ALVIN COMMUNITY COLLEGE | CATALOG | 1996 1997

Alvin Community College 7049

ALVIN COMMUNITY COLLEGE CATALOG
VOLUME 47, NO. 1
AUGUST 1996

Alvin Community College announcement of courses for 1996-1997

Approved and Accredited by:

Alvin Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award associate degrees.

Also Approved and Accredited by:

Texas Higher Education Coordinating Board, Texas College and University System
The Texas Education Agency

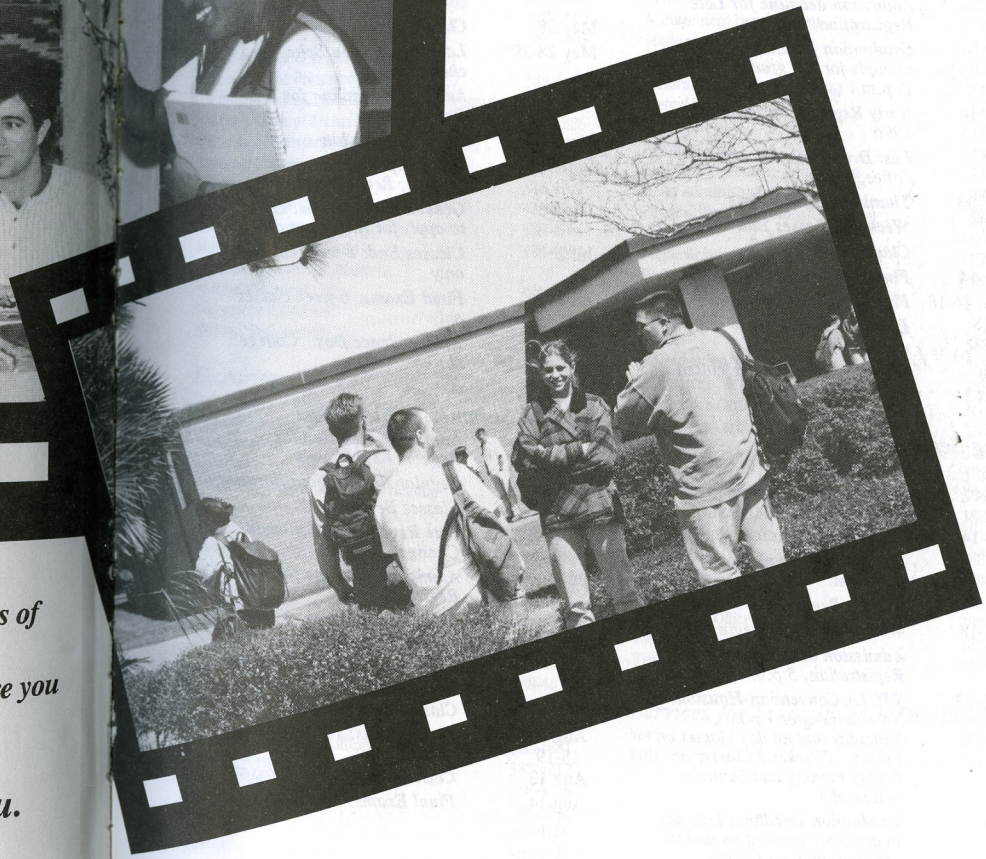
Member:

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

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

Any of the regulations, services, or course offerings appearing in this catalog may be changed without prior notice. The regulations appearing here will be in force starting with the 1996 Fall Semester.

Alvin Community College



Whether you're interested in completing the first two years of college before transferring to a four-year institution - or you prefer a one- or two-year program that will prepare you for immediate job entry -

Alvin Community College is the place for you.

Academic Calendar

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

Fall Semester 1996

Jul 30-31	***Early Registration***
Aug 14	***Dolphin Preview**: New student orientation*
Aug 22	***Admission deadline for Regular Registration**, 5 p.m.*
Aug 26-27	***Regular Registration***
Aug 28	***Faculty/Staff Workshop**, 8am-3pm*
Aug 29	***Classes Begin***
Aug 30-31	***Weekend Classes Begin***
Sep 2	***Labor Day Holiday**: College closed*
Sep 4	***Admission deadline for Late Registration**, 5 p.m.*
Oct 7	***Graduation Deadline**: Last day to apply for fall graduation (5 p.m.)*
Nov 12-14	***Early Registration** for Spring 1996*
Nov 22	***Last Drop Date**: Records Office, 5 p.m.*
Nov 27-30	***Thanksgiving Holidays***
Dec 6-7	***Weekend Classes End***
Dec 12	***Classes End***
Dec 13-14	***Finals for Weekend Classes***
Dec 13, 16-18	***Final Exams***
Dec 18	***Dolphin Preview**: New student orientation*
Dec 23-Jan 3	***Winter Break**: College closed*

Spring Semester 1997

Jan 6	***College Reopens***
Jan 9	***Admission deadline for Regular Registration**, 5 p.m.*
Jan 13-14	***Regular Registration***
Jan 15	***Faculty/Staff Workshop**, 8am-3pm*
Jan 16	***Classes Begin***
Jan 17-18	***Weekend Classes Begin***
Jan 21	***Admission deadline for Late Registration**, 5 p.m.*
Feb 20-22	***TJCTA Convention-Houston**: No classes after 1 p.m. Thursday and no day classes on Friday. (Weekend Classes on Friday evening and Saturday will meet.)*
Mar 4	***Graduation Deadline**: Last day to apply for graduation and to order graduation regalia*
Mar 17-22	***Spring Break**: College closed*
Mar 28-31	***Spring Holidays**: College closed*
Apr 8-9	***Early Registration for Summer 1 & Summer 12-week***
Apr 18	***Last Drop Date:** Records Office, 5 p.m.*
May 6	***Classes End***
May 9-10	***Final Exams:** Weekend classes only*
May 7-9,12	***Final Exams***
May 15	***Commencement***

First Summer Session 1997

May 21	***Admission deadline for Regular Registration***
May 27	***Regular Registration: Summer 1 and Summer 12-week***
May 26	***Memorial Day Holiday:** College closed*
May 28	***Classes Begin***
May 28-29	***Late Registration/Schedule changes***
May 29	***Admission deadline for Late Registration***
May 29	***Audit Registration***
Jun 19	***Last Drop Date** (Summer 1 classes): Records Office, 5 p.m.*
Jun 23	***Graduation Deadline**: Last day to apply for August graduation*
Jul 2	***Classes End:** 6-week classes only*
Jul 3	***Final Exams:** 6-week classes only*
July 4	***Independence Day:** College closed*

Second Summer Session 1997

July 3	***Admission Deadline for Regular Registration***
Jul 8	***Regular Registration: Summer 2***
Jul 9	***Classes Begin***
Jul 9	***Late Registration/Schedule Changes***
Jul 9	***Admission deadline for Late Registration***
Jul 9	***Audit Registration***
Jul 31	***Last Drop Date** (Summer 12-week and Summer 2 classes): Records Office, 5 p.m.*
Aug 12	***Classes End**: 12-week classes*
Aug 13-14, 18-19	***Final Exams**: 12-week classes*
Aug 13	***Classes End**: 6-week classes*
Aug 14	***Final Exams**: 6-week classes*

Alvin Community College Phone Listing

713/331-6111
(For numbers not listed)

Administrative Offices

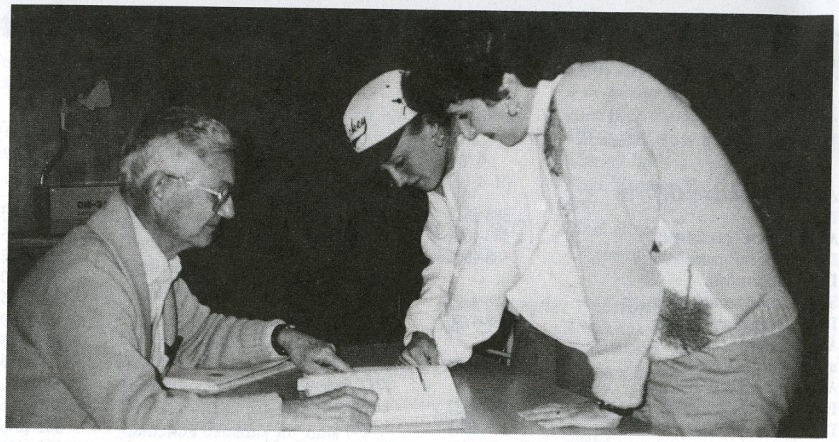
President	388-4612
Administrative Coordinator	388-4614
Dean of Administrative Services	388-4606
Dean of Instruction, Student and Community Services	388-4659
Dean of Technical Programs	388-4730
Associate Dean of Student and Instructional Services	388-4623
Associate Dean of Continuing Education and Evening Programs	388-4682
Division Chair of English & Fine Arts	388-4665
Division Chair of Social Sciences	388-4668
Division Chair of Math & Sciences	388-4663
Division Chair of Legal & Public Service Programs	388-4865
Division Chair of Business & Industry Programs	388-4698
Division Chair of Technical Programs	388-4826
Director of Computer Services	388-4652
Director of Counseling and Testing	388-4631
Director of Fiscal Affairs	388-4712
Director of Food Services	388-4791
Director of Personnel	388-4764
Director of Physical Plant	388-4743
Director of Research, Planning and Development	388-4857
Director of Sports and Human Performance	388-4706

Departmental and Staff Offices

Accounting/Business	388-4784
Admissions Information	388-4636
Aerospace Technology	388-4831
Agriculture	388-4846
Air Conditioning/Refrigeration/Heating	388-4826
Art	388-4792
Automotive	388-4826
Biology	388-4846
Business Office	388-4712
Cafeteria	388-4791
Campus Police	388-4800
Chemistry	388-4780
Child Care Center	388-4748
Communications	388-4675
Computer Center	388-4651
Computer Science	388-4826
Continuing Education Office	388-4681
Court Reporting	388-4817
Counseling Center	388-4636
Criminal Justice	388-4751
Drafting	388-4865
Drama	388-4724
Electronics	388-4803
English	388-4665
Fashion Merchandising	388-4808
Financial Aid Office	388-4630
Fitness Center	388-4706
Foreign Language	388-4879
Geology	388-4805
Horticulture	388-4846
KACC Radio—T.V.	388-4772
Legal Assistant	388-4786
Library	388-4645
Management Development	388-4698
Mathematics	388-4663
Media Center	388-4732
Medical Laboratory Technology	388-4696
Mental Health	388-4793
Music	388-4792
Nursing	388-4688
Off-Campus Housing Information	388-4636
Office Administration	388-4810
Physical Plant Operations	388-4743
Physics	388-4805
Public Relations Office	388-4614
Reading	388-4841
Record's Office	
Admission & Enrollment Status	388-4618
FAX	388-4926
Graduation/Transfer Evaluation	388-4621
Transcript Service	388-4615
Veteran's Certification Services	388-4615
Respiratory Care	388-4695
Social Sciences	388-4668
Speech	388-4724
Sports & Human Performance	388-4706
Student Activities Office	388-4698
Student Employment/ Financial Aid Office	388-4630
Technical Programs	388-4730
Testing/Counseling Center	388-4636
Theatre Box Office	388-4727
Vocational Nursing	388-4693
Welding	388-4826

Services for Students with Disabilities

Voice	388-4636
TDD	388-4913



Instructors are very accessible to ACC students.

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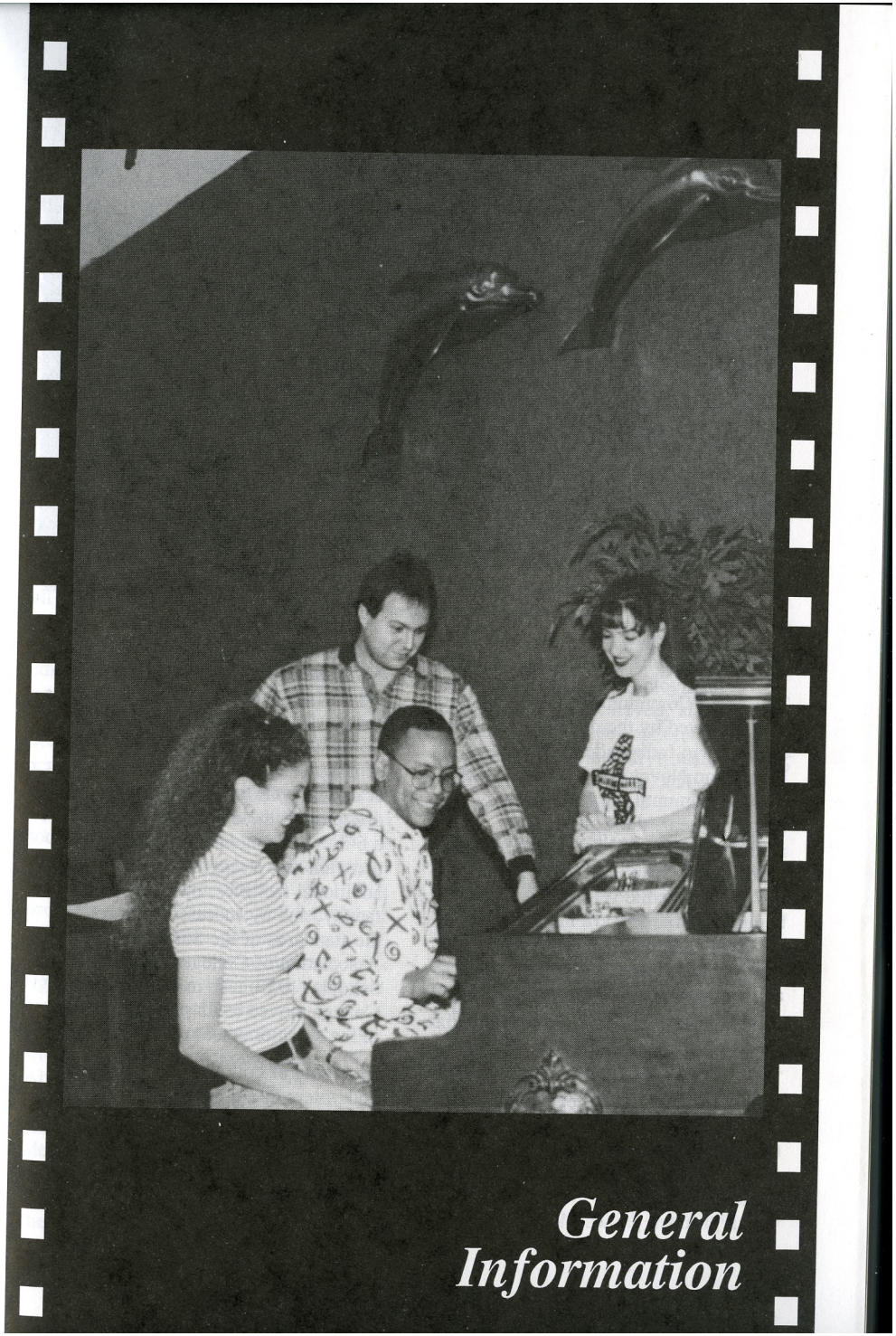


General Information

Our beautiful 113-acre campus accommodates a semester enrollment of 4,000 in credit programs and over 3,000 in continuing education classes.

History

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

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

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

The enrollment of Alvin Community College has grown from 134 students in 1949 to a record high of 4404 in 1988. During this period of growth, Alvin Community College has had five presidents:

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

Philosophy

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

Mission

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

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

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

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

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

personal, social, and cultural dimensions.

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

Institutional Goals

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

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

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

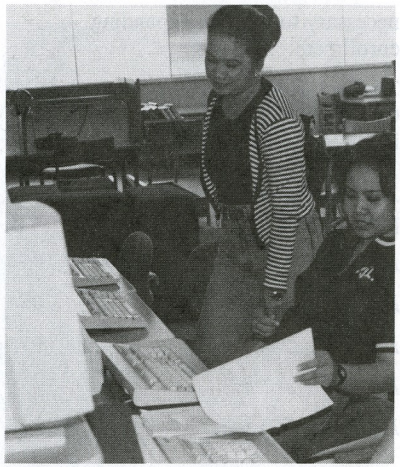
To offer developmental courses that improve the basic skills of students whose academic foundations need strengthening.

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

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

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

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



ACC provides state-of-the-art equipment and labs for student use.

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

To provide support to instructional and student services personnel.

Facilities

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

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

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

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

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

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

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

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

The Natural Sciences Building houses seven physical science laboratories, faculty offices, and a greenhouse. The Occupational Technical Building includes a drafting lab/classroom, two additional laboratories, six classrooms, faculty offices, and the Criminal Justice Training Center.

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

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

Accreditation

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

Public Notice & Compliance Statements

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

Rights of Individuals with Disabilities: Alvin Community College complies with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and with the Americans With Disabilities Act (P.L. 101-336), and does not discriminate on the basis of a disability in the areas of admission, accessibility, treatment and employment. Individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements will be provided with a variety of academic services and resources. ACC supports efforts in making the campus more accessible and encourages students with disabilities to participate in all activities. Students seeking assistance should contact the Counseling Center. Information concerning college practices as they relate to Section 504 and ADA should be directed to the Associate Dean of Student & Instructional Services.

Access To Programs: Admission to College programs is based on requirements outlined in this catalog. Alvin Community College will take steps to assure that lack of English language skills will not restrict admission to and participation in its programs.

For information about your rights and grievance procedures, contact the Associate Dean of Student and Instructional Services, 713/388-4623, or the Director of Personnel, 713/388-4764, at 3110 Mustang Road, Alvin, Texas 77511-4898.

La admisión a los programas del colegio se efectúa a base de los requisitos descritos en este catálogo. Alvin Community College tomará medidas para asegurar que el desconocimento del idioma inglés no sea obstáculo a la admisión a todos los programas.

Para información sobre los derechos o los procedimientos para presentar quejas, comuníquese con el Decano de Estudiantes al número 713/388-4623 o con la Director de Personal al número 713/388-4764, dirección 3110 Mustang Road, Alvin, Texas 77511-4898.

Family Educational Rights And Records Access Annual Notice: In compliance with the Family Educational Rights and Privacy Act of 1974, the College may release information classified as "directory information" to the general public without the written consent of the student. See ***"Relevance of Directory Information"*** section in this catalog.

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

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

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

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

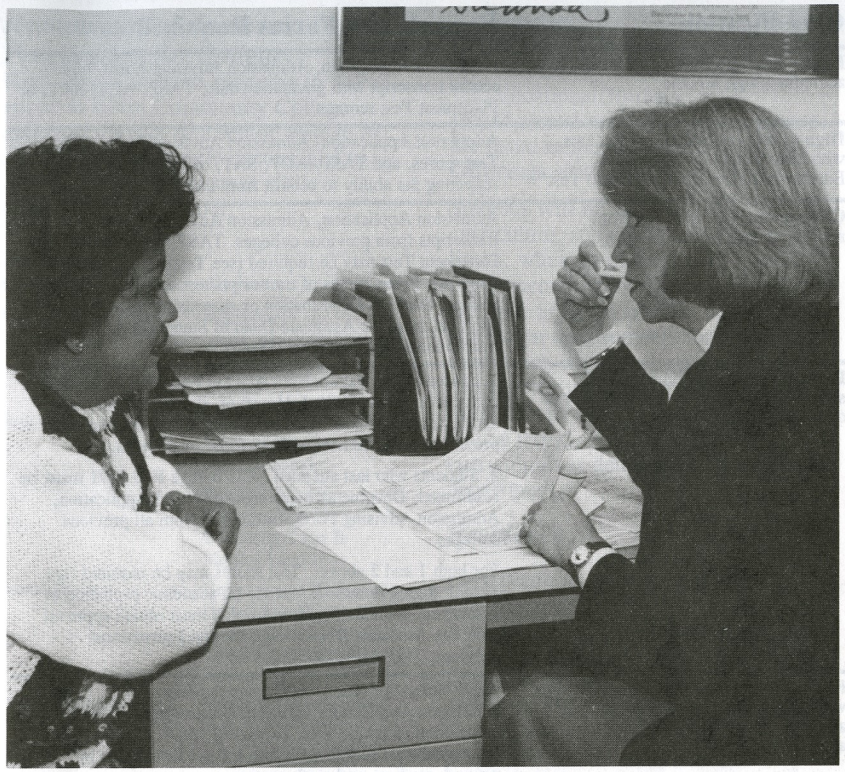
For information about your rights or about grievance procedures, contact the Associate Dean of Student and Instructional Services, Alvin Community College, 3110 Mustang Road, Alvin, Texas 77511-4898, 713/388-4623.

Students receive individual help in the ACC Library.

Interpretation Of Catalog

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

Academic Policies and Regulations



Qualified staff provide one-on-one academic counseling.

Admission

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

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

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

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

Records and forms required for admission must be received in the Records Office by the deadline (see Academic Calendar).

Classification	Records and Forms Required
High school graduate: Graduates from accredited high schools	Admission Application, Admission Advising Form, high school transcript with graduation date, TASP, ACT, SAT, or Placement Test scores.
High school equivalency: Students who have passed the General Educational Development (GED) Test	Admission Application, Admission Advising Form, GED Test scores, and TASP, ACT, SAT, or Placement Test scores reflecting the ability to benefit from instruction.
College transfer: Students from another college or university	Admission Application, Admission Advising Form, transcripts from previous colleges. TASP, ACT, SAT, or Placement Test may be required (see **Testing** and **TASP** sections). Bring copies of transcripts/test scores to advising session. Students on probation or suspension must get approval from the Associate Dean of Student and Instructional Services, 713/388-4623.
Returning student: Former ACC students who have not attended for one or more semesters	1. Students who last attended ACC in **Fall 1991 or later** do not need to be readmitted. However, if a student attended another college since last attending ACC, the student **must** provide current transcripts from those institutions. 2. Students who last attended ACC **before Fall 1991 must** be readmitted. Documents required: Admission Application, Admission Advising Form, transcripts from all previous colleges. For both 1 and 2 above: Test scores may be required (see *Testing Requirement*). If you are on academic probation or suspension at another institution, you must obtain approval from the Associate Dean of Student and Instructional Services, 713/388-4623.
Early admission: High school students who have completed their junior year and have parental and high school approval	Admission Application, Admission Advising Form, Early Admission Application, high school transcript verifying completion of junior year, and TASP, ACT, SAT, or Placement Test scores reflecting college-level skills in writing, reading, and mathematics.
International student: Students born in another country who are not U.S. citizens or resident aliens	Evidence of a valid visa and approval from the Counselor for International Students are required. For additional requirements, see section on **International Student Regulations** or call 713/388-4636.
Individual approval: Persons not in above classifications	Interview to determine eligibility, Admission Application, Admission Advising Form, Individual Approval Form, TASP or Pre-TASP, SAT, or ACT scores reflecting the ability to benefit from instruction.

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

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

Official Records

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

Recommended Academic Preparation for College

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

High School Curriculum	*Credits*	*Courses*
English Lang. Arts	4	English I-IV
Mathematics	4	Algebra, Geometry, Precalculus, Math elective
Science	3	State Board of Education approved courses include: Physical Science Biology I and II Chemistry I and II Physics I and II
Social Studies	4	United States History (1) United States Govt. (½) World History Studies (1) World Geography (1) Economics (½)
Foreign Language	3	Levels I-III proficiency in the same language
Health	½	½ credit minimum
Fine Arts	1	1 credit minimum
Physical Education	1½	1½ credits
Computer Science	0-1	Demonstrated proficiency
Electives	2 ½	
TOTAL	24½	

Admission To Specific Curriculums

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

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

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

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

Residence

Classification and Change of Classification

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

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

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

To be classified as a **Resident**, a student must prove Texas residence *for the 12 months immediately prior to the census date for the given semester,* by providing one or more of these documents no later than 12 noon on the census date:

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

To be classified as **In-District**, Texas residents (see above) must prove they physically reside within the geographic boundaries of the ACC District by providing one or more of these documents no later than 12 noon on the census date for the given semester:

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

College District property owners and their dependents who do not physically reside in the district are eligible for a waiver of out-of-district fees. To qualify for a waiver, students must prove eligibility by noon on the census date for the given semester by providing an ad valorem tax receipt showing ACC District tax status (available at Alvin City Hall). If the student is a dependent, the student must provide the parent's IRS 1040 for the previous year and an affidavit of dependency for the current year.

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

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

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

Testing

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

- Students who can prove completion of a college-level English course are exempt from the Writing Section.
- Students who can prove completion of a second college-level English course or several other college-level courses with a significant reading component may be exempt from the Reading Section.
- Students who can prove completion of any college-level math course are exempt from the Math Section.
- Students who provide TASP, SAT, or ACT test scores or proof of TASP exemption (see ***TASP*** section) may request exemption from the Placement Test.
- Former ACC students who have already taken the Placement Test do not need to retest.

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

TASP (Texas Academic Skills Program)

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

TASP-Obligated Students
Students who are not exempt (see ***TASP-Exempt Students***, below) must take the official TASP Test prior to the end of the semester in which they accumulate (from *all* Texas public colleges) nine or more college-level semester credit hours. This requirement applies to first-time college students and students transferring from Texas public colleges and all private or out-of-state colleges. Failure to take the TASP Test when required will limit the student to developmental courses.

In addition, ***all*** students planning to enroll in a teacher training program in Texas are required to pass the TASP test.

Students who have already taken the TASP Test must provide ***official*** score reports by the end of the first semester of enrollment. Students who are eligible for exemption must provide ***official*** documentation as described under ***TASP-Exempt Students***. Student copies of score reports and transcripts accepted for provisional admission and advising are not considered official.

Test Fee Waivers
Alvin Community College receives a limited number of TASP Test Fee Waivers from the Texas Higher Education Coordinating Board. These fee waivers permit qualified financial

aid recipients to take the test without paying a fee. Contact the ACC Financial Aid Office (Room A127 or 713/388-4630) to see if you qualify for the waiver.

TASP-Waived Students
TASP-obligated students who enroll in certificate programs containing less than 9 semester hours of general education courses may have their TASP obligation waived (postponed). The waiver is in effect only while the student remains in the specified certificate. Taking or attempting to take courses outside the certificate plan will result in loss of the waived status.

The following certificate programs are ***TASP-waived:***

Child Care and Development*
Correctional Science
Court Reporting Scopist
Crime Scene Technician
Drafting
Instrumentation Technology
Legal Stenography
Management Development
Mental Health
Office Assistant
Radio Broadcasting
Retail Management and Marketing
TV Broadcasting
Texas Peace Officer
Vocational Nursing
Word Processing

*May be TASP-obligated depending on choice of electives.

These certificate programs are ***TASP-obligated:***

Court Reporting
Criminal Justice-Correctional Administration
Electronic Technology
General Computer Data Processing
Respiratory Therapy

TASP-Exempt Students
The following students may be exempt from TASP requirements:

- Students who earned at least 3 semester hours of college-level credit before Fall 1989 at an accredited institution. Official transcripts must be received in the Records Office by the end of the first semester.
- Students who have a baccalaureate or higher degree from an accredited institution. Official transcripts must be received in the Records Office by the end of the first semester.
- Transfer students entering ***temporarily*** from accredited private or out-of-state institutions of higher education. To use this exemption, students must have attended the private or out-of-state institution the semester immediately preceding their enrollment in the Texas public institution of higher education. A transcript, grade report, or paid fee receipt for the preceding semester must be presented at the time of admission. Exemption forms are available in the Counseling Center.
- Students with a certificate or associate degree from an accredited private or out-of-state institution of higher education who attend Texas public institutions of higher education ***temporarily*** (one semester only). The exemption may not be used if the student is working toward a certificate or degree. A diploma or transcript showing evidence of graduation must be presented at the time of admission. Exemption forms are available in the Counseling Center.
- Students age 55 or older who are not working toward a certificate or degree. A driver's license must be presented as proof of age at the time of admission. Exemption forms are available in the Counseling Center.

- Students with dyslexia or a related disorder may qualify for an exemption under certain circumstances. Contact the Counseling Center for Coordinating Board procedures which must be followed.
- Students who perform at or above the levels set by the Coordinating Board on the ACT, SAT, and TAAS (see below). All subscores must be obtained in one sitting. ***Official documentation must be received in the Records Office by the official census date (see Academic Calendar) or the exemption will not be granted.*** Initiating requests for exemptions and providing proper documentation in a timely manner are student responsibilities. Exemption applications are available in the Counseling Center.
- ACT: Composite score of 26 or higher with individual math and English scores of no less than 22. Scores can be no more than 5 years old; "residual" ACT scores are not acceptable.
- SAT: Composite score of 1180 or higher with a minimum of 550 on both the verbal and math tests. For tests taken before April 1995, composite score of 1090 or higher with minimum of 470 on verbal test and 530 on the math test. Scores can be no more than 5 years old; PSAT scores are not acceptable.
- TAAS: For tests taken spring 1994 onward, TLI of 86 or higher in math, TLI of 89 or higher in reading, and a writing scale score of 1780 or higher. If test date is before Spring 1994, scale scores of 1780 or higher on all relevant tests (reading, writing, math). TAAS scores can be no more than 3 years old.

