is placed on off-line and on-line captioning. The course includes extensive supervised community interaction. (2 lecture and 3 laboratory hours per week). Prerequisite: CRTR 1346. [CIP52.0405]

**CRTR 2343**  
**Simulated Courtroom Proceedings**  
**(3 credits)**

Instruction in the role of the reporter in a courtroom environment. Emphasis on writing multiple-voice testimony and the production of transcripts utilizing realtime technology. (2 lecture and 3 laboratory hours per week). Prerequisites: CRTR 2401 and CRTR 1314. [CIP52.0405]

**CRTR 2380**  
**Cooperative Education - Court Reporter**  
**(3 credits)**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course is designed for students pursuing the Court Reporting Scopist Certificate. 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). Prerequisite: CRTR 1314, CRTR 2311. [CIP52.0405]

**CRTR 2381**  
**Cooperative Education - Court Reporter**  
**(3 credits)**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institutional and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. The student may begin the cooperative upon completion of all 180 wpm requirements, and the student will achieve a minimum of 40 actual writing

hours with a court reporter on job assignments. The student will produce a saleable transcript of no less than 50 pages (unpaid work). A journal will be kept by the student recounting his/her experiences on the job. The student will keep a record of actual machine writing hours. (1 lecture and 20 laboratory hours per week). Prerequisites: CRTR 2403 and CRTR 1314. [CIP52.0405]

**CRTR 2401**  
**Intermediate Machine Shorthand**  
**(4 credits)**

Continued development of conflict-free machine shorthand skills through readback of dictation notes, machine practice and transcription. The student's objective is to pass dictated tests at 120 and 140 wpm. (2 lecture and 8 laboratory hours per week). Prerequisite: CRTR 1406. [CIP52.0405]

**CRTR 2403**  
**Advanced Machine Shorthand**  
**(4 credits)**

In-depth coverage of conflict-free shorthand theory and continued skill building through readback of dictation notes, machine practice, and transcription. The student's objective is to pass tests at 160 and 180 wpm. (2 lecture and 8 laboratory hours per week). Prerequisite: CRTR 2401. [CIP52.0405]

**CRTR 2435**  
**Accelerated Machine Shorthand**  
**(4 credits)**

Mastery of high-speed dictation including readback of dictation notes, machine practice and transcription. The student's objective is to pass dictated tests at 200 and 225 wpm. (2 lecture and 8 laboratory hours per week). Prerequisite: CRTR 2403. [CIP52.0405]

## Criminal Justice

*Maurice Cook, Department Chairperson*  
*Jeff Gambrell*

**CJCR 1300**  
**Basic Jail Course**  
**(3 credits)**

Provides instruction in human relations, observation, evaluation of prisoners, booking procedures, classification, mug shots, fingerprinting, strip searches, meals, medical services, visitation, inmates rights and privileges, detention areas, key, knife and tool control, disturbances, riots, fire procedures and release procedures. Taught in accordance with the current TCLEOSE instructor guides provided by the Commission for course #1005. (3 lecture hours per week). [CIP53.0102]

**CJCR 1304**  
**Probation and Parole**  
**(3 credits)**

A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines. (3 lecture hours per week). [CIP43.0102]



**CJCR 2325**  
**Legal Aspects of Corrections**  
(3 credits)

A study of the operation, management, and legal issues affecting corrections. analysis of constitutional issues involving rights of the convicted, as well as civil liability of correctional agencies and staff. (3 lecture hours per week). [CIP43.0102]

**CJLE 1506**  
**Basic Peace Officer I**  
(5 credits)

This course is one of a series of courses taught in the Police Academy. The course provides instruction and participation in U.S. & Texas Constitution & Bill of Rights, Penal Code, Use of Force, Traffic Law & Accident Investigation, Code of Criminal Procedure, Juvenile Issues - Texas Family Code, Professionalism & Ethics. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

**CJLE 1512**  
**Basic Peace Officer II**  
(5 credits)

This course is one in a series of courses taught in the Police Academy. The course provides instruction and participation in Arrest, Search & Seizure, Patrol Procedures, Civil Process & Liability, Field Note Taking, Texas Alcoholic Beverage Code, Emergency Communications, Family Violence, MHMR. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

**CJLE 1518**  
**Basic Peace Officer III**  
(5 credits)

This course is one in a series of courses taught in the Police Academy. The course provides instruction and participation in Fitness & Wellness, Multiculturalism, History of Policing, Criminal Justice System, Drugs, Stress Management, Hazardous Materials Awareness, Victims of Crime, Problem Solving, Professional Policing Approaches, Criminal Investigation. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

**CJLE 1524**  
**Basic Peace Officer IV**  
(5 credits)

This course is one in a series of courses taught in the Police Academy. The course provides instruction and participation in Mechanics of Arrest, Emergency Medical Assistance, Professional Police Driving. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

**CJLE 1211**  
**Basic Peace Officer V**  
(2 credits)

This course is one in a series of courses taught in the Police Academy. The course provides instruction and participation in Basic Firearms Training. (1 lecture hour / 2 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

**CJLE 2424**  
**Texas Peace Office Capstone**  
(4 credits)

Recently identified current events, skills, knowledge, and/or attitudes and behaviors that are components of the Texas Commission on Law Enforcement (TCLEOSE) learning objectives pertinent to a law enforcement career. This class is the capstone course of TCLEOSE Course 1011 (3 lecture hours and 4 lab hours per week) [CIP43.0107]

**CJLE 2345**  
**Vice and Narcotics Investigation**  
(3 credits)

Study of various classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs and investigative techniques; and identify proper interaction procedures and techniques. (3 lecture hours per week). [CIP43.0107]

**CJLE 2420**  
**Texas Peace Officer Procedures**  
(4 credits)

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. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate's or Bachelor's Degree with approval of the department chair. (3 lecture and 4 laboratory hours per week). [CIP43.0107]

**CJLE 2421**  
**Texas Peace Officer Law**  
(4 credits)

Study of laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate's or Bachelor's Degree and approval of the department chair. (3 lecture and 4 laboratory hours per week). [CIP43.0107]

**CJLE 2522**  
**Texas Peace Officer Skills**  
(5 credits)

Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate's or Bachelor's Degree and approval of the department chair. (3 lecture and 5 laboratory hours per week). [CIP43.0107]

**CJSA 1308**  
**Criminalistics I**  
(3 credits)

Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis. (3 lecture hours per week). [CIP43.0104]

**CJSA 1325**  
**Criminology**  
(3 credits)

This course examines the cases, treatment and prevention of crime and delinquency. Students will analyze the various aspects of deviant behavior, criminological and methodological, relative to the social sciences. (3 lecture hours per week). [CIP43.0104]

**CJSA 1351**  
**Use of Force**  
(3 credits)

A study of the use of force including introduction to and statutory authority for the use of force, force options, deadly force, and related legal issues. Fulfills the TCLEOSE Use of Force Intermediate Certificate requirement. (3 lecture hours per week). [CIP43.0104]

**CJSA 1364, CJSA 1365**  
**Practicum (or Field Experience) - Criminal Justice Studies, Corrections**  
(3 credits)

Practical general training and experiences in the workplace. The College, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Student may enroll in only one Practicum course per semester. (21 external hours per week). [CIP43.0104]

**CJSA 2302**  
**Police Management, Supervision, and Related Topics**  
(3 credits)

Techniques and theories regarding dealing with people, their performance and problems. Topics include basic supervision, leadership, time management, first-line supervision, and management by objectives. (3 lecture hours per week). [CIP43.0103]

**CJSA 2323**  
**Criminalistics II**  
(3 credits)

Theory and practice of crime scene investigation. Topics include report writing, blood and other body fluids, document examination, etchings, casts and molds, glass fractures, use of microscope and firearms identification. (2 lecture and 4 laboratory hours per week). [CIP43.0104]

**CJSA 2332**  
**Criminalistics III**  
(3 credits)

A study of the practical aspects of criminalistics



procedures. Topics include crime scene investigation, collecting and preserving evidence, and testifying in court. (2 lecture and 4 laboratory hours per week). [CIP43.0104]

**CJSA 2364, CJSA 2365**  
(3 credits)

**Practicum (or Field Experience) - Criminal Justice Studies, Law Enforcement**  
(3 credits)

Practical general training and experiences in the workplace. The College, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Student may enroll in only one Practicum course per semester. (21 external hours per week). [CIP43.0104]

**CRJ 1301**  
**Introduction to Criminal Justice**  
(3 credits)

History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of the criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections. (3 lecture hours per week). [CB4301045124]

**CRJ 1306**  
**Court Systems and Practices**  
(3 credits)

The judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release, grand juries; adjudication process, types and rules of evidence, and sentencing. (3 lecture hours per week). [CB2201015424]

**CRJ 1307**  
**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). [CB4504015242]

**CRJ 1310**  
**Fundamentals of Criminal Law**  
(3 credits)

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; criminal responsibility. (3 lecture hours per week). [CB2201015324]

**CRJ 1313**  
**Juvenile Justice System**  
(3 credits)

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. (3 lecture hours per week). [CB4301045224]

**CRJ 2301**  
**Community Resources in Corrections**  
(3 credits)

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. (3 lecture hours per week). [CB4301045324]

**CRJ 2313**  
**Correctional Systems and Practices**  
(3 credits)

Corrections in the criminal justice system, organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. (3 lecture hours per week). [CB4301045442]

**CRJ 2314**  
**Criminal Investigation**  
(3 credits)

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. (3 lecture hours per week). [CB4301045542]

**CRJ 2323**  
**Legal Aspects of Law Enforcement**  
(3 credits)

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability. (3 lecture hours per week). [CB4301045642]

**CRJ 2328**  
**Police Systems and Practices**  
(3 credits)

The police profession; organization of law enforcement systems; the police role; police discretion; ethics, police-community interaction, current and future issues. (3 lecture hours per week). [CB4301045742]

## CULINARY ARTS

*Leslie Bartosh, Department Chairperson*

**CHEF 1291**  
**Current Events in Culinary Arts**  
(2 Credits)

Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Topics include sustainable agriculture, aquaculture, current events affecting food safety and career exploration. (2 lecture hours per week). [CIP12.0503]

**CHEF 1301**  
**Basic Food Preparation**  
(3 Credits)

A study of the fundamental principles of food preparation and cookery to include the Brigade

System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. Knife skills, proper tool and equipment use, dry and moist heat cookery, stock and sauce production are among the topics covered. (2 lecture and 3 lab hours per week). Prerequisite: concurrent enrollment in CHEF 1305 Safety and Sanitation. [CIP12.0503]

**CHEF 1302**  
**Principles of Healthy Cuisine**  
(3 Credits)

Introduction to the principles of planning, preparation, and presentation of nutritionally balanced meals. Adaptation of basic cooking techniques to lower the fat and caloric content. Alternative methods and ingredients will be used to achieve a healthier cooking style. Students will modify recipes and substitute ingredients to reduce calories, sugar, fat, and sodium. (2 lecture and 3 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

**CHEF 1305**  
**Sanitation and Safety**  
(3 Credits)

A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards. Topics include: causes of and prevention procedures for food-borne illness, intoxication, and infection; good personal hygiene and safe food handling procedures; food storage and refrigeration techniques; sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal; Occupational Safety and Health Administration (OSHA) requirements and effective workplace safety programs. The student has the opportunity to earn the ServSafe Certificate through this course. (3 lecture hours per week). [CIP12.0503]

**CHEF 1310**  
**Garde Manger**  
(3 Credits)

A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods. Topics will include hot and cold hors d'oeuvres, canapés, salads, basic charcuterie skills, and the preparation of forcemeat items. (2 lecture and 3 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

**CHEF 1341**  
**American Regional Cuisine**  
(3 Credits)

A study of the development of regional cuisine's in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize, and build a portfolio of recipe strategies and production systems. The importance of the immigration phenomena in shaping America's cuisine will be examined as students prepare regional specialties. (2 lecture and 3 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

**CHEF 1345**  
**International Cuisine**  
(3 Credits)

The study of classical cooking skills associated with



the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and other regions of the world. The cuisines of Latin America, France, Spain, the Middle East, Germany, Eastern Europe and Asia are explored in this class. (2 lecture and 3 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

**CHEF 1364**  
**Practicum**  
**(3 Credits)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan; apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (30 practicum hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

**CHEF 1365**  
**Practicum**  
**(3 Credits)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan; apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (22.5 practicum hours per week). Prerequisite: CHEF 1310. [CIP12.0503]

**CHEF 2301**  
**Intermediate Food Preparation**  
**(3 Credits)**

Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. Topics include: product identification, sandwich and salad cookery, breakfast cookery and the utilization of convenience products. (2 lecture and 3 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

**CHEF 2302**  
**Sauces**  
**(3 Credits)**

Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and pairing of sauces with a variety of foods. Topics include: the usage and storage of stocks and sauces, emulsions, thickening agents, compound butters, dessert sauces, relishes, chutneys, compotes, and vinaigrettes. (2 lecture and 3 lab hours per week). Prerequisite: PSTR 1301. [CIP12.0503]

**HAMG 1321**  
**Introduction to the Hospitality Industry**  
**(3 Credits)**

Explain the elements of the hospitality industry; discuss current issues facing food service; discuss current guest needs; and explain general hotel/motel operations. Explain and discuss the role of service in the hospitality industry. (3 lecture hours per week). [CIP52.0901]

**HAMG 1324**  
**Hospitality Human Resources Management**  
**(3 Credits)**

A study of the principles and procedures of managing people in the hospitality workplace. Topics include a systematic approach to human resources planning and implementation as it applies to the hospitality industry; including the procedures involved in making hiring decisions; training and federal laws related to employment. (3 lecture hours per week). [CIP52.0901]

**IFWA 1217**  
**Food Production and Planning**  
**(2 Credits)**

Skill development in basic mathematical operations and study of their applications in the food service industry. Topics include percentages, weights and measures, ratio and proportion, weights and measures conversions, determination of portion costs for menu items and complete menus, portion control, and the increase and decrease of standard recipes. (2 lecture hours per week). [CIP12.0508]

**PSTR 1301**  
**Fundamentals of Baking**  
**(3 Credits)**

The Fundamentals of baking including yeast dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, kitchen safety, formula conversions, functions of ingredients, and the evaluation of baked products. (2 lecture and 3 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0501]

**RSTO 2301**  
**Principles of Food and Beverage Controls**  
**(3 Credits)**

A study of financial principles and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures. (3 lecture hours per week). [CIP12.0504]

**Diagnostic Cardiovascular Sonography**

Jessica Murphy, Department Chairperson

**CVTT 1161**  
**Clinical - Cardiovascular Technology**  
**(1 Credit)**

A method of instruction providing detailed education, training, work-based experience, and direct patient care generally at a clinical site in the specialty of electrodiagnostics. Specific learning objectives related to ECG, stress testing, and Holter monitoring will be met. Students will be instructed, supervised, and evaluated at the clinical site. (6 clinical hours per week). Corequisite: DSAE 1340. [CIP51.0901]

**DMSO 1210**  
**Introduction to Sonography\***  
**(2 credits)**

This course is an introduction to the profession of Sonography and the role of the technologists. Emphasis will be placed on medical terminology, ethical/legal issues, oral and written communication, management, professional issues related to registry, accreditation, sonography organizations, and the history of ultrasound and the branches of Diagnostic Medical Sonography. (2 lecture hours per week). [CIP51.0910]

\*Any student who would like to explore the profession of Sonography may take this course.

**DSAE 1303**  
**Introduction to Echocardiography Techniques (Echo I)**  
**(3 Credits)**

The purpose of this course is to introduce to scanning techniques and procedures with hands-on experience in the lab setting. Emphasis will be placed on the sonographic explanation of the normal adult heart by performing a basic scan protocol to include two-dimensional, M-Mode, and Doppler along with the standard measurements for each modality. (2 lecture and 4 lab hours per week). Corequisite: DSAE 1360. [CIP51.0910]

**DSAE 1318**  
**Sonographic Instrumentation**  
**(3 credits)**

The purpose of this course is to provide an overview of basic acoustical physics, properties of ultrasound, interaction of ultrasound with tissue, transducers, Doppler, instrumentation, image display, artifacts, quality assurance, bioeffects and safety of ultrasound. (2 lecture and 2 lab hours per week). [CIP51.0910]

**DSAE 1340**  
**Diagnostic Electrocardiography**  
**(3 credits)**

A course of study related to electrocardiography procedures such as Electrocardiography (ECG), Stress testing, and Holter monitoring. Emphasis will be placed on performing and interpreting procedures, arrhythmia recognition, cardiovascular pharmacology concepts and treatment methods. Additional topics may also include patient assessment skills, vital signs, history, and clinical monitoring. (2 lecture and 4 lab hours per week) [CIP51.0910]



the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and other regions of the world. The cuisines of Latin America, France, Spain, the Middle East, Germany, Eastern Europe and Asia are explored in this class. (2 lecture and 3 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

**CHEF 1364**  
**Practicum**  
**(3 Credits)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan; apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (30 practicum hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

**CHEF 1365**  
**Practicum**  
**(3 Credits)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan; apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (22.5 practicum hours per week). Prerequisite: CHEF 1310. [CIP12.0503]

**CHEF 2301**  
**Intermediate Food Preparation**  
**(3 Credits)**

Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. Topics include: product identification, sandwich and salad cookery, breakfast cookery and the utilization of convenience products. (2 lecture and 3 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0503]

**CHEF 2302**  
**Saucier**  
**(3 Credits)**

Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods. Topics include: the usage and storage of stocks and sauces, emulsions, thickening agents, compound butters, dessert sauces, relishes, chutneys, compotes, vinaigrettes. (2 lecture and 3 lab hours per week). Prerequisite: PSTR 1301. [CIP12.0503]

**HAMG 1321**  
**Introduction to the Hospitality Industry**  
**(3 Credits)**

Explain the elements of the hospitality industry; discuss current issues facing food service; discuss current guest needs; and explain general hotel/motel operations. Explain and discuss the role of service in the hospitality industry. (3 lecture hours per week). [CIP52.0901]

**HAMG 1324**  
**Hospitality Human Resources Management**  
**(3 Credits)**

A study of the principles and procedures of managing people in the hospitality workplace. Topics include a systematic approach to human resources planning and implementation as it applies to the hospitality industry; including the procedures involved in making hiring decisions; training and federal laws related to employment. (3 lecture hours per week). [CIP52.0901]

**IFWA 1217**  
**Food Production and Planning**  
**(2 Credits)**

Skill development in basic mathematical operations and study of their applications in the food service industry. Topics include percentages, weights and measures, ratio and proportion, weights and measures conversions, determination of portion costs for menu items and complete menus, portion control, and the increase and decrease of standard recipes. (2 lecture hours per week). [CIP12.0508]

**PSTR 1301**  
**Fundamentals of Baking**  
**(3 Credits)**

The Fundamentals of baking including yeast dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, kitchen safety, formula conversions, functions of ingredients, and the evaluation of baked products. (2 lecture and 3 lab hours per week). Prerequisite: CHEF 1301. [CIP12.0501]

**RSTO 2301**  
**Principles of Food and Beverage Controls**  
**(3 Credits)**

A study of financial principles and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures. (3 lecture hours per week). [CIP12.0504]

**Diagnostic Cardiovascular Sonography**

Jessica Murphy, Department Chairperson

**CVTT 1161**  
**Clinical - Cardiovascular Technology**  
**(1 Credit)**

A method of instruction providing detailed education, training, work-based experience, and direct patient care generally at a clinical site in the specialty of electrodiagnostics. Specific learning objectives related to ECG, stress testing, and holter monitoring will be met. Students will be instructed, supervised, and evaluated at the clinical site. (6 clinical hours per week). Corequisite: DSAE 1340. [CIP51.0901]

**DMSO 1210**  
**Introduction to Sonography \***  
**(2 credits)**

This course is an introduction to the profession of Sonography and the role of the technologists. Emphasis will be placed on medical terminology, ethical/legal issues, oral and written communication, management, professional issues related to registry, accreditation, sonography organizations, and the history of ultrasound and the branches of Diagnostic Medical Sonography. (2 lecture hours per week). [CIP51.0910]

\*Any student who would like to explore the profession of Sonography may take this course.

