

RNSG 1219
Integrated Nursing Skills I
(2 credits)

Study of the concepts and principles necessary to perform basic nursing skills for diverse patients across the lifespan; demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgement, skills, and professional values within a legal/ethical framework. (1 lecture and 3 lab hours per week). Prerequisites: Admission into the ADN Program. [CIP 51.3801]

RNSG 1240
Professional Nursing Skills for
Articulating Students
(2 credits)

Demonstration of professional nursing skills and procedures; and utilize critical thinking skills in a systematic problem-solving process. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. (1 lecture and 3 lab hours per week). Prerequisites: Admission into the ADN Program. [CIP 51.3801]

RNSG 1246
Legal and Ethical Issues for Nurses
(2 credits)

(Blocked curriculum; last offered Fall 2016) Study of the laws and regulations related to the provision of safe and effective professional nursing care within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Content includes confidentiality, the Nursing Practice Act, professional boundaries, ethics, and health care legislation. (2 lecture hours per week). Pre-requisite: RNSG 1441 & 1561 or 1262 & 1417. [CIP 51.3801]

RNSG 1260
Clinical I RN
(2 credits)

A health related work-based learning experience that introduces the student in the application of nursing theory, skills and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. Clinical experiences allow the student opportunities to begin utilizing nursing skills in caring for adults and family. Clinical education is an unpaid learning experience. (6 lab hours per week) Prerequisites: Admission into the ADN Program. Corequisite: RNSG 1523. [CIP 51.3801]

RNSG 1262
Clinical RN Transition
(2 credits)

A health related work-based learning experience that introduces the vocational nurse in the application of nursing theory, skills and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. (6 lab hours per week) Prerequisites: Admission into the ADN Program, Corequisite: RNSG 1327. [CIP 51.3801]

RNSG 1327
Transition to Professional Nursing
(3 credits)

Content includes health promotion, expanded assessment, analysis of data, critical thinking skills and systematic problem solving process, pharmacology, interdisciplinary teamwork, communication, and applicable competencies in knowledge, judgement, skills, and professional values within a legal/ethical framework throughout the lifespan. (2 lecture hours and 3 lab hours per week). Prerequisites: Admission into the ADN Program, BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, PSYC 2314, ENGL 1301. Corequisite: RNSG 1262. [CIP 51.3801]

RNSG 1443
Complex Concepts of Adult Health
(4 credits)

(Blocked curriculum; last offered Fall 2016) Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession in the care of adult patients and families with complex medical-surgical health care needs associated with body systems. Emphasis is on complex knowledge, judgments, skills, and professional values within a legal/ethical framework. (3 lecture and 2 lab hours per week) Prerequisites: BIOL 2420; and either RNSG 2213, 1441 or RNSG 1417. Corequisite: RNSG 2563. [CIP 51.3801]

RNSG 1461
Clinical II RN
(4 credits)

A health related work-based learning experience in medical/surgical settings that enables the student to apply professional nursing theory, skills and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession.

Direct supervision is provided by the clinical professional. (12 lab hours per week). Prerequisites: RNSG 1260. Corequisite: RNSG 2504. [CIP 51.3801]

RNSG 1523
Introduction to Professional Nursing
for Integrated Programs
(5 credits)

Introduction to the profession of nursing including the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession with emphasis on health promotion and primary disease prevention across the lifespan; essential components of the nursing health assessment; identification of deviations from expected health patterns; the application of a systematic, problem-solving process to provide basic nursing care to patients across the lifespan; and applicable competencies in knowledge, judgement, skills, and professional values within a legal/ethical framework. (4 lecture and 3 lab hours per week). Prerequisites: BIOL 2401, BIOL 2402, ENGL 1301, PSYC 2301. Admission into the ADN Program. Corequisites: RNSG 1260, PSYC 2314. [CIP51.3801]

RNSG 2435
Integrated Patient Care Management
(4 credits)

Application of independent nursing interventions to care for patients and families throughout the lifespan whose health care needs may be difficult to predict. Emphasis on collaborative clinical reasoning, nursing leadership skills, and patient management. Content includes the significance of professional development, trends in nursing and health care, and applicable knowledge, judgement, skills, and professional values within a legal/ethical framework. (3 lecture and 3 lab hours per week). Prerequisite: RNSG 2514. Corequisite: RNSG 2463. [CIP 51.3801]

RNSG 2462
Clinical III RN
(4 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (12 lab hours per week). Prerequisite: RNSG 1461 or RNSG 1262. Corequisite: RNSG 2514. [CIP 51.3801]

RNSG 2463 (Integrated curriculum; first time offered Spring 2017)

Clinical IV RN

(4 credits)

A health related work-based learning experience that enables the student to apply nursing theory, skills, and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. (16 lab hours per week) Prerequisite: RNSG 2462. Corequisite: RNSG 2435. [CIP 51.3801]

RNSG 2504

Integrated Care of the Patient with Common Health Care Needs

(5 credits)

Application of a systematic problem-solving process, critical thinking skills and concepts to provide nursing care to diverse patients and families across the lifespan with common health care needs including, but not limited to, common childhood/adolescent diseases, uncomplicated perinatal care, mental health concepts, perioperative care, frequently occurring adult health problems and health issues related to aging. Emphasis on secondary disease prevention and collaboration with members of the interdisciplinary health care team. Content includes roles of the professional nurse and applicable competencies in knowledge, judgement, skills, and professional values within a legal/ethical framework. (4 lecture and 4 lab hours per week). Prerequisite: RNSG 1523. Corequisite: RNSG 1461. [CIP 51.3801]

RNSG 2514

Integrated Care of the Patient with Complex Health Care Needs

(5 credits)

Application of a systematic problem-solving process, critical thinking skills and concepts to provide comprehensive nursing care to diverse patients and families across the lifespan with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the interdisciplinary health care team. Content includes the roles of the professional nurse and applicable competencies in knowledge, judgement, skills, and professional values within a legal/ethical framework. (4 lecture and 2 lab hours per week). Prerequisites: BIOL 2420, RNSG 2504 or RNSG 1327. Corequisite: RNSG 2462. [CIP 51.3801]

RNSG 2563

Clinical Nursing: Complex Concepts of Adult Health

(5 credits)

(Blocked curriculum; last offered Fall 2016)

A health-related work-based learning experience in medical/surgical settings that enables the student to apply advanced nursing theory, skills, and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by clinical professional(s). (15 lab hours per week). Prerequisite: RNSG 2213 or RNSG 1417. Corequisite: RNSG 1443. [CIP 51.3801]

Nursing

(Vocational)

*Melinda Wallace, Department Chairperson
Tori McTaggart, Thirty Lacy*

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). [CIP 51.3901]

VNSG 1160

Clinical I - Vocational Nurse

(1 credit)

A health related work-based experience, that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 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. 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, and appropriate written & communication skills using the terminology of the occupation and the business/industry.

(8 clinical hours per week). Corequisite: VNSG 1423. [CIP 51.3901]

VNSG 1219

Leadership & 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; explain the Texas Board of Nursing Rules and Regulations and the Nurse Practice; and identify criteria and appropriate resources for continuing education. (2 lecture hours per week). [CIP 51.3901]

VNSG 1226

Gerontology

(2 credits)

Overview of the normal physical, psychological, and cultural aspects of the aging process. Addresses common disease processes of aging and explores perceptions 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. Learning Outcomes: the student will describe the aspects of aging; discuss disease processes associated with aging; and identify perceptions related to care of the older adult. (2 lecture hours per week). Corequisite: VNSG 1661. [CIP 51.3901]

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. Instruction includes various systems of measurement. Includes hands on practice and demonstration and safe administration in a lab setting. 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 lab hours per week). [CIP 51.3901]

VNSG 1230
Maternal - Neonatal Nursing
(2 credits)

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the focused assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. Learning Outcomes: The student will discuss human reproduction and fetal development as related to the normal aspects of childbearing; identify common complications of the mother and newborn during prenatal, antenatal, and postnatal periods; and relate characteristics of the normal newborn and associated nursing interventions to meet identified health care needs utilizing the nursing process. (2 lecture hours per week).

