

Court Reporting

Bill Cranford, Department Chairperson
Cindy Colvin, Karen Downey, Micki Kincaide,
Laura Noulles, Robin McCartney, Jim Preston,
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CRTR 1302 **Law and Legal Terminology** (3 credits)

Instruction in civil law, criminal law, the judicial system (discovery trial and appellate process), methods of researching legal citations, and the legal terms used in the reporting profession. (3 lecture hours per week). Prerequisite: READ 0310

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

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

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

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

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

Introduction to computer-aided transcription terminology and systems based on computer-compatible theory. The course includes lectures, dictation, and practical applications of word processing, videotaping, and computer-aided transcription, including proofreading of rough drafts and production of the finished transcript. (2 lecture and 3 laboratory hours per week). Prerequisites: CRTR 1406.

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

Introduction to realtime/caption production procedures with transcription of materials produced in proper form. Topics include specialized vocabulary (legal, medical, media, education, etc.), utilizing realtime/caption equipment, the psychology for writing realtime, and the procedures for operation of

realtime/captioning software and hardware (2 lecture and 3 laboratory hours per week.) Prerequisite: CRTR 2401.

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

Instruction in general principles of conflict-free machine shorthand theory and skill building through readback of dictation notes, machine practice, and transcription. (2 lecture and 8 laboratory hours per week). Prerequisite: READ 0310.

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

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

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

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

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

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

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

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

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

Instruction in the duties and responsibilities of the freelance reporter including the preparation of depositions. Techniques of billing, basic bookkeeping, tax rules pertaining to the reporter are covered. Each student will prepare a personal resume and emphasis will be placed on attending mock depositions and producing saleable transcripts thereof. (2 lecture and 3 laboratory hours per week). Prerequisite: CRTR 2401.

CRTR 2317 **Technical Dictation** (3 credits)

Skill Development in research and writing medical and technical material encountered in the reporting profession. Students will complete 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: CRTR 2401.

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

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

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

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

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

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

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

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course is designed for students pursuing the Court Reporting Scopist Certificate. The student will gain experience in scoping transcripts for reporters, general office procedures utilized in reporting firms, and the methods used in binding and preparing the final transcript for delivery. (1 lecture and 20 laboratory hours per week). Prerequisite: CRTR 1314, CRTR 2311.

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

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institutional and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. The student may begin the cooperative upon completion of all 180 wpm requirements, and the student will achieve a minimum of 40 actual writing hours with a court reporter on job assignments. The student will produce a saleable transcript of no less than 50 pages (unpaid work). A journal will be kept by the student recounting his/her experiences on the job. The student will keep a record of actual machine writing hours. (1 lecture and 20 laboratory hours per week). Prerequisites: CRTR 2403 and CRTR 1314.

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

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

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

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

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

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

Criminal Justice**CJCR1300****Basic Jail Course
(3 credits)**

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

CJCR1304**Probation and Parole
(3 credits)**

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

CJCR2325**Legal Aspects of Corrections
(3 credits)**

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

CJLE2345**Vice and Narcotics Investigation
(3 credits)**

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

CJLE2420**Texas Peace Officer Procedures
(4 credits)**

Study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, notetaking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace

Officer licensure exam in addition to obtaining an Associate's or Bachelor's Degree with approval of the department chair. (3 lecture and 4 laboratory hours per week).

CJLE2421**Texas Peace Officer Law
(4 credits)**

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

CJLE2522**Texas Peace Officer Skills
(5 credits)**

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

CJSA1308**Criminalistics I
(3 credits)**

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

CJSA1325**Criminology
(3 credits)**

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

CJSA1351**Use of Force
(3 credits)**

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

CJSA1364, CJSA1365**Practicum (or Field Experience) - Criminal Justice Studies, Corrections
(3 credits)**

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

CJSA2302**Police Management, Supervision, and Related Topics
(3 credits)**

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

CJSA2323**Criminalistics II
(3 credits)**

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

CJSA2332**Criminalistics III
(3 credits)**

A study of the practical aspects of criminalistics procedures. Topics include crime scene investigation, collecting and preserving evidence, and testifying in court. (2 lecture and 4 laboratory hours per week).

CJSA2364, CJSA2365**Practicum (or Field Experience) - Criminal Justice Studies, Law Enforcement
(3 credits)**

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

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

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

CRIJ1306**Court Systems and Practices
(3 credits)**

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

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).

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

A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility. (3 lecture hours per week).

CRIJ1313**Juvenile Justice System
(3 credits)**

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

CRIJ2301**Community Resources in Corrections
(3 credits)**

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

CRIJ2313**Correctional Systems and Practices
(3 credits)**

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

CRIJ2314**Criminal Investigation
(3 credits)**

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

CRIJ2323**Legal Aspects of Law Enforcement
(3 credits)**

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

CRIJ2328**Police Systems and Practices
(3 credits)**

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

Drafting Technology

Marianne Davis, Department Chairperson

DFTG1313**Drafting for Specific Occupations
(3 credits)**

Discussion of theory and practice with drafting methods and the terminology required for non-drafting majors to prepare working drawings in their occupational fields. A course for those who desire a knowledge of basic print reading and construction drawings. (3 lecture and 1 laboratory hour per week). [CB0000008622]

DFTG1356**Descriptive Geometry
(3 credits)**

Examination of the graphical solution to problems involving points, lines and planes in space. (2 lecture and 4 laboratory hours per week). Prerequisite: DFTG 1405. [CB0000008622]

DFTG1405**Technical Drafting
(4 credits)**

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape description, projection methods, geometric construction, sections, auxiliary views and reproduction processes. (2 lecture and 4 laboratory hours per week). [CB0000008622]

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

An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects; adding text and dimensions; using layers; coordinating systems; as well as input and output devices. (2 lecture and 4 laboratory hours per week). [CB0000008622]

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

Architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods. (2 lecture and 4 laboratory hours per week).

[CB0000008622]

DFTG1433**Mechanical Drafting****(4 credits)**

An intermediate course covering detail drawings with proper dimensioning and tolerances, use of sectioning techniques, common fasteners, isometric and oblique drawings, including bill of materials. (2 lecture and 4 laboratory hours per week).

Prerequisite: DFTG 1405. [CB0000008622]

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

A study of pipe fittings, symbols, specifications and their applications to a piping process system. This application will be demonstrated through the creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. (2 lecture and 4 laboratory hours per week).

Prerequisite DFTG 1405. [0000008622]

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

A continuation of practices and techniques used in basic computer-aided drafting emphasizing batched files, script files, customized program menus, and extracted attributes. (2 lecture and 6 laboratory hours per week). Prerequisite: DFTG 1409. [CB0000008622]

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

Topics address recently identified current event, skills, knowledge, and/or attitudes and behaviors pertinent to the technical or occupation and relevant to the professional development of the student. (3 lecture and 4 laboratory hours per week). [CB0000008622]

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

Discussion of detail drawing of structural shapes for fabrication with emphasis on framed and seated connectors and beam and column detailing. Designed to meet the standards of American Institute of Steel Construction, including units on concrete detailing conforming to American Concrete Institute standards. (2 lecture and 4 laboratory hours per week). [CB0000008622]

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

Exploration of the use of system customization for drawing production enhancement and the principles of data manipulation. Presentation of advanced application such as three-dimensional objects creation and linking graphic entities to external nongraphic data. (2 lecture and 6 laboratory hours per week). Prerequisite: DFTG 1452. [CB0000008622]

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

A computer-aided modeling course. Development of three dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. (2 lecture and 4 laboratory hours per week). Prerequisites: DFTG 2432. [CB0000008622]

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

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture and 21 laboratory hours per week). [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 0301. [CB5005025230]

DRAM1351**Introduction to Acting****(3 credits)**

This course is a study of the basic techniques of acting. Included in the course are relaxation, concentration, objectives and intentions, scene work, and improvisational acting. (2 lecture and laboratory hours per week). [CB5005035130]

DRAM1352**Advanced Acting****(3 credits)**

This course is a study of script analysis, character analysis, characterization, and situation. (2 lecture and 4 laboratory hours per week). Corequisites: READ 0310 and ENGL 0310.

[CB5005035130]

DRAM2120**Rehearsal and Performance****(1 credit)**

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

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

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

DRAM2331**Intermediate Technical Theatre****(3 credits)**

This course is a study of the basic concepts of stage lighting, including principles and practice.

The course also presents the basic principles of lighting design. (3 lecture and 3 laboratory hours per week). Corequisites: READ 0310, ENGL 0310, and MATH 0310. [CB5005025130]

DRAM2336
Theatre Speech
(3 credits)

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

DRAM2360
Modern Theatre Literature
(3 credits)

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

DRAM2366
Development of the Motion Picture
(3 credits)

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

Economics

Johanna Hume, Department Chairperson
Tim Reynolds, Gregory Roof

ECON1303
Consumer Economics
(3 credits)

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

ECON2301
Principles of Economics I
(3 credits)

An introduction to the macro-economics of a modern industrial society. This course is an analysis of economic aggregates: inflation, unemployment, economic growth, and the distribution of income (including current policies and problems). The course presents problems of fiscal and monetary policy and places primary emphasis on critical understanding of the

economy's ability to meet the needs of its people participating as workers, consumers, and citizens. (3 lecture hours per week). Corequisites: READ 0310 and ENGL 0310. [CB4506015142]

ECON2302
Principles of Economics II
(3 credits)

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

Electronics

Ike Coffman, Department Chairperson

CETT1403
D.C. Circuits
(4 credits)

This course is a study of direct current electricity that examines the relationships between voltage, current and resistance. The student learns the basic concepts of electricity and magnetism and studies circuit analysis using Ohm's Law, Kirchoff's Laws and special methods of analysis including Network Theorems. The student is also introduced to the Digital Multimeter (DMM), scientific calculator, computer based circuit simulation and the resistor color code with its electronic symbol. (3 lecture and 3 lab hours per week). Corequisites: MATH 1314 [CB0000008824]

CETT1405
A.C. Circuits
(4 credits)

This course introduces alternating current and analyzes its effect on passive electronic components such as capacitors, inductors and transformers. Studies include series and parallel AC circuits, phasors, capacitive and inductive networks and resonance. Students are also introduced to the oscilloscope, where they learn to analyze and troubleshoot circuits using real-time waveforms. (3 lecture and 3 laboratory hours per week). Prerequisite: CETT 1403. Corequisite: MATH 1316.

CETT1425
Digital Fundamentals
(4 credits)

This course introduces the student to digital electronics. It covers number systems, binary mathematics, truth tables, logic gates, combinational circuits, timing diagrams, flip-flops and counters. Analysis is done through Boolean algebra incorporating DeMorgans theorem and Karnaugh maps. Students are encouraged to tackle design problems using

simulation software in the lab in addition to hands-on prototyping and troubleshooting. (3 lecture and 3 laboratory hours per week).

CETT1429
Solid State Devices
(4 credits)

This course is an introduction to active semiconductor devices such as diodes, bipolar and field effect transistors and thyristors including other special purpose devices. The student studies the internal construction of each device including static and dynamic electrical characteristics and gets a chance to see the device in action in various circuit configurations. (3 lecture and 3 laboratory hours per week). Prerequisite: CETT 1403.

CETT1431
Technical Programming
(4 credits)

Introduction to a high level programming language such as BASIC, PASCAL, or "C." Topics include structured programming and problem solving as they apply to technical applications. (3 lecture and 3 lab hours per week). Prerequisite: CETT 1425.

CETT 1449
Digital Systems
(4 credits)

A course in electronics covering digital systems. Emphasis on application and troubleshooting digital systems using counters, registers, code converters, multiplexers, analog-to-digital-to-analog circuits, and large-scale integrated circuits. (3 lecture and 3 lab hours per week). Prerequisite: CETT 1425.

CETT1457
Linear Integrated Circuits
(4 credits)

This course is an in-depth study of the operational amplifier. The student is introduced to the op-amp with a discussion of its electrical characteristics, operation, stabilization, testing and feedback techniques followed by an analysis of basic and advanced circuits including active filters, instrumentation and oscillators. This course also includes a brief look at other linear IC's that are used in phase locked loops and voltage regulators. (3 lecture and 3 laboratory hours per week). Prerequisite: CETT 1429.

CETT2380
Cooperative Education-Computer Engineering Technology
(3 credits)

Under the supervision of the employer and the Electronics Instructional Advisor, the student receives on the job training in his or her area of specialization through a cooperative agreement between the college, employer and the student. The student gets a chance to combine classroom learning with work experience to master concepts and skills involving tools, materials, equipment and procedures associated with the particular occupation in the industry. (1 lecture and 20 laboratory hours per week)

CPMT1403**Introduction to Computer Technology
(4 credits)**

This is a fundamental computer course that provides information on procedures to properly utilize computer hardware and software. The student will become familiarized with the terminology and various acronyms associated with computers and the computer industry. The course also informs the student about the wide variety of career opportunities available in Computer Technology. (3 lecture and 3 laboratory hours per week). [CB000008824]

CPMT1411**Introduction to Computer Maintenance
(4 credits)**

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

CPMT2433**Computer Integration
(4 credits)**

An advanced course in integration of computer hardware, software, and applications. Student will examine the architecture of modern microprocessors and microcomputer systems. Introduction to design and analysis for specialized applications. (3 lecture and 3 laboratory hours per week). Prerequisites: CETT 1425, CPMT 1411.

CPMT2437**Microcomputer Interfacing
(4 credits)**

Emphasizes the hardware aspects of microprocessor and microcomputer interfacing. Utilization of machine language programming to communicate with digital circuits and other commonly used external devices. (3 lecture and 3 laboratory hours per week). Prerequisite: CETT 1425, CPMT 1411.

