

- g. remove all academic deficiencies in English, math, and/or reading through completion of developmental courses prior to admission when scores on the ACT, local placement test or TASP fall below established cut-off levels;
 - h. prior to enrollment, submit a health history and physical examination, and documentation of immunizations including Hepatitis B on a form provided by the ADN Department;
 - i. not currently be on suspension or academic probation from ACC or another college or university;
2. Any science course, nursing course or life-span growth and development course completed more than five years prior to the time the student is accepted may not satisfy requirements for a degree in nursing.
 3. Transcripts may not reflect more than one **D** or **F** in a science or nursing course taken within five years of the date of enrollment in the ADN program. Applicants who have had a repetition of more than one science or nursing course within five years of application are ineligible.
 4. A student who receives a grade of **D** or **F** in a nursing course or who is not enrolled in a nursing course for 1 or more semesters (excluding summer) is termed a withdrawal and must apply for readmission. Consideration for readmission will be on an individual basis and as space permits. Following a second withdrawal from the program, a student will not be readmitted.
Any student not enrolled in a nursing course for one or more semesters will be required to demonstrate competency in previously completed nursing courses prior to readmission by means of a written examination.
 5. No academic course with a grade below **C** will be accepted for transfer credit.
 6. Applicants seeking to transfer nursing credits will be admitted only if space is available. Transfer students must:
 - a. meet above admission criteria;
 - b. have a written recommendation from the Dean/Director of their previous nursing program;
 - c. have cumulative GPA of 2.0 or better on all courses being transferred into the nursing curriculum. Courses equivalent to NURS 1800 and NURS 1900 are the only nursing courses which will be considered for transfer;
 - d. provide the ADN Department with an official transcript from each institution attended;
 - e. not currently be on suspension or academic probation from another college or university;
 - f. demonstrate competency in previously completed nursing courses prior to admission through a written examination.
 7. LVN's, currently licensed in Texas, may be eligible for admission to the LVN Transition Program once all admission criteria and prerequisites are met.

Note: A person who has been convicted of a crime other than a minor traffic violation or has been hospitalized or treated for mental illness and/or chemical dependency may not be permitted to take the NCLEX-RN (National Council

Licensure Examination for Registered Nurses). Any questions in regard to this should be directed to office of the Board of Nurse Examiners for the State of Texas in Austin.

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

Progression Policies:

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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST YEAR				
Fall Semester				
BIOL 2401	Anatomy and Physiology I	3	3	4
NURS 1800	Introduction to Nursing	4	13	8
PSYC 2301	General Psychology	3	0	3
PHED	Physical Activity	0	3	1
		<u>10</u>	<u>19</u>	<u>16</u>
Spring Semester				
BIOL 2402	Anatomy and Physiology II	3	3	4
NURS 1900	Medical/Surgical Nursing I	4	16	9
PSYC 2314	Life-Span Growth & Development	3	0	3
		<u>10</u>	<u>19</u>	<u>16</u>
Summer Semester I				
ENGL 1301	Composition and Rhetoric I	3	0	3
Elective	College Level	3	0	3
		<u>6</u>	<u>0</u>	<u>6</u>
or				
NURS 1410	Psychiatric Nursing	2	6	4
		<u>2</u>	<u>6</u>	<u>4</u>

Summer Semester 2

NURS 1410	Psychiatric Nursing	$\frac{2}{2}$	$\frac{6}{6}$	$\frac{4}{4}$
or				
ENGL 1301	Composition and Rhetoric I	3	0	3
Elective	College Level	3	0	3
		$\frac{6}{6}$	$\frac{0}{0}$	$\frac{6}{6}$

SECOND YEAR

Fall Semester

BIOL 2420	Microbiology	3	3	4
NURS 2900	Medical/Surgical Nursing II	4	16	9
ENGL 1302	Composition and Rhetoric II	3	0	3
		$\frac{10}{10}$	$\frac{19}{19}$	$\frac{16}{16}$

Spring Semester

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

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



NURSING TRANSITION (LVN to RN)

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

Length: One-Year Program

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

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

Program Requirements: Applicants to nursing transition must meet the ADN admission requirements and progression policies. All applicants will be required to pass a dosage calculation test. The transition curriculum follows the basic curriculum requirements for the generic ADN program. Upon completion of the required pre-requisite courses, the LVN student will enroll in a 4-credit transition course. All remaining courses will be taken with generic ADN students. Applicants must have a minimum of six months recent LVN experience in an acute care setting.

Associate in Applied Science Degree Program

Prerequisite Courses

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

Summer Session I

NURS 1400	Nursing Transition	2	6	4
	Credit for Prior Learning	0	0	13
		$\frac{2}{2}$	$\frac{6}{6}$	$\frac{17}{17}$

Summer Semester II

NURS 1410	Psychiatric Nursing	2	6	4
		$\frac{2}{2}$	$\frac{6}{6}$	$\frac{4}{4}$

Fall Semester

BIOL 2420	Microbiology	3	3	4
NURS 2900	Medical/Surgical Nursing II	4	16	9
ENGL 1302	Composition and Rhetoric II	3	0	3
		$\frac{10}{10}$	$\frac{19}{19}$	$\frac{16}{16}$

Spring Semester

NURS 2400	Maternity Nursing (8 weeks)	4	13	4
NURS 2410	Child Health Nursing (8 weeks)	4	13	4
NURS 2200	Professional Development	1	2	2
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		T2	T8	T4

*Must be completed prior to enrollment in NURS 1400

Total Credits Required for
an Associate Nursing Degree 72

OFFICE ADMINISTRATION

OFFICE PROFESSIONAL

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

Length: Four-Semester (Two-Year) Program

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

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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
OFAD 1310	Abbreviated Writing	3	2	3
OFAD 1324	Document Processing II	2	3	3
OFAD 1360	Office Accounting	3	1	3
OFAD 2341	Word Processing I	2	3	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
		T3	T2	T6
Second Semester				
MATH 1314	College Algebra	3	0	3
OFAD 1351	Office Technology	2	3	3
OFAD 2342	Word Processing II	2	3	3
ENGL 1302	Composition and Rhetoric II	3	0	3
OFAD 1331	Business Communications I	3	0	3
PHED	Physical Activity	0	3	1
		T3	9	T6

Third Semester

OFAD 1332	Business Communication II	3	0	3
OFAD 2313	Internship I	1	20	3
OFAD 1340	Office Procedures	3	2	3
OFAD 2343	Word Processing III	2	3	3
SOCI 2319	American Minorities	3	0	3
SPCH 1315	Public Speaking	3	0	3
		T3	25	T8

Fourth Semester

OFAD 1300	Records Management	2	3	3
OFAD 2324	Document Processing III	2	3	3
OFAD 2344	Document Processing IV	2	3	3
or				
OFAD 2345	Word Processing V			
OFAD 2314	Internship II	1	20	3
FASM 2371	Image and Self Presentation	3	0	3
Elective	College Level	3	0	3
		T3	29	T8

Total Credits Required for
Office Administration Degree 68

OFFICE ADMINISTRATION

LEGAL OFFICE PROFESSIONAL

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

Length: Four-Semester (Two-Year) Program

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

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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
OFAD 1300	Records Management	2	3	3
OFAD 1310	Abbreviated Writing	3	2	3
OFAD 1324	Document Processing II	2	3	3
ENGL 1301	Composition and Rhetoric I	3	0	3
OFAD 2341	Word Processing I	2	3	3
PHED	Physical Activity	0	3	1
		T2	T4	T6

Second Semester

OFAD 1331	Business Communication I	3	0	3
ENGL1302	Composition and Rhetoric II	3	0	3
LEGA 1300	Texas Legal System	3	0	3
OFAD 1351	Office Technology	2	3	3
OFAD 2342	Word Processing II	2	3	3
PHED	Physical Activity	0	3	1
Elective	College Elective	3	0	3
		16	9	19

Third Semester

OFAD 1376	Legal Terminology & Transcription	2	3	3
OFAD 1332	Business Communication II	3	0	3
OFAD 2313	Internship	1	20	3
OFAD 2343	Word Processing III	2	3	3
LEGA 1311	Legal Technology I	3	0	3
SPCH 1315	Public Speaking	3	0	3
		14	26	18

Fourth Semester

OFAD 1343	Legal Office Procedures	3	2	3
OFAD 2324	Document Processing III	2	3	3
OFAD 2314	Internship III	1	20	3
OFAD 2344	Word Processing IV	2	3	3
or				
OFAD 2345	Word Processing V	3	0	3
MATH 1314	College Algebra	3	0	3
SOCI 2319	American Minorities	3	0	3
		14	28	18

Total Credits Required for
Office Administration Degree 71

OFFICE ADMINISTRATION

MEDICAL OFFICE PROFESSIONAL

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

Length: Four-Semester (Two-Year) Program

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

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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
OFAD 2341	Word Processing I	2	3	3
OFAD 1324	Document Processing II	2	3	3
OFAD 1360	Office Accounting	3	1	3
ENGL 1301	Composition and Rhetoric I	3	0	3
OFAD 1300	Records Management	2	3	3
PHED	Physical Activity	0	3	1
		12	13	16

Second Semester

OFAD 1341	Medical Office Procedures	3	2	3
OFAD 1331	Business Communication I	3	0	3
OFAD 1371	Medical Terminology/Transcription	2	3	3
OFAD 2342	Word Processing II	2	3	3
ENGL 1302	Composition and Rhetoric II	3	0	3
PHED	Physical Activity	0	3	1
		13	11	16

Third Semester

OFAD 1372	Medical Terminology & Coding	2	3	3
OFAD 1332	Business Communication II	3	0	3
OFAD 2343	Word Processing III	2	3	3
or				
OFAD 2344	Word Processing IV			
or				
OFAD 2345	Word Processing V			
PSYC 2314	Life Span-Growth & Development	3	0	3
OFAD 2313	Internship I	1	20	3
		11	23	15

Fourth Semester

OFAD 1351	Office Technology	2	3	3
MATH 1314	College Algebra	3	0	3
OFAD 2324	Document Processing III	2	3	3
OFAD 2314	Internship III	1	20	3
SPCH 1315	Public Speaking	3	0	3
Elective	College Level	3	0	3
		14	26	18

Total Credits Required for
Office Administration Degree 65

RESPIRATORY CARE

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

Length: 24 months

Purpose: The purpose of respiratory care program is to provide an approved, educational curriculum that will prepare competent individuals for careers in respiratory care. The registry graduate will be skilled in all aspects of respiratory care with emphasis on assessment and management of the critical care patient. In addition, students will be

involved in the management and education of respiratory care departments and personnel. The twenty-four month program leads to an Associate in Applied Science Degree and qualifies individuals to apply to the advanced Registered Respiratory Therapist Board Examination.

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

Students in the registry option may apply for a Certificate of Completion (for the certification option) in the fall semester of their second year provided they have completed the requirements for the certification program. This certificate will allow the student to attempt the National Entry Level Exam for Respiratory Care which is administered the following March.

The registry program is fully accredited by the Joint Review Committee for Respiratory Care Education and the Commission on Accreditation of Allied Health Education Programs (AAHEP).

Admission Requirements:

1. To be considered for admission to the respiratory care program, the applicant must:
 - a. be a high school or GED graduate
 - b. make application to ACC and fulfill the admission requirements, including TASP
 - c. make application to the respiratory care program
 - d. submit official transcripts of all previous college work to both the Respiratory Care Department and ACC Records Office.
 - e. applicants are required to demonstrate an understanding of the responsibilities and duties of the profession through observation and discussion with a practicing therapist. Contact the director for details.
 - f. score 19 or higher on ACT composite or minimum combined math/verbal SAT score of 713.
 - g. interview with the Director of Respiratory Care.
 - h. complete a physical examination which includes a chest x-ray, TB skin test, and immunizations upon acceptance to the program.
 - i. not currently be on suspension or academic probation from ACC or another college or university.
2. Any science or respiratory care course completed more than five years prior to the student being accepted may not satisfy requirements for a degree in respiratory care.
3. Transfer students must complete the following:
 - a. meet the above admission criteria
 - b. have a cumulative GPA of 2.0 or higher on all courses being transferred into the respiratory care curriculum.

- c. provide the ACC Records Office with an official transcript from each institution attended
- d. provide the Respiratory Care Department with a copy of transcript from each institution attended
- e. provide the Respiratory Care Department with a description and/or syllabus of each course being considered for transfer
- f. not currently be on suspension or academic probation from another college
- g. credit will be given for support courses equivalent to those included in the respiratory care program at ACC as determined by examination of the syllabus of the transfer course. A grade of C or higher must have been earned in transfer courses.

4. A new class begins each June. Deadline for application is the first Friday of April each year.

Alternate Enrollment:

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

Progression Policies:

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

***Associate in Applied Science Degree - Respiratory Care**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST YEAR				
<i>Summer Session—1st Six Weeks</i>				
BIOL 2401	Anatomy & Physiology I	3	2	4
<i>Summer Session—2nd Six Weeks</i>				
BIOL 2402	Anatomy & Physiology II	3	2	4
<i>Summer Session—12 Weeks</i>				
RESC 1201	Respiratory Care Sciences	2	0	2
RESC 1300	Respiratory Physiology	3	0	3
		<u>5</u>	<u>0</u>	<u>5</u>
Fall Semester				
RESC 1500	Intro. to Respiratory Care	3	10	5
RESC 1411	Respiratory Care Procedures I	3	2	4
RESC 1320	Pharmacology	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
		<u>12</u>	<u>12</u>	<u>15</u>
Spring Semester				
RESC 1312	Respiratory Pathophysiology	3	0	3
RESC 1215	Pulmonary Diagnostics	2	2	2
RESC 1412	Respiratory Care Procedures II	3	2	4
RESC 1211	Clinical Practical I	0	16	2
PHED	Physical Activity	0	3	1
		<u>8</u>	<u>23</u>	<u>12</u>
SECOND YEAR				
<i>Summer Session—12 Weeks</i>				
RESC 2112	Mechanical Ventilator Lab	0	2	1
RESC 2200	Clinical Mgt. & Education	2	3	2
RESC 2210	Clinical Practical II	0	15	2
		<u>2</u>	<u>20</u>	<u>5</u>
Fall Semester				
RESC 2320	Advanced ICU Procedures	3	0	3
RESC 2310	Advanced Pathophysiology	3	0	3
RESC 2313	Clinical Practical III	0	18	3
BIOL 2420	Microbiology	3	2	4
		<u>9</u>	<u>20</u>	<u>13</u>
Spring Semester				
RESC 2309	Pediatrics	3	0	3
RESC 2314	Clinical Practical IV	0	20	3
RESC 2100	Seminar in Respiratory Care	2	0	1
PHED	Physical Activity	0	3	1
SPCH 1318	Interpersonal Communication	3	0	3
PSYC 2301	General Psychology	3	0	3
		<u>11</u>	<u>23</u>	<u>13</u>
Total Credits Required for a Respiratory Care Degree				72

* Pending Coordinating Board approval.

CERTIFICATE PROGRAMS

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

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

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

AIR CONDITIONING AND REFRIGERATION

Certificate:

Length: Two-Semester (One-Year) Program

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

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

Certificate Program

Group I

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

Group II

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

Total Credits for Air Conditioning and Refrigeration Certificate 30

CHILD CARE AND DEVELOPMENT

Certificate:

Length: Thirty-Two Semester Hours

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

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

Certificate Program

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

Group I

Minimum course credits from Group I = 24

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

Group II

Minimum course credits from Group II = 6

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

Physical Activity- Minimum of 2 credits

or

Elective - Minimum of 3 credits

Total Credits Required for

Child Care & Development Certificate 32

**The selection of the elective may affect TASP obligation.*

RADIO/TELEVISION COMMUNICATION

Certificate:

Length: Two-Semester (One-Year) Program

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

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

OPTION 1 - Radio Broadcasting

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
COMM 1307	Introduction to Mass Communications	3	0	3
COMM 2333	Radio News Workshop	2	3	3
COMM 2311	Writing for Mass Media	3	0	3
COMM 2301	Basic Radio Production	2	4	3
COMM 2320	Internship in Electronic Media-Radio	1	20	3
		11	27	15
Second Semester				
COMM 1302	Basic Recording Techniques	1	2	3
COMM 2302	Advanced Radio Production	2	4	3
COMM 2331	Radio and TV Announcing	3	0	3
COMM 2328	Public Relations			
or				
COMM 2327	Principles of Advertising	3	0	3
COMM 2321	Intern. in Electronic Media-Radio	1	20	3
		10	26	15

Total Credits Required for Communications — Broadcasting Certificate.....30

OPTION 2 - Television

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
COMM 1307	Intro. to Mass Communications	3	0	3
COMM 2334	TV News Workshop	2	3	3
COMM 2311	Writing for Mass Media	3	0	3
COMM 1336	TV Production I	2	3	3
COMM 2327	Principles of Advertising	3	0	3
		13	6	15
Second Semester				
COMM 2331	Radio and TV Announcing	3	0	3
COMM 1337	TV Production Workshop	2	3	3
COMM 2325	Internship - TV	1	20	3
COMM 2366	Development of the Motion Picture	2	3	3
COMM 2328	Public Relations	3	0	3
		11	26	15

Total Credits Required for
Communications — Television Certificate 30

**COMPUTER SCIENCE TECHNOLOGY
GENERAL COMPUTER DATA PROCESSING**

Certificate:

Length: Two-Semester (One-Year) Program

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

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

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CSCI 1400	Intro to Computer Science	3	3	4
	Computer Science Language	3	3	4
	CSCI 1461 Pascal, or CSCI 1470 C, or CSCI1440 COBOL, or CSCI1420 FORTRAN			
MATH 1314	College Algebra	3	0	3
ENGL 1301	Composition & Rhetoric I	3	0	3
HIST 1301	The United States to 1877	3	0	3
		15	6	17

Second Semester

Computer Science Language	3	3	4
	CSCI 2461 Adv. Pascal, or CSCI 2470 Adv. C, or CSCI 1486 Ada		
Computer Science	3	0-3	3-4
	CSCI 2333 Data Structures, or CSCI 1432 Data Communication & Networking, or CSCI 2300 Business System Analysis		
MATH 1316	Plane Trigonometry	3	0
ENGL 1302	Composition & Rhetoric II	3	0
HIST 1302	The United States Since 1877	3	0
		15	3-6
			16-17

Total Credits Required for
General Computer Data Processing Certificate 33-34

**CRIMINAL JUSTICE
CORRECTIONAL ADMINISTRATION**

Certificate:

Length: Thirty-Three Semester Hours

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

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

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

Certificate Program

Group I 21 credits
Group II 12 credits

Group I

Required Courses

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

Group II

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

Total Credits Required for
Correctional Administration Certificate 33

**CRIMINAL JUSTICE
CORRECTIONAL SCIENCE**

Certificate:

Length: Two Semester (One-Year) Program

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

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

Certificate Program

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

Total Credits Required for
Correctional Science Certificate 30

LAW ENFORCEMENT & POLICE ADMINISTRATION

Certificate: (Texas Peace Officers Program)

Length: Thirty Semester Hours

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

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

Certificate Program

- CRIJ 1301 Introduction to Criminal Justice (3 credits)
- CRIJ 1306 The Courts and Criminal Procedure (3 credits)
- CRIJ 1307 Crime in America (3 credits)
- CRIJ 1310 Fundamentals of Criminal Law (3 credits)
- CRIJ 2314 Criminal Investigation (3 credits)
- CRIJ 2323 Legal Aspects of Law Enforcement (3 credits)
- CRIJ 2328 Police Systems and Practices (3 credits)
- CRIJ 2333 Texas Peace Officer Law (3 credits)
- CRIJ 2334 Texas Peace Officer Procedures (3 credits)
- CRIJ 2335 Texas Peace Officer Skills (3 credits)

Total Credits Required
for Texas Peace Officer Academic Certificate 30

DRAFTING TECHNOLOGY

Certificate:

Length: Two-Semester (One-Year) Program

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

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

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DRFT 1300	Industrial Blueprint Reading	3	1	3
DRFT 1400	Engineering Drafting	2	6	4
DRFT 1411	Architectural Drafting I	2	6	4
MATH 1335	College Mathematics	3	0	3
DRFT 1330	Introduction to Computer Aided Drafting	3	3	3
		13	16	17
Second Semester				
DRFT 2421	Computer Aided Drafting I	2	6	4
DRFT 1440	Machine Drafting	2	6	4
DRFT	Drafting Elective	2	6	4
DRFT 2311	Cooperative Education for Drafting I	1	20	
or				
Elective	College Level	3	0	3
		7-9	18/38	15
Total Credits Required for Drafting Technology Certificate				32

ELECTRONIC TECHNOLOGY

Certificate:

Length: Two-Semester (One-Year) Program

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

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

Certificate Program

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

Group I

Minimum course credits from Group I = 20

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

Group II

Minimum course credits from Group II = 12

CSCI 1420	Computer Programming—Fortran (4 credits)
CSCI 1470	Computer Programming—C (4 credits)
SOCI 1301	Principles of Sociology (3 credits)
ENGL 1301,1302	Composition and Rhetoric (3 credits each)
HIST 1301,1302	U.S. History (3 credits each)
GOVT 2301,2302	American National and State Govt. (3 credits each)
MATH 1314	College Algebra (3 credits)
MATH 1316	Plane Trigonometry (3 credits)
PSYC 2301	General Psychology (3 credits)
Physical Activity - Minimum of 2 credits	

or
Elective - Minimum of 3 credits

Total Credits Required for
Certificate in Electronic Technology 34 or 35

FASHION MERCHANDISING

Certificate:

Length: Two-Semester (One-Year) Program

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

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
FASM 1300	Introduction to Fashion	3	0	3
FASM 1301	Salesmanship	3	0	3
FASM 1311	Internship	1	20	3
FASM 1320	Fashion Buying & Merchandising	3	0	3
FASM 2361	Visual Merchandising & Sales Promotion	3	0	3
FASM 2371	Image & Self Presentation	3	0	3
		16	20	18

Second Semester

FASM 1312	Internship	1	20	3
FASM 1330	Merchandise Planning Procedures	3	0	3
FASH 2375	Principles of Retailing	3	0	3
MGMT 2300	Personnel Management	3	0	3
MGMT 2320	Organizational Strategy	3	0	3
*BUSI 1302	Business Psychology	3	0	3
		16	20	18

*Student may substitute CSCI 1400 for Business Psychology.

Total Credits Required for Fashion Merchandising Certificate 36

LEGAL STENOGRAPHY

Certificate:

Length: Two-Semester (One-Year) Program

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

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

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
OFAD 2323	Typing III	2	3	3
CTRP 1400	Machine Shorthand Theory	2	8	4
CTRP 1320	Law and Legal Terminology	4	1	3
ENGL 1301	Composition and Rhetoric I	3	0	3
CTRP 1311	Grammar and Punctuation I	3	2	3
PHED	Physical Activity	0	3	1
		14	17	17

Second Semester

CTRP 1411	Machine Shorthand I	2	8	4
OFAD 2341	Word Processing I	2	3	
or				
CTRP 2320	Reporting Technology	3	2	3
CTRP 1330	Medical Terminology	4	1	3
CTRP 1312	Grammar and Punctuation II	3	2	3
PHED	Physical Activity	0	3	1
		11-12	16-17	14

Total Credits Required for Legal Stenography Certificate 31

MANAGEMENT DEVELOPMENT

Certificate:

Length: Two-Semester (One-Year) Program

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

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

Certificate Program

First Semester

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

Second Semester

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

Select one course from the following:

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

Total Credits Required for Management Development Certificate 30 or 31

MENTAL HEALTH

Certificate:

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

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

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

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MENH 1305	Introduction to Human Services	3	0	3
MENH 1310	Drug Use and Abuse	3	0	3
MENH 2300	Client Assessment & Management	3	0	3
MENH 2310	Chemical Abuse Treatment	3	0	3
MENH 1321	Clinical Internship I	1	20	3
		13	20	15

Second Semester

MENH 2320	Behavior Modification	3	0	3
MENH 2313	Laws & Standards Affecting Mental Health	3	0	3
MENH 2315	Family Systems	3	0	3
MENH 2312	Children of Alcoholics	3	0	3
MENH 1322	Clinical Internship II	1	20	3
		13	20	15

Total Credits Required for Mental Health Certificate..... 30

OFFICE ADMINISTRATION

Certificate:

Length: Two-Semester (One-Year) Program

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

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

Office Assistant Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
OFAD 1300	Records Management	2	3	3
OFAD 1310	Abbreviated Writing	3	2	3
OFAD 1323	Document Processing I	2	3	3
OFAD 1351	Office Technology	2	3	3
OFAD 2341	Word Processing I	2	3	3
		11	14	15

Second Semester

OFAD 1324	Document Processing II	2	3	3
OFAD 1331	Business Communications I	3	0	3
OFAD 1340	Office Procedures	3	2	3
or				
OFAD 1341	Legal Office Procedures			
or				
OFAD 1343	Medical Office Procedures			
OFAD 1360	Office Accounting	3	1	3
OFAD 2342	Word Processing II	2	3	3
		13	9	15

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

Word Processing

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
OFAD 1324	Document Processing II	2	3	3
OFAD 1300	Records Management	2	3	3
OFAD 1351	Office Technology	2	3	3
OFAD 2343	Word Processing III	2	3	3
OFAD 2341	Word Processing I	2	3	3
		10	15	15

Second Semester

FASM 2371	Image & Self Presentation	3	0	3
OFAD 1340	Office Procedures	3	2	3
or				
OFAD 1341	Legal Office Procedures			
or				
OFAD 1343	Medical Office Procedures			
OFAD 2342	Word Processing II	2	3	3
OFAD 1331	Business Communications I	3	0	3
OFAD 2344	Word Processing IV	2	3	3
or				
OFAD 2345	Word Processing V			
		13	8	15

Total Credits Required for Word Processing Certificate..... 30

RESPIRATORY CARE PROGRAM

Certificate:

Length: 19 Months

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

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

This program is fully accredited by the Joint Review Committee for Respiratory Care Education and Commission on Accreditation of Allied Health Education Programs (CAAHEP).