Corequisite: VNSG 1661. [CIP 51.3901]

VNSG 1234**Pediatrics**
(2 credits)

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and development needs utilizing the nursing process. Learning Outcomes: The student will identify safety principles related to childcare; discuss primary nursing care of the pediatric patient and family during the health and disease; and apply concepts of growth and development to the care of pediatric patients utilizing the nursing process. (2 lecture hours per week). Corequisite: VNSG 1661. [CIP 51.3901]

VNSG 1301**Mental Health and Mental Illness**
(3 credits)

Study of personality development, human needs, common mental mechanisms, and factors influencing mental health and mental illness. Includes common mental disorders and related therapy. Learning Outcomes: The student will identify the characteristics of mental health; identify common mental illness and maladaptive behaviors; describe trends in psychotherapeutic treatment; discuss the application of therapeutic communication skills; and assist in the formulation of a plan of care for the individual with mental illness or maladaptive behavior. (3 lecture hours per week). [CIP 51.3901]

VNSG 1329**Medical Surgical Nursing I**
(3 credits)

Application of the nursing process to the care of adult patients experiencing medical-surgical conditions along the health-illness continuum. A variety of health care settings are utilized. Learning Outcomes: The student will identify components of the health-illness continuum; identify prevalent medical surgical conditions affecting the adult 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 1660. [CIP 51.3901]

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 explain common nursing interventions associated with the various pharmacotherapeutic agents. (3 lecture hours per week). [CIP 51.3901]

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 patients experiencing medical-surgical conditions along 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 medical surgical conditions affecting the adult 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 1660. [CIP 51.3901]

VNSG 1420**Anatomy & Physiology for Allied Health**
(4 credits)

Introduction to the normal structure and function of the body including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. 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). [CIP 51.3901]

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 lab hours per week). Corequisite: VNSG 1160. [CIP 51.3901]

VNSG 1660**VNSG 1660****Clinical II - Vocational Nurse**
(6 credits)

A health related work-based experience that enables the student to apply specialized occupation theory skills, and concepts. Direct supervision is provided by the clinical professional. 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. 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, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (24 clinical hours per week). Corequisites: VNSG 1329 and VNSG 1332. [CIP 51.3901]

VNSG 1661**Clinical III - Vocational Nurse**
(6 credits)

A health related work-based experience that enables the student to apply specialized occupation theory skills and concepts. Direct supervision is provided by the clinical professional. 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. 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, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (24 clinical hours per week). Corequisites: VNSG 1226 and, VNSG 1230, and VNSG 1234. [CIP 51.3901]

Nutrition

Debra Fontenot, Department Chairperson

HECO 1322

Nutrition & Diet Therapy

** The classroom course is only offered in the fall semester. The internet course is offered each semester.*

(3 credits)

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. (3 lecture hours per week). Cross-listed with BIOL 1322. [CIP19.0501.5109]

Office Administration

Dianna Smith, Department Chairperson
Dr. Andrea Busch

It is the responsibility of all students taking Office Administration internet course(s) to contact their instructor(s) by the third class day through MyBlackboard.

Students are required to use the same text books and software version used by the Office Administration Department. This allows students to locate correct assignments and examples. Internet students have access to the computer labs in D211 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. (2 lecture and 3 lab hours per week). [CIP 52.0302]

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. (2 lecture and 3 lab hours per week). Prerequisite: ACNT 1303. [CIP 52.0302]

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. (2 lecture and 3 lab hours per week). [CIP 51.0707]

POFI 1204

Computer Fundamentals

(2 credits)

Microsoft Word, PowerPoint, Excel, Visio and Outlook. Emphasizes the concurrent development of office skills and computer knowledge. For Industrial Design Technology majors. (1 lecture and 4 lab hours per week). [CIP 51.0707]

POFI 1301

Computer Applications I

(3 credits)

Overview of computer office applications using Microsoft Office 2013 including current terminology and technology. Introduction to computer hardware, software applications, and procedures. (2 lecture and 3 lab hour per week) [CIP 52.0407]

POFI 1341

Computer Applications II

(3 credits)

Continued study of current computer terminology and technology. Advanced skill development in computer software applications and procedures. End-of-Course Outcomes: Apply advanced skills to produce documents using Visio, Adobe Acrobat, SAP and Publisher. Prerequisite: POFI 1301 or POFI 1401. (2 lecture and 3 lab hours per week). [CIP 52.0407]

POFI 1349

Spreadsheets

(3 credits)

Spreadsheet software Microsoft Excel 2013 for business applications. Prerequisite: POFI 1301 or POFI 1401 or departmental approval. (2 lecture and 3 lab hours per week) [CIP 52.0407]

POFI 1401

Computer Applications I For OFAD & MGMT Majors

(4 credits)

Overview of computer office applications using Microsoft Office 2013 including current terminology and technology. Introduction to computer hardware, software applications, and procedures. (3 lecture and 3 lab hours per week) [CIP 52.0407]

POFI 1449

Spreadsheets

(4 credits)

Spreadsheet software Microsoft Excel 2013 for business applications. Prerequisite: POFI 1301 or POFI 1401 or departmental approval. (3 lecture and 3 lab hours per week) [CIP 52.0407]

POFI 2301

Word Processing

(3 credits)

Word processing software Microsoft Word 2013 focusing on business applications. Prerequisite: POFI 1301 or POFI 1401. (2 lecture and 3 lab hours per week). [CIP 52.0407]

POFI 2350

Databases (Access)

(3 credits)

In-depth instruction of database applications using Microsoft Access 2013. Prerequisite: POFI 1301 or POFI 1401. (2 lecture and 3 lab hours per week). [CIP 52.0407]

POFL 1340

Legal Office Procedures II

(3 credits)

Advanced administrative duties of the legal administrative assistant. Distinguish the types of activities legal support personnel perform; implement office technology; evaluate organizational and time management principles; and analyze traits of professionalism for the legal administrative assistant. (2 lecture and 3 lab hours per week). [CIP 22.0301]

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: HITT 1305 and POFI 1301. (2 lecture and 3 lab hours per week). [CIP 51.0716]

POFT 1300

Career Exploration & Planning

(3 credits)

An introduction to career exploration, educational planning, and job searching. The student will have the opportunity to identify career options and aptitudes; explain the nature of the career decision-making process and its ongoing application; develop a resume and cover letter; demonstrate interviewing skills; and describe follow-up procedures. (2 lecture & 3 lab hour per week). [CIP 52.0401]

POFT 1309

**Business Office Procedures I
(3 credits)**

Study of current office procedures, duties, and responsibilities applicable to an office environment. (2 lecture and 3 lab hours per week) [CIP 52.0401]

POFT 1319

**Records & Information Management I
(3 credits)**

Introduction to basic records information management filing systems including manual and electronic filing. (2 lecture and 3 lab hours per week). [CIP 52.0401]

POFT 1325

**Business Math Using Technology
(3 credits)**

Skill development in business math problem-solving using electronic technology. (2 lecture & 3 lab hour per week). [CIP 52.0408]

POFT 1329

**Beginning Keyboarding
(3 credits)**

For Non-OFAD Majors

Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. (2 lecture and 3 lab hours per week) [CIP 52.0408]

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) [CIP 52.0408]

POFT 1425

**Business Math & Machine Applications
(4 credits)**

Business Math problem-solving skills using office technology. (3 lecture & 3 lab hours per week). [CIP 52.0408]

POFT 1429

**Beginning Keyboarding
(4 credits)**

Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting

basic documents. (3 lecture and 3 lab hours per week). [CIP 52.0408]

Paralegal

Karen Barnett, Department Chairperson

LGLA 1301

**Legal Research & Writing
(3 credits)**

This course presents the fundamentals of effective legal research and writing emphasizing the paralegal's role including resources and processes used in legal research and writing. (3 lecture hours per week). Prerequisites: TSI Met. [CIP 22.0302]

LGLA 1311

**Introduction to Law
(3 credits)**

This course presents legal terminology relating to substantive areas of law and the federal and state judicial systems and emphasizes the paralegal's role in the legal system. (3 lecture hours per week). Prerequisites: TSI Met. [CIP 22.0302]

LGLA 1345

**Civil Litigation
(3 credits)**

This course presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes the paralegal's role in the civil litigation process. (3 lecture hours per week). Prerequisites: TSI Met. [CIP 22.0302]

LGLA 1351

**Contract Law
(3 credits)**

This course presents fundamental concepts of contract law including formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code with emphasis on the paralegal's role in contract law. (3 lecture hours per week). Prerequisites: TSI Met. [CIP 22.0302]

