





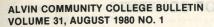




Alvin Community College

> GENERAL INFORMATION 1980-81

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# Alvin Community College announcement of courses for 1980-1981

Approved and Accredited by:
The Southern Association of Colleges and Schools
Coordinating Board, Texas College and University System
The Texas Education Agency
National Accreditation for Allied Health Programs

#### Member:

American Association of Community and Junior Colleges Texas Public Community and Junior College Association Texas Junior College Teachers Association Texas Association of Music Schools National Junior College Athletic Association

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

Any of the regulations, services or course offerings appearing in this bulletin may be changed without prior notice. The regulation appearing here will be in force starting with the fall semester, 1980.

#### TABLE OF CONTENTS

ACADEMIC CALENDAR	7
CORRESPONDENCE DIRECTORY	8
HOW TO ENROLL IN ALVIN COMMUNITY COLLEGE	9
GENERAL INFORMATION	10
Purpose	10
History	10
Facilities	
Recognition	12
ACADEMIC POLICIES AND REGULATIONS	15
Administrative Interpretation and Change.	
Classification of Students	
Attendance	
Normal Academic Load	
Audit	
Drops and Withdrawals	
Dean's List	
Merit List	30 JUNE 1000
Academic Probation	
Compliance Statements	
Credit by Examination	
Transfer Credit	
Grading System	
Student Records Policy and Procedures	
Grievance Procedure	
Graduation Honors	
College Bulletin Grad. Requirements	
Graduation Requirements	
Diploma Requirements	
Certificate Requirements	23
Second Degree or Certificate	
Core Curricula	
General Provisions	
Definitions of Academic Terms	
STUDENT SERVICES, POLICIES AND REGULATIONS	29
Admission Requirements	30
Admission Procedures	
International Students	
Admission to Specific Curriculums	32
Residence Status	32
Resident Classification; Student Responsibility	33
Financial Information	33
Tuition and Fees Schedule (Fall & Spring)	34
Tuition and Matriculation Fee Schedule	35
Tuition & Fees Schedule (Summer Semesters)	36
Special Fees	
Refund Policies	
Country in a set of a service of the	38

Library	39
Learning Laboratory	39
Developmental Studies	39
Child Care Laboratory School	11/2 100 17 100
Orientation	39
Veterans Administration Benefits	39
Toyas Rehabilitation Commission	40
Einancial Aid	40
Financial Aid Programs Available	40
Athletics	43
Physical Fitness Center	43
Cofotoria	43
Parking	43
Co-Curricular	43
Student Handbook	43
College Store	43
College Store	100
CURRICULUM OFFERINGS	45
Academic Programs	46
Associate in Arts Degree	46
Art	46
Drama	47
General Liberal Arts	49
Music	50
Physical Education	53
Associate in Science Degree.	55
Agriculture	55
Agriculture	56
Biological Science	58
Business Administration	59
Mathematics	
Physical Science	61
Associate in Applied Science Degree	62
Accounting	63
Air Conditioning & Refrigeration	64
Automotive Technology	66
Child Care & Development	67
Computer Science Technology:	
Computer Programming	70
Computer Systems Technology	71
Correctional Science	73
Court Reporting	75
Dietetic Technology	77
Dietetic Technician (Nutritional Care)	77
Dietetic Technician (Natitional Care)	
Drafting Technology	
Dratting Technology	82
Electronic Technology	
Law Enforcement and Police Administration	
Medical Laboratory Technology	
Mid-Management	
Bank Specialization	91
Fashion Merchandising	93
Production Specialization	94
Real Estate Specialization	95
Retail Specialization	97
Nursing	99

Nursing Home Administration10	2
Ornamental Horticulture	
Secretarial Science	
Welding	
Certificate Programs	
Agriculture	
Air Conditioning & Refrigeration	
Automotive Technology	
Child Care & Development	4
Computer Science Technology;	_
General Computer Data Processing	
Correctional Science	
Drafting Technology	
Electronic Technology	
Law Enforcement and Police Administration	
Legal Stenography	1
Mid-Management	
Nursing Assistant Program	
Ornamental Horticulture	
Respiratory Therapy Technician	1
Vocational Nursing	
Welding.         13           Diploma         13	
Continuing Education Programs	
Cooperative Education	
ESCRIPTION OF COURSES 14	4
Accounting14	
Agriculture	
Air Conditioning & Refrigeration	
Art	
Automotive Technology	
Biology	
Business Administration	
Chemistry	
Child Care and Development	
Communications	
Computer Science	
Cooperative Education	
Correctional Science	
Court Reporting	
Drafting	
Drama	
Economics	
Electronics	
English	
Fashion Merchandising	
French	
Geography	1
Geology	
Government	
Health Dietetic Technician Technology	
Health Medical Laboratory Technician	
realth Nursing Home Auministration	2

Health Respiratory Therapy Technician	
History	
History	
Humanities	
Journalism	
Law Enforcement	
Mathematics	
Mid-Management	
Production Mid-Management	
Real Estate Mid-Management	
Retail Mid-Management	
Music	
Nursing	
Associate Degree Nursing	
Vocational Nursing	
Physical Education	
Physics	
Psychology	
Reading191	
Secretarial Science 191	
Sociology	
Spanish 193	
Speech	
Welding	
Texas Department of Corrections	
Automobile Mechanics	
Drafting	
Radio & Television Repair	
Welding197	
Board of Trustees	
Emeriti Administrators and Instructors	
Administration	
Faculty	
Campus Map	
Area Map	
AMPA	
Author City	
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#### CALENDAR

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#### ACADEMIC CALENDAR

#### Fall Semester 1980

24-25 July 14-15 August 18-19 August 20-21 August 25 August 1 September 2 September 10 September 22 October 21 November 27-28 November 10 December 11-12-15-16 December	Orientation for New Students Orientation for New Students Fall Semester Workshop REGISTRATION Classes Begin Labor Day Holiday Last Day to Add Classes 12th Class Day Last Day to Apply for Fall Graduation Last Day to Drop Classes Thanksgiving Holidays End of Classes FINAL EXAMINATIONS
11-12-15-16 December	Laughiso Laughiso and Laughison and Laughiso

#### Spring Semester 1981

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8-9 January	Orientation for New Students
12-13 January	Spring Semester Workshop
14-15 January	REGISTRATION
19 January	Classes Begin
27 January	Last Day to Add Classes
4 February	12th Class Day
20 February	TJCTA Convention @18 the rotostill lengoste?
2 March	Last Day to Apply for Spring Graduation
2 March	Last Day to Order & Measure Graduation Regalia
16-20 March	Spring Holidays
16 April	Last Day to Drop Classes
17-20 April	Easter Holidays
8 May	End of Classes
11-12-13-14 May	FINAL EXAMINATIONS
21 May	COMMENCEMENT

#### Summer Term 1981 — First Session

25 May	Memorial Day Holiday
26 May	
27 May	
3 June 885.579	4th Class Day and Santamental Assistance
15 June	Last Day to Apply for August Graduation
30 June	End of Classes
1-2 July	FINAL EXAMINATIONS
3 July	Independence Day Holiday

#### Summer Term 1981 — Second Session

REGISTRATION	
Classes Begin	
4th Class Day	
Orientation for New Students	
End of Classes	
FINAL EXAMINATIONS	

# ALVIN COMMUNITY COLLEGE CORRESPONDENCE DIRECTORY

Mailing Address: 3110 Mustang Rd., Alvin, Tex. 77511

ACC Theatre Box Office ext. 413

Admissions:
Admissions Advisor ext. 247

Business Affairs:

Director of Fiscal Affairs ext. 225

Cafeteria: Dir. of Food Services ext. 418, 242

Computer Systems:
Dir. of Computer & Information
Systems ext. 251

Continuing Education, Short Courses: Dir. of Continuing Education & Evening Programs ext. 208

Employment by College: Personnel Director ext. 349

Evening School
Dir. of Continuing Education &
Evening Programs ext. 208

Graduation:
Graduation Advisor ext. 419

Guidance & Counseling:
Dir. of Student & Instructional
Services ext. 235

Health Technologies:
Dir. of Health Technology ext. 266

Humanities, Mathematics & Science Director ext. 267

KACC Radio Station: Radio Station Manager ext. 379 Telephone for Information: (Area Code 713) 331-6111