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

Certificate Program*

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST YEAR				
Summer Session - 1st Six Weeks				
BIOL 2401	Anatomy & Physiology I	3	2	4
Summer Session - 2nd Six Weeks				
BIOL 2402	Anatomy & Physiology II	3	2	4
Summer Session - 12 Weeks				
RESC 1201	Respiratory Care Sciences	2	0	2
RESC 1300	Respiratory Physiology	3	0	3
		<u>5</u>	<u>0</u>	<u>5</u>
Fall Semester				
RESC 1500	Intro. to Respiratory Care	3	10	5
RESC 1411	Respiratory Care Procedures I	3	2	4
RESC 1320	Pharmacology	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
		<u>12</u>	<u>12</u>	<u>15</u>
Spring Semester				
RESC 1312	Respiratory Pathophysiology	3	0	3
RESC 1215	Pulmonary Diagnostics	2	2	2
RESC 1412	Respiratory Care Procedures II	3	2	4
RESC 1211	Clinical Practical I	0	16	2
PHED	Physical Activity	0	3	1
		<u>8</u>	<u>23</u>	<u>12</u>

SECOND YEAR

Summer Session - 12 Weeks

RESC 2112	Mechanical Ventilator Lab	0	2	1
RESC 2200	Clinical Mgt. & Education	2	3	2
RESC 2210	Clinical Practical II	0	15	2
		<u>2</u>	<u>20</u>	<u>5</u>

Fall Semester

RESC 2320	Advanced ICU Procedures	3	0	3
RESC 2310	Advanced Pathophysiology	3	0	3
RESC 2313	Clinical Practical III	0	18	3
BIOL 2420	Microbiology	3	2	4
		<u>9</u>	<u>20</u>	<u>13</u>

Total Credits Required for Respiratory Care

Certificate 58

*Pending Coordinating Board Approval

VOCATIONAL NURSING PROGRAM

Certificate:

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

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

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

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

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

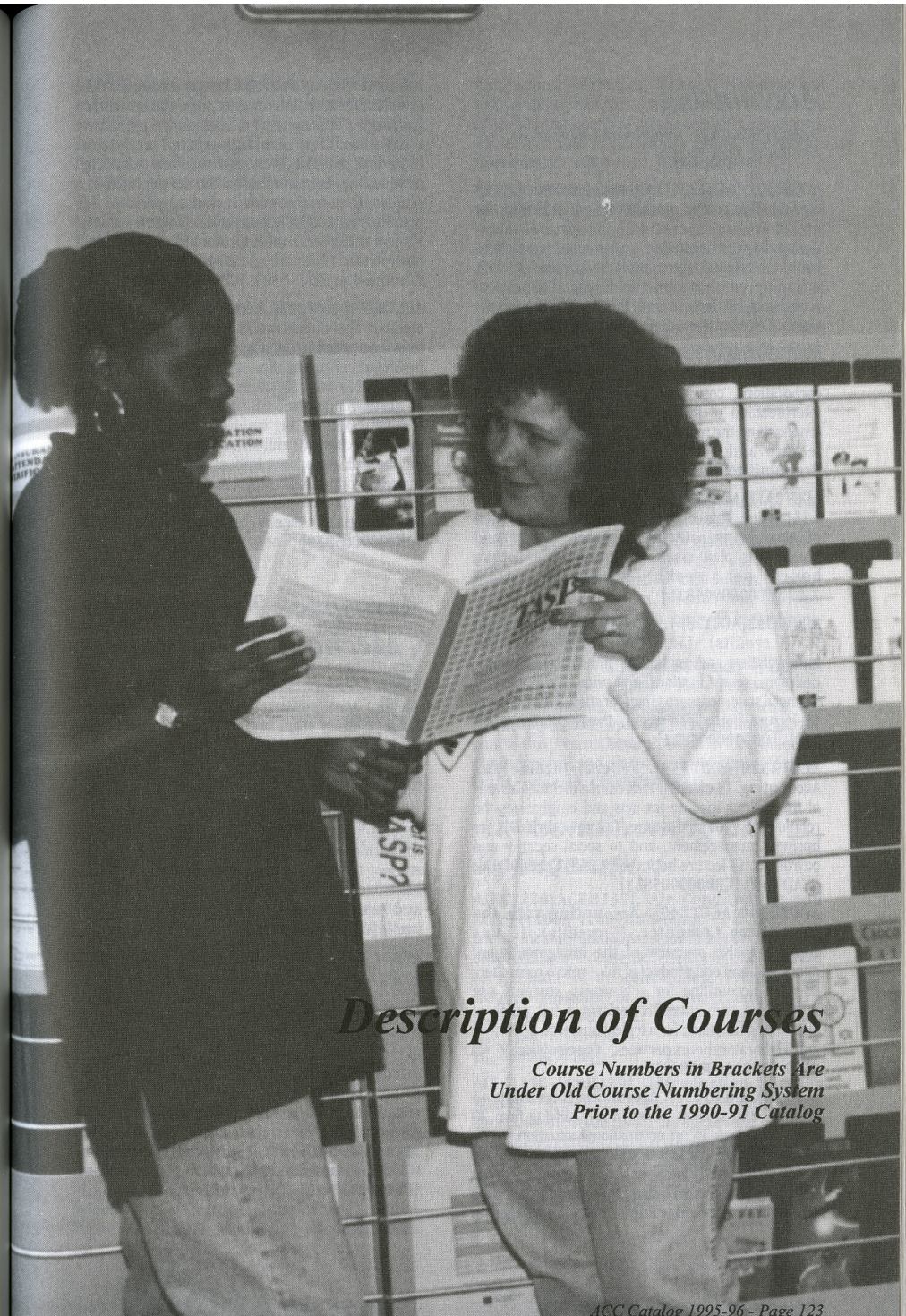
Program Requirements:

1. Fees throughout the year will include books, supplies, uniforms, bandage scissors, name pins, nursing shoes and cap, watch with seconds, testing fees, and malpractice insurance. Health insurance and transportation are the responsibility of the student.

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

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester - Summer 12 Week				
VOCN 1800	Fundamentals of Vocational Nursing	9	6	8
VOCN 1400	Anatomy & Physiology	6	0	4
		15	6	12
Second Semester - Fall Semester (16 Weeks)				
VOCN 1210	Math for Drug Administration	2	0	2
VOCN 1410	Pharmacology for Vocational Nursing	4	0	4
VOCN 1901	Maternal-Child Nursing	6	24	12
		12	24	18
Third Semester - Spring Semester (16 Weeks)				
VOCN 1200	Issues in Nursing	2	0	2
VOCN 1421	Mental Health-Mental Illness	4	0	4
VOCN 1911	Advanced Medical-Surgical Nursing	6	24	12
		12	24	18
Total Credits Required for Vocational Nursing Certificate				48



Description of Courses

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

Accounting

Norman Bradshaw, Department Chairperson
Lee Baker, Tom Branton

ACCT2301 [ACCT221]. Financial Accounting. (3 credits). This course concentrates on accounting for merchandise operations, proprietorships, partnerships, negotiable instruments, specialized books of original entry, and the voucher system, including emphasis on the financial aspects of accounting. (3 lecture and 1 laboratory hours per week). **Corequisite:** READ 0309. [CB5203015125]

ACCT2302 [ACCT222]. Managerial Accounting. (3 credits). This course provides a study of partnerships, corporations, cost accounting, assets, theory, and interpretation of financial statements, with special emphasis on the managerial aspects of accounting. (3 lecture and 1 laboratory hours per week). **Prerequisite:** ACCT 2301. [CB5203015125]

ACCT2311 [ACCT231]. Intermediate Accounting I. (3 credits). This course covers such areas as a review of accounting principles, current assets and investments, plant assets, and intangibles. (3 lecture hours per week). **Prerequisite:** ACCT 2302. [CB0000005821]

ACCT2312 [ACCT232]. Intermediate Accounting II. (3 credits). Liabilities, paid-in capital, interpretation and analysis of financial statements, cash flow, reorganizations, and price level impact on financial statements are topics for study in this course. (3 lecture hours per week). **Prerequisite:** ACCT 2311. [CB0000005821]

ACCT2320 [ACCT233]. Federal Income Tax Accounting. (3 credits). This course includes a study of the various income tax acts and emphasizes the relation of Federal Income Tax to individuals, to business management, and to social security and payroll tax. (3 lecture hours per week). **Corequisite:** READ 0309. [CB0000005821]

ACCT2340 [ACCT240]. Accounting with the Mini-Micro Computer. (3 credits). In this comprehensive overview of the implementation, operation, and end product of mini-micro computers used in accounting for a business, students use mini-micro computers to perform a full range of accounting functions for a typical business. (3 lecture and 3 laboratory hours per week). **Corequisite:** READ 0309. [CB0000005821]

ACCT2351 [ACCT211]. Accounting Internship. (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. Students will also be required to attend a one-hour lecture on campus with the internship

instructor. Students will also be required to attend a one-hour lecture on campus with the internship instructor. The course includes a comprehensive treatment of internship-related activities, individualized objectives, and regularly scheduled activities and concentrates on the development of a philosophy towards work including personal life planning, value clarification, and self awareness. The student must have the approval of the department chairperson. (1 lecture and 20 lab hours per week). **Corequisite:** READ 0309. [CB0000005821]

ACCT2352 [ACCT212]. Accounting Internship. (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. Student will also be required to attend a one-hour lecture on campus with the internship instructor. Students may receive credit from an approved full-time job. (1 lecture and 20 lab hours per week). **Prerequisite:** ACCT 2351. [CB0000005821]

Aerospace Technology - Mechanical Systems Option

Mark Barry, Department Chairperson

AERO1310. Introduction to Aerospace. (3 credits). This course is designed to familiarize the student with many facets of the Aerospace Industry and Aerospace Technology Curriculum. Topics of discussion include the organizational structure of NASA and its supporting contractors, career paths and options for students entering the field of aerospace technology, aerospace basics, and a structured approach to critical thinking and problem solving. (3 lecture hours per week). [CB0000008427]

AERO1311. Technical Writing for Aerospace. (3 credits). This course is primarily designed to develop concise and accurate writing skills in students entering the field of Aerospace Technology. The major emphasis of the course is the proper development of formal technical reports and instructional manuals that describe a specific mechanism, system, process, or procedure in detail. Other topics of discussion include the development of formal and informal memorandums, business letters, proposals, and recommendations. (3 lecture hours per week). **Prerequisite:** ENGL 1301. [CB0000008427]

AERO2310. Aerospace Internship. (3 credits). This course is designed to provide the student with valuable on-the-job training while working with a qualifying employer in the aerospace industry. The student is required to work a minimum of 20 hours per week in a position related to the student's curriculum option and must attend a one-hour seminar each week. (1 lecture and 20 laboratory hours per week). **Prerequisite:** Student must have completed the first year of the Aerospace Technology curriculum. [CB0000008427]

AERO2340. Practical Thermodynamics. (3 credits). The purpose of this course is to provide the student with the fundamental concepts of thermodynamics, "heat in motion". Topics of discussion include the fundamental concepts, the first and second laws of thermodynamics, properties of liquids and gases, the ideal gas, mixtures of ideal gases, selected power cycles, the refrigeration cycle, and an introduction to heat transfer by conduction, convection, and radiation. Example problems are presented in both SI and English units of measure to further strengthen and broaden the student's understanding. (3 lecture hours per week). **Prerequisite:** MATH 2413. [CB0000008427]

AERO2410. Aerospace Operations. (4 credits). This course is designed to familiarize the student with present day operations at NASA/JCS. Topics of discussion include NASA organizations and charters; space shuttle operations including typical missions, mission planning and preparation, crew training, ground support systems, post flight activities; space station design, operation, and production schedule; other space exploration initiatives. This course includes a lab project designed to simulate an actual space mission from concept to end that will allow the student to experience the complexity of a real mission firsthand. (3 lecture and 3 laboratory hours per week). [CB0000008427]

AERO2440. Fluid Flow and Heat Transfer. (4 credits). This course is designed to provide the student with the fundamental concepts of one-dimensional fluid flow and heat transfer in piping systems. Topics of discussion includes an introduction to fluid dynamics, applications of one-dimensional fluid flow, fluid flow in boundary layers, transfer of heat by conduction, transfer of heat by convection, transfer of heat by radiation, and various heat exchangers. (3 lecture and 3 laboratory hours per week). **Prerequisite:** MATH 2413. [CB0000008427]

AERO2441. Blueprint Reading for Aerospace Industry. (4 credits) This course is primarily designed to familiarize the student with the structural, mechanical, and electrical symbols and drawings used in the aerospace industry. It also introduces the student to the language of engineering graphics. Topics of discussion include line schedules, scales,

dimensions, tolerances, finishes, isometric and orthographic projections, sectional views, and the use of graphs and charts to solve engineering problems. (3 lecture and 3 laboratory hours per week). **Corequisite:** AERO 1310. [CB0000008427]

AERO2442. Principles of Thermal Control. (4 credits). This course is designed to familiarize the student with the Thermal Control System (TCS) and Environmental Control and Life Support System (ECLSS) used on the Space Station Freedom. The student will apply the fundamental concepts of thermodynamics, fluid dynamics, and heat transfer to better understand these systems and to solve a variety of engineering problems and calculations. (3 lecture and 3 laboratory hours per week). **Prerequisite:** AERO 2440. [CB0000008427]

Agriculture

Steve Wheeler, Department Chairperson

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

AGRI 1319 [AGRI 110]. Animal Husbandry. (3 credits). This basic course acquaints the student with the production systems, basic facility requirements, and markets for various types and breeds of livestock. The course also presents basic phases of feeding, breeding, disease control, and production of livestock. (3 lecture hours per week). [CB0202015121]

Air Conditioning and Refrigeration

AIRC1220 [ACRH135]. Air Conditioning and Refrigeration Troubleshooting. (2 credits). This course includes additional study in any of three areas of specialization: domestic refrigeration, commercial refrigeration, or air conditioning. Problems are assigned individually or in groups. (1 lecture and 3 laboratory hours per week). **Prerequisites:** AIRC1320, AIRC1440. [CB0000007221]

AIRC1310 [ACRH129]. Introduction to Solar Energy. (3 credits). This course is designed to familiarize the student with the use of solar energy as a viable energy resource. The course covers the theory of solar applications and the general use of such applications. (3 lecture hours per week). **Corequisite:** READ 0309. [CB0000007221]

AIRC1320[ACRH131]. Air Conditioning Fundamentals I. (3 credits). This course provides students with the knowledge and skills necessary to install and service air conditioning (cooling) systems. The course includes an introduction to air conditioning systems, properties of air, humidity, psychometric charts, comfort coolers, residential central systems, chilled water systems, evaporators, refrigerant controls, condensers, electrical circuits and controls, air cleaning dehumidifiers, and heat pump systems. (3 lecture hours per week). **Co-requisite:** AIRC1330, READ 0309. [CB0000007221]

AIRC1330[ACRH133]. Air Conditioning and Electrical Circuits I. (3 credits). Topics covered in this course include basic principles of electricity, electron theory, sources of E.M.F., electrical circuits, magnetism, ohms laws, conductors and insulators, power transformation, electronic motor theory, and the use of electric meters and test equipment. (3 lecture hours per week). **Corequisites:** AIRC1320, READ 0309. [CB0000007221]

AIRC1340[ACRH170]. Domestic Refrigeration. (3 credits). This course covers the knowledge and skills necessary to install and service domestic refrigeration systems and includes a study of types and construction of cabinets, compressors, controls, evaporators, refrigerant controls, defrosting systems, and safety practices. (3 lecture and 1 laboratory hours per week). **Corequisite:** READ 0309. [CB0000007221]

AIRC1410[ACRH130]. Solar Energy Fundamentals. (4 credits). This course is designed to provide the student with the knowledge and skills necessary to install, service, and maintain solar energy systems. Included is a study of hot water supply, heat, and cooling systems. (2 lecture and 6 laboratory hours per week). **Corequisite:** READ 0309. [CB0000007221]

AIRC1420[ACRH132]. Air Conditioning Fundamentals II. (4 credits). This course provides students with the knowledge and skills necessary to service and maintain heat pumps. Included is a study of vortex tube comfort cooling, heat loads, air distribution, electronic filters, blue print reading, etc. (3 lecture and 3 laboratory hours per week). **Prerequisites:** AIRC 1320, AIRC 1330. [CB0000007221]

AIRC1430[ACRH134]. Industrial Electricity. (4 credits). This course provides a study of the fundamentals of direct current and alternating current electron theory resistance, current, voltage, electromagnetism, and inductance, capacitance, and sinusoidal variations in passive networks of resistors and capacitors. The course also includes a survey of the field of electrical power distribution. (3 lecture and

2 laboratory hours per week). **Corequisite:** READ 0309. [CB0000007221]

AIRC1440[ACRH140]. Introduction to Refrigeration. (4 credits). This course covers the fundamentals of refrigeration, cycle theory, basic refrigeration systems, compressor construction, refrigerant controls, and safety practices. (3 lecture and 3 laboratory hours per week). **Corequisite:** READ 0309. [CB0000007221]

AIRC1441[ACRH141]. Refrigeration Systems Servicing I. (4 credits). This course provides students with the knowledge and skills necessary to install and service commercial refrigeration systems and includes an introduction to commercial refrigeration systems, commercial compressors, condensers, receivers, water valves, evaporators, suction-liquid lines and manifolds, constant pressure valves, solenoid valves, defrost systems, motors and fans, electrical systems, electrical circuits, heat loads, and system capacitors. (3 lecture and 3 laboratory hours per week). **Corequisites:** AIRC1440, READ 0309. [CB0000007221]

AIRC2310. Cooperative Education I. (3 credits). The student works for a qualifying employer in the air conditioning or refrigeration field for a minimum of 20 hours per week and attends a one-hour seminar each week. The student receives on-the-job training related to classroom instruction and career goals under the supervision of the employer and the College coordinator. The student must be currently enrolled in Air Conditioning and Refrigeration related courses and have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000007221]

AIRC2430[ACRH234]. Air Conditioning and Electrical Circuits II. (4 credits). Studies include the generation of three-phase power and its distribution and application. The course also includes a study of the theory of operation, application, and servicing of three-phase motors, relays, solenoids, line starters, time-delay controls, capacitors, pressure switches, thermal relays, sequencing controls, pneumatic controls, motorized operators, low voltage controls, humidity controls, electronic controls, and blue print drawing and reading. (2 lecture and 6 laboratory hours per week). **Prerequisite:** AIRC1330. [CB0000007221]

AIRC2440[ACRH242]. Refrigeration Systems Servicing II. (4 credits). This course provides students with the knowledge and skills necessary to service and maintain vending machines, beverage dispensers, soda fountains, ice machines, cascade systems, etc. (2 lecture and 6 laboratory hours per week). **Prerequisite:** AIRC1441. [CB0000007221]

AIRC2450[ACRH250]. Heating and Ventilation. (4 credits). This course provides the student with the

knowledge and skills necessary to install and service air conditioning (heating) systems and includes an introduction to heating systems, fuels, types of burners, warm air systems, hydronic systems, steam systems, electric heat systems, thermostats, controls, electrical circuits, heat loads, infiltration, air volumes, duct design, and humidifiers. (2 lecture and 6 laboratory hours per week). **Corequisite:** READ 0309. [CB0000007221]

Anthropology

John Duke, Department Chairperson

ANTH2346(SOCI)2346(SOCI230). Introduction to Anthropology. (3 credits). Following principles of physical and cultural anthropology, this course analyzes the cultures of prehistoric and existing preliterate people and the impact of modern western culture on preliterate societies. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB4502015142]

Arts

Doris Burbank, Department Chairperson

ARTS1301[ARTS120]. Art Appreciation. (3 credits). This general course in Art Appreciation is open to all college students. It includes critical evaluation of selected works of painting, sculpture, architecture, and industrial design and a study of the principles of design from a layman's standpoint and of art in relation to everyday life. (3 lecture hours per week). **Prerequisites:** ENGL 0310 and READ 0310. [CB5007035130]

ARTS1303[ARTS140]. Art History I. (3 credits). This course includes a critical and analytical study of the great historical works of art in architecture, sculpture, painting, and the minor arts from prehistoric times through the medieval period. (3 lecture hours per week). **Prerequisites:** ENGL 0310 and READ 0310. [CB5007035230]

ARTS1304[ARTS141]. Art History II. (3 credits). This course provides a critical and analytical study of the great historical works of art in architecture, sculpture, painting, and the minor arts from the medieval period to contemporary art. (3 lecture hours per week). **Prerequisites:** ENGL 0310 and READ 0310. [CB5007035230]

ARTS1311[ARTS111]. Design I. (3 credits). This course familiarizes the student with the basic elements and fundamentals of two-dimensional design and their application to works of art. In addition to scheduled class hours, students should arrange three additional hours per week to work on art

projects. (6 laboratory hours per week). [CB5004015330]

ARTS1312[ARTS112]. Design II. (3 credits). This course provides the student with a knowledge of the application of design principles to three-dimensional work. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5004015330]

ARTS1316[ARTS121]. Drawing I. (3 credits). This beginning course investigates a variety of media, techniques, and subjects and explores descriptive and perceptual possibilities of drawing. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). [CB5007055230]

ARTS1317[ARTS122]. Drawing II. (3 credits). This course is an expansion of the concepts presented in Drawing I, and it stresses the expressive and conceptual aspects of drawing in various media. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5007055230]

ARTS2316[ARTS231]. Painting I. (3 credits). This course explores the potentials of various painting media with stress on color and composition. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5007085230]

ARTS2317[ARTS232]. Painting II. (3 credits). This course includes a study of the techniques and media used in painting; expression, as well as subject matter, is unrestricted. These courses are open to all students who wish to paint. Art majors must attend a painting laboratory. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5007085230]

ARTS2326[ARTS201]. Sculpture I. (3 credits). This course provides students with experiences in sculpture in stone, metal, clay, wood, and plaster, with an emphasis on expression in three-dimension form in space. Art majors are expected to attend a sculpture lab. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5007095130]

ARTS2331[ARTS2360][ARTS260]. Graphic Media. (3 credits). Students critically evaluate graphic media as well as create works in serigraphy and other print media. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5007105130]

ARTS2346[ARTS270]. Ceramics I. (3 credits). This course includes an introduction to hand building processes and glaze application. Students learn to use the potter's wheel with emphasis on individual expression. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5007115130]

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

ARTS2351[ARTS251]. Design Communication I. (3 credits). This course includes an introduction to the processes and techniques of advertising art. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5004015130]

ARTS2352[ARTS 252]. Design Communication II. (3 credits). This course is an advanced study of advertising art and production. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5004015130]

ARTS2366[ARTS240]. Watercolor I. (3 credits). Students explore the watercolor medium as a means of artistic expression through interpretation of still life, landscape, and figure subjects. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5007085330]

ARTS2367[ARTS242]. Watercolor II. (3 credits). This course presents a deeper exploration in the field of the watercolor medium as a means of artistic expression through interpretation of still life, landscape, figure, and non-objective approaches. In addition to scheduled class hours, students should

arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5007085330]

Automotive Technology

Charles Graham

AUTO1410[AUTO101]. Basic Automotive. (4 credits). The course acquaints the student with service trade information, use and care of shop equipment and tools, standard transmissions, brakes, clutches, rear axles, drive line principles, and a limited application of automotive shop practices. (2 lecture and 4 laboratory hours per week). [CB0000006422]

AUTO1415[AUTO111]. Internal Combustion Engine. (4 credits). An introduction to the gasoline internal combustion engine, this course concentrates on technique and skill in inspection, repairing and overhauling of engine components, valve timing, and the use of special tools and equipment. Students also receive an introduction to diesel engines. (2 lecture and 4 laboratory hours per week). [CB0000006422]

AUTO1420[AUTO112]. Automotive Electricity and Ignition System. (4 credits). An introduction to the fundamentals of electricity as applied to the automotive vehicle, this course includes classroom theory and laboratory practices of magnetic principles of electricity, functions of the diode and transistor, the storage battery, D.C. and A.C. charging systems, generators and alternators, and complete wiring systems. (2 lecture and 4 laboratory hours per week). [CB0000006422]

AUTO1425[AUTO113]. Carburetion and Fuel Systems. (4 credits). During this study of fuels and their applications, requirements, and effects on carburetion, students will disassemble, clean, overhaul, reassemble, and adjust various types of carburetors. (2 lecture and 4 laboratory hours per week). [CB0000006422]

AUTO2210[AUTO214]. Automobile Repair Shop Organization and Management. (2 credits). This course includes a study of record keeping, finance, personnel, equipment, and use of facilities and analyzes problem areas in the auto repair business. (2 lecture hours per week). [CB0000006422]

AUTO2300[AUTO216]. Automotive Technology Internship. (3 credits). The student works in a qualifying dealership or auto repair shop for 20 hours per week and attends a one-hour seminar per week. Student will receive practical training and experience compatible with his/her career objectives. The student must have the approval of the department chairperson. (1 lecture and 20 lab hours per week). [CB0000006422]

AUTO2430[AUTO202]. Automotive Transmission. (4 credits). An introduction to the theory and principles of hydraulic controls, this course includes a study of torque converters, power flow, gear trains, oil circuits, and correct procedures of disassembly, cleaning, inspection, repair, and reassembly of current types of automatic transmissions. (2 lecture and 4 laboratory hours per week). [CB0000006422]

AUTO2435[AUTO211]. Automotive and Truck Chassis. (4 credits). This course includes a study of designs, construction, and frame alignment fundamentals of the vehicle chassis. Classroom theory and laboratory practices include front end alignment, shock absorbers, springs, steering mechanisms, wheel balancing, and power steering. (2 lecture and 4 laboratory hours per week). [CB0000006422]

AUTO2440[AUTO215]. Accessory Equipment. (4 credits). In this course, automatic temperature systems, light sensors, speed control systems, power seats, power windows, clocks, and similar types of systems used in modern automobiles are studied, analyzed, and repaired. (2 lecture and 4 laboratory hours per week). [CB0000006422]

AUTO2450[AUTO213]. Automotive Diagnostics. (4 credits). This course includes a complete study of diagnostic procedures used in the analysis of automotive electrical systems, carburetor and combustion systems, and control systems for exhaust emission. Students will also learn the proper use of test equipment for diagnostic purposes. (2 lecture and 4 laboratory hours per week). **Prerequisites:** AUTO 1420, AUTO 1425. [CB0000006422]

AUTO2460[AUTO212]. Automotive Air Conditioning. (4 credits). This course covers basic principles of the automotive air conditioning unit. Classroom theory and laboratory practices include a study of liquids, vapors, gases and heat transfer, and repairing of air conditioning units. (2 lecture and 4 laboratory hours per week). [CB0000006422]

Biology

Steve Wheeler, Department Chairperson
Bill Horine, Roy Turner

BIOL1308[BIOL101]. Contemporary Biology I. (3 credits). This course covers fundamental characteristics of living matter from the molecular level to the ecological community. The courses stress basic biological principles relevant to animals. (3 lecture hours per week). **Prerequisite:** READ 0310. [CB2601015124]

BIOL1309[BIOL102]. Contemporary Biology II. (3 credits). This course covers fundamental characteristics of living matter from the molecular level to the ecological community. The course stresses

basic biological principles relevant to plants. (3 lecture hours per week). **Prerequisite:** READ 0310. [CB2601015124]

BIOL1408[BIOL111]. General Biology I. (4 credits). This course covers the principles of biology, including considerable study of the structure of animals. This course emphasizes the study of the animal kingdom and the human organ system, and it includes an introduction to cell physiology and metabolism. (3 lecture and 3 laboratory hours per week). **Prerequisite:** READ 0310. [CB2601015124]

BIOL1409[BIOL112]. General Biology II. (4 credits). This course covers the principles of biology, including considerable study of the structure of plants. The course emphasizes the study of flowering plant anatomy and physiology. The course includes a survey of plant groups, genetics, ecology, and evolution. (3 lecture and 3 laboratory hours per week). **Prerequisite:** READ 0310. [CB2601015124]

BIOL2306[BIOL110]. Environmental Conservation. (3 credits). This course includes a study of the management of natural resources, the problems caused by population and pollution, the balance of nature, and man's importance in the environment. (3 lecture hours per week). **Prerequisite:** READ 0310. [CB0301025124]

BIOL2401[BIOL121]. Anatomy and Physiology I. (4 credits). This course includes a study of the structure and function of organ systems of the human body. (3 lecture and 3 laboratory hours per week). **Prerequisite:** READ 0310. [CB2607065124]

BIOL2402[BIOL122]. Anatomy and Physiology II. (4 credits). This course continues the study of the structure and function of organ systems of the human body. (3 lecture and 3 laboratory hours per week). **Prerequisite:** BIOL 2401. [CB2607065124]

BIOL2420[BIOL225]. Basic Microbiology. (4 credits). This one-semester course in microbiology stresses the principles and applications of microbial activity, with emphasis given to the bacterial types. The course stresses the role of micro-organisms in disease, ecology, sanitation, industry, and public health as well as considering sterilization techniques, pure culture techniques, and other aspects of microbial control. Basic Microbiology is recommended for students in biology, pre-med, pre-dental, nursing, and related medical fields. (3 lecture and 3 laboratory hours per week). **Prerequisites:** EITHER BIOL 1408, BIOL 1409, BIOL 2401, OR BIOL 2402. [CB2605015124]

Business Administration

Norman Bradshaw, Department Chairperson
Lee Baker

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

BUSI1301 [BUAD110]. Introduction to Business. (3 credits). An overview of the American system of free enterprise, this course concentrates on business and its environment, organization and management of the enterprise, management of human resources, production, marketing, and finance. Primary emphasis is placed on the way American businesses work, what they can do well, and what they do poorly. (3 lecture hours per week). **Corequisite:** READ 0309. [CB0000005824]

BUSI1302 [BUAD150]. Business Psychology. (3 credits). A study of the practical applications of psychological principles as applied to human relations in a work environment, this course emphasizes motivation, leadership, conflict resolution, decision-making, communication, and job satisfaction and effectiveness. (3 lecture hours per week). **Corequisite:** READ 0309. [CB0000005621]