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: TSI Met. [CIP 22.0302]

LGLA 1355

**Family Law
(3 credits)**

This course presents fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property and the parent-child relationship with emphasis on the paralegal's role in family law. (3 lecture hours per week). Prerequisites: TSI Met. [CIP 22.0302]

LGLA 1359

**Immigration Law
(3 credits)**

This course presents fundamental concepts of immigration law with emphasis on the paralegal's role. Topics include substantive and procedural law related to immigration history, removal proceedings, naturalization and citizenship. (3 lecture hours per week). Prerequisites: TSI Met. [CIP 22.0302]

LGLA 1380

**Cooperative Education I. - Paralegal
(3 credits)**

Career-related activities encountered in the student's areas 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. **Students must contact the department chair well in advance of taking this course, to arrange a co-op (internship) site. Students should be aware a co-op (internship) is typically an unpaid experience.** (1 lecture & 20 lab hours per week Fall & Spring semester; 25 lab hours per week, Summer semester) Prerequisites: TSI Met. [CIP 22.0302]

LGLA 2303

**Torts and Personal Injury Law
(3 credits)**

This course presents fundamental concepts of tort and personal injury law including intentional torts, negligence and strict liability with emphasis on the paralegal's role. (3 lecture hours per week). Prerequisites: TSI Met. [CIP 22.0302]

LGLA 2305

**Interviewing and Investigating
(3 credits)**

A study of techniques used to locate, gather, document and manage information with emphasis on developing interview and investigative skills and the paralegal's role in interviewing and investigating legal matters. (3 lecture hours per week). Prerequisites: TSI Met. [CIP 22.0302]

LGLA 2311
Business Organizations
(3 credits)

This course presents basic concepts of business organizations including law of agency, sole proprietorships, forms of partnerships, corporations and other emerging business entities with emphasis on the paralegal's role. (3 lecture hours per week) Prerequisites: TSI Met. [CIP 22.0302]

LGLA 2313
Criminal Law and Procedure
(3 credits)

This course present fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system. (3 lecture hours per week.) Prerequisites: TSI Met. [CIP 22.0302]

LGLA 2323
Intellectual Property
(3 credits)

This course presents the fundamentals of intellectual property law, including creation, procurement, preparation, and filing of documents related to patents, copyrights, trademarks and processes of intellectual property litigation. Emphasizes the paralegal's role in intellectual property law. (3 lecture hours per week). Prerequisites: TSI Met. [CIP 22.0302]

LGLA 2381
Cooperative Education II - Paralegal
(3 credits)

Career-related activities encountered in the student's areas 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. **Students must contact the department chair well in advance of taking this course, to arrange a co-op (internship) site. Students should be aware a co-op (internship) is typically an unpaid experience.** (1 lecture & 20 lab hours per week Fall & Spring semester; 25 lab hours per week, Summer semester) Prerequisites: TSI Met. [CIP 22.0302]

Pharmacy Technician

Rhonda Boone, Department Chairperson

PHRA 1291
Special Topics for Pharmacy Technicians
(2 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. This course was designed to be repeated multiple times to improve student proficiency. (2 lecture hours per week). [CIP 51.0805]

PHRA 1301
Introduction to Pharmacy
(3 credits)

An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. (3 lecture hours per week). [CIP 51.0805]

PHRA 1304
Pharmacotherapy & Disease Process
(3 credits)

A study of the disease state and therapeutic properties of drugs used in pharmaceutical therapy. (3 lecture hours per week). Prerequisites: PHRA 1301, PHRA 1309, PHRA 1441. [CIP 51.0805]

PHRA 1305
Drug Classification
(3 credits)

A study of pharmaceutical drugs, abbreviations, classifications, dosages, side effects, and routes of administration. (3 lecture hours per week). [CIP 51.0805]

PHRA 1309
Pharmaceutical Mathematics I
(3 credits)

Solving pharmaceutical calculation problems encountered in the preparation and distribution of drugs. (3 lecture hours per week). [CIP 51.0805]

PHRA 1313
Community Pharmacy Practice
(3 credits)

Introduction to the skills necessary to process, prepare, label, and maintain records of prescriptions in a community pharmacy to include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management and legal parameters. (2 lecture and 3 lab hours per week). [CIP 51.0805]

PHRA 1315
Pharmacy Terminology
(3 credits)

A study of word origins and structure through the introduction of prefixes, suffixes, and root words as it relates to a pharmaceutical setting. Focuses on translation and recognition of commonly used pharmacy abbreviations. (3 lecture hours per week). [CIP 51.0805]

PHRA 1345
Compounding, Sterile Preparations
(3 credits)

The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards. (2 lecture and 3 lab hours per week). [CIP 51.0805]

PHRA 1349
Institutional Pharmacy Practice
(3 credits)

Fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. In-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement and inventory control. (2 lecture and 3 lab hours per week). [CIP 51.0805]

PHRA 1441
Pharmacy Drug Therapy and Treatment
(4 credits)

Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. (3 lecture and 2 lab hours per week). [CIP 51.0805]

PHRA 2262
Clinical - Pharmacy Technician/Assistant
(2 credits)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.(10 clinical hours per week). Prerequisites: PHRA 1313. [CIP 51.0805]

Philosophy

*Christopher Chance, Department
Chairperson*

PHIL 1301**Introduction to Philosophy
(3 credits)**

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications. (3 lecture hours per week) Prerequisite: TSI Met. [CB38.0101.5112]

PHIL 1304**Introduction to World Religions
(3 credits)**

A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam, Sikhism, Jainism, and Shinto. (3 lecture hours per week) Prerequisite: TSI Met. [CB38.0201.5212]

PHIL 2303**Introduction to Formal Logic
(3 credits)**

The purpose of the course is to introduce the student to symbolic logic, including syllogisms, propositional and predicate logic, and logical proofs in a system of rules. (3 lecture hours per week). Prerequisite: TSI Met. [CB38.0101.5212]

PHIL 2306**Introduction to Ethics
(3 credits)**

The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value. (3 lecture hours per week) Prerequisite: TSI Met. [CB38.0101.5312.203]

Physics

*Dora Devery, Department Chairperson
Joseph Mills*

ENGR 1201**Introduction to Engineering
(2 credits)**

An introduction to the engineering profession with emphasis on technical communication and team-based engineering design. (1 lecture hour & 3 lab hours per week) Prerequisite: MATH 1314 or equivalent academic preparation. [CIP 14.0101.5110]

PHYS 1301**Essentials of College Physics
(3 credits)**

This is a survey course for non-majors to study mechanics, heat, electricity, magnetism, light, and nuclear physics. **Note:** Some mechanical engineering programs will accept the course ENGR 1201 for transfer credit and as applicable to the engineering major, while others will accept the course for transfer credit only. The student is advised to check with the school to which he or she wants to transfer for specific applicability of this course to the engineering major. (3 lecture hours per week) Prerequisite: TSI Met. [CB 40.0801.5303]

PHYS 1401**College Physics I
(4 credits)**

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. (3 lecture and 3 lab hours per week). Prerequisite: MATH 2412, TSI Met. [CB40.0801.5303]

PHYS 1402**College Physics II
(4 credits)**

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. It is recommended that a student receive a grade of a "C" or better in PHYS 1401 before taking this course. (3 lecture and 3 lab hours per week). Prerequisite: PHYS 1401. [CB40.0801.5303]

PHYS 1403**Stars and Galaxies
(4 credits)**

Study of stars, galaxies, and the universe outside our solar system. Cross-listed as ASTR 1403. (3 lecture and 3 lab hours per week). [CB40.0201.5103]

PHYS 1404**Solar System
(4 credits)**

Study of the sun and its solar system, including its origin.. Cross-listed as ASTR 1404. (3 lecture and 3 lab hours per week). [CB40.0201.5203]

PHYS 2425**University Physics I
(4 credits)**

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. (3 lecture and 3 lab hours per week). Prerequisites: TSI Met, and MATH 2413. [CB 40.0101.5403]

PHYS 2426**University Physics II
(4 credits)**

Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. It is recommended that a student receive a grade of a "C" or better in PHYS 2425 before taking this course. (3 lecture and 3 lab hours per week). Prerequisites: TSI Met, and PHYS 2425. [CB 40.0101.5703]