CPMT2445**Computer System Troubleshooting
(4 credits)**

This course teaches the principles and practices involved in troubleshooting hardware and software problems in computer systems. The student will be aided by advanced diagnostic test programs and specialized test equipment that can give information on a specific troubleshooting technique to use. (3 lecture and 3 laboratory hours per week). Prerequisite: CETT 1425, CPMT 1411.

EECT2439**Communications Circuits
(4 credits)**

This course is an introduction to basic communication theory with emphasis on data communication. Common demodulation and

modulation techniques with its associated circuitry will be studied. (3 lecture and 3 laboratory hours per week). Prerequisite: CETT 1425.

ELMT2433**Industrial Electronics
(4 credits)**

This course is a study of devices, circuits and systems used in automated manufacturing and process control. The student will explore the basic elements used for interfacing between mechanical and electronic inputs and outputs in process control. The course will also demonstrate how software programming can alter system operation. (3 lecture and 3 laboratory hours per week).

INTC1452**Analog Electronic Instrumentation I
(4 credits)**

This course is an introduction to basic measurement theory and the electronic concepts associated with measuring instruments. The student learns the design and use of instrumentation calibrators and calibration circuits used for servicing and calibration of temperature, flow-rate, pressure, light and a multitude of other varieties of transducers. (3 lecture and 3 laboratory hours per week).

INTC1453**Analog Electronic Instrumentation II
(4 credits)**

This course is a study of analog electronic controllers and complete electronic instrumentation systems. Topics covered include testing of discrete components, basic power supplies, amplifiers, oscillators and printed circuit board testing. The student will also get hands-on experience repairing and calibrating transmitters, recorders and controllers. (3 lecture and 3 laboratory hours per week). Prerequisite: INTC 1452.

INTC2436**Instrumentation and Installation
(4 credits)**

This is an advanced course that integrates material from INTC 1452 and INTC 1453 to design, size, install, connect and start up a small pilot plant. The student will learn how to tune controller loops and analyze process response, lay out process and control specifications, draw wiring and piping diagrams and assemble, align and calibrate instruments. (3 lecture and 3 laboratory hours per week). Prerequisite: INTC1453.

Emergency Medical Technology

Douglas Stevenson, Department Chairperson

EMSP 1160**Emergency Medical Technician Basic -
Clinical
(1 credit)**

A course of instruction that provides detailed education, training, and work-based experience in

the hospital and ambulance arena. Clinical experiences are unpaid external learning experiences. (6 hours per week external experience). Co-Requisites: EMSP 1501 and American Heart Association or Red Cross CPR certification

EMSP 1166**EMS Practicum I
(1 credit)**

A course of instruction that provides detailed education, training, and work-based experience in various ambulance services. All EMS practicum experiences are unpaid external learning experiences. (7 hours per week external experience). Prerequisite: EMSP 1501 and EMSP 1160. Co-Requisite: EMSP 1338, EMSP 1355, EMSP 1356, EMSP 1261

EMSP 1261**Paramedic Clinical I
(2 credits)**

A course of instruction that provides detailed education, training, and work-based experience in the hospital clinical areas. Clinical experiences are unpaid external learning experiences. (8 hours per week external experience). Prerequisite: EMSP 1501 and EMSP 1160. Co-Requisite: EMSP 1338, EMSP 1356, EMSP 1355, EMSP 1166

EMSP 1338**Introduction to Advanced Practice
(3 credits)**

An exploration of the foundations necessary for mastery of the advanced topics or prehospital care. (3 lecture and 1 laboratory hours per week). Prerequisite: EMSP 1501 and EMSP 1160. Co-Requisite: EMSP 1356, EMSP 1355, EMSP 1261, EMSP 1166

EMSP 1355**Trauma Management
(3 credits)**

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. (3 lecture and 1 laboratory hour per week). Prerequisite: EMSP 1501 and EMSP 1160. Co-Requisite: EMSP 1338, EMSP 1356, EMSP 1261, EMSP 1166

EMSP 1356**Patient Assessment and Airway Management
(3 credits)**

A detailed study of the knowledge and skills required to reach competency in performing patient assessment and airway management. (2 lecture and 3 laboratory hours per week). Prerequisite: EMSP 1501 and EMSP 1160. Co-Requisite: EMSP 1338, EMSP 1355, EMSP 1261, EMSP 1166

EMSP 1501**Emergency Medical Technician - Basic
(5 credits)**

Introduction to the level of Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized service. (4 lecture and 4 laboratory hours per week). Co-Requisites: EMSP 1160 and American Heart Association or Red Cross CPR certification.

EMSP 2160**Paramedic Clinical II
(1 credit)**

A course of instruction that provides detailed education, training, and work-based experience in the hospital emphasizing cardiovascular care. Clinical experiences are unpaid external learning experiences. (6 hours per week external experience). Prerequisite: EMSP 1501, EMSP 1160, EMSP 1338, EMSP 1356, EMSP 1355, EMSP 1261, EMSP 1166. Co-Requisite: EMSP 2248, EMSP 2338, EMSP 2444

EMSP 2248**Emergency Pharmacology
(2 credits)**

A comprehensive course covering all aspects of the utilization of medications in treating emergency situations. Course is designed to complement Cardiology, Special Populations, and Medical Emergency courses. (2 lecture hours and 1 laboratory hour per week). Prerequisite: EMSP 1501, EMSP 1160, EMSP 1338, EMSP 1356, EMSP 1355, EMSP 1261, EMSP 1166. Co-Requisite: EMSP 2444, EMSP 2338, EMSP 2160

EMSP 2338**EMS Operations
(3 credits)**

A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. (2 lecture and 2 laboratory hours per week). Prerequisite: EMSP 1501, EMSP 1160, EMSP 1338, EMSP 1356, EMSP 1355, EMSP 1261, EMSP 1166. Co-Requisite: EMSP 2444, EMSP 2248, EMSP 2160

EMSP 2444**Cardiology
(4 credits)**

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. (3 lecture and 3 laboratory hours per week). Prerequisite: EMSP 1501, EMSP 1160, EMSP 1338, EMSP 1356, EMSP 1355, EMSP 1261, EMSP 1166. Co-Requisite: EMSP 2248, EMSP 2338, EMSP 2160

English

*Bill Crider, Department Chairperson
Mike Bass, Gilbert Benton, James Creel, Dickie
Fox, Bea Hugetz, Margaret Montgomery,
Rick Faulkner*

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

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

ENGL0309**Developmental Writing I
(3 credits)**

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

ENGL0310**Developmental Writing II
(3 credits)**

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

ENGL1301**Composition and Rhetoric I
(3 credits)**

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

ENGL1302**Composition and Rhetoric II
(3 credits)**

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

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

ENGL2307**Creative Writing
(3 credits)**

Designed for students interested in writing poetry, fiction, or nonfiction, this humanities elective course presents a study of literary techniques in contemporary published examples, but it emphasizes writing and revising original works. (3 lecture hours per week). Prerequisite: ENGL 1303. [CB2305015135]

ENGL2311**Technical Communication
(3 credits)**

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

ENGL2322**Survey of English Literature I
(3 credits)**

This course covers British literature from its beginning to the eighteenth century. Collateral reading and reports are required. (3 lecture hours per week). Prerequisite: ENGL 1302. [CB2308015135]

ENGL2323**Survey of English Literature II
(3 credits)**

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

ENGL2326**American Literature
(3 credits)**

This course examines our national literary heritage dating from colonial times to the present. Collateral readings and reports are required. (3 lecture hours per week). Prerequisite: ENGL 1302. [CB230701535]

ENGL2332**Survey of Literature I
(3 credits)**

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

ENGL2333**Survey of Literature II
(3 credits)**

This course is a continuation of ENGL 2332. World literature ranging from seventeenth-century Europe to twentieth-century America is

the subject area of reading and writing assignments. Collateral reading and reports are required. (3 lecture hours per week). Prerequisite: ENGL 1302. [CB2303015235]

English for Speakers of Other Languages

ESOL0300

Reading and Vocabulary for Non-Native Speakers

(3 credits)

Develop reading fluency and vocabulary in speakers of languages other than English and prepares them to function in an English speaking society. (3 lecture hours per week).

[CB3201085635]

ESOL0306

Oral Communication

(3 credits)

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

[CB3201085535]

French

Amalia D. Parra, Department Chairperson

NOTE: All foreign language classes aim to integrate acquisition with culture, cultural comparisons, connections to other disciplines, and participation in other language communities. Students with two or more years of high school French are urged to take a placement examination to determine at which level to begin French.

FREN1411

Elementary French I

(4 credits)

This course provides the fundamental skills in listening, speaking, reading, and writing French. It includes basic vocabulary, grammatical structures, and an introduction to French culture. (3 lecture and 2 laboratory hours per week).

[CB1609015131]

FREN1412

Elementary French II

(4 credits)

This course provides the fundamental skills in listening, speaking, reading, and writing French. It includes basic vocabulary, grammatical structures, and further study of French culture. (3 lecture and 2 laboratory hours per week). Prerequisite: FREN 1411 or an appropriate placement test. [CB1609015131]

FREN2311

Intermediate French

(3 credits)

This course offers the opportunity to develop listening, speaking, reading, and writing skills in French through conversation, vocabulary

acquisition, reading, composition, and culture. It includes a grammar review and further study of the French culture. (3 lecture and 1 laboratory hours per week). Prerequisite: FREN 1412 or an appropriate placement test. [CB1609015231]

FREN2312

Intermediate French II

(3 credits)

This course offers the opportunity to develop listening, speaking, reading, and writing skills in French through conversation, vocabulary acquisition, reading, composition, and culture. It includes a grammar review and further study of the French culture. (3 lecture and 1 laboratory hours per week). Prerequisite: FREN 2311 or an appropriate placement test. [CB1609015231]

Geography

John Duke, Department Chairperson

GEOG1301

Principles of Geography

(3 credits)

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

GEOG1303

World Regional Geography

(3 credits)

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

Geology

*Dick Graef, Department Chairperson
Dora Devery*

GEOL1301

Investigating the Earth, Sea and Sky

(3 credits)

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

GEOL1303

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]

GEOL1401

Earth Science

(4 credits)

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

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 3 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 3 laboratory hours per week). Prerequisite: GEOL 1403.

[CB400601539]

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

German

Amalia D. Parra
Department Chairperson

NOTE: All foreign Language classes aim to integrate language acquisition with culture, cultural comparisons, connections to other disciplines, and participation in other language communities. Students with two or more years of high school German are urged to take a placement examination to determine at which level to begin German.

GERM1411 **Elementary German I** (4 credits)

This course provides the fundamental skills in listening, speaking, reading, and writing German. It includes basic vocabulary, grammatical structures, and an introduction to German culture. (3 lecture and 2 laboratory hours per week). [CB1605015131]

GERM1412 **Elementary German II** (4 credits)

This course provides the fundamental skills in listening, speaking, reading, and writing German. It includes basic vocabulary, grammatical structures, and further study of German culture. (3 lecture and 2 laboratory hours per week). Prerequisite: GERM 1411 or an appropriate placement test. [CB1605015131]

GERM2311 **Intermediate German I** (3 credits)

This course offers the opportunity to develop listening, speaking, reading, and writing skills in German through conversation, vocabulary acquisition, reading, composition, and culture. It includes a grammar review and further study of the German culture. (3 lecture and 1 laboratory hours per week). Prerequisites: GERM 1412, or an appropriate placement test. [CB1605015231]

GERM2312 **Intermediate German II** (3 credits)

This course offers the opportunity to develop listening, speaking, reading, and writing skills in German through conversation, vocabulary acquisition, reading, composition, and culture. It includes a grammar review and further study of the German culture. (3 lecture and 1 laboratory hours per week). Prerequisite: GERM 2311 or an appropriate placement test. [CB1605015231]

Government

Johanna Hume, Department Chairperson
Tim Reynolds, Gregory Roof

GOVT2301 **American National & 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 interstage 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, 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). Corequisites: READ 0310 and ENGL 0310. [CB4508025242]

HIST2311 {2321} **Western Civilization to 1660** (3 credits)

This course surveys the primary political, social, intellectual, and religious developments of near eastern and western human societies with emphasis on the Mesopotamian, Egyptian, Greek, and Roman civilizations; the development of Judaism, Christianity, and Islam; the Byzantine empire; feudalism in eastern and western Europe; the Renaissance and the Reformation; national

monarchies and statebuilding in the early modern period; and the Scientific Revolution. (3 lecture hours per week). Corequisites: READ 0310 and ENGL 0310. [CB4508015442]

HIST2312 {2322} **Western Civilization Since 1660** (3 credits)

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

HIST2341 **Selected Topics in U.S. History** (3 credits)

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

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

Horticulture

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). [CB0106015121]

Humanities

Amalia D. Parra, Department Chairperson

HUMA1301 **Introduction to Humanities I** (3 credits)

This course is an interdisciplinary, multi-media study of the cultural, political, philosophical, and aesthetic factors critical to the formulation of

values and the historical development of the individual and of society. This course examines Ancient and Medieval thought and culture through works from Mesopotamia, Egypt, the early Greeks, the Roman Empire, Judaism, Christianity, Islam, the Byzantine 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 an interdisciplinary, multimedia study of the cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society. This semester focuses on works from the Renaissance, the Reformation and counter-Reformation, the Baroque world, the age of Reason and Neoclassicism, the Romantic era, and the twentieth century. (3 lecture hours per week). Corequisites: READ 0310 and ENGL 0310. [CB2401035142]

Journalism

Bill Crider, Department Chairperson

JOUR1120
Journalism Activities
(1 credit)

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

Legal Assistant

Karen Barnett, Department Chairperson

LGLA1301
Legal Research & Writing
(3 credits)

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

LGLA1311
Introduction to Law
(3 credits)

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

LGLA1345
Civil Litigation
(3 credits)

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Topics include pretrial, trial, and

post trial phases of litigation. (3 lecture hours per week). Corequisites: READ 0309 and ENGL 0310. [CB0000005828]

LGLA 1353
Wills, Trusts, and Probate Administration
(3 credits)

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

LGLA1355
Family Law
(3 credits)

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

LGLA 1380, LGLA 2381
Cooperative Education (Internship) - Legal Assistant
(3 credits)

The objective of the cooperative education course is to combine the student's classroom learning with work experience. This is accomplished through the cooperation of the instructor, employer and student. The instructor or department chair can usually assist students in obtaining a **non-paying** internship for this course. If this assistance is required, it is necessary to contact the department chair in advance of beginning the course, so an internship can be arranged. However, if the student requires a paid internship, they are responsible for obtaining such a position themselves, as these are very limited. It is helpful to contact the department chair to determine possible job listings. (1 lecture and 20 lab hours per week)

LGLA2303
Torts and Personal Injury law
(3 credits)

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

LGLA2307
Law Office Management
(3 credits)

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

LGLA 2309

Real Property
(3 credits)

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

LGLA 2313
Criminal Law and Procedure
(3 credits)

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

LGLA 2331
Advanced Legal Research and Writing
(3 credits)

This course builds upon skills acquired in prior legal research and writing courses including computerized research techniques and preparation of legal documents such as briefs, legal office memoranda, pleadings and citation forms. (3 lecture hours per week) Prerequisite: LGLA 1301

Management Development

Rochelle R. Brunson, Department Chairperson

BMGT1301
Supervision
(3 credits)

This course consists of a study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skill are examined. The student will explain the role, characteristics, and skills of a supervisor and the principles of planning, leading, controlling, staffing and organizing at the supervisory level. The student will identify and discuss the human skills necessary for supervision. (3 lecture hours per week).