Passing Scores
Students who took the TASP Test ***before*** September, 1995, and made a score of 220 or higher in each skill area (reading, mathematics, and writing) have passed the TASP Test. Effective September, 1995, the state minimum passing standard is a score of 230 in reading and in mathematics and a score of 220 in writing.

Students who fail one or more sections must enroll in the appropriate remedial course for at least one of the failed sections until all sections are passed. Students must attend classes and participate in instruction. **Failure to attend and participate could result in being dropped from all classes.**

The TASP Test must be passed before a student may graduate or take upper-division hours.

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

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

Academic Advising
Students who enter ACC for the first time (including transfer students) and returning ACC students who last attended before Fall 1991 must participate in advisement before they will be admitted. Students should complete placement testing (see **Testing** section) before their advising

session or **bring TASP score reports or proof of exemption to the session. Transfer students should also bring copies of transcripts or grade reports from all other institutions they have attended.** Admission advisement is done by the Counseling Center staff.

The College provides students with information and academic advice to assist them in making academic decisions. The Counseling Center, program director, and department head are responsible for providing current and accurate information and advice concerning the academic and technical programs of the College. The student is responsible for seeking advice, for knowing and meeting the requirements of the selected degree or certificate program, and for enrolling in appropriate courses in the proper sequence to ensure orderly and timely progress toward the degree or certificate. Although curriculums are arranged in a semester scheme, courses in the curriculum may be taken out of sequence provided the prerequisities are met. The instructional departments will make every effort to offer the courses in sequence as scheduling permits.

The student is also responsible for knowing and meeting TASP and other testing requirements. Students transferring credit are responsible for knowing the transfer policies of the receiving college or university.

Placement Regulations

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

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

International Student Regulations

International students are citizens of a country other than the United States who have an F-1 or M-1 visa for educational purposes and who intend to return to their home country upon completion of their educational program. International students must carry a minimum of twelve (12) semester hours to meet the requirements of the United States Department of Justice and the Immigration and Naturalization Service.

Before any admission action can be taken, international students must complete and file the following with the Counselor for International Students at least three months prior to the beginning of the semester in which they plan to enroll:

1. A completed application form.
2. Official transcripts for at least the last four years of secondary school study and for any university-level or other post-secondary school work. These records must list all subjects taken, grades earned or examination results in each subject, and all diplomas and certificates awarded. If these documents are not in English, *they must be accompanied by authorized English translations.*
3. A score of at least 500 on the Test of English As A Foreign Language (TOEFL), administered by Educational Testing Service, Princeton, NJ, or adequate competency in English instruction courses.
4. An Affidavit of Support that documents proof of available funds to cover both personal and educational expenses while in this country.
5. A health form or physician's statement verifying student's immunization record.
6. For students transferring from another US college or university, an educational background letter from the International Student Office at that institution.
7. A security deposit of $500, refundable when the student graduates or transfers.

Once admitted, students must obtain personal health insurance for the duration of their studies and must enroll in and attend International Student Orientation each semester during their first year.

International students interested in receiving an *ACC Catalog*, a class schedule, an ACC application, and TOEFL information should send an international money order for $25 to the Office of International Student Affairs, Alvin Community College, 3110 Mustang Road, Alvin, Texas 77511-4898, or call (713) 388-4636.

Evaluation Of Previous Education

Traditional Education

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

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

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

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

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

Tech-Prep Education

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

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

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

recognized toward degree completion

- An admission status letter outlining any unmet admission requirements

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

Non-Traditional Education

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

Examinations

Consult the Counseling Center, Records Office, or department chairperson for information on approved tests.

- Alvin Community College - Departmental Exams
- American College Testing - Proficiency Examination Program
- Certified Professional Secretary Examination
- College Board: College Level Examination Program -Subject
- College Board Advanced Placement
- Defense Activity for Non-Traditional Education Support - Subject
- Registered Professional Reporter Examination

Other

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

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

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

Evaluation Procedure for Non-Traditional Education

Course Work and Nationally Recognized Examinations

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

- The student applies at the Records Office during the first semester of attendance. The student must list **all** sources of non-traditional education to be considered, insure that **all** documents, official transcripts, and official test scores are on file in the Records Office not later than the end of the first semester attended, and pay a non-refundable fee. See page 29 for fee. Official documentation must be sent directly from the college, university, or testing agency. Transcripts or test scores issued to the student will not be accepted.
- Non-traditional education will be accepted as equivalent to ACC courses if the non-traditional education matches courses offered under the ACC catalog in effect at the time of acceptance. To be accepted, non-traditional education must be equal to ACC courses in content and credit hours. Any change of degree or certificate program requiring reevaluation requires a new application and fee.
- Departmental approval of equivalency to ACC courses offered is obtained for credit awards.

No more than fifteen semester credit hours of non-traditional education may be accepted toward a student's certificate or associate degree. Credit granted for non-traditional education is posted to the student's transcript on completion of the evaluation. Non-traditional credit is noted as NT/EX (non-traditional educational experience) and is assigned a grade of **S**.

Departmental Examinations

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

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

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

Core Curriculum

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

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

In compliance with state mandates and recommendations, and in an effort to provide sound educational service to our students, ACC will require that all students seeking an Associate of Arts or Associate of Science degree complete the core curriculum of 44 semester hours. Emphasis will be placed on the development of adequate skills in reading, writing, speaking, and critical thinking within the core curriculum. The core is also designed to enhance the students' perspectives related to multi-cultural awareness and to help students establish broad and multiple perspectives on the individual in relationship to the larger society.

Core Curriculum Requirements for Associate of Arts and Associate of Science

Core Component	Course Options	Required Semester Hours
Composition/Written Communication	ENGL 1301, ENGL 1302	6
Cross Cultural Studies	Select one from the following courses: ANTH 2346, FREN 2311, FREN 2312, GEOG 1301, GERM 2311, GERM 2312, HIST 2311, HIST 2312, HIST 2341, PHIL 1301, SOCI 2319, SPAN 2311, SPAN 2312, SPAN 2321	3
History	Select two from the following courses: HIST 1301, HIST 1302, HIST 2301	6
Literature	Select one from the following courses: ENGL 2322, ENGL 2323, ENGL 2326, ENGL2332, ENGL2333, MUSI1308[1], MUSI 1309[1]	3
Mathematics	Select one from the following courses MATH 1314, MATH 1316, MATH 1324, MATH 1335, MATH 1348, MATH 2413, MATH 2414	3
Physical and Life Sciences	Select two from the following courses: BIOL 1408[2], BIOL 1409[2], BIOL 2401, BIOL 2402, CHEM 1405, CHEM 1407, CHEM 1411, CHEM 1412, GEOL 1401, GEOL 1403, GEOL 1404, GEOL 1405, PHYS 1401, PHYS 1402, PHYS 2425, PHYS 2426	8
Political Science	GOVT 2301, GOVT 2302	6
Visual/Performing Arts	Select one from the following courses: ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2366, HUMA 1301, HUMA 1302, MUSI 1306, MUSI 1308, MUSI 1309, MUSI 1310	3
Oral Communication	Select one from the following courses: SPCH 1315, SPCH 1318, DRAM 2366[3]	3
Social/Behavioral Sciences	Select any anthropology, economics, geography, sociology or psychology course.	3
	Total Core Credits	44

[1] *Music majors only.*
[2] *See ACC and University of Houston-University Park 2+2 Plan.*
[3] *Music and Drama majors only.*

Resolution Of Transfer Disputes

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

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

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

Students have access to career information in the ACC Counseling Center.

Physical Activity Requirement

Alvin Community College recognizes the importance of physical activity/ education as a collegiate concept; therefore, the College requires two semester hours of physical activity as partial satisfaction of curriculum requirements. The two physical activity courses may not have the same number. Three-semester-hour PHED classes do not meet the physical activity requirement.

Registration

Early Registration

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

Late Registration

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

Schedule Changes

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

Registration Requirements for Transfer Students

Transfer students should bring copies of admission documents, transcripts, and TASP score reports to registration. Without these

documents, the student will face delays.

Class Schedules

For the purpose of administering the College, class schedules published for the fall, spring, and summer semesters are considered implementation of College policy and an extension of the catalog. The class schedule for each semester contains courses being offered during the given semester and are distributed in time for all scheduled registrations. At the time schedules are published, it is the intention of the College to teach the classes according to the published information (date, time, instructor, location). The College reserves the right, however, to make necessary adjustments to the schedule as circumstances warrant.

Audit / Credit Registration

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

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

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

Senior Citizens Audit Registration

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

Concurrent Enrollment

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

Tuition Adjustment

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

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

Tuition And Fees Schedule

Fall and Spring Semesters

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

The schedule represents fees based on residence status and number of hours taken. This schedule is subject to change without notice by action of the ACC District Board of Trustees or the State of Texas.

For information about tuition adjustment, see Page 28.

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

Summer Semesters

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

Res-In: Resident, In District
Res-Out: Resident, Out of District
Non-Res: Non-resident (Out-of-state or International student)

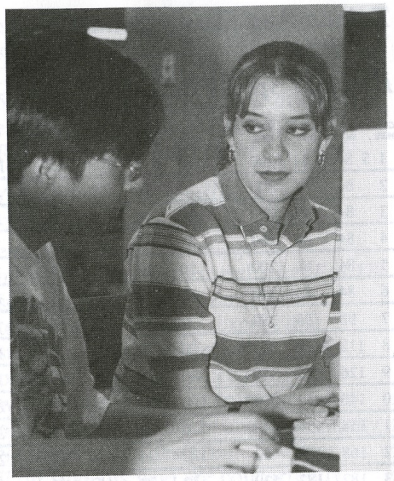
***Out-of-District Fee:**
$10 per credit hour, not to exceed $150. Applies to Res-Out and Non-Res.

Special Fees

Credit by Exam
- Per semester hour $14

Graduation Fees
- Cap & Gown $20
- Each Certificate/Degree $10

Lab Fees and Course-Related Fees
- ACCT2340 . . . . . $ 8
- ARTS . . . . . $ 8
- BIOL $12
- CHEM . . . . . $ 8
- CHID . . . . . $ 8
- COMM $12
- COMM2332 . . . . . $15
- CSCI $10
- CTRP . . . . . $ 8
- CTRP2320 . . . . . $12
- CRIJ2335 . . . . . $20
- DRFT $10
- ELEC . . . . . $ 8
- FREN . . . . . $ 8
- GEOL . . . . . $ 8
- GERM . . . . . $ 8
- MELT . . . . . $ 8
- MELT2313 . . . . . $17.50
- MELT2322 . . . . . $13
- MELT2412 . . . . . $22.50
- MENH1321 . . . . . $21
- MENH1322 . . . . . $20
- MENH2323 . . . . . $20
- MENH2324 . . . . . $20
- MUAP ($25 per semester hour) . $50
- NURS1300 . . . . . $ 6
- NURS1400 . . . . . $24
- NURS1410 . . . . . $24
- NURS1800 . . . . . $24
- NURS1900 . . . . . $24
- NURS2200 . . . . . $20
- NURS2400 . . . . . $24
- NURS2410 . . . . . $17
- NURS2900 . . . . . $24
- OFAD $10
- PHYS . . . . . $ 8
- RESC . . . . . $ 8
- RESC1500 . . . . . $22.50
- RESC2313 . . . . . $22.50



ACC's tuition and fees are less than half the cost of a 4-year college.

- RESC2313 . . . . . $100
  (Advanced Cardiac Life Support Program Fee)
- SPAN . . . . . $ 8
- TV Course Fee (per course) . . . $15
- VOCN1800 . . . . . $13
- VOCN1901 . . . . . $15.25
- VOCN1911 . . . . . $15.25

Non-traditional Education

Evaluation Fee
- Per request $30

Parking Fee (Annual)
- First vehicle $10
- Each additional vehicle $5

Physical Education (PHED) Fees
- Towel/Locker use $6
- Water Safety $15
- Bowling $40
- Golf $60
- Scuba Diving $75

Registration Fee
- Non-refundable $15

Returned Check Fee
- Per check $10

Short-Term Loan Processing Fee
- Per transaction $5

Refund Policy

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

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

Refund - Complete Withdrawal

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

Fall and Spring Semesters:

Prior to 1st class day	100% refund less $15 registration fee
1st through 15th class day	70% refund
16th through 20th class day	25% refund
After 20th class day	No refund

Summer Sessions:

Prior to 1st class day	100% refund less $15 registration fee
1st through 5th class day	70% refund
6th through 7th class day	25% refund
After 7th class day	No refund

Refund - Schedule Change

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

If a student changes his schedule and the net result is an *increase in tuition*

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

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

Academic Regulations

Academic Classification

Academic classification is determined as follows:

Full-time Student: A student who is registered for a full-time load as defined under **Academic Load**
Part-time Student: A student who is registered for less than a full-time load as defined under **Academic Load**
Freshman: A student who has completed less than 30 semester hours
Sophomore: A student who has completed 30 or more semester hours but less than 60 semester hours
Unclassified: A student who has completed 60 or more semester hours

Academic Load

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

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

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

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

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

Minimum Load: No minimum load is required.

Admission to Classes and Attendance Policy

Students may not attend classes without completing registration, including payment of all tuition and fees. Only students registered for classes may attend classes. To avoid disruption of classroom instruction, children of enrolled students may not attend classes. Further, cellular phones, pagers, and other electronic equipment which may be considered disruptive to instruction should not be brought to class. (See Section 8.11 of the *ACC Procedures Manual*.) In emergencies, students may be contacted through the Campus Police Office, (713) 388-4800.

Failure to attend class sections for which the student is officially registered **will result in a failing (F) grade.** (Also see sections on **Schedule Changes** and **Withdrawing from Classes**.)

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

Instructors may administratively withdraw students who exceed course absence standards.

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

Students who are enrolled in developmental courses because of their TASP or Placement Test scores ***must attend classes and participate in instructional activities. Failure to attend and participate could result in being dropped from all classes.*** If these students are unable to attend, they should contact their instructors as soon as possible concerning the absence.

Inclement Weather And Closing Of The College

Alvin Community College schedules its instruction to comply with the Common Calendar published by the Texas Higher Education Coordinating Board. College instructors meet all scheduled classes as published in the class schedule. If severe weather or emergency situations make it advisable to discontinue classes, the college makes every effort to notify its students through local television and radio stations. An official closing of the college delays all work until the next class meeting or until a date determined by the instructor. Make-up days for official college closings will be scheduled as needed.

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

Withdrawing from Classes

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

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

Students should withdraw in person; however, a signed request mailed or faxed, (713)388-4929, to the Records Office is acceptable. The official withdrawal date will be the date the withdrawal is received in the Records Office.

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

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

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

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

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

Minimum Load: No minimum load is required.

Admission to Classes and Attendance Policy

Students may not attend classes without completing registration, including payment of all tuition and fees. Only students registered for classes may attend classes. To avoid disruption of classroom instruction, children of enrolled students may not attend classes. Further, cellular phones, pagers, and other electronic equipment which may be considered disruptive to instruction should not be brought to class. (See Section 8.11 of the *ACC Procedures Manual*.) In emergencies, students may be contacted through the Campus Police Office, (713) 388-4800.

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

Instructors may administratively withdraw students who exceed course absence standards.

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

Students who are enrolled in developmental courses because of their TASP or Placement Test scores ***must attend classes and participate in instructional activities. Failure to attend and participate could result in being dropped from all classes.*** If these students are unable to attend, they should contact their instructors as soon as possible concerning the absence.

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

Withdrawing from Classes

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

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

Students should withdraw in person; however, a signed request mailed or faxed, (713)388-4929, to the Records Office is acceptable. The official withdrawal date will be the date the withdrawal is received in the Records Office.

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

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

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

Grades for Withdrawals

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

Administrative Withdrawal

Students who have excessive absences as defined in the Student Information Plan may be administratively withdrawn by the instuctor. The withdrawal form must be received in the Records Office by the deadline.

Grading

Grade-Point Value

A Excellent — Four grade points per semester hour

B Good — Three grade points per semester hour

C Average — Two grade points per semester hour

D Poor — One grade point per semester hour

F Failure — No grade points per semester hour

AU Audit — Grade points not assigned

An **AU** grade is assigned to any student who registers for a course under Audit Registration rules. The audit grade remains on the student's transcript whether or not the student attends the entire course.

I Incomplete — Grade points not assigned

An **I** may be awarded when the instructor determines that minimal work on the part of the student and the instructor will complete the course requirements. An **I** grade not changed by the instructor to a grade of completion (**A,B,C,D,** or **F**) by the end of the following semester (December, May, August) will automatically be changed to an **F**.

IP In Progress — Grade points not assigned

An **IP** is a temporary notation that appears on the Student Information Sheet (SIS). It indicates semester hours in progress.

R Re-enroll — Grade points not assigned

The **R** grade is used only with court reporting courses (machine shorthand, CTRP 1250, CTRP 2341 only), developmental courses, and non-course-based remediation when the student is making satisfactory progress toward course objectives and needs additional time and instruction to master the material.

S Satisfactory — Grade points not assigned

The **S** is used only for non-course-based remediation and non-traditional education.

U Unsatisfactory — Grade points not assigned

The **U** is used only for non-course-based remediation.

W Withdrawn — Grade points not assigned

Students who file withdrawal requests by the published deadline will receive a **W** grade.

Calculation of Grade Points

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

Grade Point Averages

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

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

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

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

Grade Range

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

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

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

Grade Reporting

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

Grades are available to students by the following means:

- Grade reports mailed at the end of each semester by the Records Office to the student's address of record. This allows students to monitor their performance immediately.
- Student Information Sheets and degree/certificate audits provided to each student as part of each semester's registration. This allows students to review their cumulative academic record prior to course selection for each semester.
- Transcripts provided by the Records Office which are the official reports of courses, grades and credits awarded by the College.

Grade Change

Grade change requests begin with the course instructor and must be approved at the next two levels (i.e., department chair, division chair, and/or dean). Grade change forms are available in the Records Office.

A student who wishes to challenge a course grade must first discuss the matter with the instructor. If no resolution is reached and the student wishes to pursue the challenge, a written appeal must be presented to the department chair or program director. Further appeals will be directed

through the appropriate division chair, the Dean of Technical Programs and/or the Dean of Instruction, Student and Community Services, and the Academic Affairs Committee. The decision of the Academic Affairs Committee is final. The student has one semester from the date of grade assignment to apply for a grade change unless the student documents emergency circumstances.

Grade changes requested more than one semester after grade assignment should be submitted in writing to the Associate Dean of Student and Instructional Services for review. All appropriate documents substantiating circumstances must be included.

Academic Honors

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

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

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

Academic Suspension/Probation

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

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

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

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

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

Student Records Policy And Procedures

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

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

Name Or Address Change
Students are responsible for maintaining current personal information in their ACC file by completing a Student Data Change Request Form in the Records Office. Personal information includes such items as name, address, telephone number, and emergency contact. Any communication mailed to the name and address on file is considered delivered. The Records Office will place a student's records on hold if the Post Office returns the student's mail because of an incorrect address.

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

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

Transcript Requests
Students may request official transcripts by completing the Request For Transcript Service form or by letter or fax, (713) 388-4929. The letter or fax must include the student's name at the time of last attendance, current name, social security number, date of birth, approximate date of last attendance, and signature. All requests must provide a complete address to which the transcript is to be sent or they will be returned.

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

Grievance Procedure

Students who have a grievance not covered by other sections of this catalog should first discuss the matter

with the individual concerned. If the student wishes to pursue the matter, he must present his grievance in writing to the department chair or program director. If necessary, the grievance will then be directed through the appropriate division chair to the Dean of Instruction, Student and Community Services, and the Academic Affairs Committee. If the matter is still unresolved, the student may request through the President a hearing before the Board of Trustees.

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

Developmental Courses

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

Developmental Courses:

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

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

Graduation

Graduation Policy

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

Graduation Requirements

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

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

Graduation Under A Particular Catalog

To graduate, students must complete the study requirements of the *ACC Catalog* in effect at the time a degree or certificate program is elected. Degree or certificate program election is normally accomplished during the admission process. To change an election, a new degree or certificate plan must be filed with the Records Office. Students who interrupt their studies for more than four consecutive semesters (fall, spring, summer 1 and summer 2) must meet the requirements of the catalog under which they were readmitted.

Course Substitution

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

Graduation Honors

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

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

3.2 grade point average — Cum Laude (with honors)

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

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

Educational Guarantee

University Parallel Programs — Transfer Credit

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

1. Transferability means acceptance of credit toward a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in the Transfer Guide dated 1991-92 or later.
2. Limitation on total number of credits accepted in transfer, grades required, relevant grade

point average, and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.

3. Only college-level courses with *Community College General Academic Course Guide Manual* approved numbers are included in this guarantee.
4. To be eligible for the guarantee, the student must file a written transfer plan with the Counseling Center.

   The transfer plan must include:
   a. courses to be taken for transfer,
   b. the name of the institution to which the student plans to transfer,
   c. the bachelor's degree and major the student plans to pursue,
   d. the date the decision was made, and
   e. an Associate of Arts or Associate of Science degree plan

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

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

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

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

Technical Programs — Competent Job Skills

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

1. The student must have earned the Associate of Applied Science degree or certificate as of May 1993 or thereafter in a technical or occupational program listed in ACC's catalog.
2. The student must complete the program within four (4) years prior to the date of graduation and earn, as a minimum, 75% of the credits at ACC.
3. The student must be employed full time within six (6) months of graduation in an occupation directly related to the specific program completed at ACC.
4. The employer must certify in writing that the student lacks the entry-level skills as identified by ACC as program exit competencies and must specify the areas of deficiency within ninety (90) days of the student's initial employment.
5. Upon receipt of the employer's written notice, an educational plan for retraining will be developed by the Dean of Technical Programs and other appropriate personnel.
6. Retraining will be limited to nine (9) credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
7. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
8. The student and/or employee is responsible for the cost of books, insurance, uniforms, fees and other course related expenses.
9. The guarantee does not imply that ACC graduates will pass any licensing or qualifying examination for a particular career.
10. A student's sole remedy against ACC and its employees for skill deficiencies shall be limited to nine tuition-free credit hours under conditions described above.

Degrees And Certificates

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

The Associate In Arts (AA) Degree:

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

The Associate In Arts (AA) Degree—General Studies

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

The Associate In Science (AS) Degree:

Biological Science
Business Administration
Mathematics
Physical Science

The Associate In Applied Science (AAS) Degree:

Aerospace Technology-Mechanical Systems
Child Care and Development
Communications-Radio Broadcasting
Communications-Television
Computer Science Technology
Computer Repair Technology
Court Reporting
Criminal Justice-Correctional Science
Criminal Justice-Law Enforcement & Police Administration
Drafting Technology
Electronic Technology
Legal Assistant
Management Development
Medical Lab Technology
Mental Health
Nursing
Office Administration-Office Professional

ACC's goal is to be there for the students every step of the way - from the application process to the graduation ceremony.

Office Administration-
Legal Office Professional
Office Administration-
Medical Office Professional
Respiratory Care
Retail Management and Marketing

The Associate In Applied Science (AAS) Degree with Advanced Skills Certificate:

Aerospace Technology-
Computer Programming
Correctional Science
Drafting
Law Enforcement and Police
Administration

The Certificates:

Child Care and Development
Communications-
Radio Broadcasting
Communications-Television
Computer Science-
Data Processing
Court Reporting
Court Reporting Scopist
Criminal Justice-
Correctional Administration
Criminal Justice-
Correctional Science
Criminal Justice-
Crime Scene Technician
Criminal Justice-
Texas Peace Officer
Drafting
Electronics
Instrumentation Technology
Management Development
Mental Health
Office Administration-
Office Assistant
Office Administration-
Word Processing
Respiratory Care Technician
Retail Management & Marketing
Vocational Nursing

Second Degree Or Certificate

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

Definitions Of Academic Terms

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

Admission:

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

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

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

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

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

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

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

Faculty: The instructional staff of the College.

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

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

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

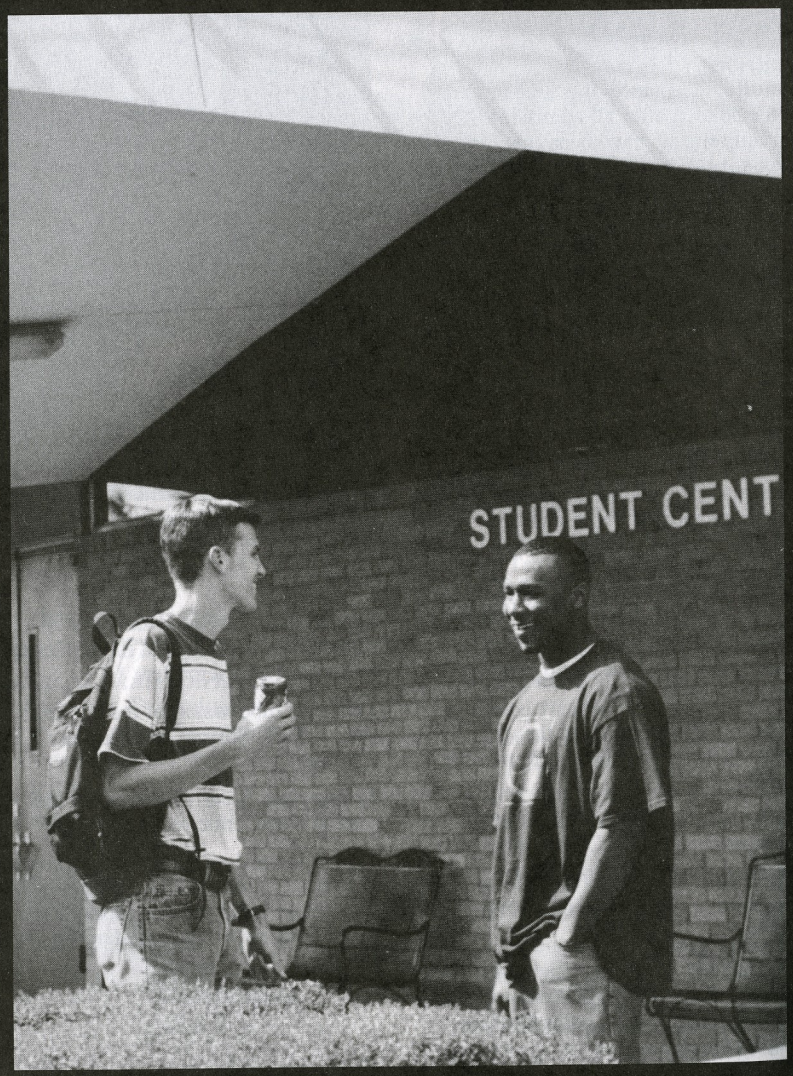
There is no typical student on the ACC campus. Ages range from 17-73.

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

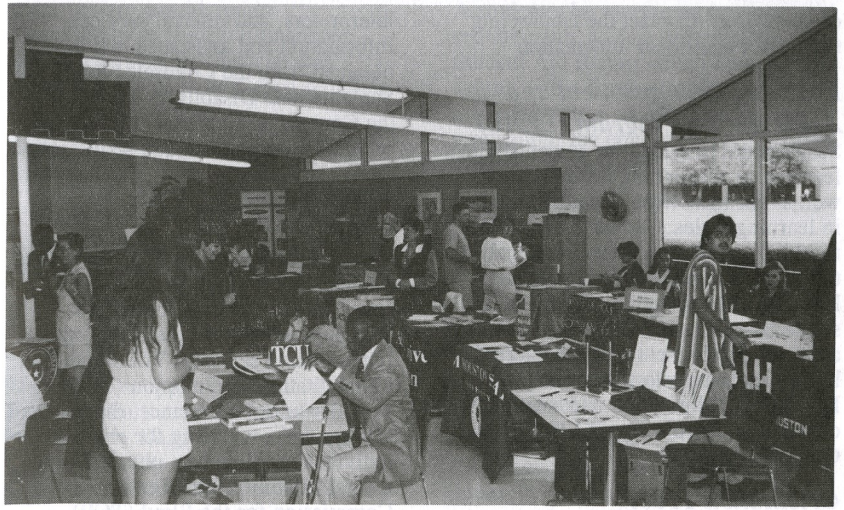
Term: A subdivision of the academic year — Fall, Spring, and Summer semesters.

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

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



Student Services



The Counseling Center hosts a College Transfer Day each year.

Counseling Center

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

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

Career and Transfer Center

The Career and Transfer Center, located in the Counseling Center, contains various materials and resources concerning jobs, careers, and colleges for students interested in college transfer and career opportunities. Included in the resources is an annually updated microfiche collection of catalogs from virtually all U.S. colleges and universities and computer data bases of career and transfer information. The Center is open to students, employees, and the community.

Dolphin Preview For New Students

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

organizations. Contact the Counseling Center for additional information.