Physical Fitness:
Dir. of Athletics & Physical
Education ext. 410 or 331-8846

Physical Plant Operations:
Dir. of Physical Plant ext. 207

Public Relations:
Administrative Assistant ext. 241

Security: Campus Police ext. 300

Student Activities:
Coordinator of Student Activities
ext. 390

Student Employment: Financial Aid Officer ext. 206

Student Financial Aid:
Financial Aid Officer ext. 206

Student Records: Registrar ext. 230

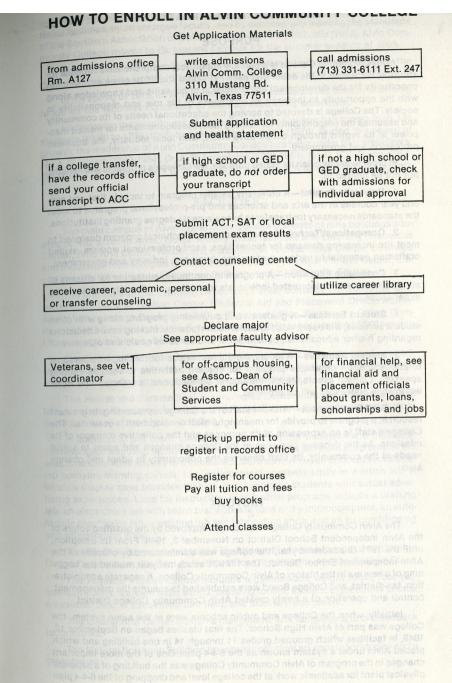
Testing:
Counseling Center ext. 235

Texas Department of Corrections:

Assoc. Dean of Instruction ext. 244

Veterans Benefits: Veterans Coordinator ext. 247

Vocational/Technical Programs: Dir. of Business & Industrial Technology ext.258



#### GENERAL INFORMATION

#### PURPOSE

Alvin Community College is a publicly supported, comprehensive two-year institution, dedicated to the belief that each individual should be given a continuing opportunity for the development and extension of his skills and knowledge along with the opportunity to increase an awareness of his role and responsibility in society. The College is devoted to serving the educational needs of its community and assumes the responsibility for helping meet the requirements for trained manpower in its region through cooperative effort, with local industry, the business profession and government.

In order to accomplish its stated purpose, the College's programs will include, but not be limited to:

- 1. University Parallel—A university parallel program to include first and second year courses in the arts and sciences and pre-professional programs to meet the standards necessary for transfer to baccalaureate degree granting institutions.
- Occupational/Technical—An occupational/technical program designed to meet the increasing demand for technicians, semi-professional workers, skilled craftsman essential to various professions, business, industry and government.
- 3. Continuing Education—A program in continuing education for citizens of all ages which allows interested individuals to continue or diversify their learning experiences.
- 4. Student Services—A guidance and counseling program, along with other student services, will be provided to assist each student in making sound decisions regarding his/her educational, occupational and personal goals and objectives.
- 5. Student Activities—Recognizing student needs for forming interpersonal relationships, an organized program for student activities to include visiting speakers, cultural events, clubs, intramural competitions, art shows and other worthwhile endeavors will be provided.
- 6. Staff Development—With the staff of the College representing its greatest resource, a program to provide for meaningful staff development is essential. The College's staff is an expression of its purposes and the collective manager of its missions. As the dynamic purposes of the College changes and adapt to social needs of the community, its staff deserves the opportunity to adapt and change also.

#### HISTORY

The Alvin Community College District was approved by the qualified voters of the Alvin Independent School District on November 2, 1948. From its inception, until the 1971-72 academic year, the college was administered by officials of the Alvin Independent School District. The 1971-71 academic year marked the beginning of a new era in the history of Alvin Community College. A separate administration, tax-district, and College Board were established to assume the management, control and operation of a newly created Alvin Community College District.

Initially, when the College and public schools were in the same system, the College was part of Alvin High School. The first classes began on September 12, 1949, in facilities which grouped grades 11 through 14 in one building and which placed Alvin under a system known as the 6-4-4 plan. One of the more important changes in the program of Alvin Community College was the building of a separate physical plant for academic work at the college level and dropping of the 6-4-4 plan

in favor of a 6-3-3-2 arrangement in favor of a 6-3-3-2 arrangement in favor of a 6-3-3-2 arrangement faculty, and by successfully meeting the standards tional facilities, by an enlarged faculty, and by successfully meeting the standards of the Southern Association of Colleges and Secondary Schools (1959). Alvin Comorth Southern Association of Colleges and Secondary Schools (1959). Alvin Community College moved to its present campus for the summer session of 1963.

By a vote of both the original district and voters of adjoining territories, the College district was enlarged to nearly twice its geographical size in 1974.

In the spring of 1975, an \$8 million bond issue was approved thereby providing funds for the facilities necessary to meet an expanding enrollment.

Historically, the enrollment of Alvin Community College has grown from 134 students (1949) to 1709 (1965) to a record high of 3,015 (1978). During this period of students (1949) to 1709 (1965) to a record high of 3,015 (1978). During this period of students (1949) to 1870 (1964), the leadership of Alvin Community College has been under four presidents: growth, the leadership of Alvin Community College has been under four presidents: Mr. A. G. Welch (1949-1954), Dr. A. B. Templeton (1954-1964), Mr. D. P. O'Quinn (1964-1971), Dr. T. V. Jenkins (1971 to 1976), and Dr. A. Rodney Allbright (1976 to present).

#### **FACILITIES**

The main campus of Alvin Community College consists of nine buildings situated on 162 acres in Alvin, Texas. Among these facilities are: Learning Resources Center, Fine Arts Center, Health and Paramedical Technologies Center, Business and Industrial Technologies Center, Student Center, Physical Fitness Center, Liberal Arts Building, Natural Sciences Building, and KACC Radio Station.

The first floor of the Learning Resources Center contains the Computer Center, Counseling and Testing Center, Financial Aid and Placement Office, Admissions, Veterans, and Graduation Office, Business Office, Registrar's Office, Communications Center, and Media Center. The second floor houses the 35,000 volume Library and Learning Laboratory.

The Fine Arts Center contains facilities designed for use by the music department, drama department, and art department. Facilities include studios, rehearsal rooms, an art gallery, and a 400-seat theater/auditorium.

The Health and Paramedical Technologies Center contains classrooms and labs for all health-related departments. A Child Care and Development Laboratory School is also located in the building.

In addition to the many classrooms located in the Business and Industrial Technologies Building, laboratories are provided for the different programs in the area. Students have access to a simulated courtroom. An open concept secretarial lab contains learning carrels. Law enforcement students study in a crime lab. A window display case provides fashion merchandising students with actual advertising experiences. Labs for instruction in industrial programs include a drafting lab, an electronics lab with individual work stations and a microcomputer, an automobile mechanics lab, a welding lab and fabricating shop, and an air conditioning and refrigeration shop.

The Student Center consists of "The Hideout" student lounge, the "Dolphin Dugout" gameroom, Student Activities offices, a cafeteria, and the College Store.

The Physical Fitness Center includes a gymnasium, weight room, four racquetball courts, a steam bath, sauna, dressing rooms, lockers, eight tennis courts, a baseball field, a soccer/football field, and auxiliary equipment.

The Liberal Arts Center contains classrooms and language and biofeedback laboratories.

The Natural Sciences Building houses six physical science laboratories and a greenhouse.

In 1978, the College began operation of an FM educational radio station, KACC. The station operates on 91.3 MHz with a daily schedule of local news, public affairs, educational and light entertainment programs.

There is parking space on campus for approximately one thousand vehicles.

Classes in continuing education are also taught at various locations throughout the surrounding communities as the need arises.

#### RECOGNITION

Alvin Community College holds full membership in the Southern Association of Colleges and Schools. It holds full membership in the Association of Texas Colleges and Universities, and is approved by the Texas Education Agency and the Coordinating Board of the Texas College and University System.

Alvin Community College is a member of the American Association of Community Junior Colleges, the Southern Association of Junior Colleges, the Texas Junior College Association, the Texas Public Junior College Association, the Association of Texas Colleges and Universities, the National Commission on Accrediting, and the National Junior College Athletic Association.