BMGT1303
Principles of Management
(3 credits)

The concepts, terminology, principles, theory, and issues that are the substance of the practice of management are examined. The student will explain the various theories and processes of management including its functions; identify roles of leadership in business; and recognize elements of the communication process and the guidelines for organizational design. (3 lecture hours per week).

BMGT1313**Principles of Purchasing
(3 credits)**

The purchasing process as it relates to such topics as inventory control, prices determination, vendor selection, negotiation techniques, and ethical issues. The student will describe the purchasing function as it relates to other departments within the company and identify the basic concepts used in purchasing decisions. (3 lecture hours per week).

BMGT1341**Strategic Management
(3 credits)**

Strategic management process involving analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment. The student will explain the processes involved in management strategy development and develop a strategic management plan for an organization. (3 lecture hours per week).

BMGT1382**Cooperative Education-Business
Administration and Management, General I
(3 credits)**

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

BMGT1391**Special Topics in Business Administration and
Management, General
(3 credits)**

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Learning outcomes/objectives are determined by local occupational need and business industry trends. (3 lecture hours per week).

BMGT2303**Problem Solving and Decision Making
(3 credits)**

Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids. Skills and attitudes will be built around a series of critical questions. These critical questions provide a structure for critical thinking that support a continual, ongoing search for better opinions, decisions, or judgments. (3 lecture hours per week).

BMGT2311**Management of Change
(3 credits)**

Knowledge, skills, and tools that enable a leader/organization to facilitate change in a proactive participative style. The student will explain the roles of change agent and champion in the process of change within the organization; show the progression of change from introduction to completion, examining barriers to successful implementation; and demonstrate ability to analyze internal and external environments as well as stakeholder issues in showing need for change. (3 lecture hours per week).

BMGT2382**Cooperative Education - Business
Administration & Management, General II
(3 credits)**

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

BMGT2383**Cooperative Education - Business
Administration & Management, General III
(3 credits)**

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

BUSG2309**Small Business Management
(3 credits)**

A course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues. (3 lecture hours per week).

HRPO1311**Human Relations
(3 credits)**

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. (3 lecture hours per week).

HRPO1391**Special Topics in Human Resources
Management
(3 credits)**

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Learning outcomes/objectives are determined by local occupational need and business and industry needs. (3 lecture hours per week).

HRPO2301**Human Resources Management
(3 credits)**

Behavioral and legal approaches to the management of human resources in organizations. The student will describe and explain the development of human resources management; evaluate current methods of job analysis, recruitment, selection, training/development, performance appraisal, promotion, and separation; discuss management's ethical, socially responsible, and legally required actions; assess methods of compensation and benefits planning; and examine the role of strategic human resource planning in support of organizational mission and objectives. (3 lecture hours per week).

HRPO2307**Organizational Behavior
(3 credits)**

The analysis and application of organizational theory, group dynamics, motivations theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. Experiences in managing and resolving organizational problems as well as team dynamics, team building strategies, and cultural diversity will be examined. (3 lecture hours per week).

IBUS2341**International Comparative Management
(3 credits)**

This course covers a study of cross-cultural comparisons of management and communications processes. Emphasis on cultural geographic distinctions and antecedents that affect individual, group, and organizational behavior. Topics include sociocultural demographic, economic, technological, and political-legal environment of cluster countries and their relationship to organizational communication and decision making. (3 lecture hours per week).

Mathematics

*Gerald Skidmore, Department Chairperson
Chris Benton, James Boler, Jennifer Hopkins,
Tammi Lansford, 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 placement tests fall below 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, linear equations and inequalities, applications, polynomial, and rational expression operations and equations. The purpose of MATH 0310 is to prepare students for MATH 0312. Students enrolling in this course must meet the developmental algebra standard on the placement test or have passed MATH 0309 with a grade of A, B, or C. (3 lecture hours and 1 lab hour per week). [CB3201045137]

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 students for MATH 1314. Students enrolling in this course must meet the intermediate algebra standard on the placement test or have passed MATH 0310 with a grade of A, B, or C. (3 lecture hours per week). [CB3201045237]

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, matrices and the binomial theorem. Graphing calculators (TI-83 or comparable models) are required. Students enrolling in this course must meet the college algebra standard on the placement test or have passed MATH 0312 with a grade of A, B, or C. (3 lecture hours per week). [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. Graphing calculators (TI-83 or comparable models) are required. (3 lecture hours per week). Prerequisite: MATH 1314 or departmental approval. [CB2701015337]

MATH1324

Finite Mathematics (3 credits)

This course is designed for business, economics, management, and finance students. The course begins with a review of linear equations and functions followed by a study of matrices, inequalities and linear programming, quadratic functions, exponential and logarithmic functions, mathematics of finance, and concludes with a study of probability and statistics. Applications in business and economics will be emphasized (3 lecture hours per week). Prerequisite: MATH 1314. [CB2703015237]

MATH1325

Business Calculus (3 credits)

This course is designed for business, economics, management, and finance students. The course includes a study of derivatives, higher order derivatives, indefinite integrals, definite integrals, and functions of two or more variables. Applications in business and economics will be emphasized. (3 lecture hours per week). Prerequisite: MATH 1314 or MATH 1324. [CB2703015237]

MATH1332

College Mathematics for Liberal Arts (3 credits)

This course is designed for liberal arts, humanities and human/social sciences. It is not intended for mathematics, science, engineering, or business majors. The course emphasizes an appreciation of the art, history, beauty, and application of mathematics. Topics include sets, logic, number theory, measurement, geometric concepts, and an introduction to probability and statistics. Prerequisite: MATH0312 or departmental approval. [CB2701015137]

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. (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)

The course is designed to meet the needs of mathematics, engineering and science students. The course details the solution of geometric problems through applied algebra by the graphical representation of points, lines, and curves and the transformation of coordinates, polar coordinates, transcendental curves, vectors, parametrics, and space formulas, with special emphasis on rapid curve sketching. The purpose of MATH 1348 is to prepare the student for MATH 2413. Students enrolling in this course should have previously taken two years of high school algebra and a course in plane trigonometry or passed MATH 1314 and MATH 1316. (3 lecture hours per week). Prerequisite: MATH 1316. [CB2701015537]

MATH2318

Linear Algebra (3 credits)

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

MATH2320

Differential Equations (3 credits)

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

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

This course is designed to meet the needs of mathematics, engineering, and science students. Topics included in this course are vectors and vector operations, limits, continuity, differentiation and integration of algebraic and transcendental functions, with applications such as optimization, curve sketching, and finding area under a curve. Students enrolling in this course should have previously taken two years of high school algebra, a course in plane trigonometry, and a course in analytic geometry, or passed MATH 1314, 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 include differentiation and integration of hyperbolic and inverse trigonometric functions, techniques of integration, sequences and series, and applications such as the area between curves. (4 lecture hours per week). Prerequisites: MATH 2413 or consent of the instructor. [CB2701015937]

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

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

Mental Health

G. E. Carrier, Department Chairperson

CMSW 1341**Behavior Modification and Cognitive Disorder
(3 credits)**

In depth study of the theories and principles of behavioral science and skill development in the methods of modifying and controlling behavior. Clinical and personal settings. Emphasis on techniques as managing self behavior. Topics include stimulus controls, shaping, relaxation training, reinforcement scheduling and taken economics. (3 lecture hours per week)

DAAC 1304**Pharmacology of Addiction
(3 credits)**

Psychological, physiological, and sociological effects of mood altering substances and behaviors and their implications for the addiction process are discussed. Emphasis is placed on pharmacological effects of tolerance,

dependency/withdrawal, cross addiction, and drug interaction. (3 lecture hours per week)

DAAC 1307**Addicted Family Intervention
(3 credits)**

An introduction to the family as a dynamic system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. Discuss the impact of mood altering substances and behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective. (3 lecture hours per week)

DAAC 1309**Assessment Skill of Alcohol and Other Drug Addictions
(3 credits)**

Examines procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems, and needs which will be used in the development of a treatment plan. Prepares the student to appropriately explain assessment results and individual rights to clients. (3 lecture hours per week)

DAAC 1311**Counseling Theories
(3 credits)**

An introduction to major theories of various treatment modalities including Reality Therapy, Psycho-dynamic, Grief Therapy, Client Centered Therapy, Rational Emotive Therapy, cognitive-behavioral approaches such as life skills training, behavior modification, and the introduction to experiential therapies as they relate to detoxification, residential, outpatient, and extended treatment. (3 lecture hours per week)

DAAC 1314**Dynamics of Group Counseling
(3 credits)**

An introduction to the patterns and dynamics of group interactions across the life span. Focus includes group therapy, structure, types, stages, development, leadership, therapeutic factors, the impact of groups on the individual, group growth, and behavior. Effective group facilitation skills and techniques used to address special population issues and needs are covered. Effective case management and record keeping are addressed. (3 lecture hours per week)

DAAC 1317**Basic Counseling Skills
(3 credits)**

This course is designed to facilitate development of the basic communication skills necessary to develop an effective helping relationship with clients. Includes the utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramification of attitudes and feelings; consideration of alternative solutions; and decision making. (3 lecture hours per week)

DAAC 1319**Introduction to Alcohol and Other Drug Addictions
(3 credits)**

Causes and consequences of addiction as they relate to the individual, family, community, and society are discussed. Response alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented. (3 lecture hours per week)

DAAC 1341**Counseling Alcohol and Other Drug Addictions
(3 credits)**

This course will focus on special skills and techniques in the application of counseling skills for the Alcohol and Other Drug (AOD) client. Design and utilization of treatment planning using a treatment team approach will be introduced. Confidentiality and ethical issues will be reviewed and practiced. (3 lecture hours per week)

DAAC 1343**Current Issues
(3 credits)**

A study of issues that impact addiction counseling. Special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling will be investigated. (3 lecture hours per week)

DAAC 1380**Cooperative Education I- Alcohol/Drug Abuse Counseling
(3 credits)**

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

DAAC 1381**Cooperative Education II - Alcohol/Drug Abuse Counseling
(3 credits)**

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

DAAC 1391
Special Topics in Alcohol/Drug Abuse Counseling
(3 credits)

This course is an exploration of the impact an alcoholic or chemical abuser has on the life of their children. Psychosocial development and behavior patterns indicative of adults who are children of alcoholics will be examined. (3 lecture hours per week)

DAAC 2380
Cooperative Education III, Alcohol/Drug Abuse Counseling
(3 credits)

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

GER 1301
Introduction to Gerontology
(3 credits)

Overview of the social, psychological, and biological changes that accompany aging and an overview of the implications of these changes for the individual, as well as for the larger society. (3 lecture hours per week)

PMHS 1301
Introduction to Mental Health and Retardation
(3 credits)

A brief survey of the historical development of social services. Emphasis on current needs, practices, and projected changes. Topics include psychoanalytic theories related to mental retardation, psychotherapy and retarded children, and special problems faced by mentally retarded. We will examine why individuals enter the helping professions. (3 lecture hours per week)

PMHS 1380
Cooperative Education I- Psychiatric/Mental Health Services Technician
(3 credits)

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

PMHS 1381
Cooperative Education II- Psychiatric/Mental Health Services Technician
(3 credits)

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

PMHS 1391
Special Topics in Psychiatric/Mental Health Services Technician
(3 credits)

This course will examine the management of psychological technicians and review the duties of training required. A variety of mental health settings, such as mental retardation, mental illness and dual diagnosis units will be discussed. Residential and non-residential settings will be reviewed in terms of training requirements and employment opportunities. (3 lecture hours per week)

PMHS 2380
Cooperative Education III, Psychiatric/Mental Health Services Technician
(3 credits)

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

RECT 1301
Introduction to Therapeutic Recreation
(3 credits)

Introduction to the value, history, philosophy, terminology, process, and outcomes of therapeutic recreation. Emphasis on identification of client groups, leisure activities, application of therapeutic recreation in various human services settings, and professional development and career opportunities. (3 lecture hours per week)