Learning Enhancement and Achievement Program (LEAP)

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

Orientation 1100: College Adjustment

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

Services For Students With Disabilities

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

Texas Rehabilitation Commission
Texas Commission for the Blind

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

Financial Assistance

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

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

Students who apply for financial aid must:

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

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

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

All tuition and fees must be paid in full at the time of registration or students may not attend classes. If a student's financial aid is not available when tuition payment is due, the student is personally responsible for tuition and fees. Thus, students needing financial assistance should make application to the Financial Aid Office early in order to satisfy deadlines.

Financial Aid Programs

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

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

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

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

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

Students find the Library a good place to research the many scholarships available to them.

financial aid will automatically be considered for this program.

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

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

Hazlewood Act: The Hazlewood Act is an act of Texas legislation. It provides exemption of payment for tuition and certain fees for Texas veterans at state-supported colleges and universities who present proof of the following:

1. residency in Texas at the time of entry into the military
2. receipt of an honorable or under honorable conditions discharge
3. service time of 180 days of active duty (excluding training time)
4. proof of residence in Texas for a minimum of 12 months prior to college registration

Effective with the Fall 1995 semester, eligible veterans are limited to 150 attempted credit hours of eligibility using the Hazlewood benefit. Eligible veterans may receive other financial aid in conjunction with the Hazlewood Act.

Eligibility is determined from an original or certified copy of the veteran's DD214. Veterans who have been discharged within the past ten years must also present a letter from the Department of Veteran's Affairs stating that the veteran is not eligible to receive benefits under the Montgomery GI Bill.

Application for Hazlewood benefits is made through the Records Office, Veterans Coordinator. Additionally, Hazlewood applicants must begin financial aid processing 6 weeks prior to registration to establish financial aid status. Veterans who have bachelor's degrees need only to verify their degree. Hazlewood students must obtain signatures on the Tuition Exemption Form, available in the Records Office, from the Veterans Coordinator and the Director of Financial Aid by the census date of each semester to receive benefits. Census dates are published in class schedules. Students in default on an educational loan are not eligible to receive the Hazlewood exemption.

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

Scholarships

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

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

Institutional Departmental Academic Scholarships
Departmental academic scholarships are provided to qualified students in:

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

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

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

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

Rotary Club Scholarship
(Alvin Rotary)

Scott Memorial Scholarship
(Law Enforcement)

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

Veterans Administration Benefits

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

Standards Of Academic Progress For Students Receiving VA Benefits

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

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

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

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

Reinstatement of VA Educational Benefits: Re-instatement of benefits will rely upon achievement of an overall GPA of 2.0 and agreement for re-instatement by the Houston Regional Office of Veteran's Administration.

Job Placement Service

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

Learning Lab

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

Library

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

Campus Services

Cafeteria

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

Child Care Laboratory

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

College Store

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

Fitness Center

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

Health Insurance

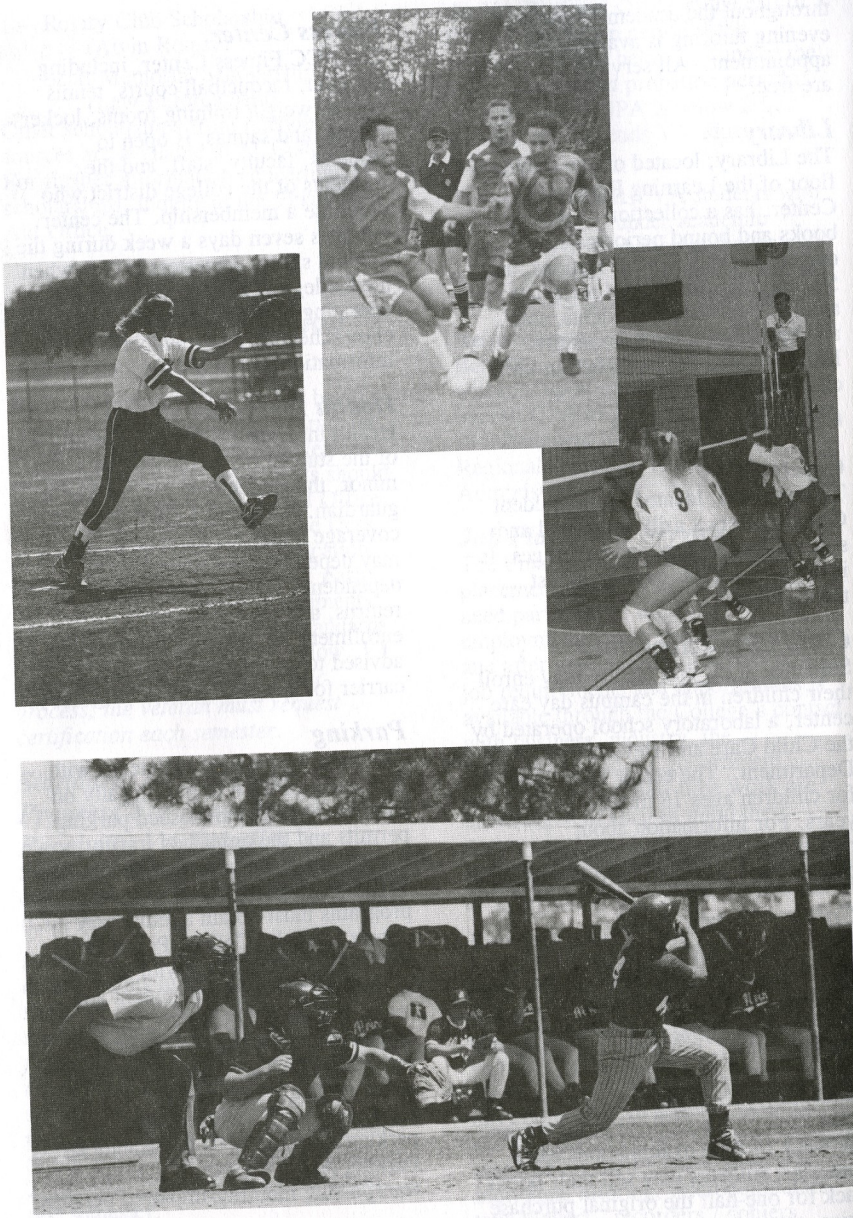
Health insurance is the responsibility of the student or, in the case of a minor, the student and his parents or guardian. A student's eligibility for coverage under his parents' policy may depend on the student's age, dependency status on federal tax returns, and the total hours of enrollment. Students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

Parking

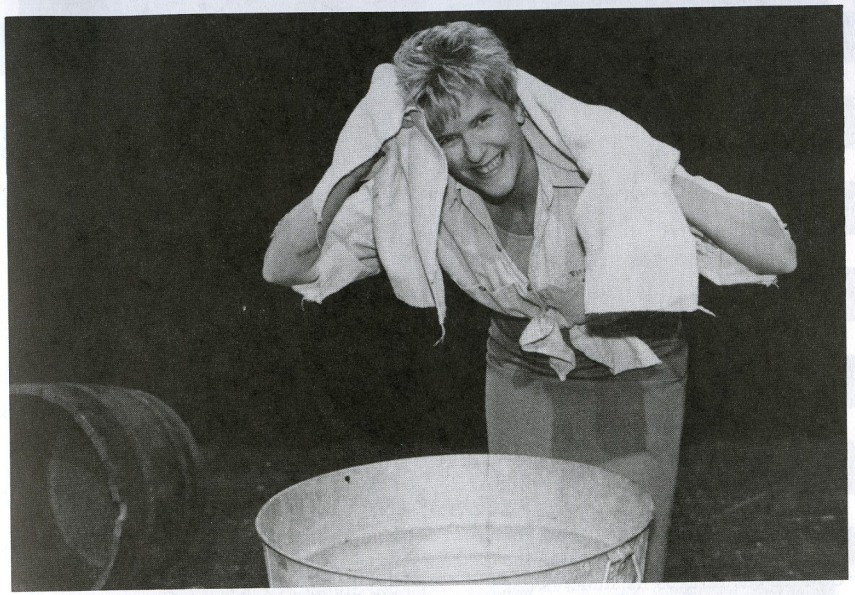
Automobiles must be registered with the College Police to park legally on campus. Students are issued parking permits and the published traffic regulations as part of registration. Visitors and participants in special programs must obtain a temporary permit from the College Police Office. Parking spaces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

Student Activities

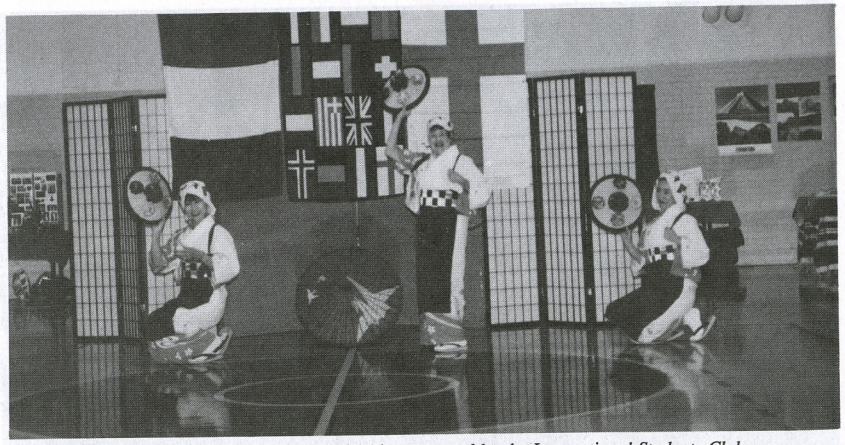
Some of the most valuable experiences a student will have while attending



ACC fields teams in men's intercollegiate baseball, women's intercollegiate volleyball and fast-pitch softball, and co-ed club soccer.



The Drama Department attracts large audiences for their outstanding performances held throughout the year.



ACC's annual International Festival is sponsored by the International Students Club.

These extra-curricular activities are open to every ACC student and the College encourages its students to participate. Activities include movies, speakers, dances, intramural sports and games, workshops, concerts, programs, and student organizations. Throughout the year special events take place including Fall Festival & Carnival, Festival of Lights, International Festival, Spring Dinner Show, and Spring Fling. The Student Activities Office maintains a calendar of campus events, which are announced in the bi-monthly campus newsletter, *FYI*.

Student Organizations

Alvin Community College offers a variety of student organizations classified as curriculum-related, service, social, and religious, as well as a very active Student Government Association. The SGA represents the students' interests, assists with campus programming, and serves as an official channel of communication between students and the college administration. The SGA also recommends students for various college committees. Information on student organizations is available from the Student Activities Office located in the Student Center.

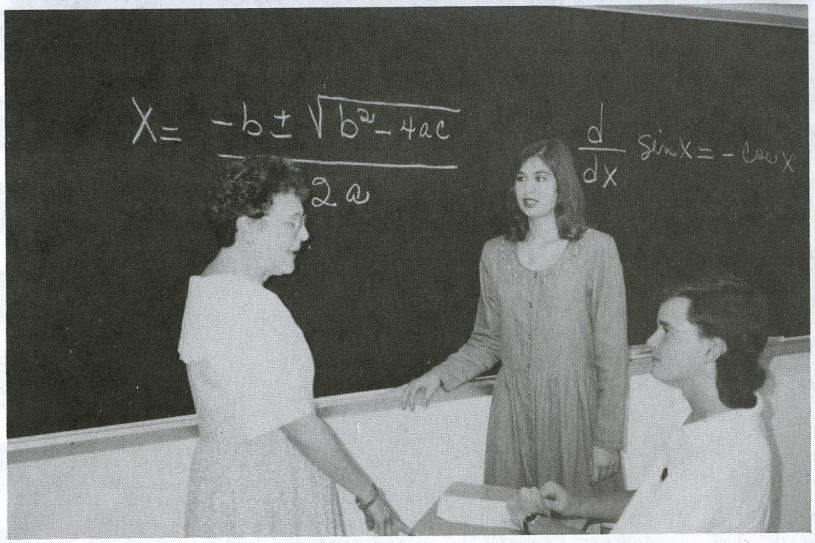
Athletics

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

Student Handbook

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

Curriculum Offerings



ACADEMIC PROGRAMS

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

ASSOCIATE IN ARTS DEGREE

Degree: Associate in Arts (A.A.)

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Arts

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

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

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

GENERAL LIBERAL ARTS
Associate in Arts Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Course Credits*
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
**HIST 1301	The U.S. to 1877	3	0	3
MATH	Select from core curriculum	3	0	3
SPCH 1315	Public Speaking	3	0	3
Foreign Language or core curriculum:		3	0-2	3-4
PHED	Physical Activity	0	3	1
		15	3-5	16-17
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
**HIST 1302	The U.S. Since 1877	3	0	3
	Select from core curriculum:	3	0	3
MATH	Any College Level Mathematics	3	0	3
Foreign Language or Elective		3	0-2	3-4
PHED	Physical Activity	0	3	1
		15	3-5	16-17
Third Semester				
ENGL 2332 or ENGL 2322	Survey of Literature I or Survey of English Literature I	3	0	3
SCIENCE	Select from core curriculum:	3	2-3	4
GOVT 2301	American National and State Governments I	3	0	3
Select from core curriculum:		3	0	3
Elective		3	0	3
		15	2-3	16
Fourth Semester				
ENGL 2333 or ENGL 2323	Survey of Literature II or Survey of English Literature II	3	0	3
SCIENCE	Select from core curriculum	3	2-3	4
GOVT 2302	American National and State Governments II	3	0	3
Select from core curriculum: Electives		6	0	6
		15	2-3	16

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

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

ART

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
**HIST 1301	The U.S. to 1877	3	0	3
ARTS 1311	Design I	0	6	3
ARTS 1316	Drawing I	0	6	3
ARTS 1303	Art History I	3	0	3
PHED	Physical Activity	0	3	1
		9	15	16
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
**HIST 1302	The U.S. Since 1877	3	0	3
ARTS 1312	Design II	0	6	3
ARTS 1317	Drawing II	0	6	3
ARTS 1304	Art History II	3	0	3
PHED	Physical Activity	0	3	1
		6	15	16
Summer I Semester				
ENGL 2332	Survey of Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
		6	0	6
Summer II Semester				
ENGL 2333	Survey of Literature II	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
		6	0	6
Third Semester				
ARTS 2316	Painting I	0	6	3
ARTS	Elective	0	6	3
SOCI 1301	Principles of Sociology	3	0	3
or				
PSYC 2301	General Psychology			
Science	Select from Core	3	2	4
MATH 1314	College Algebra	3	0	3
		9	14	16
Fourth Semester				
ARTS 2326	Sculpture I	0	6	3
Science	Select from Core	3	2	4
SPCH 1318	Interpersonal Communication	3	0	3
ARTS	Elective	0	6	3
ANTH 2346	Introduction to Anthropology	3	0	3
		9	14	16

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

Total Minimum Credits Required for Arts Degree 76

DRAMA

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
*HIST 1301	The U.S. to 1877	0	0	3
DRAM 1220	Rehearsal and Performance	0	6	2
DRAM 1322	Movement & Dance for the Performing Arts	1	3	3
DRAM 1310	Introduction to Theatre Arts	3	2	3
SCIENCE	Select from Core Listing	3	2-3	4
		13	13-15	18
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
DRAM 1221	Rehearsal and Performance	0	6	2
DRAM 1351	Introduction to Acting	2	4	3
DRAM 1341	Stage Makeup	2	4	3
SCIENCE	Select from Core Listing	3	2-3	34
		13	16-17	18
Third Semester				
ENGL 2332	Survey of Literature I			
or				
ENGL 2322	Survey of English Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
DRAM 2120	Rehearsal and Performance	0	6	1
DRAM 1330	Introduction to Technical Theatre	2	4	3
DRAM 1352	Advanced Acting	2	4	3
DRAM 2360	Modern Theatre Literature	3	0	3
Cross-Cultural	Select from Core Listing	3	0-2	3-4
		16	14-16	19-20
Fourth Semester				
ENGL 2333	Survey of Literature II			
or				
ENGL 2323	Survey of English Literature II	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
DRAM 2331	Intermediate Technical Theatre	3	3	3
DRAM 2336	Theatre Speech	3	0	3
DRAM 2121	Rehearsal and Performance	0	6	1
MATH 1314	College Algebra	3	0	3
Social/Behavorial Science	Select from Core Listing	3	0	3
		18	9	19

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

Total Minimum Credits Required for Drama Degree 74

MUSIC - INSTRUMENTAL CONCENTRATION
Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Summer Before Freshman Year				
**HIST 1301	The United States to 1877	3	0	3
ENGL 1301	Composition & Rhetoric I	3	0	3
**HIST 1302	The United States Since 1877	3	0	3
		9	0	9
First Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
*MUSI 1308	Survey of Music Literature	3	0	3
MUSI 1211	Music Theory	3	0	2
MUSI 1216	Ear Training and Sight-Singing	0	3	2
MUSI 1181	Class Piano	1	1	1
MUSI 1127	Concert Band	0	5	1
MUAP	App. Music: Principal Instr.	1	4	2
PHED	Physical Activity	0	3	1
		11	16	15
Second Semester				
MUSI 1309	Survey of Music Literature	3	0	3
MUSI 1212	Music Theory	3	0	2
MUSI 1217	Ear Training and Sight-Singing	0	3	2
*MUSI 1182	Class Piano	1	1	1
MUSI 1127	Concert Band	0	5	1
MUAP	App. Music: Principal Instr.	1	4	2
PHED	Physical Activity	0	3	1
SOCI 1301	Principles of Sociology	3	0	3
or				
PSYC 2301	General Psychology			
		11	16	15
Summer Session				
GOVT 2301	American Nat. & State Govt. I	3	0	3
SPCH 1315	Public Speaking	3	0	3
or				
SPCH 1318	Interpersonal Communication			
GOVT 2302	American Nat.l & State Govt. II	3	0	3
		9	0	9
Third Semester				
MATH 1314	College Algebra	3	0	3
SCIENCE	Select from Core	3	3	4
MUSI 2211	Music Theory	3	0	2
MUSI 2216	Ear Training and Sight-Singing	0	3	2
*MUSI 2181	Class Piano	1	1	1
MUSI 2127	Concert Band	0	5	1
MUAP	App. Music: Principal Instr.	1	4	2
		11	16	15

Fourth Semester

SOCI 2319	American Minorities	3	0	3
or				
ANTH 2346	Introduction to Anthropology			
SCIENCE	Select from Core	3	3	4
MUSI 2212	Music Theory	3	0	2
MUSI 2217	Ear Training and Sight-Singing	0	3	2
MUSI 2182	Class Piano	1	1	1
MUSI 2127	Concert Band	0	5	1
MUAP	App. Music: Principal Instr.	1	4	2
		11	16	15

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

Total Minimum Credits Required
for a Music Degree 78

MUSIC - VOICE CONCENTRATION
Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Summer Before Freshman Year				
**HIST 1301	The United States to 1877	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
**HIST 1302	The United States Since 1877	3	0	3
		9	0	9
First Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
MUSI 1308	Survey of Music Literature	3	0	3
MUSI 1211	Music Theory	3	0	2
MUSI 1216	Ear Training and Sight-Singing	0	3	2
*MUSI 1181	Class Piano	1	1	1
MUSI 1141	Concert Choir	0	5	1
MUAP 1281	Applied Music: Voice	1	4	2
PHED	Physical Activity	0	3	1
		11	16	15
Second Semester				
MUSI 1309	Survey of Music Literature	3	0	3
MUSI 1212	Music Theory	3	0	2
MUSI 1217	Ear Training and Sight-Singing	0	3	2
*MUSI 1182	Class Piano	1	1	1
MUSI 1141	Concert Choir	0	5	1
MUAP 1282	Applied Music: Voice	1	4	2
DRAM 2336	Theatre Speech	3	0	3
MUSI 1159	Musical Theatre	1	4	1
		12	13	15

Summer Session				
GOVT 2301	American National and State Governments I	3	0	3
SOCI 1301 or PSYC 2301	Principles of Sociology / General Psychology	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
		9	0	9
Third Semester				
SOCI 2319 or ANTH 2346	American Minorities / Introduction to Anthropology	3	0	3
MUSI 2211	Music Theory	0	3	2
MUSI 2216	Ear Training and Sight-Singing	1	1	1
*MUSI 2181	Class Piano	0	5	1
MUSI 2141	Concert Choir	1	4	2
MUAP 2281	Applied Music: Voice	3	3	4
SCIENCE	Select from Core	0	3	1
PHED	Physical Activity	11	19	16
Fourth Semester				
MATH1314	College Algebra	3	0	3
SCIENCE	Select from Core	3	3	4
MUSI 2212	Music Theory	3	0	2
MUSI 2217	Ear Training and Sight-Singing	0	3	2
MUSI 2181	Class Piano	1	1	1
MUSI 2141	Concert Choir	0	5	1
MUAP 2282	Applied Music: Voice	1	4	2
		11	16	15

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

Total Minimum Credits Required for a Music Degree 79

SPORTS & HUMAN PERFORMANCE
Associate in Arts Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Course Credits*
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
*HIST 1301	The U.S. to 1877	3	0	3
MATH 1314	College Algebra	3	0	3
PHED 1302	Intro. to Sports & Human Performance	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
PHED	Physical Activity	0	3	1
		15	6	17
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
PHED 1304	Personal and Community Health	3	0	3
PSYC 2301	General Psychology	3	0	3
PHED	Physical Activity	0	3	1
SOCI 2319	American Minorities	3	0	3
		15	3	16
Third Semester				
ENGL 2322 or ENGL 2332	Survey of English Literature I / Survey of Literature I	3	0	3
BIOL 1408	General Biology I	3	3	4
GOVT 2301	American National and State Governments I	3	0	3
PHED 1306	First Aid	3	0	3
PHED	Physical Activity	0	3	1
MENH 1310	Drug Use & Abuse	3	0	3
		15	6	17
Fourth Semester				
MUSI 1310	History of Rock/Jazz	3	0	3
BIOL 1409	General Biology II	3	3	4
GOVT 2302	American National and State Governments II	3	0	3
PHED 1309	Officiating-Basketball, Football	3	0	3
PHED	Physical Activity	0	3	1
SPCH 1315	Public Speaking	3	0	3
		15	6	17

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

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

ACC's two-mile jogging trail is used by students, staff and community.

ASSOCIATE IN ARTS - GENERAL STUDIES DEGREE

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

Length: Four-Semester (Two-Year) Program

Purpose: The program is designed

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

ASSOCIATE IN ARTS - GENERAL STUDIES DEGREE

Course Title	Credits
English 1301 and English 1302	6
** History 1301 and History 1302	6
Government 2301 and Government 2302	6
Speech 1315	3
Physical Activity	2
Physical and Life Science (select from core)	8
Mathematics (select from core)	3
Visual/Performing Arts (select from core)	3
Literature (select from core)	3
Cross Cultural Studies (select from core)	3
Social/Behavorial Sciences (select from core)	3
Multidisciplinary Electives	18
	64

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

Total Credits Required for
the Associate in Arts - General Studies Degree 64

ASSOCIATE IN SCIENCE DEGREE

Degree: Associate in Science (A.S.)

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Science

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

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

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

BIOLOGICAL SCIENCE

Associate in Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Course Credits*
First Semester				
BIOL 1408	General Biology I	3	3	4
CHEM 1411	General Chemistry & Analysis I	3	4	4
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH	Select from Core	3	0	3
*HIST 1301	The U.S. to 1877	3	0	3
PHED	Physical Activity	0	3	1
		15	10	18
Second Semester				
BIOL 1409	General Biology II (Botany)	3	3	4
CHEM 1412	General Chemistry & Analysis II	3	4	4
ENGL 1302	Composition and Rhetoric II	3	0	3
Select from Core: 3		0	3	
*HIST 1302	The U.S. Since 1877	3	0	3
PHED	Physical Activity	0	3	1
		15	10	18
Third Semester				
BIOL 2306	Environmental Conservation	3	0-3	3-4
or				
BIOL 2401	Anatomy and Physiology I			
CHEM 2423	Organic Chemistry	3	4	4
ENGL 2332	Survey of Literature I	3	0	3
or				
ENGL 2322	Survey of English Literature I			
GOVT 2301	American National & State Government I	3	0	3
Select from Core: 3		0	3	
		15	4-7	16-17
Fourth Semester				
BIOL 2420	Microbiology	3	3	4
or				
BIOL 2402	Anatomy and Physiology II			
CHEM 2425	Organic Chemistry	3	4	4
Select from Core: 3		0	3	
GOVT 2302	American National & State Government II	3	0	3
SPCH 1315	Public Speaking	3	0	3
		15	7	17

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

Total Minimum Credits Required
for Biological Science Degree 69-70

BUSINESS ADMINISTRATION
Associate in Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Course Credits*
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra	3	0	3
HIST 1301	The U.S. to 1877	3	0	3
SCIENCE	PHYS 1401, CHEM 1405,BIOL 1408 or GEOL 1403	3	3	4
Select from Core: 3		0	3	
PHED	Physical Activity	0	3	1
		15	6	17
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
**MATH 1324 or MATH 1325	Finite Math / Business Calculus	3	0	3
***HIST 1302	The U.S. Since 1877	3	0	3
SCIENCE	PHYS 1402, CHEM 1412, BIOL 1409, or GEOL 1404	3	3	4
Visual/ Performing Arts	Select from Core	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17
Third Semester				
Literature or ENGL 2332	ENGL 2322, ENGL 2326	3	0	3
ACCT 2301	Financial Accounting	3	1	3
GOVT 2301	American National and State Governments I	3	0	3
ECON 2301	Principles of Economics I	3	0	3
BUSI 2301	Business Law I	3	0	3
		15	1	15
Fourth Semester				
SPCH 1315	Public Speaking	3	0	3
ACCT 2302	Managerial Accounting	3	1	3
GOVT 2302	American National and State Governments II	3	0	3
ECON 2302	Principles of Economics II	3	0	3
CSCI 1400	Intro. to Computer Science	3	3	4
		15	4	16

Total Minimum Credits Required for a Business Administration Degree 65

***Accounting majors should take MATH 1325 to assure admission into upper level accounting programs.*

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

MATHEMATICS
Associate in Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Course Credits*
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra	3	0	3
MATH 1316	Plane Trigonometry	3	0	3
***HIST 1301	The U.S. to 1877	3	0	3
PHED	Physical Activity	0	3	1
Elective	**Physical & Life Sciences Select from Core	3	2-4	4
		15	5-7	17
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 1348	Analytic Geometry	3	0	3
***HIST 1302	The U.S. Since 1877	3	0	3
PHED	Physical Activity	0	3	1
Elective	**Physical & Life Sciences Select from Core	3	2-4	4
Elective	Cross Cultural Studies Select from Core	3	0	3
		15	5-7	17
Third Semester				
ENGL 2332 or ENGL 2322	Survey of Literature I / Survey of English Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
MATH 2413	Differential and Integral Calculus	4	0	4
SPCH 1315	Public Speaking	3	0	3
Elective	Visual/Performing Arts Select from Core	3	0	3
		16	0	16
Fourth Semester				
ENGL 2333 or ENGL 2323	Survey of Literature II / Survey of English Literature II	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
MATH 2414	Differential and Integral Calculus	4	0	4
Elective	Social/Behavioral Sciences Select from Core	3	0	3
Elective	College Level	3	0	3
		16	0	16

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

Total Minimum Credits Required for a Mathematics Degree 66

PHYSICAL SCIENCE
Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHEM 1411	General Chemistry and Analysis I	3	4	4
ENGL 1301	Composition and Rhetoric I	3	0	3
**HIST 1301	The U.S. to 1877	3	0	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
Cross Cultural	Select from Core	3	0-2	3
		15	7-9	17
Second Semester				
CHEM 1412	General Chemistry and Analysis II	3	4	4
ENGL 1302	Composition and Rhetoric II	3	0	3
**HIST 1302	The United States Since 1877	3	0	3
MATH 1316	Plane Trigonometry	3	0	3
or				
MATH 1348	Analytic Geometry	3	0	3
Visual/Perf. Arts	Select from Core	0	3	1
PHED	Physical Activity	15	7	17
Third Semester				
***SCIENCE	Recommended for Majors	6	6-7	8
ENGL 2332	Survey of Literature I			
or				
ENGL 2322	Survey of English Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
MATH 2413	Differential & Integral Calculus I	4	0	4
		16	6-7	18
Fourth Semester				
*SCIENCE	Second half of science courses taken third semester	6	6-7	8
GOVT 2302	American National and State Governments II	3	0	3
MATH 2414	Differential & Integral Calculus II	4	0	4
Social/Behavorial Science		3	0	3
		16	6-7	18

**Select two of the following: CHEM 2423, PHYS2425, GEOL 1403, BIOL 1408, PHYS 1401*
***Texas history (HIST 2301) may be substituted for one semester U.S history (HIST 1301 or HIST 1302) to satisfy degree requirements.*
****Chemistry majors should take CHEM 2425 & either PHYS 2425 or BIOL 1408.*
Geology majors should take GEOL 1403 and either PHYS 1401 or BIOL 1408.
Physics majors should take PHYS 2425 and either BIOL 1408 or GEOL 1403.