BUSI2301 [BUAD120]. Business Law I. (3 credits). This course covers the principals of law which form the legal framework for business activities, contracts, and agency and applicable statutes. (3 lecture hours per week). **Corequisite:** READ 0309. [CB2201015125]

BUSI2302 [BUAD122]. Business Law II. (3 credits). This course explores the role of law in business and society, government regulations of business and legal reasoning, source of law, social policy and legal institutions, antitrust, consumer protection, environmental laws, worker health and safety, employment discrimination, and other laws affecting business. (3 lecture hours per week). **Corequisite:** READ 0309. [CB2201015225]

Chemistry

William R. Bitner, Department Chairperson
Betty Graef

CHEM1405 [CHEM111]. Introductory Chemistry I. (4 credits). Topics covered in this course include atomic-molecular theory, valence, oxidation numbers, formulae, chemical equations, gas laws, and solutions. (3 lecture and 3 laboratory hours per

week). **Prerequisite:** READ 0310. [CB4005015139]

CHEM1407 [CHEM112]. Introductory Chemistry II. (4 credits). This course surveys organic and bio-chemistry, and it may include polymer chemistry and heterocyclic. (3 lecture and 3 laboratory hours per week). **Prerequisite:** CHEM 1405. [CB4005015139]

CHEM1411 [CHEM121]. General Chemistry and Analysis I. (4 credits). The topics presented in this course include atomic structure, the periodic classification, the gas laws, reactions involving oxygen and hydrogen, solutions of electrolytes, ionization, and acids, bases, and salts. (3 lecture and 4 laboratory hours per week). **Prerequisites:** READ 0310 and MATH 0310. [CB4005015239]

CHEM1412 [CHEM122]. General Chemistry and Analysis II. (4 credits). The topics presented in this course include oxidation-reduction, the chemistry of the common elements and their compounds, coordination chemistry, and electro-chemistry. This course also emphasizes the qualitative analysis of the common cations and anions using semi-micro techniques in the laboratory and the study of systems involving chemical equilibria. (3 lecture and 4 laboratory hours per week). **Prerequisite:** CHEM 1411. [CB4005015239]

CHEM2401 [CHEM210]. Quantitative Analysis. (4 credits). This course emphasizes the fundamental principles of quantitative analysis. Students make determinations involving gravimetric and volumetric methods and carry out acid-base titration. Students use some of the more modern techniques, including spectrophotometric and electroanalytical procedures. (2 lecture and 6 laboratory hours per week). **Prerequisite:** CHEM 1412. [CB4005025139]

CHEM2423 [CHEM211]. Organic Chemistry I. (4 credits). This course covers general principles and theories of elementary organic chemistry, with special emphasis on characteristics, structures, preparation, reactions, and nomenclature of hydrocarbons, alkyl halides, alcohols, phenols, and ethers. (3 lecture and 4 laboratory hours per week). **Prerequisite:** CHEM 1412. [CB4005045239]

CHEM2425 [CHEM212]. Organic Chemistry II. (4 credits). This course covers general principles and theories of elementary organic chemistry, with special emphasis on characteristics, structures, preparation, reactions, and nomenclature of aldehydes, ketones, carboxylic acids, and amines. This course also covers stereochemistry and some elementary concepts in biochemistry. (3 lecture and 4 laboratory hours per week). **Prerequisite:** CHEM 2423. [CB4005045239]

Child Care And Development

Sandra Horine, Department Chairperson

CHID1200 [CHCD140]. Child Care Recreation. (2 credits). An introduction to the fundamental principles of child development through physical activity, this course explores physical activities appropriate to motor development and movement education. (1 lecture and 2 laboratory hours per week). **Corequisite:** READ 0309. [CB0000005222]

CHID1300 [CHCD110]. Pre-School and Day Care Programs. (3 credits). A study of child development through pre-school and day care programs, this course includes the history, philosophy, and practices of specialized care with emphasis on the educational, recreational, and health needs of the child. (3 lecture hours per week). **Corequisite:** READ 0309. [CB0000005222]

CHID1310 [CHCD145]. Creative Activities for Young Children. (3 credits). This is a study of materials and methods needed in an early childhood setting to provide creative experiences in the areas of art, music and movement, and creative dramatics. (2 lecture and 3 laboratory hours per week). **Corequisite:** READ 0309. [CB0000005222]

CHID1320 [CHCD155]. Literature and Language Arts for Young Children. (3 credits). This is an introduction to early learning experiences in listening, speaking, reading/writing readiness through literature and language arts. Literature written specifically for the young child will be examined. The student is acquainted with authors and illustrators of children's books. (2 lecture and 3 laboratory hours per week). **Corequisite:** READ 0309. [CB0000005222]

CHID1330 [CHCD165]. Infant and Toddler Care. (3 credits). This course provides the student with an understanding of the physical, social, emotional, and cognitive development of the infant and toddler with concentration on program planning in these areas of development. (3 lecture hours per week). **Corequisite:** READ 0309. [CB0000005222]

CHID1340 [CHCD180]. Math and Science for Young Children. (3 credits). Fundamentals of math and science concepts used in the early childhood setting as well as appropriate techniques and materials for classroom use will be presented. Problem-solving skills for young children will be emphasized. (2 lecture and 3 laboratory hours per week). **Corequisite:** READ 0309. [CB0000005222]

CHID2301 [CHCD211]. Child Care and Development Internship I. (3 credits). The student applies skills and knowledge of young children in an

early childhood setting. The student receives practical training and experiences compatible with his/her career goals under the supervision of a professional team. The student must have the approval of the department chairperson. (2 lecture and 20 laboratory hours per week). **Corequisite:** READ 0309. [CB0000005222]

CHID2302 [CHCD212]. Child Care and Development Internship II. (3 credits). The student applies skills and knowledge of young children in an early childhood setting. The student receives practical training and experiences compatible with his/her career goals under the supervision of a professional team. (2 lecture and 20 laboratory hours per week). **Corequisite:** READ 0309. [CB0000005222]

CHID2310 [CHCD220]. Child Nutrition and Health Care. (3 credits). This course provides students with basic information on human nutrition, the nutritional value of food, and an understanding of food and food habits in relation to nutrition of the young child. An examination of food purchasing, storage, safe handling, sanitation, and the importance of good nutrition in maintaining good health is presented. (3 lecture hours per week). **Corequisite:** READ 0309. [CB0000005222]

CHID2320 [CHCD230]. Child Growth and Development: Preschool to Middle Childhood. (3 credits). This course provides the student with an understanding of the physical, social, emotional, and mental development of the young child up to preadolescence, with concentration on child guidance. The course increases the student's understanding of the dynamics of behavior, including attitudes, values, and knowledge of growth patterns. (3 lecture hours per week). **Corequisite:** READ 0309. [CB0000005222]

CHID2410 [CHCD250]. Administration of Pre-School and Day Care Programs (4 credits). This course develops skills in the management of early childhood programs. It encompasses the role and duties of a director, staff management, licensing agency requirements, fiscal management, marketing, record keeping, personnel selection, staff development, parent and public communication, policy formation, professionalism and ethics, program design and coordination, and other practical aspects of administering programs for young children. (2 lecture and 4 laboratory hours per week). **Corequisite:** READ 0309. [CB0000005222]

CHID2420 [CHCD260]. Seminar and Field Work. (4 credits). In this course, the student receives on-the-job experience under the supervision of a professional team with opportunities for direct involvement in program activities in the area of

specialization. (3 lecture and 8 laboratory hours per week). **Corequisite:** READ 0309. [CB0000005222]

CHID2430 [CHCD270]. Special Project. (4 credits). This course provides the student or group of students to pursue a special interest in the area of child care. Special projects will be undertaken with the approval of the instructor. Student projects may include child development models in areas of literature, recreation, music, etc. (3 lecture and 8 laboratory hours per week).

Corequisite: READ 0309.
[CB0000005222]

Communications

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

COMM1301 [COMM111A]. Intermediate Recording Techniques. (3 credits). Under the guidance of qualified instructors, the student gains experience with projects such as demo tapes, radio spots, jingles, or master tapes for records on the 16 track equipment. Studies also include the examination of sound reinforcement systems and the practical experience of assisting the ACC audio staff with programs and concerts on and off campus. (1 lecture and 2 laboratory hours per week). **Corequisite:** READ 0310. [CB0000008434]

COMM1302 [COMM111]. Basic Recording Techniques. (3 credits). This course familiarizes the student with modern multi-track recording techniques. The course includes live 8-track recording sessions, offering the student the opportunity to apply the related techniques. (1 lecture and 2 laboratory hours per week). **Corequisite:** READ 0310. [CB0000008434]

COMM1303 [COMM112]. Advanced Audio Recording Techniques. (3 credits). This course is primarily a recording "projects" course. Under the guidance of qualified instructors, the student produces approved projects such as demo tapes, radio spots, jingles, or master tapes for records. Studies also include the examination of sound reinforcement systems and the practical experience of assisting the ACC audio staff with programs and concerts on and off campus. Students arrange scheduled studio time by appointment. (1 lecture and 2 laboratory hours per week). **Corequisite:** READ 0310. [CB0000008434]

COMM1307 [COMM105]. Introduction to Mass Communications. (3 credits). This course presents a study of communications with large groups of people through such media as newspapers, magazines, radio, and television. The course examines the communicator, the audience, and the media as well as the nature of their interaction which forms the communication experience in modern society. (3

lecture hours per week). **Corequisite:** READ 0310. [CB0000008434]

COMM1316 [COMM106]. News Photography. (3 credits). This course covers basic photographic principles for work in media. Single, multiple, and electronic flash will be studied and put to use. The course will emphasize working with deadlines and high-speed processing. (3 lecture hours per week). **Corequisite:** READ 0310. [CB0904015526]

COMM1335 [COMM110]. Survey of Radio and TV. (3 credits). This course presents a survey of the broadcasting industry. It includes discussion of historical highlights, technical developments, and regulation of radio and television, and it explains the operation of radio and TV equipment. The course also covers radio and television programming, cable TV, and new electronic media. (3 lecture hours per week). [CB0904035226]

COMM1336 [COMM113]. Television Production I. (3 credits). A practical approach to the presentation of commercials, news, and live programs as encountered in the daily operation of commercial TV stations, this course gives basic instruction in camera work, video and audio control, and editing. (2 lecture and 3 laboratory hours per week). **Corequisite:** READ 0310. [CB0000008434]

COMM1337 [COMM114]. Television Production Workshop. (3 credits). This course continues instruction in camera work, video, and editing. Students will actually produce public affairs/news oriented shows for broadcast on local cable TV stations. (2 lecture and 3 laboratory hours per week). **Prerequisite:** COMM 1336. **Corequisite:** READ 0310. [CB0000008434]

COMM 2301. Basic Radio Production. (3 credits). This course presents a practical approach to the presentation of announcements and live programs as encountered in the daily operation of the average radio station. The course begins with instruction in audio control and utilizes production facilities at the College radio station. (2 lecture and 4 laboratory hours per week). **Corequisite:** READ 0310. [CB0000008434]

COMM 2302. Advanced Radio Production. (3 credits). In this course, the student utilizes skills mastered in COMM 2301, and assists in the production of underwriting announcements, music beds and editing projects to be aired on the College radio station. (2 lecture and 4 laboratory hours per week). **Prerequisite:** COMM 2301. [CB0000008434]

COMM2311 [COMM115]. Writing for Mass Media. (3 credits). This course provides an introduction to the fundamentals of the writing and fact-gathering skills of journalism, advertising, and

public relations for print and electronic media. Students create and write effective commercials and public service announcements for radio and TV. (3 lecture hours per week). **Prerequisites:** ENGL 0310 and READ 0310. [CB0000008434]

COMM2320 [COMM230]. Internship in Electronic Media — Radio. (3 credits). This course allows the student advanced work in the electronic media field that meets his/her specific needs. The student, with approval of the instructor and the department chairperson, prepares and executes a written contract which details the proposed learning experience in the electronic media field chosen. When the student completes all aspects of the contract, he/she is awarded credit. (1 lecture and 20 laboratory hours per week). **Corequisite:** READ 0310. [CB0000008434]

COMM2321 [COMM231]. Internship in Electronic Media — Radio. (3 credits). This course allows the student advanced work in the electronic media field that meets his/her specific needs. The student, with approval of the instructor and the department chairperson, prepares and executes a written contract which details the proposed learning experience in the electronic media field chosen. When the student completes all aspects of the contract, he/she is awarded credit. (1 lecture and 20 laboratory hours per week). **Corequisite:** READ 0310. [CB0000008434]

COMM 2322. Broadcast Management. (3 credits). This course allows the student advanced work in the management areas included in radio and television. Included are promotions, production, traffic, billing and/or engineering. [CB0000008434]

COMM 2324. Internship in Electronic Media-TV. (3 credits). This course allows the student advanced work in the electronic media field that meets his/her specific needs. The student, with approval of the instructor and the department chairperson, prepares and executes a written contract which details the proposed learning experience in the electronic media field chosen. When the student completes all aspects of the contract, he/she is awarded credit. (1 lecture and 20 laboratory hours per week). **Corequisite:** READ 0310. [CB0000008434]

COMM2325 [COMM232]. Internship in Electronic Media — TV. (3 credits). This course allows the student advanced work in the electronic media field that meets his/her specific needs. The student, with approval of the instructor and the department chairperson, prepares and executes a written contract which details the proposed learning experience in the electronic media field chosen. When the student completes all aspects of the contract, he/she is awarded credit. (1 lecture and 20 laboratory hours per week). **Corequisite:** READ 0310. [CB0000008434]

COMM2327 [COMM212]. Principles of Advertising. (3 credits). This study of the fundamentals of advertising includes topics such as universal appeal, copywriting, layouts, and selection of media. The course stresses the relationship between topography and newspaper advertising, and it places additional emphasis on other media. (3 lecture hours per week). **Corequisites:** ENGL 0310 and READ 0310. [CB0000008434]

COMM2328 [COMM222]. Public Relations. (3 credits). This course includes a study of the principles and practices within the field of public relations, with special emphasis on publicity problems of the public schools and colleges. By means of the text, outside reading, and the lectures, students examine a special type of journalism. (3 lecture hours per week). **Corequisites:** ENGL 0310 and READ 0310. [CB0000008434]

COMM2331 [COMM224]. Radio & Television Announcing. (3 credits). This speech course specifically addresses broadcast journalism, giving students actual "on-air" training for news anchoring, commercial work, on-camera interviews, and field reporting. The course will analyze the trends of broadcasting and provide practical experience. (3 lecture hours per week). **Prerequisite:** READ 0310. [CB0000008434]

COMM 2333. Radio News Workshop. (3 credits). This course emphasizes the preparation of news and specialized news program copy for media presentation. It includes on-air performance experience at the College radio station. (2 lecture and 3 laboratory hours per week). **Prerequisite:** ENGL 0310 and READ 0310. [CB0000008434]

COMM 2334. Television News Workshop. (3 credits). This course emphasizes the preparation of news and specialized news program copy for video presentation. It includes on-air performance experience at the College operated cable channel. (2 lecture and 3 laboratory hours per week). **Prerequisite:** ENGL 0310 and READ 0310. [CB0000008434]

COMM 2366. Development of the Motion Picture. (3 credits). Emphasis in this course is on the analysis of the visual and aural aspects of selected motion pictures. Dramatic aspects of narrative films, historical growth and sociological impact of film as an art will also be studied. (2 lecture and 2 laboratory hours per week). **Prerequisite:** READ 0310. [CB0000008434]

Computer Science

Gerald Pullen, Department Chairperson
Mark Barry, Jerry Garrett

COSC1306{CSCI1306}[CSCI101]. Introduction to Computers. (3 credits). This course is an overview of the basic concepts of computer information processing. The functional characteristics of digital computers and their capabilities and limitations are discussed. The course also includes a study of the application of computers in business, industry, and society. This course is designed for non-computer science majors. (3 lecture hours per week). **Corequisite:** READ 0309. [CB1101015227]

COSC1307{CSCI1307}[CSCI103]. Micro-Computers and their Uses. (3 credits). An introduction to understanding and using micro-computers, this course focuses on the fundamentals of micro-computer hardware including design, interfacing, and operation. It includes hands-on use of micro-computers using common application programs and popular software. The course is designed for non-computer science majors. (3 lecture hours per week). **Corequisite:** READ 0309. [CB1101015227]

COSC1310{CSCI1310}[CSCI102]. Micro-Computer Programming—BASIC. (3 credits). This course introduces the fundamental concepts of the BASIC programming language as applied to micro-computers. It includes problem solving, applications, graphics, music, and other programming techniques applicable to micro-computers. The course is designed for non-computer science majors. (2 lecture and 3 laboratory hours per week). **Corequisites:** MATH 0310 and READ 0309. [CB1102015127]

COSC1335[CSCI1401]. Computer Information System Programming. (3 credits). An introduction to Computer Programming in a business environment. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation of applications. Includes coverage of language syntax, data and file structures, input/output devices, and disk files. (3 lecture and 3 laboratory hours of class instruction and participation per week). [CB1102015227]

COSC2315{CSCI2315}[CSCI106]. Organization of Program Languages. (3 credits). This course includes details of programming in several problem-oriented and special purposes languages and a study of language specifications and analysis. (3 lecture hours per week). **Corequisites:** READ 0309 and MATH 0310. [CB1102015327]

CSCI 1300. Introduction to Computers and Program Designs. (3 credits). This course is a study of computers and program design. Program

design is done by using structured programming techniques, logic tools, and decision tables to develop a solution algorithm. This course is primarily for Computer Science majors. (3 lecture hours per week). **Corequisites:** READ 0309 and MATH 0310. [CB0000006021]

CSCI1400[CSCI110]. Introduction to Computer Science. (4 credits). This course is computer literacy; it contains an overview of computer concepts, computer vocabulary, and microcomputer applications. The course requires the use of a microcomputer and application software. Students acquire the basic skills in the use of personal computers and software applicable to the management of information: text processing, spreadsheet, graphics, database management, and an introduction to programming. (3 lecture and 3 laboratory hours per week). **Corequisites:** MATH 0310 and READ 0309. [CB0000006021]

CSCI1405[CSCI160]. Microcomputer Applications I. (4 credits). This course uses microcomputers and business popular productivity software. The course contains topics on software installation and DOS requirements. (3 lecture and 3 laboratory hours per week). [CB0000006021]

CSCI1410[CSCI114]. Computer Programming — BASIC. (4 credits). This course is a study of computer programming using the BASIC computer language. Students will need algebra. (3 lecture and 3 laboratory hours per week). **Corequisites:** READ 0309 and MATH 0310. [CB0000006021]

CSCI1420[CSCI112]. Computer Programming — FORTRAN. (4 credits). Students learn computer programming using the FORTRAN computer language, including input, output, array, and sub-programs. Students will need algebra. (3 lecture and 3 laboratory hours per week). **Corequisites:** READ 0309 and MATH 0310. [CB0000006021]

CSCI1430[CSCI120]. Computer Programming — RPG. (4 credits). This course is a study of computer programming using the Report Program Generator language. RPG is used for business applications. (3 lecture and 3 laboratory hours per week). **Corequisites:** READ 0309 and MATH 0310. [CB0000006021]

CSCI 1432. Data Communication and Networking. (4 credits). This course is an introduction to local area networks and data communications. Topics include: network topologies and configurations, installation, maintenance, print spooling, asynchronous communications and connectivity issues. Students will learn to use communication software and a peer-to-peer network. (3 lecture and 3 laboratory hours per week). **Prerequisite:** CSCI 1400. **Corequisites:** READ 0309 and MATH 0310. [CB0000006021]

CSCI1440[CSCI130]. Computer Programming — COBOL. (4 credits). This course is a study of computer programming using the Common Business Oriented Language. This language is commonly used in business applications. (3 lecture and 3 laboratory hours per week). **Corequisites:** READ 0309 and MATH 0310. [CB0000006021]

CSCI 1461. Pascal Programming Language. (4 credits). This course is a study of computer programming using the Pascal computer language. Topics include: the use of procedures, structured loops, decisions, functions, text files, and arrays. (3 lecture and 3 laboratory hours per week). **Corequisites:** READ 0309 and MATH 0310. [CB0000006021]

CSCI1470[CSCI190]. Computer Programming -C. (4 credits). This course is an introduction to the "C" programming language. The course contains topics on design, coding, testing, and documentation of a computer program written in "C". (3 lecture and 3 laboratory hours per week). [CB0000006021]

CSCI 1486. Ada Programming Language. (4 credits). This course is a study of computer programming using the Ada computer language. Topics include: software development problem, problem-solving techniques, control structures, subprograms, elementary data types, data structures, file manipulation, and exception handling. (3 lecture and 3 laboratory hours per week). **Corequisites:** READ 0309 and MATH 0310. [CB0000006021]

CSCI2300[CSCI240]. Business Systems Analysis. (3 credits). This course includes a study of business systems, analysis, and design. (3 lecture hours per week). **Prerequisites:** CSCI 1440, READ 0310 and ENGL 0310. **Corequisite:** MATH 0310. [CB0000006021]

CSCI2305[CSCI215]. Logic Analysis and Boolean Algebra. (3 credits). This course includes a study of digital principles and boolean algebra. The student must have the approval of the department chairperson. (3 lecture hours per week). **Prerequisites:** READ 0310 and MATH 0310. [CB0000006021]

CSCI 2333. Data Structures. (3 credits). This course is an introduction to data structures and algorithm development. Topics include: arrays, pointers, records, linked list, stacks, queues, recursion, binary trees, sorting, and searching. (3 lecture hours per week). **Prerequisite:** CSCI 1461, or CSCI 1470, or CSCI 1486. **Corequisites:** READ 0309 and MATH 0310. [CB0000006021]

CSCI2400[CSCI200]. Special Topics. (4 credits). This course consists of special projects designed to meet individual student's needs and interests. The student must have the approval of the department chairperson. (3 lecture and 3 laboratory hours per

week). **Corequisites:** READ 0309 and MATH 0310. [CB0000006021]

CSCI2405[CSCI260]. Microcomputers Applications II. (4 credits). This course uses microcomputers and business popular software. The course contains topics on software installation and DOS commands. (3 lecture and 3 laboratory hours per week). **Corequisites:** READ 0309 and MATH 0310. [CB0000006021]

CSCI 2411. Visual Basic Programming. (4 credits). This course teaches the student how to create a user interface using Visual Basic. Topics include: designing a user interface, creating forms and buttons, making choices with boxes and buttons, text boxes, scroll bars and labels, creating pictures, menu bar, submenus, dialog boxes, the basics of writing code, and supporting topics. (3 lecture and 3 laboratory hours per week). **Prerequisite:** CSCI 1461, or CSCI 1470, or CSCI 1486. **Corequisites:** READ 0309 and MATH 0310. [CB0000006021]

CSCI 2432. Advance Networking. (4 credits). This course is a continuation of CSCI 1432. This course presents an evaluation of Local Area Networks, their protocols, and operating systems. Topics include: examine network benefits, server/client configurations, the OSI Reference Model, IEEE 802 Standards, LAN protocols, system administration, trouble shooting, and management concerns. Students will learn to use server-based LAN software, and will be introduced to the Internet. (3 lecture and 3 laboratory hours per week). **Prerequisite:** CSCI 1432. **Corequisites:** READ 0309 and MATH 0310. [CB0000006021]

CSCI 2436. Cooperative Education. (4 credits). The student will work in a computer related position for a minimum of 20 hours per week and attend a 1 hour seminar each week. Students must have a job in the field of computer science; the supervising employer cooperates with the college to enable students to achieve a blend of work and study. (1 lecture and 20 laboratory hours per week). This course may be taken a maximum of two times for credit. [CB0000006021]

CSCI2440[CSCI230]. Computer Programming (Adv. COBOL). (4 credits). A detailed study of Common Business Oriented Language, this course is a continuation of CSCI 1440. (3 lecture and 3 laboratory hours per week). **Prerequisite:** CSCI 1440. **Corequisites:** READ 0310 and MATH 0310. [CB0000006021]

CSCI2450[CSCI250]. Computer Programming (Assembly). (4 credits). This course includes a study of an assembly programming language. The student must have the approval of the department chairperson. (3 lecture and 3 laboratory hours per week). **Prerequisites:** READ 0310 and MATH 0310. [CB0000006021]

CSCI 2461. Advance Pascal Programming Language. (4 credits). This course is an introduction to data structures using structured algorithm development. Topics include: searching, sorting, linked list, stacks, queues, recursion, and introduction to binary trees and file manipulation. (3 lecture and 3 laboratory hours per week). **Prerequisite:** CSCI 1461. **Corequisites:** READ 0309 and MATH 0310. [CB0000006021]

CSCI2470[CSCI290]. Computer Programming (Adv. C). (4 credits). This course is a continuation of CSCI 1470. This course also includes advance elements of the "C" programming language. (3 lecture and 3 laboratory hours per week. [CB0000006021]

CSCI 2474. C++ Programming Language. (4 credits). This course is an introduction to the C++ language. Topics include: object-oriented programming, dynamic memory allocation, classes, constructor and destructor functions, function overloading, class inheritance, polymorphism, stream input/output, manipulator functions, file input/output, function templates, class templates, and exception handling. (3 lecture and 3 laboratory hours per week). **Prerequisite:** CSCI 1470. **Corequisites:** READ 0309 and MATH 0310. [CB0000006021]

CSCI 2476. Visual C++ Programming. (4 credits). This course teaches the student how to create a user interface using Visual C++. Topics include: designing a user interface, creating forms and buttons, making choices with boxes and buttons, text boxes, scroll bars and labels, creating pictures, menu bar, submenus, dialog boxes, the basics of writing code, and supporting topics. (3 lecture and 3 laboratory hours per week). **Prerequisite:** CSCI 2474. **Corequisites:** READ 0309 and MATH 0310. [CB0000006021]

CSCI2480[CSCI280]. Data Base System. (4 credits). This course is an introduction to data base, data organization, structure, and design. The student will use data base application software to build and access a database. (3 lecture and 3 laboratory hours per week). **Prerequisite:** READ 0310. **Corequisite:** MATH 0309. [CB0000006021]

CSCI 2484. Database Programming. (4 credits). This course is the study of a popular relational database. The student will query the database and program the database. Topics include: SQL commands, relations, index files, forms, reports, macros, import/export data, security, application options, backup, recovery, and coding. (3 lecture and 3 laboratory hours per week). **Prerequisite:** CSCI 2480. **Corequisites:** READ 0309 and MATH 0310. [CB0000006021]

CSCI 2486. Advanced Ada Programming Language. (4 credits). This course is a continuation of CSCI 1486. Topics include: advanced data

structures, data attributes, packages, units, unit elaboration, generic units, error handling, and recursion. (3 lecture and 3 laboratory hours per week). **Prerequisite:** CSCI 1486. **Corequisites:** READ 0309 and MATH 0310. [CB0000006021]

Court Reporting

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

CTRP1311[CTRP 141]. Grammar and Punctuation I. (3 credits). This course focuses on the study of basic grammar as applied to the reporting profession, with emphasis on parts of speech; formation of plurals and possessives, verbal, adverbial, and adjective comparisons; sentence patterns; capitalization; and vocabulary development. This study approaches English grammar from the proofreading aspect rather than from the writing aspect. (3 lecture and 2 laboratory hours per week). **Prerequisite:** READ 0310. [CB0000005829]

CTRP1312[CTRP 142]. Grammar and Punctuation II. (3 credits). This course continues with specialized English training applied to the reporting profession, including the study of clauses and phrases, rules of punctuation, capitalization, word division, proper transcription, forms for numerals, use of abbreviations, transcript editing, proofreading, and NSRA Punctuation. The student is given numerous dictations for transcribing and is tutored in voice and speech patterns while reading notes aloud. (3 lecture and 2 laboratory hours per week). **Prerequisite:** READ 0310. [CB0000005829]

CTRP1320[CTRP 121]. Law and Legal Terminology. (3 credits). Course objectives are to insure the student's comprehension of meanings and applications of legal terminology, while instructing in the various fields of law encountered in the practice of the court reporter. Emphasis is placed on the judicial system, types of courts, jurisdictions, and appellate procedures. Court practices and responsibilities of the reporter are fully covered, including ethics of the profession. The course also includes researching of legal reference books and handling of citations in the record. (3 lecture hours per week). **Prerequisite:** READ 0310. [CB0000005829]