#### AND CHANGE

The administration of Aivin Community Correge acts as fine this pre-Bulletin. The College may change requirements and regulations as necessary College or legislative action.

#### CLASSIFICATION OF STUDENTS

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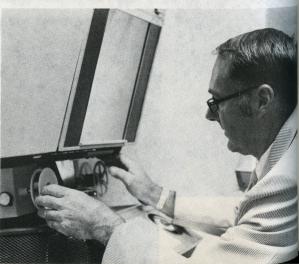
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# ADMINISTRATIVE INTERPRETATION AND CHANGE

The administration of Alvin Community College acts as final interpreter of this Bulletin. The College may change requirements and regulations as necessitated by College or legislative action.

#### CLASSIFICATION OF STUDENTS

All students are classified according to the following categories:

Curriculum Student: A student is designated as a curriculum student when his/her file in the Admissions Office contains all of the information required for general admission to the College as a regular student and when he/she has been admitted to one of the curriculums of the College. A curriculum student is one of the following:

- A full-time or part-time student working toward completion of an associate degree, diploma, certificate, or developmental program;
- A full-time or part-time student taking credit courses for transfer to another college or university.

Special Student: A special student is one who is permitted to register under special conditions including the following:

- 1. A part-time student taking a course(s) as an audit for no credit;
- A high school senior who with the permission of his/her high school principal and the Admissions Office is concurrently enrolled in a college course(s);
- 3. A part-time student not enrolled in an associate degree, diploma, or certificate program who may be taking a course(s) for credit is designated a general studies student by the College. Such students may later apply to the College for admission to a program as regular students.
- 4. A person who has not yet fulfilled all of the requirements as a regular student but who is admitted under special consideration.

Full-time Student: A student is considered a full-time student if he/she is carrying 12 or more credits of course work during the Spring or Fall semesters and six or more credits during a summer session.

Part-time Student: A student is considered a part-time student if he/she is carrying less than 12 credits of course work.

Freshman: A student is classified as a freshman until he/she has completed 32 credits of work in his/her designated curriculum.

**Sophomore:** A student is considered a sophomore after he/she has completed 32 or more credits of course work in his/her designated curriculum. Transferred credits are included providing they apply toward meeting the requirements of the student's curriculum.

#### **ATTENDANCE**

Regular attendance in classes is expected. When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. The student is responsible for the subsequent completion of all study missed during an absence. Any instruction missed and not

subsequently completed will necessarily affect the grade of the student regardless of the reason for the absence.

Anytime a student has accumulated the equivalent of two weeks of absences from any class within a semester the instructor may recommend to the Director of student Services that the student be administratively dropped.

#### NORMAL ACADEMIC LOAD

The normal academic course load for students is 15-17 credits. The minimum full-time load is 12 credits and the normal maximum full-time load is 18 credits. A student wishing to carry an academic load of more than 18 credits must ordinarily have a 3.0 grade-point average or higher and must have the approval of the Dean of Instruction, Student and Community Services.

If the student has received academic warning or academic probation, he/she may be required to take less than the normal semester course load.

#### AUDIT

A student wishing to take a credit course for no credit must register for the course and pay the regular fee. A student may change from audit status to credit or from a credit status to audit only during the first two weeks of the regular session. The student may, in succeeding terms, take any course for credit which he/she has previously audited. Audit courses will be reflected on the student's permanent record as "Audit." He/she may not petition for credit for the course he/she audited.

#### DROPS AND WITHDRAWALS

After a student has registered and paid, he/she is considered enrolled until an official drop has been processed in the Records Office, Room A-104. Continued non-attendance does not automatically terminate enrollment in the course; therefore, a student who ceases attendance in class without first officially dropping the course will receive a failing grade in that course.

To drop a course or withdraw from the college (drop all courses), the student must obtain the appropriate drop form in the Records Office, secure the appropriate signatures and return the form to the Records Office.

Courses should be dropped in person by the student; however, written requests to the Registrar are accepted when the student is unable to appear. Drops become effective on the date the letter is received and the drop slip is processed.

#### **DEAN'S LIST**

The names of students who complete 12 or more semester hours with a gradepoint average of 3.5, with no grade lower than a "C" for the term will be placed on the Dean's List in recognition of scholastic achievement.

#### MERIT LIST

Students who enroll for 7-11 credits during a semester and earn a G. P. A. (Grade Point Average) of 3.5 without any "F" or "U" grades will be placed on the Merit List.

#### **ACADEMIC PROBATION**

Any student who fails to maintain at least a 2.0 cumulative grade point average will be placed on academic probation until such time as his/her cumulative average is 2.0 or higher.

A student on academic probation is required to consult with a counselor prior to registration in any subsequent semester to establish conditions for continued matriculation with the college. Students on academic probation or suspension can be helped through counseling. For this reason, one of the conditions of admission or continued matriculation will be counseling. A reduced load may also be imposed if deemed necessary to improve chances for success.

A student transferring to Alvin Community College on academic probation or suspension from another college must gain approval from the Dean of Instruction Student and Community Services or his designee for admission to the college. Such approval will be conditional. Students attempting to avoid such approval or conditions will have committed an offense and will be subject to disciplinary ac-

Part-time students will be subject to academic probation after they have accumulated twelve hours credit.

Students on financial or Veterans aid programs should obtain a copy of the satisfactory progress requirement necessary for continuance in those programs.

The concept of academic suspension or academic dismissal based on grade point average alone is contrary to college philosophy. However, students who do not make satisfactory progress in certain curricula may be subject to removal from those curricula.

#### **COMPLIANCE STATEMENTS**

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

Any complaints of an alleged violation should be brought to the attention of the Director of Personnel.

Alvin Community College also complies with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and does not discriminate on the basis of handicap in the operation of its educational programs or in its admission and employment practices.

Special emphasis will continue to be placed on correcting conditions which may inadvertantly discriminate against any handicapped individual and thereby prevent compliance with the intent of the above act. Information concerning any such conditions or inquiries concerning any practices as they relate to Section 504 should be directed to the Associate Dean of Student & Community Services.

#### CREDIT BY EXAMINATION

Alvin Community College awards credit in some subjects to academically qualified students based on scores made on recognized nationally or locally administered examinations.

Recognized tests include.

College Level Examination Program General

College Level Examination Program Subject

American College Testing Proficiency Examination Program

College Entrance Examination Board Advanced Placement Program

National League for Nursing Achievement

Certified Public Secretary

Locally constructed departmental tests

Credit and a letter grade of A, B, or C will be awarded to students who successfully complete locally constructed examinations. Credit and notation of credit earned will be awarded for a score of 50%ile or higher on the nationally administered tests listed above.

A fee of \$4 per semester hour will be charged for locally administered tests. Fees for national tests are determined by the testing agency.

NOTE: Credit by examination will not normally be awarded for a course in which a student has been enrolled or for which a previous examination has been attempted. A student must be accepted for admission by Alvin Community College before credit will be approved. Credit will be awarded and placed on the student's academic record only after an equal number of semester hours are successfully completed on the Alvin Community College campus in each discipline involved.

Additional information on these programs can be found in the counseling cen-

#### CREDIT FOR NONTRADITIONAL EDUCATIONAL EXPERIENCE

College credit may be awarded for schooling received from non-accredited but recognized agencies such as the armed forces schools. Guidelines established by the American Council on Education will be used to determine the validity of the schooling and the credit to be awarded. The Admissions Office has additional infor-

#### TRANSFER CREDIT

It is the student's responsibility to furnish the Admissions Office with official college transcripts and test scores and to any other area on campus that requires the same.

Transfer credit will be given for all passing work completed at accredited colleges and universities.

Credits from foreign colleges and universities will be evaluated for credit after the student completes at least twelve credits with at least C grades at Alvin Community College.

Alvin Community College will accept credits from an unaccredited institution contingent upon 12 hours of satisfactory resident work at Alvin Community Col-

For additional information regarding transfer of credits see CORE CURRIC-ULA, General Provisions, page 23, this bulletin. See the Graduation Advisor or the Admissions Advisor who are responsible for the evaluation of transfer credits.

#### PHYSICAL EDUCATION REQUIREMENT

Alvin Community College supports the significance and importance of physipal training/education as a collegiate concept. Physiological and psychological health is intertwined with one's physical faculties. Therefore, the College requires one year of physical activity as partial satisfaction for curriculums.