**DSAE 1303**  
**Introduction to Echocardiography Techniques (Echo I)**  
**(3 Credits)**

The purpose of this course is to introduce to scanning techniques and procedures with hands-on experience in the lab setting. Emphasis will be placed on the sonographic explanation of the normal adult heart by performing a basic scan protocol to include two-dimensional, M-Mode, and Doppler along with the standard measurements for each modality. (2 lecture and 4 lab hours per week). Corequisite: DSAE 1360. [CIP51.0910]

**DSAE 1318**  
**Sonographic Instrumentation**  
**(3 credits)**

The purpose of this course is to provide an overview of basic acoustical physics, properties of ultrasound, interaction of ultrasound with tissue, transducers, Doppler, instrumentation, image display, artifacts, quality assurance, bioeffects and safety of ultrasound. (2 lecture and 2 lab hours per week) [CIP51.0910]

**DSAE 1340**  
**Diagnostic Electrocardiography**  
**(3 credits)**

A course of study related to electrocardiography procedures such as Electrocardiography (ECG), Stress testing, and Holter monitoring. Emphasis will be placed on performing and interpreting procedures, arrhythmia recognition, cardiovascular pharmacology concepts and treatment methods. Additional topics may also include patient assessment skills, vital signs, history, and clinical monitoring. (2 lecture and 4 lab hours per week) [CIP51.0910]



**DSAE 1360****Clinical – DMST, Introduction to Echocardiography (3 credits)**

This course is an introductory clinical for learning basic echocardiography skills. Students will observe, assist, and begin to gain hands-on experience in clinical. Emphasis will be placed on instrumentation, transducer handling, patient positioning, image orientation, and identification of anatomic structures found in basic echocardiographic views. (16 clinical hours per week) Corequisite: DSAE 1303, DSAE 1318. [CIP51.0910]

**DSAE 1407****Basic Patient Care Skills (4 credits)**

This course presents an overview of basic health and patient care concepts. Topics in this course may include personal/patient safety, infection control, patient monitoring, vital signs, assessment, physical exam, history, and patient transport. (3 lecture and 2 lab hours per week) [CIP51.0910]

**DSAE 2303****Cardiovascular Concepts (3 credits)**

This course offers a detailed study of anatomy, physiology, and pathophysiology of the cardiovascular system. Focus will be on cardiac and vascular structural anatomy, relationships, electrical innervation, embryology, and hemodynamics of the heart and vascular system. Pathophysiology concepts are also covered including the etiology, pathology, signs and symptoms, risk factors, and treatment of cardiovascular disease. (3 lecture and 1 lab hours per week). [CIP51.0910]

**DSAE 2335****Advanced Echocardiography (3 credits)**

This course will cover topics in the ever-changing world of diagnostic cardiac sonography. Potential topics may include transesophageal echo, stress echo, 3D echo, tissue and doppler harmonics, power doppler, tissue doppler, digital echo, contrast echo, intra-operative and intra-cardiac echo. Students will attend conferences and local society meetings as well as review current journals and prepare for the registry examination. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 2437 Corequisite: DSAE 2462. [CIP51.0910]

**DSAE 2361****Clinical – DMST, Echocardiography I (3 credits)**

The purpose of this course is to provide education, training, work-based experience and direct patient care, generally at a clinical site. This will include instruction, supervision, and evaluation of students in the field of echocardiography. Emphasis will be on gaining hands-on experience to develop scanning ability for the evaluation of the normal adult echocardiogram utilizing a standard scan protocol. (12 clinical hours per week) Prerequisite: DSAE 1360, Corequisite: DSAE 2404 [CIP51.0910]

**DSAE 2404****Echocardiographic Evaluation of Pathology I (Echo II) (4 credits)**

The purpose of this course is to emphasize the methods for evaluating adult acquired cardiac pathologies. Topics may include cardiovascular pathophysiology, quantitative measurements, and the application of 2D, Mmode, and Doppler to evaluate for abnormalities. Emphasis will be placed on valvular heart disease, endocarditis, ischemic heart disease, systemic and pulmonary hypertension, pericardial disease, and cardiomyopathy. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 1303 Corequisite: DSAE 2361. [CIP51.0910]

**DSAE 2437****Echocardiographic Evaluation of Pathology II (Echo III) (4 credits)**

This course is a continuation of Echocardiographic Evaluation of Pathology I with emphasis on cardiac disease. Topics may include congenital heart disease, diseases of the aorta and great vessels, cardiac masses, and myxomas, arrhythmias' effect on echo findings and other syndromes and diseases relevant to echocardiography with continued emphasis on quantitative measurements and calculations used during 2D, Mmode, and doppler to evaluate for these diseases. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 2404, Corequisite: DSAE 2461. [CIP51.0910]

**DSAE 2461****Clinical – DMST, Echocardiography II (4 credits)**

This course is to provide additional clinical education, training, experience, and direct patient care. It will include instruction, supervision and evaluation of students in the field of echocardiography. Emphasis will be on broadening and improving existing skills, recognition, evaluation, and measurements of acquired heart disease. (24 clinical hours per week) Prerequisite: DSAE 2361, Corequisite: DSAE 2437 [CIP51.0910]

**DSAE 2462****Clinical – DMST, Echocardiography III (4 credits)**

This course will provide advanced clinical education, training, experience, and patient care. It will include instruction, supervision, and evaluation of students in the field of echocardiography. Emphasis will be placed on recognition and quantification of pathology, improving accuracy, speed and proficiency of the student's skills. (24 clinical hours per week) Prerequisite: DSAE 2461, Corequisite: DSAE 2335. [CIP51.0910]

**DSVT 1300****Principles of Vascular Technology (Vasc I) (3 credits)**

The purpose of this course is to introduce non-invasive vascular technology modalities including two-dimensional imaging, duplex, doppler,

plethysmography, and segmental pressures. Emphasis will be on performing basic exam protocols for carotid duplex, arterial duplex and non-imaging, and venous duplex along with basic measurements and features of the normal exam. (2 lecture and 4 lab hours per week) Corequisite: DSVT 1360, DSAE 1318. [CIP51.0910]

**DSVT 1360****Clinical – DMST, Introduction to Vascular (3 credits)**

This is an introductory clinical for learning basic non-invasive vascular techniques. Students will observe, assist, and begin to gain hands-on experience in clinical. Emphasis will be on instrumentation, patient positioning, transducer handling, image orientation, and identification of anatomic structures and waveforms. (16 clinical hours per week) Corequisite: DSVT 1300. [CIP51.0910]

**DSVT 2335****Advanced Non-Invasive Vascular Technology (3 credits)**

This course will cover advances in the ever changing world of diagnostic medical sonography specifically, peripheral non-invasive vascular technology. Possible topics may include intravascular ultrasound, transcranial imaging, 3D, power doppler, intra-operative, and abdominal vascular concepts. Students will attend conferences and local society meetings as well as review current journals and prepare to take the registry examination. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 2430 Corequisite: DSVT 2462. [CIP51.0910]

**DSVT 2361****Clinical – DMST, Vascular Technology I (3 credits)**

The purpose of this course is to provide education, training, work-based experience, and direct patient care, generally at a clinical site. This will include instruction, supervision, and evaluation of students in the field of non-invasive vascular technology. Emphasis will be placed on hands-on experience to develop peripheral non-invasive vascular techniques used to evaluate the appearance of normal exams utilizing a standard scan protocol. (12 clinical hours per week) Prerequisite: DSVT 1360, Corequisite: DSVT 2418. [CIP51.0910]

**DSVT 2418****Non-Invasive Peripheral Vascular Evaluation (4 credits)**

This course is an integration of basic concepts and application of prior knowledge and skills to the understanding and evaluation of peripheral vascular diseases utilizing non-invasive vascular techniques. Emphasis will be placed on venous and arterial diseases of the extremities. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 1300, Corequisite: DSVT 2361. [CIP51.0910]

**DSVT 2430****Non-Invasive Cerebral Vascular Evaluation (4 credits)**

This course is a continuation of Vascular Evaluation with emphasis on recognition, evaluation and quantification of cerebrovascular diseases and



pressures.  
basic exam  
duplex and  
with basic  
mal exam.  
erequisite:

interventions utilizing duplex ultrasonography, transcranial doppler, and non-imaging techniques used to evaluate the cerebrovascular circulation. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 2418, Corequisite: DSVT 2461. [CIP51.0910]

#### **DSVT 2461**

##### **Clinical – DMST, Vascular Technology II (4 credits)**

This course will provide additional clinical education, training, experience, and direct patient care. It will include instruction, supervision, and evaluation of students in the field of peripheral non-invasive vascular technology. Emphasis will be placed on recognition and evaluation of pathology, broadening and improving existing skills. (16 clinical hours per week) Prerequisite: DSVT 2361, Corequisite: DSVT 2430. [CIP51.0910]

#### **DSVT 2462**

##### **Clinical – DMST, Vascular Technology III (4 credits)**

This course will provide advanced clinical education, training, experience, and patient care. It will include instruction, supervision, and evaluation of students in the field of non-invasive vascular technology. Emphasis will be placed on improving identification and quantification of pathology, accuracy, speed and proficiency of student's skills. (16 clinical hours per week) Prerequisite: DSVT 2461, Corequisite: DSVT 2335. [CIP51.0910]

#### **SCIT 1420**

##### **Physics for Allied Health (4 credits)**

An introduction to physics with emphasis on applications to health related fields of study. Topics include forces, motion, work and energy, fluids, heat, electricity and magnetism, wave motion, sound, electromagnetic radiation, and nuclear radiation. (4 lecture hours and 2 lab hours per week.) [CIP40.8081]

## **Drafting Technology**

*David Goza, Department Chairperson*

#### **DFTG1315**

##### **Architectural Blue Print Reading (3 credits)**

A course for those who desire a knowledge of basic blueprint reading and construction drawings. Discussions of theory and practice with drafting methods and the terminology required to prepare working drawings in various occupational fields. (3 lecture and 1 laboratory hour per week). [CIP15.1301]

#### **DFTG 1405**

##### **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 4 laboratory hours per week). [CIP15.1301]

#### **DFTG 1409**

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

AutoCAD. An introduction to basic computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects; adding text and dimensions; using layers; coordinating systems; and print/plot to scale. (3 lecture and 3 laboratory hours per week). [CIP15.1302]

#### **DFTG 1410**

##### **Specialized Computer Aided Drafting (CAD) (4 credits)**

Microstation. A supplemental course to Basic Computer Aided Drafting using an alternative computer-aided drafting (CAD) software to create detail and working drawings. (2 lecture and 6 laboratory hours per week). [CIP15.1302]

#### **DFTG 1417**

##### **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 4 laboratory hours per week). Prerequisite: DFTG 2419. [CIP15.1303]

#### **DFTG 1433**

##### **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 4 laboratory hours per week). Prerequisite: DFTG 1405. [CIP15.1306]

#### **DFTG 2419**

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

AutoCAD. A continuation of practices and techniques used in basic computer-aided drafting emphasizing advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, construction of 3 dimensional drawings, interfacing 2d and 3d environments and extracting data. (2 lecture and 6 laboratory hours per week). Prerequisite: DFTG 1409. [CIP15.1302]

#### **DFTG 2423**

##### **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 4 laboratory hours per week). Prerequisite: DFTG 2419 [CIP15.1302]

#### **DFTG 2430**

##### **Civil Drafting (4 credits)**

An in-depth study of drafting methods and principles used in civil engineering. Students will learn the use of surveying instruments, interpretation of filed notes, develop documents for road and highway design; analyze and layout drainage and utilities infrastructure and perform appropriate calculations. (2 lecture and

4 laboratory hours per week). Prerequisite: DFTG 1409 [CIP15.1304]

#### **DFTG 2432**

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

AutoCAD. Exploration of the use of the 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 non-graphic data. (2 lecture and 6 laboratory hours per week). Prerequisite: DFTG 2419. [CIP15.1302]

#### **DFTG 2435**

##### **Advanced Technologies in Mechanical Design and Drafting (4 Credits)**

Pro/Engineer Wildfire. An advanced course in the use of parametric design techniques to design, assemble, evaluate and render mechanical assemblies; develop orthographic drawings, auxiliary views and details from three-dimensional models. (2 lecture and 6 lab hours per week) Prerequisite: DFTG 2419 [CIP15.1306]

#### **DFTG 2445**

##### **Advanced Pipe Drafting (4 credits)**

SmartPlant 3D. A continuation of pipe drafting concepts, building on the principles acquired in the first pipe drafting class. Students will learn to compile a comprehensive set of construction documents from engineering notes and process flow diagrams. Additionally, students will be given hands on experience in solving design implementation problems, applying standards, and integrating appropriate instrumentation and industrial devices. (2 lecture and 6 laboratory hours per week). Prerequisite: DFTG 2423. [CIP15.1302]

#### **DFTG 2481**

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

Career related activities encountered in the student's area of specialization are offered through an individualized agreement. Under the supervision of the college and the employer, the student combines class-room 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 21 laboratory hours per week). [CIP15.1301]

#### **INDS 2413**

##### **Residential Design I (4 credits)**

The study of residential spaces, including the identification of client needs, programming, standards, space planning, drawings, and presentations. Students will learn to evaluate client needs and apply programming procedures; identify requirements of social, private, and service areas in residential spaces; develop schematic drawings; identify and apply standard furniture sizes and clearances in residential space; create simple presentations; and evaluate projects. (3 lecture and 3 lab hours per week). [CIP50.0408]



**TECM 1303****Technical Mathematics  
(3 credits)**

A review of mathematical functions including fractions, decimals, proportions, perimeters, areas, volumes of geometric figures, and certain algebraic/trigonometric functions, as required by specific businesses and industries for successful on-the-job performance. Students will learn to calculate area and volume geometric figures; calculate triangular objects using trigonometry; transpose algebraic formulas to seek and solve unknown; and use ratios and proportions to solve business and industrial applications. (2 lecture and 2 laboratory hours per week). [CIP27.0301]

**Drama**

*C. Jay Burton, Department Chairperson*

**DRAM 1220****Theatre Practicum I  
(2 credits)**

This course is an activities course in which the student participates in Theater productions either as an actor or crew member. (6 laboratory hours per week). [CB5005015230]

**DRAM 1221****Theatre Practicum II  
(2 credits)**

This course is an activities course in which the student participates in Theater productions either as an actor or crew member. (6 laboratory hours per week). [CB5005015230]

**DRAM 1310****Introduction to Theater  
(3 credits)**

This course is the study of the principles of drama and the development of the Theater as an art as evidenced through study of areas of productions past and present. (3 lecture and 2 laboratory hours per week). Prerequisite: READ 0309. [CB5005015130]

**DRAM 1322****Stage Movement and Dance  
(3 credits)**

This course provides instruction and participation in stage movement and beginning dance. (1 lecture and 3 laboratory hours per week). [CB5003015230]

**DRAM1330****Stagecraft I  
(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). Prerequisite: READ 0309. [CB5005025130]

**DRAM 1341****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). Prerequisite: READ 0309. [CB5005025230]

**DRAM 1351****Acting I  
(3 credits)**

This course is a study of the basic techniques of acting. Included in the course are relaxation, concentration, objectives and intentions, scene work, and improvisational acting. (2 lecture and 4 laboratory hours per week). Prerequisites: READ 0309. [CB5005035130]

**DRAM 1352****Acting II  
(3 credits)**

This course is a study of script analysis, character analysis, characterization, and situation. (2 lecture and 4 laboratory hours per week). [CB5005035130]

**DRAM 2120****Theatre Practicum III  
(1 credit)**

This course is an activities course in which the student participates in Theater productions either as actor or crew member. (6 laboratory hours per week). [CB5005015230]

**DRAM 2121****Theatre Practicum IV  
(1 credits)**

This course is an activities course in which the student participates in Theater productions either as actor or crew member. (6 laboratory hours per week). [CB5005015230]

**DRAM 2331****Stagecraft II  
(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). Prerequisite: READ 0309. [CB5005025130]

**DRAM 2336****Voice for the Theatre  
(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). Prerequisites: READ 0309, ENGL 0309. [CB5005035230]

**DRAM 2361****History of the Theatre I  
(3 credits)**

This course is an historical investigation of the theatre and dramatic literature from ancient Greece through 1800. (3 lecture hours per week). Prerequisites: READ 0309 and ENGL 0309. [CB5005055126]

**DRAM 2362****History of the Theatre II  
(3 credits)**

This course is an historical investigation of the theatre and dramatic literature from 1800 to the present. (3 lecture hours per week). Prerequisites: READ 0309, ENGL0309. [CB5005055126]

**DRAM 2366****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 0309 [CB5006025130]

**Economics**

*Kevin Jefferies, Department Chairperson  
Tim Reynolds, Gregory Roof*

**ECON 2301****Principles of Economics I  
(3 credits)**

An introduction to the macro-economics of a modern industrial society. This course is an analysis of economic aggregates: inflation, unemployment, economic growth, and the distribution of income (including current policies and problems). The course presents problems of fiscal and monetary policy and places primary emphasis on critical understanding of the economy's ability to meet the needs of its people participating as workers, consumers, and citizens. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB45.0601.5125]

**ECON 2302****Principles of Economics II  
(3 credits)**

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

**Emergency Medical  
Technology**

*Douglas Stevenson, Department Chairperson  
David Suffian, MD Medical Director*

**EMSP 1160****Emergency Medical Technician Basic - Clinical  
(1 credit)**

A course of instruction that provides detailed education, training, and work-based experience in the hospital and ambulance arena. Clinical experiences are unpaid external learning experiences. (6 hours per week external experience). Co-Requisites: American Heart Association or Red Cross CPR certification. Enrollment in EMSP 1501. [CIP51.0904]



**EMSP 1166****EMS Practicum I  
(1 credit)**

A course of instruction that provides detailed education, training, and work-based experience in various ambulance services. All EMS practicum experiences are unpaid external learning experiences. (7 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160. Co-Requisite: Enrollment in EMSP 1338, EMSP 1355, EMSP 1356, EMSP 1261. [CIP51.0904]

**EMSP 1208****Emergency Vehicle Operations  
(2 credits)**

Instruction, demonstration, and driving range practice to prepare drivers of emergency vehicles to operate their vehicles safely in the emergency and non-emergency mode. (1 hour per week lecture and 2 hours per week laboratory). [CIP51.0904]

**EMSP 1209****Emergency Medical Dispatching  
(2 credits)**

Study of the principles and procedures used in emergency medical dispatching. Emphasis on general principles of information exchange and communication theory including various types of emergency medical services communication services and their operating principles and procedures. (2 hours of lecture per week). [CIP51.0904]

**EMSP 1261****Paramedic Clinical I  
(2 credits)**

A course of instruction that provides detailed education, training, and work-based experience in the hospital clinical areas. Clinical experiences are unpaid external learning experiences. (8 hours per week external experience). Prerequisite: Completion of EMSP 1501/EMSP 1160. Co-Requisite: Enrollment in EMSP 1338, EMSP 1356, EMSP 1355, EMSP 1166. [CIP51.0904]

**EMSP 1338****Introduction to Advanced Practice  
(3 credits)**

An exploration of the foundations necessary for mastery of the advanced topics or prehospital care. (3 hours of lecture and 1 hour of laboratory hours per week). Prerequisite: Completion of EMSP 1501/EMSP 1160. Co-Requisite: Enrollment in EMSP 1356, EMSP 1355, EMSP 1261, EMSP 1166. [CIP51.0904]

**EMSP 1355****Trauma Management  
(3 credits)**

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. (3 hours of lecture and 1 hour of laboratory per week). Prerequisite: Completion of EMSP 1501/EMSP 1160. Co-Requisite: Enrollment in EMSP 1338, EMSP 1356, EMSP 1261, EMSP 1166. [CIP51.0904]

**EMSP 1356****Patient Assessment and Airway Management  
(3 credits)**

A detailed study of the knowledge and skills required to reach competency in performing patient

assessment and airway management. (2 hours of lecture and 3 hours of laboratory per week). Prerequisite: Completion of EMSP 1501/EMSP 1160. Co-Requisite: Enrollment in EMSP 1338, EMSP 1355, EMSP 1261, EMSP 1166. [CIP51.0904]

**EMSP 1391****Special Topics in EMS  
(3 credits)**

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 hours lecture, and 2 hours laboratory per week). [CIP51.0904]

**EMSP 1501****Emergency Medical Technician - Basic  
(5 credits)**

Introduction to the level of Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized service. (4 lecture and 4 laboratory hours per week). Co-Requisites: American Heart Association or Red Cross CPR certification. Enrollment in EMSP 1160. [CIP51.0904]

**EMSP 2160****Paramedic Clinical II  
(1 credit)**

A course of instruction that provides detailed education, training, and work-based experience in the hospital emphasizing cardiovascular care. Clinical experiences are unpaid external learning experiences. (6 hours per week external experience). Prerequisite: Completion of EMSP 1501/EMSP 1160/EMSP 1338/EMSP 1356/EMSP 1355/EMSP 1261/EMSP 1166. Co-Requisite: Enrollment in EMSP 2248, EMSP 2338, EMSP 2444. [CIP51.0904]

**EMSP 2166****Paramedic Practicum II  
(1 credit)**

A course of instruction that provides detailed education, training, and work-based experience in the pre-hospital area. Clinical experiences are unpaid external learning experiences. (7 hours per week external experience). Prerequisite: Completion of EMSP 1501/EMSP 1160/EMSP 1338/EMSP 1356/EMSP 1355/EMSP 1261/EMSP 1166/EMSP 2444/EMSP 2248/EMSP2338/EMSP 2160/EMSP 2434/EMSP 2261. Co-Requisite: Enrollment in EMSP 2330/EMSP 2243. [CIP51.0904]

**EMSP 2243****Assessment Based Management  
(2 credits)**

The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive, assessment-based patient care management. (1 hour of lecture and 3 hours of laboratory per week). Prerequisite: Completion of EMSP 1501/EMSP 1160/EMSP 1338/EMSP 1356/EMSP 1355/EMSP 1261/EMSP 1166/EMSP 2444/EMSP 2248/EMSP2338/EMSP 2160/EMSP 2434/EMSP 2261. Co-Requisite: Enrollment in EMSP 2330/EMSP 2166. [CIP51.0904]

**EMSP 2248****Emergency Pharmacology  
(2 credits)**

A comprehensive course covering all aspects of the utilization of medications in treating emergency situations. Course is designed to complement Cardiology, Special Populations, and Medical Emergency courses. (2 hours of lecture hours and 1 hour of laboratory per week). Prerequisite: Completion of EMSP 1501/EMSP 1160/EMSP 1338/EMSP 1356/EMSP 1355/EMSP 1261/EMSP 1166. Co-Requisite: Enrollment in EMSP 2444, EMSP 2338, EMSP 2160. [CIP51.0904]

**EMSP 2261****Paramedic Clinical III  
(2 credits)**

A course of instruction that provides detailed education, training, and work-based experience in the hospital areas specializing in the care of patients with medical emergencies. Clinical experiences are unpaid external learning experiences. (9 hours per week external experience). Prerequisite: Completion of EMSP 1501/EMSP 1160/EMSP 1338/EMSP 1356/EMSP 1355/EMSP 1261/EMSP 1166/EMSP 2444/EMSP 2248/EMSP2338/EMSP 2160. Co-Requisite: Enrollment in EMSP 2434. [CIP51.0904]

**EMSP 2300****Methods of Teaching - Emergency Medical Services  
(3 credits)**

Instruction in teaching methodology for instructors of emergency medical services. (3 hours of lecture per week). Sponsorship by a Texas Department of Health EMS Coordinator required. [CIP51.0904]

**EMSP 2330****Special Populations  
(3 credits)**

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in non-traditional populations. (2 hours of lecture and 2 hours of laboratory per week). Prerequisite: Completion of EMSP 1501/EMSP 1160/EMSP 1338/EMSP 1356/EMSP 1355/EMSP 1261/EMSP 1166/EMSP 2444/EMSP 2248/EMSP2338/EMSP 2160/EMSP 2434/EMSP 2261. Co-Requisite: Enrollment in EMSP 2243/EMSP 2166. [CIP51.0904]

**EMSP 2338****EMS Operations  
(3 credits)**

A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. (2 hours of lecture and 2 hours of laboratory per week). Prerequisite: Completion of EMSP 1501/EMSP 1160/EMSP 1338/EMSP 1356/EMSP 1355/EMSP 1261/EMSP 1166. Co-Requisite: Enrollment in EMSP 2444, EMSP 2248, EMSP 2160. [CIP51.0904]

**EMSP 2345****EMS Supervision/ Management  
(3 credits)**

Instruction, literary review, group discussions, and case study on topics pertinent to the emergency



## English for Speakers of Other Languages

ESOL 0300

### 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]

ESOL 0306

### Oral Communication (3 credits)

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

## French

Amalia D. Parra, Department Chairperson

*NOTE: All foreign language classes aim to integrate acquisition with culture, cultural comparisons, connections to other disciplines, and participation in other language communities. Students with two or more years of high school French are urged to take the departmental online placement test to determine at which level to begin French.*

FREN 1411

### Elementary French I (4 credits)

This course provides the fundamental skills in listening, speaking, reading, and writing French. It includes basic vocabulary, grammatical structures, and an introduction to French culture. (3 lecture and 2 laboratory hours per week). [CB1609015131]