CTRP1330[CTRP 122]. Medical Terminology. (3 credits). This course includes a study of human anatomy, skeletal structure, systems of the body, and medical specialties, coupled with lectures, study guides, tests, and exercises designed to insure the student's knowledge of the components in building a medical vocabulary and the application thereof. (3

lecture hours per week). **Prerequisite:** READ 0310. [CB0000005829]

CTRP1340[CTRP 125]. Court Reporting Procedures. (3 credits). The objective of this course is to acquaint the student with various fields of reporting, essential qualifications of the reporter, procedures in the free-lance and official office, transcript set-ups for interrogatories, statements, depositions, court matters, certification of questions, interpreted proceedings, legislative matters, and conventions. (3 lecture and 2 laboratory hours per week). **Prerequisites:** READ 0310. [CB0000005829]

CTRP1345. Medical and Legal Dictation. (3 credits). The objective of this course is application of knowledge gained in medical and legal terminology courses to sound writing and the ability to transcribe Latin and medical terms commonly used in the deposition room and courtroom settings. Vocabulary and spelling tests will form an integral part of this course. (3 lecture hours per week). **Prerequisites:** CTRP 1320, CTRP 1330, and CTRP 1411. [CB0000005829]

CTRP1400[CTRP1500][CTRP 111]. Machine Shorthand Theory. (4 credits). This course presents the theory of machine shorthand, vocabulary development, and skill building through reading and machine practice. Dictation and transcription of machine shorthand notes are included. (2 lecture and 8 laboratory hours per week). **Prerequisite:** READ 0310. [CB0000005829]

CTRP1411[CTRP1511][CTRP 112]. Machine Shorthand I (60-80-100). (4 credits). This course includes the development of vocabulary and skill building through concentrated emphasis on live dictation and transcription of machine shorthand notes. The student's objective in the course is to attain the speed of 100 words per minute. The student advances at his/her own rate. Supervised daily transcription practice is required. (2 lecture and 8 laboratory hours per week). **Prerequisite:** READ 0310. [CB0000005829]

CTRP1412[CTRP1512][CTRP 120]. Machine Shorthand II (120-140). (4 credits). Emphasizing increased skill and speed, the objective of the course is for students to attain the speed of 140 words per minute. The student advances at his/her own rate. Supervised daily transcription practice is required. (2 lecture and 8 laboratory hours per week). [CB0000005829]

CTRP2200[CTRP 240]. General Office Practices. (2 credits). This course introduces techniques of billing, basic bookkeeping, and tax records, scheduling of free lance assignments, sample letter writing, and complete preparation of a resumé. Particular emphasis will be placed on scoping and proofreading and English fundamentals contributing

thereto. (1 lecture and 2 laboratory hours per week). **Prerequisites:** CTRP 1312, and CTRP 1411. [CB0000005829]

CTRP2311[CTRP 221]. Courtroom Procedures I. (3 credits). Using instructors as attorneys, witnesses, and court personnel, untimed simulated courtroom situations are presented in this course. Emphasis is placed on varied courtroom practices, such as voir dire examinations, opening and closing statements, objections, marking of exhibits, indexing and filing of notes, citations, readback, and preparation of transcripts in required format. (3 lecture and 2 laboratory hours per week). **Prerequisites:** CTRP 1412, CTRP 1340. [CB0000005829]

CTRP2312[CTRP 222]. Courtroom Procedures II. (3 credits). Untimed simulated courtroom situations are continued as described in Courtroom Procedures I. Material is presented to develop student endurance and machine writing techniques. Court Reporting ethics are stressed with emphasis on the responsibilities of a reporter and the profession. At this level arrangements are made when possible for the student to participate in actual court proceedings with an official court reporter in attendance. (3 lecture and 2 laboratory hours per week). **Prerequisite:** CTRP 2311. [CB0000005829]

CTRP2313. Cooperative Education in Court Reporting. (3 credits). Participation in work internship or a minimum of 20 hours per week. Under the supervision of the employer and the court reporting instructional advisor, the student receives on-the-job training related to his/her degree plan. Student will also be required to attend a one-hour lecture on campus with the internship person. When the student has completed all 200 WPM requirements, the NCRA requirement of completion of at least 40 actual writing hours with a practicing reporter on actual assignments and the production of a mailable transcript of no less than 50 pages of unpaid work must be filed with the department chairperson. (1 lecture and 20 laboratory hours per week). **Prerequisites:** CTRP 2411, CTRP 2320. [CB0000005829]

CTRP2320[CTRP 224]. Reporting Technology. (3 credits). This introduction to modern technology applicable to the Court Reporting profession includes lectures, dictation, and practical applications of word processing, videotaping, and computer-aided transcription, including proofreading of rough drafts and production of the finished transcript. (3 lecture and 2 laboratory hours per week). **Prerequisites:** CTRP 1411, CTRP 1312. [CB0000005829]

CTRP2330[CTRP 225]. Technical Dictation. (3 credits). This course includes dictation emphasizing all aspects of technical terminology, including medical terminology, legal terminology, surveying terminology, engineering terminology, chemical

terminology, maritime terminology, patent terminology, aerospace terminology, etc. Students will present transcription assignments in correct format, including proper transcription of mathematical and chemical formulae. This course utilizes one- and two-voice dictation material. (3 lecture and 2 laboratory hours per week). **Prerequisite:** CTRP 1412. [CB0000005829]

CTRP2335. Real-Time Dictation. (3 credits). Emphasis will be placed on differentiations made to insure a conflict-free system of machine writing by drill and dictation of geographical matter, names in current news and history, number inputting, and writing for the deaf will be presented, along with methods of preparing transcripts of presented matters. (3 lecture and 2 laboratory hours per week). **Prerequisites:** CTRP 1345, CTRP 1412, CTRP 2320. [CB0000005829]

CTRP2341. CSR and CP Prep. (3 credits). Readiness to take and pass state tests and the NCRA RPR (Certificate of Proficiency) examinations is the objective of this course. Dictation will include drill matter and testing ranging upward to 260 WPM on testimony, literary material, jury charge, and legal opinion. Weekly qualifying tests will be required of each registered student. Written knowledge test material will be included in the subject. (3 lecture hours per week). **Prerequisites:** CTRP 2411, CTRP 2311. [CB0000005829]

CTRP2411[2511][CTRP 211]. Machine Shorthand III (160-180). (4 credits). This course continues an emphasis on skill and speed building. The student's objective is to attain the speed of 180 words per minute. (2 lecture and 8 laboratory hours per week). Supervised daily transcription practice is required. **Prerequisites:** CTRP 1412, CTRP1311, CTRP 1312. [CB0000005829]

CTRP2412[2512][CTRP 212]. Machine Shorthand IV (200-225). (4 credits). This course continues an emphasis on skill and speed building, culminating in the student's attainment of the speed of 225 words per minute. Supervised daily transcription practice is required. (2 lecture and 8 laboratory hours per week). **Prerequisite:** READ 0310. [CB0000005829]

Criminal Justice

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

CRJ1301[CJUS110]. Introduction to Criminal Justice. (3 credits). This survey of the philosophy and history of criminal justice identifies contemporary crime trends, current issues, and the roles of the various criminal justice agencies. (3 lecture hours per week). [CB0000007021]

CRJ1306[CJUS125]. The Courts and Criminal Procedure. (3 credits). This course includes a study of such topics as the judiciary in the criminal justice system, the structure of the American court system, prosecution, the right to counsel, pre-trial release, grand juries, the adjudication process, types and rules of evidence, and sentencing. (3 lecture hours per week). [CB0000007021]

CRJ1307[CJUS145]. Crime in America. (3 credits). This course explores American crime problems in a historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime. (3 lecture hours per week). [CB0000007021]

CRJ1310[CJUS140]. Fundamentals of Criminal Law. (3 credits). This course includes a study of the nature of criminal law, philosophical and historical development, major definitions and concepts, classification of crime, elements of crimes and penalties using Texas statutes as illustrations, and criminal responsibility. (3 lecture hours per week). [CB0000007021]

CRJ1318[CJUS230]. Patrol Administration. (3 credits). This course includes a study of the philosophy and history of systems dealing with patrol functions and an analysis of the principles of organization and function of the patrol operation and of contemporary operational activities. (3 lecture hours per week). [CB0000007021]

CRJ1321[CJUS135]. Probation and Parole. (3 credits). This course explores the development, organization, operation, and result of systems of probation and parole as substitutions for incarceration. The study includes methods of selection and prediction scales. (3 lecture hours per week). [CB0000007021]

CRJ1322[CJUS250]. Traffic Law and Investigation. (3 credits). This course in the investigation of traffic accidents, laws, and advanced investigation procedures focuses special emphasis on the handling of traffic accidents on thoroughfares and expressways. (3 lecture hours per week). [CB0000007021]

CRJ2301[CJUS225]. Community Resources in Corrections. (3 credits). This introductory study of the role of the community in corrections explores community programs for adults and juveniles, administration of community programs, legal issues, and future trends in community treatment. (3 lecture hours per week). [CB0000007021]

CRJ2302[CJUS228]. Cooperative Education for Correctional Science I. (3 credits). The student works with a correctional agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student receives on-the-job training

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

CRJ2304[CJUS229]. Cooperative Education for Correctional Science II. (3 credits). The student works with a correctional agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student receives on-the-job training related to classroom instruction and career goals under the supervision of the employer and the College coordinator. The student must be currently enrolled in Criminal Justice related courses and have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000007022]

CRJ2309[CJUS226]. Cooperative Education for Law Enforcement I. (3 credits). The student works with a law enforcement agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student receives on-the-job training related to classroom instruction under the supervision of the employer and the College coordinator. Throughout the work experience portions of the program, training plans are developed such that, upon completion of the two Law Enforcement Field Experiences, the student will have completed a comprehensive on-the-job training program which includes the varied experiences found in a law enforcement career. The student must be currently enrolled in Criminal Justice related courses and have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000007021]

CRJ2310[CJUS227]. Cooperative Education for Law Enforcement II. (3 credits). The student works with a law enforcement agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student receives on-the-job training related to classroom instruction and career goals under the supervision of the employer and the College coordinator. The student must be currently enrolled in Criminal Justice related courses and have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000007021]

CRJ2313[CJUS215]. Correctional Systems and Practices. (3 credits). Topics covered in this course include corrections in the criminal justice system, the organization of correctional systems, correctional

roles, institutional operations, alternatives to institutionalization, treatment and rehabilitation, and current and future issues. (3 lecture hours per week). [CB0000007021]

CRJ2314[CJUS120]. Criminal Investigation. (3 credits). This course explores investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, uses of forensic sciences, and case and trial preparation. (3 lecture hours per week). [CB0000007021]

CRJ2321[CJUS270]. Juvenile Delinquency. (3 credits). This course explores the nature and extent of delinquency and the environments in which juvenile delinquency develops, including delinquent subcultures and peer groups. It also evaluates prevention, control, and treatment programs. (3 lecture hours per week). [CB0000007021]

CRJ2323[CJUS130]. Legal Aspects of Law Enforcement. (3 credits). This course explores police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; and police liability. (3 lecture hours per week). [CB0000007021]

CRJ2324[CJUS290]. Narcotics Investigation. (3 credits). This course identifies narcotics and dangerous drugs subject to abuse and includes a study of the origin, distribution, and control of drugs; special investigation techniques; and recognition of drug users. (3 lecture hours per week). [CB0000007021]

CRJ2328[CJUS220]. Police Systems and Practices. (3 credits). This course explores the police profession, the organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues. (3 lecture hours per week). [CB0000007021]

CRJ2333[CJUS298]. Texas Peace Officer Law. (3 credits). A study of laws that are directly related to police field work. Included are traffic, intoxicated driver, Penal Code, elements of crimes, the Family Code, Alcoholic Beverage Code and civil liability. (2 lecture and 3 lab hours per week). [CB0000007021]

CRJ2334[CJUS297]. Texas Peace Officer Procedures. (3 credits). A study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, notetaking and report writing, vehicle operation, traffic direction, crowd control and jail operations. (2 lecture and 3 lab hours per week). [CB0000007021]

CRJ2335[CJUS296]. Texas Peace Officer Skills. (3 credits). Demonstration and practice of the skills expected of a police officer. Includes patrol, traffic stops, use of force, mechanics of arrest, firearms safety and emergency medical care. (1 lecture and 5 lab hours per week). [CB0000007021]

CRJ 2388. Institutional Procedures, Jails and Detention. (3 credits). The function of custodial staff is examined with emphasis on the correctional officer. Institutional procedures reviewed including reception, classification, program assignment, and release procedure. (3 lecture hours per week). [CB000007021]

CRJ 2390. Legal Aspects of Correctional Science. (3 credits). Provides an overview of the history and philosophy of modern criminal and correctional laws with emphasis on the rights of the convicted and responsibilities of correctional personnel. (3 lecture hours per week). [CB000007021]

CRJ 2495. Defensive Tactics and Firearms Training for Correctional Officers. (4 credits). Basic understanding of firearm safety, care and cleaning, shooting principles, defensive and offensive tactics, handgun, shotgun, and rifle range firing, legal practical restrictions on the use of firearms by correctional officers. (3 lecture and 3 laboratory hours per week). [CB000007021]

Drafting

Marianne Davis, Department Chairperson

DRFT1300[DRFT107]. Industrial Blueprint Reading. (3 credits). A course for students employed in or studying construction trades or related fields, a review of basic drafting skills is followed by a study of residential and commercial blueprints, specifications and materials. Consideration is given to all aspects of construction blueprints including sites, foundations, floor plans, electrical, plumbing, air condition, welding, masonry and structural. (3 lecture and 1 laboratory hours per week). [CB000008622]

DRFT1315[DRFT110]. Fundamentals of Drafting. (3 credits). Designed for students without previous drafting experience and for non-drafting majors, this basic course includes topics such as the use of drawing instruments, lettering, geometric construction, and orthographic projection with an introduction to specialized areas. (2 lecture and 4 laboratory hours per week). [CB000008622]

DRFT1320[DRFT120]. Descriptive Geometry. (3 credits). This course includes a study of problems relating to point, lines, and planes; intersection and sheetmetal developments; and auxiliary views. (2 lecture and 4 laboratory hours per week). **Prerequisite:** DRFT 1400. [CB4801015129]

DRFT1330[DRFT190]. Introduction to Computer Aided Drafting. (3 credits). This course is designed to acquaint the student with the components and basic operation of a typical CAD system. The student will be introduced to the

hardware requirements, disk operating system, related commands required to operate a CAD system, and software programs used in CAD programs. (3 lecture and 1 laboratory hours per week). [CB000008622]

DRFT1400[DRFT111]. Engineering Drafting. (4 credits). This course introduces the principles of technical drawing as required to express ideas graphically. Topics include the use of instruments, geometric construction, orthographic projection, sections, auxiliary views, revolutions, dimensioning, axonometric projection, and intersections and developments. The course is recommended for drafting and engineering majors. (2 lecture and 6 laboratory hours per week). [CB000008622]

DRFT1411[DRFT241]. Architectural Drafting I. (4 credits). This course covers basic drafting techniques as related to the preparation of residential details, with emphasis on floor plans, plot plans, foundations, structural details, sections, and elevations. (2 lecture and 6 laboratory hours per week). [CB000008622]

DRFT1412[DRFT242]. Architectural Drafting II. (4 credits). This course is a continuation of DRFT 1411 on an advanced level. (2 lecture and 6 laboratory hours per week). **Prerequisite:** DRFT 1411. [CB000008622]

DRFT1420[DRFT231]. Electrical Drafting. (4 credits). This introduction to electrical schematics and diagrams also covers basic electricity and provides a study of electrical and electronic symbols, their application, and associated terminology. (2 lecture and 6 laboratory hours per week). **Prerequisite:** DRFT 1400. [CB000008622]

DRFT1430[DRFT211]. Pipe Drafting. (4 credits). This basic course is designed for the study of engineering standards, pipe and fitting designs, symbols, and specifications. (2 lecture and 6 laboratory hours per week). **Prerequisite:** DRFT 1400. [CB000008622]

DRFT1440[DRFT251]. Machine Drafting. (4 credits). This course includes problems relating to detail and assembly drawings of small machines, with emphasis on screw threads, fasteners, gears, and shop processes. (2 lecture and 6 laboratory hours per week). **Prerequisite:** DRFT 1400. [CB000008622]

DRFT1450[DRFT261]. Civil Drafting. (4 credits). This course includes topics such as plotting surveyor's notes, plot plans, and plats. Streets, highways, waterways, and industrial applications are included, and attention is given to lettering and lettering devices as used in civil drafting. (2 lecture and 6 laboratory hours per week). **Prerequisite:** DRFT 1400. [CB000008622]

DRFT1460[DRFT270]. Construction Drafting. (4 credits). This course is designed to provide insight into all types and methods of construction, the nature of various building materials and their use, and methods of construction. (2 lecture and 6 laboratory hours per week). **Prerequisite:** DRFT 1400. [CB000008622]

DRFT2311[DRFT283]. Cooperative Education for Drafting I. (3 credits). Students apply drafting skills and knowledge of production techniques in an entry-level position with industry. The student works approximately 20 hours per week under the supervision of the College and the employer. Student will also be required to attend a one-hour lecture on campus with the internship instructor. Work station must be approved by department chairperson. (1 lecture and 20 laboratory hours per week). [CB000008622]

DRFT2312[DRFT284]. Cooperative Education for Drafting II. (3 credits). Students apply drafting skills and knowledge of production techniques in an entry-level position with industry. The student works approximately 20 hours per week under the supervision of the College and the employer. Student will also be required to attend a one-hour lecture on campus with the internship instructor. Work station must be approved by department chairperson. (1 lecture and 20 laboratory hours per week). [CB000008622]

DRFT2411[DRFT281]. Special Problems I. (4 credits). This course is designed to give the student an opportunity to develop additional skills in an area of major interest or to explore an additional specialized field. The student completes actual job problems in the chosen area of his/her interest. The student must have the approval of the department chairperson. (2 lecture and 6 laboratory hours per week). [CB000008622]

DRFT2412[DRFT282]. Special Problems II. (4 credits). This course may be repeated for credit when topics vary. The student must have the approval of the department chairperson. (2 lecture and 6 laboratory hours per week). [CB000008622]

DRFT2421[DRFT291]. Computer Aided Drafting I. (4 credits). This basic course introduces the student to Computer Aided Drafting. Students use existing programs in learning the terminology and equipment used in CAD. Selected problems are used to give the student "hands-on" experience in the operation of the equipment. (2 lecture and 6 laboratory hours per week). **Prerequisites:** DRFT 1330, DRFT1400. [CB000008622]

DRFT2422[DRFT292]. Computer Aided Drafting II. (4 credits). This course includes the application of advanced problems with the use of equipment and software as used in various areas of technology. Students have the opportunity to do additional work in an area of specialization or explore a new area in

addition to planned class problems. (2 lecture and 6 laboratory hours per week). **Prerequisite:** DRFT 2421.

[CB000008622]

DRFT2423[DRFT293]. Computer Aided Drafting III. (4 credits). Selected advanced topics are given to students on an individual, to-be-arranged basis. These topics include the use of more advanced software and hardware to solve drafting problems in various areas of drafting. (2 lecture and 6 laboratory hours per week). **Prerequisite:** DRFT 2422. [CB000008622]

DRFT2430[DRFT294]. Computer Aided Drafting Applications -Construction. (4 credits). This course is an advanced course designed to incorporate the computer with construction drafting. Work related problems are designed to help the student produce working drawings on the CAD system. A review of construction and CAD fundamentals is offered. (2 lecture and 6 laboratory hours per week). [CB000008622]

DRFT2440[DRFT295]. Computer Aided Drafting Applications -Mechanical. (4 credits). This course is an advanced course designed to incorporate the computer with engineering drafting. Work related problems are designed to help the student produce working drawings on the CAD system. A review of mechanical and CAD fundamentals is offered. (2 lecture and 6 laboratory hours per week). **Prerequisites:** DRFT 1400, DRFT 2421. [CB000008622]

DRFT2450[DRFT296]. Computer Aided Drafting Applications -Electrical, Electronics. (4 credits). This is an advanced course designed to incorporate the computer with electrical - electronic drafting. Work related problems are designed to help the student produce working drawings on the CAD system. A review of drafting and CAD fundamentals is offered. (2 lecture and 6 laboratory hours per week). **Prerequisites:** DRFT 1420, DRFT2421. [CB000008622]

Drama

C. Jay Burton, Department Chairperson

DRAM1220[DRAM111]. Rehearsal and Performance. (2 credits). This course is an activities course in which the student participates in theatre productions either as an actor or crew member. (6 laboratory hours per week). [CB5005015230]

DRAM1221[DRAM112]. Rehearsal and Performance. (2 credits). This course is an activities course in which the student participates in theatre productions either as an actor or crew member. (6 laboratory hours per week). [CB5005015230]

DRAM1310[DRAM130]. Introduction to the Theatre Arts. (3 credits). This course is the study of

the principles of drama and the development of the Theatre as an art as evidenced through study of areas of productions past and present. (3 lecture and 2 laboratory hours per week). **Corequisites:** READ 0310 and ENGL 0310. [CB5005015130]

DRAM1322[DRAM145]. Movement and Dance for the Performing Arts. (3 credits). This course provides instruction and participation in stage movement and beginning dance. (1 lecture and 3 laboratory hours per week). [CB5003015230]

DRAM1330[DRAM230]. Introduction to Technical Theatre. (3 credits). This course is a study of the basics for working in the areas of construction, properties, and sets. (2 lecture and 4 laboratory hours per week). **Corequisites:** READ 0310, ENGL 0310 and MATH 0310. [CB5005025130]

DRAM1341[DRAM150]. Stage Makeup. (3 credits). This course provides a survey of the reasons for stage makeup and the types of makeup available. It includes principles for defining makeup for characters in a play and intensive practical application. (2 lecture and 4 laboratory hours per week). **Corequisites:** READ 0310 and ENGL 0310. [CB5005025230]

DRAM1351[DRAM140]. Introduction to Acting. (3 credits). This course is a study of the basic techniques of acting. Included in the course are relaxation, concentration, objectives and intentions, scene work, and improvisational acting. (2 lecture and 4 laboratory hours per week). **Corequisites:** READ 0310 and ENGL 0310. [CB5005035130]

DRAM1352[DRAM240]. Advanced Acting. (3 credits). This course is a study of script analysis, character analysis, characterization, and situation. (2 lecture and 4 laboratory hours per week). **Corequisites:** READ 0310 and ENGL 0310. [CB5005035130]

DRAM2120[DRAM211]. Rehearsal and Performance. (1 credit). This course is an activities course in which the student participates in theatre productions either as actor or crew member. (6 laboratory hours per week). [CB5005015230]

DRAM2121[DRAM212]. Rehearsal and Performance. (1 credit). This course is an activities course in which the student participates in theatre productions either as actor or crew member. (6 laboratory hours per week). [CB5005015230]

DRAM2331[DRAM235]. Intermediate Technical Theatre. (3 credits). This course is a study of the basic concepts of stage lighting, including principles and practice. The course also presents the basic principles of lighting design. (3 lecture and 3 laboratory hours per week). **Corequisites:** READ 0310, ENGL 0310, and MATH 0310. [CB5005025130]

DRAM2336[DRAM250]. Theatre Speech. (3 credits). This course is a study of the necessary development of the voice for use for the stage. The course includes voice development, placement, projection, and diction. (3 lecture hours per week). **Corequisites:** READ 0310 and ENGL 0310. [CB5005035230]

DRAM2360[DRAM260]. Modern Theatre Literature. (3 credits). This course presents a survey of the dramatic literature and dramaturgical tendencies in Europe and America since the time of Ibsen. (3 lecture hours per week). **Corequisites:** READ 0310 and ENGL 0310. [CB2303015135]

DRAM2366[DRAM201]. Development of the Motion Picture. (3 credits). Emphasis in this course is on the analysis of the visual and aural aspects of selected motion pictures. Dramatic aspects of narrative films, historical growth, and sociological impact of film as an art will also be studied. (2 hours lecture and discussion and a 2-hour laboratory viewing session with discussion per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB5006025130]

Economics

*John Duke, Department Chairperson
Bob Higby, Tim Reynolds*

ECON1303[ECON110]. Consumer Economics. (3 credits). This course shows the student how to make the most efficient use of business goods and services. It provides insight into buying problems such as use and evaluation of advertising and into consumer financial problems such as banking, credit, personal accounting, budgeting, and installment buying. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB1904025242]

ECON2301[ECON111]. Principles of Economics I. (3 credits). An introduction to the macro-economics of a modern industrial society. This course is an analysis of economic aggregates: inflation, unemployment, economic growth, and the distribution of income (including current policies and problems). The course presents problems of fiscal and monetary policy and places primary emphasis on critical understanding of the economy's ability to meet the needs of its people participating as workers, consumers, and citizens. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB4506015142]

ECON2302[ECON112]. Principles of Economics II. (3 credits). An introduction to the micro-economics of a modern industrial society. This course provides a study of supply-demand relationships, economics of the firm and resource allocation (price and output determination—pure competition, monopolistic competition, oligopoly,

and monopoly), economic problems (business, agriculture, labor, etc.), and international economic relations. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB4506015142]

Electronics

David Cole, Department Chairperson

ELTE1400[ELEC100]. Basic Computer Programming for Technologies. (4 credits). An introduction to scientific computer programming, this course teaches the student structured programming techniques in solving technology problems. The course includes procedures, sub-routines and functions, using a technical computer programming language. (3 lecture and 3 laboratory hours per week). **Prerequisite:** MATH0312. **Corequisites:** READ 0309, ENGL 0310. [CB0000008824]

ELTE1410[ELEC110]. Introduction to Electronic Technology. (4 credits). An introduction to the world of electronic technology, the course begins with the source of electricity and walks the student through the basic concepts of electronic circuits, numerous applications of electronics in the home and industry. The course provides the student with information about career opportunities in Computer Systems Technology and in Electronics Technology. This course also includes safety instruction in handling hazardous materials and electronic equipment. This course is designed as an elective for non-electronics majors. (3 lecture and 3 laboratory hours per week). **Prerequisite:** MATH0312. **Corequisites:** READ 0309, ENGL 0310. [CB0000008824]

ELTE1430[ELEC120]. D.C. Theory and Circuit Analysis. (4 credits). This course is a study of direct current electricity involving voltage, current, and resistance relationships. The student learns the basic concepts of electricity and studies circuit analysis using standard series-parallel techniques and special methods of analysis including Network Theorems. Limited training in use of scientific calculators and computer programming is included. (3 lecture and 3 lab hours per week). **Prerequisite:** READ 0310. **Corequisites:** MATH 1314, ENGL 0310. [CB0000008824]

ELTE1440[ELEC130]. A.C. Theory and Circuit Analysis. (4 credits). This course teaches theory and analysis of circuits consisting of passive electronic components (resistors, capacitors, and inductors) with sinusoidal and non-sinusoidal input waveforms. (3 lecture and 3 lab hours per week). **Prerequisite:** ELTE 1430. **Corequisite:** MATH 1316. [CB0000008824]

***ELTE2300[ELEC200]. Cooperative Education in Electronics.** (3 credits). Participation in work internship for a minimum of 20 hours per week. Under the supervision of the employer and the

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

ELTE2421[ELEC140]. Electronic Devices and Circuits. (4 credits). This course includes an introduction to discrete active components and circuit configurations in preparation for the study of amplifier, oscillator, and digital circuit analysis. (3 lecture and 3 lab hours per week). **Prerequisite:** ELTE 1430. [CB0000008824]

ELTE2422[ELEC210]. Linear Integrated Circuits. (4 credits). This course is a study of the operational amplifier and other linear IC's used in common applications such as active filters, oscillators, comparators, converters and special applications. (3 lecture and 3 laboratory hours per week). **Prerequisites:** ELTE 2421, ELTE 1440. [CB0000008824]