**Polysomnography - Sleep
Medicine**

*Georgette Goodwill, Department
Chairperson
Daniel Glaze, MD, Medical Director*

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). [CIP 51.0000]

PSGT 1191**Special Topics in ENDT
(1 credit)**

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. This course was designed to be repeated multiple times to improve student proficiency. (2 lab hours per week). Prerequisite: PSGT 2411. [CIP 51.0903]

PSGT 1205**Neurophysiology of Sleep
(2 credits)**

Review of the human central nervous system as related to sleep. Emphasis on associated wave patterns and collection and utilization of sleep histories. Requires departmental approval. (2 lecture hours per week) [CIP 51.0903]

**PSGT 1260
Clinical I - Polysomnography
2 credits**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (12 clinical hours per week) Prerequisite: PSGT-1400. [CIP 51.0903]

**PSGT 1310
Neuroanatomy and Physiology
(3 credits)**

Basic neuroanatomy and physiology. Includes neurologic history, neurologic exam, and diagnostic tools applied to the study of various neurologic disorders. Requires departmental approval. (3 lecture hours per week) [CIP 51.0903]

**PSGT 1340
Sleep Disorders
(3 credits)**

Disorders that affect sleep. Includes insomnia, circadian rhythm disorders, narcolepsy, sleep disordered breathing, REM Behavior, movement and neuromuscular disorders, medical, and psychiatric. Requires departmental approval. (2 lecture & 2 lab hours per week) [CIP 51.0903]

**PSGT 1400
Polysomnography I
(4 credits)**

Introduction to polysomnographic technology. Includes terminology, instrumentation, patient safety, infection control, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions. Requires departmental approval. (2 lecture and 5 lab hours per week). [CIP 51.0903]

**PSGT 2205
Sleep Scoring & Staging
(2 credits)**

Development of skills for sleep scoring, staging, and record preparation. Prerequisite: PSGT 1400. (1 lecture and 3 lab hours per week) [CIP 51.0903]

**PSGT 2250
Infant and Pediatric Polysomnography
(2 credit)**

Sleep physiology and the normal sleep patterns of the infant and pediatric population. Includes opportunities to perform a pediatric study. (2 lecture hours per week). Prerequisite: PSGT 2411. [CIP 51.0903]

**PSGT 2411
Polysomnography II
(4 credits)**

Current practices in polysomnography. Includes the use of specialized equipment used to record and monitor various physiological parameters involved with sleep testing. Emphasizes sleep disorders,

theory of testing and treatment procedures, and analysis of polysomnography data. (2 lecture and 5 lab hours). Prerequisite: PSGT 1400. [CIP 51.0903]

**PSGT 2660
Clinical II - Polysomnography
(6 credits)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (28 clinical hours per week) Prerequisite: PSGT 1260, Corequisite: PSGT 2411. [CIP 51.0903]

**PSGT 2661
Polysomnography Clinical III
(6 credits)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (28 clinical hours per week) Prerequisite: PSGT 2660. [CIP 51.0903]

**RSPT 1310
Respiratory Care Procedures I
(3 credits)**

Essential knowledge of the equipment and techniques used in the treatment of cardiopulmonary disease. (2 lecture and 2 lab hours per week) [51.0908]

**RSPT 2239
Advanced Cardiac Life Support
(2 credits)**

Advanced Cardiac Life Support (ACLS) with an emphasis on airway management. Designed to develop skills for resuscitation of the adult. Includes strategies for managing and stabilizing the cardiopulmonary arrested patient. May include certification based on American Heart Association standards. Requires departmental approval. (1 lecture and 4 lab hours per week) [51.0908]

Process Technology

*Curtis Crabtree, Department Chairperson
Kenneth Robinson*

**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). [CIP 41.0301]

**CTEC 2380
Cooperative Education - Process
Technology
(3 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 is a paid company internship learning experience. Availability of this course depends on available positions in the industry. (1 lecture hour, 20 co-op hours per week). (See syllabus for prerequisites.) [CIP 41.0301]

**PTAC 1302
Introduction to Process Technology
(3 credits)**

An introduction to process operations in refineries and chemical plants. The course includes: industry terminology, 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. (3 lecture hours, 1 lab hour per week). [CIP 41.0301]

**PTAC 1308
Safety, Health, and Environment
in the Process Industry
(3 credits)**

An overview of safety, health, and environmental issues in the performance of all job tasks. 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) [CIP 41.0301]

**PTAC 1310
Process Technology I (Equipment)
(3 credits)**

This course reviews the fundamentals and operating considerations of common 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. Prerequisite: PTAC 1302. (3 lecture hours, 1 lab hours per week) [CIP 41.0301]

**PTAC 1332
Process Instrumentation I
(3 credits)**

This course is the study of the common types of industrial processes and introduces students to the instruments in the primary process control loops including temperature, pressure, flow level, analyzer, pH and conductivity, piping and instrument diagrams and symbols. This course focuses on analog and digital control system, distributive control and process logic control, manual, auto, cascade, split range, ratio, feedback and feed forward control. Students will trace and understand the control systems on several training units and a series of Simtronics process control simulators that requires students to complete off hours simulator lab assignments. Prerequisite: PTAC 1302 (3 lecture & 1 lab hour per week) [CIP 41.0301]

**PTAC 1354
Industrial Processes
(3 credits)**

This course examines the types of processes employed in petroleum refining and chemical operations. Included are crude distillation, coking, fluid catalytic cracking, hydrocracking, desulfurization, reforming, alkylation, polymerization, treating, olefin production, and many other common processes. (3 lecture hours, 1 lab hours per week) Prerequisite: PTAC 2420. [CIP 41.0301]

**PTAC 2314
Quality (including SPC and Economics)
(3 credits)**

Students will study the background and applications of quality concepts. Topics include team skills, quality tools, statistics, economics and continuous improvements. This course includes 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. Team activities are a fundamental part of this course. This course is only offered on-line via MyBlackboard. Access to high-speed Internet is recommended. Completion of ORNT-0100 is required. (2 lecture hours, 2 lab hours per week) [CIP41.0301]

**PTAC 2420
Process Technology II (Systems)
(4 credits)**

A study of various process systems including related scientific principles. 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 1310. [CIP41.0301]

**PTAC 2436
Process Instrumentation II
(4 credits)**

This course continues with Simtronics simulations practices and hands on operation on several training modules. Course topics include process and instrumentation loop tracking and memorizations, position management, signal transmission and communication, automatic controls, safety instrumented systems and instrument and control applications. Students will get practical experience in the operations of distributive control using Emerson DeltaV and Siemens PLC. (3 lecture hours, 2 lab hours per week) Prerequisites: PTAC 1332. [CIP41.0301]

**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 utilities facility. (3 lecture hours, 2 lab hours per week) Prerequisites: PTAC 1332 & 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 [CIP41.0301]

**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) [CIP40.0501]

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

Specific mathematical calculations required by business and industry; Includes whole numbers, fractions, mixed numbers, decimals, percents, ratios, and proportions. Also covers converting to different units of measure (standard and/or metric). Solve business/industry problems using addition, subtraction, multiplication, and division; convert between whole numbers, fractions, mixed numbers, and decimals; perform calculations involving percents, ratios, and proportions; and convert numbers to different units of measurement (standard and/or metric). (3 lecture and 1 lab hour per week) [CIP27.0301]

Psychology

*Traci Elliott, Department Chairperson
Tonya Reid Creel, Cindy Dalmolin, Nancey Lobb, Jean Raniseski*

**PSYC 1300
Learning Framework
(3 credits)**

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic

programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (3 lecture hours per week). [CB42.2701.5125]

PSYC 2301
General Psychology
(3 credits)

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes. (3 lecture hours per week) Prerequisites: TSI English Met. [CB42.0101.5125]

PSYC 2306
Human Sexuality
(3 credits)

This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives – biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom. (Cross-listed as SOCI 2306) (3 lecture hours per week) Prerequisites: TSI English Met. [CB 42.0101.5325]

PSYC 2307
Adolescent Psychology
(3 credits)

This course explores the physical, behavioral, mental, emotional, and social changes that accompany growth and development in adolescence. The purpose of this course is provide an overview of theories, research, issues, and applications related to adolescent development. (3 lecture hours per week) Prerequisites: TSI English Met. [CB42.2703.5125]

PSYC 2308
Child Psychology
(3 credits)