FREN 1412

### Elementary French II (4 credits)

This course provides the fundamental skills in listening, speaking, reading, and writing French. It includes basic vocabulary, grammatical structures, and further study of French culture. (3 lecture and 2 laboratory hours per week). Prerequisite: FREN 1411 with grade of C or above or the departmental online placement test. [CB1609015131]

FREN 2311

### Intermediate French (3 credits)

This course offers the opportunity to develop listening, speaking, reading, and writing skills in French through conversation, vocabulary acquisition, reading, composition, and culture. It includes a grammar review and further study of the French culture. (3 lecture and 1 laboratory hours per week). Prerequisite: FREN 1412 or the departmental online placement test. [CB1609015231]

FREN 2312

### Intermediate French II (3 credits)

This course offers the opportunity to develop

listening, speaking, reading, and writing skills in French through conversation, vocabulary acquisition, reading, composition, and culture. It includes a grammar review and further study of the French culture. (3 lecture and 1 laboratory hours per week). Prerequisite: FREN 2311 or the departmental online placement test. Prerequisites: READ 0310, ENGL 0310 [CB1609015225]

## Geography

Christopher Chance, Department Chairperson

GEOG 1301

### Physical 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). Prerequisites: READ 0310 and ENGL 0310. [CB4507015125]

GEOG 1303

### 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). Prerequisites: READ 0310, ENGL 0310 [CB4507015325]

## Geology

Dick Graef, Department Chairperson  
Dora Devery

GEOG 1301

### 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]

GEOG 1303

### Essentials of 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. [CB0301025339]

GEOG 1401

### 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]

GEOG 1403

### Physical Geology (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]

GEOG 1404

### Historical Geology (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: GEOG 1403. [CB400601539]

GEOG 1405

### 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 lab hours per week). Prerequisite: GEOG 1403. [CB0301035301]

## German

Amalia D. Parra, Department Chairperson

*NOTE: All foreign Language classes aim to integrate language acquisition with culture, cultural comparisons, connections to other disciplines, and participation in other language communities. Students with two or more years of high school German are urged to take a placement examination to determine at which level to begin German.*



## Journalism

Bea Hugetz, Department Chairperson

### JOUR 1120

#### Journalism Activities (1 credit)

This course gives basic journalism training to students through experience on college publications. (2 laboratory hours per week). [CB0904015426]

## Management Development

Rochelle R. Brunson, Department Chairperson

### BMGT 1301

#### Supervision (3 credits)

This course consists of a study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skill are examined. The student will explain the role, characteristics, and skills of a supervisor and the principles of planning, leading, controlling, staffing and organizing at the supervisory level. The student will identify and discuss the human skills necessary for supervision. (3 lecture hours per week). [CIP52.0201]

### BMGT 1303

#### Principles of Management (3 credits)

The concepts, terminology, principles, theory, and issues that are the substance of the practice of management are examined. The student will explain the various theories and processes of management including its functions; identify roles of leadership in business; and recognize elements of the communication process and the guidelines for organizational design. (3 lecture hours per week). [CIP52.0201]

### BMGT 1313

#### Principles of Purchasing (3 credits)

The purchasing process as it relates to such topics as inventory control, prices determination, vendor selection, negotiation techniques, and ethical issues. The student will describe the purchasing function as it relates to other departments within the company and identify the basic concepts used in purchasing decisions. (3 lecture hours per week). [CIP52.0202]

### BMGT 1341

#### Business Ethics (3 credits)

Discussion of ethical issues, the development of a moral frame of reference and the need for an awareness of social justice in management practices and business activities. Review of ethical responsibilities and relationships between organization departments, division, executive management, and the public. (3 lecture hours per week). [CIP52.0201]

### BMGT 1382

#### Cooperative Education-Business Administration and Management, General 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 or unpaid work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture and 20 laboratory hours per week). [CIP52.0201]

### BMGT 1391

#### Special Topics in Business Administration and Management, General (3 credits)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Learning outcomes/objectives are determined by local occupational need and business industry trends. (3 lecture hours per week). [CIP52.0201]

### BMGT 2303

#### Problem Solving and Decision Making (3 credits)

Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids. 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. (3 lecture hours per week). [CIP52.0201]

### BMGT 2311

#### Management of Change (3 credits)

Knowledge, skills, and tools that enable a leader/organization to facilitate change in a pro-active participative style. The student will explain the roles of change agent and champion in the process of change within the organization; show the progression of change from introduction to completion, examining barriers to successful implementation; and demonstrate ability to analyze internal and external environments as well as stakeholder issues in showing need for change. (3 lecture hours per week). [CIP52.0201]

### BMGT 2382

#### Cooperative Education - Business Administration & Management, General 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 or unpaid work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture and 20 laboratory hours per week). [CIP52.0201]

### BMGT 2383

#### Cooperative Education - Business Administration & Management, General III (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 or unpaid work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture and 20 laboratory hours per week). [CIP52.0201]

### BUSG 2309

#### Small Business Management (3 credits)

A course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues. (3 lecture hours per week). [CIP52.0701]

### HRPO 1311

#### Human Relations (3 credits)

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. (3 lecture hours per week). [CIP52.1003]

### HRPO1391

#### Special Topics in Human Resources Management (3 credits)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Learning outcomes/objectives are determined by local occupational need and business and industry needs. (3 lecture hours per week). [CIP52.1001]

### HRPO 2301

#### Human Resources Management (3 credits)

Behavioral and legal approaches to the management of human resources in organizations. The student will describe and explain the development of human resources management; evaluate current methods of job analysis, recruitment, selection, training/development, performance appraisal, promotion, and separation; discuss management's ethical, socially responsible, and legally required actions; assess methods of compensation and benefits planning; and examine the role of strategic human resource planning in support of organizational mission and objectives. (3 lecture hours per week). [CIP52.1001]



**HRPO 2307****Organizational Behavior  
(3 credits)**

The analysis and application of organizational theory, group dynamics, motivations theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. Experiences in managing and resolving organizational problems as well as team dynamics, team building strategies, and cultural diversity will be examined. (3 lecture hours per week.) [CIP52.1003]

**IBUS 2341****Intercultural Management  
(3 credits)**

This course covers a study of cross-cultural comparisons of management and communications processes. Emphasis on cultural geographic distinctions and antecedents that affect individual, group, and organizational behavior. Topics include sociocultural demographic, economic, technological, and political-legal environment of cluster countries and their relationship to organizational communication and decision making. (3 lecture hours per week). [CIP52.1101]

**MRKG 1302****Principles of Retailing  
(3 credits)**

Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing. (3 lecture hours) [CIP52.1401]

**MRKG 1311****Principles of Marketing  
(3 credits)**

This course is an introduction to basic marketing functions, identification of consumer and organizational needs, explanation of economic, psychological, sociological, and global issues, and description and analysis of the importance of marketing research. The student will identify the marketing mix components in relation to market segmentation and interpret market research data to forecast industry trends and meet customer demands. (3 lecture hours per week). [CIP52.1401]

**MRKG 2333****Principles of Selling  
(3 credits)**

This course serves as an introduction to the selling process and its application to all forms of sales. Identification of all the elements of the communication process between buyers and sellers in business and examination of the legal regulations and ethical issues of business which affect salespeople. The student will define the selling process and its application to all forms of sales, identify the elements of the communications process between buyers and sellers in business; and examine ethical issues and legal restrictions of American business which affect salespeople. (3 lecture hours per week).

[CIP08.0706]

**Mathematics**

Bette Nelson, Department Chairperson

James Boler, Jennifer Hopkins, Tammi Lansford, Deanna Dick, Charles Kilgore, Ralph Best, Robin Harbour

*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, or by the ACC Developmental Education Plan, for students whose scores on placement tests fall below established cutoff levels.*

**MATH 0309****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, geometry and a study of signed numbers. The purpose of MATH 0309 is to prepare the students for MATH 0310. Enrollment in this course is based upon a self-perceived need to develop the skills covered or upon the college placement test. (3 lecture hours and 1 lab hour per week). [CB3201045137]

**MATH 0310****Developmental Mathematics - Algebra  
(3 credits)**

This course includes linear equations and inequalities, applications, polynomial, and rational expression operations and equations. The purpose of MATH 0310 is to prepare students for MATH 0312. Students enrolling in this course must meet the developmental algebra standard on the placement test or have passed MATH 0309 with a grade of A, B, or C. (3 lecture hours and 1 lab hour per week). [CB3201045137]

**MATH 0312****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 students for MATH 1314. Students enrolling in this course must meet the intermediate algebra standard on the placement test or have passed MATH 0310 with a grade of A, B, or C. (3 lecture hours per week). [CB3201045237]

**MATH 1314****College Algebra  
(3 credits)**

This course includes a review of the fundamental concepts of intermediate algebra, followed by a more intensive study of algebraic equations and inequalities, functions and graphs, graphs and zeros of polynomial functions, rational functions, exponential and logarithmic functions, systems of equations, matrices and the binomial theorem. Graphing calculators (TI-83 or comparable models) are required. Students enrolling in this course must meet the college algebra standard on the placement

test or have passed MATH 0312 with a grade of A, B, or C. (3 lecture hours per week). Prerequisite: READ 0310 with a C or better or the TSI standard in Reading. [CB2701015437]

**MATH 1316****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. Graphing calculators (TI-83 or comparable models) are required. (3 lecture hours per week). Prerequisite: MATH 1314 or departmental approval. [CB2701015337]

**MATH 1324****Mathematics for Business & Social Science I  
(3 credits)**

This course is designed for business, economics, management, and finance students. 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. Applications in business and economics will be emphasized (3 lecture hours per week). Prerequisite: MATH 1314. [CB2703015237]

**MATH 1325****Mathematics for Business & Social Science II  
(3 credits)**

This course is designed for business, economics, management, and finance students. The course includes a study 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]

**MATH 1332****Contemporary Mathematics I  
(3 credits)**

This course is designed for liberal arts, humanities and human/social sciences. It is not intended for mathematics, science, engineering, elementary education or business majors. The course emphasizes an appreciation of the art, history, beauty, and application of mathematics. Topics include sets, logic, number theory, measurement, geometric concepts, and an introduction to probability and statistics. Crosslisted as PSYC 2317. Prerequisite: MATH 0312 with a grade of A,B, or C or meeting the college algebra standard on a placement test and READ 0310 with a C or better or the TSI standard in Reading. (3 lecture hours per week). [CB2701015137]

**MATH 1333****Contemporary Mathematics for Tech  
(3 credits)**

This course provides a broad background in principles and applications of mathematics found in the technical and vocational degree programs. Topics will include: a survey of equations, a survey of relations and functions, probability and statistics, and applications. This course will satisfy the math requirements of the



Associate of Applied Science, but does not satisfy the math requirements of the Associate of Arts, The Associate of Science, or the Associate of Arts in Teaching degree. Prerequisite: MATH 0310 with a C or higher or the equivalent on the college placement exam. Corequisite: READ 0310 with a C or better or the TSI standard in Reading. (3 lecture hours per week). [CB2701015137]

**MATH 1342**  
**Elementary Statistical Methods**  
(3 credits)

This course includes such topics as permutations and combinations, probability, testing hypotheses, sample theory, parameter estimation, frequency functions, and correlation and regression. Students enrolling in this course should have previously taken two years of high school algebra and/or passed MATH 1314. (3 lecture hours per week). Prerequisites: MATH 1314. [CB2705015137]

**MATH 1348**  
**Analytic Geometry**  
(3 credits)

The course is designed to meet the needs of mathematics, engineering and science students. The 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. The purpose of MATH 1348 is to prepare the student for MATH 2413. Students enrolling in this course should have previously taken two years of high school algebra and a course in plane trigonometry or passed MATH 1314 and MATH 1316. (3 lecture hours per week). Prerequisite: MATH 1316. [CB2701015537]

**MATH 1350**  
**Fundamentals of Mathematics I**  
(3 credits)

This course is designed specifically for students who seek teacher certification. Topics and concepts in this course include concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 or equivalent or higher level math. [CB2701015619]

**MATH 1351**  
**Fundamentals of Mathematics II**  
(3 credits)

This course is designed specifically for students who seek teacher certification. Topics and concepts in this course include concepts of geometry, probability, and statistics, as well as applications of algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 or MATH 1350 or equivalent. [CB2701015619]

**MATH 2318**  
**Linear Algebra**  
(3 credits)

This course includes such topics as vector spaces, linear independence, bases, linear transformations, matrices, determinants, eigenvalues, eigenvectors, and applications. (3 lecture hours per week). Prerequisite: MATH 2413 or approval of instructor. [CB2701016137]

**MATH 2320**  
**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 or approval of instructor. [CB2703015137]

**MATH 2412**  
**Pre-Calculus Math**  
(4 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. Graphing calculators (TI-83 or comparable models) are required. (4 lecture hours per week). Prerequisite: MATH 1314 or departmental approval. [CB2701015819]

**MATH 2413**  
**Calculus I**  
(4 credits)

This course is designed to meet the needs of mathematics, engineering, and science students. Topics included in this course are vectors and vector operations, limits, continuity, differentiation and integration of algebraic and transcendental functions, with applications such as optimization, curve sketching, and finding area under a curve. Students enrolling in this course should have previously taken two years of high school algebra, a course in plane trigonometry, and a course in analytic geometry, or passed MATH 1314 and MATH 1316, or MATH 1314 and MATH 2412. (4 lecture hours per week). Prerequisites: MATH 2412 or departmental approval. [CB2701015937]

**MATH 2414**  
**Calculus II**  
(4 credits)

This course is a continuation of MATH 2413. Topics include differentiation and integration of hyperbolic and inverse trigonometric functions, techniques of integration, sequences and series, and applications such as the area between curves. (4 lecture hours per week). Prerequisites: MATH 2413 or equivalent course. [CB2701015937]

**MATH 2415**  
**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 equivalent course. [CB2701015937]

## Mental Health/Addiction Counseling

G. E. Carrier, Department Chairperson

**CMSW 1341**  
**Behavior Modification and Cognitive Disorder**  
(3 credits)

In depth study of the theories and principles of behavioral science and skill development in the methods of modifying and controlling behavior. Clinical and personal settings. Emphasis on techniques as managing self behavior. Topics include stimulus controls, shaping, relaxation training, reinforcement scheduling and taken economics. (3 lecture hours per week) (3 lecture and 3 laboratory hours per week) [CIP51.1503]

**DAAC 1304 (see also SOCI 2340)**  
**Pharmacology of Addiction**  
(3 credits)

Psychological, physiological, and sociological effects of mood altering substances and behaviors and their implications for the addiction process are discussed. Emphasis is placed on pharmacological effects of tolerance, dependency/withdrawal, cross addiction, and drug interaction. (3 lecture hours per week) [CIP51.1501]

**DAAC 1307**  
**Addicted Family Intervention**  
(3 credits)

An introduction to the family as a dynamic system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. Discuss the impact of mood altering substances and behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective. (3 lecture hours per week) [CIP51.1501]

**DAAC 1309**  
**Assessment Skill of Alcohol and Other Drug Addictions**  
(3 credits)

Examines procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems, and needs which will be used in the development of a treatment plan. Prepares the student to appropriately explain assessment results and individual rights to clients. (3 lecture hours per week) [CIP51.1501]

**DAAC 1311**  
**Counseling Theories**  
(3 credits)

An introduction to major theories of various treatment modalities including Reality Therapy, Psychodynamic, Grief Therapy, Client Centered Therapy, Rational Emotive Therapy, cognitive-behavioral approaches such as life skills training, behavior modification, and the introduction to experiential therapies as they relate to detoxification, residential, outpatient, and extended treatment. (3 lecture hours per week) [CIP51.1501]

**DAAC 1314**  
**Dynamics of Group Counseling**  
(3 credits)

An introduction to the patterns and dynamics of group interactions across the life span. Focus



includes group therapy, structure, types, stages, development, leadership, therapeutic factors, the impact of groups on the individual, group growth, and behavior. Effective group facilitation skills and techniques used to address special population issues and needs are covered. Effective case management and record keeping are addressed. (3 lecture hours per week) [CIP51.1501]

**DAAC 1317**  
**Basic Counseling Skills**  
(3 credits)

This course is designed to facilitate development of the basic communication skills necessary to develop an effective helping relationship with clients. Includes the utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramification of attitudes and feelings; consideration of alternative solutions; and decision making. (3 lecture hours per week) [CIP51.1501]

**DAAC 1319**  
**Introduction to Alcohol and Other Drug Addictions**  
(3 credits)

Causes and consequences of addiction as they relate to the individual, family, community, and society are discussed. Response alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented. (3 lecture hours per week) [CIP51.1501]

**DAAC 1341**  
**Counseling Alcohol and Other Drug Addictions**  
(3 credits)

This course will focus on special skills and techniques in the application of counseling skills for the Alcohol and Other Drug (AOD) client. Design and utilization of treatment planning using a treatment team approach will be introduced. Confidentiality and ethical issues will be reviewed and practiced. (3 lecture hours per week) [CIP51.1501]

**DAAC 1343**  
**Current Issues**  
(3 credits)

A study of issues that impact addiction counseling. Special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling will be investigated. (3 lecture hours per week) [CIP51.1501]

**DAAC 1380**  
**Cooperative Education I - Alcohol/Drug Abuse Counseling**  
(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 employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) [CIP51.1501]

**DAAC 1381**  
**Cooperative Education II - Alcohol/Drug Abuse Counseling**  
(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 employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) [CIP51.1501]

**DAAC 1391**  
**Special Topics in Alcohol/Drug Abuse Counseling**  
(3 credits)

This course is a review of the requirements for licensure in addiction counseling examination. The course is also used to work on topics in the area of mental health or addiction studies - example: research/projects/field work. (3 lecture hours per week) [CIP51.1501]

**DAAC 2380**  
**Cooperative Education III - Alcohol/Drug Abuse Counseling**  
(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 employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) [CIP51.1501]

**GER 1301**  
**Introduction to Gerontology**  
(3 credits)

Overview of the social, psychological, and biological changes that accompany aging and an overview of the implications of these changes for the individual, as well as for the larger society. (3 lecture hours per week) [CIP30.1101]

**PMHS 1301**  
**Introduction to Mental Health and Retardation**  
(3 credits)

A brief survey of the historical development of social services. Emphasis on current needs, practices, and projected changes. Topics include psychoanalytic theories related to mental retardation, psychotherapy and retarded children, and special problems faced by mentally retarded. We will examine why individuals enter the helping professions. (3 lecture hours per week) [CIP51.1502]

**PMHS 1380**  
**Cooperative Education I - Psychiatric/Mental Health Services Technician**  
(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 employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) [CIP51.1502]

**PMHS 1381**  
**Cooperative Education II - Psychiatric/Mental Health Services Technician**  
(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 employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) [CIP51.1502]

**PMHS 1391**  
**Special Topics in Psychiatric/Mental Health Services Technician**  
(3 credits)

This course will examine the management of psychological technicians and review the duties of training required. A variety of mental health settings, such as mental retardation, mental illness and dual diagnosis units will be discussed. Residential and non-residential settings will be reviewed in terms of training requirements and employment opportunities. (3 lecture hours per week) [CIP51.1502]

**PMHS 2380**  
**Cooperative Education III - Psychiatric/Mental Health Services Technician**  
(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 employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) [CIP51.1502]

**RECT 1301**  
**Introduction to Therapeutic Recreation**  
(3 credits)

Introduction to the value, history, philosophy, terminology, process, and outcomes of therapeutic recreation. Emphasis on identification of client groups, leisure activities, application of therapeutic recreation in various human services settings, and professional development and career opportunities. (3 lecture hours per week) [CIP51.2309]



## Music

Kevin Moody, Department Chairperson  
David Griffith

### GENERAL MUSIC

#### MUSI 1158 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). [CB5009085226]

#### MUSI 1159/2159 Musical Theater (1 credit)

This course can be repeated for credit. This course stresses the study and performance of works selected from the music Theater repertoire. (1 lecture and 4 laboratory hours per week). [CB5009036126]

#### MUSI 1166 Woodwind Class (1 credit)

This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on flute, oboe, clarinet, bassoon, saxophone, and piccolo. (1 lecture and 2 laboratory hours per week). [CB5009035130]

#### MUSI 1168 Brass Class (1 credit)

This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on trumpet, French horn, trombone, and tuba. (1 lecture and 2 laboratory hours per week). [CB5009035130]

#### MUSI 1181 Class Piano I (1 credit)

This course is designed for students with little or no previous keyboard experience and provides a study of basic technique, scales, chords, and repertoire. (1 lecture and 1 laboratory hours per week). [CB5009075130]

#### MUSI 1182 Class Piano II (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]

#### MUSI 1183 Voice Class (1 credit)

This laboratory class, designed for students with no previous voice training, provides instruction in breathing, tone production, and diction. (1 lecture and 2 laboratory hours per week). [CB5009085130]

#### MUSI 1188 Percussion Class (1 credit)

This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on snare drum, tympani, xylophone, cymbals, and other percussion instruments. (1 lecture and 2 laboratory hours per week). [CB5009035130]

#### MUSI 1192 [1179] Guitar Class (1 credit)

This course, designed for beginning guitar students, provides a study of basic techniques, chords, and basic repertoire. (1 lecture and 2 laboratory hours per week). [CB5009035130]

#### MUSI 1211 Music Theory I (2 credits)

This course provides a review of musical rudiments, harmony and voice-leading through submediant and mediant chords, figured bass, cadences and phrase structure, basic analysis, and elementary composition. (3 lecture hours per week). Prerequisite: READ 0310.

Corequisite: MUSI 1216 [CB5009045130]

#### MUSI 1212 Music Theory II (2 credits)

This course studies harmony and voice-leading through modal mixture, secondary dominants and modulation, periodic structures, and further analysis and composition. (3 lecture hours per week). Prerequisite: READ 0310 and MUSI 1211.