ELTE2423[ELEC220]. Digital Integrated Circuits. (4 credits). This course is a study of basic digital integrated circuits. The course covers combinational logic using Boolean Algebra and Karnaugh mapping, then proceeds through logic gates, flip flops and their applications in digital IC's. Students perform digital circuit analysis and design with emphasis on integrated circuits. (3 lecture and 3 laboratory hours per week). **Prerequisite:** ELTE 1410. [CB0000008824]

ELTE2430[ELEC230]. Electronic Instrumentation and Troubleshooting. (4 credits). This course explores the theory of operation and application of standard laboratory test equipment to digital and analog circuit troubleshooting. This course also includes safety instruction in handling hazardous materials and electronic equipment. A background in linear and digital integrated circuits is required. (3 lecture and 3 laboratory hours per week). **Prerequisites:** ELTE 2422, ELTE 2423. [CB0000008824]

***ELTE2440[ELEC240]. Computer Operating Systems and Software Drivers.** (4 credits). This course is a study of modern computer operating systems and embedded software drivers. The student will learn how to modify and design device drivers for peripheral equipment. A background in digital integrated circuits and programming languages is required. This course may be substituted for one 200-level CSCI requirement. (3 seminar lecture and 3 laboratory hours per week). **Prerequisites:** ELTE 2423, CSCI 1470. [CB0000008824]

ELTE2450[ELEC250]. Advanced Electronic Circuits. (4 credits). This course includes a study of

discrete and integrated circuit applications to advanced electronic systems. A background in linear and digital integrated circuits is required. (3 lecture and 3 laboratory hours per week). **Prerequisite:** ELTE 1440 and ELTE 2421. [CB0000008824]

ELTE2460[ELEC260]. Communications Circuits and Systems. (4 credits). This course is an introduction to basic communication theory with emphasis on data communication. Commonly used modulation and demodulation techniques, together with the circuit actions are studied. A background in digital integrated circuits and linear integrated circuits is required. (3 lecture and 3 laboratory hours per week). **Prerequisites:** ELTE 2422, ELTE 2423. [CB0000008824]

ELTE2470[ELEC270]. Microprocessor Programming and Architecture. (4 credits). This course includes a study of assembly language programming, machine language, computer architecture of modern microprocessors, and microcomputer systems. A background in digital integrated circuits and computer programming is required. CSCI 2450 may be substituted for this course. (3 lecture and 3 laboratory hours per week). **Prerequisites:** CSCI 1420, ELTE 2423. [CB0000008824]

ELTE2475[ELEC291]. Microprocessor Hardware Interfacing. (4 credits). This course emphasizes the hardware aspects of microprocessor and microcomputer interfacing of digital systems. A background in digital integrated circuits and assembly language programming is required. (3 lecture and 3 laboratory hours per week). **Prerequisites:** ELTE 2422, ELTE 2470. [CB0000008824]

ELTE2480[ELEC290]. Computer Controlled Systems (4 credits). This course emphasizes the software aspects of computer operation in the control of digital systems. A background in digital integrated circuits and assembly language programming is required. (3 lecture and 3 laboratory hours per week). **Prerequisites:** ELTE 2422, ELTE 2470. [CB0000008824]

**To be used as an elective.*

English

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

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

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

ENGL0309[ENGL109]. Developmental Writing I. (3 credits). Beginning with a study of basic grammar, this course concentrates on correct sentence patterns and gives some attention to paragraph writing. (3 lecture hours and 1 lab hour per week). [CB3201085335]

ENGL0310[ENGL110]. Developmental Writing II. (3 credits). Extensive practice in writing paragraphs and short papers follows a review of grammar. (3 lecture hours and 1 lab hour per week). [CB3201085335]

ENGL1301[ENGL121]. Composition and Rhetoric I. (3 credits). This standard course focuses on correct and effective writing through a review of grammar and a progression of written assignments. Reading assignments in the short story provide topics for required themes. (3 lecture hours per week). **Prerequisite:** ENGL 0310. **Corequisite:** READ 0310. [CB2304015135]

ENGL1302[ENGL122]. Composition and Rhetoric II. (3 credits). This course is a continuation of ENGL 1301. There is more intensive practice in theme writing, including a research paper, and reading assignments include drama and poetry as well as fiction. (3 lecture hours per week). **Prerequisite:** ENGL 1301. [CB2304015135]

NOTE: To fulfill the sophomore English requirements of ACC programs of study, the English Department recommends either ENGL 2332-2333 or 2322-2323, taken in sequence. However, a combination of one course from Group A and one from Group B, taken in any order, is acceptable. Group A: 2332 or 2322. Group B: 2333, or 2323, or 2326. Under appropriate circumstances, ENGL 2311 may be allowed as one of the two required sophomore courses.

ENGL2307[ENGL250]. Creative Writing. (3 credits). Designed for students interested in writing poetry, fiction, or nonfiction, this humanities elective

course presents a study of literary techniques in contemporary published examples, but it emphasizes writing and revising original works. (3 lecture hours per week). **Prerequisite:** ENGL 1302. [CB2305015135]

ENGL2311[ENGL260]. Technical Communication. (3 credits). Designed primarily for students working toward a four-year science or technology degree, this course stresses accurate and effective writing in formal reports and other professional communication forms. Brief attention is also given to the oral report. (3 lecture hours per week). **Prerequisite:** ENGL1302. [CB2311015135]

ENGL2322[ENGL221]. Survey of English Literature I. (3 credits). This course covers British literature from its beginning to the eighteenth century. Collateral reading and reports are required. (3 lecture hours per week). **Prerequisite:** ENGL 1302. [CB2308015135] **ENGL2323[ENGL222]. Survey of English Literature II.** (3 credits). As a continuation of ENGL 2322, this course is a study of British literature from the Romantic Period to the present. Collateral reading and reports are required. (3 lecture hours per week). **Prerequisite:** ENGL 1302. [CB2308015135]

ENGL2326[ENGL230]. American Literature. (3 credits). This course examines our national literary heritage dating from colonial times to the present. Collateral readings and reports are required. (3 lecture hours per week). **Prerequisite:** ENGL 1302. [CB2307015135]

ENGL2332[ENGL211]. Survey of Literature I. (3 credits). Readings in world masterpieces dating from ancient times to the eighteenth century provide topics for various kinds of written analysis. Collateral reading and reports are required. (3 lecture hours per week). **Prerequisite:** ENGL 1302. [CB2303015235]

ENGL2333[ENGL212]. Survey of Literature II. (3 credits). This course is a continuation of ENGL 2332. World literature ranging from seventeenth-century Europe to twentieth-century America is the subject area of reading and writing assignments. Collateral reading and reports are required. (3 lecture hours per week). **Prerequisite:** ENGL 1302. [CB2303015235]

English For Speakers Of Other Languages

ESOL0306. Oral Communication. (3 credits). Develop listening and speaking skills, preparing students to function in an English speaking society. (3 lecture hours per week). [CB3201085535]

ESOL1300. Reading & Vocabulary for Non-Native Speakers. (3 credits). Develop reading fluency and vocabulary in speakers of languages other than English and prepares them to function in an

English speaking society. (3 lecture hours per week). [CB2399995135]

Fashion Merchandising

Patricia Hertenberger, Department Chairperson

FASM1300[FASH130]. Introduction to Fashion Merchandising. (3 credits). This course develops an overview of the fashion industry, its principles, and procedures. Production, distribution, and consumption of fashion apparel are analyzed, and consumer characteristics and their influence and changing demand for fashion goods are related to fashion marketing activities. (3 lecture hours per week). [CB0000005623]

FASM1301. Salesmanship. (3 credits). The selling of goods and ideas is the focus of this course. Buying motives, sales psychology, customer service, and sales techniques are studied. (3 lecture hours per week). [CB0000005623]

FASM1311/1312, 2311/2312 [FASH112, 122, 212, 222]. Internship. (3 credits, each). The student works in a qualifying firm a minimum of 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. Student will also be required to attend a one-hour lecture on campus with internship instructor. Students may receive credit from an approved full-time job. The student must have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000005623]

FASM1320[FASH140]. Fashion Buying and Merchandising. (3 credits). This course includes a study of the fundamental concepts in the buying and merchandising of fashion products. It develops in the student an understanding of methods of inventory, elements of profit, pricing, mark-up, mark-down, and terms of sale. Sources of buying information, selection of fashion merchandise, and responsibilities of buyers are covered. (3 lecture hours per week). [CB0000005623]

FASM1330[FASH150]. Merchandise Planning Procedures. (3 credits). This course is designed to prepare career-oriented students for employment at such entry level merchandising positions in retail organizations as assistant buyer, assistant manager, or merchandising clerical. Topics include merchandising profit, merchandising planning, purchase orders, markdowns, markups, inventory control, and computerized merchandising operations. (3 lecture hours per week). [CB0000005623]

FASM2320[FASH240]. Principles of Fashion Design. (3 credits). This course provides the student with a general interest in fashion an understanding of

the way apparel is created and manufactured. Students have an opportunity to increase their visual and verbal vocabulary of terms basic to all fashion careers. The course details the specific talents and skills required and how to develop them. Many important areas of fashion design are brought together to show their interrelation in becoming the tools of the professional apparel designer. (3 lecture hours per week). [CB000005623]

FASM2330[FASH250]. Introduction to Interior Design. (3 credits). This study of the basic principles and elements of design emphasizes the understanding of color and design principles and the distribution of these principles in a room composition. Topics for the course include window and wall treatments, furniture arrangements, lighting, and fabric and furniture selection. (3 lecture hours per week). [CB000005623]

FASM2340[FASH260]. Professional Application of Interior Design Principles. (3 credits). This course covers professional business procedures and responsibilities related to employment in this field and includes a study of trade source / designer /client relations including specifications, selling, and basic application. (3 lecture hours per week). [CB000005623]

FASM2350[FASH220]. Textiles. (3 credits). This study of fibers, yarns, weaves, designs, and finishes emphasizes information applicable to the selection and performance of textiles normally used in apparel. (3 lecture hours per week). [CB000005623]

FASM2361. Visual Merchandising and Sales Promotion. (3 credits). This course introduces concepts and skills essential to effectively promote fashion merchandise. Experience will be gained in principles and elements of design, color, props, lighting, sign layout, themes and sources. A study of sales promotion activities and fashion advertising is also included. (3 lecture hours per week). [CB000005623]

FASM2371 Image & Self Presentation. (3 credits). This course is designed to instruct students on the art of effective self presentation. The course includes comprehensive coverage in personality and grooming to help students develop professional appearance and the social and business refinements that are necessary for success in today's world. (3 lecture hours per week). [CB000005623]

FASM2375. Principles of Retailing. (3 credits). This course provides students with an overview of retailing and retail functions. Topics include channels of distribution, organization, retail employment selecting, and supervising and training workers. This course includes buying and pricing merchandise, store layout, maintenance, and service and credit policies. (3 lecture hours per week). [CB000005623]

French

FREN1411 [FREN111]. Elementary French. (4 credits). Designed for the student with no previous instruction in French, this course emphasizes conversational French, but students also learn the essentials of grammar. (3 lecture and 2 laboratory hours per week). [CB1609015131]

FREN1412 [FREN112]. Elementary French. (4 credits). This course is a continuation of FREN 1411 with some stress on reading and composition. (3 lecture and 2 laboratory hours per week). [CB1609015131]

FREN2311 [FREN121]. Intermediate French. (3 credits). This course includes French readings, grammar, and composition based partly on a formal text and partly on selected readings. The course stresses oral work. (3 lecture and 1 laboratory hours per week). [CB1609015231]

FREN2312 [FREN122]. Intermediate French. (3 credits). This course continues the study of French readings, grammar, and composition based partly on a formal text and partly on selected readings studied in FREN 2311. (3 lecture and 1 laboratory hours per week). [CB1609015231]

Geography

John Duke, Department Chairperson

GEOG1301 [GEOG110]. Principles of Geography. (3 credits). The course is designed to enhance student understanding of the physical and human elements that have shaped the present physical environments and cultures of the world. Emphasis is placed on scientific principles and explanations underlying the distribution of tectonic activities and landforms, elements and factors of local and world climates, population, economic activities, cultures, urban landscapes, and political systems. The important role of maps in geography is also discussed. (3 lecture hours per week). [CB4507015142]

GEOG 1303. World Regional Geography. (3 credits). A survey of the world's major geographic regions, with emphasis on intra-regional and inter-regional similarities and differences in climates, land and water resources, population distribution, and the extent of resource utilization. Physical and human factors that enhance, hinder, or threaten economic development and living conditions in the respective regions are also stressed. (3 lecture hours per week). [CB4507015342]

Geology

*Dick Graef, Department Chairperson
Dora Devery*

GEOL 1303. Physical Geology. (3 credits). An introductory class designed for non-majors to study the composition, internal structure, and physical processes of the earth. (3 lecture hours per week). [CB4007035139]

GEOL 1304. Historical Geology. (3 credits). An introductory class designed for non-majors to study the origin and history of the earth and its past life through geologic time with an emphasis on North America in general and Texas in particular. (3 lecture hours per week). [CB4007035139]

GEOL 1401. Earth Science. (4 credits). Topics covered in this course include geology, oceanography, meteorology and astronomy. The course integrates information about the earth and how it works. Emphasis is placed on the study of the structure and composition of the earth, natural hazards; such as tornadoes and hurricanes, as well as discussions about the solar system. This course is particularly well suited for students planning a career teaching in the elementary grades. (3 lecture and 2 laboratory hours per week). [CB4007035139]

GEOL1403 [GEO111]. General Geology I. (4 credits). This course provides an introduction to the study of rocks, minerals, and physical processes that modify the surface of the earth, and it gives special attention to the practical aspects of geology in society, such as mineral, energy, and water resources, volcanism, and geologic factors that influence the environment. (3 lecture and 2 laboratory hours per week). [CB4006015139]

GEOL1404 [GEO112]. General Geology II. (4 credits). This course presents a survey of the evolution of the earth and life through geologic time. The course includes such topics as earthquakes and the earth's interior, mountain building, drifting continents, the Ice Ages, the solar system, the history of life, and the geological aspects of the environment and its effect on the future of mankind. (3 lecture and 2 laboratory hours per week). [CB4006015139]

GEOL1405 [GEO113]. Environmental Geology. (4 credits). Topics covered in this course include geologic hazards, energy resources, waste disposal, air and water pollution, medical geology, environmental law as well as land use planning. The emphasis is on geologic processes and how they influence human activities. (3 lecture and 2 laboratory hours per week). [CB0301025339]

German

GERM1411 [GERM111]. Elementary German I. (4 credits). While this course is definitely aimed toward proficiency in everyday conversational German, it gives the student the necessary background in pronunciation, acquisition of vocabulary, grammatical construction, and formation of sentences. (3 lecture and 2 laboratory hours per week). [CB1605015131]

GERM1412 [GERM112]. Elementary German II. (4 credits). This course is a continuation of the oral practice of GERM 1411, with some stress on reading and composition. (3 lecture and 2 laboratory hours per week). [CB1605015131]

GERM2311 [GERM121]. Intermediate German I. (3 credits). This course includes German readings, grammar, and composition based partly on a formal text and partly on selected readings. This course stresses written work and continues the oral work started in elementary German. (3 lecture and 1 laboratory hours per week). [CB1605015231]

GERM2312 [GERM122]. Intermediate German II. (3 credits). This course continues the study of German readings, grammar, and composition, based partly on a formal text and partly on selected readings studied in GERM 2311. (3 lecture and 1 laboratory hours per week). [CB1605015231]

Government

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

GOVT2301 [GOVT211]. American National and State Governments I. (3 credits). This course includes a study of the origin and development of our federal system of government and an analysis of federal and state constitutions, with special attention to the Texas constitution, and of federal-state and inter-state relations. The course places special emphasis on the problems of citizenship in a modern democratic society. (3 lecture hours per week). [CB4510025142]

GOVT2302 [GOVT212]. American National and State Governments II. (3 credits). This course presents a study of the functions and services of the government of the United States, of the states in general, and of Texas in particular. (3 lecture hours per week). [CB4510025142]

History

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

HIST1301[HIST141]. The United States to 1877. (3 credits). This course surveys United States history from colonial origins through reconstruction, including exploration and colonization of the new world, the American Revolution, westward expansion, the Civil War, and reconstruction. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB4508025142]

HIST1302[HIST142]. The United States Since 1877. (3 credits). This course surveys United States history from 1877 to the present. Topics include big business, big labor, the United States as a world power, the Great Depression, and the Cold War. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB4508025142]

***HIST2301[HIST131/HIST132]. Texas History.** (3 credits). This course surveys social, economic and political developments in Texas from the arrival of the first Native Americans in Texas to present. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB4508025242]

HIST2311 {2321} [HIST111]. Western Civilization to 1660. (3 credits). This course surveys the primary political, social, intellectual, and religious developments of near eastern and western human societies with emphasis on the Mesopotamian, Egyptian, Greek, and Roman civilizations; the development of Judaism, Christianity, and Islam; the Byzantine empire; feudalism in eastern and western Europe; the Renaissance and the Reformation; national monarchies and statebuilding in the early modern period; and the Scientific Revolution. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB4508015442]

HIST2312 {2322} [HIST112]. Western Civilization Since 1660. (3 credits). A continuation of HIST 2311, this course will trace the historical roots of contemporary western societies from early modern Europe to the present. Topics examined include: mercantilism, capitalism, and the rise of the middle class; the Enlightenment and the French Revolution; Napoleon and the development of modern nationalism; the Industrial Revolution; Marx, Darwin, and Nietzsche; World War I and the Russian Revolution; the rise of fascism and World War II; the Cold War and the global society; the European community. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB4508015442]

HIST 2341. Selected Topics in U.S. History. (3 credits). This course offers an in-depth treatment of

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

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

Horticulture (Ornamental)

Steve Wheeler, Department Chairperson
Dwight Rhodes

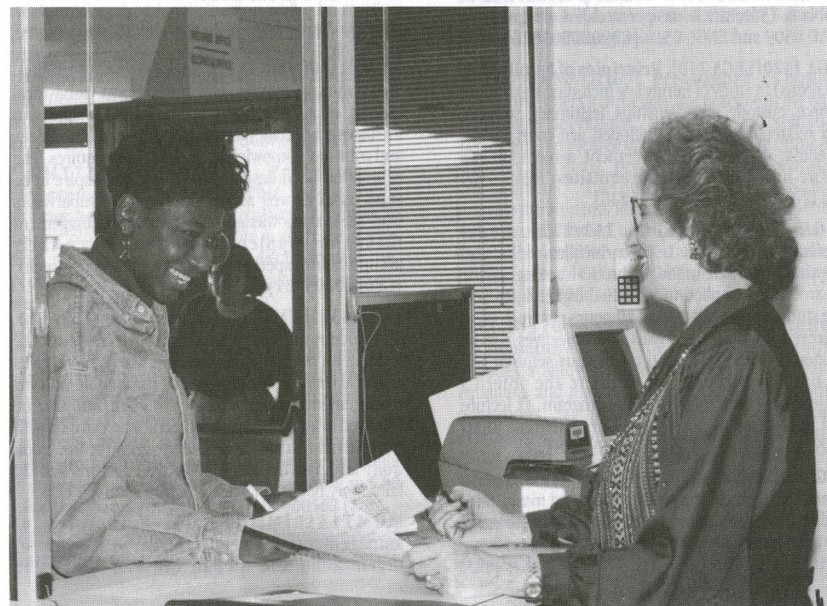
HORT1401[HORT101]. Principles of Horticulture. (4 credits). This course presents the fundamental principles and practices of structure, growth, development, maintenance, and use of horticultural plants. The course outlines the commercial horticulture industry and occupational opportunities. The laboratory experience provides an introduction to growing, grounds maintenance, planting, and transplanting. (3 lecture and 3 laboratory hours per week). [CB000005026]

Humanities

Doris Burbank

HUMA1301[HUMN201]. Introduction to Humanities I. (3 credits). This course is an interdisciplinary, multi-media study of the roots of Western Civilization beginning with Mesopotamia, Egypt, the early Greeks, continuing through the Roman Empire and the Middle Ages. (3 lecture hours per week). **Corequisites:** READ 0310 and ENGL 0310. [CB2401035142]

HUMA1302[HUMN202]. Introduction to Humanities II. (3 credits). This course is a continuation of HUMA 1301, and it emphasizes the major contributions of Western culture, including the Renaissance, Reformation, the rise of science, and the Neoclassical period. The course includes a study of authors and composers such as Galileo, Luther, Shakespeare, Bach, Beethoven, Darwin, Freud, Sartre, and others. (3 lecture hours per week). **Corequisites:** READ 0310 and ENGL 0310. [CB2401035142]



Journalism

Bill Crider, Department Chairperson

JOUR1120[JOUR120]. Journalism Activities. (1 credit). This course gives basic journalism training to students through experience on college publications. (2 laboratory hours per week). [CB0904015426]

Legal Assistant

Tom Branton, Department Chairperson

LEGA1300[LEGA 110]. Texas Legal Systems. (3 credits). A study of the court system of Texas, its historical background, legal practices, and court administration. Elements of the federal court system are examined. (3 lecture hours per week). **Corequisites:** READ 0309 and ENGL 0310. [CB0000005828]

LEGA1311[LEGA 111]. Legal Technology I. (3 credits). A comprehensive study of the legal system and the role of the legal assistant within the system, including ethics, the history and areas of law, and an introduction to legal research and writing. (3 lecture hours per week). **Corequisites:** READ 0309 and ENGL 0310. [CB0000005828]

LEGA1312[LEGA 112]. Legal Technology II. (3 credits). An extensive study of legal research and writing including the preparation of legal memorandums, documents, and a practical research problem. (3 lecture hours per week). **Corequisites:** READ 0309 and ENGL 0310. [CB0000005828]

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

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

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

Corequisites: READ 0309 and ENGL 0310. [CB0000005828]

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

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

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

Management Development

Patricia Hertenberger, Department Chairperson

MGMT1300[MMGT111]. Supervision. (3 credits). This course includes emphasis upon behavioral aspects of supervision and on an up-to-date and inclusive examination of what the supervisor now does and what tools, knowledge, and skills he requires. The course has been designed for those who aspire to be supervisors as well as for those present supervisors who seek a knowledge of developing management theory to supplement and reinforce their accumulating experience. (3 lecture hours per week). [CB0000005621]

MGMT1301[MMGT112]. Internship. (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Student will also be required to attend a one-hour lecture on campus with the internship instructor. Students may receive credit from an approved full-time job. (1 lecture and 20 laboratory hours per week). [CB0000005621]

MGMT1310[MMGT121]. Principles of Management. (3 credits). An overview of organization and human behavior within the

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

MGMT1311[MMGT122]. Internship. (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Student will also be required to attend a one-hour lecture on campus with the internship instructor. Students may receive credit from an approved full-time job. (1 lecture and 20 laboratory hours per week). [CB0000005621]

MGMT1320[MMGT123]. Small Business Organization and Management. (3 credits). This course explores the formation and operation of the individual enterprise and involves an analysis of problems, opportunities, and regulations important to the management of a small business with special emphasis given to financing and financial control. (3 lecture hours per week). [CB0000005621]

MGMT2300[MMGT211]. Personnel Management. (3 credits). This course explores the principles and practices of personnel management, emphasizing the procurement, development, compensation, integration, and maintenance of the labor force. (3 lecture hours per week). [CB0000005621]

MGMT2301[MMGT212]. Internship. (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Student will also be required to attend a one-hour lecture on campus with the internship instructor. Students may receive credit from an approved full-time job. (1 lecture and 20 laboratory hours per week). [CB0000005621]

MGMT2310[MMGT221]. Problems in Management. (3 credits). This extension of management principles to administrative strategy in solving problems allows students to use case studies and simulated games in a decision-making, problem-solving environment. (3 lecture hours per week). [CB0000005621]

MGMT2311[MMGT222]. Internship. (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Student will also be required to attend a one-hour lecture on campus with the internship instructor. Students may receive credit from an approved full-time job. (1 lecture and 20 laboratory hours per week). [CB0000005621]

MGMT2315. Supervision and Management of Hazardous Materials. (3 credits). This course

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

MGMT2320[MMGT223]. Organizational Strategy. (3 credits). Organizational Strategy is an advanced study of personal, interpersonal, and administrative skills designed to help organize prior management development studies into an orderly approach to professionalism. The course will help provide students with the importance of identifying and controlling their career destiny. Students completing the course will be eligible to take the National Certified Professional Manager exam - a mark of professional competence. (3 lecture hours per week). **PREREQUISITE:** Consent of Instructor or MGMT 1310. [CB0000005621]

Mathematics

Gerald Skidmore, Department Chairperson
Chris Benton, James Boler, Don Brown, Jim Corbett, Bette Nelson

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

MATH0309[MATH109]. Pre-Algebra (3 credits). This course offers instruction and practice in the basic arithmetic operations, geometry, and statistics. Topics covered include operations on whole numbers, fractions, decimals, percents, descriptive statistics, and geometry. The purpose of MATH 0309 is to prepare the students for MATH 0310. Enrollment in this course is based upon a self-perceived need to develop the skills covered or upon the college placement test. (3 lecture hours and 1 lab hour per week). [CB3201045137]

MATH0310[MATH110]. Developmental Mathematics-Algebra. (3 credits). This course includes a study of signed numbers, solving linear equations and inequalities, applications, polynomial operations, factoring polynomials, and rational expression operations and equations. The purpose of MATH 0310 is to prepare the student for intermediate algebra. Enrollment in this course is based upon the TASP math score, the college placement test, or a self-perceived need to develop the skills covered. (3 lecture hours and 1 lab hour per week). [CB3201045137]

agglutination, precipitation, gel diffusion, hemagglutination, complement fixation, fluorescent antibody, immunoelectrophoresis, ELISA and EMIT. The student should be able to discuss the reticuloendothelial system, cellular and humoral immunity, the inflammatory process, antigens, antibodies, complement, and other aspects of the immune mechanism and the body's reaction to foreign matter. (2 lecture and 4 laboratory hours per week). **Prerequisite:** MELT 1300. [CB0000008028]

MELT2313 [HMLT220]. Clinical Chemistry/Instruments III. (3 credits). This continuation of MELT 2412 includes lecture and laboratory instruction on enzymes, hormones, therapeutic drugs, drugs of abuse, and special chemistry techniques including RIA, EIA, chromatography, and others. Lecture is on campus, and it includes the interpretation of test results, assessment of disease processes, and evaluation of metabolism and organ function. Laboratory is held at the clinical sites to provide experience in the operation, maintenance, and troubleshooting of routine and advanced clinical chemistry instruments. (2 lecture and 4 laboratory hours per week). **Prerequisites:** MELT 1300, MELT 1511, MELT 2412. [CB0000008028]

MELT2322 [HMLT213]. Hematology II. (3 credits). This course presents a study of cellular elements and coagulation factors in the blood as they relate to diseases such as anemias, leukemias, and bleeding disorders. Special stains, special anemia tests, and diagnostic coagulation tests are included. The lecture portion of the class is held on campus, and the laboratory portion is held on campus and at clinical sites to provide blood drawing experience, an introduction to the clinical laboratory and clinical hematology, and the use and maintenance of current clinical hematology instrumentation. (2 lecture and 4 laboratory hours per week). **Prerequisite:** MELT 1300 and MELT 1421. [CB0000008028]

MELT2402 [HMLT212]. Clinical Microbiology II. (4 credits). This study of bacteriology and mycology includes procedures to isolate, cultivate, and identify acid-fast and anaerobic bacteria, filamentous fungi, and yeast. The student should be able to perform antibiotic susceptibility testing and serological and biochemical identification tests and to use rapid identification systems for identification of bacteria and yeasts. A general understanding of the relationship of this course to physiology, biochemistry, and immunology as they are associated with disease processes is necessary. (2 lecture and 8 laboratory hours per week). **Prerequisite:** MELT 1300 and MELT 1401. [CB0000008028]

MELT2412 [HMLT211]. Clinical Chemistry/Instruments II. (4 credits). This continuation of MELT 1511 includes lecture and laboratory

instruction on clinical chemistry automation, non-protein nitrogen compounds, lipids, electrolytes, minerals, liver functions, pH, blood gases, and associated calculations. The lecture portion of the course is on campus, and it includes interpretation of test results, assessment of disease processes, and evaluation of metabolism. The laboratory portion of the course is located at clinical sites to provide experience with the operation, maintenance, and troubleshooting of current clinical chemistry instruments. (3 lecture and 4 laboratory hours per week). **Prerequisite:** MELT 1300 and MELT 1511. [CB0000008028]