Music

Kevin Moody, 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). [CB5009085130]

MUSI1183
Voice Class
(1 credit)

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

MUSI1188 [1170]
Percussion Class
(1 credit)

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

MUSI1192 [1179]**Guitar Class****(1 credit)**

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

MUSI1211**Music Theory****(2 credits)**

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

MUSI1212**Music Theory****(2 credits)**

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

MUSI1216**Ear Training and Sight-Singing****(2 credits)**

This required course for music majors is the first part of a four-semester presentation of basic aural, visual, and vocal experiences in dictation and in sight-singing. (3 laboratory hours per week). Corequisite: MUSI 1211. [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 1212. [CB5009045630]

MUSI1263**Improvisation****(2 credits)**

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

MUSI1301**Introduction to Music****(3 credits)**

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

[CB5009045530]

MUSI1306**Music Appreciation****(3 credits)**

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

MUSI1308**Survey of Music Literature I****(3 credits)**

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

MUSI1309**Survey of Music Literature II****(3 credits)**

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

MUSI1310**History of Rock/Jazz****(3 credits)**

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

MUSI1386**Composition****(3 credits)**

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

MUSI2181**Class Piano****(1 credit)**

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

MUSI2182**Class Piano****(1 credit)**

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

MUSI2211**Music Theory****(2 credits)**

This course continues the study begun in MUSI 1311 and MUSI 1312 with advanced aural and written study and with emphasis on chromatic harmony, harmonic analysis, and twentieth-century techniques. (3 lecture hours per week). Prerequisite: MUSI 1212. [CB5009045230]

MUSI2212**Music Theory****(2 credits)**

This course continues the study begun in MUSI 1311, MUSI 1312, and MUSI 2312 with advanced aural and written study and with emphasis on chromatic harmony, harmonic analysis, and twentieth-century techniques. (3 lecture hours per week). Prerequisite: MUSI 2211. [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 2211. [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 2212. [CB5009045730]

ENSEMBLES**MUSI1125, 2125****Stage Band****(1 credit each)**

This course can be repeated for credit. This organization rehearses and performs contemporary jazz and rock music as well as standard big band literature. Performances include concerts and participation in area festivals. membership is open to all College students by approval of the instructor. (4 laboratory rehearsal hours per week). [CB5009035630]

MUSI1127, 2127**Concert Band****(1 credit each)**

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

MUSI1135, 2135**Jazz Lab
(1 credit each)**

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

MUSI1141, 2141**Concert Choir
(1 credit each)**

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

MUSI1143, 2143**College Singers
(1 credit each)**

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

MUSI1154**Chambers Singers
(1 credit)**

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

MUSI1158**Opera Workshop
(1 credit)**

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

MUSI1159/2159**Musical Theatre
(1 credit)**

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

APPLIED MUSIC

All applied music courses are under [CB5009035430]

MUAP1231, 1232**Applied Music - Wood-wind
(2 credits each)**

These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, and saxophone. (1 lecture and 4 laboratory practice hours per week).

MUAP1241, 1242**Applied Music - Brass
(2 credits each)**

These courses provide one hour of individual instruction per week in trumpet, trombone, French horn, and tuba. (1 lecture and 4 laboratory practice hours per week).

MUAP1257, 1258**Applied Music - Percussion
(2 credits each)**

These courses provide one hour of individual instruction a week in the use of percussion instruments. (1 lecture and 4 laboratory practice hours per week).

MUAP1261, 1262**Applied Music - Guitar
(2 credits each)**

These courses provide one hour of individual instruction a week in guitar. (1 lecture and 4 laboratory practice hours per week).

MUAP1271, 1272**Applied Music - Piano
(2 credits each)**

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

MUAP1281, 1282**Applied Music - Voice
(2 credits each)**

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

MUAP2231, 2232**Applied Music - Wood-wind
(2 credits each)**

These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, and saxophone. The student must have the approval of the department chairperson. (1 lecture and 4 laboratory practice hours per week).

MUAP2241, 2242**Applied Music - Brass
(2 credits each)**

These courses provide one hour of individual instruction per week in trumpet, trombone, French horn, and tuba. The student must have the approval of the department chairperson. (1 lecture and 4 laboratory practice hours per week).

MUAP2257, 2258**Applied Music - Percussion**

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

MUAP2261, 2262**Applied Music - Guitar
(2 credits each)**

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

MUAP2271, 2272**Applied Music - Piano
(2 credits each)**

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

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

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

Nursing (Associate Degree)

Betty Oliver, Director

*Sally Durand, Cindy Foster, Sharon Hightower,
Susan Priest, Christy Scales, Tess Pape, Miriam
Villageliu*

All ADN courses under [CB0000008021]

RNSG 1108**Dosage Calculations for Nursing
(1 credit)**

Dosage calculations include reading, interpreting and solving calculations problems encountered in the preparation of medications; and the conversion of measurements with the apothecary, avoirdupois, and metric system. This course emphasizes critical thinking skills and techniques needed to safely calculate medication dosages. (1 lecture hour per week). Prerequisites: BIOL 2401, PSYC 2301, PSYC 2314, ENGL 1301 Corequisites: BIOL 2402, RNSG 1513, RNSG 1215, RNSG 1262

RNSG1215**Health Assessment
(2 credits)**

Development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework. This course emphasizes critical thinking skills and techniques needed to perform health assessments of the adult client and families. (1 lecture and 2 lab hours per week). Prerequisites: BIOL 2401, PSYC 2301, PSYC

2314, ENGL 1301 Corequisites: BIOL 2402, RNSG 1513, RNSG 1108, RNSG 1262

RNSG1246

Legal and Ethical Issues for Nurses (2 credits)

Study of the laws and regulations related to the provision of safe and effective professional nursing care; attention given to the development of a framework for addressing ethical issues; and topics to include confidentiality, the Nursing Practice Act, professional boundaries, ethics, and health care legislation. Emphasis is on collaboration to analyze and integrate legal/ethical issues as related to professional nursing practice. (2 lecture hours per week) Prerequisites: RNSG 2213, RNSG 2162 or RNSG 1417, RNSG 1263. Corequisites: RNSG 1461 and RNSG 1512, Fine Arts/Humanities Elective.

RNSG1262

Clinical Nursing: Foundations for Nursing Practice (2 credits)

A method of instruction providing detailed education, training and work-based experiences and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences allow the student opportunities to begin utilizing nursing skills in caring for adult clients in acute care settings. A major concept is the beginning application of critical thinking. (6 clinical hours per week). Prerequisites: BIOL 2401, PSYC 2301, PSYC 2314, ENGL 1301 Corequisites: BIOL 2402, RNSG 1513, RNSG 1215, RNSG 1108

RNSG1263

Clinical Nursing: Concepts of Nursing Practice I for Articulating Students (2 credits)

A method of instruction providing detailed education, training and work-based experiences and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences allow the student opportunities to practice nursing skills and in caring for adult clients in acute care and other selected settings. Concepts include application of critical thinking, management skills and therapeutic communication. (6 clinical hours per week). Prerequisites: BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, PSYC 2314, ENGL 1301, and PHED (activity). Corequisites: RNSG 1215, RNSG 1417.

RNSG1417

Concepts of Nursing Practice I for Articulating Students (4 credits)

Provides the articulating student the opportunity to examine the role of the associate degree nurse; application of a systematic problem solving process and critical thinking skills which includes a focus on the adult population in selected settings; and competency in knowledge, judgement, skill and professional values within a legal/ethical framework. The course includes normal and abnormal biological, cultural, and psychosocial components. Incorporated are concepts of society, client/ family, health and nursing roles--provider of care, coordinator of care, member of a profession Concurrent clinical enrollment required. (3 lecture hours and 2 lab hours). Prerequisites: BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, PSYC 2314, ENGL 1301, and PHED (activity). Corequisites: RNSG 1215, RNSG 1263.

RNSG1443

Concepts of Adult Health (4 credits)

Integration of previous knowledge and skills into the continued development of the associate degree nurse as a provider of care, coordinator of care, and member of the profession in the care of adult clients and families in structured health care settings. The course incorporates judgements, skills, and professional values within a legal/ethical framework. It includes biological, cultural, and psychosocial components with a focus on the adult population in selected settings. Emphasis is on application of systematic problem solving processes and critical thinking skills. Concepts of society, client/family, health and nursing roles are incorporated. Concurrent clinical enrollment required. (3 lecture and 2 lab hours per week). Prerequisites: BIOL 2402, RNSG 1513, RNSG 1215, RNSG 1262, RNSG 1108 Corequisites: BIOL 2420, PHED (activity), RNSG 1560

RNSG1461

Clinical Nursing: Nursing Care of the Childbearing and Childrearing Family (4 credits)

A method of instruction providing detailed education, training and work-based experiences and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experience provides the student with opportunities to care for and observe the family during pregnancy, childbirth and childrearing in both the hospital and clinic settings. (12 clinical hours per week). Prerequisites: RNSG 2213, RNSG 2162 or RNSG 1417, RNSG 1263. Corequisites: RNSG 1246 and RNSG 1512, Fine Arts/Humanities Elective.

RNSG1512

Nursing Care of the Childbearing and Childrearing Family (5 credits)

Study of the concepts related to the provision of nursing care for childbearing and childrearing families; application of systematic problem solving processes and critical thinking skills, including a focus on the childbearing family during preconception, prenatal, antepartum, neonatal and postpartum periods and the childrearing family from birth to adolescence; and competency in knowledge, judgement, skill and professional values within a legal/ethical framework. Analysis and synthesis of knowledge and skills are based upon normal and abnormal assessment findings. Concurrent clinical enrollment required. (4 lecture and 2 lab hours per week.) Prerequisites: RNSG 2213, RNSG 2162 or RNSG 1417, RNSG 1263. Corequisites: RNSG 1246 and RNSG 1461, Fine Arts/Humanities Elective.

RNSG1513

Foundations for Nursing Practice (5 credits).

Introduction to the role of the associate degree nurse as a provider of care, coordinator of care, and member of a profession. Topics include knowledge, judgement, skill and professional values within a legal/ethical framework. Emphasis is on the introduction of systematic problem solving processes and critical thinking skills. Concepts of society, client/family, health and nursing roles are incorporated. Concurrent clinical enrollment required. (4 lecture and 3 lab hours per week). Prerequisites: BIOL 2401, PSYC 2301, PSYC 2314, ENGL 1301 Corequisites: BIOL 2402, RNSG 1215, RNSG 1108, RNSG 1262

RNSG1560

Clinical Nursing: Concepts of Adult Health (5 credits)

A method of instruction providing detailed education, training and work-based experiences and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences allow the student opportunities to practice nursing skills in caring for adult clients in acute care and other selected settings. Concepts include application of critical thinking and management skills (16 clinical hours per week). Prerequisites: BIOL 2402, RNSG 1513, RNSG 1215, RNSG 1262, RNSG 1108. Co-requisites: BIOL 2420, PHED (activity), RNSG 1443

RNSG2131

Management of Client Care (1 credit)

Exploration of leadership and management principles applicable to the role of the nurse as a

provider of care, coordinator of care, and member of a profession. Includes application of knowledge, judgement, skills, and professional values within a legal/ethical framework. (1 lecture hour per week) Prerequisites: RNSG 2213, RNSG 2162 or RNSG 1417, RNSG 1263. Corequisites: RNSG 2431 and RNSG 2560, ENGL 1302, PHED (activity).

RNSG2162

Clinical Nursing: Mental Health Nursing (1 credit)

A method of instruction providing detailed education, training and work-based experiences and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Clinical experiences provide opportunities for student to interact therapeutically with clients both individually and in groups. Course may be repeated if topics and learning outcomes vary. (3 clinical hours per week). Prerequisites: BIOL 2420, PHED (activity), RNSG 1443, RNSG 1560. Corequisites: RNSG 2213

RNSG2213

Mental Health Nursing (2 credits)

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families will be stressed. The course focuses on the study of behavioral patterns considered to be deviations from normal. Emphasis is on applying therapeutic communication, critical thinking skills, and systematic problem-solving processes within a legal/ethical framework. Concurrent clinical enrollment required. (2 lecture hours per week) Prerequisites: BIOL 2420, PHED (activity), RNSG 1443, RNSG 1560. Corequisites: RNSG 2162

RNSG2431

Adult Health III (4 credits)

Application of advanced concepts and skills for the development of the associate degree nurse's roles in complex nursing situations with adult clients. This course is a continuation of Concepts of Adult Health or Concepts of Nursing Practice I for Articulating Students. Emphasis is on analysis and synthesis of knowledge and skills based upon previous nursing and science courses. Concurrent clinical enrollment required. (3 lecture hours and 2 lab hours) Prerequisites: RNSG 2213, RNSG 2162 or RNSG 1417, RNSG 1263. Corequisites: RNSG 2560 and RNSG 2131, ENGL 1302, PHED (activity).

RNSG2560

Clinical Nursing: Adult Health III (5 credits)

A method of instruction providing detailed education, training and work-based experiences and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences allow the student opportunities to utilize critical thinking skills in the care of acutely ill adult clients. Concepts of team management are integrated. (16 clinical hours per week). Prerequisites: RNSG 2213, RNSG 2162 or RNSG 1417, RNSG 1263. Corequisites: RNSG 2431 and RNSG 2131, ENGL 1302, PHED (activity).

Nursing (Vocational)

*Judy Siefert, Department Chairperson
Glo Ann Cole*

All VOCN courses under [CB0000007821]

VNSG1122

Vocational Nursing Concepts (1 credit)

Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. Learning Outcomes: The student will discuss the personal adjustments essential to the development of the vocational nurse; identify the role of the licensed vocational nurse; and discuss the legal and ethical responsibilities in vocational nursing practice. (1 lecture hour per week).