Students with justifiable extenuating circumstances should petition the Dean of Instruction for a course waiver.

#### **GRADING SYSTEM\***

= Excellent — Four grade points per credit

= Good — Three grade points per credit

= Average — Two grade points per credit

= Poor — One grade point per credit

F = Failure — Zero grade points

S = Satisfactory — No grade point credit

= Re-enroll — The Grade of "R" for re-enroll means no credit until course objectives are completed. Its use will be limited to developmental courses only to permit re-enrollment for the completion of course objectives. It will be further limited to use only one time for any given student unless there is a recommendation made by the instructor, reviewed by the appropriate Director and Department Chairman, and, if necessary, the Associate Dean of Instruction.

U = Unsatisfactory — No grade point credit

WP = Withdrawal Passing WF = Withdrawal Failing

I = Incomplete — No credit. An incomplete grade ("I") is given when a course is nearly completed and when, in the opinion of the instructor, it may be completed with minimal additional work on the part of the student and the instructor. It is the student's responsibility to make arrangements for completion of the course work. If the course work is not completed by the end of the following semester, the earned grade (A, B, C, D, or

F) will be reported. X = Audit — No credit. Permission of the instructor and the Dean of Instruction is required to audit a class.

\*As a general guide, a grade of "A" will be assigned for grades (or equivalents) of 90-100; "B" for 80-89; "C" for 70-79; and "D" for 60-69.

#### STUDENT RECORDS AND PROCEDURES

As a general rule the College will not release any information concerning stu-As a general role the student or his parent (if a minor). Release of General Information Selection & Control of Selection (Selection of Selection )

The College will release the following items of "Directory Information" without the written consent of the student: name, address, telephone, date and place of the written day and degrees, participation in sports and activities, weight and birth, major, awards and degrees, participation in sports and activities, weight and birth, major, and activities, weight and height of athletic team members, dates of attendance and most recent educational neight of attended. The student is responsible for notifying the Records Office by institution attended. the 12th Class Day of the semester if any of the information listed above, is not to be released. No information is released by telephone.

#### Review of Record

Any student who desires to review his/her record may do so upon request to the Student Records Office. A student may have copies of his/her record at a charge not to exceed \$1.00 for each page.

# Challenge to Accuracy of Record Keeping

Any student who desires to challenge the accuracy of his/her records should present his/her request to the Associate Dean of Students. Should additional clarification be necessary a request for formal review may then be made to the Dean of Instruction, Student & Community Services.

Normally, all grades published are considered final. Any question of error must be brought to the attention of the instructor before the end of the following semester. principer di ataineore da arti, ad ao desubato no lucido morcos meddenaltos re

# GRIEVANCE PROCEDURE

Any student wishing to present a grievance for possible action should first tender the matter before his/her instructor. Thereafter, as deemed necessary, the grievance should be presented to the program director, department chairperson, area director, associate dean, dean of instruction, and the president. If the student should feel that the matter is still unresolved, he/she may then request a hearing before the board of trustees.

#### DISCLAIMER STATEMENT

At the time of class schedule publication, it is the intention of the College to teach courses in accordance with time, room, and instructor as listed. However, the College reserves the right to make schedule adjustments, delete, or discontinue any class when enrollment or other circumstances do not justify continuance in accordance with the schedule.

#### GRADUATION HONORS

Honors recognition will be given to those degree candidates whose grade point average for all work at Alvin Community College is 3.2 or higher. In computing grade point average for graduation honors, all hours completed (grade awarded) will be used. Courses which have been repeated will be counted each time taken. The GPA for graduation (2.0) will include only the hours needed for graduation and

Admissions Advisor who are responsible for the evaluation of transfer credits.

the best grade for repeated courses. Grades of WP, I, or R do not count as hours completed.

Appropriate honors based on scholastic achievements are recorded on the student's degree as follows:

- 3.2 Grade Point Average Cum Laude (with honors)
- 3.5 Grade Point Average Magna Cum Laude (with high honors)
- 3.8 Grade Point Average Summa Cum Laude (with highest honors)

# COLLEGE BULLETIN: Graduation Requirements

Ordinarily a student will graduate under the requirements of the Bulletin existent when he/she enters the College. However, when he/she is continuously enrolled, he/she may choose the option of graduating under the Bulletin existent when he/she graduates. A Bulletin must be selected in its entirety.

#### **GRADUATION REQUIREMENTS**

#### ASSOCIATE DEGREE REQUIREMENTS (A.A., A.S., A.A.S.)

To be eligible for graduation with an Associate Degree from the College, a student must:

- 1. Have fulfilled all the course requirements of his/her particular curriculum as outlined in the College Bulletin.
- Have been recommended for graduation by the appropriate Director in his/ her curriculum.
- 3. Have completed the required hours as specified in each program, of which 24 credits must be acquired at Alvin Community College.
- Have earned a grade point average of at least 2.0 on work attempted which is applicable toward graduation in his particular curriculum.
- Have filed an application for graduation with the Graduation Advisor. Late applications for graduation will result in the candidates delayed graduation until the following semester.
- Have resolved all financial obligations to the College and returned all materials including Library books.
  - 7. Attend commencement exercises if a spring graduate.
- Under extraordinary circumstances, any deviation in fulfilling curriculum requirements may be waived by the Dean of Instruction, Student and Community Services.

#### **DIPLOMA REQUIREMENTS**

To be awarded a diploma from the College, a student must:

- 1. Have completed 62 semester hours in a program planned to meet the desires and needs of the individual student (24 of the hours must be acquired at Alvin Community College).
- Have completed at least 16 semester hours of general education courses (course work in humanities and social science courses).

- 3. Have earned a grade point average of at loads 2.5 mm.
  applied to the Diploma program.
- 4. Have been recommended for graduation by the Dean of Instruction, Student and Community Services.
- 5. Have filed an application for graduation in the Office of the Graduation Advisor. Late applications for graduation will result in the candidates' delayed graduation until the following semester.
- 6. Have resolved all financial obligations to the College and returned all materials including Library books.
  - 7. Attend commencement exercises if a Spring graduate.
- 8. Under extraordinary circumstances, any deviation in fulfilling curriculum requirements may be waived by the Dean of Instruction, Student and Community Services.

#### CERTIFICATE REQUIREMENTS

To be awarded a certificate from the College, a student must:

- Have fulfilled all the requirements of his/her particular program area as outlined in the College Bulletin.
- 2. Have been recommended for graduation by the appropriate Director in his/ her program area.
- 3. If the certificate is one semester or longer in length, the student must complete the equivalent of at least one general education course per semester.
- 4. If he pursues a degree program but is unable to complete the degree requirements, he may, upon recommendation of the appropriate Director and the Dean of Instruction, Student and Community Services, be issued a certificate provided the portion of study successfully completed is equivalent to an approved program offered at the College.
- 5. Have filed an application for graduation with the Graduation Advisor. Late applications for graduation will result in the candidates delayed graduation until the following semester.
- 6. Have resolved all financial obligations to the College and returned all materials including Library books.
  - 7. Attend commencement exercises if a spring graduate.
- 8. Under extraordinary circumstances any deviation in fulfilling curriculum requirements may be waived by the Dean of Instruction, Student and Community Services.

#### SECOND DEGREE OR CERTIFICATE

In awarding students an additional degree, diploma, or certificate, Alvin Community College will grant credit for all previously completed applicable courses which are requirements of the additional degree, diploma, or certificate. The student must pay the regular fee for the second degree, diploma, or certificate.

#### **CORE CURRICULA**

The Coordinating Board, Texas College and University System, has adopted a "Core Curricula" for three major fields of study and is conducting studies in additional fields. The objective of this work is to provide "a basic core of general aca demic courses which, when offered at a junior college during the first two years or collegiate study, shall be freely transferable among all public institutions of higher education in Texas who are members of recognized accrediting agencies on the same basis as if the work had been done at the receiving institution."

The following statement of policy was adopted by the Coordinating Board Texas College and University System, on October 16, 1967. It became effective on September 1, 1968, and applied to all public colleges and universities in Texas Private colleges and universities usually implement this policy voluntarily.