Total Minimum Credits Required for a Physical Science Degree 70

ASSOCIATE IN APPLIED SCIENCE DEGREE

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

Length: Four-Semester (Two-Year) Program

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

Aerospace Technology-Computer Prog.
Chemical Technology
Child Care
Communications
Computer Science Technology
Computer Repair Technology
Court Reporting
Criminal Justice-
  Correctional Science
  Law Enforcement & Administration
Drafting Technology
Electronic Technology
Legal Assistant
Management Development
Medical Laboratory Technician
Mental Health
Nursing ADN
Office Professional
  Legal Office Professional
  Medical Office Professional
Retail Management & Marketing

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

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
Child Care & Development
Communications-Radio Broadcasting
Communications-Television
Computer Science-Data Processing
Court Reporting
Court Reporting Scopist
Criminal Justice-Correctional Admin.
Criminal Justice-Correctional Science
Criminal Justice-Crime Scene Technician
Criminal Justice-Texas Peace Officer:
  Academic Certificate
Drafting
Electronics
Instrumentation Technology
Legal Stenography
Management Development
Mental Health
Office Assistant
Respiratory Care Technician
Retail Management & Marketing
Vocational Nursing
Word Processing

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

AEROSPACE TECHNOLOGY - COMPUTER PROGRAMMING OPTION

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

Length: Four-Semester (Two-Year) Program

Purpose: The Aerospace Technology

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

This two-year degree program prepares the graduate for a technical support position in the Space Industry. Job openings may be in any of several different areas around NASA and the Johnson Space Center. These areas include, but are not limited to: Space Station; Space Shuttle; Astronaut Training; Mission Operations; and Engineering Support.

Program Requirements: In addition to the general requirements for admission to ACC, entry into the aerospace technology program requires college level proficiency in reading, writing, algebra, and plane trigonometry.

PLEASE NOTE: There are citizenship requirements for successful completion of the program and subsequent employment in the Space Industry. Check with the Department Chair for the latest restrictions.

Associate in Applied Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Course Credits*
First Semester				
* AERO 1310	Introduction to Aerospace	3	0	3
ENGL 1301	Composition & Rhetoric I	3	0	3
**CSCI 1400	Introduction to Computer Science	3	3	4
MATH 1348	Analytic Geometry	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17
Second Semester				
CSCI 1432	Data Communication & Networking	3	3	4
*CSCI 1461	Pascal Programming	3	3	4
ENGL 2311	Technical Communication	3	0	3
MATH 2413	Differential & Integral Calculus I	4	0	4
PHED	Physical Activity	0	3	1
		13	9	16
Summer Semester				
AERO 2310	Aerospace Internship	1	20	3
Third Semester				
CSCI 2461	Advanced Pascal Programming	3	3	4
CSCI 1470	C Programming	3	3	4
CSCI 2480	Data Base System	3	3	4
SPCH 1318	Interpersonal Communication	3	0	3
		12	9	15
Fourth Semester				
AERO 2410	Aerospace Operations	3	3	4
CSCI 2300	System Analysis	3	0	3
CSCI 1486	ADA Programming	3	3	4
CSCI 2470	Advanced C Programming	3	3	4
		12	9	15

Total Credits Required for Data Management System Degree 66

**Student who finish high school program are given college credit for these courses.*

ADVANCED SKILLS CERTIFICATE - TECH PREP

CSCI 2400	Special Topics	3	3	4
CSCI 2474	C++ Programming	3	3	4

Total Credits Required for A.A.S.
Advanced Skills Certificate -Aerospace Technology Degree 74

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

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

Length: Four-Semester (Two-Year) Program

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

Admission Requirements: In addition to the general requirements for admission to the college, entry into the child care and development program requires a personal interview with the Child Care and Development Department.

Program Requirements: Approximately one-half of the curriculum includes courses in child care with the remaining courses in related areas, general education, and electives. Instruction includes both the theoretical concepts and practical applications needed for

future success in child care work or related activities. Students are urged to consult with their faculty advisor and the Counseling Center in planning their program and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.

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

Associate in Applied Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Course Credits*
First Semester				
CHID 1300	Pre-School and Day Care Programs	3	0	3
CHID 1200	Child Care Recreation	1	2	2
CHID 1310	Creative Activities for Young Children	2	3	3
SOCI 1301	Principles of Sociology	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
		12	8	15
Second Semester				
CHID 1320	Literature and Language Arts for Young Children	2	3	3
CHID 1330	Infant and Toddler Care	3	0	3
PSYC 2308	Child Growth and Development	3	0	3
CHID 1340	Math and Science for Young Children	2	3	3
SPCH 1318	Interpersonal Communication	3	0	3
PHED	Physical Activity	0	3	1
		13	9	16
Third Semester				
CSCI 1400	Intro. to Computer Science	3	3	4
BIOL 2306	Environmental Conservation	3	0	3
CHID 2320	Child Growth and Develop. Preschool to Middle Childhood	3	0	3
CHID 2301	Child Care Internship I	2	20	3
or				
CHID 2420	Seminar and Field Work	3	8	4
Elective	College Level	3	0	3
		14	11/23	16/17
Fourth Semester				
CHID 2302	Child Care Internship II	2	20	3
or				
CHID 2430	Special Project	3	8	4
CHID 2410	Administration of Preschool and Daycare Programs	2	4	4
PHED 1306	First Aid	3	0	3
SOCI 2301	Marriage & Family Relationships	3	0	3
CHID 2310	Child Nutrition and Health Care	3	0	3
		13	12/24	16/17

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

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

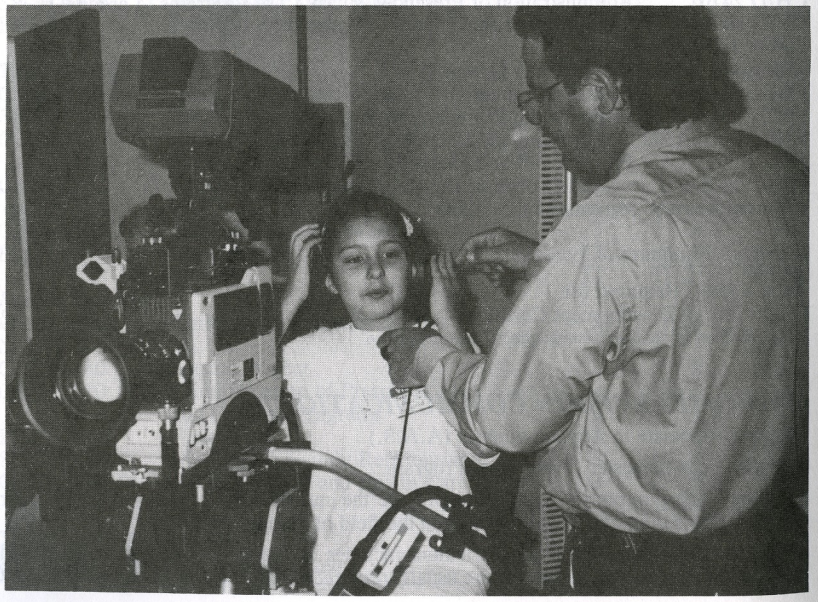
Degree: Associate in Applied Science (A.A.S.)

Length: Four-Semester (Two-Year) Program

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

Program Requirements: This curriculum includes the general education courses and introductory specialty courses that are usually required in the first two years of equivalent

AISD students visit the Communications Department and learn about radio and TV careers.



baccalaureate programs. When planning a program and selecting electives, the student should become acquainted with the requirements of the major department in the college or university to which he/she expects to transfer. Students planning to begin employment upon completion of their program should give special consideration to their specific area of interest in the field of communications when selecting electives.

OPTION I - Radio Broadcasting
Associate in Applied Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Course Credits*
First Semester				
COMM 1307	Intro. to Mass Communications	3	0	3
COMM 2332	Radio/TV News Workshop	2	3	3
ENGL 1301	Composition and Rhetoric I	3	0	3
COMM 1302	Basic Recording Techniques	1	2	3
PHED	Physical Activity	0	3	1
COMM 2311	Writing for Mass Media	3	0	3
		12	8	16
Second Semester				
COMM 1303	Advanced Recording Techniques			
or				
COMM 1301	Intermediate Recording Techniques	1	2	3
COMM 2303	Radio Production	1	4	3
COMM 2328	Public Relations	3	0	3
ENGL 1302	Composition & Rhetoric II	3	0	3
MATH 1314	College Algebra	3	0	3
PHED	Physical Activity	0	3	1
		11	9	16
Third Semester				
COMM 2320	Internship in Electronic Media Radio	1	20	3
COMM 2327	Principles in Adversiting	3	0	3
ENGL 2332	Survey of Literature I	3	0	3
GOVT 2301	American, National & State Govt. I	3	0	3
HIST 1301	The United States to 1877	3	0	3
		13	20	15
Fourth Semester				
COMM 2331	Radio & TV Announcing	3	0	3
BIOL 2306	Environmental Conservation	3	0	3
GOVT 2302	American, National & State Govt. II	3	0	3
HIST 1302	The U.S. Since 1877	3	0	3
SPCH 1315	Public Speaking	3	0	3
Elective	College Level	3	0	3
		18	0	18

Total Minimum Credits Required for a Communications Degree 65

OPTION 2 - Television Broadcasting
Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
COMM 1307	Intro. to Mass Communications	3	0	3
COMM 1336	TV Production I	2	3	3
COMM 2311	Writing for Mass Media	3	0	3
PHED	Physical Activity	0	3	1
CSCI 1400	Introduction to Computer Science	3	3	4
ENGL 1301	Composition and Rhetoric I	3	0	3
		14	9	17
Second Semester				
COMM 2324	Internship in Electronic Media-TV	1	20	3
COMM 1337	TV Production Workshop	2	3	3
COMM 2331	Radio and TV Announcing	3	0	3
COMM 2334	TV News Workshop	2	3	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		11	29	16
Third Semester				
COMM 2325	Internship in Electronic Media-TV	1	20	3
COMM 2327	Principles of Advertising	3	0	3
COMM 2366	Development of the Motion Picture	2	3	3
HIST 1301	The United States to 1877	3	0	3
Elective		3	0	3
		12	23	15
Fourth Semester				
COMM 2328	Public Relations	3	0	3
COMM 2322	Broadcast Management	2	3	3
SPCH 1315	Public Speaking	3	0	3
MATH 1314	College Algebra	3	0	3
Elective	Communications Course	3	0	3
		14	3	15

Total Minimum Credits Required for a Communications Degree 63

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 - COMPUTER PROGRAMMING

Degree: Associate in Applied Science Degree (A.A.S.)
Length: Four-Semester (Two-Year) Program

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

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

Associate in Applied Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Course Credits*
First Semester				
CSCI 1400	Introduction to Computer Science	3	3	3-4
or				
CSCI 1300	Intro. to Computers & Program Design			
CSCI 1420	FORTRAN Programming			
or				
CSCI 1440	COBOL Programming			
or				
CSCI 1461	Pascal Programming	3	3	4
ENGL 1301	Composition & Rhetoric I	3	0	3
HIST 1301	The United States to 1877	3	0	3
MATH 1314	College Algebra	3	0	3
		15	3-6	16-17
Second Semester				
CSCI 1470	C Programming	3	3	4
CSCI 1432	Data Communications & Networking	3	0-3	3-4
or				
CSCI 2300	Business System Analysis			
MATH 1316	Plane Trigonometry	3	0	3
ENGL 1302	Composition & Rhetoric II	3	0	3
HIST 1302	The United States Since 1877	3	0	3
		15	3-6	16-17
Third Semester				
CSCI 2480	Database	3	3	4
or				
CSCI 2432	Advanced Networking			
ACCT 2301	Financial Accounting	3	0	3
GOVT 2301	American Natl. & State Govts. I	3	0	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		15	6	17
Fourth Semester				
CSCI Elective		3	3	4
or CSCI 2436	Cooperative Education	1	20	4
ACCT 2302	Managerial Accounting	3	0	3
GOVT 2302	American Natl. & State Govt. II	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		10-12	6-23	14

Total Credits Required for a Computer Science Degree 63/65

Electives for Associate in Applied Science Degree

CSCI 1486	Ada Programming Language
CSCI 2333	Data Structures
CSCI 2436	Cooperative Education
CSCI 2411	Visual Basic Programming
CSCI 2461	Advance Pascal Programming
CSCI 2470	Computer Programming - Adv. C
CSCI 2474	C++ Programming Language
CSCI 2476	Visual C++ Programming
CSCI 2484	Database Programming
CSCI 2486	Advance Ada Programming Language

COMPUTER SCIENCE TECHNOLOGY - COMPUTER PROGRAMMING

Degree: Associate in Applied Science
Degree (A.A.S.)
Length: Four-Semester (Two-Year) Program

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

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

Associate in Applied Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Course Credits*
First Semester				
CSCI 1400	Introduction to Computer Science	3	3	3-4
or				
CSCI 1300	Intro. to Computers & Program Design			
CSCI 1420	FORTRAN Programming			
or				
CSCI 1440	COBOL Programming			
or				
CSCI 1461	Pascal Programming	3	3	4
ENGL 1301	Composition & Rhetoric I	3	0	3
HIST 1301	The United States to 1877	3	0	3
MATH 1314	College Algebra	3	0	3
		15	3-6	16-17
Second Semester				
CSCI 1470	C Programming	3	3	4
CSCI 1432	Data Communications & Networking	3	0-3	3-4
or				
CSCI 2300	Business System Analysis			
MATH 1316	Plane Trigonometry	3	0	3
ENGL 1302	Composition & Rhetoric II	3	0	3
HIST 1302	The United States Since 1877	3	0	3
		15	3-6	16-17
Third Semester				
CSCI 2480	Database	3	3	4
or				
CSCI 2432	Advanced Networking			
ACCT 2301	Financial Accounting	3	0	3
GOVT 2301	American Natl. & State Govts. I	3	0	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		15	6	17
Fourth Semester				
CSCI Elective		3	3	4
or CSCI 2436	Cooperative Education	1	20	4
ACCT 2302	Managerial Accounting	3	0	3
GOVT 2302	American Natl. & State Govt. II	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		10-12	6-23	14

Total Credits Required for
a Computer Science Degree 63/65

Electives for Associate in Applied Science Degree

CSCI 1486	Ada Programming Language
CSCI 2333	Data Structures
CSCI 2436	Cooperative Education
CSCI 2411	Visual Basic Programming
CSCI 2461	Advance Pascal Programming
CSCI 2470	Computer Programming - Adv. C
CSCI 2474	C++ Programming Language
CSCI 2476	Visual C++ Programming
CSCI 2484	Database Programming
CSCI 2486	Advance Ada Programming Language

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

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

COMPUTER REPAIR TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

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

To qualify, a computer systems technologist student will spend one year in the study of circuit actions of electronic components and their use as building blocks in the design of electronic equipment. In the second year, he or she will learn the techniques of integrating computers and computer controlled systems. This will include the study of computer programming languages and their use in controlling and integrating computer systems. After graduation from the two-year program, the ACC graduate will be prepared to work the exciting and ever-expanding field of computer electronics. He or she will also be qualified to enter a university with Junior standing, in pursuit of a B.S. degree in Computer Systems Technology, hardware or software options.

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

Associate in Applied Science Degree Program

Course Number	*Course Title*	*Lect. Hrs*	*Lab Hrs.*	*Credits*
First Semester				
ELTE 1410	Introduction to Electronics	3	3	4
ELTE 1430	DC Theory & Circuit Analysis	3	3	4
CSCI 1420	FORTRAN Programming	3	3	4
MATH 1314	College Algebra	3	0	3
ENGL 1301	Composition & Rhetoric I	3	0	3
		15	9	18
Second Semester				
ELTE 1440	AC Theory & Circuit Analysis	3	3	4
ELTE 2421	Electronic Devices & Circuits	3	3	4
ELTE 2423	Digital Integrated Circuits	3	3	4
CSCI 2450	Computer Programming (Assembly)	3	3	4
MATH 1316	College Trigonometry	3	0	3
		15	12	19
Third Semester				
ELTE 2422	Linear Integrated Circuits	3	3	4
ELTE 2480	Computer Controlled Systems	3	3	4
CSCI 1470	Computer Programming -C	3	3	4
ENGL 2311	Technical Communication	3	0	3
PHED	Physical Activity	0	3	1
		12	12	16
Fourth Semester				
ELTE 2475	Microprocessor Hardware Interfacing	3	3	4
SOCI 1301	Principles of Sociology	3	0	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		12	6	14

Total Credits Required for Computer Repair Technology Degree 67

*COURT REPORTING

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

Length: Six Semester Program

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

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

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

Program Requirements:

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

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

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

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

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

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

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

3. Transfer students:
   a. must provide the ACC Records Office with official transcripts for each institution attended and request evaluation by the Graduation Advisor and the Court Reporting Department Chairperson.
   b. may apply for credit by examination by testing in the following areas: Typewriting; Legal Terminology; Medical Terminology; Grammar & Punctuation I.
4. The Court Reporting Department will assist all graduates of the program in obtaining employment.
5. Advancement in the machine shorthand courses involves utilization and development of skills, which may be more difficult for some individuals; therefore, successful completion of these courses may require more than the two years outlined in the degree plan.

Associate in Applied Science Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Course Credits*
Summer Semester				
CTRP 1250	Keyboarding for Court Rptrs. (12 wks)	2	1	2
CTRP 1400	Machine Shorthand Theory (12 weeks)	2	8	4
ENGL 1301	Composition & Rhetoric I (6 weeks)	3	0	3
or				
MUSI 1306	Music Appreciation (6 weeks)			
PHED	Physical Activity	0	3	1
		7	12	10
First Semester				
**CTRP 1311	Grammar and Punctuation I	2	3	3
CTRP 1320	Law and Legal Terminology	3	0	3
CTRP 1411	Machine Shorthand I	2	8	4
PHED	Physical Activity	0	3	1
SOCI 1301	Principles of Sociology	3	0	3
		10	14	14
Second Semester				
**CTRP 1312	Grammar and Punctuation II	2	3	3
CTRP 1330	Medical Terminology	3	0	3
CTRP 1412	Machine Shorthand II	2	8	4
CTRP 2320	Reporting Technology	2	3	3
		9	14	13
Summer Semester				
CTRP 2330	Technical Dictation	2	3	3
CTRP 2335	Real-Time Dictation	2	3	3
CTRP 2411	Machine Shorthand III	2	8	4
		6	14	10

Third Semester				
CTRP 2311	Courtroom Procedures	2	3	3
CTRP 2350	Reporting and Office Procedures	2	3	3
CTRP 2412	Machine Shorthand IV	2	8	4
SPCH 1318	Interpersonal Communications	3	0	3
		9	14	13
Fourth Semester				
CTRP 2313	Cooperative Education in Court Reporting	1	20	3
CTRP 2341	CSR & CP Presentation	3	0	3
GOVT 2301	American Natl. & State Governments I	3	0	3
or				
HIST 1301	U.S. to 1877			
MATH 1314	College Algebra	3	0	3
or				
MATH 1335	College Mathematics			
		10	20	12

**Pending Coordinating Board approval.*

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

The following machine shorthand tests will be required for graduation:

One 180wpm five-minute literary test with no more than 10 errors -98.9%;
One 180wpm five-minute testimony test with no more than 10 errors 98.9%;
One 200wpm five-minute testimony test with no more than 10 errors - 99%;
One 200wpm five-minute jury charge test with no more than 25 errors -97.5%;
Two 225wpm five-minute testimony tests with no more than 25 errors - 97.8%;
Two mock CSR exams and EACH exam consists of the following:
One 180wpm five-minute literary test with no more than 45 errors - 95%;
One 200wpm five-minute jury test with no more than 50 errors - 95%;
One 225wpm five-minute testimony test with no more than 56 errors - 95%.

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

Total Credits Required for
Court Reporting Degree 72

**COURT REPORTING*

Certificate

Length: Four-Semester Program

Purpose: The certificate in Court Reporting 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 Court Reporting Certificate will be awarded upon satisfactory completion of the four-semester program.

Certificate Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Course Credits*
Summer Semester				
ENGL 1301	Composition & Rhetoric I	3	0	3
CTRP 1400	Court Reporting Theory	2	8	4
		5	8	7
Fall Semester				
CTRP 1250	Keyboarding for Court Reporters	2	1	2
CTRP 1311	Grammar and Punctuation I	2	3	3
CTRP 1320	Law and Legal Terminology	3	0	3
CTRP 1411	Machine Shorthand I	2	8	4
		9	12	12
Spring Semester				
CTRP 1312	Grammar and Punctuation II	2	3	3
CTRP 1330	Medical Terminology	3	0	3
CTRP 1412	Machine Shorthand II	2	8	4
CTRP 2320	Reporting Technology	2	3	3
		9	14	13
Summer Semester				
CTRP 2311	Courtroom Procedures	2	3	3
CTRP 2335	Real-Time Dictation	2	3	3
CTRP 2411	Machine Shorthand III	2	8	4
		6	14	10
Fall Semester				
CTRP 2313	Cooperative Ed. in Court Reporting	1	20	3
CTRP 2341	CSR and CP Preparation	3	0	3
CTRP 2350	Reporting and Office Procedures	3	0	3
CTRP 2412	Machine Shorthand IV	2	8	4
		9	28	13

**Pending Coordinating Board approval.*

Total Credits Required for
Court Reporting Certificate 55

**COURT REPORTING SCOPIST*

Certificate

Length: Two-Semester Program

Purpose: The certificate in Court Reporting Scopist 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 Court Reporting Scopist Certificate will be awarded upon satisfactory completion of the four-semester program.

Certificate Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Course Credits*
First Semester				
CTRP 1250	Keyboarding for Court Reporters	2	1	2
CTRP 1311	Grammar and Punctuation I	2	3	3
CTRP 1320	Law and Legal Terminology	3	0	3
CTRP 1400	Machine Shorthand Theory	2	8	4
		9	12	12
Second Semester				
CTRP 1312	Grammar & Puncutation II	2	3	3
CTRP 1330	Medical Terminology	3	0	3
CTRP 1411	Machine Shorthand I	2	8	4
CTRP 2320	Reporting Technology	2	3	3
		9	14	13

Third Semester				
CTRP 2314	Cooperative Education in Scoping	1	20	3

**Pending Coordinating Board approval.*

Total Credits Required for
Court Reporting Scopist Certificate 28

CRIMINAL JUSTICE - CORRECTIONAL SCIENCE

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

Length: Four-Semester (Two-Year) Program

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

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

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

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

Associate in Applied Science Degree Program

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

Third Semester				
CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
CRIJ 2302	Cooperative Education for Correctional Science I	1	20	3
GOVT 2301	American National and State Governments I	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
		13	20	15
Fourth Semester				
CRIJ 2304	Cooperative Education for Correctional Science II	1	20	3
Elective	Criminal Justice Elective	2	3	3
SOCI 1306	Social Problems	3	0	3
SPCH 1318	Interpersonal Communication	3	0	3
Elective	College Level	3	0	3
		12	23	15

Total Minimum Credits Required for
the Correctional Science Degree 63

ADVANCED SKILLS CERTIFICATE - TECH PREP

CRIJ 2390	Legal Aspects of Corrections	3	0	3
CRIJ 2388	Instructional Procedure, Jail & Detention	3	0	3
CRIJ 2495	Defensive Tactics & Firearms for Correctional Officers	3	0	3
		9	0	9

Total Credits Required for A.A.S. Advanced Skills Certificate
Correctional Science Degree 73

CRIMINAL JUSTICE - LAW ENFORCEMENT AND POLICE ADMINISTRATION

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

Length: Four-Semester (Two-Year) Program

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

Admission Requirements:

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

Program Requirements:

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

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

Associate in Applied Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Course Credits*
First Semester				
*CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
*CRIJ1306	The Courts and Criminal Procedure	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
PHED	Physical Activity	0	3	1
		15	6	17
Second Semester				
CRIJ 2323	Legal Aspects of Law Enforcement	3	0	3
*CRIJ 1310	Fundamentals of Criminal Law	3	0	3
ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 1335	College Mathematics	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		15	3	16
Third Semester				
*CRIJ 1307	Crime in America	3	0	3
CRIJ 2328	Police Systems and Practices	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
or				
CRIJ 2309	Cooperative Education for Law Enforcement I	1	20	3
Elective	Select from Core	3	0	3
		13-15	0-20	15
Fourth Semester				
CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 2321	Juvenile Delinquency	3	0	3
CRIJ	Criminal Justice Elective	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
or				
CRIJ 2310	Cooperative Education for Law Enforcement	1	20	3
SPCH 1318	Interpersonal Communication	3	0	3
		13-15	0-20	15

**Students who finish high school program are given college credit for these courses.*

Total Credits Required for Law Enforcement & Police Admin. Degree 63

ADVANCED SKILLS CERTIFICATE - TECH PREP

CRIJ 1318	Patrol Administration	3	0	3
CRIJ 1322	Traffic Law Investigation	3	0	3
CRIJ 2324	Narcotics Investigation	3	0	3
		9	0	9

Total Credits Required for A.A.S. Advanced Skills Certificate
Law Enforcement and Police Administration Degree 72

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

Total Credits Required for Correctional Science Certificate 30

CRIMINAL JUSTICE - CRIME SCENE TECHNICIAN

Certificate

Length: Thirty-Seven Semester Hours

Purpose: This course provides the student with the goals and principals of physical evidence and defines the application of forensic sciences to the criminal investigation. It identifies the goals of crime scene management and provides the methodologies employed in recording the crime scene and in locating, collecting, and preserving the evidence. The importance and procedures for establishment of the chain of custody are presented, as are the methods utilized for requesting laboratory analysis of the recovered items of evidence. Emphasis is placed on providing each student with hands-on experience with lecture.

Program Requirements: A certificate student takes thirty-seven (37) hours of prescribed courses arranged into two semesters. Upon successful completion of the approved course work, the student will be awarded a Crime Scene Certificate.

Certificate Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Course Credits*
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	The Courts and Criminal Procedure	3	0	3
CRIJ 1307	Crime In America	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
CRIJ 1378	Criminalistics I	3	0	3
		18	0	18
Second Semester				
CRIJ 2440	Criminalistics II	3	3	4
CRIJ 2324	Narcotics Investigation	3	0	3
CRIJ 2442	Basic Forensic Photography	3	3	4
CRIJ 2444	Fingerprint Recording & Classification	3	3	4
CRIJ 2446	Criminalistics III	3	3	4
		15	12	19

Total Credits Required for Correctional Science Certificate 37

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 forTexas Peace Officer Academic Certificate 30

DRAFTING TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

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

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

Associate in Applied Science Degree Program

Course Number	*Course Title*	*Lect. Hrs.*	*Lab Hrs.*	*Credits*
First Semester				
DRFT 1300	Industrial Blueprint Reading	3	1	3
DRFT 1330	Introduction to Computer Aided Drafting	3	1	3
		2	6	4
DRFT 1400	Engineering Drafting	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra	14	8	16
Second Semester				
DRFT 1411	Architectural Drafting I	2	6	4
DRFT 1440	Machine Drafting	2	6	4
DRFT 2421	Computer Aided Drafting I	2	6	4
SPCH 1318	Interpersonal Communications	3	0	3
MATH 1316	Plane Trigonometry	3	0	3
		12	18	18
Third Semester				
DRFT 1320	Descriptive Geometry	2	4	3
DRFT 1460	Construction Drafting	2	6	4
DRFT 2422	Computer Aided Drafting II	2	6	4
GOVT 2301	American National and State Governments I	3	0	3
		0	3	1
PHED	Physical Activity	9	19	15
Fourth Semester				
DRFT 2430	Computer Aided Drafting Applications - Construction	2	6	4
or				
DRFT 2440	Computer Aided Drafting Applications - Mechanical			
DRFT	Elective	2-1	6-20	4-3
or				
DRFT 2311	Cooperative Education for Drafting	3	0	3
SOCI 1301	Principles of Sociology	0	3	1
PHED	Physical Activity	3	0	3
Elective	College Level	10-9	15-29	15-14

Total Credits Required for
a Drafting Technology Degree 64-63

*ADVANCED SKILLS CERTIFICATE - TECH PREP

DRFT 2423	Computer Aided Drafting III	2	6	4
DRFT 2450	Computer Aided Drafting Appl.-Electrical	2	6	4

**Pending Coordinating Board approval.*

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	1	3
		13	14	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

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

Length: Four-Semester (Two-Year) Program

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

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

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

Associate in Applied Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Course Credits*
First Semester				
ELTE 2421	Electronic Devices & Circuits	3	3	4
ELTE 2423	Digital Integrated Circuits	3	3	4
CSCI 1420	FORTRAN Programming	3	3	4
MATH 1314	College Algebra	3	0	3
ENGL 1301	Composition & Rhetoric I	3	0	3
		15	9	18
Second Semester				
ELTE 2450	Advanced Electronic Circuits	3	3	4
ELTE 2422	Linear Integrated Circuits	3	3	4
CSCI 2450	Assembly Language Program	3	3	4
MATH 1316	College Trigonometry	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
		15	9	18
Third Semester				
ELTE 2480	Computer Controlled Systems	3	3	4
ELTE 2460	Communications Circuits and Systems	3	3	4
CSCI 1470	Computer Programming-C	3	3	4
ENGL 2311	Technical Communication	3	0	3
PHED	Physical Activity	0	3	1
		12	12	16
Fourth Semester				
ELTE 2475	Microprocessor Hardware Interfacing	3	3	4
ELTE	Electronics Elective	3	3	4
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		12	9	15

Total Credits Required for
Electronic Technology Degree 67

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 the following curriculum to achieve the certificate in electronic technology.