Corequisite: MUSI 1217 [CB5009045130]

#### MUSI 1216 Elementary Sight Singing & Ear Training I (2 credits)

This required course for music majors is the first of a four-semester presentation of basic aural, visual, and vocal exercises in dictation and in sight-singing. (3 laboratory hours per week). Corequisite: MUSI 1211. [CB5009045630]

#### MUSI 1217 Elementary Sight Singing & Ear Training II (2 credits)

This required course for music majors is the second of a four-semester presentation of basic aural, visual, and vocal exercises in dictation and sight-singing. (3 laboratory hours per week). Prerequisite: MUSI 1216. Corequisite: MUSI 1212. [CB5009045630]

#### MUSI 1263 Improvisation (2 credits)

This course presents the techniques of improvising music through the analysis of melodic motives, chordal construction, and sequencing, and it applies this analysis to traditional and contemporary materials. (1 lecture and 2 laboratory hours per week). [CB5009036530]

#### MUSI 1301 Introduction to Music (3 credits)

This course is an introduction to the elements of music including notation, rhythm, melody, scales, keys, and chords. The course meets the needs of elementary education majors and other students who wish to gain a working knowledge of music. (3 lecture hours per week). Prerequisite: READ 0309. [CB5009045526]

#### MUSI 1306 Music Appreciation (3 credits)

What is music? Where does it come from? What did music sound like 2000 years ago? Who was Beethoven and why should I care? Take this course and find out. (3 lecture hours per week). Prerequisites: READ 0309. [CB5009025126]

#### MUSI 1308 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. [CB5009025226]

#### MUSI 1309 Survey of Music Literature II (3 credits)

This course is a survey of western classical music from Beethoven through the present. This music history course is open to non-majors. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310 [CB5009025226]

#### MUSI 1310 American Music (3 credits)

The Beatles, Elvis, The Rolling Stones, from Rag Time to Hip-Hop: How did all this get started? You'll find out if you take this class. (3 lecture hours per week). Prerequisite: READ 0309 [CB5009025326]

#### MUSI 1386 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). [CB5009045326]

#### MUSI 2181 Class Piano III (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). [CB5009075126]

#### MUSI 2182 Class Piano IV (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). Corequisite: MUSI 2216 [CB5009075126]



**MUSI 2211****Music Theory III  
(2 credits)**

This course studies harmony and voice-leading through linear chords, the Neapolitan and augmented sixths, advanced modulation, ninth chords, binary form, more advanced modulation and composition. (3 lecture hours per week). Corequisite: MUSI 2216. Prerequisite: MUSI 2212. [CB5009045226]

**MUSI 2212****Music Theory IV  
(2 credits)**

This course studies compositional practices of the twentieth century and later, through analysis and composition exercises. (3 lecture hours per week). Prerequisite: MUSI 2211. Corequisite: MUSI 2217 [CB5009045226]

**MUSI 2216****Advanced Sight Singing & Ear Training I  
(2 credits)**

This required course for music majors is the third of a four-semester presentation of basic aural, visual, and vocal exercises in dictation and sight-singing. (3 laboratory hours per week). Prerequisite: MUSI 1217. Corequisite: MUSI 2211. [CB5009045726]

**MUSI 2217****Advanced Sight Singing & Ear Training II  
(2 credits)**

This required course for music majors is the fourth of a four-semester presentation of basic aural, visual, and vocal exercises in dictation and sight-singing. (3 laboratory hours per week). Prerequisite: MUSI 2216. Corequisite: MUSI 2212. [CB5009045726]

**ENSEMBLES****MUEN 1125, 1126, 2125, 2126****Jazz 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). [CB5009035526]

**MUEN 1122, 1123, 2122, 2123****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). [CB5009035526]

**MUEN 1135, 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). [CB5009035626]

**MUEN 1141, 1142, 2141, 2142****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. In order to obtain credit, members must attend all called rehearsals and public performances. (5 laboratory rehearsal hours per week). [CB5009035726]

**MUEN 1143, 1144, 2143, 2144****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). [CB5009035726]

**MUEN 1151, 1152, 2151, 2152****Chamber Singers  
(1 credit)**

This course can be repeated for credit. Membership is open to all students on the basis of audition/conference with the director. Students are also expected to enroll in Concert Choir. (4 laboratory rehearsal hours per week). [CB5009035826]

**APPLIED MUSIC**

*All applied music courses are under  
[CB5009035426]*

**MUAP 1217, 1218****Applied Music Woodwind  
(2 credits each)**

These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, or saxophone. (1 lecture and 4 laboratory practice hours per week).

**MUAP 1237, 1238****Applied Music Brass  
(2 credits each)**

These courses provide one hour of individual instruction per week in trumpet, trombone, French horn or tuba. (1 lecture and 4 laboratory practice hours per week).

**MUAP 1257, 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).

**MUAP 1261, 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).

**MUAP 1269, 1270****Applied Music Piano  
(2 credits each)**

These courses provide one hour of individual instruction a week in piano. (1 lecture and 4 laboratory practice hours per week).

**MUAP 1281, 1282****Applied Music Voice  
(2 credits each)**

These courses provide one hour of individual instruction per week in voice. (1 lecture and 4 laboratory practice hours per week).

**MUAP 1291, 1292****Applied Music Composition  
(2 credits each)**

These courses provide one hour of instruction per week in music composition. Composing in small forms for simple media in both traditional styles and styles of the student's choice. (2 lecture hours per week).

**MUAP 2217, 2218****Applied Music Woodwind  
(2 credits each)**

These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, or saxophone. (1 lecture and 4 laboratory practice hours per week).

**MUAP 2237, 2238****Applied Music Brass  
(2 credits each)**

These courses provide one hour of individual instruction per week in trumpet, trombone, French horn or tuba. (1 lecture and 4 laboratory practice hours per week).

**MUAP 2257, 2258****Applied Music Percussion  
(2 credits each)**

These courses provide one hour of individual instruction per week in percussion instruments. (1 lecture and 4 laboratory practice hours per week).

**MUAP 2261, 2262****Applied Music Guitar  
(2 credits each)**

These courses provide one hour of individual instruction per week in guitar. (1 lecture and 4 laboratory practice hours per week).

**MUAP 2269, 2270****Applied Music Piano  
(2 credits each)**

These courses provide one hour of individual instruction per week in piano. (1 lecture and 4 laboratory practice hours per week).

**MUAP 2281, 2282****Applied Music Voice  
(2 credits each)**

These courses provide one hour of individual instruction per week in voice. (1 lecture and 4 laboratory practice hours per week).



## **Nursing**

### **(Associate Degree)**

Sally Durand, Director

Debra Fontenot, Sharon Hightower, Beverly Howard, Brenda Jarrett, Christy Scales, Laurine Seal, Bonnie Zauderer

#### **RNSG 1108**

##### **Dosage Calculations for Nursing** (1 credit)

Dosage calculations include reading, interpreting and solving calculation problems encountered in the preparation of medications; and conversion of measurements within the apothecary, avoirdupois, and metric system. This course emphasizes critical thinking skills and techniques needed to accurately and safely calculate medication dosages. Concepts of society, client/family, health and nursing roles are incorporated. (1 lecture hour per week)

Prerequisite: MATH 0310 [CIP51.1601]

#### **RNSG 1162**

##### **Clinical Nursing: Mental Health Nursing** (1 credit)

An intermediate type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. A method of instruction providing detailed education, training and work-based experiences and direct patient/client care, generally at a clinical site. Concurrent theory enrollment is required in RNSG 2213. (3 lab hours per week). Prerequisites: RNSG 1441. Corequisites: RNSG 2213 [CIP51.1601]

#### **RNSG 1215**

##### **Health Assessment** (2 credits)

Development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework. This course emphasizes critical thinking skills and techniques needed to perform health assessments of the adult and family. Concepts of society, client/family, health and nursing roles are incorporated. (1 lecture and 2 lab hours per week). Prerequisites: BIOL 2401 [CIP51.1601]

#### **RNSG 1246**

##### **Legal and Ethical Issues for Nurses** (2 credits)

Study of the laws and regulations related to the provision of safe and effective professional nursing care; attention given to the development of a framework for addressing ethical issues; and topics to include confidentiality, the Nursing Practice Act, professional boundaries, ethics, and health care legislation. Emphasis is on collaboration to analyze and integrate legal/ethical issues as related to professional nursing practice. Concepts of society, client/family, health and nursing roles are incorporated. (2 lecture hours per week). Prerequisites: RNSG 2213 or RNSG 1417. Co-requisites: RNSG 1443 or RNSG 1512.

[CIP51.1601]

#### **RNSG 1260**

##### **Clinical Nursing: Foundations for Nursing Practice** (2 credits)

A basic type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical experiences allow the student opportunities to begin utilizing nursing skills in caring for adults and family in acute care settings. Clinical education is an unpaid learning experience. Concurrent theory enrollment in RNSG 1513 is required. (6 lab hours per week) Prerequisites: Admission into the ADN Program, BIOL 2401, BIOL 2402, ENGL 1301. Corequisites: PSYC 2314, RNSG 1513, RNSG 1215, RNSG 1108. [CIP51.1601]

#### **RNSG 1262**

##### **Clinical Nursing: Concepts of Nursing Practice I for Articulating Students** (2 credits)

A basic to intermediate type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. Concurrent theory enrollment is required in RNSG 1417. (6 lab hours per week) Prerequisites: Admission into the ADN Program, RNSG 1215, BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, PSYC 2314, ENGL 1301, and PHED (activity). Corequisites: RNSG 1417. [CIP51.1601]

#### **RNSG 1417**

##### **Concepts of Nursing Practice I for Articulating Students** (4 credits)

Provides the articulating student the opportunity to examine the role of the professional nurse; application of a systematic problem solving process and critical thinking skills which includes a focus on the adult population in selected settings; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. Concepts of society, client/family, health and nursing roles are incorporated. Concurrent clinical enrollment is required in RNSG 1262. (3 lecture and 2 lab hours per week)

Prerequisites: Admission into the ADN Program, RNSG 1215, BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, PSYC 2314, ENGL 1301, and PHED (activity). Corequisites: RNSG 1262. [CIP51.1501]

#### **RNSG 1441**

##### **Common Concepts of Adult Health** (4 credits)

Study of the general principles of caring for selected adult clients and families in structured settings with common medical-surgical health care needs related to each body system. Preparing the associate degree nurse as a provider of care, coordinator of care, and member of the profession emphasizing the clinical decision-making, knowledge, judgment, skills, and professional values within a legal/ethical framework.

It includes biological, cultural, and psychosocial components with a focus on the adult population in selected settings. Emphasis is on application of systematic problem solving processes and critical thinking skills. Concepts of society, client/family, health and nursing roles are incorporated. Concurrent clinical enrollment is required in RNSG 1561 (3 lecture and 2 lab hours per week). Prerequisites: RNSG 1513, RNSG 1215, RNSG 1108. Corequisites: PSYC 2301, RNSG 1561. [CIP51.1601]

#### **RNSG 1443**

##### **Complex Concepts of Adult Health** (4 credits)

Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as provider of care, coordinator of care, and member of a profession in the care of adult clients/families in structured health care settings with complex medical-surgical health care needs associated with each body system. Emphasis is on knowledge, judgments, skills, and professional values within a legal/ethical framework. Concepts of society, client/family, health and nursing roles are incorporated. Concurrent clinical enrollment is required in RNSG 2563. (3 lecture and 2 lab hours per week) Prerequisites: RNSG 2213 or RNSG 1417. Corequisites: RNSG 2563. [CIP51.1601]

#### **RNSG 1512**

##### **Nursing Care of the Childbearing and Childrearing Family** (5 credits)

Study of the concepts related to the provision of nursing care for childbearing and childrearing families; application of systematic problem solving processes and critical thinking skills, including a focus on the childbearing family during preconception, prenatal, antepartum, neonatal and postpartum periods and the childrearing family from birth to adolescence; and competency in knowledge, judgment, skill and professional values within a legal/ethical framework. Analysis and synthesis of knowledge and skills are based upon normal and abnormal assessment findings. Concepts of society, client/family, health and nursing roles are incorporated. Concurrent clinical enrollment is required in RNSG 2463. (4 lecture and 2 lab hours per week.) Prerequisites: RNSG 2213 or RNSG 1417. Corequisites: RNSG 2463. [CIP51.1601]

#### **RNSG 1513**

##### **Foundations for Nursing Practice** (5 credits)

Introduction to the role of the professional nurse as a provider of care, coordinator of care, and member of a profession. Topics include but are not limited to the fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision-making, mechanisms of disease, the needs and problems that nurses help patients manage, and basic psychomotor skills. Emphasis is on knowledge, judgment, skills and professional values within a legal/ethical framework. Concepts of society, client/family, health and nursing roles are incorporated. Concurrent clinical enrollment in RNSG 1260 is required. (4 lecture and 3 lab hours per week)

Prerequisites: Admission into the ADN Program, BIOL 2401, BIOL 2402, ENGL 1301.

Corequisites: PSYC 2314, RNSG 1215, RNSG 1108, RNSG 1260. [CIP51.1601]



**RNSG 1561****Clinical Nursing: Common Concepts of Adult Health****(5 credits)**

An intermediate type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Specific detailed learning objectives are developed for each course by the faculty. Clinical education is an unpaid learning experience. Concurrent theory enrollment is required in RNSG 1441. (15 lab hours per week) Prerequisites: RNSG 1513, RNSG 1215, RNSG 1108. Corequisites: PSYC 2301, RNSG 1441. [CIP51.1601]

**RNSG 2121****Management of Client Care****(1 credit)**

Exploration of leadership and management principles applicable to the role of the nurse as a provider of care, coordinator of care, and member of a profession. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course emphasizes leadership and management theories, personal qualities, and tasks necessary to positively influence patient care and outcomes of the health care facility. Concepts of society, client/family, health and nursing roles are incorporated. (1 lecture hour per week). Co-requisites: RNSG 1443 or RNSG 1512. [CIP51.1601]

**RNSG 2213****Mental Health Nursing****(2 credits)**

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families will be stressed. The course focuses on the study of behavioral patterns considered to be deviations from normal. Concepts of society, client/family, health and nursing roles are incorporated. Concurrent clinical enrollment in RNSG 1162 is required. (2 lecture hours per week) Prerequisites: RNSG 1441, PSYC 2301. Corequisites: RNSG 1162. [CIP51.1601]

**RNSG 2463****Clinical Nursing: Nursing of the Childbearing and Childrearing Family****(4 credits)**

An intermediate to advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. Clinical experience provides the student with opportunities to care for and observe the family during pregnancy, childbirth and childrearing in the hospital and clinic settings. Concurrent theory enrollment is required in RNSG 1512. (12 lab hours per week) Prerequisites: RNSG 2213 or RNSG 1417. Corequisites: RNSG 1512. [CIP51.1601]

**RNSG 2563****Clinical Nursing: Complex Concepts of Adult Health****(5 credits)**

An intermediate to advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. Concurrent theory enrollment is required in RNSG 1443. (15 lab hours per week). Prerequisites: RNSG 2213 or RNSG 1417. Corequisites: RNSG 1443. [CIP51.1601]

**Nursing  
(Vocational)**

*Karen Briza, Department Chairperson  
Michael Cooper*

**VNSG 1122****Vocational Nursing Concepts****(1 credit)**

Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. Learning Outcomes: The student will discuss the personal adjustments essential to the development of the vocational nurse; identify the role of the licensed vocational nurse; and discuss the legal and ethical responsibilities in vocational nursing practice. (1 lecture hour per week). [CIP51.1613]

**VNSG 1136****Mental Health****(1 credit)**

Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills. Learning Outcomes: The student will describe the characteristics of positive mental health; identify the coping mechanisms utilized by individuals to assist in alleviating stress and anxiety; and demonstrate the use of therapeutic communication skills. (1 lecture hour per week). [CIP51.1613]

**VNSG 1160****Clinical - Practical Nurse I****(1 credit)**

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experience. Course may be repeated if topics and learning outcomes vary. Learning Outcomes: As outlined in the learning plan,

the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry, and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. (5 clinical hours per week). Corequisite: VNSG 1423. [CIP51.1613]

**VNSG 1219****Professional Development****(2 credits)**

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. Learning Outcomes: The student will describe the role of the licensed vocational nurse in multi-disciplinary settings inclusive of basic principles of leadership and management; discuss the role of professional organizations and regulatory agencies; and identify criteria and appropriate resources for continuing education. (2 lecture hours per week). [CIP51.1613]

**VNSG 1226****Geriatrics****(2 credits)**

Overview of the normal physical, psychological, and cultural aspects of the aging process. Addresses common disease processes of aging and explores attitudes towards care of the elderly. Topics include but are not limited to introduction to aging; the aging adult; geriatric mental health; sexuality and aging; pain management; geriatric medications; assisting the dying client and family; hospice care. (2 lecture hours per week). [CIP51.1613]

**VNSG 1227****Essentials of Medication Administration****(2 credits)**

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs, IV administration is not included. Instruction includes various systems of measurement. Lab required. Learning Outcomes: The student will demonstrate accurate dosage calculation; discuss the principles of medication administration safety; and identify the elements of accurate documentation of medication administration. (1 lecture and 2 laboratory hours per week). [CIP51.1613]

**VNSG 1230****Maternal - Neonatal Nursing****(2 credits)**

Utilization of the nursing process in the assessment and management of the child bearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. Learning Outcomes: The student will discuss the bio-psycho-socio-cultural needs of the childbearing family; and utilize the nursing process to assist in planning the care of the childbearing family. (2 lecture hours per week). Corequisite: VNSG 1660. [CIP51.1613]



**VNSG 1234****Pediatrics****(2 credits)**

Study of childhood growth & development childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process. Learning Outcomes: The student will identify principles of growth & development and utilize the nursing process to assist in planning care for the well or ill child. (2 lecture hours per week). Corequisite: VNSG 1660. [CIP51.1613]

**VNSG 1238****Mental Illness****(2 credits)**

Study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process. Learning Outcomes: The student will identify common mental illnesses and maladaptive behavior, utilize the nursing process to assist in planning care for the individual with mental illness or maladaptive behavior; and discuss trends in the management of the individual requiring psychotherapeutic treatment. (2 lecture hours per week). [CIP51.1613]

**VNSG 1329****Medical Surgical Nursing I****(3 credits)**

Application of the nursing process to the care of adult and geriatric patients experiencing respiratory, gastrointestinal, genitourinary, musculoskeletal, and dermatological medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized. Learning Outcomes: The student will identify the components of the health-illness continuum; identify prevalent respiratory, gastrointestinal, genitourinary, musculoskeletal, and dermatological medical surgical conditions affecting the adult and geriatric and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions. (3 lecture hours per week). Corequisite: VNSG 1661. [CIP51.1613]

**VNSG 1331****Pharmacology****(3 credits)**

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. Learning Outcomes: The student will identify properties, effects, and principles of pharmacotherapeutic agents; and list common nursing interventions associated with the various pharmacotherapeutic agents. (3 lecture hours per week). [CIP51.1613]

**VNSG 1332****Medical - Surgical Nursing II****(3 credits)**

Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult and geriatric patients experiencing cardiovascular, neurosensory, endocrine, and oncological medical-surgical conditions in the health-illness continuum. Includes a variety of health care settings. Learning Outcomes: The student will identify the components of the health-illness continuum; identify prevalent cardiovascular, neurosensory, endocrine, and

oncological medical surgical conditions affecting the adult and geriatric and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions. (3 lecture hours per week). Corequisite: VNSG 1661. [CIP51.1613]

**VNSG 1420****Anatomy & Physiology for Allied Health****(4 credits)**

Introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis. Learning Outcomes: The student will identify the structure of each of the major body systems; describe the function of each of the major body systems; and discuss the interrelationship of systems in maintaining homeostasis. (4 lecture hours per week). [CIP51.1613]

**VNSG 1423****Basic Nursing Skills****(4 credits)**

Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. Lab required. Learning Outcomes: The student will demonstrate competency in basic nursing skills; identify the steps in the nursing process and how each relates to nursing care; and discuss the delivery of basic nursing skills in a variety of health care setting. (3 lecture and 4 laboratory hours per week). Corequisite: VNSG 1160. [CIP51.1613]

**VNSG 1660****Clinical - Practical Nurse II****(6 credits)**

A method of instruction providing detailed education, training, and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experience. Course may be repeated if topics and learning outcomes vary. Learning Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry, and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. (24 clinical hours per week). Corequisites: VNSG 1330 and VNSG 1334. [CIP51.1613].