VNSG1136

Mental Health (1 credit)

Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills. Learning Outcomes: The student will describe the characteristics of positive mental health; identify the coping mechanisms utilized by individuals to assist in alleviating stress and anxiety; and demonstrate the use of therapeutic communication skills. (1 lecture hour per week).

VNSG1160

Clinical - Practical Nurse I (Fundamentals) (1 credit)

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-

site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experience. Course may be repeated if topics and learning outcomes vary. Learning Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry, and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. (5 clinical hours per week). Corequisite: VNSG 1423

VNSG1219

Professional Development (2 credits)

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. Learning Outcomes: The student will describe the role of the licensed vocational nurse in multi-disciplinary settings inclusive of basic principles of leadership and management; discuss the role of professional organizations and regulatory agencies; and identify criteria and appropriate resources for continuing education. (2 lecture hours per week).

VNSG1227

Essentials of Medication Administration (2 credits)

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs, IV administration is not included. Instruction includes various systems of measurement. Lab required. Learning Outcomes: The student will demonstrate accurate dosage calculation; discuss the principles of medication administration safety; and identify the elements of accurate documentation of medication administration. (1 lecture and 2 laboratory hours per week).

VNSG1238

Mental Illness (2 credits)

Study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process. Learning Outcomes: The student will identify common mental illnesses and maladaptive behavior, utilize the nursing process to assist in planning care for the individual with mental illness or maladaptive behavior; and discuss trends in the management of the individual requiring psychotherapeutic treatment. (2 lecture hours per week).

VNSG1329**Medical Surgical Nursing I
(3 credits)**

Application of the nursing process to the care of adult and geriatric patients experiencing respiratory, gastrointestinal, genitourinary, musculoskeletal, and dermatological medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized. Learning Outcomes: The student will identify the components of the health-illness continuum; identify prevalent respiratory, gastrointestinal, genitourinary, musculoskeletal, and dermatological medical surgical conditions affecting the adult and gerian and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions. (3 lecture hours per week). Corequisite: VNSG 1661.

VNSG1330**Maternal - Neonatal Nursing
(3 credits)**

Utilization of the nursing process in the assessment and management of the child bearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. Learning Outcomes: The student will discuss the bio-psycho-socio-cultural needs of the childbearing family; and utilize the nursing process to assist in planning the care of the childbearing family. (3 lecture hours per week). Corequisite: VNSG 1660.

VNSG1331**Pharmacology
(3 credits)**

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. Learning Outcomes: The student will identify properties, effects, and principles of pharmacotherapeutic agents; and list common nursing interventions associated with the various pharmacotherapeutic agents. (3 lecture hours per week).

VNSG1332**Medical - Surgical Nursing II
(3 credits)**

Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult and geriatric patients experiencing cardiovascular, neurosensory, endocrine, and oncological medical-surgical conditions in the health-illness continuum. Includes a variety of health care settings. Learning Outcomes: The student will identify the components of the health-illness continuum; identify prevalent cardiovascular, neurosensory, endocrine, and oncological medical surgical conditions affecting the adult and gerian and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions. (3 lecture hours per week). Corequisite: VNSG 1661.

VNSG1334**Pediatrics
(3 credits)**

Study of childhood growth & development childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process. Learning Outcomes: The student will identify principles of growth & development and utilize the nursing process to assist in planning care for the well or ill child. (3 lecture hours per week). Corequisite: VNSG 1660.

VNSG1420**Anatomy & Physiology for Allied Health
(4 credits)**

Introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis. Learning Outcomes: The student will identify the structure of each of the major body systems; describe the function of each of the major body systems; and discuss the interrelationship of systems in maintaining homeostasis. (4 lecture hours per week).

VNSG1423**Basic Nursing Skills
(4 credits)**

Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. Lab required. Learning Outcomes: The student will demonstrate competency in basic nursing skills; identify the steps in the nursing process and how each relates to nursing care; and discuss the delivery of basic nursing skills in a variety of health care setting. (3 lecture and 4 laboratory hours per week). Corequisite: VNSG 1160.

VNSG1660**Clinical - Practical Nurse II (Maternal-Child)
(6 credits)**

A method of instruction providing detailed education, training, and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experience. Course may be repeated if topics and learning outcomes vary. Learning Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry, and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. (24 clinical hours per week). Corequisites: VNSG 1330 and VNSG 1334.

VNSG1661**Clinical - Practical Nurse III (Med-Surg)
(6 credits)**

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experience. Course may be repeated if topics and learning outcomes vary. Learning Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry, and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. (24 clinical hours per week). Corequisites: VNSG 1329 and VNSG 1332.

Nutrition

*Betty Oliver, Director
Sally Durand*

FDNS 1305**Nutrition
(3 credits)**

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

Office Administration

*Crystal Brittingham, Department Chairperson
Catherine Finley*

ACNT1303**Introduction to Accounting I
(3 credits)**

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

ACNT1304**Introduction to Accounting II
(3 credits)**

A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment and valuation of inventories in a

manual and computerized environment. Prerequisite: ACNT 1303. (3 lecture and 1 laboratory hours per week).

ACNT1311
Introduction to Computerized Accounting
(3 credits)

Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger software. Prerequisite: ACNT 1303. (3 lecture and 1 laboratory hour per week). [CB000005825]

ACNT1382
Cooperative Education - Accounting Technician
(3 credits)

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

POFI1380
Cooperative Education - Information Processing/Data Entry Technician
(3 credits)

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

POFI1445
Integrated Software Applications
(4 credits)

Continued study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. Prerequisite: POFT 1429/2401

POFI1449
Spreadsheets
(4 credits)

Skill development in the use of a spreadsheet software package. Topics include worksheet creation and manipulation functions, templates, macro programming database functions, data-table features, and graphics. Prerequisite: POFT 1425

POFI2401
Word Processing
(4 credits)

Instruction in the various aspects of a word processing software package. Emphasis on the use of text editing features to produce business documents. Prerequisite: POFT 1429/2401

POFL1305
Legal Terminology
(3 credits)

An introduction to legal terminology including spelling, pronunciation, and definition of legal terms and an overview of the law and the professions.

POFL1380, 2380
Cooperative Education - Legal Administrative Assistant/Secretary
(3 credits)

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

POFL1403
Legal Office Procedures
(4 credits)

Study of the administrative duties of support personnel in a law office including issues involved in understanding and using social, organizational, and technological systems. Prerequisite: POFT 2401 & POFI 2401

POFL1459
Legal Transcription
(4 credits)

Skill development in comprehensive vocabulary, listening, organizing, and transcribing client-quality documents used in a legal office. Prerequisites: POFL1305, POFT 2401, & POFT 2303

POFL2305
Legal Research
(3 credits)

Exploration of legal issues utilizing current and emerging research techniques. Prerequisite: POFL 1305

POFM1313
Medical Terminology I
(3 credits)

Instruction in the practical application of a medical vocabulary system. Topics include structure; recognition; analysis; definitions; spelling; pronunciation; and combination of medical terms from prefixes, suffixes, roots, and combining forms.

POFM1317
Medical Administrative Procedures
(3 credits)

Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing collecting, and third party reimbursement. Prerequisite: Computer Literacy

POFM1327
Medical Insurance
(3 credits)

Survey of medical insurance including the life various claim forms, terminology, litigation, patient relations, and ethical issues. Prerequisites: POFM 1313, 2323

POFM1333
Pharmacology for Office Personnel
(3 credits)

A study of the general classifications of drugs and their actions and side effects as they relate to anatomy and physiology. Emphasis on drug interactions with each body system, pharmaceutical medical terminology, and generic and trade names of drugs. Prerequisites: POFM 1313, 2323

POFM1353
Medical Coding
(3 credits)

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. Prerequisites: POFM 1313, 2323

POFM1380, 2380
Cooperative Education - Medical Administrative Assistant/Secretary
(3 credits)

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

POFM1431
Medical Transcription I
(4 credits)

Fundamentals of medical transcription including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Emphasis on development of speed and accuracy. Prerequisites: POFM 1313, 2323, POFT 2401

POFM2323**Medical Terminology II****(3 credits)**

Continuation of Medical Terminology I including structure; recognition; analysis; definitions; spelling; pronunciation; and combination of medical terms from prefixes, suffixes roots and combining forms. Emphasis on various medical specialties fields. Prerequisite: POFM 1313

POFT1302**Business Communications I****(3 credits)**

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

POFT1329**Keyboarding & Document Formatting****(3 credits)**

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

POFT1380, 2380**Cooperative Education - Administrative Assistant/Secretarial Science, General****(3 credits)**

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

POFT1382**Cooperative Education - General Office/Clerical and Typing Services****(3 credits)**

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

POFT1309**Administrative Office Procedures I****(3 credits)**

Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment.

POFT1419**Records & Information Management I****(4 credits)**

Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules.

POFT1425**Business Math & Machine Application****(4 credits)**

Skill development in the use of electronic calculators and business mathematical functions. Emphasis on business problem-solving skills using spreadsheet software and/or electronic calculator/keyboard.

POFT1429**Keyboarding & Document Formatting****(4 credits)**

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

POFT2303**Speed & Accuracy Building****(3 credits)**

Review, correct, improve, and /or perfect touch keyboarding techniques for the purpose of increasing speed and improve accuracy. Prerequisite: POFT 1429/2401

POFT2401**Document Formatting & Skillbuilding****(4 credits)**

A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis on proofreading, editing, and following instructions, and keying documents from various copy. Prerequisite: POFT 1429

POFT2433**Advanced Document Formatting & Skillbuilding****(4 credits)**

Study of advanced concepts in a variety of office-simulated correspondence activities with emphasis on organization, prioritizing, decision making, composition, placement, accuracy, and speed development. Prerequisite: POFT 2401 & POFI 2401

Orientation

Sponsored by the Counseling Center

Instructors: JoAn Anderson, Gwendolyn Burgess, Eileen Cross, Kennon Henry, Irene Montoya, Diana Stiles, Pat Street

ORIE0100**College Adjustment****(1 credit)**

This course is designed to equip students with many of the basic skills necessary for a successful academic career. Students are given an

opportunity for self-assessment regarding strengths, limitations, skills, and interests. New strategies for study and approaches to self-management are offered as content of this course. There are special sections for students with disabilities, international students, and JTPA students. (Developmental credit only.)
[CB3201015325]

Philosophy

Johanna Hume, Department Chairperson

PHIL1301**Introduction to Philosophy****(3 credits)**

A survey course designed to introduce students to some of the more important problems in philosophy and with the methods used to deal with them. Readings from both ancient and modern philosophers will be included. Three lecture hours per week). Corequisite: ENGL 0310, READ 0310. [CB3801015135]

PHIL2303**Introduction to Logic****(3 credits)**

This course will explore the nature and methods of clear and critical thinking and correct reasoning such as deduction, induction, scientific reasoning and fallacies. (3 lecture hours per week).
[CB3801015135]

Physics

Dick Graef, Department Chairperson

PHYS1300**Essentials of Science****(3 credits)**

This course is designed for elementary education majors. Topics include the nature of the earth as revealed by geology, astronomy, meteorology, and other related biological and physical sciences. (3 lecture hours per week).
[CB4099999139]

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

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

PHYS1402**General Physics II****(4 credits)**

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

PHYS2425
Mechanics and Heat
(4 credits)

Topics covered in this course include vectors and vector products, equilibrium, moments of force, motion, Newton's laws, and heat. The course meets the needs of science and engineering students. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. Corequisite: MATH 2413. [CB4008015439]

PHYS2426
Electricity and Magnetism
(4 credits)

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

PHYS2427
Wave-Motion, Sound, Light
(4 credits)

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

Process Technology

Mahrez Rezqui, Department Chairperson

CTEC 1401
Applied Petrochemical Technology
(4 credits)

This course teaches students the basic principles of physics and their application in process facilities. Included are: fundamental units of measurement related to length, time, mass, pressure, temperature, flow, and level. The properties of solids, liquids, gases, and flowing fluids are reviewed with emphasis placed on how these properties relate to the operation of process equipment. Students are introduced to the gas laws, principles of heat transfer, and sensible, latent heat. (3 lecture hours, 2 lab hours per week)

CTEC2487
Internship - Process Technology
(4 credits)

An experience external to the college for an advanced student in the process technology field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. (20 internship hours per week)

PTAC 1302
Introduction to Process Technology
(3 credits)

An introduction to process operations in refineries and chemical plants. The course includes: process technician duties, responsibilities, equipment, and expectations; plant organizations; review of applied mathematics; applied physics; applied chemistry; plant process and utility systems; maintenance expectations for process technicians; communication skills; quality statistics, economics, and problem solving. A discussion of physical and mental requirements of the process technician, family, and career considerations is included. (2 lecture hours, 2 lab hours per week)

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

This course focuses on the fire triangle, firefighting for process technicians; hazards of air, steam, water, electricity; light hydrocarbons, operating hazards; properties of hazardous materials; personal protective equipment, engineering and administrative controls; testing equipment; and regulatory review—Federal, state, local. (3 lecture hours, 1 lab hour per week)

PTAC 1352
Process Instrumentation I
(3 credits)

This course introduces the student to the varied instruments and instrument systems employed in the refining and chemical industry. It includes primary variables: flow, temperature, pressure, level; analyzers, piping and instrument symbology and diagrams, hardware, control of firing equipment, separation equipment; troubleshooting. (2 lecture hours, 2 lab hours per week)

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

Students are taught advanced quality techniques employed by industry to remain competitive in today's global economy. The widespread use of statistical techniques is stressed. Students learn principles of data handling, plotting, flow charting, histograms, standard deviation, control charts, cause and effect diagrams, etc. Principles of economics, as they affect unit, plant and corporate realizations are explored to give the student a foundation in the factors which affect business profitability. (2 lecture hours, 2 lab hours per week)

PTAC 2410
Process Technology I
(4 credits)

This course reviews the fundamentals and operating considerations of process equipment and processes including: valves, piping, vessels, positive displacement and centrifugal pumps, positive displacement and centrifugal compressors, steam turbines, motors, and heat transfer. This course develops theory as well as mechanics of plant equipment. (3 lecture hours, 2 lab hours per week)

PTAC 2420
Process Technology II
(4 Credits)

This course reviews the unit operations employed in the refining and chemical industry including: distillation; absorption; adsorption; reactions; refrigeration; cooling systems, utilities, and auxiliary systems. (3 lecture hours, 2 lab hours per week) Prerequisites: PTAC 1302, PTAC 2410.