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Course Credits*
First Semester				
ELTE 1410	Intro. to Electronics	3	3	4
ELTE 1430	DC Theory & Circuit Analysis	3	3	4
ELTE 1440	AC Theory & Circuit Analysis	3	3	4
MATH 1314	College Algebra	3	0	3
		12	9	15
Second Semester				
CSCI 1470	Computer Programming C	3	3	4
ELTE 2421	Electronic Devices & Circuits	3	3	4
ELTE 2422	Linear Integrated Circuits	3	3	4
ELTE 2423	Digital Integrated Circuits	3	3	4
		12	12	16

Total Credits Required for
Electronic Technology Certificate 31

ELECTRONIC TECHNOLOGY INSTRUMENTATION TECHNOLOGY

Certificate
Length: Forty-Six-Semester Hours

Purpose: The Certificate in Instrumentation Technology provides an approved educational curriculum designed to prepare the student for entry into the field of instrumentation and automation technology. The students will study the eight major domains in the control industry identified by the International Society for Measurement and Control. Upon completion of the curriculum the student will be eligible to take the Level I Certified Control Systems Technician Exam.

Program Requirements: In additional to general requirements for admission to ACC, entry into the instrumentation technology program requires proficiency in algebra, English and reading. Students who lack proficiency in these areas will be required to complete developmental courses in the above subjects prior to enrolling in ELTE courses.

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Course Credits*
First Semester				
ELTE 1440	AC Theory & Circuit Analysis	3	3	4
ELTE 1430	DC Theory & Circuit Analysis	3	3	4
ELTE 2430	Electronic Instrumentation & Troubleshooting I	3	3	4
MATH 1314	College Algebra	3	0	3
		12	9	15
Second Semester				
CSCI 1400	Intro. to Computer Science	3	3	4
ELTE 1410	Intro. to Electronic Technology	3	3	4
ELTE 2421	Electronic Devices & Circuits	3	3	4
ELTE 2435	Electronic Instrumentation & Troubleshooting II	3	3	4
		12	12	16

Third Semester				
*ELTE 2436	Electronic Instrumentation & Troubleshooting III	3	3	4
ELTE 2460	Communications & Circuits	3	3	4
SPCH 1311	Fundamentals of Speech	3	0	3
ELTE 2450	Advanced Electronics Circuits	3	3	4
		12	9	15

** Capstone Course*

Total Credits Required for Certificate in Instrumentation Technology 46

LEGAL ASSISTANT

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

Length: Four-Semester (two-year) Curriculum

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

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

Program Requirements: Attorneys generally set high standards of character and education for legal assistants. Legal assistants must be responsible and mature individuals thoroughly conversant in legal terminology and procedures.The curriculum consists of seven legal assistant courses, plus an internship option. A student in the program may choose to serve an internship during the third and fourth semesters of the program. The internship option provides an opportunity for a student to make a practical application of their classroom education.

Associate in Applied Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Course Credits*
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
BUSI 2301	Business Law I	3	0	3
CSCI 1400	Introduction to Computers	3	3	4
LEGA 1300	Texas Legal Systems	3	0	3
LEGA 1311	Legal Technology I	3	0	3
PHED	Physical Activity	0	3	1
		15	6	17
Second Semester				
LEGA 1312	Legal Technology	3	0	3
LEGA 1320	Principles of Family Law	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
MATH 1314	College Algebra	3	0	3
LEGA 2311	Internship	1	20	3
PHED	Physical Activity	0	3	1
		13	23	16
Third Semester				
LEGA 2320	Wills, Trust, and Probate	3	0	3
LEGA 2330	Insurance Law and Claims Investigation	3	0	3
GOVT 2301	American National and State Government I	3	0	3
LEGA 2312	Internship	1	20	3
Elective	College Level	3	0	3
		13	20	15
Fourth Semester				
LEGA 2340	Law Office Management	3	0	3
SPCH 1315	Public Speaking	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
OFAD 1343	Legal Secretarial Practice	3	2	3
Elective	College Level	3	0	3
		15	2	15

Total Credits Required for Legal Assistant Degree 63

MANAGEMENT DEVELOPMENT

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

Length: Four-Semester (Two-Year) Program

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

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

***Associate in Applied Science Degree Program*

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Course Credits*
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra	3	0	3
or				
MATH 1335	College Mathematics			
MGMT 1301	Internship	1	20	3
MGMT 1310	Principles of Management	3	0	3
PHED	Physical Activity	0	3	1
*Elective	College Level	3	0	3
		13	23	16
Second Semester				
MGMT 1311	Internship	1	20	3
MGMT 1320	Small Business Management	3	0	3
or				
MGMT 2315	Supervision and Management of Hazardous Materials			
PSYC 2301	General Psychology	3	0	3
or				

BUSI 1302	Business Psychology			
SPCH 1315	Public Speaking	3	0	3
or				
SPCH 1318	Interpersonal Communication			
PHED	Physical Activity	0	3	1
*Elective	College Level	3	0	3
		13	23	16
Third Semester				
MGMT 1330	Intl. Management and the Global Environment	3	0	3
or				
MGMT 2320	Organizational Strategy			
MGMT 2301	Internship	1	20	3
SOCI 1301	Principles of Sociology	3	0	3
or				
ECON 2301	Principles of Economics I			
*Electives	College Electives	6	0	6
		13	20	15
Fourth Semester				
DRFT 1330	Intro. to Computer Aided Drafting	3	1-3	3-4
or				
CSCI 1400	Introduction to Computer Science			
ECON 2302	Principles of Economics II	3	0	3
MGMT 2300	Personnel Management	3	0	3
MGMT 2310	Problems in Management	3	0	3
or				
MGMT 2321	Organizational Strategy II			
*Elective	College Level	3	0	3
		15	1-3	15-16

**Suggested electives are: MGMT 2308, MGMT 2330, RETL 2376, RETL 2380, RETL 2386, RETL 2375.*
*** Pending Coordinating Board approval.*

Total Credits Required for
Management Development Degree 62-63

**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 1300 Supervision	3	0	3
MGMT 1301 Internship	1	20	3
MGMT 1320 Small Business Management	3	0	3
or			
MGMT 2315 Supervision and Management of Hazardous Materials			
MGMT 2300 Personnel Management	3	0	3
MGMT 2320 Organizational Strategy	3	0	3
Totals	13	20	15
Second Semester			
MGMT 1310 Principles of Management	3	0	3
MGMT 1311 Internship	1	20	3
MGMT 2310 Problems in Management	3	0	3
or			
MGMT 2321 Organizational Strategy II			
MGMT 2330 Workplace Law and Regulations for the Manager	3	0	3
or			
RETL 2376 Principles of Marketing			
Elective College Level	3	0	3
Totals	13	20	15

Selected courses for elective:
RETL 1300 Introduction to Fashion (3 credits)
RETL 2380 Organizational Behavior (3 credits)
RETL 2386 International Retail Management (3 credits)
RETL 2375 Principles of Retailing (3 credits)
MGMT 2308 Principles of Purchasing (3 credits)

Total Credits Required for
Management Development Certificate 30
**Pending Coordinating Board approval.*

**MEDICAL LABORATORY TECHNOLOGY*

Degree: Associate in Applied Science
in Medical Laboratory Technology (A.A.S.)
Length: Two years (24 months)

Purpose: The purpose of the Medical Laboratory Technology program is to provide an approved, educational curriculum that will prepare individuals for careers in clinical laboratory science in hospitals and other structured health-care facilities. After completion of the program, the student will be awarded an Associate Degree in Applied Science. Students may apply to the appropriate boards to write competency examinations following graduation. The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) which is governed by the Committee on Allied Health Education and Accreditation (CAHEA)

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

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

a. Successful completion of the TASP examination;
b. Achievement of a composite ACT of at least 19 within the previous 5 years;
c. Achievement of a combined SAT of at least .713 within the previous 5 years;

4. Documentation that all academic deficiencies in English and Reading have been corrected through completion of developmental courses prior to admission when scores on local placement tests or TASP fall below established cut-off levels.
5. A personal interview with either the Department Chair or the Education Coordinator.
6. Freedom from academic probation or suspension from ACC or another college or university. Only applicants who have fulfilled the requirements for admission (above) will be considered for admission to the program. Qualified applicants will be admitted according to space availability. A new class begins each fall semester.

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

1. Transfer of credit from an accredited college or university: credit will be given for academic support courses equivalent in both content and number of credit hours to those included in the Medical Laboratory Technology Program at ACC as determined by examination of the syllabus of the transfer course. A grade of C or better must have been earned in transfer courses.
2. A course completed at ACC may be substituted for a course(s) included in the MELT Program if it is equivalent in credit hours and if the Program Chairman's evaluation of content establishes equivalency.
3. Both transfer and substitution of courses must be initiated by completion of a Degree/Certificate Course Substitution Request form.
4. It is the responsibility of the student to review his/her SIS after receipt of his/her transcript and/or Degree/Certificate Course Substitution Request form in the Records Office to verify if a course(s) being transferred or subsituted has been officially articulated.
5. Any academic course completed more than five (5) years, and any MELT course completed more than three (3) years prior to admission into the program may not satisfy requirements for a degree in MELT.
6. Credit by examination: Upon successful completion of written and practical examinations, credit will be given for transfer of accredited MELT courses completed at other institutions. No more than 50% of the course work necessary for a degree may be attained this way.
7. MELT students will abide by the current established catalog requirements. Current curriculum requirements of the Medical Laboratory Technology Program take precedence over the catalog under which the student entered ACC.
8. Transfer students must:
   a. Meet the above criteria; in accordance with the current Department of Medical Laboratory procedures;
   b. Provide the Records Office with an official transcript from each institution attended.
   c. Provide the MELT Department with an official transcript from each institution attended.
   d. Provide the MELT Department with a catalog and/or syllabus of each course being considered for transfer and a copy of the curriculum and/or degree plan of the MELT Program (or other program) from which the student is transferring.

Progression Policy:

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

2. Prior to entering the MELT Program, a student may take any of the academic support courses.
3. No grade below a **C** will be acceptable in Medical Laboratory Technology, Biology, Chemistry, or English courses.
4. A MELT student must maintain a grade point average of at least 2.0 in order to progress in the program.
5. Failure to complete courses within a reasonable length of time, as determined by the Department Chairman, constitutes unsatisfactory academic progress. This may result in a student being terminated from the program.
6. A student who makes one **D** or **F** in any one (1) semester im any course may repeat that course once in order to obtain a **C**.
7. A student who makes a total of two (2) **D's** or **F's** in any one semester or in any two (2) consecutive semesters will be terminated from the program and will not be eligible for readmission.
8. A student will be terminated from the program and will not be eligible for readmission if clinical performance is unsatisfactory as determined by the clinical instructor and the Program Chairman. This action may be taken at any time during the semester.
9. In order to provide equal clinical experience, assignment to clinical affiliates will be the prerogative of the MELT faculty.
10. A student requiring hospitalization or sustaining an injury will be required to obtain a written statement from his/her physician verifying the ability to meet the required level of performance in the clinical area. A student may not be allowed to return to the clinical affiliate if he/she is taking any medication(s) that may interfere with his/her ability to perform safely and satisfactorily.
11. Any pregnant student must present a physician's statement to the MELT Department verifying the ability of the student to perform any learning experience on campus and in clinical affiliates safely and satisfactorily.
12. Hospitalization insurance, malpractice insurance, and transportation to and from health facilities are the responsibility of the student. Students must have current malpractice insurance to register for courses which include a clinical rotation.
13. A student is required to earn at least 24 resident semester hours at ACC.
14. If a student is not enrolled in a MELT course for a semester, application for readmission to the MELT program is required.

Readmission of Former Medical Laboratory Technology Students:

1. A student who has, for non-academic reasons, withdrawn from the MELT Program and wishes to re-enter must:
   a. Reapply to the program by submitting a new application form at least eight (8) weeks prior to the requested date of readmission. Included in the new application will be a completed current medical examination form.
   b. Provide the MELT Program and the Records Office with an official transcript of all college courses completed since previous program enrollment.
   c. Abide by the current admission and curriculum requirements of the department.

Associate in Applied Science Degree Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Course Credits*
First Semester				
BIOL 2401	Anatomy and Physiology I	3	3	4
CHEM 1405	Introductory Chemistry I	3	3	4
MELT 1300	Introduction to Medical Technology and Terminology	2	3	3
MELT 1421	Hematology I	2	8	4
		10	17	15

Second Semester				
BIOL 2402	Anatomy and Physiology II	3	3	4
MELT 1511	Clinical Chemistry/Instruments I	3	8	5
MELT 1401	Clinical Microbiology I	2	8	4
MELT 1110	Professional Development for for Medical Laboratory Technicians	1	0	1
PHED	Physical Activity	0	3	1
		9	22	15
Summer Session (Two-6 weeks)				
MELT 1310	Parasitology/Mycology	2	3	3
MELT 2322	Hematology II	2	4	3
PSYC 2301	General Psychology	3	0	3
or				
SOCI 1301	Principles of Sociology			
		7	7	9
Third Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
MELT 2300	Serology-Immunology	2	4	3
MELT 2402	Clinical Microbiology II	2	8	4
MELT 2412	Clinical Chemistry/Instruments II	3	4	4
PHED	Physical Activity	0	3	1
		10	19	15
Fourth Semester				
CSCI 1400	Introduction to Computer Science	3	3	4
MELT 2100	Fluid Analysis	1	0	1
MELT 2313	Clinical Chemistry/Instruments III	2	4	3
MELT 2330	Urinology	2	4	3
MELT 2430	Immunohematology	2	8	4
		10	19	15
Summer Session (12 weeks)				
MELT 2340	MELT-Practicum	0	30	3

**Pending Coordinating Board approval.*

Total Credits Required for
Medical Laboratory Technician Degree 72

MENTAL HEALTH

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Mental Health provides theory, skills and knowledge used in the field of mental health -mental retardation and alcohol and drug abuse. The program prepares the graduate to obtain employment in a variety of human service and mental health settings under the supervision of a professional or as a part of a service team, including agencies that provide counseling services, rehabilitation training, direct care to clients, probation, corrections, treatment for alcohol and drug dependency, and psychiatric care.Students who complete the required TAADAC approved courses and the required work or volunteer time will be eligible to take the certification examinations for Texas Association of Alcohol and Drug Abuse Counselors.

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

Associate in Applied Science Degree Program

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

Total Credits Required for an Associate Degree
in Mental Health 66

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

NURSING

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

Length: Two Year Program

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

Admission Requirements:

1. A new class begins each fall semester. Qualified applicants will be admitted according to space available. To be considered for admission to the associate degree nursing program, the applicant must:
   a. be a graduate from an accredited high school or have a GED certificate or equivalent;
   b. make application to ACC and fulfill the admission requirements of the College;
   c. make application to the ADN department;
   d. score 19 or higher on ACT composite or a minimum combined math and verbal SAT score of 750;
   e. submit official transcripts of all previous college work to both the ADN Department and the ACC Records Office;
   f. attend an information session with the ADN director or her designate for a review of program requirements and policies; provided by the ADN Department;
   g. 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, F or W** 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** or **W** in a nursing course, must, if eligible, re-enroll 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 in order to progress to the next nursing course.
7. A student will be terminated from the ADN program if they have received more than one **D** or **F** in nursing and/or nursing curriculum science courses.

Associate in Applied Science Degree Program

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

Total Credits Required for an Associate Nursing Degree 72

NURSING TRANSITION (LVN to RN)

Degree: Associate in Applied Science (A.A.S.)
Length: One-Year Program

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

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

Program Requirements: Applicants to nursing transition must meet the ADN admission requirements and progression policies. 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 should have a minimum of six months recent experience as an LVN in a hospital 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
		18	9	21
Summer Session I				
NURS 1400	Nursing Transition	2	6	4
	Credit for Prior Learning	0	0	13
		2	6	17
Summer Semester II				
NURS 1410	Psychiatric Nursing	2	6	4
		2	6	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
		10	19	16
Spring Semester				
NURS 2400	Maternity Nursing (8 weeks)	4	13	4
NURS 2410	Child Health Nursing (8 weeks)	4	13	4
NURS 2200	Professional Development	1	2	2
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		12	18	14

**Must be completed prior to enrollment in NURS 1400*

Total Credits Required for an Associate Nursing Degree 72

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, 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. If an individual has any felony convictions, they will not be licensed in the State of Texas.
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

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 experince related to this field of study. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate in Applied Science Degree in Office Administration.

**Associate in Applied Science Degree Program*

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Course Credits*
First Semester				
OFAD 1331	Business Communications I	3	0	3
OFAD 1424	Document Processing II	3	3	4
OFAD 2441	Word Processing I	3	3	4
SOCI 2319	American Minorities	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
		12	9	18

Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
OFAD 1351	Office Technology	2	3	3
OFAD 2442	Word Processing II	3	3	4
OFAD 1332	Business Communications II	3	0	3
OFAD 1360	Office Accounting	3	1	3
PHED	Physical Activity	0	3	1
		14	10	17
Third Semester				
MATH 1314	College Algebra	3	0	3
OFAD 2313	Internship I	1	20	3
OFAD 2443	Word Processing III	3	3	4
OFAD 2444	Word Processing IV	3	3	4
or				
OFAD 2445	Word Processing V			
or				
OFAD 2410	Special Topics			
SPCH 1315	Public Speaking	3	0	3
		13	26	17
Fourth Semester				
FASM 2371	Image & Self Presentation	3	0	3
OFAD 1400	Records Management	3	2	4
OFAD 1440	Office Procedures	3	2	4
OFAD 2424	Document Processing III	3	3	4
OFAD 2314	Internship II	1	20	3
		13	27	18

**Pending Coordinating Board Approval*

Total Credits Required for
Office Administration Degree 70

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				
ENGL 1301	Composition and Rhetoric I	3	0	3
OFAD 1331	Business Communications I	3	0	3
OFAD 1424	Document Processing II	3	3	4
OFAD 2441	Word Processing I	3	3	4
PHED	Physical Activity	0	3	1
		12	9	15
Second Semester				
ENGL1302	Composition and Rhetoric II	3	0	3
OFAD 1332	Business Communications II	3	0	3
OFAD 1351	Office Technology	2	3	3
OFAD 1400	Records Management	3	2	4
OFAD 2442	Word Processing II	3	3	4
PHED	Physical Activity	0	3	1
		14	11	18
Third Semester				
LEGA 1300	Texas Legal System	3	0	3
OFAD 1476	Legal Terminology & Transcription	3	2	4
OFAD 2313	Internship I	1	20	3
OFAD 2424	Document Processing III	3	3	4
SPCH 1315	Public Speaking	3	0	3
		13	25	17
Fourth Semester				
MATH 1314	College Algebra	3	0	3
OFAD 1443	Legal Office Procedures	3	2	4
OFAD 2314	Internship II	1	20	3
OFAD 2444	Word Processing IV	3	3	4
or				
OFAD 2445	Word Processing V			
SOCI 2319	American Minorities	3	0	3
		13	25	17

** Pending Coordinating Board approval.*

Total Credits Required for
Office Administration Degree 67

OFFICE ADMINISTRATION MEDICAL OFFICE PROFESSIONAL

Degree: Associate in Applied Science (A.A.S)
Length: Six-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 1360	Office Accounting	3	1	3
OFAD 1400	Records Management	3	2	4
OFAD 1424	Document Processing II	3	3	4
OFAD 2441	Word Processing I	3	3	4
PHED	Physical Activity	0	3	1
		12	12	16

Second Semester				
OFAD 1331	Business Communication I	3	0	3
OFAD 1351	Office Technology	2	3	3
OFAD 1441	Medical Office Procedures	3	2	4
OFAD 1471	Medical Terminology/Transcription	3	2	4
OFAD 2442	Word Processing II	3	3	4
		14	10	18
Summer Semester				
ENGL 1301	Composition & Rhetoric I (6 wks.)	3	0	3
ENGL 1302	Composition & Rhetoric II (6 wks.)	3	0	3
PHED	Physical Activity	0	3	1
		6	3	7
Third Semester				
OFAD 1332	Business Communication II	3	0	3
OFAD 1472	Medical Terminology & Coding	3	2	4
OFAD 2313	Internship I	1	20	3
PSYC 2314	Life Span-Growth & Development	3	0	3
		10	22	13
Fourth Semester				
MATH 1314	College Algebra	3	0	3
OFAD 2424	Document Processing III	3	3	4
OFAD 2443	Word Processing III	3	3	4
or				
OFAD 2444	Word Processing IV			
or				
OFAD 2445	Word Processing V			
or				
OFAD 2410	Special Topics			
SPCH 1315	Public Speaking	3	0	3
		12	6	14
Summer Semester				
OFAD 2314	Internship II	1	20	3

**Pending Coordinating Board approval.*

Total Credits Required for
Office Administration Degree 70

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 1331	Business Communications I	3	0	3
OFAD 1351	Office Technology	2	3	3
OFAD 1360	Office Accounting	3	1	3
OFAD 1410	Abbreviated Writing	3	2	4
OFAD 1423	Document Processing I	3	3	4
or				
**OFAD 1301	Keyboarding	3	1	3
** Non OFAD Majors		14	9/7	17/16
Second Semester				
OFAD 1332	Business Communications II	3	0	3
OFAD 1400	Records Management	3	2	4
OFAD 1424	Document Processing II	3	3	4
OFAD 2441	Word Processing I	3	3	4
		12	8	15

Total Credits Required for
Secretarial Certificate 32/31

Word Processing Certificate Program

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Course Credits*
First Semester				
FASM 2371	Image & Self Presentation	3	0	3
OFAD 1331	Business Communications I	3	0	3
OFAD 1351	Office Technology	2	3	3
OFAD 1424	Document Processing II	3	3	4
OFAD 2441	Word Processing I	3	3	4
		14	9	17
Second Semester				
OFAD 1332	Business Communications II	3	0	3
OFAD 1400	Records Management	3	2	4
OFAD 2442	Word Processing II	3	2	4
OFAD 2443	Word Processing III	3	3	4
or				
OFAD 2444	Word Processing IV	12	7	15

Total Credits Required for
Word Processing Certificate 32

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 (CAAHEP).

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				
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
		5	0	5
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
		12	12	15
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
		8	23	12

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
		2	20	5
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
		9	20	13
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
		11	23	14

Total Credits Required for a Respiratory Care Degree 72

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
		5	0	5
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
		12	12	15
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
		8	23	12
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
		2	20	5
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
		9	20	13

Total Credits Required for Respiratory Care Certificate 58

*RETAIL MANAGEMENT AND MARKETING

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

Length: Four-Semester (Two-Year) Program

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

Program Requirements: The retail management/marketing curriculum combines a careful blending of fashion merchandising principles, practices and procedures with the opportunity for students to obtain practical application of knowledge gained. In addition to the fashion courses, students are expected to complete several management courses that help prepare them for dealing with the complexities associated with managing people. Along with these requirements, students must complete general education courses such as two semesters of English, Mathematics of Finance, Introduction to Computer Science, and at least one elective. In addition, the student serves four semesters of internship. The student must work a minimum of twenty hours per week at an approved work station and meet one hour per week in lab. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
RETL 1301	Salesmanship	3	0	3
RETL 1311	Internship	1	20	3
RETL 1300	Introduction to Fashion	3	0	3
or				
RETL 2375	Principles of Retailing			
SOCI 1301	Principles of Sociology	3	0	3
		13	23	16
Second Semester				
ARTS 1301	Art Appreciation	3	0	3
or				
MUSI 1306	Music Appreciation			
PHED	Physical Activity	0	3	1
RETL 1312	Internship	1	20	3
RETL 1320	Buying and Merchandising	3	0	3
RETL 1330	Merchandise Planning Procedures	3	0	3
RETL 2375	Principles of Retailing	3	0	3
or				
RETL 2376	Principles of Marketing			
		13	23	16
Third Semester				
CSCI 1400	Introduction to Computer Science	3	3	4
MATH 1335	College Mathematics	3	0	3
or				
MATH 1314	College Algebra			
MGMT 1300	Supervision	3	0	3
or				
MGMT 1320	Small Business Management			
RETL 2311	Internship	1	20	3
RETL 2361	Visual Mdsg. & Sales Promotion	3	0	3
		13	23	16
Fourth Semester				
MGMT 2300	Personnel Management	3	0	3
MGMT 2313	Principles of Management	3	0	3
RETL 2350	Textiles	3	0	3
RETL 2380	Organizational Behavior	3	0	3
SPCH 1315	Public Speaking	3	0	3
or				
SPCH 1318	Interpersonal Communications			
Elective	College Level	3	0	3
		18	0	18

Total Credits Required for Retail Management & Marketing Degree 66

ADVANCED SKILLS CERTIFICATE

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

**Pending Coordinating Board approval.*

**RETAIL MANAGEMENT AND MARKETING*

Certificate

Length: Two-Semester (One-Year) Program

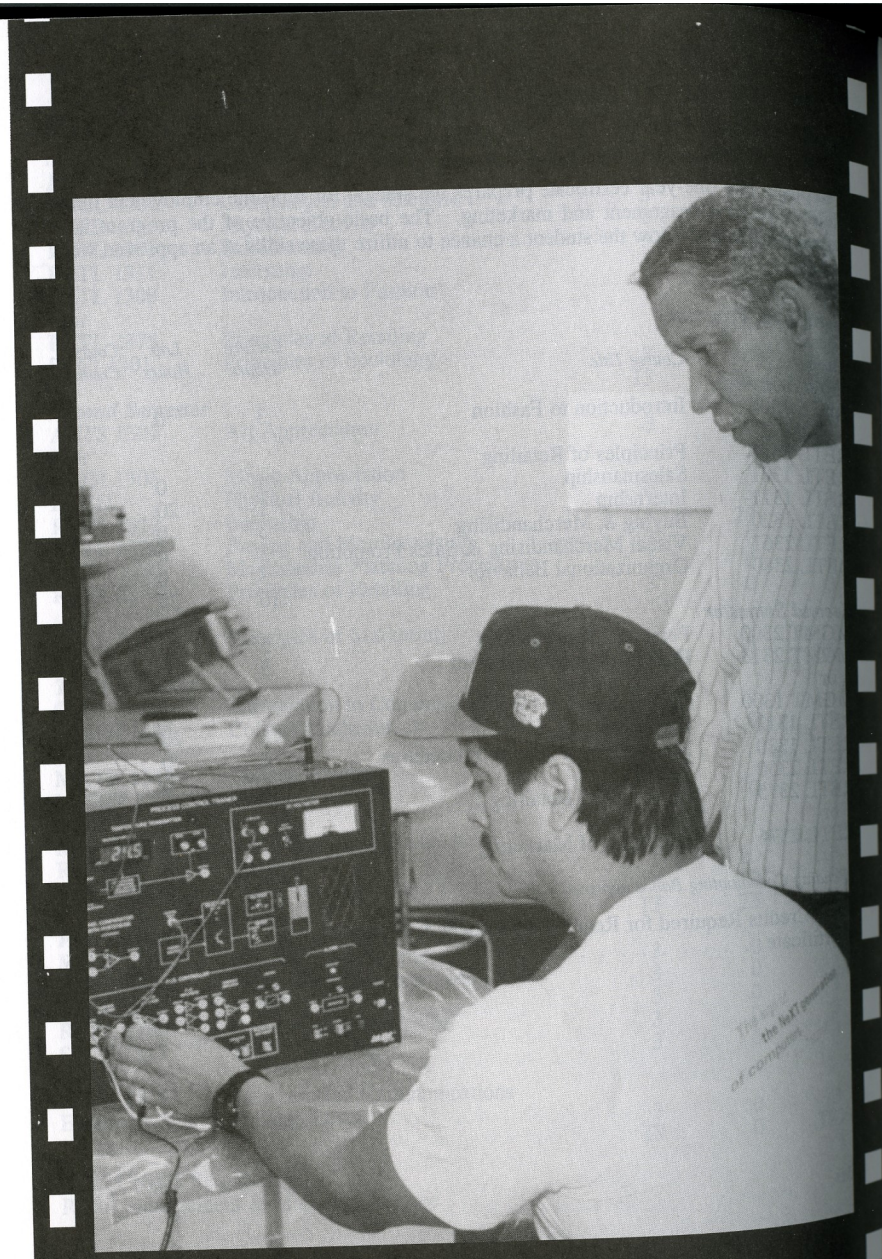
Purpose: The one-year certificate prepares the student for full-time employment in the field of retail management and marketing. The basic objective of the program is to develop skills and allow the student a chance to utilize these skills at an approved work station.

Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
RETL 1300	Introduction to Fashion	3	0	3
or				
RETL 2375	Principles of Retailing			
RETL 1301	Salesmanship	3	0	3
RETL 1311	Internship	1	20	3
RETL 1320	Buying & Merchandising	3	0	3
RETL 2361	Visual Merchandising & Sales Promotion	3	0	3
RETL 2380	Organizational Behavior	3	0	3
		16	20	18
Second Semester				
MGMT 2300	Personnel Management	3	0	3
MGMT 2313	Principles of Management	3	0	3
or				
MGMT 1300	Supervision			
RETL 1312	Internship	1	20	3
RETL 1330	Merchandise Planning Procedures	3	0	3
RETL 2350	Textiles	3	0	3
RETL 2375	Principles of Retailing	3	0	3
or				
RETL 2376	Principles of Marketing			
		16	20	18

**Pending Coordinating Board approval.*

Total Credits Required for Retail Management & Marketing Certificate 36



Description of Courses

Accounting

Norman Bradshaw, Department Chairperson
Lee Baker, Tom Branton

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

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

ACCT2311. 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. 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. 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. 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. 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. Accounting Internship. (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. Student will also be required to attend a one-hour lecture on camps with the internship instructor. Students will also be required to attend a one-hour lecture on campus with the internship instructor. Students may receive credit from an approved full-time job. (1 lecture and 20 lab hours per week). **Prerequisite:** ACCT 2351. **[CB0000005821]**

Aerospace Technology Computer Programming Option

Thomas Magliolo, Department Chairperson

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

AERO1311. Technical Writing for Aerospace. (3 credits). This course is primarily designed to develop concise and accurate writing skills in students entering the field of Aerospace Technology. The major

emphasis of the course is the proper development of formal technical reports and instructional manuals that describe a specific mechanism, system, process, or procedure in detail. Other topics of discussion include the development of formal and informal memorandums, business letters, proposals, and recommendations. (3 lecture hours per week).**Prerequisite:** ENGL 1301. **[CB0000008427]**

AERO2310. 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]**

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

Agriculture

Steve Wheeler, Department Chairperson

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

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

Air Conditioning and Refrigeration

AIRC 1220. 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. Introduction to Solar Energy. (3 credits). This course is designed to familiarize the student with the use of solar energy as a viable energy resource. The course covers the theory of solar applications and the general use of such applications. (3 lecture hours per week). **Corequisite:** READ 0309. **[CB0000007221]**

AIRC1320. Air Conditioning Fundamentals I. (3 credits). This course provides students with the knowledge and skills necessary to install and service air conditioning (cooling) systems. 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. 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. Domestic Refrigeration. (3 credits). This course covers the knowledge and skills necessary to install and service domestic refrigeration systems and includes a study of types and construction of cabinets, compressors, controls, evaporators, refrigerant controls, defrosting systems, and safety practices. (3 lecture and 1 laboratory hours per week). **Corequisite:** READ 0309. **[CB0000007221]**

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

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

AIRC1430. Industrial Electricity. (4 credits). This course provides a study of the fundamentals of direct current and alternating current electron theory resistance, current, voltage, electromagnetism, and inductance, capacitance, and sinusoidal variations in passive networks of resistors and capacitors. The course also includes a survey of the field of electrical power distribution. (3 lecture and 2 laboratory hours per week). **Corequisite:** READ 0309. **[CB0000007221]**

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

AIRC1441. Refrigeration Systems Servicing I. (4 credits). This course provides students with the knowledge and skills necessary to install and service commercial refrigeration systems and includes an introduction to commercial refrigeration systems, commercial compressors, condensers, receivers, water valves, evaporators, suction-liquid lines and 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. 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. 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. Heating and Ventilation. (4 credits). This course provides the student with the knowledge and skills necessary to install and service air conditioning (heating) systems and includes an introduction to heating systems, fuels, types of burners, warm air systems, hydropic systems, stream systems, electric heat systems, thermostats, controls, electrical circuits, heat loads, infiltration, air volumes, duct design, and humidifiers. (2 lecture and 6 laboratory hours per week). **Corequisite:** READ 0309. **[CB0000007221]**

Anthropology

John Duke, Department Chairperson

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

Arts

Doris Burbank, Department Chairperson

ARTS1301. Art Appreciation. (3 credits). This general course in Art Appreciation is open to all college

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

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

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

ARTS1311. Design I. (3 credits). This course familiarizes the student with the basic elements and fundamentals of two-dimensional design and their application to works of art. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). **[CB5004015330]**

ARTS1312. Design II. (3 credits). This course provides the student with a knowledge of the application of design principles to three-dimensional work. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects.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. Drawing I. (3 credits). This beginning course investigates a variety of media, techniques, and subjects and explores descriptive and perceptual possibilities of drawing. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). **[CB5007055230]**

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

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

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

ARTS2326. Sculpture I. (3 credits). This course provides students with experiences in sculpture in stone, metal, clay, wood, and plaster, with an emphasis on expression 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. 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. 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. 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. 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. 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. 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]**

Biology

Steve Wheeler, Department Chairperson
Bill Horine, Roy Turner

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

BIOL1309. Contemporary Biology II. (3 credits). This course covers fundamental characteristics of living matter from the molecular level to the ecological community. The course stresses basic biological principles relevant to plants. (3 lecture hours per week). **Prerequisite:** READ 0310. **[CB2601015124]**

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

BIOL1409. General Biology II. (4 credits). This course covers the principles of biology, including considerable study of the structure of plants. 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. Environmental Conservation. (3 credits). This course includes a study of the management of natural resources, the problems caused by population and pollution, the balance of nature, and man's importance in the environment. (3 lecture hours per week). **Prerequisite:** READ 0310. **[CB0301025124]**

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

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

BIOL2420. Basic Microbiology. (4 credits). This one-semester course in microbiology stresses the principles and applications of microbial activity, with emphasis given to the bacterial types. 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. Introduction to Business. (3 credits). An overview of the American system of free enterprise, this course concentrates on business and its environment, organization and management of the enterprise, management of human resources, production, marketing, and finance. Primary emphasis is placed on the way American businesses work, what they can do well, and what they do poorly. (3 lecture hours per week). **Corequisite:** READ 0309.**[CB0000005824]**

BUSI1302. Business Psychology. (3 credits). A study of the practical applications of psychological principles as applied to human relations in 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. 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. 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. Introductory Chemistry I. (4 credits). Topics covered in this course include atomic-molecular theory, valence, oxidation numbers, formulae, chemical equations, gas laws, and solutions. (3 lecture and 3 laboratory hours per week). **Prerequisite:** READ 0310. **[CB4005015139]**

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

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

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

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

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

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

Child Care And Development

Sandra Horine, Department Chairperson

CHID1200. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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 knowl-

edge of growth patterns. (3 lecture hours per week). **Corequisite:** READ 0309. **[CB0000005222]**

CHID2410. 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. 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. 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. 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. 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. 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. 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. 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. Survey of Radio and TV. (3 credits). This course presents a survey of the broadcasting industry. It includes discussion of historical highlights, technical developments, and regulation of radio and television, and it explains the operation of radio and TV equipment. The course also covers radio and television programming, cable TV, and new electronic media. (3 lecture hours per week). **[CB0904035226]**

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

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

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

COMM2331. Radio & Television Announcing. (3 credits). This speech course specifically addresses broadcast journalism, giving students actual "on-air" training for news anchoring, commercial work, on-

camera interviews, and field reporting. The course will analyze the trends of broadcasting and provide practical experience. (3 lecture hours per week). **Prerequisite:** READ 0310. **[CB0000008434]**

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
Judy Endsley, Thomas Magliolo

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

COSC1307. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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.

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. 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

CTRP 1250. Keyboarding for Court Reporters. (2 credits). This course places emphasis on the student passing two five-minute speed tests of 60 words-per-minute with a maximum of five errors each. Speed building techniques are utilized, and the course introduces the production of court reporting forms such as cover pages, certificates, indexes and testimony format used in preparing transcripts. (2 lecture and 1 laboratory hour per week). **Prerequisite:** READ 0310. **[CB0000005829]**

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

CTRP1312. Grammar and Punctuation II. (3 credits). This course continues with specialized English training applied to the reporting profession, including the study of clauses and phrases, rules of punctuation, capitalization, word division, proper transcription, forms for numerals, use of abbreviations, transcript editing, proofreading, and NSRA Punctuation. The student is given numerous dictations for transcribing and is tutored in voice and speech patterns while reading notes aloud. (2 lecture and 3 laboratory hours per week). **Prerequisite:** READ0310. **[CB0000005829]**

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

CTRP1330. Medical Terminology. (3 credits). This course includes a study of human anatomy, skeletal structure, systems of the body, and medical specialties, coupled with lectures, study guides, tests, and exercises designed to insure the student's knowledge of the components in building a medical vocabulary and the application thereof. (3 lecture hours per week). **Prerequisite:** READ 0310. **[CB0000005829]**

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

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

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

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

CTRP2313. Cooperative Education in Court Reporting. (3 credits). Participation in work internship or a mimimum of 20 hours per week. Under the supervision of the employer and the court reporting instructional advisor, the student receives on-the-job

training related to his/her degree plan. Student will also be required to attend a one-hour lecture on campus with the internship person. When the student has completed all 200 WPM requirements, the NCRA requirement of completion of at least 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. (l lecture and 20 laboratory hours per week). **Prerequisites:** CTRP 2411, CTRP 2320. **[CB0000005829]**

CTRP 2314. Cooperative Education in Scoping.(3 credits). Participation in work internship of a minimum twenty hours per week. Under the supervision of the employer and the court reporting instructional advisor, the student receives on-the-job training related to his/her degree plan. The student will also be required to attend a one-hour lecture on campus each week. The student will gain experience in scoping transcripts for reporters, general office procedures utilized in reporting firms, and the methods used in binding and preparing the final transcript for delivery. (1 lecture and 20 laboratory hours per week). **Prerequisite:** CTRP 1400. **[CB0000005829]**

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

CTRP2330. Technical Dictation. (3 credits). This course includes dictation emphasizing all aspects of technical terminology, including medical terminology, legal terminology, surveying terminology, engineering terminology, chemical terminology, maritime terminology, patent terminology, aerospace terminology, etc. Students will present transcription assignments in correct format, including proper transcription of mathematical and chemical formulae. This course utilizes one- and two-voice dictation material. (2 lecture and 3 laboratory hours per week). **Prerequisite:** CTRP 1412. **[CB0000005829]**

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

CTRP 2350. Reporting and Office Procedures. (3 credits). This course acquaints the student with various fields of reporting, essential qualifications of a reporter, reporter ethics, procedures in the freelance office, transcript production of interrogatories, statements, depositions, certification of questions. Techniques of billing, basic bookkeeping, tax rules pertaining to the reporter are covered. Each student will prepare a personal resume and emphasis will be placed on attending mock depositions and producing saleable transcripts thereof. (2 lecture and 3 laboratory hours per week). **Prerequisite:** CTRP 2411 **[CB0000005829]**

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

CTRP2412[CTRP2512]. Machine Shorthand IV (200-225). (4 credits). This course continues an emphasis on skill and speed building, culminating in the student's attainment of the speed of 225 words per minute. Supervised daily transcription practice is required. (2 lecture and 8 laboratory hours per week). **Prerequisite:** READ 0310.**[CB0000005829]**

Criminal Justice

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

CRIJ1301. Introduction to Criminal Justice. (3 credits). This survey of the philosophy and history of criminal justice identifies contemporary crime trends, current issues, and the roles of the various criminal justice agencies. (3 lecture hours per week). **[CB0000007021]**

CRIJ1306. The Courts and Criminal Procedure. (3 credits). This course includes a study of such topics as the judiciary in the criminal justice system, the structure of the American court system, prosecution, the right to counsel, pre-trial release, grand juries, the adjudication process, types and rules of evidence, and sentencing. (3 lecture hours per week). **[CB0000007021]**

CRIJ1307. Crime in America. (3 credits). This course explores American crime problems in a historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime. (3 lecture hours per week) .**[CB0000007021]**

CRIJ1310. Fundamentals of Criminal Law. (3 credits). This course includes a study of the nature of criminal law, philosophical and historical development, major definitions and concepts, classification of crime, elements of crimes and penalties using Texas statutes as illustrations, and criminal responsibility. (3 lecture hours per week).**[CB0000007021]**

CRIJ1318. Patrol Administration. (3 credits). This course includes a study of the philosophy and history of systems dealing with patrol functions and an analysis of the principles of organization and function of the patrol operation and of contemporary operational activities. (3 lecture hours per week). **[CB0000007021]**

CRIJ1321. Probation and Parole. (3 credits). This course explores the development, organization, operation, and result of systems of probation and parole as substitutions for incarceration. The study includes methods of selection and prediction scales. (3 lecture hours per week). **[CB0000007021]**

CRIJ1322. Traffic Law and Investigation. (3 credits). This course in the investigation of traffic accidents, laws, and advanced investigation procedures focuses special emphasis on the handling of traffic accidents on thoroughfares and expressways. (3 lecture hours per week). **[CB0000007021]**

CRIJ1378. Criminalistics I. (3 credits). This course is an introduction to the field of criminalistics. Topics will explore the role of criminalistics in criminal investigations. Emphasis will be placed on the use of scientific methods in the investigation of crime including location, identifying, and handling of evidence for scientific analysis. (3 lecture hours per week). **[CB0000007021]**

CRIJ2301. Community Resources in Corrections. (3 credits). This introductory study of the role of the community in corrections explores community programs for adults and juveniles, administration of community programs, legal issues, and future trends in community treatment. (3 lecture hours per week). **[CB0000007021]**

CRIJ2302. Cooperative Education for Correctional Science I. (3 credits). The student works with a correctional agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student receives on-the-job training related to classroom instruction under the supervision of the employer and the College coordinator. Throughout the work experience portions of the program, training plans are developed such that upon completion of the two correctional field experiences, the student will have completed a comprehensive on-the-job training program which includes the varied experiences found in a corrections career. The student must be currently enrolled in Criminal Justice related courses and have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week). **[CB0000007022]**

CRIJ2304. Cooperative Education for Correctional Science II. (3 credits). The student works with a correctional agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student receives on-the-job training related to classroom instruction and career goals under the supervision of the employer and the College coordinator. The student must be currently enrolled in Criminal Justice related courses and have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week). **[CB0000007022]**

CRIJ2309. Cooperative Education for Law Enforcement I. (3 credits). The student works with a law enforcement agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student receives on-the-job training related to classroom instruction under the supervision of the employer and the College coordinator. Throughout the work experience portions of the program, training plans are developed such that, upon completion of

the two Law Enforcement Field Experiences, the student will have completed a comprehensive on-the-job training program which includes the varied experiences found in a law enforcement career. The student must be currently enrolled in Criminal Justice related courses and have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week) .**[CB0000007021]**

CRIJ2310. Cooperative Education for Law Enforcement II. (3 credits). The student works with a law enforcement agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student receives on-the-job training related to classroom instruction and career goals under the supervision of the employer and the College coordinator. The student must be currently enrolled in Criminal Justice related courses and have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week). **[CB0000007021]**

CRIJ2313 Correctional Systems and Practices. (3 credits). Topics covered in this course include corrections in the criminal justice system, the organization of correctional systems, correctional roles, institutional operations, alternatives to institutionalization, treatment and rehabilitation, and current and future issues. (3 lecture hours per week).**[CB0000007021]**

CRIJ2314. Criminal Investigation. (3 credits). This course explores investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, uses of forensic sciences, and case and trial preparation. (3 lecture hours per week).**[CB0000007021]**

CRIJ2321. Juvenile Delinquency. (3 credits). This course explores the nature and extent of delinquency and the environments in which juvenile delinquency develops, including delinquent subcultures and peer groups. It also evaluates prevention, control, and treatment programs. (3 lecture hours per week). **[CB0000007021]**

CRIJ2323. Legal Aspects of Law Enforcement. (3 credits). This course explores police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; and police liability. (3 lecture hours per week). **[CB0000007021]**

CRIJ2324. Narcotics Investigation. (3 credits). This course identifies narcotics and dangerous drugs subject to abuse and includes a study of the origin, distribution, and control of drugs; special investigation techniques; and recognition of drug users. (3 lecture hours per week). **[CB0000007021]**

CRIJ2328. Police Systems and Practices. (3 credits). This course explores the police profession, the organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues. (3 lecture hours per week).**[CB0000007021]**

CRIJ2333. 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]**

CRIJ2334. 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]**

CRIJ2335. 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]**

CRIJ 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). **[CB0000007021]**

CRIJ 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).
[CB0000007021]

CRIJ 2440. Criminalistics II. (4 credits). Emphasis in this course will be on theory and practice as it applies to crime scene investigation. Topics to be covered are report writing, blood and other body fluids, detective staining, document examinations, etching, casts and molds, glass fractures, use of the microscope, and firearms identification. (3 lecture and 3 laboratory hours per week.)
[CB0000007021]

CRIJ 2442. Basic Forensic Photography. (4 credits). This course is a basic forensic photography course with emphasis on photographing the crime scene, use of cameras, exposure meters, film and development of film. Legal issues of using pictures for detection and evidence will be discussed. (3 lecture and 3 laboratory hours per week.)
[CB0000007021]

CRIJ 2444. Fingerprint Recording and Classification. (4 credits). Emphasis in this course is on the collection of fingerprints at the crime scene including searching, photographing, preserving, powdering, lifting and use of scientific methods for processing latent prints. Students will also study fingerprint patterns, legal issues and maintenance of fingerprint records. (3 lecture and 3 laboratory hours per week.)
[CB0000007021]

CRIJ 2446. Criminalistics III. (4 credits). This is a capstone course for the criminalistics major and will cover the practical application of criminalistic procedures. Student will be required to conduct a mock crime scene investigation collecting, preserving and presenting evidence in a simulated courtroom situation. (3 lecture and 3 laboratory hours per week).
[CB0000007021]

CRIJ 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).
[CB0000007021]

Drafting

Marianne Davis, Department Chairperson

DRFT1300. 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). **[CB0000008622]**

DRFT1315. 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). **[CB0000008622]**

DRFT1320. 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. 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). **[CB0000008622]**

DRFT1400. 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). **[CB0000008622]**

DRFT1411. 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).
[CB0000008622]

DRFT1412. 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.
[CB0000008622]

DRFT1420. 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. **[CB0000008622]**

DRFT1430. 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.
[CB0000008622]

DRFT1440. 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. **[CB0000008622]**

DRFT1450. 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. **[CB0000008622]**

DRFT1460. 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. **[CB0000008622]**

DRFT2311. 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). **[CB0000008622]**

DRFT2312. 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). **[CB0000008622]**

DRFT2411. 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). **[CB0000008622]**

DRFT2412. 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). **[CB0000008622]**

DRFT2421. 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. **[CB0000008622]**

DRFT2422. 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. **[CB0000008622]**

DRFT2423. 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. **[CB0000008622]**

DRFT2430. Computer Aided Drafting Applications -Construction. (4 credits). This course is an advanced course designed to incorporate the computer with construction drafting. Work related problems are designed to help the student produce working drawings on the CAD system. A review of construction and CAD fundamentals is offered. (2 lecture and 6 laboratory hours per week). **[CB0000008622]**

DRFT2440. Computer Aided Drafting Applications -Mechanical. (4 credits). This course is an advanced course designed to incorporate the computer with engineering drafting. Work related problems are designed to help the student produce working drawings on the CAD system. A review of mechanical and CAD fundamentals is offered. (2 lecture and 6 laboratory hours per week). **Prerequisites:** DRFT 1400, DRFT 2421. [CB0000008622]

DRFT2450. Computer Aided Drafting Applications -Electrical, Electronics. (4 credits). This is an advanced course designed to incorporate the computer with electrical - electronic drafting. Work related problems are designed to help the student produce working drawings on the CAD system. A review of drafting and CAD fundamentals is offered. (2 lecture and 6 laboratory hours per week). **Prerequisites:** DRFT 1420, DRFT2421. **[CB0000008622]**

Drama

C. Jay Burton, Department Chairperson

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

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

DRAM1310. Introduction to the Theatre Arts. (3 credits). This course is the study of the principles of drama and the development of the Theatre as an art as evidenced through study of areas of productions past and present. (3 lecture and 2 laboratory hours per week). **Corequisites:** READ 0310 and ENGL 0310.**[CB5005015130]**

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

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

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

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

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

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

DRAM2121. Rehearsal and Performance. (1 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. Intermediate Technical Theatre. (3 credits). This course is a study of the basic concepts of stage lighting, including principles and practice. The course also presents the basic principles of lighting design. (3 lecture and 3 laboratory hours per week). **Corequisites:** READ 0310,ENGL 0310, and MATH 0310. **[CB5005025130]**

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

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

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

Economics

John Duke, Department Chairperson
Bob Higby, Tim Reynolds

ECON1303. Consumer Economics. (3 credits). This course shows the student how to make the most efficient use of business goods and services. It provides insight into buying problems such as use and evaluation of advertising and into consumer financial

problems such as banking, credit, personal accounting, budgeting, and installment buying. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310.**[CB1904025242]**

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

ECON2302. Principles of Economics II. (3 credits). An introduction to the micro-economics of a modern industrial society. This course provides a study of supply-demand relationships, economics of the firm and resource allocation (price and output determination—pure competition, monopolistic competition, oligopoly, and monopoly), economic problems (business, agriculture, labor, etc.), and international economic relations. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. **[CB4506015142]**

Electronics

David Cole, Department Chairperson

ELTE1400. 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. 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. D.C. Theory and Circuit Analysis. (4 credits). This course is a study of direct current electricity involving voltage, current, and resistance relationships. The student learns the basic concepts of electricity and studies circuit analysis using standard series-parallel techniques and special methods of analysis including Network Theorems. Limited training in use of scientific calculators and computer programming is included. (3 lecture and 3 lab hours per week). **Prerequisite:** READ 0310. **Corequisites:** MATH 1314, ENGL 0310. **[CB0000008824]**

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

***ELTE2300. Cooperative Education in Electronics.** (3 credits). Participation in work internship for a minimum of 20 hours per week. Under the supervision of the employer and the Electronics Instructional advisor, the student receives on-the-job training related to his/her degree plan. A comprehensive treatment of individualized learning objectives on the job and at regularly scheduled meetings with the student's Electronics Instructional Advisor on career and job related topics. (l lecture and 20 laboratory hours per week). **Prerequisites:** ELTE 2421, ELTE 2423. **[CB0000008824]**

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

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

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

ELTE2430. 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]**

ELTE 2435. Electronic Instrumentation and Troubleshooting II.(4 credits). The student is introduced to the selection of sensors used in process control applications. Basic, compensated and fully signal conditioned devices are covered. A hands on lab provides the student with real installation and troubleshooting techniques of a process control loop. (3 lecture and 3 laboratory hours per week). **Prerequisites:** ELTE 2430. **[CB0000008824]**

****ELTE2436. Electronic Instrumentation and Troubleshooting III.** (4 credits). An introduction to the fundamentals of SMRT and programmable sensors. Auto referencing, pressure transmitters and microprocessor interfaces are covered. Students will perform installation, maintenance, operation and calibration of all sensors in a hands on lab setting. (3 lecture and 3 laboratory hours per week). **Prerequisites:** ELTE 2435. **[CB0000008824]**

***ELTE2440. 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. 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. 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. 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. 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. 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.*

***Capstone course.*

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

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

ENGL2307. Creative Writing. (3 credits). Designed for students interested in writing poetry, fiction, or nonfiction, this humanities elective course presents a study of literary techniques in contemporary published examples, but it emphasizes writing and revising original works. (3 lecture hours per week). **Prerequisite:** ENGL 1302. **[CB2305015135]**

ENGL2311. Technical Com-munication. (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. Survey of English Literature I. (3 credits). This course covers British literature from its beginning to the eighteenth century. Collateral reading and reports are required. (3 lecture hours per week). **Prerequisite:** ENGL 1302. [CB2308015135]

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

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

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

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

English For Speakers Of Other Languages

ESOL0300. Reading & Vocabulary for Non-Native Speakers. (3 credits). Develop reading fluency and vocabulary in speakers of languages other than English and prepares them to function in an English speaking society. (3 lecture hours per week). **[CB3201085635]**

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

French

Amalia D. Parra
Department Chairperson

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

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

FREN2311. Intermediate French. (3 credits). This course includes French readings, grammar, and composition based partly on a formal text and partly on selected readings. The course stresses oral work. (3 lecture and 1 laboratory hours per week). **Prerequisite:** FREN 1412. **[CB1609015231]**

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

Geography

John Duke, Department Chairperson

GEOG1301. Principles of Geography. (3 credits). The course is designed to enhance student understanding of the physical and human elements that have shaped the present physical environments and cultures of the world. Emphasis is placed on scientific principles and explanations underlying the distribution of tectonic activities and landforms, elements and factors of local and world climates, population, economic activities, cultures, urban landscapes, and political systems. The important role of maps in geography is also discussed. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. **[CB4507015142]**

GEOG 1303. World Regional Geography. (3 credits). A survey of the world's major geographic regions, with emphasis on intra-regional and inter-regional similarities and differences in climates, land and water resources, population distribution, and the extent of resource utilization. Physical and human factors that enhance, hinder, or threaten economic development and living conditions in the respective regions are also stressed. (3 lecture hours per week). **Prerequisites:** ENGL 0310 and READ 0310. **[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). **Prerequisite:** READ 0310. **[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). **Prerequisite:** READ 0310. **[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). **Prerequisite:** READ 0310. **[CB4007035139]**

GEOL1403. 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). **Prerequisite:** READ 0310. **[CB4006015139]**

GEOL1404. General Geology II. (4 credits). This course presents a survey of the evolution of the earth and life through geologic time. The course includes such topics as earthquakes and the earth's interior, mountain building, drifting continents, the Ice Ages, the solar system, the history of life, and the geological aspects of the environment and its effect on the future of mankind. (3 lecture and 2 laboratory hours per week). **Prerequisite:** GEOL 1403. **[CB4006015139]**

GEOL1405. Environmental Geology. (4 credits). Topics covered in this course include geologic hazards, energy resources, waste disposal, air and water pollution, medical geology, environmental law as well as land use planning. The emphasis is on geologic processes and how they influence human activities. (3 lecture and 2 laboratory hours per week). **Prerequisite:** READ 0310. **[CB0301025339]**

German

Amalia D. Parra,
Department Chairperson

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

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

GERM2311. Intermediate German I. (3 credits). This course includes German readings, grammar, and composition based partly on a formal text and partly on selected readings. This course stresses written work and continues the oral work started in elementary German. (3 lecture and 1 laboratory hours per week). **Prerequisite:** GERM 1412. **[CB1605015231]**

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

Government

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

GOVT2301. American National and State Governments I. (3 credits). This course surveys the origin and development of the federal system and includes an analysis of the federal constitution and various state constitutions, particularly the Texas constitution. The course focuses on federal, state and interstate relations, Texas state government, and citizenship in a modern democratic society. (3 lecture hours per week). **Prerequisites:** READ 0310 and ENGL 0310. **[CB4510025142]**

GOVT2302. American National and State Governments II. (3 credits). The primary focus of this course is the federal system. Particular emphasis is placed on national issues and the executive, judicial and legislative branches of the federal government. The course also surveys the functions and services of the federal system and those of the various state governments, including the Texas state government. **Prerequisites:** READ 0310 and ENGL 0310. **[CB4510025142]**

History

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

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

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

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

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

HIST2312{2322}. Western Civilization Since 1660. (3 credits). A continuation of **HIST 2311**, this course will trace the historical roots of contemporary western societies from early modern Europe to the present. Topics examined include: mercantilism, capitalism, and the rise of the middle class; the Enlightenment and the French Revolution; Napoleon and the development of modern nationalism; the Industrial Revolution; Marx, Darwin, and Nietzsche; World War I and the Russian Revolution; the rise of fascism and World War II; the Cold War and the global society; the European community. (3 lecture hours per week). **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. Principles of Horticulture. (4 credits). This course presents the fundamental principles and practices of structure, growth, development, maintenance, and use of horticultural plants. The course outlines the commercial horticulture industry and occupational opportunities. The laboratory experience provides an introduction to growing, grounds maintenance, planting, and transplanting. (3 lecture and 3 laboratory hours per week). **[CB0000005026]**

Humanities

Amalia D. Parra, Department Chairperson

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

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

Journalism

Bill Crider, Department Chairperson

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

Legal Assistant

Tom Branton, Department Chairperson

LEGA1300. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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]**

MGMT 1330. International Management and the Global Enrivonment. (3 credits). This course is designed to provide students with an understanding of work and workforce diversity issues and differences that are evident across cultures. These differences affect how people perceive and organize their work. Areas of study will encompass the growth of international business; the environment of the multinational corporation; and the attitudes of multinational corporate managers. Students will study a sample of cross-national work perspectives to show how work is perceived, experienced, and how organizational structure is influenced. (3 lecture hours per week). **[CB0000005621]**