**VNSG 1661****Clinical - Practical Nurse III****(6 credits)**

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility

of the college faculty. Clinical experiences are unpaid external learning experience. Course may be repeated if topics and learning outcomes vary. Learning Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry, and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. (24 clinical hours per week). Corequisites: VNSG 1329 and VNSG 1332. [CIP51.1613]

**Nutrition***Sally Durand, Department Chairperson***HECO 1322****Nutrition & Diet Therapy****(3 credits)**

This course is a study of nutrients including functions, food sources, digestion, absorption and metabolism with application to normal and preventative nutrition needs across the lifespan. The course includes nutrient intake analysis, energy expenditure evaluation, and diet planning. (3 lecture hours per week). Prerequisite: BIOL 2401. Corequisite: READ 0309. [CIP19.0502]

**Paralegal***Karen Barnett, Department Chairperson***LGLA 1301****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). Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]

**LGLA 1311****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). Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]

**LGLA 1342****Federal Civil Litigation****(3 credits)**

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Federal Civil Litigation covers litigation from the pre-trial stage to the post-trial phase. Federal law will be emphasized in this course. Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]



**LGLA 1344**  
**Texas Civil Litigation**  
**(3 credits)**

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Texas Civil Litigation covers litigation from the pre-trial stage to the post-trial phase. State law will be emphasized in this course. Prerequisite: READ 0309 and ENGL 0309. [CIP22.0302]

**LGLA 1351**  
**Contract Law**  
**(3 credits)**

This course presents fundamental concepts of contract law with emphasis on the paralegal's role. Topics include formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code. The student will learn to define and properly use contract law terminology; locate, describe and analyze sources of law relating to contract law; understand the ethical obligations of the paralegal and draft documents commonly used in contract law. (3 lecture hours per week). Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]

**LGLA 1353**  
**Wills, Trusts, 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). Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]

**LGLA 1355**  
**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). Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]

**LGLA 1380, LGLA 2381**  
**Cooperative Education (Internship) - Paralegal**  
**(3 credits)**

The objective of the cooperative education course is to combine the student's classroom learning with work experience. This is accomplished through the cooperation of the instructor, employer and student. The instructor or department chair can usually assist students in obtaining a **non-paying** internship for this course. If this assistance is required, it is necessary to contact the department chair in advance of beginning the course, so an internship can be arranged. However, if the student requires a paid internship, they are responsible for obtaining such a position themselves, as these are very limited. It is helpful to contact the department chair to determine possible job listings. (1 lecture and 20 lab hours per week). Prerequisites: READ 0309, ENGL 0309. [CIP22.0302]

**LGLA 2239**  
**Certified Legal Assistant Review**  
**(2 credits)**

This course provides a review of the mandatory and optional topics covered in the Certified Legal

Assistant Examination administered by the National Association of Legal Assistants. **In order to sit for the CLA exam, you must have at least 60 college credit hours with 15 hours of legal courses. You should check the NALA website to view their guidelines. (www.nala.org)** (2 lecture hours) [CIP22.0302]

**LGLA 2303**  
**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). Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]

**LGLA 2305**  
**Interviewing and Investigating**  
**(3 credits)**

Study and development of paralegal skills of interviewing and investigating including communication skills, conducting client and witness interviews, preparation of witness statements, formulating a plan of investigation, techniques for locating persons, conducting investigations in public and private records, locating and working with experts, the rules of evidence as they relate to interviewing and investigating, proper handling of documents and other physical evidence, conducting formal discovery in civil and criminal proceedings and the ethical and professional responsibilities of the practitioner and legal assistant in interviewing and investigative work. (3 lecture hours per week) [CIP22.0302]

**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 0309. [CIP22.0302]

**LGLA 2311**  
**Business Organizations**  
**(3 credits)**

This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations and other emerging business entities. The student will learn terminology related to business organizations, the formation and termination of businesses and how to draft documents related to business entities. (3 lecture hours per week) Prerequisites: READ 0309, ENGL 0309. [CIP22.0302]

**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.) Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]

**Philosophy**

*Christopher Chance, 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). Prerequisite: ENGL 0310, READ 0310. [CB3801015112]

**PHIL 1304**  
**Introduction to World Religions**  
**(3 credits)**

A comparative study of various world religions including Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism and Taoism (Daoism), Sikhism, Jainism, and Shinto. (3 lecture hours per week). Prerequisite: ENGL 0310, READ 0310 [CB3802015212]

**PHIL 2303**  
**Introduction to Logic**  
**(3 credits)**

This course will explore the nature and methods of clear and critical thinking and correct reasoning such as deduction, induction, scientific reasoning and fallacies. Prerequisite: ENGL 0310, READ 0310 (3 lecture hours per week). [CB3801015212]

**PHIL 2306**  
**Introduction to Ethics**  
**(3 credits)**

A philosophical reflection to the basic principles and applications of the moral life in traditional and contemporary views concerning the nature of goodness, happiness, duty and freedom. (3 lecture hours per week). Prerequisite: ENGL 0310, READ 0310. [CB3801015335]

**Physics**

*Dick Graef, Department Chairperson*

**PHYS 1300**  
**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]

**PHYS 1401**  
**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]



**PHYS 1402**  
**General Physics II**  
**(4 credits)**

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

**PHYS 2425**  
**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 lab hours per week). Prerequisite: READ 0310. Corequisite: MATH 2413. [CB4008015439]

**PHYS 2426**  
**Electricity and Magnetism**  
**(4 credits)**

Designed for science and engineering students, this course provides instruction in electricity and magnetism. (3 lecture and 3 lab hours per week). Prerequisite: PHYS 2425. [CB4008015439]

**PHYS 2427**  
**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, and diffraction, lens, polarization, natural radioactivity, and nuclear energy. (3 lecture and 3 lab hours per week). Prerequisite: READ 0310. Corequisite: MATH 2413. [CB4008015439]

## Polysomnography

*Paul McCarver, Department Chairperson*

**HPRS 1304**  
**Basic Health Profession Skills**  
**(3 credits)**

A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods. (2 lecture and 2 lab hours per week) [CIP51.0000]

**PSGT 1205**  
**Neurophysiology of Sleep**  
**(2 credits)**

This course is an introduction to the history of sleep medicine and the different stages of sleep. Emphasis is on associated wave patterns and collection and utilization of sleep histories. (2 lecture and 1 lab hours per week) [CIP51.0903]

**PSGT 1340**  
**Sleep Disorders**  
**(3 credits)**

A discussion of disorders of that affect sleep including insomnias, circadian rhythm disorders, narcolepsy, sleep disordered breathing, movement and neuromuscular disorders, and medical and psychiatric disorders. (3 lecture hours per week) Prerequisites: PSGT 1205, PSGT 1400. [CIP51.0903]

**PSGT 1310**  
**Neuroanatomy and Physiology**  
**(3 credits)**

This course is a study of the anatomy of the human central nervous system. The student will also be introduced to cardiopulmonary structures and function as well as ECG interpretation. (3 lecture hours per week) [CIP51.0903]

**PSGT 1400**  
**Polysomnography I**  
**(4 credits)**

This course is designed to provide both didactic and laboratory training for entry-level personnel in the basics of polysomnographic technology. Students will become familiar with terminology, instrumentation setup and calibration, patient safety and infection control, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions related to polysomnography technology. (3 lecture and 4 lab hours per week). [CIP51.0903]

**PSGT 1460**  
**Polysomnography Clinical I**  
**(4 credits)**

This course provides the student with patient contact in a sleep lab. The student will have the opportunity to observe, perform (under supervision), and evaluate sleep studies. (18 clinical hours per week in a 16-week semester; 24 hours per week in a 12-week summer session). Prerequisite: PSGT 1400 Corequisite: PSGT 1340. [CIP51.0903]

**PSGT 1425**  
**Polysomnography II**  
**(4 credits)**

Development of skills for sleep scoring and staging. Consideration of medication effects, age, gender, sleep/wake schedules, changes in sleep habits, and other pertinent factors. Students will evaluate parameters such as total record time, total sleep time, sleep efficiency, total wake time, wake after sleep onset, wake after sleep offset, sleep latency, REM latency, state 1-4, REM sleep, awakenings, arousals, EEG, sleep disordered breathing, leg movements, and cardiac patterns. (3 lecture and 3 lab hours). Prerequisites: PSGT 1400, Corequisite: PSGT 1340. [CIP51.0903]

**PSGT 2110**  
**Infant and Pediatric Polysomnography**  
**(1 credit)**

This course is an introduction to the sleep patterns of the infant and pediatric population. The student will be provided with opportunities to perform a pediatric study. (1 lecture and 1 lab hour per week). [CIP51.0903]

**PSGT 2660**  
**Polysomnography Clinical II**  
**(6 credits)**

This course provides the student with patient contact in a sleep lab. The student will have the opportunity to observe, perform (under supervision), and evaluate sleep studies. (24 clinical hours per week) Prerequisite: PSGT 1460. [CIP51.0903]

## Process Technology

*Mark Demark, Department Chairperson*

**CTEC 1401**  
**Applied Petrochemical Technology (Physics)**  
**(4 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, sensible and latent heat electricity and magnetism. (3 lecture hours, 2 lab hours per week). [CIP410301]

**CTEC 2480**  
**Cooperative Education - Process Technology**  
**(4 credits)**

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. This course may be substituted for PTAC 1454. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. Availability of this course depends on positions in industry. (1 lecture hour, 21 co-op hours per week). [CIP410301]

**PTAC 1302**  
**Introduction to Process Technology**  
**(3 credits)**

An introduction to process operations in refineries and chemical plants. The course includes: process technician duties, responsibilities, equipment, and expectations; plant organizations; review of applied mathematics; applied physics; applied chemistry; plant process and utility systems; maintenance expectations for process technicians; communication skills; quality statistics, economics, and problem solving. A discussion of physical and mental requirements of the process technician, family, and career considerations is included. (2 lecture hours, 2 lab hours per week). [CIP410301]

**PTAC 1308**  
**Safety, Health, and Environment**  
**in the Process Industry**  
**(3 credits)**

This course focuses on the fire triangle, firefighting for process technicians; hazards of air, steam, water,



electricity, light hydrocarbons, operating hazards, properties of hazardous materials, personal protective equipment, engineering and administrative controls, testing equipment; and regulatory review—Federal, state, local. (3 lecture hours, 1 lab hour per week) [CIP410301]

**PTAC 1332**  
**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 primary variables: flow, temperature, pressure, level; analyzers, piping and instrument symbology and diagrams, hardware, control fired equipment, separation equipment; troubleshooting. (2 lecture hours, 2 lab hours per week) [CIP410301]

**PTAC 1410**  
**Process Technology I**  
(4 credits)

This course reviews the fundamentals and operating considerations of process equipment and processes including: valves, piping, vessels, positive displacement and centrifugal pumps, positive displacement and centrifugal compressors, steam turbines, motors, and heat transfer. This course develops theory as well as mechanics of plant equipment. (3 lecture hours, 2 lab hours per week) [CIP410301]

**PTAC 1454**  
**Industrial Processes**  
(4 credits)

This course examines the types of processes employed in petroleum refining and chemical operations. Included are crude distillation, coking, fluid catalytic cracking, hydrocracking, desulfurization, reforming, alkylation, polymerization, treating, olefin production, and many other common processes. (3 lecture hours, 2 lab hours per week) Prerequisite: PTAC 2420. [CIP410301]

**PTAC 2314**  
**Quality (including 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. This course is also offered on-line. (2 lecture hours, 2 lab hours per week) [CIP410301]

**PTAC 2420**  
**Process Technology II (Systems)**  
(4 Credits)

This course reviews the unit operations employed in the refining and chemical industry including: distillation; absorption; adsorption; reactions; refrigeration; cooling systems, utilities, and auxiliary systems. (3 lecture hours, 2 lab hours per week) Prerequisite: PTAC 1302. [CIP410301]

**PTAC 2436**  
**Process Instrumentation II**  
(4 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, auto, proportional, integral, derivative modes. Feedback and feed forward control systems, cascade, split range, ratio control systems are covered. Process analyzers, computer, and programmable logic controllers are described. (3 lecture hours, 2 lab hours per week) Prerequisites: PTAC 1352. [CIP410301]

**PTAC 2438**  
**Process Technology III (Operations)**  
(4 credits)

This course will review process plant operations with emphasis on the elements of effective operations, routine technician duties, startups, shutdowns, emergency and non-routine operations, procedure writing, team and communications skills, process economic considerations, and commissioning new and revamped process facilities. Students work with operating process model and tour the college cogen/refrigeration facility. (3 lecture hours, 2 lab hours per week) Prerequisites: PTAC 1302, PTAC 2420. [CIP410301]

**PTAC 2446**  
**Process Troubleshooting**  
(4 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, 2 lab hours per week) Prerequisite: PTAC 2420 [CIP410301]

**PTRT 1407**  
**Production Methods**  
(4 credits)

An introduction to the different methods associated with oil and gas production: natural flow and artificial lift. The student will also develop skills and competency in lease layout and specific recovery methods such as water flooding, chemical flooding, thermal processes, and CO<sub>2</sub> injections. (3 lecture and 2 lab hours per week) [CIP150903]

**PTRT 1491**  
**Special Topics in Petroleum Technology**  
(4 credits)

Building on the material learned in PTRT 1407, this course reviews down-hole and surface equipment in more detail and covers production problems, troubleshooting and workover operations. Also covered is natural gas and cogeneration, along with new technology for oil and gas production. (3 lecture and 2 lab hours per week) Prerequisite: PTAC 1407 [CIP15.0903]

**SCIT 1414**  
**Applied General Chemistry**  
(4 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, 3 lab hours per week) [CIP400501]

## Psychology

*Jean Raniseski, Department Chairperson*  
*Nancey Lobb*

**PSYC 0309**  
**Study Skills**  
(3 credits)

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

**PSYC 2301**  
**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, ability assessment, sensory and perceptive processes, organic basis of behavior, heredity, maturation, learning and thinking, motivation, emotion, personality, and social factors in behavior.) (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB4201015125]

**PSYC 2302**  
**Applied Psychology**  
(3 credits)

This course is a survey of the applications of psychological knowledge and methods in such fields as business, industry, education, medicine, law enforcement, social work and government work. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310 [CB4201015240]

**PSYC 2306**  
**Human Sexuality**  
(3 credits)

This course involves the study of the psychological, sociological and physiological aspects of human sexuality. Emphasis will be placed on awareness of one's own sexuality and adaptation and on the interpersonal aspects of sexuality. Crosslisted as SOCI 2306 (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310 [CB4201015325]



**PSYC 2308**  
**Child Growth and Development**  
**(3 credits)**

This course includes a study of the physical and psychological development of the child from conception to adolescence, with emphasis on factors which influence growth and development. The course helps the individual develop skills in observing and interpreting children's behavior. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB4207015125]

**PSYC 2314**  
**Life-Span Growth & Development**  
**(3 credits)**

This course provides a study of development from conception to death with emphasis on factors which influence growth and development. Consideration will be given to social, emotional, cognitive and physical growth and development at each period of the life-span. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB4207015125]

**PSYC 2315**  
**Psychology of Adjustment**  
**(3 credits)**

This course is a study of the processes involved in the adjustment of individuals to their personal and social environments. Emphasis will be placed on the principles of effective behavior which underlie personal adjustment. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310 [CB4201015625]

**PSYC 2317**  
**Statistical Methods in Psychology**  
**(3 credits)**

This course explores such topics as measures of central tendency and variability, statistical inference, correlation and regression. Cross listed as MATH 1342(3 lecture hours per week). Prerequisites: PSYC 2301, MATH 0310. [CB4201015225]

**PSYC 2318**  
**Juvenile Delinquency**  
**(3 credits)**

This course will review the nature, extent and causes of juvenile delinquency; youthful offenders and their career patterns; institutional controls and correctional programs. Crosslisted as SOCI 2339. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [4504015125]

**PSYC 2319**  
**Social Psychology**  
**(3 credits)**

This course involves a study of individual behavior within the social environment. It may include topics such as the socio-psychological process, attitude formation and change, interpersonal relations and group processes. Crosslisted as SOCI 2326. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [4216015125]

**PSYC 2189Academic Cooperative (1 credit)**  
**PSYC 2289Academic Cooperative (2 credits)**  
**PSYC 2389Academic Cooperative (3 credits) -**

This course is an instructional program designed to integrate on-campus study with practical, hands-on experience in psychology. It may involve seminars, and individual projects with specific goals and objectives in the study of human behavior and/or

social institutions. PSYC 2389 crosslisted as ANTH 2389 and SOCI 2389. Prerequisites: READ 0310 and ENGL 0310. [4501015125]

## Reading

*Lynda Vern, Department Chairperson*

*NOTE: Basic reading skills are taught in 0309, 0310 and 0312. These courses benefit students needing additional preparation for college-level work and those desiring only to improve their reading ability. READ0309 and/or0310 may be required by state law for students whose scores on the THEA or an approved alternate test fall below the established cutoff levels.*

**READ 0309**  
**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 THEA (formerly TASP) reading skills is included. (3 lecture and 1 laboratory hour per week). [CB3201085235]

**READ 0310**  
**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 THEA (formerly TASP) reading skills, emphasizing the ability to comprehend college textbooks. (3 lecture and 1 laboratory hour per week). [CB3201085235]

**READ 0312**  
**Developmental Reading III**  
**(3 credits)**

READ 0312 is a review course for students who have completed READ 0310 with a grade A,B,C or D or who have passed THEA or a state approved alternate test. It is designed to reinforce the reading skills college students need to succeed in their courses. This course includes a review and reinforcement of the THEA (formerly TASP) skills.

**NOTE:** If a D is made in READ 0310, college ready status in reading may be earned by taking READ 0312 and earning a C or better in the course. (3 lecture hours per week). Prerequisite: READ 0310. [CB3201085235]

## Respiratory Care

*Diane Flatland, Department Chairperson*  
*Marby McKinney*  
*Wayne Hite, MD, Medical Director*

**RSPT 1160**  
**Respiratory Care Clinical**  
**(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. (6 laboratory per week) [CIP51.0908]

**RSPT 1191**  
**Special Topics in Respiratory Care (Management)**  
**(1 credit)**

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. (4 laboratory hours per week) [CIP51.0908]

**RSPT 1207**  
**Cardiopulmonary Anatomy and Physiology**  
**(2 credits)**

This course is designed to introduce the student to the physiology of the cardiovascular, renal, and pulmonary systems. The student also be comes acquainted with the terminology used in respiratory physiology. (2 lecture and 1 laboratory hour per week) Prerequisite: READ 0309. [CIP51.0908]

**RSPT 1266**  
**Respiratory Care Practicum I**  
**(2 credit)**

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: RSPT 1160, RSPT 1429. [CIP51.0908]

**RSPT 1267**  
**Respiratory Care 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: RSPT 2414, RSPT 1266, RSPT 2317 [CIP51.0908]

**RSPT 1325**  
**Respiratory Care Sciences**  
**(3 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. (3 lecture hours per week) Prerequisite: READ 0309. [CIP51.0908]

**RSPT 1331**  
**Respiratory Care Fundamentals I**  
**(3 credits)**

Provides a foundation for the development of knowledge and skills for respiratory care including lung expansion therapy, postural drainage and percussion, artificial airways, manual resuscitation devices and suctioning. (2 lecture and 3 laboratory hours per week) Corequisites: RSPT 1207, RSPT 1429. [CIP51.0908]



**RSPT 1429****Respiratory Care Fundamentals I  
(4 credits)**

Provides a foundation for the development of knowledge and skills for respiratory care including history, medical terms/symbols, medical/legal, infection control, vital signs, physical assessment, medical gas therapy, oxygen analyzers, and humidify/aerosol therapy. Application of these procedures are performed in the laboratory under supervision. (3 lecture and 3 laboratory hours per week) Corequisites: RSPT 1316, RSPT 1160. [CIP51.0908]

**RSPT 2131****Clinical Simulations for Respiratory Care  
(1 credit)**

The theory and history of clinical simulation examinations. Topics include the construction types, scoring, and mechanics of taking the exam along with practice in taking computerized simulations, and basic concepts of computer usage. (2 laboratory hours per week) Prerequisites: All previous respiratory care courses or permission of the Chairperson. [CIP51.0908]

**RSPT 2135****Pediatric Advanced Life Support  
(1 credit)**

A comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the infant and child. Strategies for preventing cardiopulmonary arrest and identification of high-risk infants and children will be presented. (3 laboratory hours per week) Corequisite: RSPT 2353. [CIP51.0908]

**RSPT 2166****Respiratory Care Practicum V  
(1 credit)**

This course is designed for the student to rotate through specialty areas including the pulmonary function laboratory, hyperbaric medicine, sleep studies, emergency room, bronchoscopy, intubation, and EKG rotations. (8 laboratory hours per week) [CIP51.0908]

**RSPT 2210****Cardiopulmonary Diseases I  
(2 credits)**

A discussion of pathogenesis, pathology, radiological diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases. (2 lecture and 1 laboratory hour per week) Prerequisite: RSPT 1207, RSPT 1429, RSPT 1331 [CIP51.0908]

**RSPT 2239****Advanced Cardiac Life Support  
(2 credits)**

A comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the adult. Strategies for managing and stabilizing the cardiopulmonary arrested patient will be included. Recognizing and interpreting EKG and their treatment, IV insertion and phlebotomy will be emphasized. (1 lecture and 4 laboratory hours per week) [CIP51.0908]

**RSPT 2266****Respiratory Care 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. (16 laboratory hours per week) Prerequisites: RSPT 1267, RSPT 2305, RSPT 2314. [CIP51.0908]

**RSPT 2267****Respiratory Care Practicum IV  
(2 credits)**

This in-depth exposure to respiratory care and ventilator management with emphasis on neonatal and pediatric therapy. Case studies and follow-ups are presented. (18 laboratory hours per week) Prerequisites: RSPT 2414, RSPT 2266. Corequisite: RSPT 2353 [CIP51.0908]

**RSPT 2305****Pulmonary Diagnostics  
(3 credits)**

The theories and techniques involved in pulmonary function testing diagnostics with emphasis on blood gas theory and analysis, quality control, oximetry, and capnography. (2 lecture and 3 laboratory hours per week) Prerequisite: RSPT 2210. [CIP51.0908]

**RSPT 2310****Cardiopulmonary Disease II  
(3 credits)**

This course is a continuation of cardiopulmonary diseases. (2 lecture and 2 laboratory hours per week) Prerequisite: RSPT 2210, RSPT 2305. [CIP51.0908]

**RSPT 2314****Mechanical Ventilation II  
(3 credits)**

This course is a continuation of mechanical ventilation 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 and pressure ventilators. (2 lecture and 2 laboratory hours per week) Prerequisite: RSPT 1429, RSPT 2414. [CIP51.0908]

**RSPT 2317****Respiratory Care Pharmacology  
(3 credits)**

A study of pharmacological principles/practices of drugs which affect the cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and interaction of the autonomic nervous system. (3 lecture hours per week) Prerequisites: RSPT 1207, RSPT 1325. [CIP51.0908]

**RSPT 2353****Neonatal/Pediatric Cardiopulmonary 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) Prerequisites: RSPT 2310, RSPT 2414 Corequisite: RSPT 2135, RSPT 2267.