#### · GENERAL PROVISIONS

- 1. The mandatory provisions regarding transfer of college credits pertain only to credits earned at an accredited\* Texas Public Junior College, such credits have ing application toward a degree in an academic field covered by the core curricula at a Texas Public Senior College or University.
- 2. Each Texas public senior college or university shall accept credits earned by any student transferring from an accredited Texas public junior college, provided such credits are within the core curricula of the student's declared major field. The senior college or university shall grant the student full value toward degree requirements as these are stated in the catalog of the senior institutions and as they apply to the student's declared major.
- 3. Inasmuch as the core curricula necessarily depend upon the student's maior, he/she shall be required to declare his/her major field no later than the end of his/her first year of attendance at the junior college and upon request for admission by transfer to a senior institution.
- 4. The student shall not be required to complete the entire core curricula for it to be valid and freely transferable, but any sub-item shall also be transferable, provided such item was completed prior to original registration in the senior institution.
- 5. Alvin Community College will accept credits from an unaccredited institution contingent upon 12 hours of satisfactory resident work at Alvin Community College.
- \*An accredited college in Texas is one accredited by the Southern Association of Colleges and Schools or by the Association of Texas Colleges and Universities.

#### **DEFINITIONS OF ACADEMIC TERMS**

Following are the definitions of terms with which the reader may not be familiar:

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

Admission: Acceptance of a student for enrollment.

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

Corequisite: A course which must be taken simultaneously or prior to another

Course Waiver: Permission to use another course in lieu of one requested in a given curriculum.

Elective: A subject or course which a student may choose to take as distinguished Curriculum: A specific course

Expulsion: Dismissal from the College normally without recourse for reenrollment.

Faculty: The instructional staff of the College. Grade Point Average: The ratio of grade points earned to credit hours completed.

Matriculation: Enrollment in the College. prerequisite: An academic requirement which must be met before a certain course

Registration: Process of enrolling for classes, constituting selection of courses by

day and hours and the payment of fees. Suspension: A requirement that a student cease matriculation in the College for at

Term: A subdivision of the academic year; i.e., Fall, Spring and Summer Terms.

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



	Major Field I Bachelor of Arts Degree in Arts and Sciences Bachelor of Science in Mathematics & Natural Sciences	Major Field II Bachelors Degree in Business Admin- istration (incl. Accounting)	Major Field III Bachelor Degree in Engineering
Subject			
. English Language Proficiency		<b>建</b> 4 4 5 5 6 6 76	\$ 65 0 B 6 4
(i.e., freshman English)	6 hours	6 hours	9 hours
b. Literature	6 hours	6 hours	
. Government (to meet state			
statute requirement)	6 hours	6 hours	6 hours
d. History (to meet state			1支 福息至至 學 2%
statute requirement)	6 hours	6 hours	6 hours
e. Natural Science A	6-8 hours Biological Science	6-8 hours	8 hours Chemistry
. Natural Science B	6-8 hours Physical Science		hours Physics*
g. Mathematics	6 hours	6 hours	9 hours
(Collegiate level)		(Finite Math and	(analytical geom-
		Analysis plus sequential	etry and calculus)
		course appropriate to	10 15 m = 30
		a business degree)	
n. Foreign Language	for the BA degree:		506 2 0001
Harata Allahar Barata Albara Barata	12-14 hours in a single language		
	for the BS degree:		
	6-8 hours in a single language		
. Humanities Electives:			
excluding courses in literature			
beyond b. above, also no more	A THE LOW THE STATE OF THE STAT		
than 12-14 hours foreign	6 hours	9 hours	3 hours (to satisfy
language may be used in h.			ECPD requirements)
and i. combined			
. Special Courses	/····	Economics: 6 hours	Engineering Mathematics
		Accounting: 6 hours	3 hours*
			Engineering Graphics:
			2 hours

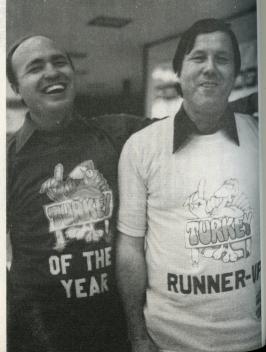
	Major Field IV Law Enforcement	Major Field V Art	Major Field VI Agriculture
Subject  English Language Proficiency English Literature Government History Science and/or Foreign Language	9-12 hours 6 hours 6 hours 8 hours	6-12 hours 6 hours 6 hours 6-8 hours	9 hours 3 hours 6 hours 6 hours 12-16 hours 6-8 Chem. 6-8 Biol.
Mathematics		6 hours	6 hours
Humanities and other Electives	8-15 hours		12
. Humanities and/or Social Science Special Courses	Law Enforcement 21 hours	6 hours Art History I, II, or Art Apprec. 6 hours	Agriculture 9 hours
	Total not to exceed 66 hours	Drawing I-II 6 hours Design I-II 6 hours Drawing III Design III Painting I Sculpture I 6-12 hours	Additional elective hours may be taken to give a total of 66 hours

<sup>\*</sup>The content of these courses and the mathematics prerequisites of these courses must be the same as these same courses in the curricula of ECPD accredited senior colleges.









# STUDENT SERVICES, POLICIES and REGULATIONS

#### ADMISSION REQUIREMENTS

A student may be admitted to Alvin Community College on any one of the following conditions:

- 1. Transfer in good standing from another college or university.
- 2. Graduation from an accredited high school.
- 3. Successful completion of the General Educational Development (GED)
- 4. Individual approval.
  - a. A person who is age 17 or above may apply to the Admissions Office for approval.
  - b. A student who is within one semester of graduating from an accredited high school may, upon recommendation of the high school principal and individual approval of the Admissions Office be permitted to enroll at ACC when enrolled concurrently in a senior high school for sufficient courses to graduate at the close of the current session.

#### **ADMISSION PROCEDURES**

All new students must submit a completed application for admission and a health and immunization statement to the Admissions Office, preferably at least three months prior to the student's planned registration date. All former students must have their records updated in the Records Office i.e. address change.

- If the student is working for a certificate or a degree, find the proper mode of admission below for additional requirements.
  - a. Former student No additional requirements, if attended since 1971.
  - b. Transfer student -
    - (1) Official transcripts from all previous colleges.
  - (2) ACT or SAT scores or a local placement exam, if English and math are not transferred.
  - (3) If the student is on academic probation or suspension from another school, he/she must gain approval from the Dean of Instruction, Student and Community Services (or his designated representative) for admission to the College. Such approval will be conditional.
- High school or GED graduate ACT or SAT scores or a local placement exam.
- d. Student without high school equivalency —
- (1) Receive individual approval from Admissions Office after providing sufficient evidence that he/she can benefit from college work.
- (2) ACT or SAT scores or a local placement exam.
- 2. If the student is not working for a certificate or a degree, he/she must notify the Admissions Office. Additional requirements below:
  - a. Former or transfer student, high school or GED graduate no additional requirements.
  - b. Student without high school equivalency
    - (1) Receive individual approval from Admissions Office after providing sufficient evidence that he/she can benefit from college work.

- (2) Current high school students must have an approval letter acconcurrent enrollment sent from his/her high school principal.
- College transient student Sign a statement that he/she is in good standing at last college attended.
- d. Student with concurrent enrollment needs approval letter from other

#### PLACEMENT TEST

All new students who are working for a degree or certificate and do not transfer college English and math should take the American College Test (ACT) and have the reuslts sent to the Admissions Office. Students who have not taken the ACT should contact the Counseling Center for dates and testing information.

ACT results are used for placement in English and math courses, counseling, research, and follow-up programs. It is not a selective device for college admission.

The Scholastic Aptitude Test (SAT) is acceptable.

A local placement exam may be substituted. Contact the Counseling Center about times for this exam.

#### **FULL AND PROVISIONAL ACCEPTANCE**

A new student will be fully accepted by the Admissions Office after all required documents are on file. A student will be provisionally accepted until all required documents are received. All documents should be submitted as soon as possible.

#### INTERNATIONAL STUDENTS

Students from other countries attending Alvin Community College shall be termed "International" students, if they are a person who is a citizen of a country other than the United States who has a visa for educational purposes with an intent to return to his home upon completion of his educational program.