PTAC 2434
Industrial Processes
(4 credits)

This course examines the types of processes employed in petroleum refining and chemical operations. Included are crude distillation, coking, fluid catalytic cracking, hydro cracking, desulfurization, hydroforming, alkylation, polymerization, treating, olefin production, and many other common processes. (3 lecture hours, 2 lab hours per week)

PTAC 2436
Process Instrumentation II
(4 credits)

This course prepares students to recognize and understand instrumentation and controls as applied to process operations. Process control systems for basic unit operations such as furnace/boiler firing, distillation, and reactors are described and explained with actual instrument-operations including manual, auto, proportional, integral, derivative modes. Feedback and feed forward control systems, cascade, split range, ratio control systems are covered. Process analyzers, computer, and programmable logic controllers are described. (3 lecture hours, 2 lab hours per week) Prerequisites: PTAC 1352.

PTAC 2438
Process Technology III
(4 credits)

This course will review process plant operations with emphasis on the elements of effective operations, routine technician duties, startups, shutdowns, emergency and non-routine operations, procedure writing, team and communications skills, process economic considerations, and commissioning new and revamped process facilities. Students work with operating process model and tour the college cogen/refrigeration facility. (3 lecture hours, 2 lab hours per week) Prerequisites: PTAC 1302, PTAC 2410, PTAC 2420.

PTAC 2446**Process Troubleshooting
(4 credits)**

This course introduces students to different types of troubleshooting techniques and describes how these methods are used to solve problems in various process operations. Teams of students are given field problems which they approach from both a technical and practical viewpoint. The text includes specific problems which are presented in a comprehensive and easy to understand style. (3 lecture hours, 2 lab hours per week)

SCIT 1414**Applied General Chemistry
(4 credits)**

Industrial chemistry introduces students to the fundamentals of chemistry, particularly as they apply to process system operations. Topics covered include atomic structure, elements, compounds, mixtures, equations, material balances, inorganic and organic process reactions. Particular emphasis is placed on hydrocarbon chemistry--the many families that are found in crude oil and natural gas. Included are typical process reactions such as alkylation, hydrogenation, polymerization, olefins production, etc. (3 lecture hours, 3 lab hours per week)

Psychology

*Nancey Lobb, Department Chairperson
Jean Raniseski*

PSYC0309**Study Skills
(3 credits)**

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

PSYC2301**General Psychology
(3 credits)**

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

PSYC2308**Child Growth and Development
(3 credits)**

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

PSYC2314**Life-Span Growth & Development
(3 credits)**

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

PSYC2317**Statistical Methods in Psychology
(3 credits)**

This course explores such topics as measures of central tendency and variability, statistical inference, and correlation and regression. (3 lecture hours per week). Prerequisites: PSYC 2301, MATH 0310. [CB429995240]

PSYC2340**Current Issues in Psychology
(3 credits)**

This course is an in-depth study of contemporary issues in psychology. Topics i.e., sexuality, gender roles, addictions, gerontology, and death and dying will vary each semester. Corequisites: READ 0310 and ENGL 0310. [CB4201015540]

Reading

Lynda Vern, Department Chairperson

NOTE: Basic reading skills are taught in 0309, 0310 and 0312. These courses benefit students needing additional preparation for college-level work and those desiring only to improve their reading ability. READ0309 and/or0310 may be required by state law for students whose scores on the TASP or an approved alternate test 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)**

READ 0312 is a review course for students who have passed READ 0310, but who have not passed TASP. It is designed to reinforce the reading skills college students need to succeed in their courses. This course includes a review and reinforcement of the TASP skills. (3 lecture hours per week). Prerequisite: READ 0310. [CB3201085235]

READ1320**College Reading
(3 credits)**

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

Respiratory Care

*Diane Flatland, Department Chairperson
Perry Bush
Wayne Hite, MD, Medical Director*

All RESC courses are under [CB000008025]

RSPT1141**Respiratory Home Care/Rehabilitation
(1 credit)**

Designed to develop an understanding of respiratory home care/rehabilitation equipment, procedures, and patient care, with emphasis on the exercise physiology, the use of special technology and equipment in the treatment of patients in a subacute and/or long-term patient care setting. (4 laboratory hours per week) Prerequisites: RSPT 1329, RSPT 1316

RSPT1160**Respiratory Care Clinical
(1 credit)**

This is an introductory course to the hospital setting. Students will be able to observe and perform the skills taught in adjoining courses. (6 laboratory hours per week)

RSPT1166**Respiratory Care Practicum I
(1 credit)**

This course gives students the opportunity to perform and to demonstrate clinically the knowledge gained in parallel courses. Setups, operation, and troubleshooting involved with the more sophisticated equipment are also included. (10 laboratory hours per week) Prerequisites: RSPT 1160

RSPT1191**Special Topics in Respiratory Care
(Management)
(1 credit)**

This introduction to the managerial aspects of the Respiratory Care Department includes budgeting, scheduling, and staffing. It also covers in-service education, behavioral objectives, and teaching and testing strategies. (4 laboratory hours per week)

RSPT1207**Cardiopulmonary Anatomy and Physiology
(2 credits)**

This course is designed to introduce the student to the physiology of the cardiovascular, renal, and pulmonary systems. The student also becomes acquainted with the terminology used in respiratory physiology. (2 lecture hours per week, 1 laboratory hour per week) Prerequisite: READ 0309

RSPT1267**Respiratory Care Practicum II
(2 credits)**

This course provides the student with the opportunity to apply skills necessary for managing and monitoring the patient-ventilator system in the intensive care setting. It includes attending physician rounds, presentation of patient assessments and respiratory care plan. (18 laboratory hours per week; 12-week summer session - 24 laboratory hours per week). Prerequisites: RSPT 2414, RSPT 1166.

RSPT1316**Basic Respiratory Care Procedures II
(3 credits)**

This in-depth study of basic respiratory care concepts, theories, and techniques emphasizes hyperinflation therapy, airway management, suctioning and chest physical therapy. Applications of these procedures are performed in the laboratory under supervision. (2 lecture and 3 laboratory hours per week) Corequisites: RSPT 1207, RSPT 1329

RSPT1317**Respiratory Care Pharmacology
(3 credits)**

A study of pharmacological principles/practices of drugs which affect the cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and interaction of the autonomic nervous system. (3 lecture hours per week) Prerequisites: RSPT 1207, RSPT 1325

RSPT1325**Respiratory Care Sciences
(3 credits)**

Provides an introduction to basic sciences and mathematics needed in respiratory care. Topics covered include scientific measurement, chemistry, basic math, physics, computer applications, and cleaning and sterilization techniques. (3 lecture hours per week) Prerequisite: READ 0309.

RSPT1329**Respiratory Care Fundamentals I
(3 credits)**

Provides a foundation for the development of knowledge and skills for respiratory care including history, medical terms/symbols, medical/legal, infection control, vital signs, physical assessment, medical gas therapy, oxygen analyzers, and humidify/aerosol therapy. Application of these procedures are performed in the laboratory under supervision. (2 lecture and 4 laboratory hours per week) Corequisites: RSPT 1316, RSPT 1160

RSPT2131**Clinical Simulations for Respiratory Care
(1 credit)**

The theory and history of clinical simulation examinations. Topics include the construction types, scoring, and mechanics of taking the exam along with practice in taking computerized simulations, and basic concepts of computer usage. (2 laboratory hours per week) Prerequisites: All previous respiratory care courses or permission of the Chairperson.

RSPT2135**Pediatric Advanced Life Support
(1 credit)**

A comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the infant and child. Strategies for preventing cardiopulmonary arrest and identification of high-risk infants and children will be presented. (3 laboratory hours per week) Corequisite: RSPT 2353

RSPT2166**Respiratory Care Practicum V
(1 credit)**

This course is designed for the student to rotate through specialty areas including the pulmonary function laboratory, hyperbaric medicine, sleep studies, emergency room, bronchoscopy, intubation, and EKG rotations. (8 laboratory hours per week)

RSPT2210**Cardiopulmonary Diseases I
(2 credits)**

A discussion of pathogenesis, pathology, radiological diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases. (2 lecture and 1 laboratory hour per week) Prerequisite: RSPT 1207

RSPT2239**Advanced Cardiac Life Support
(2 credits)**

A comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the adult. Strategies for managing and stabilizing the cardiopulmonary arrested patient will be included. Recognizing and interpreting EKG and their treatment, IV insertion and phlebotomy will be emphasized. (1 lecture and 4 laboratory hours per week)

RSPT2255**Critical Care Monitoring
(2 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. (2 lecture and 1 laboratory hours per week) Prerequisites: RSPT 2305, RSPT 2414, RSPT 2210

RSPT2266**Respiratory Care Practicum III
(2 credits)**

In this course the student applies all respiratory concepts related to patient care to demonstrate experience as a practicing therapist with the correlation of advanced clinical and technological concepts. (16 laboratory hours per week) Prerequisites: RSPT 1267, RSPT 2314

RSPT2267**Respiratory Care Practicum IV
(2 credits)**

This in-depth exposure to respiratory care and ventilator management with emphasis on neonatal and pediatric therapy. Case studies and follow-ups are presented. (18 laboratory hours per week) Prerequisites: RSPT 2414, RSPT 2266

RSPT2305**Pulmonary Diagnostics
(3 credits)**

The theories and techniques involved in pulmonary function testing diagnostics with emphasis on blood gas theory and analysis, quality control, oximetry, and capnography. (2 lecture and 3 laboratory hours per week) Prerequisite: RSPT 2210

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

This course is a continuation of cardiopulmonary diseases. (2 lecture and 2 laboratory hours per week) Prerequisite: RSPT 2210

RSPT2314**Mechanical Ventilation II
(3 credits)**

This course is a continuation of mechanical ventilation designed to provide the student with the opportunity to set up, operate, and troubleshoot various volume ventilators on the

market today. Emphasis will be placed on building skills needed to work with volume and pressure ventilators. (2 lecture and 2 laboratory hours per week) Prerequisite: RSPT 2414

RSPT2353

Neonatal/Pediatric Cardiopulmonary Care (3 credits)

This course explores the care of the pediatric patient with cardiopulmonary disease. Cardiopulmonary anatomy and physiology, fetal development, diseases, and equipment and therapeutic techniques used in treating these diseases are covered. (3 lecture hours per week) Prerequisites: RSPT 2310, RSPT 2414 Corequisite: RSPT 2135, RSPT 2267

RSPT2414

Mechanical Ventilation I (4 credits)

Preparation to conduct the therapeutic procedures to achieve adequate, spontaneous, and artificial ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Also included are the indications, complications, and physiologic effects/principles of mechanical ventilation. (3 lecture and 2 laboratory hours per week) Prerequisites: RSPT 1316

Retail Management & Marketing

Rochelle R. Brunson, Department Chairperson

BMGT1302

Principles of Retailing (3 credits)

This course was developed as an introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing will be examined. The student will identify factors that influence price setting, site location, store design, legislation, competition, the merchandise mix, and the economy. (3 lecture hours per week).

BMGT1304

Visual Merchandising (3 credits)

This course provides a background in visual presentation skills including design elements and principles, appropriate store fixtures, and the psychological motives that compromise the various buying behaviors. (3 lecture hours per week).

BMGT1333

Principles of Selling (3 credits)

This course serves as an introduction to the selling process and its application to all forms of sales. Identification of all the elements of the communication process between buyers and sellers in business and examination of the legal

regulations and ethical issues of business which affect salespeople. The student will define the selling process and its application to all forms of sales, identify the elements of the communications process between buyers and sellers in business; and examine ethical issues and legal restrictions of American business which affect salespeople. (3 lecture hours per week).

BMGT1335

Introduction to Merchandising (3 credits)

This course is an introduction to the merchandising industry with emphasis on the understanding of consumer demand and the interrelationship of all levels of the retail industry. Traces the production and marketing of merchandising from the manufacturing process to the ultimate consumer. The student will explain the fundamental concept to consumer demand and describe the interrelationships of all levels of the retail industry. (3 lecture hours per week).

BMGT1347

Retail Buying (3 credits)

This course is a detailed study of the organizational structure of retail buying, the internal and external sources of buying information, the fundamentals of effective purchasing, and the buyer's role in planning. The student will demonstrate effective negotiation skills including terms of sale, delivery, discounts, and allowances, and apply the retail mathematical concepts including average inventory, stock turnover, stock-to-sales ratios, six-month buying plan, and profit margins. (3 lecture hours per week).

BMGT1380

Cooperative Education - General Retailing Operations I (3 credits)

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

BMGT2380

Cooperative Education - General Retailing Operations II (3 credits)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work

experience. This course may be repeated if topics and learning outcomes vary. (1 lecture and 20 laboratory hours per week).

BMGT2381

Cooperative Education - General Retailing Operations III (3 credits)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary.