[CIP51.0908]

**RSPT 2355****Critical Care Monitoring  
(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: RSPT 2210, RSPT 2305, RSPT 2414. [CIP51.0908]

**RSPT 2414****Mechanical Ventilation I  
(4 credits)**

Preparation to conduct the therapeutic procedures to achieve adequate, spontaneous, and artificial ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Also included are the indications, complications, and physiologic effects/principles of mechanical ventilation. (3 lecture and 2 laboratory hours per week) Prerequisites: RSPT 1331, RSPT 1429 [CIP51.0908]

**Sociology**

*Jean Raniseski, Department Chairperson  
Gerald Crane*

**SOCI 1301****Introductory Sociology  
(3 credits)**

This course presents a scientific examination of the organization of human social life, the unique forms and social order of group life, and the products of group living. (The course places special emphasis on social interaction patterns and the processes and institutions developed by man to facilitate his progress.) (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB4511015125]

**SOCI 1306****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. The topics may include population, poverty, social minorities, mass society, delinquency, crime, drugs, sexual deviance, disorganization of family, education, and religion. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB4511015225]



**SOCI 2301****Marriage and the Family****(3 credits)**

A contemporary study of the freedom and growth potential of the individual in marriage and family life, this course explores the many parameters of the marital and parental relationships, and it places emphasis on raising current questions with comprehensive examination of the values and goals of the individual as well as the institution of the family. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB4511015425]

**SOCI 2306****Human Sexuality****(3 credits)**

This course involves the study of the psychological, sociological and physiological aspects of human sexuality. Emphasis will be placed on awareness of one's own sexuality and adaptation and on the interpersonal aspects of sexuality. Cross listed as PSYC 2306. (3 lecture hours per week) Prerequisites: READ 0310 AND ENGL 0310 [4201015325]

**SOCI 2319 (HUMA 2319)****Minority Studies****(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, Hispanic Americans, and Asian Americans. It also focuses on minority groups, such as women and the disabled, discrimination, education and crime. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB4511015325]

**SOCI 2326****Social Psychology****(3 credits)**

This course involves a study of individual behavior within the social environment. It may include topics such as the socio-psychological process, attitude formation and change, interpersonal relations and group processes. Crosslisted as PSYC 2319 (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310 [CB4216015125]

**SOCI 2336****Criminology****(3 credits)**

A survey of current theories and empirical research pertaining to crime, criminal behavior and its causes, methods of prevention, system of punishment, and rehabilitation. (3 lecture hours) Prerequisites: READ 0310 AND ENGL 0310 [CB4504015125]

**SOCI 2339****Juvenile Delinquency****(3 credits)**

This course will review the nature, extent and causes of juvenile delinquency; youthful offenders and their career patterns; institutional controls and correctional programs. Crosslisted as PSYC 2318. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310 [CB4504015125]

**SOCI 2340****Drug Use & Abuse****(3 credits)**

The course will study the use and abuse of drugs

in today's society. It will include physiological, sociological and psychological factors. Crosslisted as PHED 1346 and DAAC 1304. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310 [CB5115045216]

**SOCI 2189 Academic Cooperative (1 credit)****SOCI 2289 Academic Cooperative (2 credits)****SOCI 2389 Academic Cooperative (3 credits)**

This course is an instructional program designed to integrate on-campus study with practical, hands-on experience in sociology. It may involve seminars, and individual projects with specific goals and objectives in the study of human behavior and/or social institutions. Prerequisites: READ 0310 and ENGL 0310 [CB4501015125]

**Spanish**

*Amalia D. Parra, Department Chairperson*

*\*Note: All foreign language classes aim to integrate language acquisition with culture, cultural comparisons, connections to other disciplines, and participation in other language communities.*

*The basics of conversation are taught in SPAN1300 and SPAN1310. These courses benefit the students who need additional preparation for beginning college-level Spanish courses and those desiring to improve their basic conversational skills.*

*Students from a Spanish speaking background and those with two or more years of high school Spanish should take the departmental online placement test on the departmental website to determine at which level to begin Spanish.*

**SPAN 1300****Conversational Spanish I\*****(3 credits)**

This course provides basic practice in comprehension and production of spoken Spanish. The student will communicate in Spanish on a limited range of topics through oral and written exercises that support the conversational objective. (3 lecture hours per week). [CB1609055431]

**SPAN 1310****Conversational Spanish II\*****(3 credits)**

A continuation of Conversational Spanish I, this course provides further basic practice in comprehension and production of spoken Spanish. The student will communicate in Spanish on a limited range of topics through oral and written exercises that support the conversational objective. (3 lecture hours per week). Prerequisite: SPAN1300 or the equivalent. [CB1609055431]

**SPAN 1411****Elementary Spanish I\*****(4 credits)**

This course provides the fundamental skills in listening, speaking, reading, and writing Spanish. It includes basic vocabulary, grammatical structures, and an introduction to Hispanic culture. (3 lecture and 2 laboratory hours per week). [CB1609055131]

**SPAN 1412****Elementary Spanish II\*****(4 credits)**

This course provides the fundamental skills in

listening, speaking, reading, and writing Spanish. It includes basic vocabulary, grammatical structures, and further study of Hispanic culture. (3 lecture and 2 laboratory hours per week). Prerequisite: SPAN 1411 with grade C or above or the Departmental On-line Placement Test. [CB1609055131]

**SPAN 2311****Intermediate Spanish I\*****(3 credits)**

This course offers the opportunity to develop listening, speaking, reading, and writing skills in Spanish through conversation, vocabulary acquisition, reading, composition and culture. It includes a grammar review and further study of the Hispanic culture. (3 lecture and 1 hour per week). Prerequisite: SPAN 1412 with grade C or above or the Departmental On-line Placement Test. [CB1609055231]

**SPAN 2312****Intermediate Spanish II\*****(3 credits)**

This course offers the opportunity to develop listening, speaking, reading, and writing skills in Spanish through conversation, vocabulary acquisition, reading, composition, and culture. It includes a grammar review and further study of the Hispanic culture. (3 lecture and 1 laboratory hours per week). Prerequisite: SPAN 2312 with grade C or above or the Departmental On-line Placement Test. [CB1609055231]

**SPAN 2313****Spanish for Native/Heritage Speakers I****(3 credits)**

This course provides a review and application of skills in reading and writing. It emphasizes vocabulary acquisition, reading, composition, and culture. This course is designed for the student with oral proficiency in Spanish and it is considered equivalent to SPAN 2311. (3 lecture hours per week) Prerequisite: Score of semester 3 or higher on the Departmental Online Placement Test, or Departmental approval. [CB1609055213]

**SPAN 2315****Spanish for Native/Heritage Speakers II****(3 credits)**

This course provides a review and application of skills in reading and writing. It emphasizes vocabulary acquisition, reading, composition, and culture. This course is designed for the student with oral proficiency in Spanish and it is considered equivalent to SPAN 2312. (3 lecture hours per week) Prerequisite: Score of semester 4 or higher on the Departmental Online Placement Test, or Departmental approval. [CB1609055213]

**SPAN 2316****Career Spanish I\*****(3 credits)**

Command Spanish® language training provides work-specific competency to the student with no prior knowledge of Spanish. Training provides survival level competency for immediate job application. Training is available for: Law Enforcement Officers, Narcotics Officers, Drug Interdiction, Jail Facilities, Correctional Staff, Probation Officers, Paramedics and EMT's, Firefighters, Dental Staff, Nursing Staff, Physician's Office, Supervision of Spanish-Speaking Employees, Bank Tellers, Office Spanish for Secretaries and



Receptionists, Doing Business in Latin America, International Travel, Business Professionals, Restaurant Staff, Hotel and Motel Staff, Retail Sales, Respiratory Therapy, and School Administrators, Teachers, and Support Staff. No prerequisites. May be repeated for credit when topics vary. Degree Plan or Departmental endorsement is recommended. (3 lecture hours per week). [CB1609055431]

#### **SPAN 2317**

##### **Career Spanish II (3 credits)**

This course is for the student with a strong Spanish background who requires intermediate to advanced level competency in Spanish for their career. The course combines Spanish language training with an internship or special topic in the chosen career. Prerequisites: Placement in Intermediate Level I or above in the Departmental Online Placement Test. May be repeated for credit when topics vary. Degree Plan or Departmental endorsement is recommended. (3 lecture hours per week). [CB1609055231]

#### **SPAN 2321**

##### **Introduction to Spanish Literature I (Iberian) (3 credits)**

This course is conducted in Spanish. Representative readings in literature, history, art, society, and politics from the Iberian culture provide an introduction to the legacy of Spain in the Western world. (3 lecture hours per week). Prerequisite: SPAN 2311 with grade C or above or the Departmental On-line Placement Test. [CB1609055331]

## **Speech**

*C. Jay Burton, Department Chairperson  
Earnest Burnett, Bill Waggoner*

#### **SPCH 1311**

##### **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]

#### **SPCH 1315**

##### **Public Speaking (3 credits)**

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

#### **SPCH 1318**

##### **Interpersonal Communication (3 credits)**

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

#### **SPCH 1321**

##### **Business Speaking (3 credits)**

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

#### **SPCH 2341**

##### **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 and Human Performance**

*Jennifer Hightower, Department  
Chairperson/Athletic Director  
Bryan Alexander, Don Childs, Gary Coffman, Bonny  
Johnson, Jennifer Hightower, Jason Schreiber*

#### **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.

#### **PHED 1100, PHED 1110**

##### **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 per week). [CB3601085128]

#### **PHED 1102, PHED 1112**

##### **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 per week). [CB3601085128]

#### **PHED 1103, PHED 1113**

##### **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 per week). [CB3601085128]

#### **PHED 1104, PHED 1114**

##### **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 per week). [CB3601085128]

#### **PHED 1106, PHED 1116**

##### **Individual and Dual Sports - Jogging (1 credit)**

This course provides instruction and participation in jogging in order develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours per week). [CB3601085128]

#### **PHED 1108, PHED 1118**

##### **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 per week). [CB3601085128]

#### **PHED 1109, PHED 1119**

##### **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 per week). [CB3601085128]

#### **PHED 1120, PHED 1121**

##### **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 per week) [CB3601085128]

#### **PHED 1124, PHED 1130**

##### **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 per week) [CB3601085128]

#### **PHED 1125**

##### **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 per week) [CB3601085128]

**PHED 1126, PHED 1131**  
**Fundamentals of Movement - East Coast Swing**  
(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 per week) [CB3601085128]

**PHED 1127**  
**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 per week) [CB3601085128]

**PHED 1128**  
**Fundamentals of Movement Jazz**  
(1 credit)

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

**PHED 1129**  
**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 per week) [CB3601085128]

**PHED 1132, PHED 1133**  
**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 per week) [CB3601085128]

**PHED 1134, PHED 1136**  
**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 per week) [CB3601085128]

**PHED 1135, PHED 1137**  
**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 per week) [CB3601085128]

**PHED 1138, PHED 1148**  
**Powerwalking**  
(1 credit)

This course provides instruction and participation in

powerwalking in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 laboratory hours per week) [CB3601085128]

**PHED 1139, PHED 1149**  
**Golf**  
(1 credit)

This course provides instruction and participation in golf in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 laboratory hours per week) [CB3601085128]

**PHED 1140**  
**Yoga/Pilates**  
(1 credit)

This course provides instruction and participation in the concepts and movements of yoga in order to develop the student's fitness skills, knowledge, and appreciation. (3 laboratory hours per week) [CB3601085128]

**PHED 1141, PHED 1142**  
**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]

**PHED 1143, PHED 1144**  
**Team Sports - Volleyball and Softball**  
(1 credit)

This course includes class instruction and participation in volleyball and softball. (3 laboratory hours per week) [CB3601085128]

**PHED 1145**  
**Horsemanship**  
(1 credit)

This course is for students who are interested in learning more about the art of riding, handling, training and caring for horses. (3 laboratory hours per week) [CB3601085128]

**PHED 1146**  
**Cardio Kickboxing - Individual and Dual Sports**  
(1 credit)

This course provides instruction and participation in kickboxing in order to develop the student's fitness skills, knowledge and appreciation (3 laboratory hours per week) [CB3601085128]

**PHED 1147-1157**  
**Basketball**  
(1 credit)

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

**PHED 1151**  
**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]

**PHED 1152**  
**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]

**PHED 1153, PHED 1154**  
**Individual and Dual Sports - Fitness & Wellness**  
(1 credit)

This course provides instruction and participation in a complete lifetime fitness program to achieve total well being. (3 laboratory hours per week) [CB3601085128]

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

**PHED 1170, 1171**  
**Advanced Volleyball**  
(1 credit each)

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

**PHED 1174, 1175**  
**Advanced Baseball**  
(1 credit each)

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

**PHED 1178, 1179**  
**Advanced Soccer**  
(1 credit each)

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

**PHED 1180, 1181**  
**Advanced Fast-Pitch Softball**  
(1 credit each)

These courses are for advanced fast-pitch softball players. (3 laboratory hours per week) [CB3601085128]

**PHED 1182-1183**  
**Advanced Rodeo**  
(1 credit each)

These courses are for advanced rodeo riders who wish to improve their personal rodeo skills. Enrollment is limited by facilities and availability of stock. (3 laboratory hours per week) [CB3601085128]

**THEORY COURSES**

**PHED 1302**  
**Introduction to Sports & Human Performance**  
(3 credits)

Designed for professional orientation in sports and human performances, health, and recreation, this course includes a brief history and a study of the philosophy and modern trends of health and human performance, teacher qualification, vocational opportunities, and skill testing. (3 lecture hours per week) [CB3105015228]

**PHED 1304**  
**Health and Wellness**  
(3 credits)

This course presents the essential present-day knowledge of health and wellness. 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. Topics such as nutrition, mental health, stress management, drugs and aspects of health and fitness are also included. (3 lecture hours per week). [CB5103015128]

**PHED 1306  
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 1307  
Officiating Baseball  
(3 credits)**

This course teaches the rules of baseball. It provides opportunities for experience in intramurals, practice and varsity games. (3 lecture hours per week). Corequisite: READ 0309. [CB1202045128]

**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). [CB1202045128]

**PHED 1309  
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). [CB1202045128]

**PHED 1321  
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). [CB3105065128]

**PHED 1322  
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). [CB3105065128]

**PHED 1336  
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). [CB3101015128]

**PHED 1346  
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. Crosslisted as SOCI 2340. and DAAC 1304. (3 lecture hours per week). [CB5103015228]



Student Activities provide fun & information throughout the year.



## 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 of General Liberal Arts (page 46), 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  
Computer Science-Web Authoring  
Horticulture (Ornamental)

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

### Automotive Technology

David Garza

All AUMT courses are under [CB0000006422]

#### AUMT 1305 Introduction to Automotive Technology (3 credits)

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities and automotive maintenance. (1 lecture and 8 laboratory hours per week).

#### AUMT 1319 Automotive Engine Repair (3 credits)

Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. (1 lecture and 8 laboratory hours per week).

#### AUMT 1407 Automotive Electrical Systems (4 credits)

An overview of automotive electrical systems including topics in operational theory, testing, diagnoses, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. (2 lecture and 8 laboratory hours per week).

#### AUMT 1416 Automotive Suspension and Steering Systems (4 credits)

Theory and operation of automotive suspension and steering systems including tire and wheel problem diagnoses, component repair, and alignment procedures. (2 lecture and 8 laboratory hours per week).

#### AUMT 2417 Automotive Engine Performance Analysis I (4 credits)

Theory, operation, diagnoses and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. (2 lecture and 8 laboratory hours per week).

### Computer Repair

Felipe Garza

#### CPMT 1403 Introduction to Computer Technology (4 credits)

A fundamental computer course that provides in-depth explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities. (3 lecture and 4 lab hours per week)

#### CPMT 1411 Introduction to Computer Maintenance (4 credits)

A study of the information for the assembly of a microcomputer system. emphasis on the evolution of microprocessors and microprocessor bus structures. (3 lecture and 4 laboratory hours per week).

#### CPMT 1445 Computer Systems Maintenance (4 credits)

Examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids. (2 lecture and 6 laboratory hours per week).

#### CPMT 1447 Computer System Peripherals (4 credits)

Principles and practices involved in computer system troubleshooting techniques, programs, and the use of test equipment and maintenance aids. (2 lecture and 6 laboratory hours per week).

#### CPMT 1449 Computer Networking Technology (4 credits)

A beginning course in computer networks with focus on networking fundamentals, terminology, hardware, software and network architecture. A study of local/wide area networking concepts and networking installations and operations. (2 lecture and 4 lab hours per week).

#### CPMT 2445 Computer System Troubleshooting (4 credits)

Principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment. (3 lecture and 4 laboratory hours per week).

#### ITNW 1408 Implementing and Supporting Client Operating Systems (4 credits)

Skills development in the management of client as desktop operating systems. (3 lecture and 4 laboratory hours per week).

### Computer Science/Web Authoring

Lew Garrett, Department Chairperson

Thomas Cook, Loretta Hulsey, Randy Jonte

#### BCIS 1301 Microcomputer Applications (3 credits)

This course contains an overview of computer concepts, computer vocabulary, and microcomputer applications. The course requires the use of a microcomputer. (3 lecture hours per week). [CB5212025227]

#### IMED 1416 Web Design I (4 credits)

Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers. Identify how the Internet functions with specific attention to the World Wide Web and file transfer; apply design techniques in the creation and optimization of graphics and other embedded elements; demonstrate the use of World Wide Web consortium (W3C) formatting and layout standards; create, design, test, and debug a web site. (3 lecture and 3 lab hours per week) [CIP11.0801]

#### INEW 2434 Advanced Web Page Programming (4 credits)

Advanced applications for Web Authoring. Topics include Perl Scripts, Common Gateway Interface (CGI), Database Interaction Active Server Pages, Java Applets, Javascripts, tables, HTML, and/or interactive elements. (3 lecture and 4 laboratory hours per week)

#### ITSC 1401 Introduction to Computers (4 credits)

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores integration and application in business and other segments in society. Fundamental of computer problem-solving and programming may be discussed and applied.



Examines applications and software relating to a specific curricular area. (3 lecture and 4 lab hours per week)

**ITSC 1409**  
**Integrated Software Applications I**  
(4 credits)

Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. (3 lecture and 4 lab hours per week)

**ITSE 1411**  
**Web Page Programming**  
(4 credits)

Instruction in Internet Web page programming and related graphic design issues including markup languages, Web sites, Internet access software, and interactive topics. May include use of HTML, CGI, JAVA, or ASP.  
(3 lecture and 4 laboratory hours per week)

**ITSE 1431**  
**Introduction to Visual BASIC Programming**  
(4 credits)

Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/out devices, and files. (3 lecture and 4 lab hours per week)

**ITSE 2402**  
**Internet Web Programming**  
(4 credits)

Intermediate applications for Web Authoring. Topics may include Server Side Include (SSI), Perl, HTML, JAVA, Javascript, and/or ASP  
(3 lecture and 4 laboratory hours per week)

**ITSE 2413**  
**Web Authoring**  
(4 credits)

Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. (3 lecture and 3 lab hours per week)

**ITSE 2417**  
**JAVA Programming**  
(4 credits)

Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets. (3 lecture and 3 lab hours per week)

**TSE 2449**  
**Advanced Visual BASIC Programming**  
(4 credits)

Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation. (2 lecture and 6 lab hours per week)

**ITSW 1407**  
**Introduction to Database**  
(4 credits)

Introduction to database theory and the practical applications of a database. (3 lecture and 4 lab hours per week)

**ITSW 2437**  
**Advanced Database**  
(4 credits)

Designed to provide an understanding of advanced functionality of databases. (3 lecture and 4 lab hours per week)

## Desktop Publishing

*Milton Clerc*

**ARTC 2448**  
**Digital Publishing III**  
(4 credits)

A project based page layout course from concept to completion addressing design problems, preflight of files, color separations, and trapping techniques. (3 lecture and 4 lab hours per week)

**GRPH 1432**  
**Electronic Imaging System**  
(4 credits)

An introduction to electronic publishing systems, including advantages, disadvantages, and characteristics of these systems. An overview of hardware and software platforms, as well as disk and file formats. Emphasis on procedures for transferring information between different hardware and software platforms. Exploration of characteristics of printers and scanners used in electronic publishing and communication with service bureaus. (3 lecture and 4 lab hours per week)

**GRPH 1457**  
**Digital Imaging II**  
(4 credits)

An in-depth investigation of digital imaging on the computer using image editing and/or image creation software. Manipulation, creation, and editing of digital images. Topics include: image capture, high-end work stations, image bit-depth, interaction with service bureaus and printing industries. (3 lecture and 4 lab hours per week)

**IMED 1416**  
**Web Design I**  
(4 credits)

Identify how the Internet functions with specific attention to the World Wide Web and file transfer; apply design techniques in the creation & optimization of graphics & other embedded elements; demonstrate the use of World Wide Web consortium (W3C) formatting & layout standards; create, design, test, and debug a web site. (3 lecture and 3 lab hours per week)

**ITSC 1401**  
**Introduction to Computers**  
(4 credits)

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. (3 lecture and 4 lab hours per week)

**POFI 2431**  
**Desktop Publishing for the Office**  
(4 credits)

In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, multiple page displays, and business applications. (3 lecture and 4 lab hours per week)

**POFI 2440**  
**Advanced Word Processing**  
(4 credits)

Advanced applications in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Emphasis on business applications. (2 lecture and 6 lab hours per week)

## Drafting

*James Langley*

**DFTG 1215**  
**Architectural Blueprint Reading**  
(2 credits)

The fundamentals of blueprint reading for the construction industry will be examined. (1 lecture and 2 lab hours per week)

**DFTG 1405**  
**Technical Drafting**  
(4 credits)

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

**DFTG 1409**  
**Basic Computer-Aided Drafting**  
(4 credits)

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale. (2 lecture and 6 lab hours per week)

**DFTG 1417**  
**Architectural Drafting – Residential**  
(4 credits)

Architectural drafting procedures, practices, and symbols. Preparation of detailed working drawings



for residential structures. Emphasis on light frame construction methods. (2 lecture and 5 lab hours per week)

**DFTG 1433**  
**Mechanical Drafting**  
(4 credits)

Detail drawings with proper dimensioning and tolerances, use of sectioning technique, common fasteners, pictorial drawings, including bill of materials (2 lecture and 6 lab hours per week)

**DFTG 2323**  
**Pipe Drafting**  
(3 credits)

A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. (2 lecture and 2 lab hours per week).

**DFTG 2419**  
**Intermediate Computer-Aided Drafting**  
(4 credits)

A continuation of practices and techniques used in basic computer-aided drafting emphasizing advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, construction of 3 dimensional, interfacing 2d and 3d environments and extracting data. (2 lecture and 6 lab hours per week).

**TECM 1303**  
**Technical Mathematics**  
(3 credits)

A review of basic mathematics including whole numbers, fractions, mixed numbers, decimals, percents, ratios, and proportions. Converting to different units of measure (standard and/or metric) and other topics as required by specific businesses and industries will be covered. (3 lecture hours per week).

**Horticulture (Ornamental)**

*Billy Sowa*

**HALT 1401**  
**Principles of Horticulture**  
(4 credits)

An overview of the horticulture industry, plant science, terminology, classification, propagation, environmental responses, and careers and opportunities in the field of horticulture. (1 lecture and 8 lab hours per week).

**HALT 1422**  
**Landscape Design**  
(4 credits)

A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and land preparation. (1 lecture and 8 lab hours per week).

**HALT 2402**  
**Greenhouse Crop Production**  
(4 credits)

In-depth coverage of the production of crops within the controlled environment of a greenhouse. Topics include growing techniques, environmental control, crop rotation, scheduling, preparation for sale, and marketing. (1 lecture and 8 lab hours per week).

**HALT 2408**

**Greenhouse Management**  
(4 credits)

Fundamentals of greenhouse construction and operation. Topics include architectural styles, construction materials, environmental systems and controls, growing media, fertilizers, post harvest handling, marketing, and business management. (1 lecture and 8 lab hours per week).

**HALT 2423**  
**Horticultural Pest Control**  
(4 credits)

Examination of federal, state, and local laws and regulations governing the control of horticultural pests. Topics include procedures; methods; safety requirements; integrated pest management (IPM); and chemical, natural, and biological controls. (1 lecture and 8 lab hours per week).



KACC, Alvin Community College's radio station, rocks the Gulf Coast.



# Continuing Education/Workforce Development Program

## PURPOSE

The Continuing Education/Workforce Development Department of Alvin Community College provides life-long training and educational opportunities in several categories: ABE/GED/ESL; Corporate/Customized Training; Workforce Training; Youth Enrichment; Senior Adults; & Special Interest.

## GENERAL INFORMATION

The Alvin Community College Board of Trustees establishes tuition and fees for noncredit classes. For more information concerning the Continuing Education/Workforce Development Department and our course offerings please call 281-756-3787 or e-mail ce@alvincollege.edu. Day and evening classes are offered on both the Alvin and Pearland campuses. Check the current schedule for specific times and locations. Those who have program and course ideas should contact the office of the Dean of Continuing Education/Workforce Development at 281-756-3789.

## Workforce Training Program

### HEALTH & MEDICAL

Providing top-quality training for individuals wanting to enter the medical industry or those needing continuing education units for maintaining their professional licenses. Specific areas regularly offered are listed below. Call 281-756-3787 for information.