MELT2430 [HMLT230]. Immunohematology. (4 credits). This course includes study and practice in the use of blood cell antigens and antibodies as they apply to certain disease processes and to transfusions. Quality control and sample identification are stressed. The course also presents a study of blood donor requirements; blood component preparation, storage, and use; and routine and diagnostic blood banking procedures to include at least ABO, Rh, antibody detection and identification, elution, and crossmatch. (2 lecture and 8 laboratory hours per week). **Prerequisites:** MELT 1300, MELT 2300, and MELT 2322. [CB0000008028]

MELT2600 [HMLT240]. MELT Practicum. (6 credits). This course includes 480 hours of supervised work experience in a clinical laboratory and one week of review in the classroom. All other courses in MELT Program must be completed before a Practicum can be approved. [CB0000008028]

Mental Health

*G. E. Carrier, Department Chairperson
Marilyn Reitz*

MENH1305. Introduction to Human Services. (3 credits). Introduction of subject matter and concepts relative to human services and substance abuse counseling. Delivery models, client rights, treatment populations and medications, special populations, dual disorders, counselor ethics, cultural diversity, sexually transmitted diseases and HIV/AIDS issues, stress, boundaries, counselor burnout and an examination of the motivation for entering the profession will be addressed. (3 lecture hours per week). [CB0000008029]

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

MENH 1310. Drug Use and Abuse. (3 credits). A study of the use and abuse of drugs in today's society. Physiological, sociological, and psychological effects

are addressed. Appropriate for substance abuse counselor training. (3 lecture hours per week). [CB0000008029]

MENH1315. Interpersonal Communication. (3 credits). Exercises and theory designed to improve communication. Various communication models and extensive video taping are utilized to improve one-to-one and small group communication. (3 lecture hours per week). [CB0000008029]

MENH1320. Counseling Methods. (3 credits). An introduction of various counseling methods, including Reality Therapy, Gestalt Therapy, Behavior Modification, Transactional Analysis, and group counseling techniques. (3 lecture hours per week). [CB0000008029]

MENH1321. Clinical Internship I. (3 credits). A supervised internship in a human service or substance abuse treatment agency. The experience will be primarily student observations and recordings of events in an assigned agency, such as treatment, meetings, and counseling sessions. Student will be expected to participate in treatment of clients as directed by agency and instructors. Student must have an approved work station and approval of the department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000008029]

MENH1322. Clinical Internship II. (3 credits). A continuation of MENH 1321 with more emphasis on an active participation in treatment programs, i.e., carrying a small case load and working with team leader or counseling in groups. The student must have an approved work station and approval of the department chairperson. (1 lecture and 20 laboratory hours per week). **Prerequisite:** MENH 1321. [CB0000008029]

MENH1325. Principles of Interviewing. (3 credits). Interviewing techniques used in counseling relationships: attending skills, decisional counseling, facilitating client development, cultural sensitivity, listening and assertiveness training as used in chemical dependency counseling will be presented. (3 lecture hours per week). [CB0000008029]

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

MENH2300. Client Assessment and Management. (3 credits). Review of assessment and screening instruments to determine chemical dependency. Client charting and record keeping. DSM IV criteria is introduced. Treatment plan with goals and measurable outcomes are discussed as they relate to assessment. Dual diagnosis, management of aggressive behavior and crisis intervention are addressed. (3 lecture hours per week). [CB0000008029]

MENH2310. Chemical Abuse Treatment. (3 credits). This course is an exploration of chemical treatment modalities, counselor core functions, case presentation, counselor client relationship, counselor ethics, education and relapse prevention, special populations: juvenile offenders, therapeutic community, women, adolescents, and culturally diverse clients. (3 lecture hours per week). [CB0000008029]

MENH2312. Children of Alcoholics. (3 credits). An exploration of the impact an alcoholic has on the family, in particular how this impact can impair psychosocial development and how selective behavior patterns are carried into adulthood. (3 lecture hours per week). [CB0000008029]

MENH2313. Laws and Standards Affecting Mental Health. (3 credits). A view of professional and legal issues as they impact health care professionals (substance abuse counselors). Liability issues, client rights, client confidentiality, record keeping, professional code of conduct, and counselor ethics are addressed. (3 lecture hours per week). [CB0000008029]

MENH2315. Family Systems. (3 credits). The exploration of the dysfunctional family (alcoholic/substance abuser) system and the identification of roles assumed by family members, their impact on the family, on themselves and on their addictions. Support systems and coping strategies will be presented. (3 lecture hours per week). [CB0000008029]

MENH2320. Behavior Modification. (3 credits). The theory and implementation of behavior modification with selected mental health populations, including substance abusers, the aged, the mentally disturbed, and the mentally impaired. The need for objective, clearly defined and measurable treatment outcomes are emphasized. (3 lecture hours per week). [CB0000008029]

MENH2323. Clinical Internship III. (3 credits). A continuation of MENH 1322 with additional training in the implementation of the basic principles of psychiatric/residential care. Outpatient treatment modalities under supervision will be introduced. The student must have an approved work station and approval of the department chairperson. (1 lecture and 20 laboratory hours per week). **Prerequisite:** MENH 1322. [CB0000008029]

MENH2324. Clinical Internship IV. (3 credits). A continuation of MENH 2323 with emphasis on active participation in the treatment program, i.e., carrying a case load and working with team leaders with inpatient and outpatient treatment groups. The student must have an approved work station and approval of the department chairperson. (1 lecture and 20 laboratory hours per week). **Prerequisite:** MENH 2323. [CB0000008029]

MENH2340. Professional Issues in Human Services. (3 credits). The opportunity to develop professional identity, including self-awareness and commitment to values and ethics of the profession, including areas of support available to promote professional growth and self-evaluation. (3 lecture hours per week). [CB000008029]

Music

Doris Burbank, Department Chairperson
Jerry Perkins

GENERAL MUSIC

MUSI1152[MUSC161B]. Contemporary Church Music. (1 credit). This class will survey contemporary materials available and determine the areas of concentration most beneficial to the group. Considerations will include small and large ensembles, solo work, and the preparation and utilization of instrumental/vocal backgrounds for performances. Possibilities exist for radio/TV productions and also for public performances. (4 laboratory hours per week). [CB5009035830]

MUSI1166[MUSC131W]. Woodwind Class. (1 credit). This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on flute, oboe, clarinet, bassoon, saxophone, and piccolo. (1 lecture and 2 laboratory hours per week). [CB5009035130]

MUSI1168[MUSC131B]. Brass Class. (1 credit). This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on trumpet, French horn, trombone, and tuba. (1 lecture and 2 laboratory hours per week). [CB5009035130]

MUSI1181[MUSC131]. Class Piano. (1 credit). Class Piano, a course designed for students with little or no previous experience, provides a study of basic techniques, scales, chords, and basic repertoire. (1 lecture and 1 laboratory hours per week). [CB5009075130]

MUSI1182[MUSC132]. Class Piano. (1 credit). This Class Piano course for beginners continues the study of basic techniques, scales, chords, and basic repertoire. (1 lecture and 1 laboratory hours per week). [CB5009075130]

MUSI1183[MUSC131V]. Voice Class. (1 credit). This laboratory class, designed for students with no previous voice training, provides instruction in breathing, tone production, and diction. (1 lecture and 2 laboratory hours per week). [CB5009085130]

MUSI1188[1170][MUSC131P]. Percussion Class. (1 credit). This required course for music

education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on snare drum, tympani, xylophone, cymbals, and other percussion instruments. (1 lecture and 2 laboratory hours per week). [CB5009035130]

MUSI1192[1179][MUSC131G]. Guitar Class. (1 credit). This course, designed for beginning guitar students, provides a study of basic techniques, chords, and basic repertoire. (1 lecture and 2 laboratory hours per week). [CB5009035130]

MUSI1216[MUSC121]. Ear Training and Sight-Singing. (2 credits). This required course for music majors is the first part of a four-semester presentation of basic aural, visual, and vocal experiences in dictation and in sight-singing. (3 laboratory hours per week). **Corequisite:** MUSI 1311. [CB5009045630]

MUSI1217[MUSC122]. Ear Training and Sight-Singing. (2 credits). This required course for music majors is the second part of a four-semester presentation of basic aural, visual, and vocal experiences in dictation and sight-singing. (3 laboratory hours per week). **Corequisite:** MUSI 1312. [CB5009045630]

MUSI1263[MUSC195]. Improvisation. (2 credits). This course presents the techniques of improvising music through the analysis of melodic motives, chordal construction, and sequencing, and it applies this analysis to traditional and contemporary materials. (1 lecture and 2 laboratory hours per week). [CB5009036530]

MUSI1301[MUSC110]. Introduction to Music. (3 credits). This course familiarizes the student with the meaning of musical notation through the study of scales, chords, and rhythm. The course meets the needs of elementary education majors and other students who wish to gain a working knowledge of music. It is beneficial, but not required, for the student to also enroll in Class Piano. (3 lecture hours per week). **Corequisite:** READ 0310. [CB5009045530]

MUSI1306[MUSC120]. Music Appreciation. (3 credits). This general survey course provides the student with a foundation for the enjoyment and understanding of music. The course presents a study of representative composers and their works through recorded music. (3 lecture hours per week). **Corequisites:** READ 0310 and ENGL 0310. [CB5009025130]

MUSI1308[MUSC111]. Survey of Music Literature. (3 credits). This course is a study of instrumental and vocal music forms. It includes representative compositions from sacred and secular music. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB5009025230]

MUSI1309[MUSC112]. Survey of Music Literature. (3 credits). This course continues the study of instrumental and vocal music forms. It includes representative compositions from sacred and secular music. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB5009025230]

MUSI1310[MUSC113]. History of Rock/ Jazz. (3 credits). This course consists of discussion and listening experiences reflecting the development of jazz music and its impact on American culture. The course traces the music from its African roots through ragtime, blues, the big-band swing era, be-bop, cool jazz, and free jazz. (3 lecture hours per week). **Corequisite:** READ 0310. [CB5009025330]

MUSI1311[MUSC141]. Music Theory. (3 credits). This course provides a study of the fundamentals of musicianship, including scales, intervals, diatonic triads, inversions, written and keyboard harmony, and dominant seventh chords and inversions. (3 lecture hours per week). **Prerequisite:** READ 0310. [CB5009045130]

MUSI1312[MUSC142]. Music Theory. (3 credits). This course continues the study of scales, intervals, diatonic triads, inversions, written and keyboard harmony, and dominant seventh chords and inversions. (3 lecture hours per week). **Prerequisite:** READ 0310. [CB5009045130]

MUSI1386[MUSC114]. Composition. (3 credits). This course provides instruction in music composition in small forms for simple media in both traditional and contemporary electronic styles. (3 lecture hours per week). [CB5009045330]

MUSI2181[MUSC233]. Class Piano. (1 credit). This class piano course is for students who have taken 1 year of piano and is a continuation of basic techniques. (1 lecture and 1 laboratory hours per week). [CB5009075130]

MUSI2182[MUSC234]. Class Piano. (1 credit). This class piano course is for students who have taken 3 semesters of class piano and is a continuation of basic techniques. (1 lecture and 1 laboratory hours per week). [CB5009075130]

MUSI2216[MUSC223]. Ear Training and Sight-Singing. (2 credits). This required course for music majors is the third part of a four-semester presentation of basic aural, visual, and vocal experiences in dictation and sight-singing. (3 laboratory hours per week). **Prerequisite:** MUSI 1217. **Corequisite:** MUSI 2311. [CB5009045730]

MUSI2217[MUSC224]. Ear Training and Sight-Singing. (2 credits). This required course for music majors is the last part of a four-semester presentation of basic aural, visual, and vocal experiences in dictation and sight-singing. (3

laboratory hours per week). **Prerequisite:** MUSI 2216. **Corequisite:** MUSI 2312.

[CB5009045730]

MUSI2311[MUSC243]. Music Theory. (3 credits). This course continues the study begun in MUSI 1311 and MUSI 1312 with advanced aural and written study and with emphasis on chromatic harmony, harmonic analysis, and twentieth-century techniques. (3 lecture hours per week). **Prerequisite:** MUSI 1312. [CB5009045230]

MUSI2312[MUSC244]. Music Theory. (3 credits). This course continues the study begun in MUSI 1311, MUSI 1312, and MUSI 2312 with advanced aural and written study and with emphasis on chromatic harmony, harmonic analysis, and twentieth-century techniques. (3 lecture hours per week). **Prerequisite:** MUSI 2311. [CB5009045230]

ENSEMBLES

MUSI1125,2125[MUSC181,182/283,284]. Stage Band. (1 credit each). This course can be repeated for credit. This organization rehearses and performs contemporary jazz and rock music as well as standard big band literature. Performances include concerts and participation in area festivals. Membership is open to all College students by approval of the instructor. (4 laboratory rehearsal hours per week). [CB5009035630]

MUSI1127,2127[MUSC185,186/287,288]. Concert Band. (1 credit each). This course can be repeated for credit. This concert group of brass, woodwind, and percussion performs traditional repertoire and contemporary works for wind ensembles. (5 laboratory rehearsal hours per week). [CB5009035530]

MUSI1135,2135[MUSC191,192/293,294]. Jazz Lab. (1 credit each). This course can be repeated for credit. This organization performs for many special occasions on and off campus. Music includes small band jazz-rock with emphasis on individual improvisation. Membership is open to all College students by approval of the instructor. (3 laboratory hours per week). [CB5009035630]

MUSI1141,2141[MUSC151,152/253,254]. Concert Choir. (1 credit each). This course can be repeated for credit. This organization rehearses and performs traditional and contemporary choral literature. In addition to local concerts, the group participates in campus activities and makes several concert tours to other cities. In order to obtain credit, members must attend all called rehearsals and public performances. (5 laboratory rehearsal hours per week). [CB5009035730]

MUSI1143,2143[MUSC161,162/263,264]. College Singers. (1 credit each). This course can be repeated for credit. This organization is limited in

membership. Students are selected through auditions from the membership of the College choir. The student must have previous experience in choral music, a member in good standing of the concert choir, ability to sight-read, and instructor approval. (4 laboratory rehearsal hours per week). [CB5009035830]

MUSI1154[MUSC163]. Chamber Singers. (1 credit). This organization is limited in membership. Students are selected by auditions from membership of the College choir. (4 laboratory rehearsal hours per week). [CB5009035830]

MUSI1158[MUSC153]. Opera Workshop. (1 credit). This course provides practical experience for the singing actor in the integration of music, acting, and staging of portions of operas. (1 lecture and 2 laboratory hours per week). [CB5009085230]

MUSI1159/2159[MUSC154,155]. Musical Theatre. (1 credit). This course can be repeated for credit. This course stresses the study and performance of works selected from the music theatre repertoire. (1 lecture and 4 laboratory hours per week). [CB5009036130]

APPLIED MUSIC

[All Applied Music Courses Are Under CB5009035430]

MUAP1231,1232[MUSC145X,145Y]. Applied Music—Woodwind. (2 credits each). These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, and saxophone. (1 lecture and 4 laboratory practice hours per week).

MUAP1241,1242[MUSC135X,135Y]. Applied Music—Brass. (2 credits each). These courses provide one hour of individual instruction per week in trumpet, trombone, French horn, and tuba. (1 lecture and 4 laboratory practice hours per week).

MUAP1257,1258[MUSC155X,155Y]. Applied Music—Percussion. (2 credits each). These courses provide one hour of individual instruction a week in the use of percussion instruments. (1 lecture and 4 laboratory practice hours per week).

MUAP1261,1262[MUSC175X,175Y]. Applied Music—Guitar. (2 credits each). These courses provide one hour of individual instruction a week in guitar. (1 lecture and 4 laboratory practice hours per week).

MUAP1271,1272[MUSC115X,115Y]. Applied Music—Piano. (2 credits each). These courses provide one hour of individual instruction a week. (1 lecture and 4 laboratory practice hours per week).

MUAP1281,1282[MUSC125X,125Y]. Applied Music—Voice. (2 credits each). These courses

provide one hour of individual instruction per week. (1 lecture and 4 laboratory practice hours per week).

MUAP2231,2232 [MUSC245X,245Y]. Applied Music—Woodwind. (2 credits each). These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, and saxophone. The student must have the approval of the department chairperson. (1 lecture and 4 laboratory practice hours per week).

MUAP2241,2242 [MUSC235X,235Y]. Applied Music—Brass. (2 credits each). These courses provide one hour of individual instruction per week in trumpet, trombone, French horn, and tuba. The student must have the approval of the department chairperson. (1 lecture and 4 laboratory practice hours per week).

MUAP2257,2258 [MUSC255X,255Y]. Applied Music—Percussion. (2 credits each). These courses provide one hour of individual instruction a week in the use of percussion instruments. The student must have the approval of the department chairperson. (1 lecture and 4 laboratory practice hours per week).

MUAP2261,2262 [MUSC275X,275Y]. Applied Music—Guitar. (2 credits each). These courses provide one hour of individual instruction a week in guitar. The student must have the approval of the department chairperson. (1 lecture and 4 laboratory practice hours per week).

MUAP2271,2272 [MUSC215X,215Y]. Applied Music—Piano. (2 credits each). These courses provide one hour of individual instruction a week. The student must have the approval of the department chairperson. (1 lecture and 4 laboratory practice hours per week).

MUAP2281,2282 [MUSC225X,225Y]. Applied Music—Voice. (2 credits each). These courses provide one hour of individual instruction a week. The student must have the approval of the department chairperson. (1 lecture and 4 laboratory practice hours per week).

Nursing

Betty Oliver, Director
Minerva Clamppfer, Sally Durand, Barbara Kelly,
Susan Priest, Sue Tanner, Miriam Villageliu,
Jean Withrow

ADN — Associate Degree Nursing
All ADN courses under [CB000008021]

NURS1300[NURS121]. Principles and Practice of Pharmacology. (3 credit hours). Principles and Practice of Pharmacology is a course designed to assist the nursing student in the establishment of a firm groundwork in the principles of drug therapy. Broad categories of pharmacologic agents and their interrelationship with various body systems will be discussed. Emphasis will be placed on the role and responsibilities of the nurse in drug therapy.

NURS1400[NURS115]. Nursing Transition. (4 credits). This transition course is designed for the licensed vocational nurse (LVN) who wishes to have an option to challenge examinations. The course is designed to assess and evaluate the LVN's theory base in nursing content and nursing skills. Emphasis is placed on role transition as well as the incorporation of selected content from both Introduction to Nursing (NURS 1800) and Medical/Surgical Nursing I (NURS 1900). (2 lecture and 8 laboratory/clinical hours per week). **Prerequisites:** BIOL 2402, PSYC 2301, PSYC 2308, ENGL 1301.

NURS1410[NURS130]. Psychiatric Nursing. (4 credits)(6 weeks). This course focuses on individuals whose behavioral patterns are considered to be deviations from the normal. These individuals are identified through their admission to a psychiatric in-patient facility. The role of the nurse in treatment modalities is stressed. Clinical experiences provide opportunities for students to interact therapeutically with patients both individually and in groups. (5.5 lecture and 16 clinical hours per week). **Prerequisite:** NURS 1900 or NURS 1400.

NURS1800[NURS110]. Introduction to Nursing. (8 credits). This is the basic course in the nursing curriculum. It provides the foundation upon which the other nursing courses are built. The student is introduced to the more common deviations from wellness so that he/she develops an increased awareness of the health-illness continuum. The foundation for curriculum threads is introduced in this course and integrated throughout subsequent nursing courses. Laboratory and clinical experiences are provided in the nursing skills laboratory and with adult patients in health care facilities. (4 lecture and 13 laboratory hours per week). **Corequisites:** BIOL 2401, PSYC 2301.

NURS1900[NURS211]. Medical-Surgical Nursing I. (9 credits). This course familiarizes the student with the more common medical and surgical conditions for which patients are hospitalized. It emphasizes the biological, psychological, and social components of each patient's situation. The student utilizes the nursing process in the management of patient care. (4 lecture and 16 clinical hours per week). **Prerequisite:** NURS 1800, PSYC 2308. **Corequisites:** BIOL 2402, PSYC 2314.

NURS2200[NURS221]. Professional Development. (2 credits). This course is designed to offer the student of nursing a better understanding of the nursing profession as it relates to the health care delivery system. The content includes historical, contemporary, and future issues in nursing; legal responsibilities; professional behavior and ethics; professional organizations; opportunities and employment responsibilities in nursing; and concepts of management. (1 lecture and 2 laboratory hours per week). **Prerequisite:** NURS 1410.

NURS2400[NURS213]. Maternal Nursing. (4 credits). (8 weeks). This course approaches the family at the establishment phase and includes the antepartal phase, parturition, and the post-partal phase of childbearing. It also includes the care of the newborn. Meeting the physiological and psychological needs of the family is stressed with emphasis on the normal aspects of childbearing. Deviations from normal are included with the focus on the assessment and nursing management. Experiences are provided in clinical agencies for caring for the mother and the newborn. (4 lecture and 13 laboratory hours per week). **Prerequisite:** NURS 1410.

NURS2410[NURS214]. Child Health Nursing. (4 credits). (8 weeks). This course includes the care of the child from birth through adolescence. Acute and chronic illnesses of children are studied with emphasis on nursing care. Clinical experiences provide the student with opportunities to care for and observe children in both the hospital and well-child settings. (4 lecture and 13 clinical hours per week). **Prerequisite:** NURS 1410.

NURS2900[NURS212]. Medical-Surgical Nursing II. (9 credits). This course is a continuation of Medical-Surgical Nursing I. It provides a more in-depth level of learning and includes nursing practice in more complex nursing settings. Opportunities are provided for the assumption of increased responsibility in the management of nursing care. (4 lecture and 16 clinical hours per week). **Prerequisite:** NURS 1410. **Corequisite:** ENGL 1302.

Nursing

Judy Siefert, Department Chairperson
Glo Ann Cole

VN — Vocational Nursing
All VOCN courses under [CB0000007821]

VOCN1200[VOCN230]. Issues in Nursing. (2 credits). This course addresses current issues in nursing, ethics, licensure, employment, and personal and professional growth. (2 lecture hours per week).

VOCN1210Math for Drug Administration. (2 credits). Calculation of drug dosages using common formulas and mathematical functions are presented. A review of basic mathematical skills, the principles and techniques of drug administration, drug forms and routes are included. Clinical application of skills is addressed in laboratory simulations, team and/or total patient care assignments. (2 lecture hours per week).

VOCN1400[VOCN120]. Anatomy and Physiology. (4 credits). This is a basic course in body structure and function and serves as a background for nursing care principles and concepts. Independent and interdependent functioning of the body systems are included, i.e. the cell, body organization, the musculo-skeletal system, and cardiovascular, respiratory, gastrointestinal, genito-urinary, nervous, and endocrine systems. (6 lecture hours per week; taught 12-week Summer session only).

VOCN1410[VOCN130]. Pharmacology. (4 credits). This course introduces the study of drug therapy. Major drug classifications and their actions are categorically studied. (4 lecture hours per week).

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

VOCN1800[VOCN110]. Fundamentals of Vocational Nursing. (8 credits). This course introduces vocational nursing concepts and basic nursing care skills. Topics include ethical/legal aspects of health care delivery, basic microbiology, nutrition, the nursing process, principles and procedures in patient care, an introduction in drug administration, and gerontology. The sequence of study proceeds from simple to complex and in the order of the human basic needs hierarchy. The goals and objectives of this course are to initiate cognitive, psychomotor, and affective behavior consistent with the role of the vocational nurse. Clinical experiences include simulated laboratory settings and long-term

and/or acute care facilities. (9 lecture and 6 laboratory hours per week).

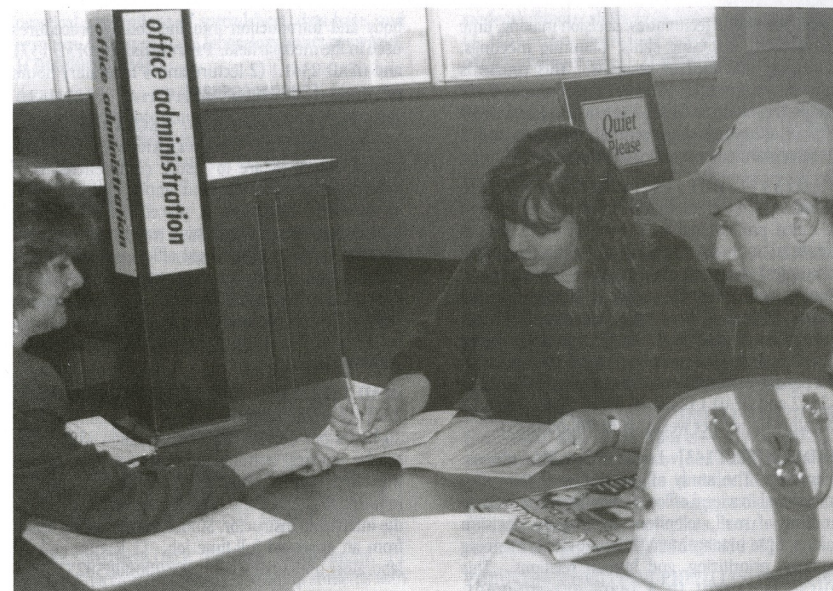
VOCN1901. Maternal-Child Nursing. (12 credits). This course is a study of normal obstetrics, neonatology, and pediatrics. A family centered approach using the nursing process in nursing care planning, treatment, drug therapy, nutrition, and growth and development will be studied. Common complications and health problems of the prenatal, labor and delivery, postpartum, neonatal, and child to adolescent growth cycles will be considered. Clinical experiences will include prenatal public health settings, perinatal hospitalized settings, the hospitalized neonate and pediatric patient, plus child care, clinic, or seminar/workshop participation. (6 lecture and 24 clinical laboratory hours per week). **Prerequisites:** VOCN 1400, VOCN 1800.

VOCN1911. Advanced Medical Surgical Nursing. (12 credits). This course utilizes the nursing process in nursing care planning for health deviations of the adult and the gerian. Preventative, therapeutic, and rehabilitative aspects of care are included for continuity of care. Physical, psychological, spiritual/social, and learning needs of patients are studied on a systems approach. A variety of settings provide clinical experience, i.e. acute care, long term, rehabilitative, ancillary and community/home health services. Students participate in seminars/workshops and tours of area health care agencies. Medication administration will include team medication and/or TPC assignments. (6 lecture and 24 clinical laboratory hours per week). **Prerequisites:** VOCN 1400, VOCN 1800.

Nutrition

Betty Oliver, Director
Sally Durand

NUTR1300[NUTR122]. Principles and Practices of Nutrition. (3 credits). This course is designed to offer the student pursuing a career in health care delivery an understanding of the concepts and principles of nutrition. The content includes a review of the basic nutrients with emphasis on the application of principles of nutrition to growth and development during the life cycle. (3 lecture hours per week). **Prerequisite:** BIOL 2401. **Corequisite:** READ 0309. [CB0000008021]



Office Administration

Crystal Brittingham, Department Chairperson
Catherine Finley

OFAD1200[SECT120]. Keyboarding. (2 credits). This course is structured for individualized learning. The course emphasizes building touch keyboarding skills, speed, and basic production with the use of word processing software. (2 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD1300[SECT230]. Records Management. (3 credits). Basic course providing instruction the alphabetic, subject, numeric, and geographic methods of filing. This course also includes an introduction to microcomputer data base programs and an electronic filing system. (2 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD1310[SECT113]. Abbreviated Writing. (3 credits). This course is an alphabetic writing system. The course emphasizes theory, speed, dictation, and transcription. (3 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD 1323 [OFAD 1322, SECT121]. Document Processing I. (3 credits each). The course familiarizes students with the computer keyboard and builds skills essential to obtain employment in an office occupation. The course emphasizes integrating correct keyboarding and word processing techniques used to create letters, tables, memos, and reports. (2

lecture and 3 laboratory hours per week). [CB0000005825]

OFAD 1324 [OFAD 1322, SECT 122]. Document Processing II. (3 credits). The course continues the student's development of keyboarding and word processing skills through the creation of documents requiring higher level word processing features and faster keyboarding input. **Prerequisite:** (40 words per minute or department chairman approval and basic WordPerfect skills. (2 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD1331 [SECT130]. Business Communications I. (3 credits). This course develops language skills necessary for a career in an office occupation. **Corequisite:** Reading competency. (3 lecture hours per week). [CB0000005825]

OFAD 1332 [OFAD 1330, SECT 130]. Business Communications II. (3 credits). This course includes the use of proofreading techniques, the use of computer application in written communication, and the use of effective group interaction to aid in the understanding of cultural diversity in the office environment. Written documents will consist of memos, letters, reports, manuals, and other source documents that fit the pattern of industrial and institutional communications. **Prerequisite:** OFAD 1331. (3 lecture hours per week). [CB0000005825].