International students must carry a minimum of twelve (12) semester hours to meet Department of U.S. Naturalization and Immigration Service requirements. Because no scholarships or grants are available to international students, it is essential that students from outside the United States have sufficient funds to cover their expenses while in this country. The international student tuition is \$14.00 per semester hour with a minimum tuition of \$200 for the regular term and \$100 for the summer session (subject to change without notice).

Before any action can be taken on their applications, international students who wish to become degree-seeking students at Alvin Community College must complete and file the following with the International Student Advisor 30 Days prior to the beginning of the semester or summer session in which they are intending to begin their studies.

- 1. A completed application form.
- 2. Health form (physicians examination).
- 3. Official transcripts for at least the last four years of secondary school study and any university-level or other post-secondary school work that has been completed or attempted. All these records must list all subjects taken, grades earned or examination results in each subject, and all diplomas and

- accompanied by authorized English transcriptions.
- An official Test of English as a Foreign Language (TOEFL) score report. To be considered for admission, students must receive a minimum score of 500 or above.
- 5. Affidavit of Support.
- Educational Background letter from foreign student advisor of the previous school attended (this applies to students already enrolled in a school in the United States).
- 7. A deposit of \$500 in the Alvin Community College Business Office.

\*Once an international student has been accepted for enrollment, he or she must agree to attend foreign student orientation each semester or summer session while attending Alvin Community College.

#### ADMISSION TO SPECIFIC CURRICULUMS

In addition to the general admission requirements, specific requirements are usually prescribed for each curriculum of the College. Among the items generally considered in determining the eligibility of a student for admission to a curriculum in the College are his/her educational and occupational experiences, and other reasonable standards to insure that the student possesses the potential to meet program requirements.

The specific requirements for each curriculum in the College are listed in the Curriculum Offerings section of the College Bulletin. Persons who do not meet the requirements for a specific curriculum or course may be eligible to enter the curriculum or course after they have completed preparatory course work.

It is policy not to admit a student to a curriculum unless he/she meets all of the listed requirements fol the curriculum. The Admissions Office will officially admit the student upon the approval of the appropriate Director responsible for the curriculum. If the student has not completed all of the admission requirements for the curriculum, the student will be required to complete these requirements in the developmental program.

#### RESIDENCE STATUS

The legal residence of each application for admission to Alvin Community College will be determined in the Registrar's Office.

For tuition purposes, the students who enroll in Alvin Community College will be classified as follows:

- 1. In-District Students who are residents of the Alvin Community College District. (Resident at least 12 months).
  - Out of District Students whose homes are not in the Alvin Community College District but who are residents of Texas.
  - 3. Out of State or Out of Country An out-of-state or out-of-country student is a person living away from his family and whose family resides in another state or another country or who has not resided in Texas for the twelve months immediately preceding the day of registration.

Individual determination can be affected by death or divorce of parents; custody of minor by court order; marriage of student; active military duty of student or student's parents; full-time employment of the student's spouse

or parents in a senior state out of Texas that do not allect temporary assignments of student's parents out of Texas that do not allect temporary assignments.

actual legal residence.

Full details of the aforementioned can be obtained from the Registrar's

4. Alien — An alien who is living in this country under a visa permitting permanent residence or who has filed with the proper federal immigration nent residence or who has filed with the proper federal immigration authorities a declaration of intention to become a citizen has the same authorities of qualifying for residence status fee for purposes under this act privilege of qualifying for residence status fee for purposes under this act privilege of qualifying for residence status fee for purposes under this act privilege of qualifying for residence at the proper federal immigration authorities and properties of qualifying for residence at the proper federal immigration authorities and properties of qualifying for residence at the proper federal immigration and properties and properties are properties.

### RESIDENT CLASSIFICATION STUDENT RESPONSIBILITY

The responsibility of registering under the proper residence classification is that of the student, and if there is any question of his/her right to classification as a that of the student, and if there is any question, prior to his/her registration, to raise the resident of Texas, it is his/her obligation, prior to his/her registration, to raise the question with the Registrar's Office.

Once a student has been found to be a non-resident, his/her status is frozen as long as he/she remains in attendance at this college or until a petition for change of status has been approved.

Every student who is classified as a resident student but who becomes a nonresident at any time by virtue of a change of a legal residence by his own action or by the person controlling his/her domicile is required to notify the Registrar's Office.

#### FINANCIAL INFORMATION

All tuition and fees must be paid in full at the time of registration or as posted in the case of advance registration. A student may not attend class until all payments have been made. Students who have received a scholarship are required to pay the full tuition and fees personally if the granting organization has not paid the scholarship at the time of registration. Students needing financial assistance should make application to the Student Financial Aid Office by May 1 for summer assistance and June 16 for the nine-month academic period.

The College reserves the right to change, without notice, tuition, other charges, and related requirements and regulations as necessitated by College or legislative action.

This schedule represents fees for the Fall and Spring Semesters based on residency status and number of hours taken. Alvin Community College reserves the right to change without notice the schedule of tuition and fees.

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

	9 1	UITION & N	MATRICULA	TION	STUDENT	BUILDING		TOTAL	CHARGES	
SEM HRS	RI	RO	NR	IS	SERVICE	USE FEE*	RI	RO	· NR	IS
1-3	\$25.00	\$ 25.00	\$ 51.00		\$10.00	\$ 7.50	\$ 35.00	\$ 42.50	\$ 68.50	
4	25.00	25.00	68.00	\$160.00	10.00	15.00	35.00	50.00	93.00	\$185.00
5	25.00	25.00	85.00	200.00	10.00	15.00	35.00	50.00	110.00	225.00
6	31.00	43.00	102.00	240.00	10.00	15.00	41.00	68.00	127.00	265.00
7	35.00	49.00	119.00	280.00	10.00	15.00	45.00	74.00	144.00	305.00
8	40.00	56.00	136.00	320.00	10.00	15.00	50.00	81.00	161.00	345.00
9	45.00	61.00	153.00	360.00	10.00	20.00	55.00	91.00	183.00	390.00
10	50.00	65.00	170.00	400.00	10.00	20.00	60.00	95.00	200.00	430.00
11	54.00	69.00	187.00	440.00	10.00	20.00	64.00	99.00	217.00	470.00
12	58.00	73.00	200.00	480.00	10.00	20.00	68.00	103.00	230.00	510.00
13	62.00	77.00	200.00	520.00	10.00	20.00	72.00	107.00	230.00	550.00
14	66.00	81.00	200.00	560.00	10.00	20.00	76.00	111.00	230.00	590.00
15	70.00	85.00	200.00	600.00	10.00	20.00	80.00	115.00	230.00	630.00
16	74.00	89.00	200.00	640.00	10.00	20.00	84.00	119.00	230.00	670.00
17	78.00	93.00	200.00	680.00	10.00	20.00	88.00	123.00	230.00	710.00
18	82.00	97.00	200.00	720.00	10.00	20.00	92.00	127.00	230.00	750.00
19	86.00	101.00	200.00	760.00	10.00	20.00	96.00	131.00	230.00	790.00
20	90.00	105.00	200.00	800.00	10.00	20.00	100.00	135.00	230.00	830.00

CODE: RI-Resident/In-District

RO—Resident/Out-of-District NR—Non-residents who are US citizens IS—International Students

ALVIN COMMUNITY COLLEGE
TUITION AND MATRICULATION FEE SCHEDULE
Fall and Spring Semesters

SEM		District MAT. FEES	TOTAL	TUITION	MAT. FEES	TOTAL	NR	15
HOURS  3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19	\$25.00 25.00 25.00 25.00 25.00 28.00 32.00 36.00 40.00 44.00 52.00 56.00 60.00 64.00 68.00 72.00 76.00	\$ .00 .00 .00 6.00 7.00 8.00 9.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00	\$25.00 25.00 25.00 31.00 35.00 40.00 45.00 50.00 54.00 66.00 70.00 74.00 78.00 86.00 90.00	\$25.00 25.00 25.00 25.00 28.00 32.00 36.00 40.00 44.00 52.00 56.00 60.00 64.00 68.00 72.00 76.00 80.00	\$ .00 .00 .00 .00 21.00 24.00 25.00 25.00 25.00 25.00 25.00 25.00 25.00 25.00 25.00 25.00 25.00	\$ 25.00 25.00 25.00 43.00 49.00 56.00 61.00 65.00 69.00 73.00 77.00 81.00 85.00 89.00 93.00 97.00 101.00 105.00	\$ 51.00 68.00 85.00 102.00 119.00 136.00 153.00 170.00 187.00 200.00 200.00 200.00 200.00 200.00 200.00 200.00 200.00 200.00 200.00	\$120.00 160.00 200.00 240.00 280.00 320.00 360.00 440.00 480.00 520.00 560.00 640.00 680.00 720.00 760.00 800.00
00	80.00	10.00	50.00					