This course will address psychological development from conception through middle childhood with references to physical, cognitive, social and personality changes. Students will examine the interplay of biological factors, human interaction, social structures and cultural forces in development. (3 lecture hours per week) Prerequisites: TSI English Met. [CB42.2703.5125]

PSYC 2314
Life-Span Growth & Development
(3 credits)

Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death. (3 lecture hours per week). Prerequisites: TSI English Met. [CB42.2703.5125]

PSYC 2315
Psychology of Adjustment
(3 credits)

Study of the processes involved in adjustment of individuals to their personal and social environments. (3 lecture hours per week) Prerequisites: TSI English Met. [CB42.0101.5625]

PSYC 2316
Psychology of Personality
(3 credits)

Study of various approaches to determinants, development, and assessment of personality. (3 lecture hours per week) Prerequisites: TSI English Met. [CB42.0101.5725]

PSYC 2317
Statistical Methods in Psychology
(3 credits)

Study of statistical methods used in psychological research, assessment, and testing. Includes the study of measures of central tendency and variability, statistical inference, correlation and regression as these apply to psychology. (3 lecture hours per week) Prerequisites: PSYC 2301 and TSI English Met. [CB42.0101.5225]

PSYC 2319
Social Psychology
(3 credits)

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (Cross-listed as SOCI 2326) (3 lecture hours per week) Prerequisites: TSI English Met. [CB42.2707.5125]

PSYC 2389
Academic Cooperative
(3 credits)

An instructional program designed to integrate on-campus study with practical hands-on experience in psychology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. (2 lecture & 3 co-op hours per week) Prerequisites: TSI English Met. [CB45.0101.5125]

Reading

Developmental Reading classes are now listed under Academic Foundations.

Respiratory Care

Marby McKinney, Department Chair
Norma Lahart,
Luigi Terminella, MD, Medical Director

RSPT 1166
Practicum - Respiratory Care Therapist
(1 credit)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This is an introductory course to the hospital setting. Students will be able to observe and perform the skills taught in adjoining courses. (8 lab per week) [CIP 51.0908]

RSPT 1191
Special Topics in Respiratory Therapy
(1 credit)

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 respiratory therapist. This course was designed to be repeated multiple times to improve student proficiency. Specific topics introduced to the student will be current issues facing the Profession of Respiratory Care. In addition, the activities of the three major professional sponsors - the AARC, the NBRC and the Co ARC are discussed. Students will be exposed to the topics of accreditation, credentialing, management, education, and clinical practice. (4 lab hours per week). [CIP 51.0908]

RSPT 1207
Cardiopulmonary Anatomy and Physiology
(2 credits)

Anatomy and physiology of the cardiovascular and pulmonary systems. The student also becomes acquainted with the terminology used in respiratory physiology. (2 lecture and 1 lab hour per week) Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CIP51.0908]

RSPT 1225
Respiratory Care Sciences
(2 credits)

Physics, mathematics, and chemistry as related to respiratory care. (2 lecture and 1 lab hours per week) Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CIP51.0908]

RSPT 1262**Clinical II - Respiratory Care Therapist (2 credits)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Specifically, 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. (16 lab hours per week). Requires departmental approval. [CIP51.0908]

RSPT 1266**Practicum I - Respiratory Care Therapist (2 credit)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This course gives students the opportunity to perform and demonstrate clinically the knowledge gained in parallel courses. Setups, operation, and troubleshooting involved with the more sophisticated equipment are also included. (16 lab hours per week) Requires departmental approval. [CIP51.0908]

RSPT 1331**Respiratory Care Fundamentals II (3 credits)**

Prepare equipment for function, operation, and cleanliness; perform lung expansion therapy, bronchial hygiene therapy, artificial airway insertion, manual resuscitation, suctioning, and pulse oximetry; identify equipment malfunctions; and maintain patient records. (2 lecture and 3 lab hours per week) Requires departmental approval. [CIP51.0908]

RSPT 1429**Respiratory Care Fundamentals I (3 credits)**

Utilize data related to patient assessment; prepare equipment for function, operation, and cleanliness; perform infection control, vital signs, physical assessment, medical gas therapy, and humidity/aerosol therapy; identify equipment malfunctions; and maintain patient records. (3 lecture and 2 lab hours per week) Requires departmental approval. [CIP51.0908]

RSPT 2131**Clinical Simulations in Respiratory Care (1 credit)**

Theory of clinical simulation examinations. Includes construction types, scoring, and mechanics of taking the computerized simulation examination. (3 lab hours per week) Prerequisites: All previous

respiratory care courses or permission of the Chairperson. [CIP51.0908]

RSPT 2166**Practicum V - Respiratory Care Therapist (1 credit)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This course is designed for the student to rotate through specialty areas including the pulmonary function lab, hyperbaric medicine, sleep studies, emergency room, bronchoscopy, intubation, and EKG rotations. (8 lab hours per week). Requires departmental approval. [CIP51.0908]

RSPT 2217**Respiratory Care Pharmacology (2 credits)**

A study of drugs that affect cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and physiological interactions. (2 lecture and 1 lab hours per week) Requires departmental approval. [CIP51.0908]

RSPT 2266**Practicum III - Respiratory Care Therapist (2 credits)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. 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 lab hours per week) Requires departmental approval. [CIP51.0908]

RSPT 2267**Practicum IV - Respiratory Care Therapist (2 credits)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This is an in-depth exposure to respiratory care and ventilator management with emphasis on neonatal and pediatric therapy. Case studies and follow-ups are presented. (16 lab hours per week) Requires departmental approval. [CIP51.0908]

RSPT 2305**Pulmonary Diagnostics (3 credits)**

The theories and techniques involved in pulmonary function testing, blood gas analysis, and quality control. (2 lecture and 3 lab hours per week) Requires departmental approval. [CIP51.0908]

RSPT 2310**Cardiopulmonary Disease (3 credits)**

Etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases. (2 lecture and 2 lab hours per week) Requires departmental approval. [CIP51.0908]

RSPT 2314**Mechanical Ventilation II (3 credits)**

The study of mechanical ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. This course is a continuation of Mechanical Ventilation I, 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 lab hours per week) Requires departmental approval. [CIP51.0908]

RSPT 2355**Critical Care Monitoring (3 credits)**

Advanced monitoring techniques used to assess a patient in the critical care setting. 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 and chest drainage. (2 lecture and 4 lab hours per week) Requires departmental approval. [CIP51.0908]

RSPT 2414**Mechanical Ventilation I (4 credits)**

The study of mechanical 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 4 lab hours per week) Requires departmental approval. [CIP51.0908]

RSPT 2453**Neonatal/Pediatric Cardiopulmonary Care (4 credits)**

A study of neonatal and pediatric cardiopulmonary care. This course explores the care of the pediatric patient in regards to cardiopulmonary disease. Cardiopulmonary anatomy and physiology, fetal development,

diseases, equipment and therapeutic techniques used in treating these diseases are covered. Also included in this course is a PALS certification course and a NRP certification course. (3 lecture & 2 lab hours per week) Requires departmental approval. [CIP51.0908]

ROTC Air Force (Reserve Officer Training Corps)

Admissions & Academic Advising Office

AFSC 1201, 1202 Foundations of the USAF I, II (2 Credits) (1-1)

Overall roles and missions of the USAF; career fields available. Emphasis on military customs and courtesies, appearance standards, core values, written and personal communication. Introduction to American military history. (1 lecture and 2 lab hours per week) [CIP 28.0101.0099]

AFSC 2201, 2202 Evolution of Air Power I, II (2 credits) (1-1)

Key historical events and milestones in the development of air power as a primary instrument of United States national security. Core values and competencies of leaders in the United States Air Force. Tenets of leadership and ethics. (1 lecture and 2 lab hours per week) [CIP 28.0101.0099]

Sociology

Traci Elliott, Department Chairperson
Gerald Crane, Jean Raniseski

SOCI 1301 Introduction to Sociology (3 credits)

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance. (3 lecture hours per week) Prerequisites: TSI English Met. [CB45.1101.51 25]

SOCI 1306 Social Problems (3 credits)

Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or

family problems. (3 lecture hours per week) Prerequisites: TSI English Met. [CB45.1101.5225]

SOCI 2301 Marriage and the Family (3 credits)

Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society. (3 lecture hours per week) Prerequisites: TSI English Met. [CB45.1101.5425]