Certified Nursing Assistant  
Massage Therapy  
Medication Administration  
Medical Coding & Billing  
Medical Transcription  
Pharmacy Technology  
Re-Entry Nurse Update, (Nurse Refresher Course)  
CPR  
Phlebotomy

### INFORMATION TECHNOLOGY

Growing changes in the computer and information technology field makes computer skills a must in today's job market. Courses can be customized to meet specific software needs. The IT program offers the following courses. Call 281-756-3913

Introduction to Computers  
Computer Job Skills Program  
MS Word  
MS Excel  
MS PowerPoint  
MS Access  
MS Outlook  
MS Project  
QuickBooks  
and much more

### INDUSTRIAL TECHNOLOGY

Welding - regular classes are offered for those entering or re-entering the welding field. Training is available in other industrial technology areas on an as needed basis.

Pilot Training  
Fiber Optics  
Welding

### FOREIGN LANGUAGE

Foreign language classes are available for conversational or specific occupational needs. Call 281-756-3905 for additional information.

### REAL ESTATE

Pre-licensing courses are offered for the following professional license:

Real Estate Appraiser  
Real Estate Salesperson  
Professional Inspector  
Mortgage Loan Officer

Call 281-756-3994 for more information.

### PROFESSIONAL TRUCK DRIVER TRAINING

Classes and hands on training designed to prepare the student to take the Commercial Drivers License exam. Call 281-756-3790 for more information.

### BANK TELLER TRAINING

If you are interested in becoming a teller in a bank, credit union or other financial institution, then register for this popular course. You will learn the important skills and information needed to be a successful bank teller.

### CORPORATE TRAINING

The Continuing Education/Workforce Development Department of Alvin Community College will respond to the specific needs of local business and industry in the area of Workforce Development. The Corporate Training staff will respond efficiently and customize the training to meet your companies' needs through a strong network of consultants and trainers. Call 281-756-3790 for more information.

We can provide a full range of Training Development services including, but not limited to:

Training needs analysis  
Competency modeling  
Skill assessment  
Soft Skills training  
Technical skill training  
Business Computer Skills

## Life Long Learning

### Youth

A variety of educational opportunities are offered for the youth of the community. Summer classes are offered through Busy Bodies Kids College for children from Kindergarten through the 6th grade. Call 281-756-3729 for more information.

Year round activities include Karate ages 4+.

### SENIOR ADULTS

Alvin Community College Education and Senior Services (ACCESS) for individuals 50 years of age and over, offers many courses, activities, and trips. Participants can attend monthly meetings with guest presenters and entertainment. Call the ACCESS office at 281-756-3729 for more information.

### SPECIAL INTEREST

Community & personal enrichment opportunities are offered throughout the year. Call 281-756-3787 for more information. Suggestions for additional offerings are welcomed!

Some regular offerings include:

Concealed Handgun License  
Concealed Handgun Renewal  
Conversational Spanish  
Culinary Classes  
Physical Fitness  
Sign Language

### ABE/GED/ESL

ABE/GED/ESL tuition is funded by the Texas Education Agency on the Alvin Campus. There is a \$15 GED materials fee and a GED exam fee. Testing arrangements are made through the ACC Office of Admissions and Academic Advising. Call 281-756-3553 or 281-756-3554 for additional information.

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

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

GED (General Education Development) 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 participating in the individualized instructional program.

**NEW PROGRAMS AND COURSES ARE ADDED BASED ON DEMAND**



## Board of Regents

L.H. "Pete" Nash, Chairman  
Mike Pyburn, Vice-Chairman  
James B. DeWitt, Secretary  
Mac Barrow  
Brenda Brown  
Sam Z. Chamberlain  
Karlis Ercums III  
Doyle Swindell  
Bill Wofford

## Administration

Dr. A. Rodney Allbright  
*President*

Ms. Wendy Del Bello  
*Assistant to the President/  
Executive Director of Development*

(Vacant)  
*Dean of Instruction, Student &  
Community Services*

Dr. Darryl Stevens  
*Dean of Financial & Administrative  
Services*

Dr. John Bethscheider  
*Dean of Technical Programs*

Dr. Patricia Hertenberger  
*Dean of Continuing Education/Workforce  
Development and Pearl and Center*

Ms. JoAn Anderson  
*Dean of Students*

Ms. Lang Windsor  
*Director of Human Resources*

Mr. Karl Stager  
*Director of Fiscal Affairs / Comptroller*

Mr. Patrick Sanger  
*Director of Institutional Effectiveness  
& Research*

(Vacant)  
*Director of Information Technology*

## Emeriti Administrators & Instructors

Jo Bennett  
*Associate Dean of Student &  
Instructional Services, Emeritus*

William Bitner  
*Chemistry Department Chair, Emeritus*

Frankie Blansit  
*Sports & Human Performance  
Instructor & Coach, Emeritus*

Thomas L. Bryan  
*Instructor of History Instructor, Emeritus*

Doris Burbank  
*Music Instructor, Emeritus*

José G. Castillo, Jr.,  
*Associate Dean of Student and  
Instructional Services, Emeritus*

James Corbett  
*Mathematics Instructor, Emeritus*

Allen Bill Crider  
*Div. Chair, English & Fine Arts, Emeritus*

Cleo Congrady  
*English Instructor, Emeritus*

Charles Ferguson  
*English Instructor, Emeritus*

James Gebert  
*Assistant Director of Instructional  
Services, Emeritus*

Alice Hagood  
*Mathematics Instructor, Emeritus*

Bill Henry  
*Director of Financial Aid & Placement, Emeritus*

Dorothy Hitt  
*Office Administration Dept. Chair, Emeritus*

Patsy Klopp  
*English Instructor, Emeritus*

Mary Knapp  
*Court Reporting Dept. Chair, Emeritus*

James T. Lewis  
*Dean of Administrative Services, Emeritus*

Marvin Longshore  
*Government Instructor, Emeritus*

James Meadows  
*Dean of Instruction, Student &  
Community Services, Emeritus*

Danny R. Potter  
*Dean of Financial & Administrative Services,  
Emeritus*

Julia Roberts  
*ABE/GED Department Chair, Emeritus*

Joan Rossano  
*Administrative Coordinator, Emeritus  
Director of Child Lab School, Emeritus*

Marcello Joe Rossano  
*Dean of Financial & Administrative  
Services, Emeritus*

Gerald Skidmore  
*Dean of Instruction, Student & Community  
Services, Emeritus*

## In Memoriam

Evelyn Strickland  
*Librarian, Emeritus*

John Holst  
*Biology Instructor, Emeritus*

D. P. O'Quinn  
*President, Emeritus*

Cherry Simpson  
*Art Instructor, Emeritus*

F. Joseph Phillips  
*Dean of Instruction, Student &  
Community Services, Emeritus*

Henry Meyers  
*Dean of the College, Emeritus*

Elmo Marburger  
*Associate Dean, Student &  
Community Services, Emeritus*

Neal Nelson  
*Dean of Admissions & Registrar, Emeritus*

Arthur Daniel  
*Social Science Department Chair,  
Emeritus*

Charles Benson  
*English Instructor, Emeritus*

Malcom B. (Mike) Johnstone  
*Counselor, Emeritus*

Marilyn Jean Withrow  
*Associate Degree Nursing Instructor,  
Emeritus*

Mary Wylie  
*English Instructor, Emeritus*

Pearl Rinderknecht  
*Secretarial Science Instructor, Emeritus*

Charles Bennett  
*Mathematics Instructor*

Ben Daw  
*Drafting Instructor*

William Taliaferro  
*Government Instructor*

Buddy Brogdon  
*Technical Programs Instructor*

Ida Blanchette  
*History Instructor*

Fred Basel  
*Manager of Computer Operations*

N. Lee Baker  
*Accounting Instructor*

Paul Webber  
*Director of Continuing Education &  
Evening Programs*

Robert N. Richarz  
*Director of Physical Plant*

Alec J. Huffman  
*A/C & Refrigeration Instructor*

Mary Alice Metcalf  
*Director of Associate Degree Nursing*

Michael Eernisse  
*Sociology Instructor*

Lemuel "Buddy" Bruner  
*TDCJ Welding Instructor*

Donna T. Barnett  
*Public Information Specialist*

Abe B. Smith  
*Assistant Director, Cont. Education*



## Faculty & Administrative/Professional Staff

### **Bryan Alexander**

Instructor of Sports & Human Performance  
Baseball Coach  
M.S., University of Houston-Clear Lake  
M.A., University of Houston-Clear Lake

### **A. Rodney Allbright**

Instructor of Behavioral Science/Criminal Justice  
President  
A.A., Navarro Junior College  
B.S., Sam Houston State University  
M.A., Sam Houston State University  
J.D., South Texas College of Law

### **JoAn Anderson**

Dean of Students  
B.A., Southern Nazarene University  
M.S., University of Houston-Clear Lake

### **Craig Andrews**

Assistant to the Dean, PC & C.E.  
A.A.S., Community College of the Air Force  
MCSE., Southern Methodist University

### **Sharmeal Archie**

Advisor, Upward Bound  
A.S., Business Administration  
B.B.A., University of Houston-Clear Lake

### **Karen Barnett**

Instructor of Legal Studies  
Department Chair, Legal Studies  
Division Chair, Technical Programs III  
B.S., University of Houston  
J.D., University of Houston Law Center

### **Leslie Bartosh**

Instructor of Culinary Arts  
Department Chair of Culinary Arts  
A.A.S., Johnson & Wales University

### **Michael R. Bass**

Instructor of English  
B.A., East Texas Baptist College  
M.A., Southeastern Louisiana University

### **Thomas O. Bates**

Director of Library Services  
B.A., University of Alabama  
M.L.S., Peabody College

### **Gilbert Benton**

Instructor of English  
B.A., University of Houston  
M.A., Sam Houston State University

### **Ralph Best**

Instructor of Mathematics  
B.S., University of Alabama  
M.A., University of Alabama  
M.S., University of Texas

### **John Bethscheider**

Instructor of Criminal Justice & Sociology  
Dean of Technical Programs  
B.S., Sam Houston State University  
M.A., Sam Houston State University  
Ed.D., Nova University

### **James S. Boler**

Instructor of Mathematics  
B.A., Rice University  
Ph.D., Rice University

### **Sara Bouse**

Workforce Training Coordinator  
B.A., Abilene Christian University  
M.S.W., Our Lady of the Lake University

### **Norman Bradshaw**

Instructor of Accounting & Business  
Department Chair, Accounting & Business  
B.B.A., Sam Houston State University  
J.D., South Texas College of Law

### **Susan Bradshaw**

Instructor/Coordinator of ABE/GED/ESL  
B.S., Sam Houston State University  
M.S., University of Houston-Clear Lake

### **Thomas M. Branton**

Instructor of Accounting & Business  
B.S., Mississippi State University  
J.D., University of Mississippi School of Law  
LL.M., University of Houston Law Center

### **Karen Briza**

Instructor of Vocational Nursing  
Department Chairperson, Vocational Nursing  
B.S., Molloy Catholic College for Women

### **Rochelle Brunson**

Instructor of Management Development  
Department Chair, Management Development  
B.S., Northeast Louisiana University  
M.S., Louisiana Tech University  
Ph.D., Texas Woman's University

### **Gwendolyn Burgess**

Academic Advisor  
B.S., Florida A&M University  
M.S., University of Houston

### **Earnest Burnett**

Instructor of Speech  
B.A., Texas Southern University  
M.A., Texas Southern University

### **C. Jay Burton**

Instructor of Speech and Drama  
Department Chair, Speech & Drama  
B.A., University of North Carolina at Greensboro  
M.A., University of North Carolina at Chapel Hill  
Ph.D., Florida State University

### **Jerry Carrier**

Instructor of Mental Health/Psychology  
Department Chair, Mental Health  
B.S., North Texas State University  
M.S., North Texas State University  
Ph.D., North Texas State University

### **Laura Castillo**

Systems/Technology Librarian  
B.B.A., University of Houston-Clear Lake  
M.S., University of Houston-Clear Lake

### **Jeffrey Cernoch**

Network Administrator  
A.A.S., Lee College

### **Christopher L. Chance**

Instructor of History  
Department Chair, History/Geography/Philosophy  
B.A., Louisiana State University  
M.A., Louisiana Tech University

### **Don Childs**

Instructor of Sports & Human Performance  
B.S., Southwest Texas State University  
M.Ed., Southwest Texas State University  
Ed.D., University of Houston

### **Gary Coffman**

Instructor of Sports & Human Performance  
B.S., Eastern New Mexico University  
M.S., Eastern New Mexico University  
Ed.D., University of Mississippi

### **Maurice Cook**

Instructor of Criminal Justice  
Department Chair, Criminal Justice  
B.S., Sam Houston State University  
M.A., Stephen F. Austin University  
J.D., Texas Southern University

### **Thomas Cook**

Instructor of Computer Science (TDCJ)  
A.A.S., Houston Community College  
B.S., Houston Baptist University

### **Michael Cooper**

Instructor of Vocational Nursing  
Certificate Vocational Nursing, Schreiner College  
A.A.S., Lee College  
B.S., University of Houston-Clear Lake

### **Donna Corley**

Special Projects Coordinator  
B.A., University of Houston - Clear Lake  
M.A., University of Houston - Clear Lake

### **Janet Cowey**

Director of Marketing & Enrollment Management  
B.B.A., Stephen F. Austin State University  
M.B.A., University of Houston - Clear Lake

### **Gerald Crane**

Instructor of Sociology  
A.A.S., Alvin Community College  
B.S., University of Houston  
M.S., University of Houston - Clear Lake

### **William Cranford**

Instructor of Court Reporting  
Department Chair, Court Reporting  
B.S., East Texas State University

### **James M. Creel**

Instructor of English  
B.A., Midwestern State University  
Ph.D., University of Texas at Austin



**Eileen Cross**

Coordinator, Disability Services  
B.S., Texas Tech  
M.S., University of Houston - Clear Lake

**Debbie Cunningham**

Instructor of Court Reporting  
A.A.S., Alvin Community College

**Benjamin Deadwyler**

Programmer/Analyst  
B.B.A., Georgia College & State University

**Wendy Del Bello**

Assistant to the President/  
Executive Director of Development  
B.E.D., Texas A&M University  
M.S., Texas A&M University

**Mark Demark**

Instructor of Process Technology  
Department Chair, Process Technology  
B.S., Wayne State University

**Thomas Dendy**

Specialized Law Enforcement Training Coordinator  
B.A. Mountain State University

**Dora Devery**

Instructor of Geology  
B.A., Rutgers University  
M.S., Texas Christian University

**Deanna Dick**

Instructor of Mathematics  
B.S., Texas Tech University  
M.S., Texas Tech University

**Patricia Dildy**

Instructor of Early Childhood / Child Development  
Director, Child Development Laboratory School  
A.A.S., Alvin Community College  
B.S. University of Houston-Clear Lake

**Karen Downey**

Instructor of Court Reporting  
Certificate, Alvin Community College  
A.A.S., Alvin Community College  
B.S., University of Houston - Clear Lake  
M.A., University of Houston - Clear Lake

**John Duke**

Instructor of History  
B.S., Henderson State University  
M.A., Northwestern State University of Louisiana  
Ph.D., Texas A&M University

**Sally Durand**

Director of Associate Degree Nursing  
B.S.N., Northern Michigan University  
M.S.N., Wayne State University

**Ricky Faulkner**

Instructor of English  
B.S., University of the State of New York  
M.A., University of Houston - Clear Lake

**Dena Faust**

Coordinator, Distance Education  
& Instructional Design  
A.A., College of the Mainland  
B.S., University of Houston-Clear Lake

**Catherine Finley**

Instructor of Business Technology  
A.S., Alvin Community College  
B.B.A., University of Houston-Clear Lake  
M.S., University of Houston

**Diane Flatland**

Instructor of Respiratory Care  
Division Chair, Technical Programs III  
B.S., Iowa State University  
R.T., Kettering College of Medical Arts  
M.S., University of Houston-Clear Lake

**Charzetta Flemming**

Webmaster  
A.S., Houston Community College  
B.S., Capella University

**Debra Fontenot**

Instructor of Associate Degree Nursing  
A.A.S., Alvin Community College  
B.S.N., University of Texas Health Science Center  
M.S.N., University of Texas Health Science Center

**Cathy Forsythe**

Director of Radio/TV Broadcasting  
Department Chair, Communications  
B.S., Florida State University  
M.A., University of Houston-Clear Lake

**Dickie Lee Fox**

Instructor of English & Reading  
Division Chair, T.D.C.J. Programs  
A.A., Odessa College  
B.S., East Texas State University  
M.S., East Texas State University  
M.Ed., East Texas State University  
Ph.D., East Texas State University

**Jeffrey Gambrell**

Instructor/Coordinator, Law Enforcement Academy  
A.A.S., Alvin Community College  
B.S. Mountain State University

**Nupur Garg**

Instructor of Chemistry  
B.S., University of Delhi, Delhi  
M.S., Indian Institute of Technology, Delhi  
Ph.D., University of Houston

**Lew Garrett**

Instructor of Computer Science  
Department Chair, TDCJ Computer Science  
A.A.S., Alvin Community College

**David Garza**

Instructor of Automotive Technology (TDCJ)  
A.A.S., Texas State Technical College

**Felipe Garza**

Instructor of Computer Repair-TDCJ  
A.A.S., Texas State Technical College

**Lynn Goswick**

Director of Media Services  
B.S., Sam Houston State University

**David Goza**

Instructor of Drafting Technology  
Department Chair, Drafting Technology  
A.A.S., Alvin Community College

**Betty Graef**

Instructor of Chemistry  
B.S., Southwest Texas State University  
M.S., University of Houston-Clear Lake

**Clemence R. Graef**

Instructor of Physics  
Department Chair, Physics/Geology  
B.S., Southwest Texas State University  
M.S., Southwest Texas State University

**David Griffith**

Band Director/Instructor of Music  
A.A., Alvin Community College  
B.M., Sam Houston State University  
M.M., University of Texas at Austin

**Ann Guess**

Instructor of English  
B.S., Auburn University  
M.A., Rutgers, The State University of New Jersey  
Ph.D., University of Houston

**Fred M. Guild**

Director of Physical Plant  
A.A., Leeward Community College  
B.S., University of Hawaii  
M.S.W., University of Hawaii

**Robin Harbour**

Instructor of Mathematics  
B.S., Lamar University  
M.S., Lamar University

**Kennon Henry**

Counselor  
A.S., Alvin Community College  
B.A., Sam Houston State University  
M.S., University of Houston-Clear Lake

**Patricia Hertenberger**

Instructor of Management Development  
Dean, Continuing Education/ Workforce Development  
and Pearland Center  
A.A., Alvin Community College  
B.A., Sam Houston State University  
M.S., University of Houston-Clear Lake  
Ed.D., Nova Southeastern University

**Deborah Herzog**

Academic Advisor  
B.S., Sam Houston State University

**Michelle Hicks**

Technical Programs Coordinator  
B.S., Louisiana State University

**Jennifer Hightower**

Director of Athletics  
Department Chair, Sports/Human Performance  
Head Coach, Women's Fast Pitch Softball  
B.S., Oklahoma City University  
M.Ed., University of Houston  
Ph.D., University of Houston

**Sharon Hightower**

Instructor of Associate Degree Nursing  
B.S.N., University of Texas  
M.S.N., University of Texas



**Jennifer Hopkins**

Instructor of Mathematics  
B.S., University of Arkansas  
M.S., University of Arkansas

**Sandra Horine**

Instructor of Child Development & Early Childhood  
Department Chair, Child Development & Early  
Childhood  
B.S., North Texas State University  
M.Ed., University of Houston-Clear Lake

**William Horine**

Instructor of Biology  
B.S., University of Houston  
M.S., University of Houston

**Beverly Howard**

Instructor of Associate Degree Nursing  
B.S.N., University of Texas Medical Branch  
M.S.N., University of Texas Medical Branch

**Bea Hugetz**

Instructor of English  
Department Chair, English  
B.A., University of Houston-Clear Lake  
M.A., University of Houston-Clear Lake

**Johanna Hume**

Instructor of History/Geography  
B.A., Texas A&M University  
M.A., University of Chicago

**Manuela Imthurn**

Instructor of Associate Degree Nursing  
B.S. University of Sao Paulo, Brazil  
M.S.N. University of Texas Health Science  
Center, Houston

**Brenda Jarrett**

Instructor of Associate Degree Nursing  
B.S., Texas A & M University-Texarkana  
B.S.N., Northwest State University  
M.S., Texas Woman's University

**Kevin Jefferies**

Instructor of Government  
Department Chair, Economics  
B.A., University of Houston  
M.A., University of Houston  
PhD., University of Houston

**Bonny Johnson**

Instructor of Sports & Human Performance  
B.S., University of Houston  
M.S., University of Houston

**Ralph Jonte**

Instructor of Computer Science (TDCJ)  
A.A.S., Alvin Community College  
B.A., University of Houston-Clear Lake

**Charles Kilgore**

Instructor of Mathematics  
B.S., University of Texas-Permian Basin  
M.S. Lamar University

**Micki Kincaide**

Instructor of Court Reporting  
A.A.S., Alvin Community College

**Sonya King-Lee**

Instructor of Vocational Nursing  
A.A.S., Bucks County Community College

**Deborah A. Kraft**

Assistant Director, Fiscal Affairs  
A.A.S., College of the Mainland  
B.B.A., University of Houston  
M.S., University of Houston-Clear Lake  
Certified Public Accountant

**James Langley**

Instructor of Drafting (TDCJ)  
A.A.S., San Jacinto College South

**Tammi Lansford**

Instructor of Mathematics  
B.S., University of Houston - Clear Lake  
M.S., University of Houston - Clear Lake

**Dennis LaValley**

Instructor of Art  
Department Chair, Art  
B.S., Northland College  
M.A., University of Wisconsin  
M.F.A., Art Institute of Chicago

**Cathy LeBouef**

Instructor of Computer Science (TDCJ)  
A.A.S. Alvin Community College  
B.S., University of Houston  
M.S., University of Houston

**Hong Le**

Accountant  
B.A., Boston College

**Arthur Linkins**

Workforce Training Coordinator  
A.B., Dartmouth University  
PhD., University of Massachusetts

**William C. Lewis**

Instructor of Communications  
B.A., University of Houston  
M.A., University of Houston

**Nancey Lobb**

Division Chair, Social Science, Business  
& Accounting  
Instructor of Psychology  
B.A., University of Texas  
M.A., University of Texas

**Thomas Magliolo**

Instructor of Computer Science  
B.S., St. Edward's University  
M.S., University of Houston - Clear Lake