#### \$10.00 Student Service Fee — per semester Summer term Applied Music Fees Private Lessons — Per semester hour \$25.00 10.00 Class Piano — Per course 10.00 Class Voice — Per course Class Change Fee (For approved class changes made for the convenience of the student) Per each add or drop \$ 3.00 \$ 9.00 Credit by Examination Per semester hour: (Art, Biology, Business Machines, Chemistry, Computer Science, Crafts, Drafting, Electronics, Foreign Language, Medical Laboratory Technology, Nursing, Physics, Shorthand, Typing), etc. Air Conditioning & Refrigeration, Welding and \$15.00 Automotive Mechanics Physical Education Fee (per semester) \$ 5.00 Towel & Locker Use Fee \$15.00 Bowling Fee \$15.00 Golf Fee \$45.00 Scuba Diving Fee \$15.00 Water Safety Instruction Fee \$ 5.00 Returned Check Fee \$10.00 Late Registration Fee \$11.00 TNSA Membership Fee \$30.00 State Board Examination Fee (ADN) \$10.90 Malpractice Insurance Fee (Annual) \$ 1.00 Transcript fee Note: Procedures for ordering regalia for Graduation. Graduation Fees must be

paid to Business Office. Upon presentation of Business Office receipt, Col

#### REFUND POLICY

#### Total Withdrawal

Student tuition and fees provide only a portion of the costs to provide educational opportunities. When a student enrolls in a class, a place is reserved in that class which cannot be made available to another student until the student officially drops the class. Also, the enrollment of a student, whether it is continued or not, represents a sizable cost to the college. Therefore, refunds are made under the 

# ALVIN COMMUNITY COL TUITION AND FEES SCHI Summer Semesters

Summer term based on residency status and number of hours taken. Alvin Community without notice the schedule of tuition and fees. This schedule represents fees for the College reserves the right to change

Registration does not become official until tuition and fees

	<u>s</u>		\$ 47.50	87.50	127.50	175.00	215.00	25.00	00.002	295.00	335.00	380.00	420.00	460.00	400.00	200.00	540.00	580.00	620.00	050.00
Speco	CHARGES		\$ 32.50	41.50	58.30	83.00	100.00	100.00	00.711	134.00	151.00	173.00	190 00	20.200	201.00	220.00	220.00	220.00	00 000	220.00
	TOTAL CH		\$ 25.00	32.50	37.50	55.00	85.00	00.00	75.00	85.00	95.00	110.00	120.00	130.00	130.00	140.00	150.00	160 00	470.00	170.00
	<u>≅</u>		\$ 25.00	25.00	30.00	00.00	0.00	20.00	00.09	70.00	80.00	00 00	100.00	00.00	00.011	120.00	130.00	140.00	00.00	00.061
500,000	BUILDING	·· USE FEE*	\$ 7.50	7.50	7.50	7.7	13.00	00.61	15.00	15.00	15.00	00.00	00.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
	<u>S</u>		\$ 40.00	00.04	00.00	100.00	160.00	200.00	240.00	280.00	320.00	050.000	200.000	400.00	440.00	480.00	520.00	250.00	00.000	00.009
	e z		00 30 \$	24.00	24.00	00.10	68.00	85.00	102 00	119.00	136.00	130.00	00.661	1/0.00	187.00	200 00	00.000	200.00	200.00	200.00
noes ilor peon	TUITION	2	00 40	\$ 25.00	00.62	30.00	40.00	20.00	RO OO	20.02	00.00	90.00	90.00	100.00	110.00	100 00	120.00	130.00	140.00	150.00
Registiation	3 8		000	\$ 25.00	25.00	30.00	40.00	20.00	80.00	20.00	00.00	80.00	90.00	100.00	110 00	100.00	100.00	130.00	140.00	150.00
NOIE	S	HRS		- '	2	က	4	2	0 0	0 1	_ (		6	9	11	-	71	13	14	15

RI--Resident/In-District RO--Resident/Out-of-District NR--Non-residents who are US citizens IS--International Students CODE:

Students Resident/In-District not apply to Does

- 1. A STUDENT MUST OFFICIALLY WITHDHAW from classes in the Records Office in order to receive a refund.
- If a student withdraws prior to beginning of classes, a 100% refund, less a \$10.00 service charge, will be made.
- If a student withdraws from the college during the first ten days, (first four days in the Summer terms) the refund is 70%. No service charge is assessed.
- The late registration fee of \$10.00 is not refundable under any circumstances.
- If a student's tuition and fees are met through financial aid, the student is not eligible for a cash refund.

A student who feels that his refund request is due to an extenuating circumstance beyond the limits of the refund policy may submit a letter of explanation to the Refund Petitions Committee in the Business Office.

#### Schedule Changes

- Schedule changes are normally assessed a \$3.00 charge per line on the Add/Drop form with a \$9.00 limit. This fee will be waived if the change is due to administrative or instructor request.
- If the net result of the schedule change is the ADDITION of tuition and/or fees, the student pays the net difference at the Business Office.
- 3. If there is no change in credit hours and/or labs, the only charge assessed is the \$3.00 per line fee.
- 4. If there is reduction of credit hours and/or fees the refund will be determined as 70% of the difference between the students new and original total fee amounts, except that late registration fees and student service fees are not refundable.

Changes become official only after payment is received.

#### COUNSELING

As a service to students and to the community, Alvin Community College maintains a staff of professional counselors, in addition to a system of faculty advisors in each instructional program.

The counseling center functions to assist students in making intelligent decisions regarding their vocational, educational, and personal-social plans. As a part of this assistance, students have available appropriate tests, inventories, and occupational and educational information.

The counseling service provides individual attention and supplementation to the instructional program of the College.

Each regular student will be assigned to a counselor or a faculty advisor.

#### LIBRARY

The Library is located adjacent to the Learning Laboratory on the second floor of Building A. It houses 35,000 books and bound periodicals, 203 current periodical subscriptions, 734 reels of microfilm, 1650 microfiche, 2541 titles of other audiovisual materials, and 1734 other titles of various kinds of media. All materials are available for use by students, faculty, administrators, and residents of the commu-

nity. Seven librarians, and several student assistants are available to provide service for 63 hours from Monday through Saturday each week.

#### LEARNING LABORATORY

Various types of instructional media exist in the learning laboratory to meet individual or curricular needs. Audio-tutorial programs, peer group sessions, tutoring, films, programmed textbooks, filmstrips, filmloops, slides, models, microtoring, films, and printed materials are employed in a multitude of learning paths from films, and printed materials are employed in a multitude of learning paths from which students may choose. The learning laboratory exists as an adjunct to all which students by providing a supplement through self-directed study and the use of individualized instructional resources. All of these services are provided at no extra cost to the students.

# DEVELOPMENTAL STUDIES of ballifaction of the squad

A program in developmental studies is available upon request to Associate Dean of Instruction.

#### CHILD CARE LABORATORY SCHOOL

A campus Day Care Center is available to the children of students, staff, and faculty. The Center, a laboratory school operated by the Child Care and Development Department, is open from 7:30 a.m. until 5:30 p.m. Monday through Friday and from 6:00 p.m. until 9:30 p.m. Monday through Thursday. The Center is licensed for children 18 months-6 years of age. Registration information and fee schedules may be obtained by contacting the Laboratory School Office.

#### ORIENTATION OF THE PROPERTY OF

An orientation program has been established to acquaint new students with the purposes and programs of the College. The orientation programs begin weeks before registration when the student is asked to meet with a counselor at the College for an interview to discuss the student's educational interests, to determine what additional tests he/she may need, and to plan the student's application for admission to a specific culriculum at the College. The student will also meet with a faculty advisor in his/her major curriculum and/or a counselor to plan his/her program and course of studies. An orientation period is scheduled for all new students prior to registration for group orientation to the College and a discussion of student services and activities.