IBUS1301

Principles of Imports-Exports I (3 credits)

This course consists of a study of export management processes and procedures. Topics include governmental controls, licensing of products, documentation, commercial invoices, and traffic procedures. The student will discuss documentation, logistics, and transportation of export management; prepare appropriate export documents and responses to request for quotation; and apply export processes and procedures to public, customer and employee relationships, and to such functional areas as finance and accounting. (3 lecture hours per week).

IBUS1354

International Marketing Management (3 credits)

This course is an analysis of international marketing strategies using market trends, costs, forecasting, pricing, sourcing, and distribution factors. Development of international export/import marketing plan. (3 lecture hours per week).

MRKG1311

Principles of Marketing (3 credits)

This course is an introduction to basic marketing functions, identification of consumer and organizational needs, explanation of economic, psychological, sociological, and global issues, and description and analysis of the importance of marketing research. The student will identify the marketing mix components in relation to market segmentation and interpret market research data to forecast industry trends and meet customer demands. (3 lecture hours per week).

Sociology

Nancey Lobb, Department Chairperson
Gerald Crane, Jean Raniseski

SOCI1301 **Principles of Sociology** (3 credits)

This course presents a scientific examination of the organization of human social life, the unique forms and social order of group life, and the products of group living. The course places special emphasis on social interaction patterns and the processes and institutions developed by man to facilitate his progress. (3 lecture hours per week). Corequisites: READ 0310 and ENGL 0310. [CB451105142]

SOCI1306 **Social Problems** (3 credits)

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

SOCI2301 **Marriage and Family Relationships** (3 credits)

A contemporary study of the freedom and growth potential of the individual in marriage and family life, this course explores the many parameters of the marital and parental relationships, and it places emphasis on raising current questions with comprehensive examination of the values and goals of the individual as well as the institution of the family. (3 lecture hours per week). Corequisites: READ 0310 and ENGL 0310. [CB4511015242]

SOCI2319 (HUMA2319) **American Minorities** (3 credits)

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

Spanish

Amalia D. Parra, Department Chairperson

Note: All foreign language classes aim to integrate language acquisition with culture, cultural comparisons, connections to other disciplines, and participation in other language communities.

The basics of conversation are taught in SPAN1300 and SPAN1310. These courses benefit the students who need additional preparation for beginning college-level Spanish courses and those desiring to improve their conversational skills.

Students with two or more years of high school Spanish are urged to take a placement examination to determine at which level to begin Spanish.

SPAN1300 **Conversational Spanish I** (3 credits)

This course provides basic practice in comprehension and production of spoken Spanish. The student will communicate in Spanish on a limited range of topics through oral and written exercises that support the conversational objective. (3 lecture hours per week). [CB1609055431]

SPAN1310 **Conversational Spanish II** (3 credits)

A continuation of Conversational Spanish I, this course provides further basic practice in comprehension and production of spoken Spanish. The student will communicate in Spanish on a limited range of topics through oral and written exercises that support the conversational objective. (3 lecture hours per week). Prerequisite: SPAN1300 [CB1609055431]

SPAN1411 **Elementary Spanish I** (3 credits)

This course provides the fundamental skills in listening, speaking, reading, and writing Spanish. It includes basic vocabulary, grammatical structures, and an introduction to Hispanic culture. (3 lecture and 2 laboratory hours per week).

SPAN1412 **Elementary Spanish II** (4 credits)

This course provides the fundamental skills in listening, speaking, reading, and writing Spanish. It includes basic vocabulary, grammatical structures, and further study of Hispanic culture. (3 lecture and 2 laboratory hours per week). Prerequisite: SPAN 1411 or an appropriate placement test.

SPAN2311 **Intermediate Spanish I** (3 credits)

This course offers the opportunity to develop listening, speaking, reading, and writing skills in Spanish through conversation, vocabulary acquisition, reading, composition and culture. It includes a grammar review and further study of the Hispanic culture. (3 lecture and 1 hour per week). Prerequisite: SPAN 1412 or an appropriate placement test. [CB1609055231]

SPAN2312 **Intermediate Spanish II** (3 credits)

This course offers the opportunity to develop listening, speaking, reading, and writing skills in Spanish through conversation, vocabulary acquisition, reading, composition, and culture. It includes a grammar review and further study of the Hispanic culture. (3 lecture and 1 laboratory hours per week). Prerequisite: SPAN 1412. [CB1609055231]

SPAN2321 **Culture of Spain** (3 credits)

This course is conducted in Spanish. Representative readings in literature, history, art, society, and politics from the Iberian culture provide an introduction to the legacy of Spain in the Western world. (3 lecture hours per week). Prerequisite: SPAN 2311 or an appropriate placement test. [CB1609055331]

Speech

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

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

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

SPCH1315 **Public Speaking** (3 credits)

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

SPCH1318**Interpersonal Communication
(3 credits)**

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

SPCH1321**Business Speaking
(3 credits)**

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

SPCH2341**Oral Interpretation
(3 credits)**

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

Sports and Human Performance

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

Bryan Alexander, Gary Coffman, Bonny Johnson

ACTIVITY COURSES

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

PHED1100, PHED1110**Individual and Dual Sports - Tennis
(1 credit)**

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

PHED1102, PHED1112**Individual and Dual Sports - Karate
(1 credit)**

This course provides instruction and participation in karate in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation each week). [CB3601085128]

PHED1103, PHED1113**Individual and Dual Sports-Racquetball
(1 credit)**

This course provides instruction and participation in racquetball in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation each week). [CB3601085128]

PHED1104, PHED1114**Individual and Dual Sports -Gymnastics
(1 credit)**

This course provides instruction and participation in gymnastics in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation each week). [CB3601085128]

PHED1106, PHED1116**Individual and Dual Sports - Jogging
(1 credit)**

This course provides instruction and participation in jogging in order develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation each week). [CB3601085128]

PHED1108, PHED1118**Individual and Dual Sports - Adaptive Physical Activity
(1 credit)**

This course is for students who, for medical reasons, need individual attention concerning their physical activity. Activities will be varied according to individual needs as determined by instructor, student, and student's physician. This course may be repeated once for credit. (3 laboratory hours of class instruction and participation each week). [CB3601085128]

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

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

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

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

PHED1122, PHED1123**Physical Fitness and Weight Training
(1 credit)**

This course includes a study of basic fundamental skills and techniques of an overload, strength, and conditioning program. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

PHED1124, PHED1130**Fundamentals of Movement - Aerobic Dance
(1 credit)**

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

PHED1125**Fundamentals of Movement Ballet
(1 credit)**

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

PHED1126, PHED1131**Fundamentals of Movement - Jazz Exercise
(1 credit)**

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

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

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

PHED1128**Fundamentals of Movement Jazz
(1 credit)**

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

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

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

PHED1132, PHED1133**Bowling
(1 credit)**

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

PHED1134, PHED1136**Aerobic Exercise****(1 credit)**

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

PHED1135, PHED1137**Low Impact Aerobic Exercise****(1 credit)**

This course consists of a planned program of low impact exercise to provide a condition of fitness and figure improvement through increased cardio-vascular activity and large muscle exercise. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

PHED1138, PHED1148**Powerwalking****(1 credit)**

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

PHED1139, PHED1149**Golf****(1 credit)**

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

PHED 1140**Yoga****(1 credit)**

This course provides instruction and participation in the concepts and movements of yoga in order to develop the student's fitness skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

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

The course includes class instruction and participation in the game of wallyball, a form of volleyball on the racquetball court. (3 laboratory hours per week). [CB3601085128]

PHED1143, PHED1144**Team Sports - Volleyball and Softball.****(1 credit)**

This course includes class instruction and participation in volleyball and softball. (3 laboratory hours per week). [CB3601085128]

PHED 1145**Horsemanship****(1 credit)**

This course is for students who are interested in learning more about the art of riding, handling,

training and caring for horses. (3 laboratory hours per week). [CB3601085128]

PHED 1146**Cardio Kickboxing - Individual and Dual Sports****(1 credit)**

This course provides instruction and participation in kickboxing in order to develop the student's fitness skills, knowledge and appreciation (3 laboratory hours of class instruction and participation each week). [CB3601085128]

PHED 1147-1157**Basketball****(1 credit)**

This course consists of instruction and participation in both beginning and advanced basketball. (3 laboratory hours per week).

[CB3601085128]

PHED1151**Individual and Dual Sports - Scuba Diving****(1 credit)**

This course provides instruction and participation in scuba diving in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours per week). [CB3601085328]

PHED1152**Individual and Dual Sports - Advanced Scuba****Diving****(1 credit)**

This course provides instruction and participation in advanced scuba diving in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours per week).

[CB3601085328]

PHED1153, PHED1154**Individual and Dual Sports - Fitness &****Wellness****(1 credit)**

This course provides instruction and participation in a complete lifetime fitness program to achieve total well being. (3 laboratory hours per week).

[CB3601085128]

ADVANCED SPORTS

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

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

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

[CB3601085128]

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

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

[CB3601085128]

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

These courses are for advanced soccer players. (3

laboratory hours per week).

[CB3601085128]

PHED1180, 1181**Advanced Fast-Pitch Softball****(1 credit each)**

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

[CB3601085128]

PHED 1182-1183**Advanced Rodeo****(1 credit each)**

These courses are for advanced rodeo riders who wish to improve their personal rodeo skills. Enrollment is limited by facilities and availability of stock. (3 laboratory hours per week).

[CB3601085128]

THEORY COURSES**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). [CB3105015228]

PHED1304**Health and Wellness****(3 credits)**

This course presents the essential present-day knowledge of health and wellness. The course stresses physiological and anatomical background, showing the student how to make a sound appraisal of the effects of health practices upon the body. The course also includes discussion of pollution and prevention and control of diseases. Topics such as nutrition, mental health, stress management, drugs and aspects of health and fitness are also included. (3 lecture hours per week). [CB5103015128]

PHED1306**First Aid****(3 credits)**

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

PHED 1308**Officiating Volleyball****(3 credits)**

This course teaches the rules of volleyball. It provides opportunities for experience in intramurals, practice games, and tournaments. (3 lecture hours per week). [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). [CB1202045128]

PHED1321

Coaching Athletics - Volleyball (3 credits)

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

PHED1322

Coaching Athletics - Baseball/Softball (3 credits)

Students learn methods of coaching baseball/softball through lectures, demonstrations, practice, and reading of present-day literature on the sport. (3 lecture hours per week). [CB3105065128]

PHED1336

Concepts of Recreation & Leisure (3 credits)

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

PHED1346

Drug Use and Abuse (3 credits)

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

Texas Department of Criminal Justice

Alvin Community College has conducted educational programs for the Texas Department of Criminal Justice since 1965. In addition to the Associate in General Liberal Arts (p. 41-42), 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 AUMT courses are under [CB0000006422]

AUMT1305

Introduction to Automotive Technology (3 credits)

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities and automotive maintenance. (1 lecture and 8 laboratory hours per week).

AUMT1319

Automotive Engine Repair (3 credits)

Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. (1 lecture and 8 laboratory hours per week).

AUMT1407

Automotive Electrical Systems (4 credits)

An overview of automotive electrical systems including topics in operational theory, testing, diagnoses, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. (2 lecture and 8 laboratory hours per week).

AUMT1416

Suspension and Steering (4 credits)

Theory and operation of automotive suspension and steering systems including tire and wheel problem diagnoses, component repair, and alignment procedures. (2 lecture and 8 laboratory hours per week).

AUMT2417

Engine Performance Analysis I (4 credits)

Theory, operation, diagnoses and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. (2 lecture and 8 laboratory hours per week).

COMPUTER REPAIR

Felipe Garza

CPMT1403

Introduction to Computer Technology (4 credits)

A fundamental computer course that provides in-depth explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities. (3 lecture and 4 lab hours per week)

CPMT1411

Introduction to Computer Maintenance (4 credits)

A study of the information for the assembly of a microcomputer system. emphasis on the evolution of microprocessors and microprocessor

bus structures. (3 lecture and 4 laboratory hours per week).

CPMT1443

Microcomputer Architecture (4 credits)

An intermediate level course in computer characteristics and subsystem operations, timing, control circuits, and internal input/output controls. (3 lecture and 4 laboratory hours per week).

CPMT1445

Computer Systems Maintenance (4 credits)

Examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids. (2 lecture and 6 laboratory hours per week).

CPMT1447

Computer System Peripherals (4 credits)

Principles and practices involved in computer system troubleshooting techniques, programs, and the use of test equipment and maintenance aids. (2 lecture and 6 laboratory hours per week).

CPMT 1449

Computer Networking Technology (4 credits)

A beginning course in computer networks with focus on networking fundamentals, terminology, hardware, software and network architecture. A study of local/wide area networking concepts and networking installations and operations. (2 lecture and 4 lab hours per week).

CPMT2445

Computer System Troubleshooting (4 credits)

Principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment. (3 lecture and 4 laboratory hours per week).