**Akilah Martin**

Coordinator of Student Activities  
B.S.C.J., Texas State University

**Tina Martin**

College Academic Advisor  
B.S., LeTourneau University

**Linda M. Matteson**

Instructor of English  
B.A., University of Vermont  
M.A., University of Vermont

**John D. Matula**

Instructor of Biology  
B.S., Stephen F. Austin State University  
M.S., Stephen F. Austin State University

**Robin McCartney**

Instructor of Court Reporting  
A.A.S., Alvin Community College

**Marby McKinney**

Instructor of Respiratory Care  
A.A.S., Alvin Community College  
B.S., University of Texas Medical Branch,  
Galveston

**Richard Melvin**

Instructor of Computer Science  
B.S., Eastern Oregon University  
MCSE, MCT

**Douglas Meneke**

Manager, Programming Support  
B.S., Sam Houston State University

**Regan Metoyer**

Director, Upward Bound  
B.S., University of Houston-Clear Lake  
M.A., University of Houston-Clear Lake

**Irene Montoya**

Registrar  
B.A., Texas Tech University  
M.Ed., Texas Tech University

**Kevin Moody**

Instructor of Music  
Department Chair, Music  
B.A., Pomona College  
M.M., Rice University

**Mark Moss**

KACC Operations Supervisor  
A.A.S., Alvin Community College  
B.A., University of Houston - Clear Lake

**Jessica Murphy**

Instructor/Department Chair, Diagnostic  
Cardiovascular Sonography  
A.A.S., Alvin Community College  
B.S., University of Texas Health Science Center-  
Houston

**Rhonda Myers**

ACCESS/Special Interest Coordinator  
A.A., Alvin Community College

**Marjorie Nash**

Instructor of History  
B.A., University of Houston  
M.A., University of Houston

**Bette Nelson**

Instructor of Mathematics  
Department Chair, Mathematics  
B.S., University of Kansas  
M.A., University of Arizona

**Laura Noules**

Instructor of Court Reporting  
A.A.S., Alvin Community College  
Diploma-McMahon College



**Amalia Duran Parra**

Instructor of Foreign Languages/Humanities  
Department Chair, Foreign Languages  
B.A., Loretto Heights College  
M.A., University of Colorado

**Jason Piazza**

Manager, Data/Voice Network & Support  
A.A., College of the Mainland  
B.B.A., University of Houston-Clear Lake

**Jim Preston**

Instructor of Court Reporting  
Certificate, Alvin Community College  
A.A.S., Alvin Community College

**Crystal Price**

Instructor of Business Technology  
Department Chair, Business Technology  
A.A., Alvin Community College  
B.S., University of Houston  
M.Ed., University of Houston  
Ed.D., Nova University

**Gerald Pullen**

Instructor of Computer Science  
Department Chair, Computer Science  
Division Chair, Technical Programs I  
B.S., Texas A&M University  
B.S., University of Houston  
M.Ed., Sam Houston State University  
M.S., East Texas State University

**Jean Raniseski**

Instructor of Sociology/Psychology  
Department Chair, Sociology/Psychology/  
Anthropology  
B.S., University of Arizona  
M.A., University of Arizona  
Ph.D., University of Houston

**Timothy J. Reynolds**

Instructor of Economics/Government  
B.A., University of Texas  
M.A., University of Texas

**Dwight Rhodes**

Instructor of Horticulture/Biology  
B.S., University of Arkansas  
M.S., University of Arkansas

**Hector Rodriguez**

Senior Programmer/Analyst  
A.A.S., Alvin Community College

**Gregory R. Roof**

Instructor of Economics  
A.A., Tarrant Co. Jr. College  
B.A., University of Texas-Austin  
M.P.A., University of Texas-Dallas  
Ph.D., University of Texas-Dallas

**Cherilin Saladrigas**

Instructor, Early Childhood/Child Development  
B.S., University of Houston-Clear Lake

**Patrick Sanger**

Director of Institutional Effectiveness & Research  
B.A., Drew University  
M.S., Nova Southeastern University  
Ed.S., Nova Southeastern University

**Christy Scales**

Instructor of Associate Degree Nursing  
B.S.N., Lamar University  
M.S., Texas Woman's University

**Jason Schreiber**

Athletic Trainer  
Instructor of Sports / Human Performance  
B.A., University of Houston  
M.A., University of Houston

**Roland W. Scott**

Instructor of Court Reporting  
A.A.S., Alvin Community College

**Dora Sims**

Director of Financial Aid  
B.S., University of Houston-Clear Lake  
M.A., University of Houston-Clear Lake

**Bill J. Sowa**

Instructor of Horticulture-TDCJ  
B.S., Sam Houston State University  
M.S., University of Houston - Clear Lake

**Karl F. Stager**

Director, Fiscal Affairs/Comptroller  
B.B.A., Lamar University  
M.B.A., University of Houston-Clear Lake  
Certified Public Accountant

**Darryl Stevens**

Dean of Financial & Administrative Services  
B.B.A., Texas A&M University  
M.A., University of Houston-Clear Lake  
Ph.D., University of Houston

**Douglas Stevenson**

Instructor of Emergency Medical Technology  
Department Chair, Emergency Medical Technology  
B.A., University of Houston - Clear Lake

**Diana Stiles**

Counselor  
A.A., Wharton County Jr. College  
B.S., University of Houston-Clear Lake  
M.S., University of Houston-Clear Lake

**Stephanie Stockstill**

Director of Admissions & Academic Advising  
B.A., Saint Leo University  
M.A., University of South Florida

**Kimberly A. Strube**

Communications Coordinator  
A.A.S., Thomas Edison State College

**Mark Andrew Tacquard**

Chief of Campus Police  
A.A.S., Alvin Community College

**Nikki Thompson**

Research Associate  
B.A., University of Louisiana  
M.A., University of Louisiana

**Lynda Vern**

Instructor of Reading  
Department Chair, Reading  
Director, Academic Enhancement Center  
& Learning Lab  
B.A., Baylor University  
M.Ed., University of Houston  
Ed.D., University of Houston

**Bill Waggoner**

Instructor of Speech  
Division Chair, English & Fine Arts  
B.A., Eastern Illinois University  
M.A., Eastern Illinois University  
Ph.D., St. Louis University

**Robert Ward**

Counselor, TDCJ  
B.S., Wichita State University  
B.S., Fort Hays State University  
M.S., Fort Hays State University

**Stephen Wheeler**

Instructor of Biology  
Division Chair, Math & Sciences  
B.S., Stephen F. Austin State College  
M.S., Stephen F. Austin State College  
Ph.D., Texas A&M University

**Lang Windsor**

Director of Human Resources  
B.B.A., Armstrong State College  
M.A., University of Houston-Clear Lake

**Bonnie Zauderer**

Instructor of Associate Degree Nursing  
B.S.N., Hunter College of the City of New York  
M.S., Adelphi University  
Ph.D., Texas Woman's University



# GENERAL INDEX

Academic Calendar	2
Academic Policies and Regulations	
Classification, student	23
Course load	23
Grade change	27
Accreditation	1
Address/Name Change	28
Admission Requirements	10
Adult Basic Education programs (ABE)	158
Athletics	37
Attendance Policy	25
Audit Registration	22
Cafeteria	37
Campus phone listing	4
Career Services	32
Childcare/Child Development Laboratory School	37
Classroom Conduct	26
Class Schedules	22
College Store	37
Compliance statements	8
Continuing Education programs	158
Core curriculum	19
Counseling Services	32
Course Load	23
Course Substitution	29
Credit-by-examination (CLEP, AP, IB)	16, 17
Degrees/Certificates	30
Dept. of Assistive & Rehabilitative Services (DARS)	34
Developmental courses	14
Disabilities, Student Services	33
Dual Credit/Dual Degree	33
Emergency Closings, Notification	25
Evaluation of Previous Education	14
Facilities	7
Faculty/Administrative/Professional Staff List	160
FERPA (Family Educational Rights & Privacy Act)	8
Field of study	22
Financial Aid	
Application/policies	34
Pell Grant	34
SEOG (Supplemental Educational Opportunity Grants)	34
Work study	34
Family education loan	34
Satisfactory progress guidelines	35
Texas Public Education Grant	35
State Student Incentive Grant	35
Hazlewood Act	35
Workforce Investment Act	36
Scholarships	36
Fitness Center	37
GED programs	158
Grades	
Grading system	26
Calculation	27
Repeat courses	26
Grade change petition	27
Academic probation/suspension	27

Graduation	
Course substitution	29
Honors	29
Requirements	28
Under a particular catalog	28
Ceremony	28
Grievance Procedure	28
Guarantee, Educational	28
Health insurance	37
History/Philosophy/Mission of ACC	6
Honors	
Honors program	33
Presidential scholar	27
Dean's list	27
Merit's list	27
Institutional goals	7
International student regulations	10
Job placement service	32
Learning Lab	36
Library	36
Military Service Withdraw Policy	26
MyACC	38
Non-traditional education	15
Orientation for new students	33
Parking	37
Payment plan	25
Religious holy days	9
Refund policy	22
Registration/Schedule changes	22
Residency	11
Senior citizen registration	22
Smoking policy	9
Student organizations	37
Student Records Policies	
Challenge to records	28
Restrictions	28
Release of directory information	8
Transcript request	28
Tech-Prep Education	15
Testing Information	13
Placement regulations	13
Texas Commission for the Blind	34
Texas Common Course Numbering System	14
Transcript evaluation	14
Transcript request	28
Transfer Information	21
TSI (TexasSuccess Initiative)	12
Tuition	
Fee schedule	24
Third attempt charges	23
Excessive hours warning	23
Excess developmental education charges	25
Adjustment Ad Valorem tax payers	25
Rebate early high school graduation	25
Rebate Baccalaureate degree	25
Upward Bound	34
Veterans Administration benefits	36
Withdrawing from classes	26



# EDUCATIONAL PROGRAMS

## A

Associate of Arts program	40
Associate of Arts - Teaching	52
degree curriculum	52
Associate of Applied Science programs	60
Associate of Science programs	54
Certificate programs	60
Accounting	
course descriptions	115
Agriculture	
course descriptions	115
Anthropology	
course descriptions	115
Arts	
course descriptions	115
degree curriculum	41
Automotive	
TDCJ certificate program	155

## B

Biological Science	
course descriptions	116
degree curriculum	54
Business Administration	
course descriptions	117
degree curriculum	55
Business Technology	
course descriptions	117
degree curriculum, legal office professional	61
degree curriculum, medical office professional	62
degree curriculum, office professional	63
certificate curriculum, accounting clerk	64
certificate curriculum, legal office assistant	64
certificate curriculum, medical coding & billing specialist	65
certificate curriculum, office assistant	65

## C

Chemistry	
course descriptions	119
Child Development/Early Childhood	
course descriptions	119
degree curriculum	66
certificate curriculum, EC Administration	67
certificate curriculum, EC	67
Communications/Radio & Television transfer degree	56
course descriptions	121
degree curriculum, radio/TV broadcast	68
certificate curriculum	70
Computer Science Technology/Programming	
course description	122
degree curriculum	71
field of study curriculum	72
Computer Science - Networking	
course description	122

degree curriculum	72
certificate curriculum	73
Computer Science Technology/Data Processing	
certificate curriculum	73
Court Reporting	
course descriptions	125
degree curriculum	75
certificate curriculum	76
certificate scopist	77
Criminal Justice - Correctional Science Degree	
course description	126
degree curriculum	78
certificate curriculums	81
Criminal Justice - Law Enforcement & Police Admin. Degree	
course description	126
degree curriculum	79
certificate curriculum - Texas Peace Officers Program	82
certificate curriculum - Correctional Administration	80
certificate curriculum - Basic Law Enforcement Academy	82
certificate curriculum - Crime Scene Technician	81
field of study	80
Culinary Arts	
course description	128
degree curriculum	84
certificate curriculum	85
certificate curriculum - Culinary Management	85

## D

Diagnostic Cardiovascular Sonography	
course descriptions	129
degree curriculum, echocardiography	87
degree curriculum, vascular technology	88
advanced technical certificates	89
Drafting	
course descriptions	131
degree curriculum	91
certificate curriculum	92
Drama	
course descriptions	132
degree curriculum	42

## E

Economics	
course descriptions	132
Emergency Medical Technology	
course descriptions	132
degree curriculum	94
certificate curriculum	95
English	
course descriptions	134
English for speakers of other languages	135

## F

French	
course descriptions	135



**G**

General Liberal Arts	
degree curriculum	40
Geography	
course description	135
Geology	
course descriptions	135
German	
course descriptions	135
Government	
course descriptions	136

**H**

Health Science	
degree curriculum	57
History	
course descriptions	136
Horticulture	
course description	136
TDCJ certificate program	157
Humanities	
course descriptions	136

**J**

Journalism	
course description	137

**M**

Management Development	
course descriptions	137
degree curriculum	96
certificate curriculum	97
Mathematics	
course descriptions	138
degree curriculum	58
Mental Health	
course descriptions	139
degree curriculum	98
certificate curriculum	99
Music	
course descriptions	141
degree curriculum, instrumental	43
degree curriculum, musical theater	47
degree curriculum, voice	44
field of study	45

**N**

Nursing, ADN	
course descriptions	143
degree curriculum	102
Nursing, LVN	
course descriptions	144
certificate curriculum	104

## Nursing, Transition (LVN to RN)

course descriptions	143
degree curriculum	103

## Nutrition

course description	145
--------------------	-----

**P**

## Paralegal

course description	145
degree curriculum	105
certificate curriculum	106

## Philosophy

course descriptions	145
---------------------	-----

## Physics/Physical Science

course descriptions	146
degree curriculum	59

## Polysomnography

course descriptions	147
degree curriculum	108
advanced certificate curriculum	109

## Process Technology

course descriptions	147
degree curriculum	110
certificate curriculum	111

## Psychology

course descriptions	148
degree curriculum	48

**R**

## Reading

course descriptions	149
---------------------	-----

## Respiratory Care

course descriptions	149
degree curriculum	113

**S**

## Sociology

course descriptions	150
degree curriculum	49

## Spanish

course descriptions	151
---------------------	-----

## Speech

course descriptions	152
---------------------	-----

## Sports and Human Performance

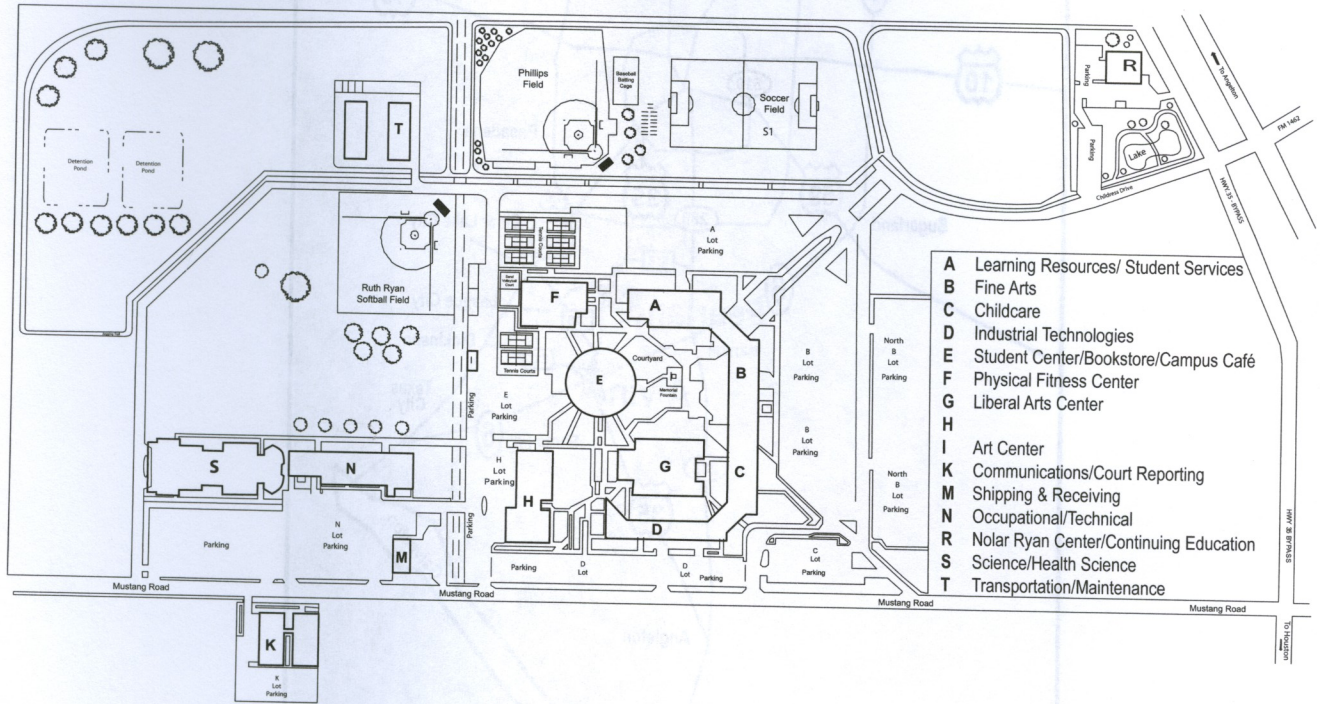
course descriptions	152
degree curriculum	50

**T**

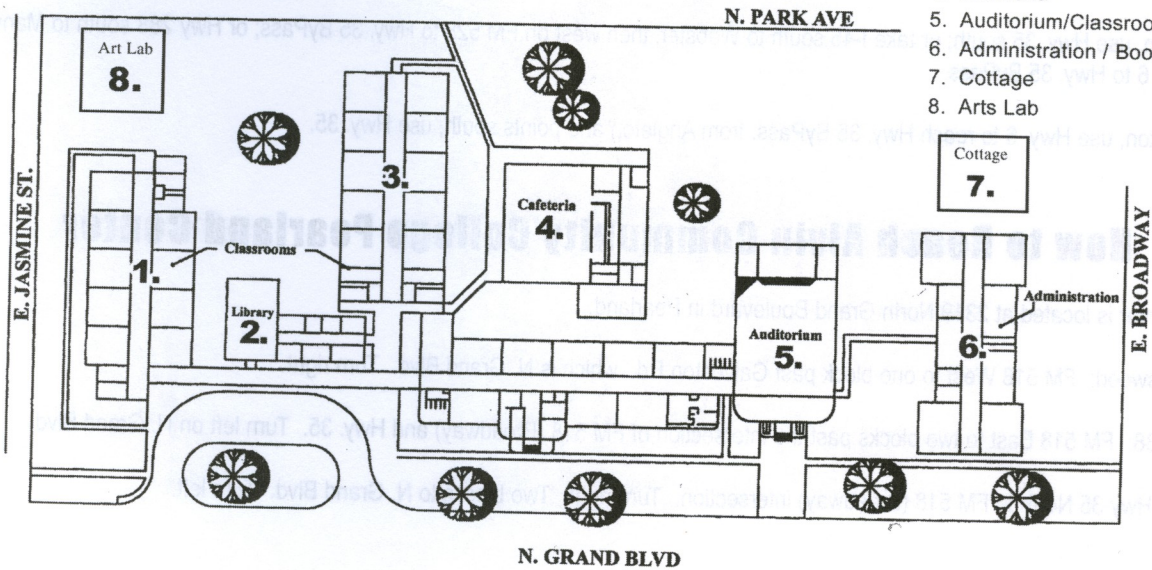
TDCJ certificate programs	155-157
---------------------------	---------



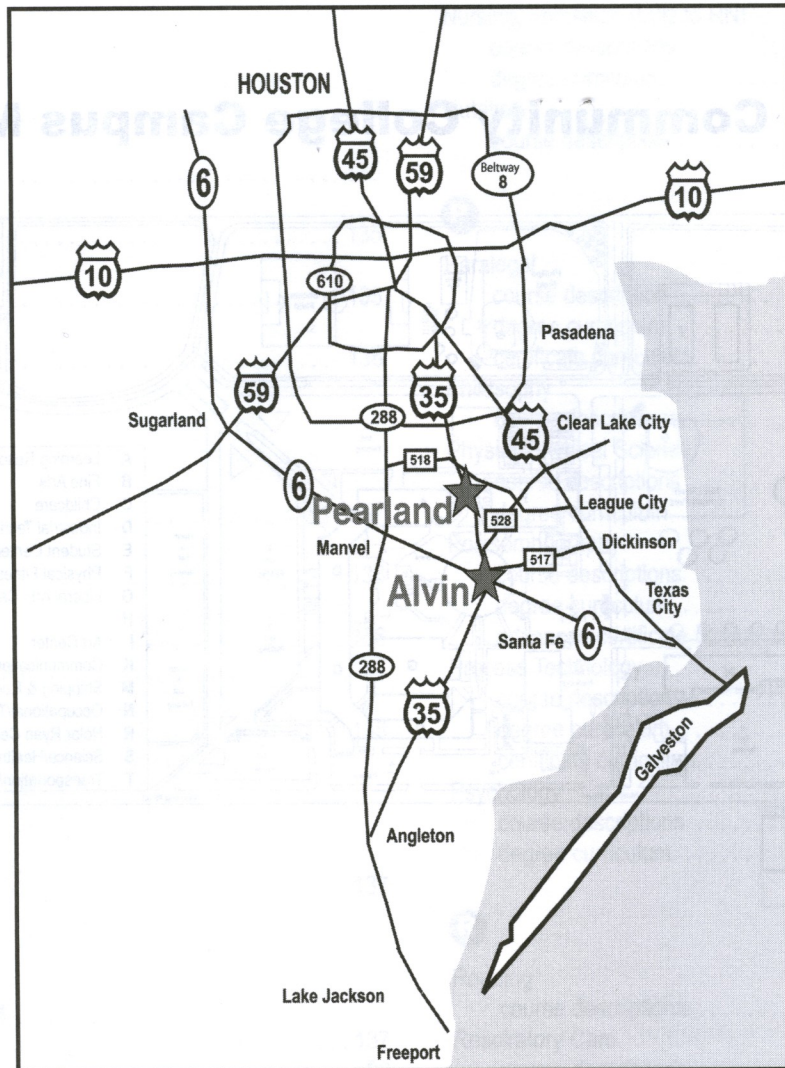
# Alvin Community College Campus Map



# Pearland Center Campus Map







## How to Reach Alvin Community College Main Campus

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.

## How to Reach Alvin Community College Pearland Center

Pearland Center is located at 2319 North Grand Boulevard in Pearland.

From Friendswood: FM 518 West to one block past Galveston Rd., which is N. Grand Blvd. Turn right.

From Hwy 288: FM 518 East to two blocks past the intersection of FM 518 (Broadway) and Hwy. 35. Turn left on N. Grand Blvd.

From Alvin: Hwy 35 North to FM 518 (Broadway) intersection. Turn right. Two blocks to N. Grand Blvd. Turn left.