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

MGMT2301. 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]**

MGMT 2308. Principles of Purchasing. (3 credits). Principles of the purchasing function. Planning, analyzing and controlling of the purchasing process. Emphasis on purchasing techniques and procedures to buy the right quantity at the right price for delivery at the right time to the right place. (3 lecture hours per week). **[CB0000005621]**

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

MGMT2315. Supervision and Management of Hazardous Materials. (3 credits). This course includes federal, state, and local environmental law, regulations, terminology, training, communications, and procedures governing hazardous materials. CERCLA, RCRA, SARA, EPCRA, FIFRA, MSDS's, TIER I & II will be emphasized. (3 lecture hours per week). **[CB0000005621]**

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

MGMT 2321. Organizational Strategy II. (3 credits). Organizational Strategy II is the second sequence of an advanced course in management studies intended to distinguish individuals as career professionals. It involves major administrative skill segments covering financial management and operating measures, budgets, legal and regulatory controls, planning process for different levels and purposes, methods of planning, staffing development and department organization, operating control process, developing control standards, productivity measures, changing and correcting business performance. (3 lecture hours per week). **Prerequisite:** MGMT 2320 or consent of instructor. **[CB0000005621]**

MGMT 2330. Workplace Law and Regulations for the Manager. (3 credits). Workplace Law and Regulations for the Manager is intended to guide personnel decisions and managerial actions which are impacted by numerous labor laws and regulations. (3 lecture hours per week). **[CB0000005621]**

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

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

MATH0312. Developmental Mathematics - Intermediate Algebra. (3 credits). Topics of this course include graphing linear equations, solving systems of equations, laws of exponents, radicals, solving quadratic equations, and functions. The purpose of MATH 0312 is to prepare the students for college algebra. Enrollment in this course is based upon the TASP math score, the college placement test, or a self-perceived need to develop the skills covered. (3 lecture hours per week). **[CB3201045237]**

MATH1314. College Algebra. (3 credits). This course includes a review of the fundamental concepts of intermediate algebra, followed by a more intensive study of algebraic equations and inequalities, functions and graphs, graphs and zeros of polynomial functions, rational functions and conic sections, exponential and logarithmic functions, systems of equations and inequalities, matrices, sequences, and series. Students enrolling in this course should have met or exceeded the college algebra standard on the state-mandated TASP test or have passed MATH 0312 with a grade of A, B, or C. (3 lecture hours per week). **[CB2701015437]**

MATH1316. Plane Trigonometry. (3 credits). This course covers a review of algebraic operations, trigonometric functions, trigonometric identities and equations, applications of trigonometry, exponential and logarithmic functions, and analytic geometry. Students enrolling in this course should have met or exceeded the college algebra standard on the state-mandated TASP test or have passed MATH 1314 with a grade of A, B, or C. (3 lecture hours per week). **Prerequisite:** MATH 1314 or departmental approval. **[CB2701015337]**

MATH1324. Finite Mathematics. (3 credits). This course is designed for the business, economics, management, and finance students. The student is introduced to a systematic approach to solutions of problems in linear programming and to methods of solving applied problems in business and economics. The course begins with a review of linear equations and functions followed by a study of matrices, inequalities and linear programming, quadratic functions, exponential and logarithmic functions, mathematics of finance, and concludes with a study of probability and statistics. (3 lecture hours per week). **Prerequisite:** MATH 1314. **[CB2703015237]**

MATH1325. Business Calculus. (3 credits). This course includes a study of derivatives, applications of derivatives, higher order derivatives, indefinite integrals, definite integrals, and functions of two or more variables. Applications in business and economics will be emphasized. (3 lecture hours per week). **Prerequisite:** MATH 1314 or MATH 1324. **[CB2703015237]**

MATH1335. College Mathematics. (3 credits). Topics of this course include equations and inequalities, number theory, prime numbers, exponents, sets, number systems, functions, relations, and equivalence. Students enrolling in this course should have

MGMT1311. 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. 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]**

MGMT 1330. International Management and the Global Enrivonment. (3 credits). This course is designed to provide students with an understanding of work and workforce diversity issues and differences that are evident across cultures. These differences affect how people perceive and organize their work. Areas of study will encompass the growth of international business; the environment of the multinational corporation; and the attitudes of multinational corporate managers. Students will study a sample of cross-national work perspectives to show how work is perceived, experienced, and how organizational structure is influenced. (3 lecture hours per week). **[CB0000005621]**

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

MGMT2301. 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]**

MGMT 2308. Principles of Purchasing. (3 credits). Principles of the purchasing function. Planning, analyzing and controlling of the purchasing process. Emphasis on purchasing techniques and procedures to buy the right quantity at the right price for delivery at the right time to the right place. (3 lecture hours per week). **[CB0000005621]**

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

MGMT2315. Supervision and Management of Hazardous Materials. (3 credits). This course includes federal, state, and local environmental law, regulations, terminology, training, communications, and procedures governing hazardous materials. CERCLA, RCRA, SARA, EPCRA, FIFRA, MSDS's, TIER I & II will be emphasized. (3 lecture hours per week). **[CB0000005621]**

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

MGMT 2321. Organizational Strategy II. (3 credits). Organizational Strategy II is the second sequence of an advanced course in management studies intended to distinguish individuals as career professionals. It involves major administrative skill segments covering financial management and operating measures, budgets, legal and regulatory controls, planning process for different levels and purposes, methods of planning, staffing development and department organization, operating control process, developing control standards, productivity measures, changing and correcting business performance. (3 lecture hours per week). **Prerequisite:** MGMT 2320 or consent of instructor. **[CB0000005621]**

MGMT 2330. Workplace Law and Regulations for the Manager. (3 credits). Workplace Law and Regulations for the Manager is intended to guide personnel decisions and managerial actions which are impacted by numerous labor laws and regulations. (3 lecture hours per week). **[CB0000005621]**

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

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

MATH0312. Developmental Mathematics - Intermediate Algebra. (3 credits). Topics of this course include graphing linear equations, solving systems of equations, laws of exponents, radicals, solving quadratic equations, and functions. The purpose of MATH 0312 is to prepare the students for college algebra. Enrollment in this course is based upon the TASP math score, the college placement test, or a self-perceived need to develop the skills covered. (3 lecture hours per week). **[CB3201045237]**

MATH1314. College Algebra. (3 credits). This course includes a review of the fundamental concepts of intermediate algebra, followed by a more intensive study of algebraic equations and inequalities, functions and graphs, graphs and zeros of polynomial functions, rational functions and conic sections, exponential and logarithmic functions, systems of equations and inequalities, matrices, sequences, and series. Students enrolling in this course should have met or exceeded the college algebra standard on the state-mandated TASP test or have passed MATH 0312 with a grade of A, B, or C. (3 lecture hours per week). **[CB2701015437]**

MATH1316. Plane Trigonometry. (3 credits). This course covers a review of algebraic operations, trigonometric functions, trigonometric identities and equations, applications of trigonometry, exponential and logarithmic functions, and analytic geometry. Students enrolling in this course should have met or exceeded the college algebra standard on the state-mandated TASP test or have passed MATH 1314 with a grade of A, B, or C. (3 lecture hours per week). **Prerequisite:** MATH 1314 or departmental approval. **[CB2701015337]**

MATH1324. Finite Mathematics. (3 credits). This course is designed for the business, economics, management, and finance students. The student is introduced to a systematic approach to solutions of problems in linear programming and to methods of solving applied problems in business and economics. The course begins with a review of linear equations and functions followed by a study of matrices, inequalities and linear programming, quadratic functions, exponential and logarithmic functions, mathematics of finance, and concludes with a study of probability and statistics. (3 lecture hours per week). **Prerequisite:** MATH 1314. **[CB2703015237]**

MATH1325. Business Calculus. (3 credits). This course includes a study of derivatives, applications of derivatives, higher order derivatives, indefinite integrals, definite integrals, and functions of two or more variables. Applications in business and economics will be emphasized.(3 lecture hours per week). **Prerequisite:** MATH 1314 or MATH 1324. **[CB2703015237]**

MATH1335. College Mathematics. (3 credits). Topics of this course include equations and inequalities, number theory, prime numbers, exponents, sets, number systems, functions, relations, and equivalence. Students enrolling in this course should have

met or exceeded the remediation standard on the state-mandated TASP test or have passed MATH 0312 with a grade of A, B, or C. (3 lecture hours per week). **Prerequisite:** MATH 0312 or department approval. **[CB2701015137]**

MATH1336. Modern Topics in Mathematics. (3 credits). This course covers the following topics and concepts: sets, relations and functions, numeration systems, finite mathematical systems, geometry, measurement, probability, and statistics. (3 lecture hours per week). **Prerequisite:** MATH 1335. **[CB2701015137]**

MATH1342. Statistics. (3 credits). This course includes such topics as permutations and combinations, probability, testing hypotheses, sample theory, parameter estimation, frequency functions, and correlation and regression. Students enrolling in this course should have previously taken two years of high school algebra and/or passed MATH 1314. (3 lecture hours per week). **Prerequisites:** MATH 1314. **[CB2705015137]**

MATH1348. Analytic Geometry. (3 credits). This course details the solution of geometric problems through applied algebra by the graphical representation of points, lines, and curves and the transformation of coordinates, polar coordinates, transcendental curves, vectors, parametrics, and space formulas, with special emphasis on rapid curve sketching. Students enrolling in this course should have previously taken two years of high school algebra and a course in plane trigonometry or passed MATH 1314 and MATH 1316. (3 lecture hours per week). **Prerequisite:** MATH 1316. **[CB2701015537]**

MATH 2318 Linear Algebra. (3 credits). This course includes such topics as vector spaces, linear independence, bases, linear transformations, matrices, determinants, eigenvalues, eigenvectors, and applications. (3 lecture hours per week). Prerequisite: MATH 2413. **[CB2701016137]**

MATH2320. Differential Equations. (3 credits). The course includes the following topics: equations of the first order, singular solutions, linear equations with coefficient, and miscellaneous methods of solving equations of higher order than the first, with geometric and physical applications. (3 lecture hours per week). **Prerequisite:** MATH 2414. **[CB2703015137]**

MATH2413. Differential and Integral Calculus I. (4 credits). Topics included in this course are limits, the derivative, applications of the derivative, the Chain rule, integration, applications of the integral, and integration by substitution. This course meets the needs of mathematics, engineering, and science students. Students enrolling in this course should have previously taken two years of high school algebra, a course in plane trigonometry, and a course in analytic geometry, or passed MATH 1314, MATH 1316, and MATH 1348. (4 lecture hours per week). **Prerequisites:** MATH 1316 or consent of the instructor. **[CB2701015937]**

MATH2414. Differential and Integral Calculus II. (4 credits). This course is a continuation of MATH 2413. Topics covered include integration and differentiation of logarithmic and exponential functions, techniques of integration, and infinite sequences and series. (4 lecture hours per week). **Prequisites:** MATH 2413 or consent of the instructor. **[CB2701015937]**

MATH2415. Differential and Integral Calculus III. (4 credits). This course is a continuation of MATH 2414. Topics covered include vector-valued functions, functions of several variables, partial differentiation, multiple integrals, vector fields, line integrals, Green's Theorem, Stoke's Theorem, and the Divergence Theorem. (4 lecture hours per week). **Prerequisite:** MATH 2414 or consent of the instructor. **[CB2701015937]**

Medical Laboratory Technology

Florence Pipes, Department Chairperson
Johneta Turner
Clinical Associates:
Marion Rundel, M.D.

MELT 1110. Professional Development for Medical Laboratory Technicians. (1 credit). This course is designed to strengthen the students' personal and professional growth including current issues in ethics, responsibilities in the workplace, and effective interpersonal communications used in medical laboratories and other chemical settings. (1 lecture hour per week). **[CB0000008028]**

MELT1300. Introduction to Medical Technology and Terminology. (3 credits). This course includes lecture and laboratory practice in the fundamentals of laboratory and hospital organization, laboratory safety, CPR,phlebotomy, basic electricity, laboratory equipment and instruments, laboratory glassware and solution preparation, and laboratory math. Laboratory math includes metric system, scientific notation, temperature conversion, dilutions and associated ratio-proportion problems, and solution problems. A study of medical terminology is included as a separate part of this course. (2 lecture and 3 laboratory hours per week). **Prerequisites:** READ 0310 and ENGL 0310. **[CB0000008028]**

MELT1310. Parasitology. (3credits). This course includes a study of the taxonomy, morphology, and specific characteristics of human parasites. Students practice microscopic examination, concentration, fixation, staining, and preservation of specimens. (2 lecture and 3 laboratory hours per week). **Prerequisite: MELT 1300. [CB0000008028]**

MELT1401. Clinical Microbiology I. (4 credits). This introduction to clinical microbiology explores the basic concepts of microbiology including taxonomy, morphology, physiology and identifying characteristics of bacteria, as well as diseases produced by them. Methods to isolate, cultivate, and identify bacteria are studied including routine staining procedures and biochemical identification tests. Included in the course are procedures for specimen collection, processing, shipment, media preparation, and quality control. (2 lecture and 8 laboratory hours per week). **Prerequisite:** MELT 1300. **[CB0000008028]**

MELT1421. Hematology I. (4 credits). This course includes lecture and laboratory instruction on the chemical and physical nature of blood, use and maintenance of routinely used manual and semi-automated hematology equipment, quality control, sample identification, formed elements of blood, and performance and interpretation of routine hematology tests and basic coagulation procedures. (2 lecture and 8 laboratory hours per week). **Corequisite:** MELT 1300. **[CB0000008028]**

MELT1511. Clinical Chemistry/ Instruments I. (5 credits). This course includes lecture and laboratory instruction in sample collection and preservation, basic chemistry and laboratory math review, quality control, basic organic chemistry, photometry, carbohydrates and proteins. Also included in this course are the principles of operation, use, maintenance, and troubleshooting of instruments used to perform clinical laboratory tests. Interpretation of test results, including assessment of disease processes and evaluation of metabolism and organ functions, is included. Both lecture and laboratory are on campus. (3 lecture and 8 laboratory hours per week). **Prerequisites:** MELT 1300, CHEM 1405. **[CB0000008028]**

MELT2100. Fluid Analysis. (1 credit). This course presents a study of body fluids, including gastric, synovial, spinal, seminal, pleural, peritoneal, and pericardial fluids. Methods for determining their biochemical and cellular content are presented, and abnormal values are correlated with pathological conditions. (1 hour lecture per week). **Prerequisite:** MELT 1300. **[CB0000008028]**

MELT2300. Serology-Immunology. (3 credits). This study of serological and immunological procedures includes flocculation, agglutination, precipitation, gel diffusion, hemagglutination, complement fixation, fluorescent antibody, immunoelectrophoresis, ELISA and EMIT. The student should be able to discuss the reticuloendothelial system, cellular and humoral immunity, the inflammatory process, antigens, antibodies, complement, and other aspects of the immune mechanism and the body's reaction to foreign matter. (2 lecture and 4 laboratory hours per week). **Prerequisite:** MELT 1300. **[CB0000008028]**

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

MELT2322. 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]**

MELT2330. Urinology. (3 credits). This course presents a study of urinalysis procedures including chemical tests, microscopic examination, pregnancy tests, renal function tests, and the correlation of these procedures to disease states and malfunctions. (2

lecture and 4 laboratory hours week). **Prerequisite:** MELT 1300. **[CB0000008028]**

MELT2340. MELT Practicum. (3 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. (30 clinical hours per week.) **[CB0000008028]**

MELT2402. 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. 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. 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]**

Mental Health

G. E. Carrier, Department Chairperson

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 introducted. The student must have an approved work station and approval of the department chairperson. (1 lecture and 20 laboratory hours per week). **Prerequisite:** MENH 1322. **[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). **[CB0000008029]**

Music

Doris Burbank, Department Chairperson
Jerry Perkins

GENERAL MUSIC

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

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

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

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

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

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

MUSI1188[1170]. Percussion Class. (1 credit). This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on snare drum, tympani, xylophone, cymbals, and other percussion instruments. (1 lecture and 2 laboratory hours per week). **[CB5009035130]**

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

MUSI1211. Music Theory. (2 credits). This course provides a study of the fundamentals of musicianship, including scales, intervals, diatonic triads, inversions, written and keyboard harmony, and dominant seventh chords and inversions. (3 lecture hours per week). **Prerequisite:** READ 0310. **[CB5009045130]**

MUSI1212. Music Theory. (2 credits). This course continues the study of scales, intervals, diatonic triads, inversions, written and keyboard harmony, and dominant seventh chords and inversions. (3 lecture hours per week). **Prerequisite:** READ 0310. **[CB5009045130]**

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

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

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

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

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

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

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

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

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

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

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

MUSI2211. Music Theory. (2 credits). This course continues the study begun in MUSI 1311 and MUSI 1312 with advanced aural and written study and with emphasis on chromatic harmony, harmonic analysis, and twentieth-century techniques. (3 lecture hours per week). **Prerequisite:** MUSI 1312. **[CB5009045230]**

MUSI2212. Music Theory. (2 credits). This course continues the study began in MUSI 1311, MUSI 1312, and MUSI 2312 with advanced aural and written study and with emphasis on chromatic harmony, harmonic analysis, and twentieth-century techniques. (3 lecture hours per week). **Prerequisite:** MUSI 2311. **[CB5009045230]**

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

MUSI2217. Ear Training and Sight-Singing. (2 credits). This required course for music majors is the last part of a four-semester presentation of basic aural, visual, and vocal experiences in dictation and sight-singing. (3 laboratory hours per week). **Prerequisite:** MUSI 2216. **Corequisite:** MUSI 2312. **[CB5009045730]**

ENSEMBLES

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

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

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

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

MUSI1143,2143. College Singers. (1 credit each). This course can be repeated for credit. This organization is limited in membership. Students are selected through auditions from the membership of the College choir. The student must have previous expe-

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

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

APPLIED MUSIC

[All Applied Music Courses Are Under CB5009035430]

MUAP1231,1232. Applied Music— 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. Applied Music— Brass. (2 credits each). These courses provide one hour of individual instruction per week in trumpet, trombone, French horn, and tuba. (1 lecture and 4 laboratory practice hours per week).

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

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

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

MUAP1281,1282. Applied Music— Voice. (2 credits each). These courses provide one hour of individual instruction per week. (1 lecture and 4 laboratory practice hours per week).

MUAP2231,2232. Applied Music— 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. Applied Music— Brass. (2 credits each). These courses provide one hour of individual instruction per week in trumpet, trombone, French horn, and tuba. The student must have the approval of the department chairperson.(1 lecture and 4 laboratory practice hours per week).

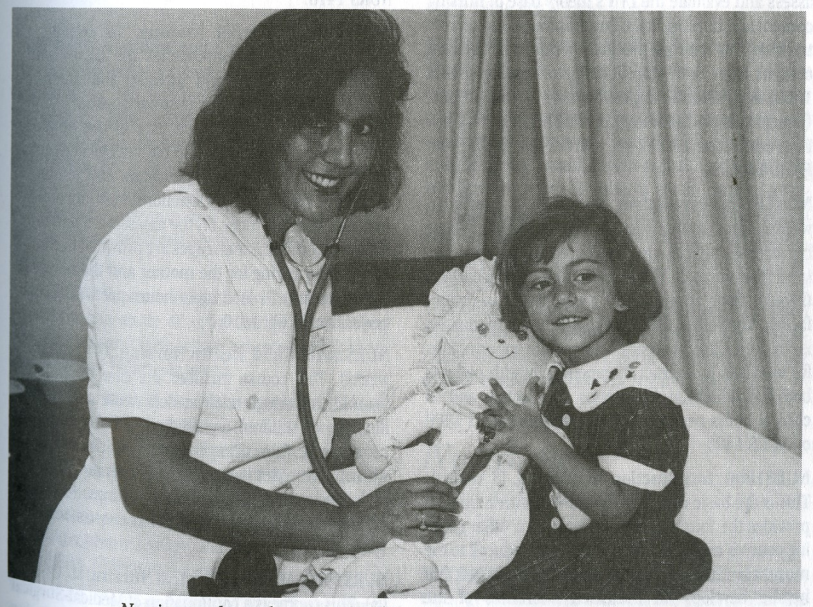
MUAP2257,2258. Applied Music— Percussion. (2 credits each). These courses provide one hour of individual instruction a week in the use of percussion instruments. The student must have the approval of the department chairperson.(1 lecture and 4 laboratory practice hours per week).

MUAP2261,2262. 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. 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. 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).

The ACC Concert Choir performs frequently for special events.



Nursing graduates have one the highest licensure pass rates in the state.

Nursing

Betty Oliver, Director
Patricia Aulds, Minerva Clampffer, Sally Durand, Sharon Hightower, Susan Priest, Miriam Villageliu, Jean Withrow

ADN — Associate Degree Nursing
All ADN courses under
[CB0000008021]

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

NURS1400. Nursing Transition. (4 credits). This transition course is designed for the licensed vocational nurse (LVN) who wishes to have an option to challenge examinations. The course is designed to assess and evaluate the LVN's theory base in nursing content and nursing skills. Emphasis is placed on role transition as well as the incorporation of selected content from both Introduction to Nursing (NURS 1800) and Medical/Surgical Nursing I (NURS 1900). (2 lecture and 8 laboratory/clinical hours per week). **Prerequisites:** BIOL 2402, PSYC 2314, PSYC 2308, ENGL 1301.

NURS1410. 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. 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. 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 2301. **Corequisites:** BIOL 2402, PSYC 2314.

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

NURS2400. 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. 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. 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. Issues in Nursing. (2 credits). This course addresses current issues in nursing, ethics, licensure, employment, and personal and professional growth. (2 lecture hours per week).

VOCN1210. Math for Drug Administration. (2 credits). Calculation of drug dosages using common formulas and mathematical functions are presented. A review of basic mathematical skills, the principles and techniques of drug administration, drug forms and routes are included. Clinical application of skills is addressed in laboratory simulations, team and/or total patient care assignments. (2 lecture hours per week).

VOCN1400. 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. 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. 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 courses utilizes the nursing process in nursing care planning for health deviations of the adult and the gerian. Preventative, therapeutic, and rehabilitative aspects of care are included for continuity of care. Physical, psychological, spiritual/social, and learning needs of patients are studied on a systems approach. A variety of settings provide clinical experience, i.e. acute care, long term, rehabilitative, ancillary and community/home health services. Students participate in seminars/workshops and tours of area health care agencies. Medication administration will include team medication and/or TPC assignments. (6 lecture and 24 clinical laboratory hours per week). **Prerequisites:** VOCN 1400, VOCN 1800.

Nutrition

Betty Oliver, Director
Sally Durand

NUTR1300. 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 nu-

trition. 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

OFAD1301. Keyboarding. (3 credits). This course is structured for individualized learning. The course emphasizes building touch keyboarding skills, speed, and basic production with the use of word processing software. (3 lecture and 1 laboratory hours per week). **[CB0000005825]**

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

OFAD 1332. 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].**

OFAD 1351[OFAD 1350]. 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. 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]**

OFAD1400. Records Management. (4 credits). Basic course providing instruction in the alphabetic, subject, numeric, and geographic methods of filing. This course also includes an introduction to microcomputer data base programs and an electronic filing system. (3 lecture and 2 laboratory hours per week). **[CB0000005825]**

OFAD1410. Abbreviated Writing. (4 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 1423 [OFAD 1322]. Document Processing I. (4 credits). The course familiarizes students with the computer keyboard and builds skills essential to obtain employment in an office occupation. The course emphasizes integrating correct keyboarding and word processing techniques used to create letters, tables, memos, and reports. (3 lecture and 3 laboratory hours per week). **[CB0000005825]**

OFAD 1424 [OFAD 1322]. Document Processing II. (4 credits). The course continues the student's development of keyboarding and word processing skills through the creation of documents requiring higher level word processing features and faster keyboarding input. **Prerequisite:** 40 words per minute or department chairman approval and basic word processing skills. (3 lecture and 3 laboratory hours per week). **[CB0000005825]**

OFAD1440. Office Procedures. (4 credits). This study of office occupations and office professional's duties includes topics such as handling of mail, telephone techniques, decision making, time management, listening skills, planning meetings, prioritizing, and human relations. This course is taught in a team environment. **Prerequisite:** Basic word processing skills or OFAD 2341 or 2342 and OFAD 1324 or 40 words per minute. (3lecture and 2 laboratory hours per week). **[CB0000005825]**

OFAD1441. Medical Office Procedures. (4 credits). The study of the duties of the office professional in a medical office. Topics discussed include handling of mail, telephone techniques, decision making, time management, listening skills, planning meetings, prioritizing, and human relations. This course is taught in a team environment. **Prerequisite:** Computer literate and OFAD 1323. (3 lecture and 2 laboratory hours per week). **[CB0000005825]**

OFAD1443. Legal Office Procedures. (4 credits). The study of the duties of the office professional in a legal office. Topics discussed include handling of mail, telephone techniques, decision making, time management, listening skills, planning meetings, prioritizing, and human relations. This course is taught in a team environment. **Prerequisite:** Basic work processing skills or OFAD 2341 or 2342 and OFAD 1324 or 40 wpm. (3 lecture and 2 laboratory hours per week). **[CB0000005825]**

OFAD1471. Medical Terminology and Transcription. (4 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. (3 lecture and 2 laboratory hours per week). **[CB0000005825]**

OFAD 1472. Medical Terminology and Coding. (4 credits). A study of the organ systems of the human body and introduction into the coding procedures used in the medical field. **Prerequisite:** OFAD 1371. (3 lecture and 2 laboratory hours per week). **[CB0000005825]**

OFAD1476[OFAD 1375]. Legal Terminology and Transcription. (4 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). (3 lecture and 2 laboratory hours per week). **[CB0000005825]**

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

OFAD 2323. Typewriting III. (3 credits). This course is for Court Reporting majors. The course is designed to build speed and accuracy on five-minute timed writings to meet the Court Reporting Department's criteria for students to keyboard 60WPM with five or less errors. (2 lecture and 3 laboratory hours per week). **[CB0000005825]**

OFAD 2410. Selected Topics. (4 credits). The course content will be selected topics in office technologies. **Prerequisite:** Approval of department chairperson. (3 lecture and 3 laboratory hours per week). **[CB0000005825]**

OFAD 2424 [OFAD 2323]. Document Processing III. (4 credits). This advanced keyboarding and word processing course places emphasis on production output in an office atmosphere with additional training given in written and oral communication. **Prerequisite:** OFAD 1324, OFAD 1331, OFAD 2341 and OFAD 2342. (3 lecture and 3 laboratory hours per week). **[CB0000005825]**

OFAD2441. Word Processing I. (4 credits). This course will provide students with beginning through advanced features of a current word processing software program used by industry. **Prerequisite:** 40 wpm or approval of the department chairman. (3 lecture and 3 laboratory hours per week). **[CB0000005825]**

OFAD2442. Word Processing II. (4 credits). This course will provide students with beginning through advanced features of a current word processing software program used by industry. **Prerequisite:** 40 wpm or approval of the department chairman. (3 lecture and 3 laboratory hours per week). **[CB0000005825]**

OFAD2443. Word Processing III. (4 credits). This course will introduce students to practical applications of spreadsheet, data base, and graphics. (3 lecture and 3 laboratory hours per week). **[CB0000005824]**

OFAD 2444. Word Processing IV. (4 credits). This course will provide students with beginning features of current word processing software programs used by industry. **Prerequisite:** 40 wpm or approval of the department chairman. (3 lecture and 3 laboratory hours per week). **[CB0000005825]**

OFAD 2445. Word Processing V. (4 credits). This course will provide students with advanced features of current software programs used by industry. **Prerequisite:** 40 wpm or approval of the department chairman and OFAD 2344. (3 lecture and 3 laboratory hours per week). **[CB0000005825]**

Orientation

Sponsored by the Counseling Center

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

ORIE0100. College Adjustment. (1 credit). This course is designed to equip students with many of the basic skills necessary for a successful academic career. Students are given an opportunity for self-assessment regarding strengths, limitations, skills, and interests. New strategies for study and approaches to self-management are offered as content of this course. There are special sections for disabled students, foreign students, and special needs students. (Developmental credit only.) **[CB3201015325]**

Sports And Human Performance

(formerly called Physical Education)
Dr. Don Childs, Department Chairperson/Athletic Director
Gary Bullion, Gary Coffman, Bonny Johnson

ACTIVITY COURSES

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

PHED1101, PHED1111. 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, PHED1112. Individual and Dual Sports— Karate. (1 credit). This course provides instruction and participation in karate in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week). **[CB3601085128]**

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

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

PHED1105, PHED1115. 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, PHED1116. Individual and Dual Sports— Jogging. (1 credit). This course provides instruction and participation in jogging in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 laboratory hours of class instruction and participation per week). **[CB3601085128]**

PHED1107, PHED1117. 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, PHED1118. Individual and Dual Sports— Adaptive Physical Activity. (1 credit). This course is for students who, for medical reasons, need individual attention concerning their physical activity. Activities will be varied according to individual needs as determined by instructor, student, and student's physician. The course may be repeated once for credit. (3 laboratory hours of class instruction and participation per week).**[CB3601085128]**

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

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

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

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

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

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

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

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

PHED1129. Fundamentals of Movement— Tap. (1 credit). This course provides instruction and participation in tap dancing, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of instrucion and participation per week).**[CB3601085128]**

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

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

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

PHED1138, PHED 1148. Powerwalking. (1 credit). This course provides instruction and participation in powerwalking in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 laboratory hours of class instruction and participation per week).**[CB3601085128]**

PHED1139, PHED 1149. Golf. (1 credit). This course provides instruction and participation in golf in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 laboratory hours of class instruction and participation per week.**[CB3601085128]**

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

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

PHED1152. Individual and Dual Sports— Advanced Scuba Diving. (1 credit). This course provides instruction and participation in advanced scuba diving in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours 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. Personal and Community Health. (3 credits). This course presents the essential present-day knowledge of personal and community health. The course stresses physiological and anatomical background, showing the student how to make a sound appraisal of the effects of health practices upon the body. The course also includes discussion of pollution and prevention and control of diseases. (3 lecture hours per week). **Corequisite:** READ 0309.
[CB5103015128]

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

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

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

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

PHED 1322. Coaching Athletics -Baseball/Softball. (3 credits). Students learn methods of coaching baseball/softball through lectures, demonstrations, practice, and reading of present-day literature on the sport. (3 lecture hours per week). **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. 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. 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. General Physics II. (4 credits). This introductory course continues the study of mechanics, heat, electricity, magnetism, light, and nuclear physics. (3 lecture and 3 laboratory hours per week). **Prerequisite:** PHYS 1401. **[CB4008015339]**

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

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

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

Psychology

John Duke, Department Chairperson
Mike Eernisse, Nancey Lobb

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

PSYC 2301. General Psychology. (3 credits). This course gives the student a broad view of the field and acquaints him/her with the fundamental laws of behavior that have to do with daily conduct in various life situations. The course covers such topics as the study of human behavior relating experimental data to practical problems, 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. 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. 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. Developmental Reading I. (3 credits). READ 0309 is an introductory course designed to prepare students to more successfully deal with assignments in college classes. This course emphasizes reading comprehension, vocabulary development, and study skills. Beginning instruction in the TASP

reading skills is included. (3 lecture and 1 laboratory hour per week).**[CB3201085235]**

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

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

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

Real Estate

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 **[CB0000008025]**

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). **Prerequisite:** RESC 1300.