SOCI 2306 Human Sexuality (3 credits)

This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives – biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom. (Cross-listed as PSYC 2306) (3 lecture hours per week). Prerequisites: TSI English Met. [CB42.0101.5325]

SOCI 2319 Minority Studies (3 credits)

This course studies minority-majority group relations, addressing their historical, cultural, social, economic, and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/subordination, prejudice, and discrimination. Particular minority groups discussed may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability, or religion. (3 lecture hours per week) Prerequisites: TSI English Met. [CB45.1101.53 25]

SOCI 2326 Social Psychology (3 credits)

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (Cross-

listed as PSYC 2319) (3 lecture hours per week) Prerequisites: TSI English Met. [CB42.2707.5125]

SOCI 2336 Criminology (3 credits)

The course surveys various theories of crime, with an emphasis on understanding the social causes of criminal behavior. The techniques for measuring crime as a social phenomenon and the characteristics of criminals are examined. This course addresses crime types (such as consensual or white-collar crimes), the criminal justice system, and other social responses to crime. (3 lecture hours per week) Prerequisites: TSI English Met. [CB45.0401.5125]

SOCI 2340 Drug Use & Abuse (3 credits)

Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors. (3 lecture hours per week) Prerequisites: TSI English Met. [CB51.1504.52 16]

SOCI 2389 Academic Cooperative (3 credits)

An instructional program designed to integrate on-campus study with practical hands-on experience in sociology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. (2 lecture & 3 co-op hours per week) Prerequisites: TSI English Met. [CB45.0101.5125]

Spanish

Saul Olivares, Department Chairperson

NOTE: Students cannot enroll in courses higher than 1411 in any language program (Second Language or Heritage Language) if they have not taken the previous sequenced course with a minimum grade of C in the 12 months prior enrollment OR placed via the Language Placement Exam required in each track immediately prior to enrollment. Failure to comply with this requirement may result in being dropped from the class at any time. Based on performance on the placement exam, students may be placed in SPAN 1412, 2311, 2312, 2313, or 2315, and may earn up to 11 credit hours.

SPAN 1300 Beginning Spanish Conversation I (3 credits)

This course provides basic practice in

comprehension and production of spoken Spanish. (3 lecture hours per week). [CB16.0905.5413]

SPAN 1411
Beginning Spanish I
(4 credits)

This course provides basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. (3 lecture and 2 lab hours per week). [CB16.0905.5113]

SPAN 1412
Beginning Spanish II
(4 credits)

This course provides continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at a high beginner to low intermediate level. Prerequisite: Successful completion of SPAN 1411 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 2 lab hours per week). [CB16.0905.5113]

SPAN 2311
Intermediate Spanish I
(3 credits)

This course consolidates skills acquired at the introductory (beginning) level. It provides further development of proficiency in listening, speaking, reading and writing. It emphasizes comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: Successful completion of SPAN 1412 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 1 lab hour per week). [CB16.0905.5213]

SPAN 2312
Intermediate Spanish II
(3 credits)

This course continues the consolidation of skills acquired at the introductory (beginning) level. It provides further development of proficiency in listening, speaking, reading and writing. It emphasizes comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: Successful completion of SPAN 2311 with a minimum grade of C in the 12 months prior to enrollment or by Placement

Exam immediately prior to enrollment. (3 lecture and 1 lab hours per week). [CB16.0905.5213]

SPAN 2313
Spanish for Native/Heritage Speakers I
(3 credits)

This course builds upon existing oral proficiencies of heritage speakers of Spanish. Enhances proficiencies in the home - based language by developing a full range of registers including public speaking and formal written discourse. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish - speaking world. Prerequisite: Placement Exam. (3 lecture hours and 1 lab hour per week) [CB16.0905.5213]

SPAN 2315
Spanish for Native/Heritage Speakers II
(3 credits)

This course builds upon existing oral proficiencies of heritage speakers of Spanish. It enhances proficiencies in the home-based language by developing a full range of registers including public speaking and formal written discourse. It emphasizes comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: Successful completion of SPAN 2313 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture hours and 1 lab hour per week). [CB16.0905.5213]

SPAN 2289, 2389
Academic Cooperative
(2, 3 credits)

This instructional program is designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of Spanish language and literature. (2 or 3 lecture hours and 12 or 20 practicum hours per week). Prerequisite: Departmental approval. [CB 24.0103.5212]

Speech

Bill Waggoner, Department Chairperson
Earnest Burnett

SPCH 1315
Public Speaking
(3 credits)

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking

abilities, as well as ability to effectively evaluate oral presentations. (3 lecture hours per week). Prerequisite: TSI Met. [CB23.1304.5312]

SPCH 1318
Interpersonal Communication
(3 credits)

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors. (3 lecture hours per week). Prerequisites: TSI Met. [CB23.1304.5412]

SPCH 1321
Business & Professional Communication
(3 credits)

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats. (3 lecture hours per week). Prerequisite: TSI Met. [CB23.1304.5212]

SPCH 2335
Argumentation and Debate.
(3 credits)

Theory and practice in argumentation and debate including analysis, reasoning, organization, strategy, and refutation. (3 lecture hours per week). Prerequisite: TSI Met [CB23.1304.5912]

SPCH 2341
Oral Interpretation
(3 credits)

Theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms. (3 lecture hours per week). Prerequisite: TSI Met. [CB23.1304.5712]

Sports and Human Performance

Bonny Johnson, Department Chairperson
Jason Schreiber

ACTIVITY COURSES

Students are strongly advised to research the transferability of repeated course before enrollment. Any course in the ranges 1100-1150 and 2100-2150 are under [CB36.0108.5123]

PHED 1109, 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 lab hours per week).

PHED 1122, 1123, 2122, 2123

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 lab hours per week)

PHED 1134, 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 lab hours per week).

PHED 1138, 1148, 2138, 2148

Fitness Walking

(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 lab hours per week)

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 lab hours per week)

PHED 1150, 2150

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 lab hours per week).

ADVANCED SPORTS

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

PHED 2100, 2101, 2117, 2118

Advanced Baseball

(1 credit each)

These courses are for advanced baseball players. (3 lab hours per week).

PHED 2102, 2103, 2119, 2120

Advanced Fast-Pitch Softball

(1 credit each)

These courses are for advanced fast-pitch softball players. (3 lab hours per week).

THEORY COURSES

PHED 1301

Introduction to Physical Fitness & Sport

(3 credits)

Designed for professional orientation in sports and human performances, health, and recreation, and includes a brief history and study of the philosophy and modern trends of health and human performance, teacher qualification, vocational opportunities, and skill testing. This course will be offered during the Fall semester only. (3 lecture hours per week). [CB31.0501.5223]

PHED 1304

Personal Community Health I

(3 credits)

This course investigates the principles of practices in relation to personal and community health. This course will be offered during the Spring semester only. (3 lecture hours per week). [CB51.1504.5116]

PHED 1306

First Aid

(3 credits)

Theory and practice used in the standard and advanced courses of the American Red Cross in first aid and home and farm safety. This course will be offered during the Spring semester only. (3 lecture hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CB51.1504.5316]

PHED 1308

Sports Officiating I

(3 credits)

This course provides instruction in rules, interpretation, and mechanics of officiating selected sports. (3 lecture hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. [CB31.0101.5123]

PHED 1321

Coaching/Sports/Athletics I

(3 credits)

This course explores the history, theories, philosophies, rules, and terminology of competitive sports. (3 lecture hours per week). [CB31.0505.5123]

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. This course will be offered during the Fall semester only. (3 lecture hours per week). [CB51.1504.5216]

Texas Department of Criminal Justice (TDCJ)

Alvin Community College has conducted educational programs for the Texas Department of Criminal Justice since 1965. In addition to the Associate of General Studies and Associate of Applied Science degrees, technical Certificate of Completion Programs are offered.

Associate of Applied Science Degree Programs

- Computer Technology
- Culinary Arts
- Human Services
- Industrial Design
- Management

Certificate Programs* (Courses offered only at the Texas Department of Criminal Justice)

- Automotive Technology
- Computer Technology
- Culinary Arts
- Human Services
- Industrial Design
- Management

These certificate programs are designed to provide skills which enable the student to be placed in entry-level employment within a chosen specialty.