COMPUTER SCIENCE

*Lew Garrett, Department Chairperson
Thomas Cook, Loretta Hulsey, Milton Clerc*

All CSCI courses are under [CB0000006021]

ITSC 1401

Introduction to Computers (4 credits)

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores integration and application in business and other segments in society. Fundamental of computer problem-solving and programming may be discussed and applied. Examines applications and software relating to a specific curricular area. (3 lecture and 4 lab hours per week)

ITSC 1409

Integrated Software Applications I
(4 credits)

Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. (3 lecture and 4 lab hours per week)

ITSC 1410

Pascal Programming
(4 credits)

Introduction to computer programming using Pascal. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input-output devices, and files. (3 lecture and 4 lab hours per week)

ITSE 1431

Introduction to Visual BASIC Programming
(4 credits)

Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 lecture and 4 lab hours per week)

ITSE 2449

Advanced Visual BASIC Programming
(4 credits)

Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation. (2 lecture and 6 lab hours per week)

ITSW 1407

Introduction to Database
(4 credits)

Introduction to database theory and the practical applications of a database. (3 lecture and 4 lab hours per week)

ITSW 2437

Advanced Database
(4 credits)

Designed to provide an understanding of advanced functionality of databases. (3 lecture and 4 lab hours per week)

HORTICULTURE (ORNAMENTAL)

Dwight Rhodes

All HORT courses are under [CB0000005026]

HALT 1401

Principles of Horticulture
(4 credits)

An overview of the horticulture industry, plant science, terminology, classification, propagation,

environmental responses, and careers and opportunities in the field of horticulture. (1 lecture and 8 lab hours per week)

HALT 1422

Landscape Design
(4 credits)

A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and lan preparation. (1 lecture and 8 lab hours per week)

HALT 2402

Greenhouse Crop Production
(4 credits)

In-depth coverage of the production of crops within the controlled environment of a greenhouse. Topics include growing techniques, environmental control, crop rotation, scheduling, preparation for sale, and marketing. (1 lecture and 8 lab hours per week)

HALT 2408

Greenhouse Management
(4 credits)

Fundamentals of greenhouse construction and operation. Topics include architectural styles, construction materials, environmental systems and controls, growing media, fertilizers, post harvest handling, marketing, and business management. (1 lecture and 8 lab hours per week)

HALT 2423

Horticultural Pest Control
(4 credits)

Examination of federal, state, and local laws and regulations governing the control of horticultural pests. Topics include procedures; methods; safety requirements; integrated pest management (IPM); and chemical, natural, and biological controls. (1 lecture and 8 lab hours per week)

WELDING

Gary Church

WLDG 1521

Introduction to Welding Fundamentals
(5 credits)

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

WLDG 1528

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

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

WLDG 1535

Introduction to Pipe Welding
(5 credits)

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

WLDG 2543

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

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

WLDG 2553

Advanced Pipe Welding
(5 credits)

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

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

Continuing Education Program

PURPOSE

Alvin Community College, a comprehensive community college, provides life-long educational opportunities through the Department of Continuing Education. The noncredit program offers occupational and vocational training, job readiness skills, professional education, workforce development, 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 300-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 office of Dean of Continuing Education at (281)388-4904 or (281)388-4952.

CONTINUING EDUCATION & ADULT NONCREDIT COURSE DESCRIPTIONS

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

HEALTH & MEDICAL

Massage Therapy, Cardio Vascular Technology, Medication Aide, Nurse Aide, Basic & Advanced Management for Activity Professionals, Phlebotomy, Physicians Assistant are just a few of the programs included in this non-credit allied health curriculum. Call 281/ 388-4904 or 281/388-4952 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, Office Occupations, Massage Therapy, Welding and Workforce Development are a few of the noncredit training areas.

SENIOR ADULTS

ACCESS (Alvin Community College Education & Senior Services), for persons 50 years of age and over, offers many courses, activities, and trips, as well as twice-a-month meetings with guest presenters and entertainment. Call 281/388-4685, the ACCESS Office, for more information.

COMPUTER TRAINING

A partial list of courses includes Introduction to Computers, MS Office, Intro to Internet, Home Page instruction, Excel, Access, Power Point, Quattro Pro, and Computer Job Training. Courses can be customized at the request of business and industry entities, using software appropriate for specific jobs.

PROFESSIONAL & WORKFORCE DEVELOPMENT

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 281/388-4904 or 281/388-4952 for information regarding the development of these courses.

CENTER FOR PROFESSIONAL & WORKFORCE DEVELOPMENT (CPWD)

The CPWD, housed in the Nolan Ryan Center for Continuing Education, expands the College's role in service and training to local business and industry. The CPWD 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

Firearms Training and Conversational Languages 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 281/388-4904 or 281/388-4952 for a complete schedule of additional courses.

YOUTH

The Summer Youth Enrichment Program and Kids College offers courses to children ranging from Kindergarten through 8th grade. Included are physical fitness and fun courses, as well as educational skill building, and basic

developmental courses.

ABE/GED/ESL PROGRAM

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

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

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

There is no charge for instruction in ABE or ESL programs. The fee for GED materials is \$15. The fee for GED Exam is \$40. 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 281/388-4830 or 281/388-4951.

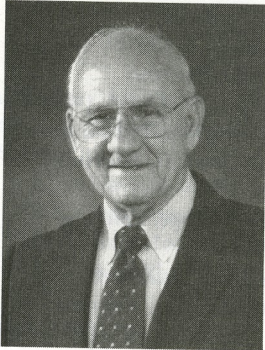




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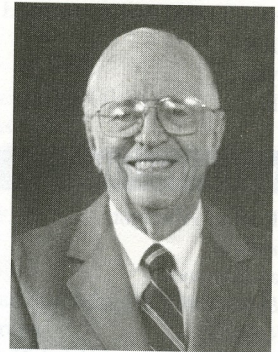
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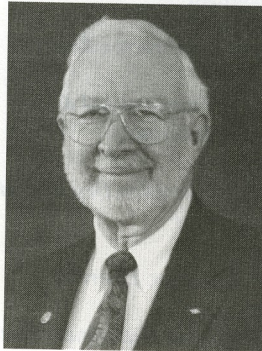
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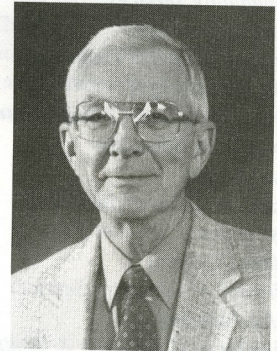
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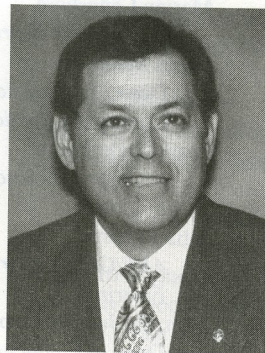
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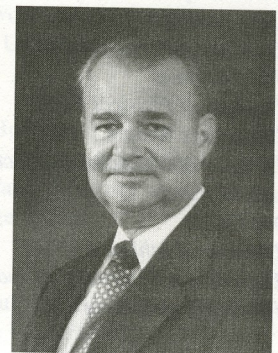
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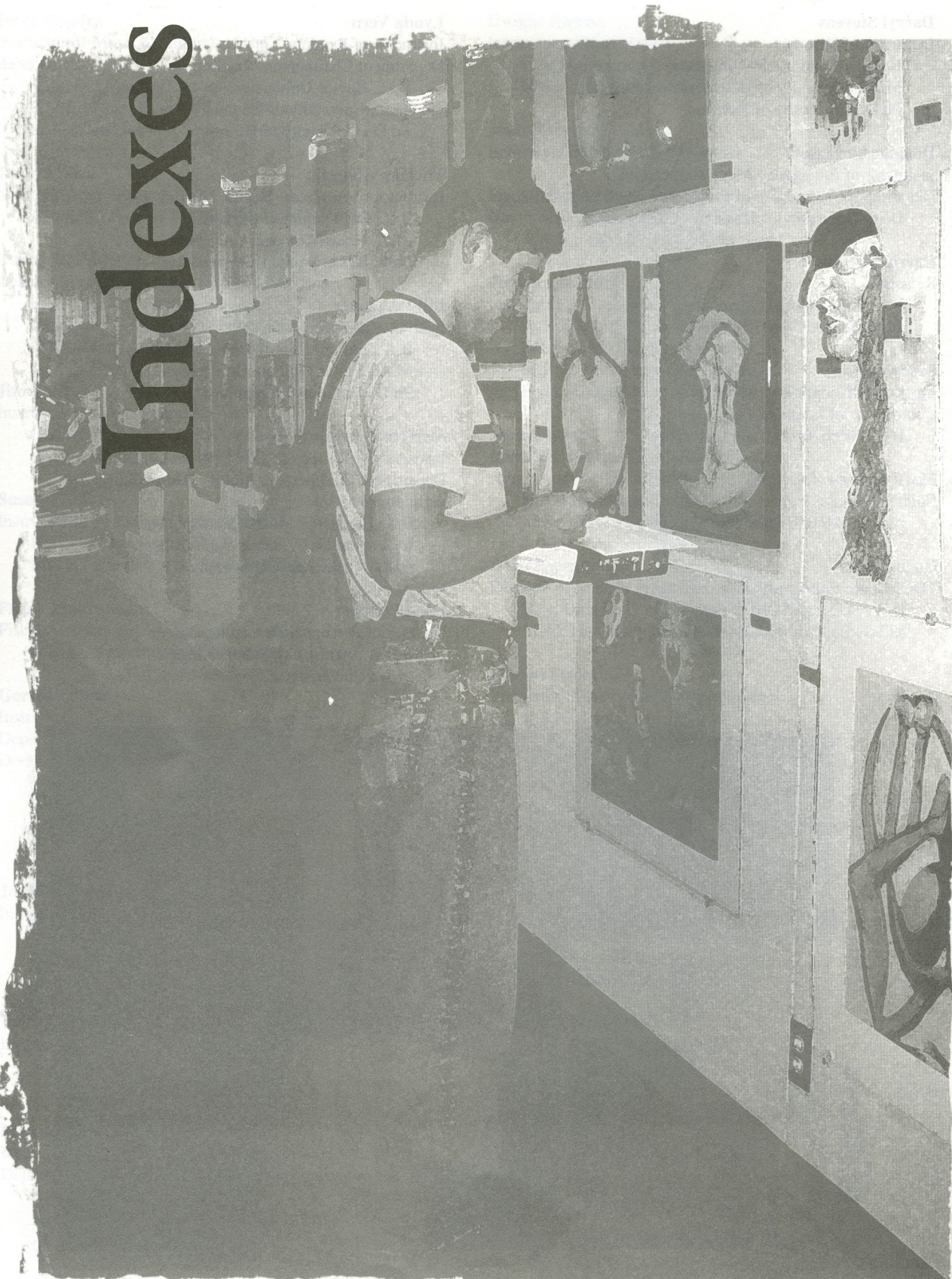
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How to Reach Alvin Community College MAIN CAMPUS

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

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

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

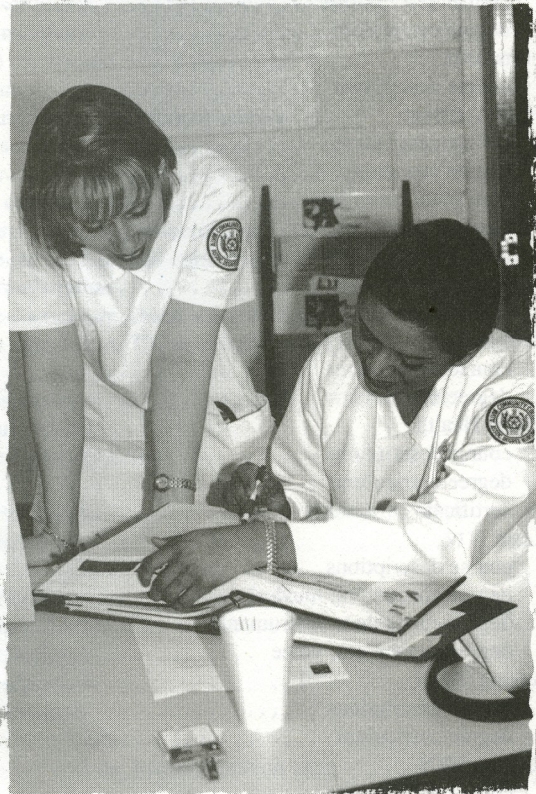
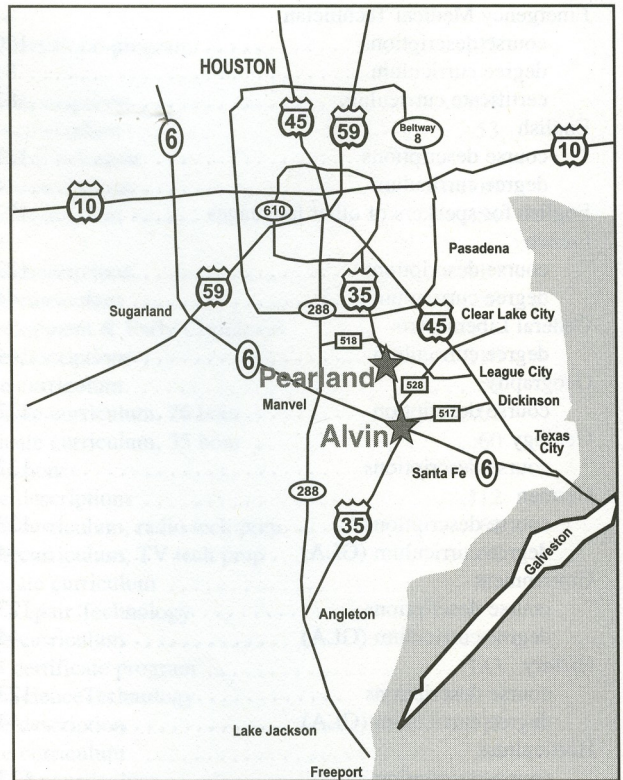
How to Reach Alvin Community College PEARLAND COLLEGE CENTER

Pearland College Center is located at 2319 North Grand Boulevard in Pearland.

From Friendswood: FM 518 West to one block past Galveston Rd., which is N. Grand Blvd. Turn right.

From Hwy 288: FM 518 East to two blocks past the intersection of FM 518 (Broadway) and Hwy. 35. Turn left on N. Grand Blvd.

From Alvin: Hwy 35 North to FM 518 (Broadway) intersection. Turn right. Two blocks to N. Grand Blvd. Turn left.





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