RESC1411. Respiratory Care Procedures I. (4 credits). This indepth study of basic respiratory care concepts, theories, and techniques emphasizes IPPB therapy, airway management, suctioning, chest physical therapy, and incentive spirometry. Applications of these procedures are performed in the laboratory and clinical area under supervision. (3 lecture and 2 laboratory hours per week). **Corequisites:** RESC 1500. **Prerequisite:** RESC 1300.

RESC1412. Respiratory Care Procedures II. (4 credits). Designed to introduce the student to the design, function, and operation of volume-cycled ventilators, this course emphasizes assisted and controlled ventilation and the use of special procedures (IMV, CPAP, etc.). Blood gas interpretation, including arterial blood gas sampling techniques and analysis, is also discussed. (3 lecture and 2 laboratory hours per week). **Prerequisites:** RESC 1300, RESC 1411. **Corequisite:** RESC 1211.

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 indepth study of various diseases and disorders related to the cardiopulmonary system. Advanced diagnostic techniques including chest radiography and electrocardiography are also discussed. (3 lecture hours per week). **Prerequisites:** RESC 1312, 1215. **Corequisites:** RESC 2313, 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 2210, 2112.

RESC2314. Clinical Practical IV. (3 credits). This indepth 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, 1215. **Corequisite:** RESC 2313.

Retail Management &Marketing

Patricia Hertenberger, Department Chairperson

RETL 1300 . 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]**

RETL 1301. Salesmanship.(3 credits). The selling of goods and ideas is the focus of this course. Buying motives, sales psychology, customer service, and sales techniques are studied. (3 lecture hours per week). **[CB0000005623]**

RETL 1311/1312, 2311. 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. (l lecture and 20 laboratory hours per week). **[CB0000005623]**

RETL 1320. 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]**

RETL 1330. 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]**

RETL 2330. Introduction to Interior Design. (3 credits). This study of the basic principles and elements of design emphasizes the understanding of color and design principles and the distribution of these principles in a room composition. Topics for the course include window and wall treatments, furniture arrangements, lighting, and fabric and furniture selection. (3 lecture hours per week). **[CB0000005623]**

RETL 2340. Professional Application of Interior Design Principles. (3 credits). This course covers professional business procedures and responsibilities related to employment in this field and includes a study of trade source / designer /client relations including specifications, selling, and basic application. (3 lecture hours per week). **[CB0000005623]**

RETL 2350. Textiles. (3 credits). This study of fibers, yarns, weaves, designs, and finishes emphasizes information applicable to the selection and performance of textiles normally used in apparel. (3 lecture hours per week). **[CB0000005623]**

RETL 2361. Visual Merchandising and Sales Promotion. (3 credits). This course introduces concepts and skills essential to effectively promote fashion merchandise. Experience will be gained in principles and elements of design, color, props, lighting, sign layout, themes and sources. A study of sales promotion activities and fashion advertising is also included. (3 lecture hours per week). **[CB0000005623]**

RETL 2375. Principles of Retailing. (3 credits). This course provides students with an overview of retailing and retail functions. Topics include channels of distribution, organization, retail employment selecting, and supervising and training workers. This course includes buying and pricing merchandise, store layout, maintenance, and service and credit policies. (3 lecture hours per week). **[CB0000005623]**

RETL 2376. Principles of Marketing(3 credits). The fundamental marketing concepts and functions are analyzed and interpreted within the framework of the economic, competitive, social and legal environments. Integration of the various marketing activities by means of sound management decisions, formulation of plans and policies as to the product, price, market research, sales promotion and advertising, distribution channels and sales, statistics, accounting and sales records. (3 lecture hours per week). **[CB0000005623]**

RETL 2380. Organizational Behavior. (3 credits). Addresses the timeless issues related to how we live our lives at work and in other organizations. It is the study of individual and group behavior in organizational settings. Four supporting subthemes are woven into this course: globalization, cultural diversity, technology and ethics. These themes are the challenges that individuals must face. Each theme places demands on people to grow and adjust. People must come to grips with them to maintain the health and well being of themselves and their organizations. This course is designed to equip individuals, managers and groups with the knowledge and skills needed to achieve this goal. (3 lecture hours per week). **[CB0000005623]**

RETL 2386. International Retail Management. (3 credits). Studies the process for researching the sources of supply, both domestically and internationally, in the retail and related industries. Students gain knowledge in preparation techniques for international and domestic sourcing. Foreign trade terminology is used. Emphasizes the impact on the U.S. economy of a potential broadening of the scope of U.S. apparel exports for retailing in foreign countries. Studies administrative techniques for the successful buying and management of the financial, legal, and logistical aspects of exporting. (3 lecture hours per week). **[CB0000005623]**

RETL 2396. Merchandise Planning Procedures II. (3 credits). A retail merchandising course in which the students gain knowledge and hands-on experience with various retail computer programs. The students will implement the information learned from Merchandise Planning Procedures I into an actual computerized buying simulation program. (3 lecture hours per week). **Prerequisite:** RETL 1330. **[CB0000005623]**

Sociology

John Duke, Department Chairperson
Mike Eernisse, Nancey Lobb

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

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

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

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

Spanish

Amalia D. Parra, Department Chairperson

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

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

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

SPAN1412. Elementary Spanish II. (4 credits). This course is a continuation of the oral practice of SPAN 1411 with some stress placed on reading and

composition. (3 lecture and 2 laboratory hours per week). **Prerequisite:** SPAN 1411. **[CB1609055131]**

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

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

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

Speech

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

SPCH1311. Fundamentals of Speech. (3 credits). This course consists of the study of the importance of speech as an aid 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. Public Speaking. (3 credits). This course concentrates on the methods of organization and the techniques of delivery of the platform speech, with emphasis on explanation and persuasion. The course includes a study of group methods of problem solving and parliamentary procedures.The student must have the approval of the department chairperson. (3 lecture hours per week). **Prerequisite:** READ 0310. **[CB2310015335]**

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

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

SPCH2341. Oral Interpretation. (3 credits). This course presents the study of platform interpretation of literature. The course emphasizes improvement in voice, pronunciation, and enunciation for interpreting lyric poetry, narrative prose and poetry, the descriptive essay, 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)
Welding

*Automotive Technology

Charles Graham, Terry Hanlon

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

AUTO1490. 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. 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. 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. 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. Automotive and Truck Chassis. (4 credits). This course includes a study of designs, construction, and frame alignment fundamentals of the vehicle chassis. Classroom theory and laboratory practices include front end alignment, shock absorbers, springs, steering mechanism, wheel balancing, and power steering. (3 lecture and 6 laboratory hours per week).

*Computer Science

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

All CSCI courses are under **[CB0000006021]**

CSCI1490. 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. 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. 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. Introduction to Database Structures. (4 credits). This introductory course in database processing using the PASCAL language explores algorithms for sorting, searching, joining, and displaying information from a group of related files. Emphasis is placed on database structure, data integrity, and user functionability. (3 lecture and 7 laboratory hours per week).

CSCI1494. 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. 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. 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. 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. 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. 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).

*Welding

Gary Church

All WELD courses are under
[CB0000006245]

WELD1490. 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).

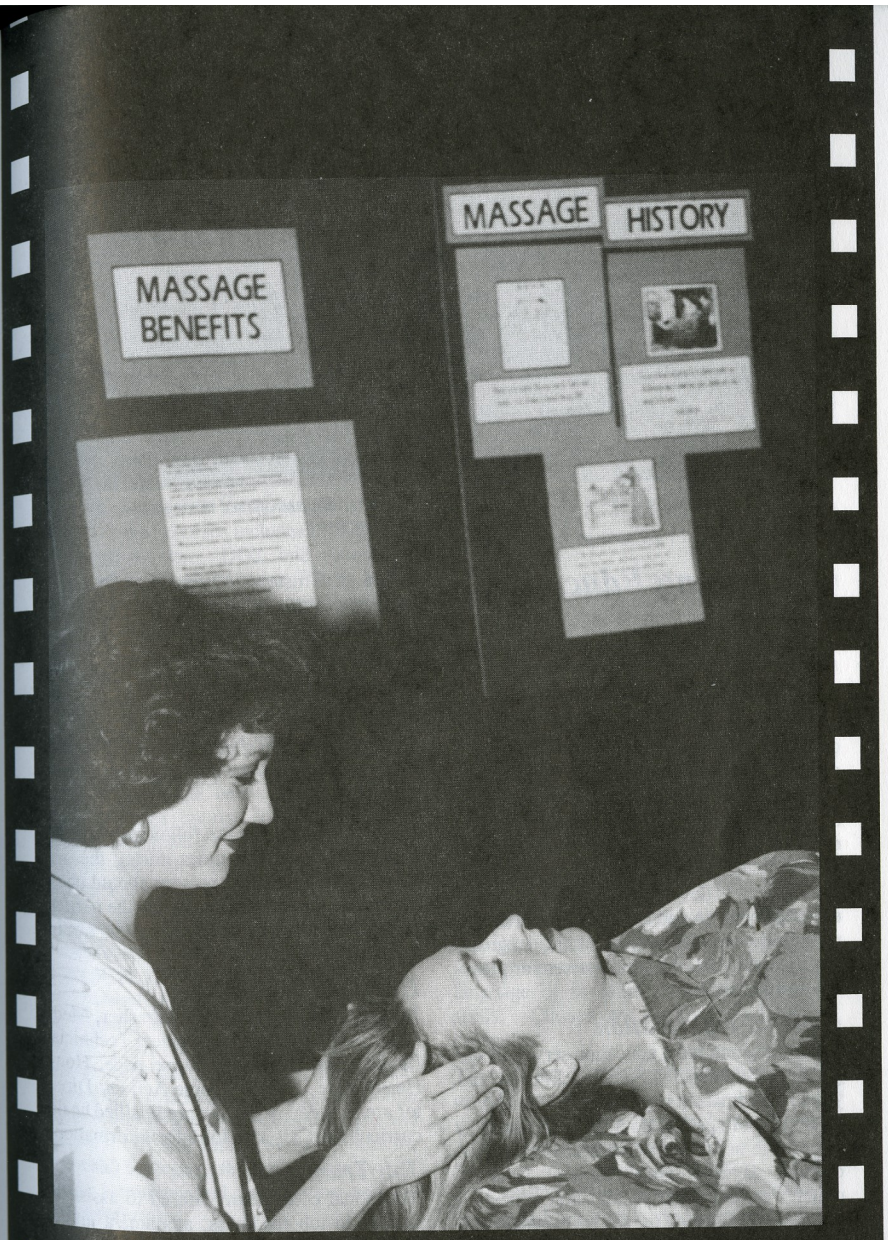
WELD1491. Arc Welding (Plate I). (4 credits). This course teaches students to do metal cutting with oxygen and acetylene equipment. The course includes a study of the theory of plate welding, and students learn plate welding in three positions: flat, vertical up, and horizontal. (3 lecture and 6 laboratory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

WELD1492. 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).

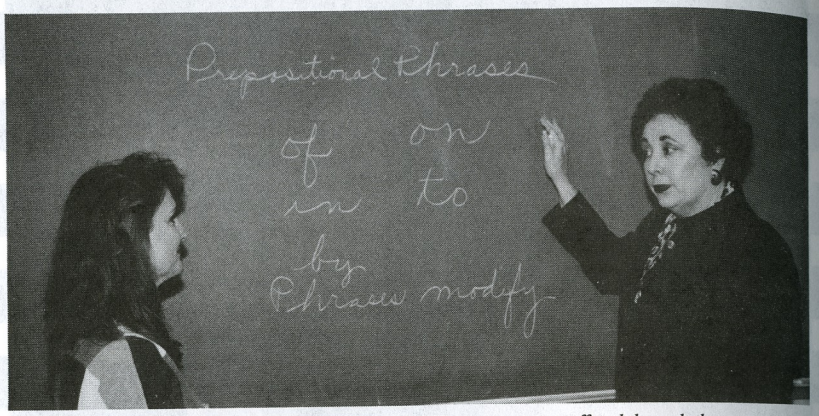
WELD1493. Pipe Welding I. (4 credits). This course includes such topics as the theory of pipe welding, cutting and beveling pipe with oxygen and acetylene equipment, and pipe welding in two positions: rolling and horizontal. (3 lecture and 6 laboratory hours per week).

WELD1494. 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



Outstanding Adult Basic Education and GED programs are offered through the Continuing Education Department.

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, specialized courses for business and industry, and those designed to train specific target groups. Courses range from three-hour seminars to 400-hour adult vocational training courses.

Tuition and fees for noncredit classes are established by the Alvin Community College Board of Trustees. Noncredit instruction includes lecture, laboratory, field exercises, workshops, seminars, and conferences.

Persons who have program and course ideas should contact the 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 course schedule to determine the particular courses offered. Every course is not offered every semester.

Health & Medicine

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

Job Training

Vocational courses are offered to assist the student in job readiness, attainment and/or upgrading of skills for beginning or changing a career. Also offered are courses for professionals who are required to develop and maintain specific levels of training for continued certification. Professional training includes licensed professional counselors, teachers and hazardous waste managers. Child Care, Health and Medical, Business and Management, Gerontology, Law Enforcement, Microcomputer Repair, Petrochemical Operator Training, Office Occupations, and Business & Industry are a few of the noncredit training areas. The most recent addition to the area of job training is the 300-hour Massage Therapy Program.

Senior Adults

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

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

Customized Business 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.

Business Resource Center

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

Special Interest

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

Youth

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

ABE/GED/ESL Program

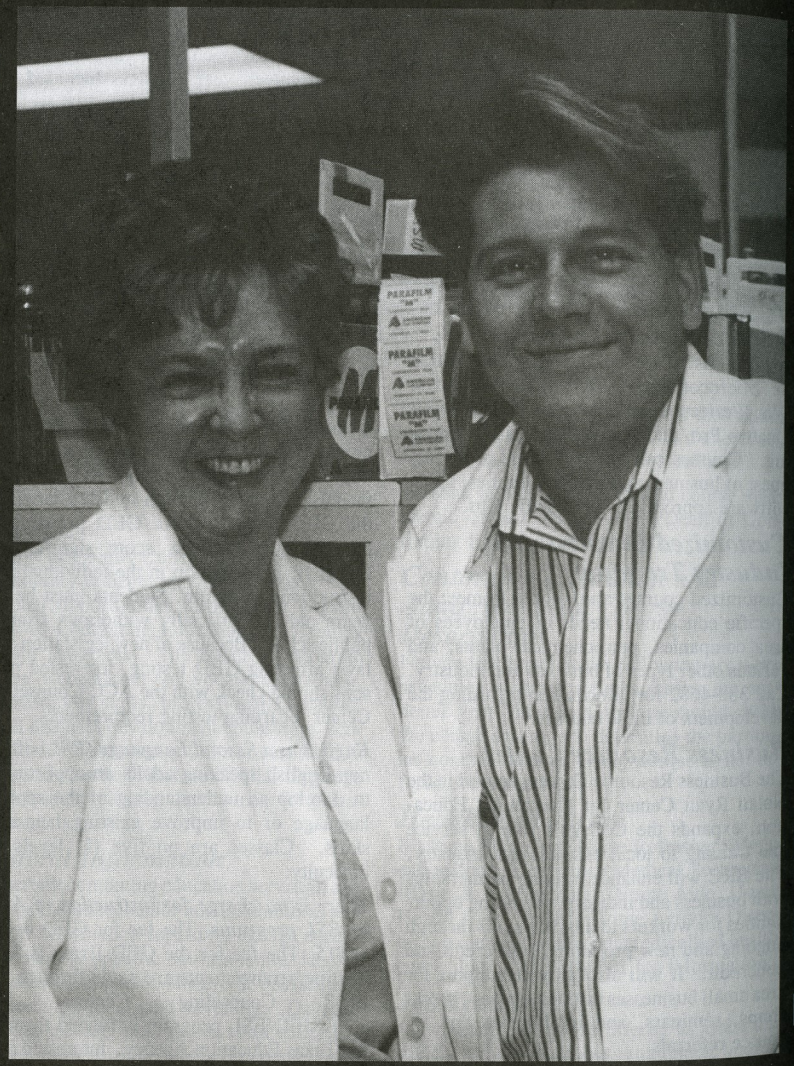
Outstanding books and a positive, reassuring environment have become identified with this specialized program at Alvin Community College.

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

General Education Development (GED) is 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 books 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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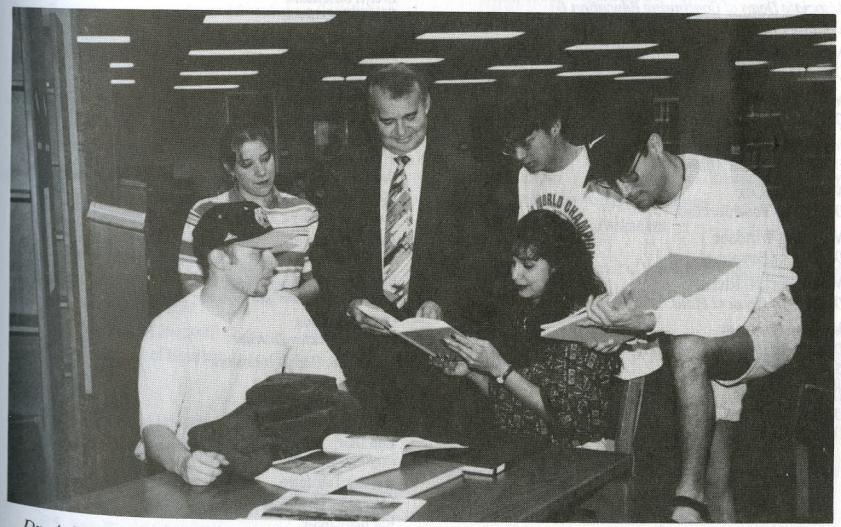

Dr. A. Rodney Allbright, President of Alvin Community College, meets with students in the ACC Library.

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M.A., Central Michigan University
M.T., Hermann Hospital School of Medical Technology
R. D., L.D., Texas Woman's University

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M.A., Sam Houston State University

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M.Ed., Lady of the Lake College

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Ed.D., University of Houston

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M.S., Texas Woman's University
PhD., Texas Woman's University

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M.A., Eastern Illinois University
Ph.D., St. Louis University

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& Evening School Programs
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M.Ed., Memphis State University
Ph.D., University of Texas

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M.S., Stephen F. Austin State College
Ph.D., Texas A&M University

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M.S., Texas A&M University

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A.A.S., Alvin Community College

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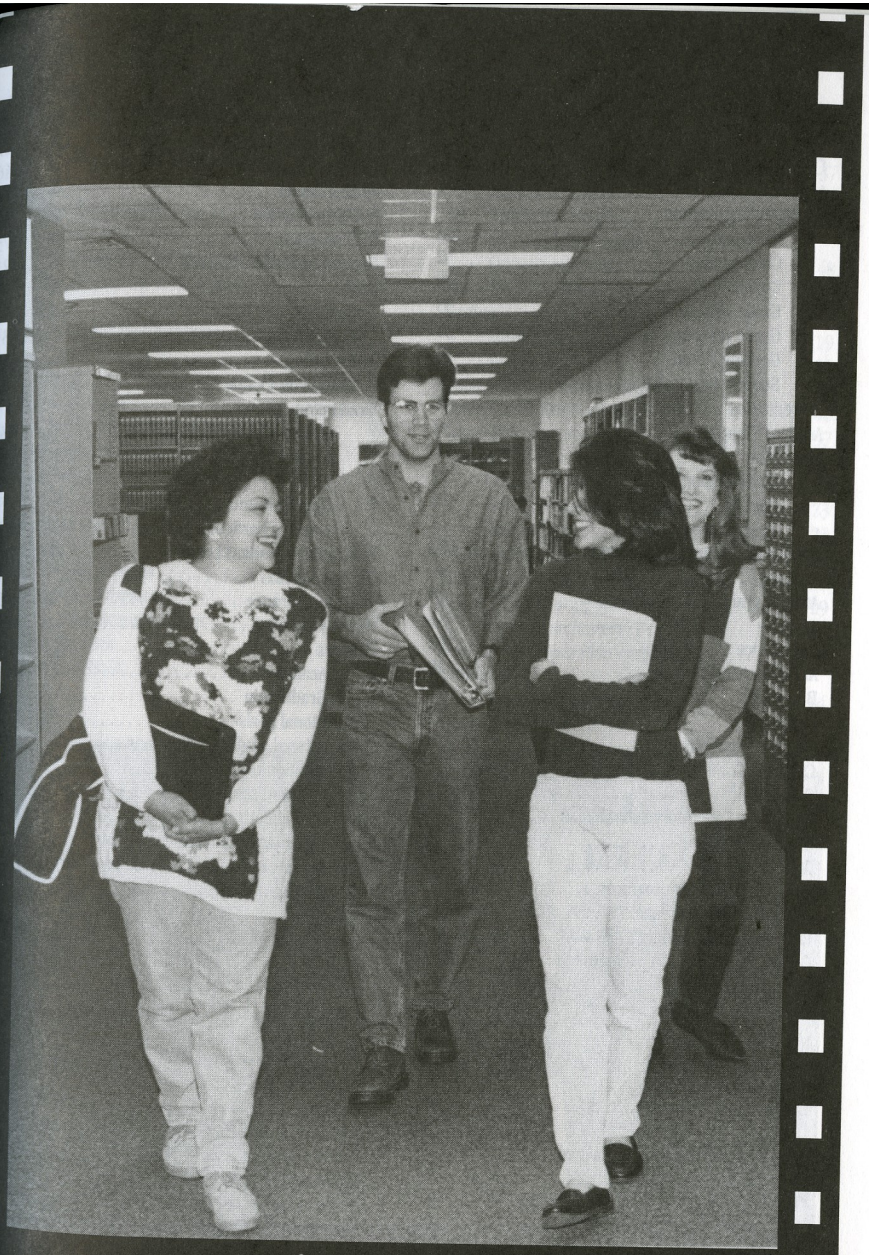
B.B.A., Armstrong State College
M.A., University of Houston—Clear Lake

Marilyn Withrow . Instructor of Associate Degree Nursing
B.S.N., Ohio State University
M.A., University of Houston—Clear Lake



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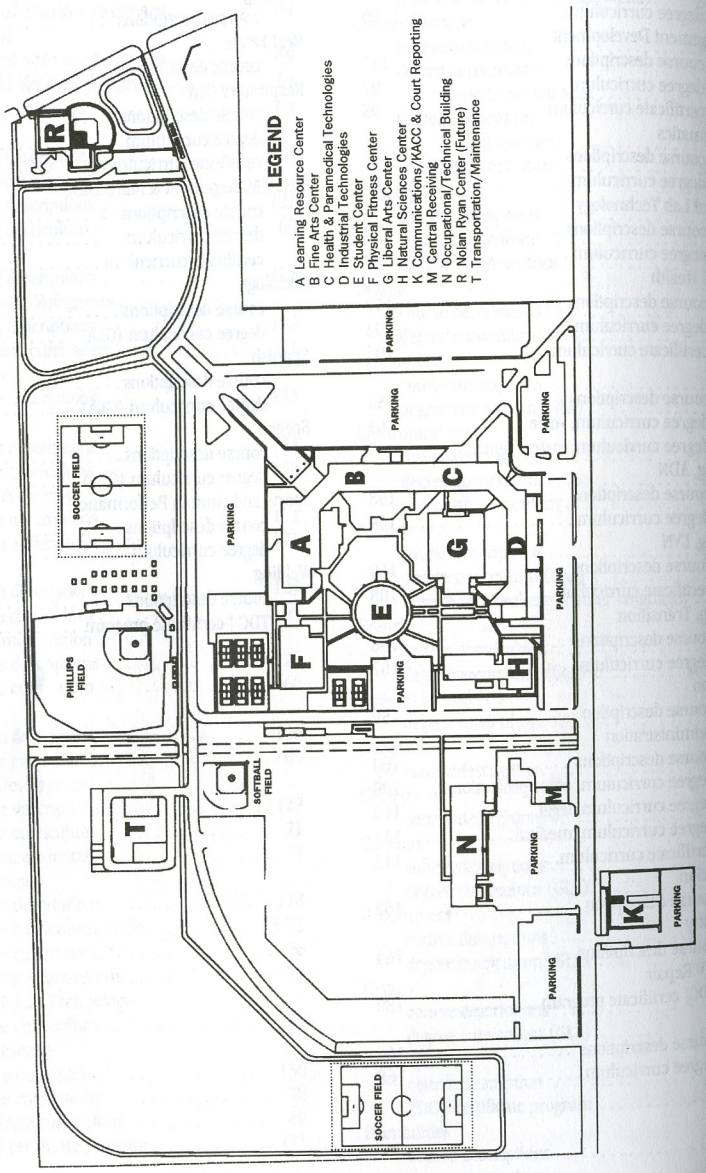
General Information

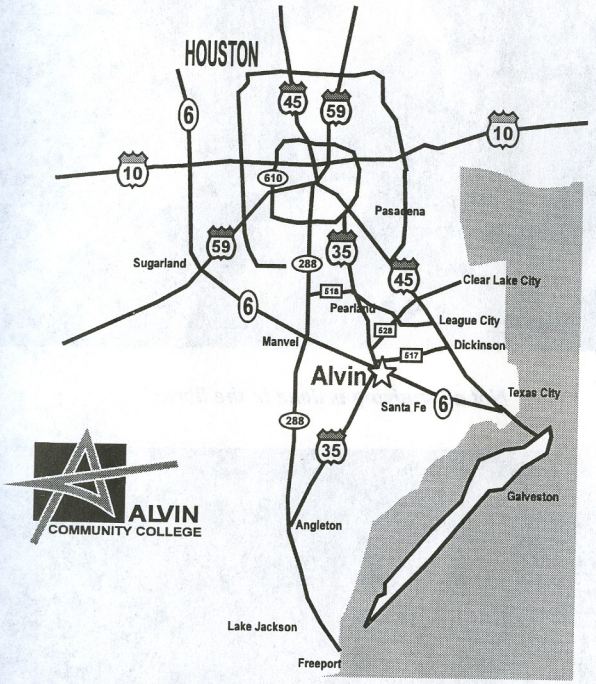
Student Activities sponsors participation in parades and events throughout the year.

Course And Curriculum

Campus Map



How to Reach Alvin Community College



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

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

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