Automotive Technology

David Garza

All AUMT courses are under [CIP 47.0604]

AUMT 1310

Automotive Brake Systems (3 credits)

Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. (1 lecture and 4 lab hours per week)

AUMT 1405

Introduction to Automotive Technology (4 credits)

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance (2 lecture and 5 lab hours per week)

AUMT 1407

Automotive Electrical Systems (4 credits)

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of charging and starting systems, and electrical accessories. Emphasis

on electrical principles schematic diagrams, and service manuals. (2 lecture and 5 lab hours per week)

AUMT 1419

Automotive Engine Repair (4 credits)

Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, disassembly, repair, and reassembly of the engine. (2 lecture and 5 lab hours per week)

AUMT 1445

Automotive Climate Control Systems (4 credits)

Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. (2 lecture and 7 lab hours per week)

AUMT 2328

Automotive Service (3 credits)

Mastery of automotive service including competencies covered in related courses. (1 lecture and 7 lab hours per week)

AUMT 2417

Automotive Engine Performance Analysis I (4 credits)

Theory, operation, diagnosis of drivability concerns, and repair ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. (2 lecture and 6 lab hours per week)

Computer Technology

Michael Smith

Refer to page 133 for the following course descriptions:

- BCIS 1305 Business Computer Applications
- COSC 1436 Programming Fundamentals I - C++
- ITMT 1302 Windows Seven Configuration
- ITNW 1325 Fundamentals of Networking
- ITNW 1358 Network+
- ITSC 1305 Introduction to PC Operating Systems
- ITSC 1325 Personal Computer Hardware
- ITSE 2409 Database Programming
- ITSE 1331 Introduction to Visual BASIC Programming
- ITMT 2351 Windows Server 2008: Server Admin

Culinary Arts

Rosemary Bowen

Refer to page 139 for the following course descriptions:

- CHEF 1291 Current Events in Culinary Arts
- CHEF 1401 Basic Food Preparation
- CHEF 1302 Principles of Health Cuisine
- CHEF 1305 Sanitation and Safety
- CHEF 1365 Practicum
- CHEF 1400 Professional Cooking and Meal Service
- CHEF 1440 Meat Preparation and Cooking
- CHEF 1464 Practicum
- CHEF 2302 Saucier
- IFWA 1310 Nutrition and Menu Planning
- IFWA 1305 Food Service Equipment & Planning
- IFWA 1527 Food Preparation II
- IFWA 2446 Quantity Procedures
- PSTR 1301 Fundamentals of Baking

Industrial Design

Larry Huffman

Refer to page 150 for the following course descriptions:

- ARCE 1452 Structural Drafting
- DFTG 1405 Technical Drafting
- DFTG 1409 Basic Computer-Aided Drafting
- DFTG 1433 Mechanical Drafting
- DFTG 2406 Machine Design
- DFTG 2419 Intermediate Computer-Aided Drafting
- DFTG 2423 Pipe Drafting
- DFTG 2440 Solid Modeling/Design
- DFTG 2445 Advanced Pipe Drafting
- ENTC 1423 Strength of Materials
- POFI 1204 Computer Fundamentals
- TECM 1317 Technical Trigonometry

Human Services

Jerry Carrier

Refer to page 149 for the following course descriptions:

- DAAC 1304 Pharmacology of Addiction
- DAAC 1305 Co-Occurring Disorders
- DAAC 1309 Assessment of Substance-Related and Addictive Disorders
- DAAC 1311 Counseling Theories
- DAAC 1317 Basic Counseling Skills
- DAAC 1391 Special Topics in Alcohol/Drug Abuse Counseling
- DAAC 2306 Substance Abuse Prevention
- DAAC 2307 Addicted Family Intervention
- DAAC 2341 Counseling Alcohol and Other Drug Addictions
- DAAC 2343 Current Issues
- DAAC 2354 Dynamics of Group Counseling
- GERS 1301 Introduction to Gerontology
- SCWK 1313 Introduction to Social Work

Management

Susan Weatherford

Refer to page 151 for the following course descriptions:

- BMGT 1305 Communications in Management
- BMGT 1327 Principles of Management
- BMGT 2303 Problem Solving and Decision Making
- BUSG 2309 Small Business Management
- HRPO 1311 Human Relations
- HRPO 1391 Special Topics in Human Resources Management
- HRPO 2301 Human Resources Management
- MRKG 1391 Special Topics in Marketing and Marketing Management
- MRKG 1311 Principles of Marketing
- MRKG 2349 Advertising & Sales Promotions

CONTINUING EDUCATION WORKFORCE DEVELOPMENT

Purpose

Continuing Education Workforce Development (CEWD), located in Building H, provides job training and educational opportunities in several categories: Workforce Training Programs, GED, Customized Corporate Training, Safety Education, Senior Adults, and Special Interest.

General Information

The Alvin Community College Board of Regents establishes tuition and fees for noncredit classes. For more information concerning the Continuing Education Workforce Development course offerings please call 281-756-3787 or visit us online at www.alvincollege.edu/cewd.

Day and evening classes are offered. 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.

Adult Basic Education

GED (General Educational Development). This GED Comprehensive Preparation class readies the student to take and pass the GED test. Instruction focuses on the four (4) content areas of the GED test: reading/writing, mathematics, science, and social studies. Textbook and official GED calculator required (Texas Instruments TI-30XS Multi-view).

GED classes are available to 17 year olds, as well as, 16 year olds who are court ordered. Before being allowed to attend class, underage students and a parent or legal guardian must meet with the program coordinator and agree to certain classroom rules before being allowed to register. Call 281-756-3995 to set up an appointment.

WORKFORCE CERTIFICATE PROGRAMS

Career Training
Computer Training
Professional Development
Helicopter Pilot Training
Human Resources

Corporate Training

The Continuing Education Workforce Development of Alvin Community College responds to the specific needs of local business and industry in the area of Workforce Training. 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 281-756-3787 for more information. CEWD provides a full range of Training services including, but not limited to:

- Training needs analysis
- Competency modeling
- Skills assessment
- Soft Skills training
- Technical skills training
- Business Computer Skills

Allied Health Care Training

Providing top-quality training for individuals wanting to enter the medical field or those needing continuing education units for maintaining their professional licenses.

Call 281-756-3787.

Specific areas regularly offered are listed below.

Activity Director
Certified Nursing Assistant (CNA)
Clinical Medical Assistant (CMA)
CPR
Dental Assistant
Massage Therapy
Medical Office Administrative Assistant
Medication Administration
Medication Administration for Nurse Aide & Annual Update
Non-Certified Radiological Technician
Phlebotomy Technician
Veterinary Assistant

INDUSTRIAL TRAINING

CNC Machinist - Students gain hands-on experience from milling and turning to CNC skills training that is necessary to enter the workforce. Try a Free CNC Maching Workshop offered monthly. Call 281-756-3670.

Commercial Truck Driving - This four week program consists of day and evening classes and hands-on training designed to prepare the student to take the Commercial Driver's License (CDL) exam. Call 281-756-3819.

Pipe Fitting - CEWD offers two programs: The 160-hour introduces the basics and beginners pipe fitting. The 420-hour consists of four sections to introduce the basic to advanced pipe fitting. Call 281-756-3671.

Welding - This 420-hour Job Training Certificate offers a variety of courses designed to help students start or continue a career in welding. The program adheres to the quality standards set forth by the American Welding Society and the American Society of Mechanical Engineers. Call 281-756-3671.

INFORMATION TECHNOLOGY

Growing changes in the computer and information technology field makes computer skills a must in today's job market. Call 281-756-3904 for information. IT offers the

following courses:
Computer Business Fundamentals
Computer Job Skills Program
Introduction to Computers
Introduction to Photoshop
MS Office Suite
QuickBooks and much more

Online Learning

Activity Director
Command Spanish
Ed2go – Career Training
Ed2go – Instructor-Led Courses
Ed2go – Corporate Training
Escoffier Culinary Program
Medical Administrative Assistant
Medical Coding & Billing
Medical Terminology
Medical Transcription
Pro-School - Mortgage and Insurance
360 Training – Career, Compliance and Licensing
Career Web School – Real Estate Licensing
For more information call 281-756-3787.

LIFE LONG LEARNING (ON ACC MARKETPLACE)

Senior Adult

Alvin Community College Education and Senior Services (ACCESS) for individuals 50 years of age and over, offers many courses, activities, and trips. Call 281-756-3729.