OFAD1340[SECT140]. Office Procedures. (3 credits). This study of office occupations and office professional's duties includes topics such as handling

of mail, telephone techniques, decision making, time management, listening skills, planning meetings, prioritizing, and human relations. This course is taught in a team environment. **Prerequisite:** Basic Wordperfect skills or OFAD 2341 or 2342 and OFAD 1324 or 40 words per minute. (3 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD1341[SECT141]. Medical Office Procedures. (3 credits). The study of the duties of the office professional in a medical office. Topics discussed include handling of mail, telephone techniques, decision making, time management, listening skills, planning meetings, prioritizing, and human relations. This course is taught in a team environment. The Medical Manager software program will be used to teach specific medical routine tasks. **Prerequisite:** Basic Wordperfect skills or OFAD 2341 or 2342 and OFAD 1324 or 40 wpm. (3 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD1343[SECT143]. Legal Office Procedures. (3 credits). The study of the duties of the office professional in a legal office. Topics discussed include handling of mail, telephone techniques, decision making, time management, listening skills, planning meetings, prioritizing, and human relations. This course is taught in a team environment. **Prerequisite:** Basic Wordperfect skills or OFAD 2341 or 2342 and OFAD 1324 or 40 wpm. (3 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD 1351 [OFAD 1350, SECT 150]. Office Technology. (3 credits). This course is designed to familiarize students with current office technology, such as the scanner, copier, fax, electronic calculator, computer, transcriber, and electronic filing system. The course includes data entry activities on the microcomputer and applications of basic arithmetic skills to the operation of electronic calculators using ten-key touch. (2 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD1360[SECT160]. Office Accounting. (3 credits). Manual and computer procedures and techniques used in recording business transactions and preparing financial statements are presented in this course. The course is adapted to the needs of those training for office professional positions. (3 lecture and 1 laboratory hours per week). [CB0000005825]

OFAD1371[SECT142]. Medical Terminology and Transcription. (3 credits). A study of roots, suffixes, and prefixes of medical terminology to develop and 11,000 word medical vocabulary for the medical office professional. The vocabulary will be used in transcribing medical dictation. **Prerequisite:** Basic word processing skills, (OFAD 2341) and OFAD 1324 or 40 wpm. (2 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD 1372. Medical Terminology and Coding. (3 credits). A study of the organ systems of the human

body and introduction into the coding procedures used in the medical field. **Prerequisite:** OFAD 1371 and OFAD 2341. (2 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD1376[OFAD 1375, SECT144]. Legal Terminology and Transcription. (3 credits). Course objectives are to insure comprehension of meanings, procedures, and applications of legal terminology. Emphasis is placed on providing a learning experience in machine transcription of legal dictation in a simulated legal office, which includes punctuation of legal correspondence and legal documents. **Prerequisite:** Basic word processing skills (OFAD 1323) and 40 wpm. (OFAD 2341). (2 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD 2313, 2314 [OFAD2311, 2312 SECT212, 222]. (3 credits). Students work in a qualifying firm 20 hours per week in an office situation where they receive practical training and experience compatible with their career objective. Students will also be required to attend a one-hour lecture on campus with the internship instructor. Students may receive credit from an approved full-time job. (1 lecture and 20 laboratory hours per week). [CB0000005825]

OFAD 2323 [SECT 220]. Typewriting III. (3 credits). This advanced typing course places emphasis on production typing on a personal computer in an office atmosphere with additional training given in written and oral communication. (2 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD 2324 [OFAD 2323, SECT 220]. Document Processing III. (3 credits). This advanced keyboarding and word processing course places emphasis on production output in an office atmosphere with additional training given in written and oral communication. **Prerequisite:** OFAD 1324, OFAD 1331, OFAD 2341 and OFAD 2342. (2 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD2341[SECT250]. Word Processing I. (3 credits). This course will provide students with beginning through advanced features of a current word processing software program used by industry. **Prerequisite:** 40 wpm or approval of the department chairman. (2 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD2342[SECT260]. Word Processing II. (3 credits). This course will provide students with beginning through advanced features of a current word processing software program used by industry. **Prerequisite:** 40 wpm or approval of the department chairman. (2 lecture hours and 3 laboratory hours per week). [CB0000005825]

OFAD2343[SECT262]. Word Processing III. (3 credits). This course will introduce students to

practical applications of spreadsheet, data base, and graphics. (2 lecture and 3 laboratory hours per week). [CB0000005824]

OFAD 2344. Word Processing IV. (3 credits). This course will provide students with beginning through advanced features of current word processing software programs used by industry. **Prerequisite:** 40 wpm or approval of the department chairman. [CB0000005825]

OFAD 2345. Word Processing V. (3 credits). This course will provide students with beginning through advanced features of current graphic software programs used by industry. **Prerequisite:** 40 wpm or approval of the department chairman. [CB0000005825]

Orientation

Sponsored by the Counseling Center

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

ORIE1100[ORIE101]. College Adjustment. (1 credit). This course is designed to equip students with many of the basic skills necessary for a successful academic career. Students are given an opportunity for self-assessment regarding strengths, limitations, skills, and interests. New strategies for study and approaches to self-management are offered as content of this course. There are special sections for disabled students, foreign students, and special needs students. (Developmental credit only.) [CB2401025140]

Sports And Human Performance

(formerly called Physical Education)
Don Childs, Department Chairperson/
Athletic Director

Gary Bullion, Gary Coffman, Bonny Johnson,
Cynthia Wille

ACTIVITY COURSES

PHED1100[PHED115B] PHED1110[PHED116B] Individual and Dual Sports— Tennis. (1 credit). This course provides instruction and participation in tennis in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

PHED1101[PHED115C] PHED1111[PHED116C] Individual and Dual Sports— Badminton. (1 credit). This course provides instruction and participation in badminton in order to develop the

student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

PHED1102[PHED115G] PHED1112[PHED116G] Individual and Dual Sports— Karate. (1 credit). This course provides instruction and participation in karate in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

PHED1103 [PHED115H] PHED1113 [PHED116H] Individual and Dual Sports— Racquetball. (1 credit). This course provides instruction and participation in racquetball in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

PHED1104[PHED115L] PHED1114[PHED116L] Individual and Dual Sports— Gymnastics. (1 credit). This course provides instruction and participation in gymnastics in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

PHED1105[PHED115N] PHED1115[PHED116N] Individual and Dual Sports— Cheerleading. (1 credit). This course provides instruction and participation in cheerleading in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

PHED1106[PHED115P] PHED1116[PHED116P] Individual and Dual Sports— Jogging. (1 credit). This course provides instruction and participation in jogging in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

PHED1107[PHED115S] PHED1117[PHED116S] Individual and Dual Sports— Pickleball. (1 credit). This course provides instruction and participation in pickleball in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

PHED1108[PHED115T] PHED1118[PHED116T] Individual and Dual Sports— Adaptive Physical Activity. (1 credit). This course is for students who, for medical reasons, need individual attention concerning their physical activity. Activities will be varied according to individual needs as determined by instructor, student, and student's physician. The course may be repeated once for credit. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

PHED1109[PHED115U] PHED1119[PHED116U] Individual and Dual Sports— Defensive Measures for Women. (1 credit). This course provides instruction and participation in the areas of crime victimization, basic defensive measures, firearms familiarization and related laws. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

PHED1120[PHED117] PHED1121[PHED118] Volleyball. (1 credit). This course consists of instruction and participation in both beginning and advanced volleyball. (3 laboratory hours per week). [CB3601085128]

PHED1122[PHED121] PHED1123[PHED122] Physical Fitness and Weight Training. (1 credit). This course includes a study of basic fundamental skills and techniques of an overload, strength, and conditioning program. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

PHED1124[PHED125A] PHED 1130[PHED 126A] Fundamentals of Movement— Aerobic Dance. (1 credit). This course provides instruction and participation in aerobic dance, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

PHED1125[PHED125C] Fundamentals of Movement— Ballet. (1 credit). This course provides instruction and participation in ballet, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

PHED1126[PHED125D] PHED1131[PHED126D] Fundamentals of Movement— Jazz Exercise. (1 credit). This course provides instruction and participation in jazz exercise, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of instruction and participation per week). [CB3601085128]

PHED1127[PHED125E] Fundamentals of Movement— Country Line Dance. (1 credit). This course provides instruction and participation in country line dance, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of instruction and participation per week). [CB3601085128]

PHED1128[PHED 125F] Fundamentals of Movement— Jazz. (1 credit). This course provides instruction and participation in jazz, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours per week). [CB3601085128]

PHED1129[PHED 125G] Fundamentals of Movement— Tap. (1 credit). This course provides instruction and participation in tap dancing, and it

includes a brief study of the history and philosophy of the dance. (3 laboratory hours of instruction and participation per week). [CB3601085128]

PHED1132[PHED137] PHED1133[PHED138] Bowling. (1 credit). This course meets the needs of both the beginning and the advanced bowler. After a four-week instruction period, a class league forms with students receiving experience in league etiquette, procedures, scoring, etc. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

PHED1134[PHED165] PHED1136[PHED166] Aerobic Exercise. (1 credit). This course consists of a planned program of exercise to provide a condition of fitness and figure improvement through increased cardio-vascular activity and large muscle exercise. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

PHED1135[PHED165A] PHED1137[PHED166A] Low Impact Aerobic Exercise. (1 credit). This course consists of a planned program of low impact exercise to provide a condition of fitness and figure improvement through increased cardio-vascular activity and large muscle exercise. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

PHED1138PHED 1148 Powerwalking. (1 credit). This course provides instruction and participation in powerwalking in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

PHED1139PHED 1149 Golf. (1 credit). This course provides instruction and participation in golf in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

PHED1141 PHED1142 Team Sports— Wallyball. (1 credit). This course includes class instruction and participation in the game of wallyball, a form of volleyball on the racquetball court. (3 laboratory hours per week). [CB3601085128]

PHED1143[PHED152B] PHED1144 Team Sports— Volleyball and Softball. (1 credit). This course includes class instruction and participation in volleyball and softball. (3 laboratory hours per week). [CB3601085128]

PHED1151[PHED115K] Individual and Dual Sports— Scuba Diving. (1 credit). This course provides instruction and participation in scuba diving in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week). [CB3601085328]

PHED1152[PHED215K] Individual and Dual Sports— Advanced Scuba Diving. (1 credit). This course provides instruction and participation in advanced scuba diving in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week). [CB3601085328]

PHED1153 PHED1154 Individual and Dual Sports— Fitness & Wellness. (1 credit). This course provides instruction and participation in a complete lifetime fitness program to achieve total well being. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

ADVANCED SPORTS -

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

PHED1170,1171 Advanced Volleyball. (1 credit each). These courses are for advanced volleyball players. (3 laboratory hours per week). [CB3601085128]

PHED1174,1175 Advanced Baseball. (1 credit each). These courses are for advanced baseball players. (3 laboratory hours per week). [CB3601085128]

PHED1178,1179 Advanced Soccer. (1 credit each). These courses are for advanced soccer players. (3 laboratory hours per week). [CB3601085128]

PHED1180,1181 Advanced Fast-Pitch Softball. (1 credit each). These courses are for advanced fast-pitch softball players. (3 laboratory hours per week). [CB3601085128]

THEORY COURSES

PHED1302 Introduction to Sports & Human Performance. (3 credits). Designed for professional orientation in sports and human performances, health, and recreation, this course includes a brief history and a study of the philosophy and modern trends of health and human performance, teacher qualification, vocational opportunities, and skill testing. (3 lecture hours per week). **Corequisite:** READ 0309. [CB3105015228]

PHED1304[PHED120] Personal and Community Health. (3 credits). This course presents the essential present-day knowledge of personal and community health. The course stresses physiological and anatomical background, showing the student how to make a sound appraisal of the effects of health practices upon the body. The course also includes discussion of pollution and prevention and control of diseases. (3 lecture hours per week). **Corequisite:** READ 0309. [CB5103015128]

PHED1306[PHED210] First Aid. (3 credits). This course presents the theory and practice used in the standard and advanced courses of the American Red Cross in first aid and home and farm safety. (3 lecture hours per week). **Corequisite:** READ 0309. [CB5103015328]

PHED1308[PHED220A] Officiating— Volleyball. (3 credits). This course teaches the rules of volleyball. It provides opportunities for experience in intramurals, practice games, and tournaments. (3 lecture hours per week). **Corequisite:** READ 0309. [CB1202045128]

PHED1309[PHED220B] Officiating— Football & Basketball. (3 credits). This course teaches the rules of football and basketball. It provides opportunities for experience in intramurals, practice games, and tournaments. (3 lecture hours per week). **Corequisite:** READ 0309. [CB1202045128]

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

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

PHED 1336. Concepts of Recreation & Leisure. (3 credits). Students are introduced to a brief historical background, professional opportunities, current issues and trends in the field of recreation and leisure living. (3 lecture hours per week). **Corequisite:** READ 0309 [CB3101015128]

Philosophy

John Duke, Department Chairperson

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

Physics

Dick Graef, Department Chairperson

PHYS1300[PHYS110]. Essentials of Science. (3 credits). This course is designed for elementary education majors. Topics include the nature of the earth as revealed by geology, astronomy, meteorology, and other related biological and physical sciences. (3 lecture hours per week). [CB-Unique Need]

PHYS1401[PHYS121]. General Physics I. (4 credits). This introductory course includes the study of mechanics, heat, electricity, magnetism, light, and nuclear physics. (3 lecture and 3 laboratory hours per week). **Prerequisites:** MATH 0310 and READ 0310. [CB4008015339]

PHYS1402[PHYS122]. General Physics II. (4 credits). This introductory course continues the study of mechanics, heat, electricity, magnetism, light, and nuclear physics. (3 lecture and 3 laboratory hours per week). **Prerequisite:** PHYS 1401. [CB4008015339]

PHYS2425[PHYS141]. Mechanics and Heat. (4 credits). Topics covered in this course include vectors and vector products, equilibrium, moments of force, motion, Newton's laws, and heat. The course meets the needs of science and engineering students. (3 lecture and 3 laboratory hours per week). **Prerequisite:** READ 0310. **Corequisite:** MATH2413. [CB4008015439]

PHYS2426[PHYS242]. Electricity and Magnetism. (4 credits). Designed for science and engineering students, this course provides instruction in electricity and magnetism. (3 lecture and 3 laboratory hours per week). **Prerequisite:** PHYS 2425. [CB4008015439]

PHYS2427[PHYS243]. Wave-Motion, Sound, Light. (4 credits). This course for students in science, engineering, and other related fields covers such topics as the nature and propagation of light, reflection interference, diffraction, lens, polarization, natural radioactivity, and nuclear energy. (3 lecture and 3 laboratory hours per week). **Prerequisite:** READ 0310. **Corequisite:** MATH2413. [CB4008015439]

Psychology

John Duke, Department Chairperson
Mike Eermisse, Nancy Lobb

PSYC0309[PSYC109]. Study Skills. (3 credits). This course is a study of techniques such as time management, listening and note-taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources. (3 lecture hours per week). [CB3201015235]

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

PSYC2308[PSYC130]. Child Growth and Development. (3 credits). This course includes a study of the physical and psychological development of the child from conception to adolescence, with emphasis on factors which influence growth and development. The course helps the individual develop skills in observing and interpreting children's behavior. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB4207015140]

PSYC2314. Life-Span Growth & Development. (3 credits). This course provides a study of development from conception to death with emphasis on factors which influence growth and development. Consideration will be given to social, emotional, cognitive and physical growth and development at each period of the life-span. **Prerequisites:** READ 0310 and ENGL 0310. [CB4207015140]

PSYC2317[PSYC240]. Statistical Methods in Psychology. (3 credits). This course explores such topics as measures of central tendency and variability, statistical inference, and correlation and regression. (3 lecture hours per week). **Prerequisites:** PSYC 2301, MATH 0310. [CB4299995240]

PSYC2340. Current Issues in Psychology. (3 credits). This course is an in-depth study of contemporary issues in psychology. Topics i.e., sexuality, gender roles, addictions, gerontology, and death and dying will vary each semester. **Prerequisites:** READ 0310 and ENGL 0310. [CB4201015540]

Reading

Lynda Vern, Department Chairperson

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

READ0309[RDNG109]. Developmental Reading I. (3 credits). READ 0309 is an introductory course designed to prepare students to more successfully deal with assignments in college classes. This course emphasizes reading comprehension, vocabulary development, and study skills. Beginning instruction in the TASP reading skills is included. (3 lecture and 1 laboratory hour per week). [CB3201085235]

READ0310[RDNG110]. Developmental Reading II. (3 credits). READ 0310 focuses on the teaching of reading skills students need to perform effectively in college courses. This course includes a thorough study of the TASP reading skills, emphasizing the ability to comprehend college textbooks. (3 lecture and 1 laboratory hour per week). [CB3201085235]

READ0312. Developmental Reading III. (3 credits). Designed for students who pass the TASP by meeting the minimum statewide standard but fail to meet the higher interim remediation standard, this course focuses on raising the student's comprehension level to meet the new state expectations for TASP-obligated students. To be eligible for this course, a student must have passed READ 0310 in addition to having passed the TASP at the minimum statewide standard. (3 lecture hours per week). **PREREQUISITE:** READ0310. [CB3201085235]

READ1320[RDNG120]. College Reading. (3 credits). This transferable course for the college-level reader focuses on improving comprehension in textbook materials. The expansion of comprehension skills into critical thinking will be emphasized. READ 1320 also includes material on reading speed and vocabulary development. (3 lecture hours per week). [CB3801015735]

Real Estate

Patricia Hertenberger, Department Chairperson

REAL1301 Principles of Real Estate. (3 credits). This beginning course in real estate fundamentals and principles explores the development of real estate in Texas and introduces the study of ownership appraisal, law, practices, financing, land and location

values, transfers, trends, regulations, and economic effects. (3 lecture hours per week). [CB5215015125]

Respiratory Care

Diane Flatland, Department Chairperson
Perry Bush

All RESC courses are under [CB000008025]
RESC1201. Respiratory Care Sciences. (2 credits). Provides an introduction to basic sciences and mathematics needed in respiratory care. Topics covered include scientific measurement, chemistry, basic math, physics, computer applications, and cleaning and sterilization techniques. (2 lecture hours per week). **Prerequisite:** READ 0309.

RESC1211. Clinical Practical I (2 credits). This course gives students the opportunity to perform and to demonstrate clinically the knowledge gained in parallel courses. Setups, operation, and troubleshooting involved with the more sophisticated equipment are also included. (16 laboratory hours per week). **Prerequisites:** RESC 1500, RESC 1411. **Corequisites:** RESC 1312, RESC 1412.

RESC 1215. Pulmonary Diagnostics. (2 credits). This course includes theories and techniques involved in pulmonary function testing. Pulmonary exercise testing, metabolic studies, oximetry, transcutaneous monitoring and capnography will also be discussed. (2 lecture and 2 laboratory hours per week). **Prerequisite:** RESC 1500.

RESC1300. Respiratory Physiology. (3 credits). This course is designed to introduce the student to the physiology of the cardiovascular and pulmonary systems. The student also becomes acquainted with the terminology used in respiratory physiology. (3 lecture hours per week). **Prerequisite:** READ 0309.

RESC1312. Respiratory Pathophysiology (3 credits). Medical problems are discussed from an etiological, symptomatic, diagnostic, therapeutic, and prognostic point of view. Topics include obstructive and restrictive diseases, neuromuscular and CNS diseases, cardiac failure, etc. (3 lecture hours per week). **Prerequisite:** RESC 1300. **Corequisites:** RESC 1211, RESC 1412.

RESC1320. Pharmacology. (3 credits). This course is an introduction to the study of drugs: their origin, nature, properties, classification, and effects upon the living organism. Drugs which affect the respiratory system are emphasized. (3 lecture hours per week). **Corequisite:** RESC 1300.

RESC1411. Respiratory Care Procedures I. (4 credits). This in-depth study of basic respiratory care concepts, theories, and techniques emphasizes IPPB therapy, airway management, suctioning, chest

physical therapy, and incentive spirometry. Applications of these procedures are performed in the laboratory and clinical area under supervision. (3 lecture and 2 laboratory hours per week). **Corequisites:** RESC 1300, RESC 1400, READ 0309.

RESC1412. Respiratory Care Procedures II. (4 credits). Designed to introduce the student to the design, function, and operation of volume-cycled ventilators, this course emphasizes assisted and controlled ventilation and the use of special procedures (IMV, CPAP, etc.). Blood gas interpretation, including arterial blood gas sampling techniques and analysis, is also discussed. (3 lecture and 2 laboratory hours per week). **Prerequisites:** RESC 1300, RESC 1411. **Corequisite:** RESC 1121.

RESC1500. Introduction to Respiratory Care. (5 credits). This introductory course is designed to acquaint students with the responsibilities of the respiratory care practitioner as a member of the health care team. The course includes instruction and practice in basic procedures pertaining to medical gas administration, humidity and aerosol therapy, and nursing skills. Application of these procedures are performed in the laboratory and clinical area under supervision. (3 lecture and 10 laboratory hours per week). **Corequisite:** RESC 1411.

RESC2100. Seminar in Respiratory Care. (1 credit). This course will include presentation of patient case studies in a panel discussion format, demonstration and evaluation of new ventilators on the market today, home care equipment troubleshooting, and patient assessment in the home. Student must have completed all previous Respiratory Care courses or have permission of program director. (2 lecture hours per week).

RESC2112. Mechanical Ventilator Laboratory. (1 credit). This course is designed to provide the student with the opportunity to set up, operate, and troubleshoot various volume ventilators on the market today. Emphasis will be placed on building skills needed to work with volume ventilators. (2 laboratory hours per week). (12-week summer session - 3 laboratory hours per week). **Prerequisite:** RESC 1412.

RESC2200. Clinical Management and Education. (2 credits). This introduction to the managerial aspects of the Respiratory Care Department includes budgeting, scheduling, and staffing. It also covers in-service education, behavioral objectives, and teaching and testing strategies. (2 lecture and 3 laboratory hours per week; Summer session—3 lecture and 4 laboratory hours per week).

RESC2210. Clinical Practical II. (2 credits). This course provides the student with the opportunity to apply skills necessary for managing and monitoring the patient-ventilator system in the intensive care setting. It includes attending physician rounds,

presentation of patient assessments and a respiratory care plan. (15 laboratory hours per week; 12-week summer session—20 laboratory) **Prerequisites:** RESC 1412, RESC 1211.

RESC2309. Neonatal and Pediatric Respiratory Care. (3 credits). This course explores the care of the pediatric patient with cardiopulmonary disease. Cardiopulmonary anatomy and physiology, fetal development, diseases, and equipment and therapeutic techniques used in treating these diseases are covered. (3 lecture hours per week). **Prerequisite:** RESC 2310, RESC 2320. **Corequisite:** RESC 2314.

RESC2310. Advanced Pathophysiology. (3 credits). This course includes an in-depth study of various diseases and disorders related to the cardiopulmonary system. Advanced diagnostic techniques including chest radiography and electrocardiography are also discussed. (3 lecture hours per week). **Prerequisite:** RESC 1312. **Corequisites:** RESC 2214, RESC 2320.

RESC2313. Clinical Practical III. (3 credits). In this course the student applies all respiratory concepts related to patient care to demonstrate experience as a practicing therapist with the correlation of advanced clinical and technological concepts. Includes AHA advanced cardiac life support program (\$100 fee). The student will also rotate through specialty areas pertaining to cardiopulmonary care. (18 laboratory hours per week). **Prerequisites:** RESC 2110, 2112.

RESC2314. Clinical Practical IV. (3 credits). This in-depth exposure to respiratory care and ventilator management emphasizes neonatal and pediatric therapy. Case studies and follow-ups are presented. Also, a continuation of specialty areas pertaining to cardiopulmonary care will be included. (20 laboratory hours per week). **Prerequisites:** RESC 1412, 2313.

RESC2320. Advanced Intensive Care Procedures. (3 credits). This course is designed to familiarize the student with techniques used clinically to assess a patient both subjectively and objectively. It also introduces the student to invasive monitoring systems used in the critical care setting such as Swan-Ganz catheterization, CVP and arterial lines, intracranial pressure monitoring, chest drainage, and counterpulsation. (3 lecture hours per week). **Prerequisites:** RESC 1312, RESC1412. **Corequisite:** RESC 2313.

Sociology

John Duke, Department Chairperson
Mike Eernisse, Nancy Lobb

SOCI1301[SOCI111]. Principles of Sociology. (3 credits). This course presents a scientific examination of the organization of human social life, the unique forms and social order of group life, and the products of group living. The course places special emphasis on social interaction patterns and the processes and institutions developed by man to facilitate his progress. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB4511015142]

SOCI1306[SOCI122]. Social Problems. (3 credits). This course includes the scientific examination of conditions that are disruptive to society today, those seen as problematic for society as a whole, and those that represent violations of the norms of special groups in society: population, poverty, social minorities, mass society, delinquency, crime, drugs, sexual deviance, and disorganization of family, education, and religion. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB4511015242]

SOCI2301[SOCI110]. Marriage and Family Relationships. (3 credits). A contemporary study of the freedom and growth potential of the individual in marriage and family life, this course explores the many parameters of the marital and parental relationships, and it places emphasis on raising current questions with comprehensive examination of the values and goals of the individual as well as the institution of the family. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB4511015442]

SOCI2319{HUMA}2319[HUMN211]. American Minorities. (3 credits). This course is an introduction to culture and to the multi-cultural and multi-ethnic diversity residing in the United States, with emphasis on Italian Americans, Jewish Americans, Native Americans, Black Americans, Hispanics, and Asians. (3 lecture hours per week). **Corequisites:** READ 0310 and ENGL 0310. [CB4511015342]

Spanish

SPAN1300[SPAN101]. Conversational Spanish I. (3 credits). The primary purpose of this course is to give the student an opportunity to develop an accurate oral use of the language, based on a sound understanding of structure. Reading will be incidental to the oral objective. (3 lecture hours per week). [CB1609055431]

SPAN1310[SPAN102]. Conversational Spanish II. (3 credits). This course is a continuation of Conversational Spanish I. It will expand the vocabulary and oral skills learned in the previous course. (3 lecture hours per week). **Prerequisite:** SPAN 1300. [CB1609055431]

SPAN1411[SPAN111]. Elementary Spanish I. (4 credits). While this course is definitely aimed toward proficiency in everyday conversational Spanish, it gives the student the necessary background in pronunciation, acquisition of vocabulary, grammatical construction, and formation of sentences. (3 lecture and 2 laboratory hours per week). [CB1609055131]

SPAN1412[SPAN112]. Elementary Spanish II. (4 credits). This course is a continuation of the oral practice of SPAN 1411 with some stress placed on reading and composition. (3 lecture and 2 laboratory hours per week). [CB1609055131]

SPAN2311[SPAN121]. Intermediate Spanish I. (3 credits). This course includes the more complex grammatical points. The course includes a review of pronunciation and aural/oral drills, and it emphasizes proper usage of grammar, both written and oral. Students read classical and contemporary literature of moderate difficulty to further cultural appreciation and to gain a better understanding of international affairs. (3 lecture hours and 1 laboratory hour per week). **Prerequisite:** SPAN 1412. [CB1609055231]

SPAN2312[SPAN122]. Intermediate Spanish II. (3 credits). This course is a continuation of the study introduced in SPAN 2311, and it emphasizes fluent usage of oral and written Spanish. (3 lecture and 1 laboratory hours per week). **Prerequisite:** SPAN 1412. [CB1609055231]

SPAN2321[SPAN220]. Introduction to Spanish Literature. (3 credits). This course is conducted in Spanish. It includes an introduction to Spanish and Latin American literature through representative selections from major authors. (3 lecture hours per week). **Prerequisite:** SPAN 2312. [CB1609055331]

Speech

C. Jay Burton, Department Chairperson
Earnest Burnett, Bill Waggoner

SPCH1311[SPCH110]. Fundamentals of Speech. (3 credits). This course consists of the study of the importance of speech as an aid in social adjustment; the improvement of articulation and pronunciation; the study of the use of bodily activity and its relation to effective speaking; vocabulary development; the study of the general ends of speech; and preparation toward the achieving of these ends. (3 lecture hours per week). **Prerequisite:** READ 0310. [CB2310015135]

SPCH1315[SPCH120]. Public Speaking. (3 credits). This course concentrates on the methods of organization and the techniques of delivery of the platform speech, with emphasis on explanation and persuasion. The course includes a study of group methods of problem solving and parliamentary procedures. The student must have the approval of the department chairperson. (3 lecture hours per week). **Prerequisite:** READ 0310. [CB2310015335]

SPCH1318[SPCH105]. Interpersonal Communication. (3 credits). This course presents theory, examples, and participation in exercises in order to improve effective one-to-one and small group communication. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. [CB2310015435]

SPCH1321[COMM1308]. Business Speaking. (3 credits). Theory and practice of communication as applied to business and professional situations. The course will analyze trends in business communication and provide practical application of selected methods. (3 lecture hours per week). **Prerequisite:** READ 0310. [CB2310015235]

SPCH2341[SPCH130]. Oral Interpretation. (3 credits). This course presents the study of platform interpretation of literature. The course emphasizes improvement in voice, pronunciation, and enunciation for interpreting lyric poetry, narrative prose and poetry, the descriptive essay, the monologue, and dramatic scenes. This course is particularly recommended for English and elementary majors. (3 lecture hours per week). **Prerequisite:** READ 0310. [CB2310015735]

Texas Department Of Criminal Justice

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

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

Certificate Programs

(Less Than 12 Months)

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

*Automotive Technology

Charles Graham, Terry Hanlon

All AUTO courses are under [CB0000006422]

AUTO1490[AUTO110]. Basic Automotive. (4 credits). The course acquaints the student with service trade information, use and care of shop equipment and tools, standard transmission, brakes, clutches, rear axle, drive line principles, and a limited application of automotive shop practice. (3 lecture and 6 laboratory hours per week).