Special Interest

Community & personal enrichment opportunities are offered throughout the year. Suggestions for additional offerings are welcomed! Call 281-756-3787.

Some regular offerings include:

Cardio Kickboxing
Karate
L.E.A.R.N.
Lifestory Writing
Senior Adult
Yoga

VOCATIONAL TRAINING

Skills Training Rewarding Independence and Vocational Education (STRIVE)

A two year college Experience and vocational training for adults with intellectual abilities. Limited seats available. Admissions application is required. Call 281-756-3805.

SAFETY EDUCATION

Civilian Handgun Safety
License to Carry
Motorcycle Safety

NEW PROGRAMS AND COURSES ARE ADDED BASED ON DEMAND

Board of Regents, Administration & Staff

Board of Regents

Mike Pyburn, Chairman
 James B. DeWitt, Vice-Chairman
 Jody Droege, Secretary
 Dr. Patty Hertenberger
 Cheryl Knappe
 'Bel Sanchez
 Roger Stuksa
 Doyle Swindell
 Andy Taquard
 Dr. Christal M. Albrecht, President



Emeriti Administrators & Instructors

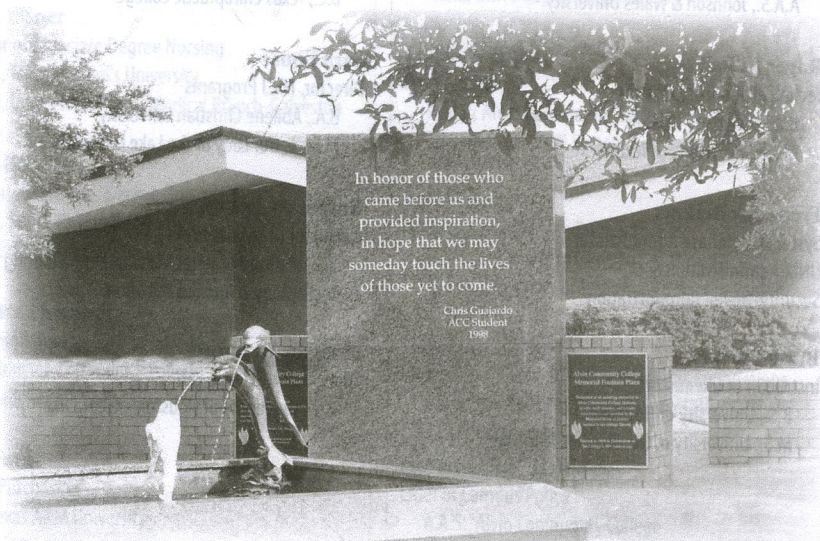
A. Rodney Allbright
President, Emeritus
 JoAn Anderson
Dean of Students, Emeritus
 Gilbert Benton
English Instructor, Emeritus
 William Bitner
Chemistry Department Chair, Emeritus
 Frankie Blansit
*Sports & Human Performance
 Instructor & Coach, Emeritus*
 Thomas L. Bryan
Instructor of History Instructor, Emeritus
 José G. Castillo, Jr.
*Associate Dean of Student and Instructional Services,
 Emeritus*
 James Corbett
Mathematics Instructor, Emeritus
 Allen Bill Crider
Division Chair, English & Fine Arts, Emeritus

Cleo Congrady
English Instructor, Emeritus
 Diane Flatland
Allied Health & TDJC, Emeritus
 Charles Ferguson
English Instructor, Emeritus
 Dorothy Hitt
Office Administration Department Chair, Emeritus
 Sandra Horine
*Instructor and Department Chair
 Child Development & Early Childhood, Emeritus*
 William Horine
Biology Instructor, Emeritus
 Patsy Klopp
English Instructor, Emeritus
 Mary Knapp
Court Reporting Department 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*
 Andy Tacquard
Chief of Police, Emeritus

In Memoriam

*The Alvin Community College
 memorial fountain is dedicated
 to all who have influenced the
 lives of others through service
 to the college.*



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B.S., University of Houston

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M.A., Norwich University / Vermont College
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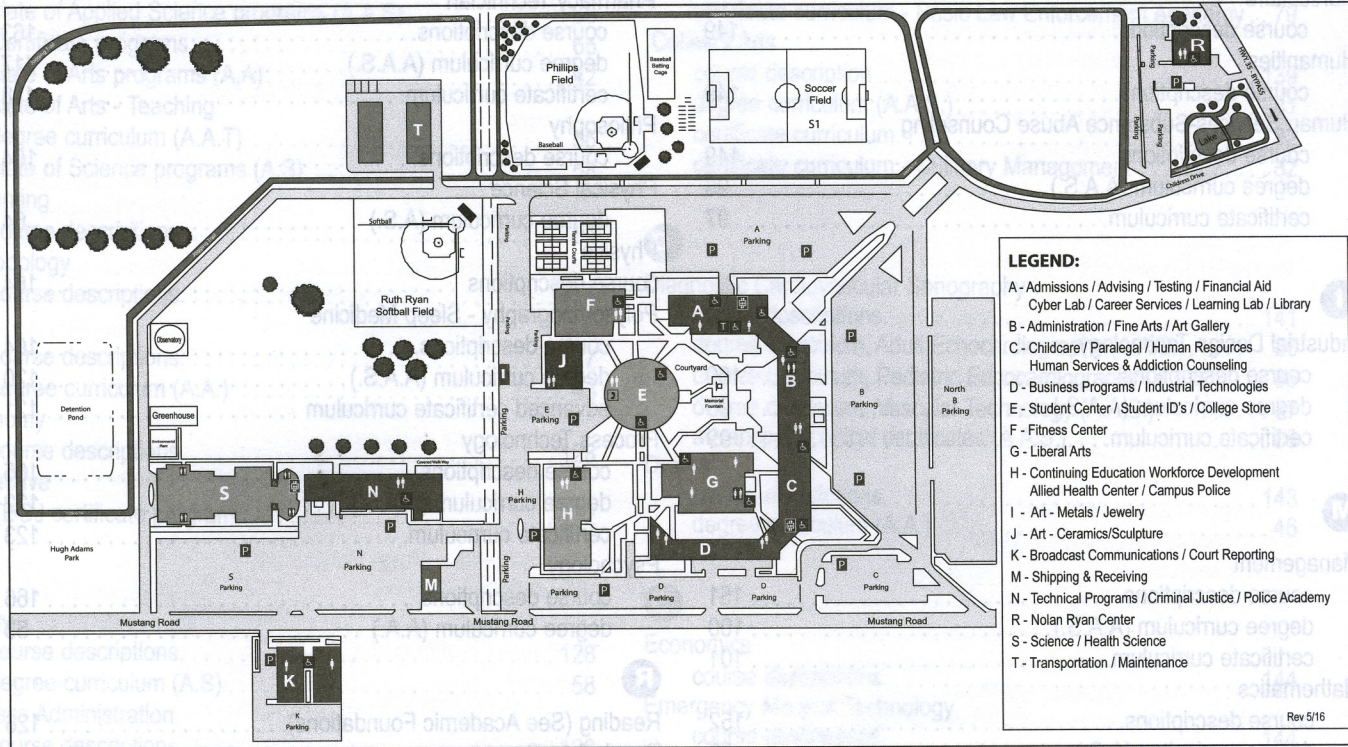
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ALVIN COMMUNITY COLLEGE

CAMPUS MAP



LEGEND:

- A - Admissions / Advising / Testing / Financial Aid
Cyber Lab / Career Services / Learning Lab / Library
- B - Administration / Fine Arts / Art Gallery
- C - Childcare / Paralegal / Human Resources
Human Services & Addiction Counseling
- D - Business Programs / Industrial Technologies
- E - Student Center / Student ID's / College Store
- F - Fitness Center
- G - Liberal Arts
- H - Continuing Education Workforce Development
Allied Health Center / Campus Police
- I - Art - Metals / Jewelry
- J - Art - Ceramics/Sculpture
- K - Broadcast Communications / Court Reporting
- M - Shipping & Receiving
- N - Technical Programs / Criminal Justice / Police Academy
- R - Nolan Ryan Center
- S - Science / Health Science
- T - Transportation / Maintenance

Rev 5/16

Map and Directions

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

From Galveston: Take Hwy 6 to Hwy 35 ByPass south.

From points south: Use Hwy 35 north.