AUTO1491[AUTO120]. Internal Combustion Engine. (4 credits). In this introduction to the gasoline internal combustion engine, students learn technique and skill in inspection, repairing and overhauling of engine components, valve timing, and the use of special tools and equipment. (3 lecture and 6 laboratory hours per week).

AUTO1492[AUTO130]. Automotive Electricity and Ignition System. (4 credits). An introduction to the fundamentals of electricity as applied to the automotive vehicle, this course includes classroom theory and laboratory practices of magnetic principles of electricity, functions of the diode and transistor, the storage battery, D.C. and A.C. charging systems, generators and alternators, and complete wiring systems. (3 lecture and 6 laboratory hours per week).

AUTO1493[AUTO140]. Carburetion and Fuel Systems. (4 credits). This course includes a study of fuels and their applications, requirements, and effect on carburetion. Students disassemble, clean, overhaul, reassemble, and adjust various types of carburetors. (3 lecture and 6 laboratory hours per week).

AUTO1494[AUTO150]. Automotive and Truck Chassis. (4 credits). This course includes a study of designs, construction, and frame alignment fundamentals of the vehicle chassis. Classroom theory and laboratory practices include front end alignment, shock absorbers, springs, steering mechanism, wheel balancing, and power steering. (3 lecture and 6 laboratory hours per week).

*Computer Science

*Lew Garrett, Department Chairperson
Thomas Cook, Loretta Hulsey, Thomas Magliolo,
Jesse Paul, Elias Sanchez*

All CSCI courses are under [CB0000006021]

CSCI1490[CSCI104]. Introduction to Computers. (4 credits). This course is an overview of the basic concepts of computer information processing. The functional characteristics of digital computers and their capabilities and limitations are discussed, and the application of computers in business, industry, and society is explored. (3 lecture and 7 laboratory hours per week).

CSCI1491[CSCI105]. Micro-Computer Programming—BASIC. (4 credits). This course on the fundamental concepts of BASIC programming language as applied to micro-computers includes problem solving, application, graphics, and other programming techniques applicable to micro-computers. (3 lecture and 7 laboratory hours per week).

CSCI1492[CSCI115]. Computer Programming (PASCAL). (4 credits). This introductory course in structured programming using the PASCAL language emphasizes algorithm design, flowcharting, and syntax of the language. Business applications are used to introduce problem-solving techniques. (3 lecture and 7 laboratory hours per week).

CSCI1493[CSCI205]. Introduction to Database Structures. (4 credits). This introductory course in database processing using the PASCAL language explores algorithms for sorting, searching, joining, and displaying information from a group of related files. Emphasis is placed on database structure, data integrity, and user functionality. (3 lecture and 7 laboratory hours per week).

CSCI1494[CSCI225]. Data Base Systems. (4 credits). In this introduction to data-based management systems, data organization and structure, and data-base design, the student uses a query language for business applications. (3 lecture and 7 laboratory hours per week).

*Horticulture (Ornamental)

Dwight Rhodes

All HORT courses are under [CB0000005026]

HORT1490[HORT102]. Principles of Horticulture. (4 credits). This course presents fundamental principles and practices of structure, growth, development, maintenance, and use of

horticultural plants. The course outlines the commercial horticulture industry and occupational opportunities. The laboratory experience provides an introduction to growing, grounds maintenance, planting, transplanting, and plant maintenance. (3 lecture and 6 laboratory hours per week).

HORT1491[HORT112]. Plant Materials for Landscape Use. (4 credits). This course provides a study of ornamental trees, shrubs, vines, and ground covers for landscape use, and it emphasizes their identification, characteristics, adaptability, use, and maintenance. Students use basic concepts and practices in preparing landscape plans. (3 lecture and 6 laboratory hours per week).

HORT1492[HORT122]. Plant Propagation. (4 credits). This course provides the student with theoretical consideration and practical experiences in producing horticultural plants by sexual and asexual methods. It includes laboratory exercises in cutting, layering, division, growing from seeds, budding, and grafting. (3 lecture and 6 laboratory hours per week).

HORT1493[HORT222]. Chemical Control of Weeds, Plants, Diseases, and Pests. (4 credits). This course covers the identification, cause, and control of common weeds, plant diseases, and pests, and it includes a study of equipment for their prevention and control. (3 lecture and 6 laboratory hours per week).

HORT1494[HORT251]. Vegetable Crops. (4 credits). This course is a study of vegetable production, and it includes factors that affect production of important fresh market and processing vegetables in different areas of the United States. (3 lecture and 6 laboratory hours per week).

*Radio And Television Repair

Lew Garrett

All RATV courses are under [CB0000006241]

RATV1490[RATV105]. Basic Communications. (4 credits). This course explores the theory and application of electronics from basic aspects through transmitters and antennas. The lab portion of the course includes application, operation, and testing of communication equipment. (3 lecture and 7 laboratory hours per week).

RATV1491[RATV110]. Basic Radio Receivers. (4 credits). This introduction to radio receivers and radio circuitry prepares the student for radio servicing. The course lays the basic foundation for further study in television servicing of black and white, color, and

industrial closed circuit televisions as well as home receivers. (3 lecture and 7 laboratory hours per week).

RATV1492 [RATV120]. Basic Television Receivers. (4 credits). This course includes a study of television circuits as applied to the black and white home and industrial closed circuit receivers. Servicing experiments in lab are done on actual lab TV receivers using up-to-date equipment and schematics. The use of the VTVM and the scope is emphasized. (3 lecture and 7 laboratory hours per week).

RATV1493 [RATV220]. Basic Color Television. (4 credits). This course includes the study of color television circuits as they are applied to the modern receiver. The student studies color, mixing both additive and subtractive methods, requirements of the composite color signal, makeup of the color picture tube, convergence, and troubleshooting procedures. All lab experiments are performed on live color receivers using up-to-date equipment and schematics. (3 lecture and 7 laboratory hours per week). **Prerequisite:** RATV 1492.

RATV1494 [RATV230]. Advanced Service Techniques. (4 credits). This course is designed for the technician who is familiar with television circuitry and wants to progress to advanced servicing techniques. The course includes visual alignment and overall response analysis. (3 lecture and 7 laboratory hours per week). **Corequisite:** RATV 1492.

*Welding

Gary Church

All WELD courses are under
[CB0000006245]

WELD1490 [WELD111]. Welding Processes and Safety. (4 credits). This course includes theory and practice in techniques of oxy-acetylene welding and cutting, layout and preparation of commonly used joints, servicing and regulation of oxy-acetylene equipment, basic shop practices, basic welding machine theory, and set up procedures of the electrical arc welding machine. This course also includes an introduction to shop and job safety. (3 lecture and 6 laboratory hours per week).

WELD1491 [WELD120]. Arc Welding (Plate I). (4 credits). This course teaches students to do metal cutting with oxygen and acetylene equipment. The course includes a study of the theory of plate welding, and students learn plate welding in three positions: flat, vertical up, and horizontal. (3 lecture and 6 laboratory hours per week).

WELD1492 [WELD123]. Arc Welding (Plate II). (4 credits). In this course on the advanced theory of plate welding, students learn plate welding in five positions: flat, vertical up, horizontal, vertical down, and

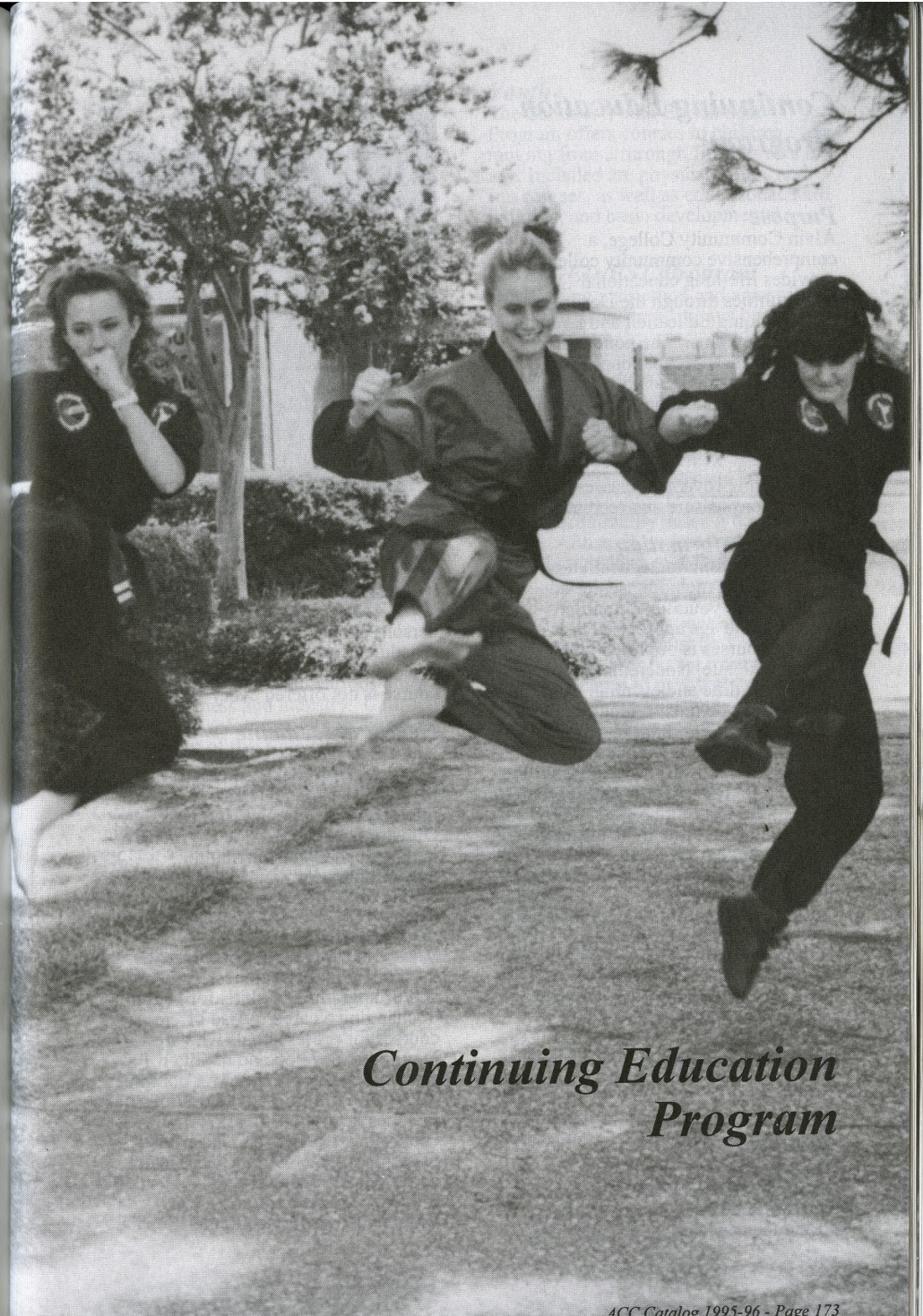


overhead. The course also covers Root and Face Bend tests for qualifications of plate welders and advanced theory and troubleshooting procedures for electronic arc welding machines. (3 lecture and 6 laboratory hours per week).

WELD1493 [WELD253]. Pipe Welding I. (4 credits). This course includes such topics as the theory of pipe welding, cutting and beveling pipe with oxygen and acetylene equipment, and pipe welding in two positions: rolling and horizontal. (3 lecture and 6 laboratory hours per week).

WELD1494 [WELD254]. Pipe Welding II. (4 credits). This course covers advanced theory of pipe welding. Students learn pipe welding in four positions: rolling, horizontal, downhill, and overhead. (3 lecture and 6 laboratory hours per week).

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



Continuing Education Program

Continuing Education Program

Purpose

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

General Information

Noncredit continuing education serves all age groups including senior adults, children, and youth. Information regarding the age appropriateness of specific courses is provided in the course schedule. Noncredit courses are offered daytime and evening. Daytime courses include most senior adult education classes, small business seminars, specialized courses for business and industry, and those designed to train specific target groups. Most of the Continuing Education Program courses are in the evening. Courses range from three-hour seminars to 400-hour adult vocational training courses.

Tuition and fees for noncredit classes are established by the Alvin Community College Board of Trustees. Noncredit instruction includes lecture, laboratory, field exercises, workshops, seminars, and conferences. Persons who have program and course ideas should contact the Associate Dean of Continuing Education at 388-4682.

Continuing Education and Adult Noncredit Course Descriptions

Noncredit courses in the following areas are scheduled at various times during the academic year. Interested



persons should check the semester schedule to determine the particular courses offered each semester. Every course is not offered every semester.

Health & Medicine

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

Job Training

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

Petrochemical Operator Training, Office Occupations, and Business & Industry are a few of the noncredit training areas. The most recent addition to the area of job training is the 300-hour Massage Therapy Program.

Senior Adults

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

Microcomputer Training

Offerings in this area include Introduction to Microcomputers, IBM PC/DOS, Word Perfect, Beginner and Intermediate Lotus 1-2-3, and a job training courses.

Customized Business and Industry Training

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

Small Business Development Center

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

Special Interest

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

Youth

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

ABE/GED/ESL Program

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

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

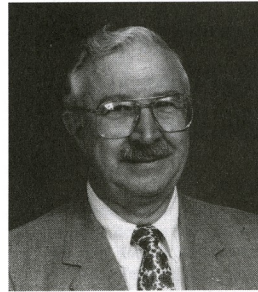
General Education Development (GED) is preparation for the High School Equivalency Diploma, which may be acquired by passing the GED Exam. Although students may take the GED Exam without GED preparation classes, most students score significantly higher by participation in the individualized instructional program. Students must be 17 years old and officially withdrawn from a public school. Because of new legislation and laws affecting GED testing, interested persons should check with the ACC Counseling Center regarding testing requirements.

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

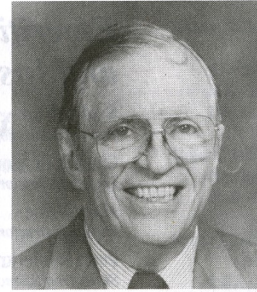
There is no charge for instruction in ABE or ESL programs. The fee for GED instruction is \$15. The fee for the GED Exam is \$30. Testing arrangements are made through the ACC Counseling Center. The ABE/GED/ESL program is funded through the Texas Education Agency. Interested persons may enroll in either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



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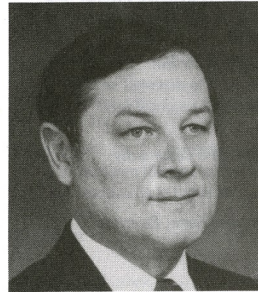
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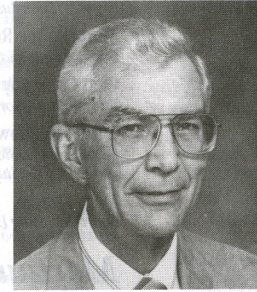
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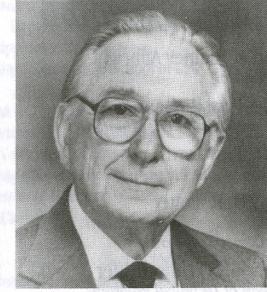
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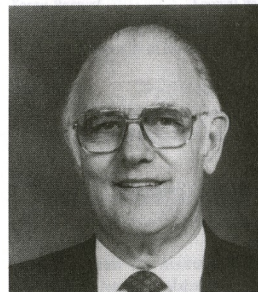
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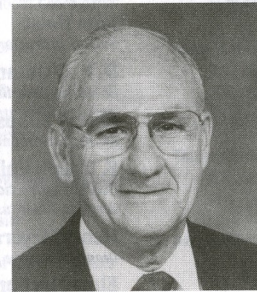
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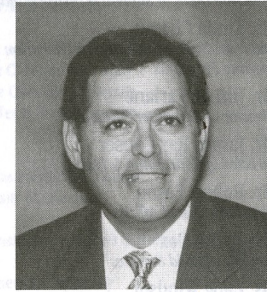
Jerry Jircik



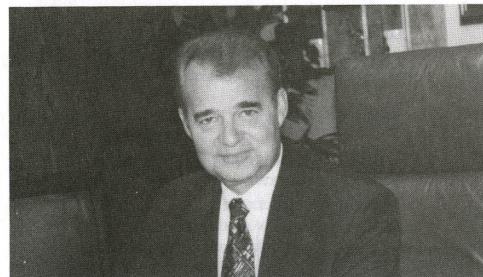
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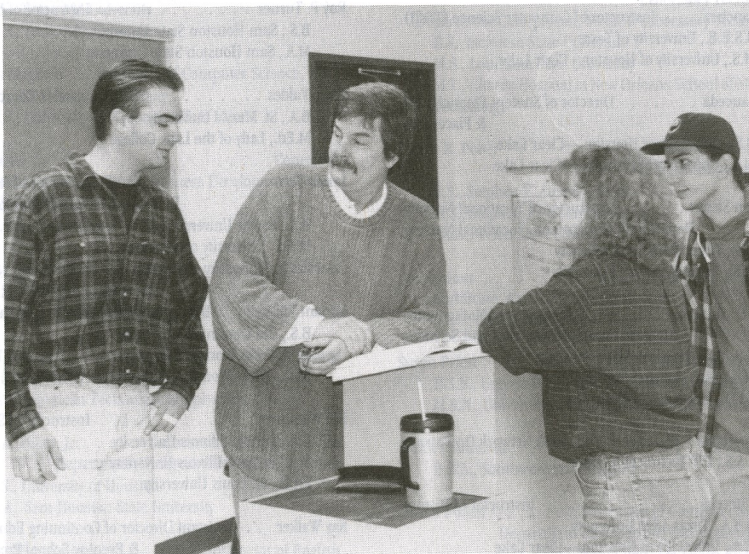
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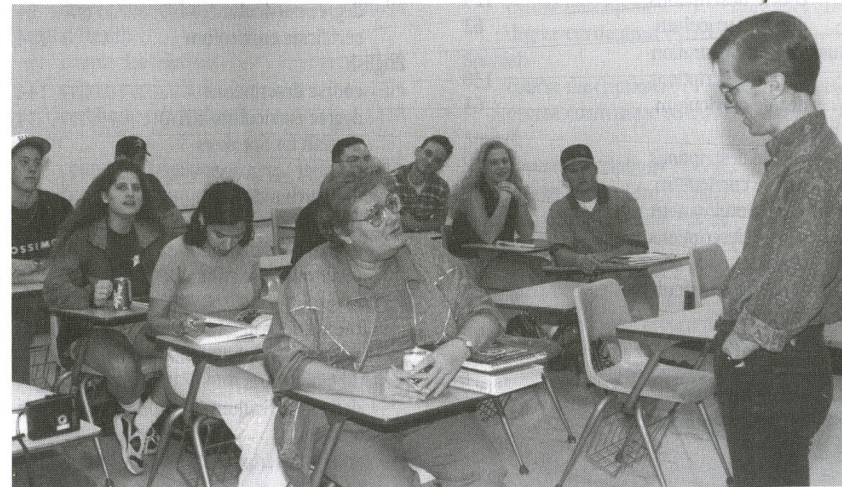
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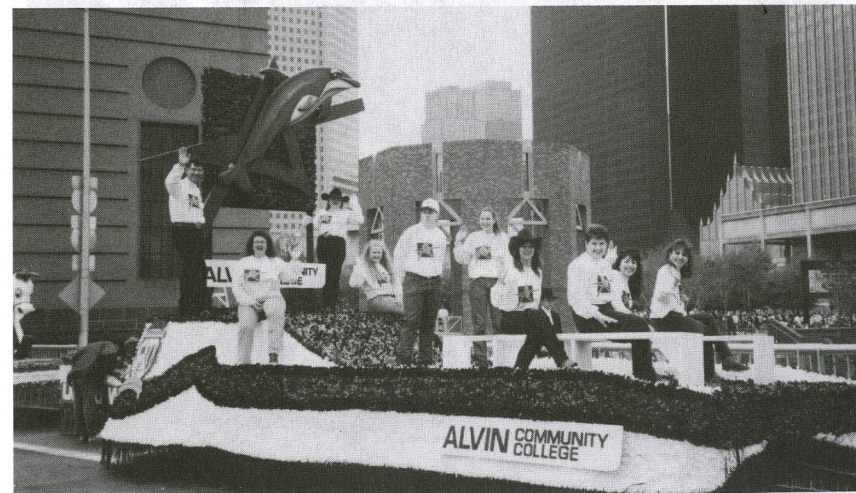
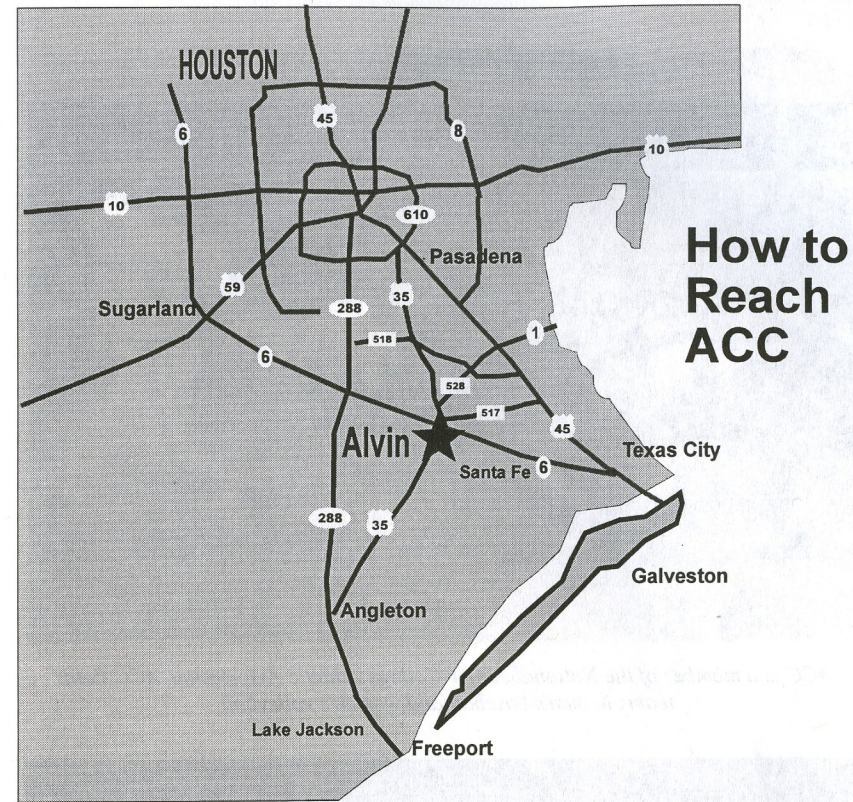
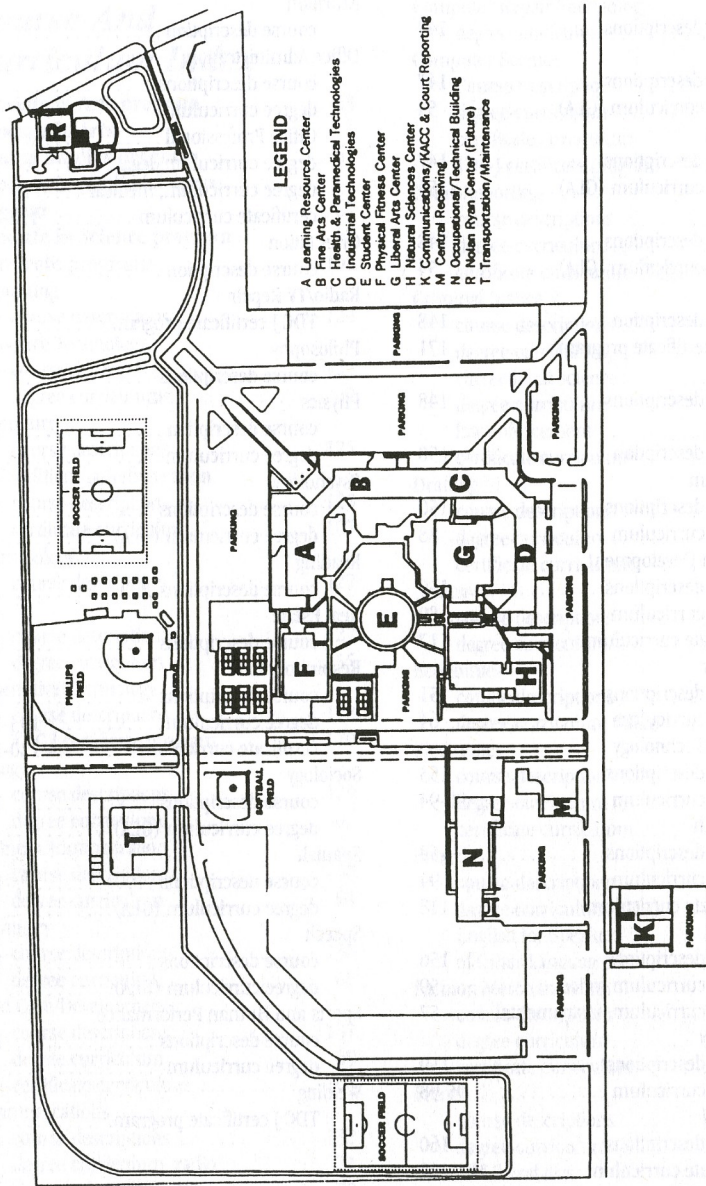
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ACC is a member of the National Junior College Athletic Association. ACC fields teams in men's baseball and women's volleyball.