#### **VETERANS ADMINISTRATION BENEFITS**

Alvin Community College has been approved for GI Bill Educational Training. Prospective veterans and dependents should contact the VA Regional Office in Houston or the campus Veterans Affairs Office for application forms and further information. Early application is advised. VA recipients are expected to comply with standards of satisfactory progress. Full text of *Policies Governing Satisfactory Progress* is being added to the Administrative Procedures Manual. Copies are available in the Veterans Coordinator's office.

#### **TEXAS REHABILITATION COMMISSION**

The Texas Rehabilitation Commission offers assistance for tuition to students who have certain physical disabilities, provided the vocational objective selected by the disabled person has been approved by a representative of the Texas Rehabil. itation Commission. Application for this assistance should be made to the nearest Texas Rehabilitation Commission Office before each registration period of the school year. For further information please contact the Associate Dean of Student's Office who can direct students to the local Texas Rehabilitation Commission office in Alvin.

#### **FINANCIAL AID**

The primary purpose of the student financial aid program at Alvin Community College is to provide financial assistance to students who, without such aid, would be unable to attend college. Although the college constantly seeks additional sunport for student loans, scholarships, and grants, funds are limited in some of these

Financial aid is awarded in the form of scholarships, grants, loans, and jobs Details about different programs can be found in the following paragraphs. All applications should be made through the Office of Student Financial Aid and Placement, Alvin Community College, Alvin, Texas 77511. Student consumer information is available through this office.

Most aid is assigned according to financial need, academic grades, and academic load. The amount of support which may be expected from the income, assets, and all other resources of the family and the student is considered in determining the student's financial need. All students who apply for aid in which financial need is a qualification, are required to (1) complete the necessary requirements for admission to the College; (2) complete the College's application for financial aid; and (3) file the Financial Aid Form of the College Scholarship Services and request a copy to be sent to Alvin Community College. A student must submit a new application each year in order that his/her financial need may be reevaluated. Since the amount of financial assistance awarded usually reflects the financial standing of the student's family, all information this office receives is handled confidentially. It is important for a student to apply in person.

The application form used at Alvin Community College can only be obtained at the Office of Student Financial Aid. Satisfactory academic progress as determined by the Student Financial Aid Office must be made by the student in order to remain eligible for financial assistance.

Student financial aid is awarded in the order of need to students who meet priority deadlines. In order to receive priority consideration a student's need analysis report (the results of the Financial Aid Form) must be received in the Financial Aid office before May 1st for summer assistance and June 16th for the nine month academic period. After these deadline dates, financial aid funds will be awarded based on the order in which each student's application was received, as long as funds are available. Students should apply in February or as soon as family income information is available after the first of the calendar year.

#### **Financial Aid Programs Available**

#### **Basic Educational Opportunity Grants**

This grant makes funds available to eligible students who are undergraduates and enrolled on at least a half-time basis. The need is determined by the use of the Financial Aid Form which includes a confidential moonie statement of the Financial All Statement Student should submit an application for this program. A student's family. Every student's eligibility is contact the student of the student o student's lating, and application for this program. A print-out identifying the student's eligibility is returned to the student and he/she submits it to the Student Financial Aid Office.

## Short-Term Loans

Alvin Community College has limited funds to provide immediate assistance for tuition and fees. These funds are made available through gifts contributed by individuals and organizations interested in Alvin Community College and the welfare of its students. These are considered emergency loans and must be repaid during the term of enrollment so that the money may be continually circulated.

# Federally Insured Student Loans

This loan program permits students to obtain low interest loans from their local lending agencies who participate in the program. The Student Financial Aid Officer can recommend such loans after consulting with the student. Applicants should find out whether their local lending agencies (banks, credit unions, or savings and loan associations) participate in the program.

#### National Direct Student Loans

Low interest loans are available to students who qualify on the basis of financial need. These loans are to be repaid after the student graduates or withdraws from college.

#### **Nursing Scholarships**

Scholarships are available for students in the Nursing Program (enrolled in nursing classes) who qualify on the basis of financial need.

Loans are available for students in the Nursing Program (enrolled in nursing classes) who qualify on the basis of financial need.

#### Law Enforcement Education Program (LEEP)

Grants are available to pay tuition and fees for full time employees of public funded law enforcement agencies. Such students must be currently participating in the Law Enforcement Education Program or have participated some time beginning with Summer I 1978 to be eligible. It is necessary for a student to remain employed in public-funded law enforcement for two (2) years after the close of the semester in which he/she receives the grant, otherwise, the grant becomes a loan.

#### State Student Incentive Grant

All full time eligible students will be considered for this grant program which is based on financial need.

#### Supplemental Educational Opportunity Grants

Supplemental Educational Opportunity Grants are awarded to students of greatest financial need. The minimum grant is \$200 per academic year. These grants can be no more than one-half the total assistance given a student. Any student filing for other student financial aid will be considered for one of these

#### **Texas Public Education Grants**

A grant fund has been made available by state law to be administered by this institution for grants to needy students. Although funds are somewhat limited in this program, all applicants for other student financial aid will be considered for one of these grants.

Veterans, who were honorably discharged from the service, were legal residents of Texas at the time of induction into the service, have no further entitlement to VA educational benefits, and have resided in Texas for at least 12 months before the date of college registration, are qualified for exemption of tuition and fee charges required at registration. A copy of a veteran's DD 214 must be presented to the Veterans' Coordinator for exemption prior to registration.

#### Athletic Grants-in-Aid

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

#### Music Grants-in-Aid

For information on the music grants-in-aid contact the Head of the Music Department.

#### Institutional Departmental Scholarships

Scholarships are offered to qualified students majoring in the disciplines listed: Accounting, Air Conditioning, Art, Business, Computer Science, Court Reporting, Cooperative Education, Drama (Paul Lawson Scholarship), Economics. Flectronics, Mathematics, Medical Laboratory Technology, Mid-Management, Music, Nursing, and Speech & Drama. Students interested in making inquiries concerning these scholarships should contact the chairperson of the respective department.

#### Other Scholarships

The following scholarships are coordinated by Alvin Community College and awarded each year: A.C.C. Czech Club Scholarship (second year student), ACC Association of Education Office Personnel Scholarship, A.C.C. Fashion Group Scholarship, A.C.C. Teachers' Association Scholarship (second year student), Alvin Educational Secretaries and Paraprofessionals Association Scholarship (second year student), and Alvin Insurance Agencies Scholarship (A.C.C. graduate).

Other scholarships are available to A.C.C. students from outside sources. For further information concerning all scholarships, inquire at the Student Financial Aid Office in Building A or call 331-6111, ext. 206.

#### College Work-Study Program

This program provides on-campus employment for students who qualify on the basis of financial need. In order to be eligible for employment under this program, the student must be enrolled or accepted as at least a half-time student and be in need of the job earnings to pay for his/her college expenses.

Additional information will be available to all interested students and prospective students as new types of student aid develop at Alvin Community College.

The College maintains a placement service in the Financial Aid and Placement Office for students who wish to secure part-time or full-time employment while attending college, during vacations or after graduation. Occupational information on job requirements and opportunities is provided in the Placement Center. The College maintains contact with business, industry, the professions, and the government for the latest information about jobs.

Students who seek part-time work are encouraged to do so with a view to their future career plans. The experience gained will assist them in finding permanent and satisfying positions.

The College schedules intercollegiate competition in basketball, baseball, vol-Ine College and golf. For non-varsity students, an extensive schedule of intranural sports and the physical education program afford all students many opportunities for participation.

#### PHYSICAL FITNESS CENTER

The ACC Fitness Center is open to students, faculty, staff and the residents of the college district who purchase a membership.

Operating Hours are: 6:00 a.m. to 10:00 p.m. (Weekdays) 11:00 a.m. to 7:00 p.m. (Weekends)

#### CAFETERIA

Hot and cold food and beverages may be obtained from the cafeteria which is located in the Student Center.

#### PARKING

Automobiles must be registered before they may be parked on campus. Parking permits are distributed during registration and afterward by the Security Office. Certain areas are reserved. Traffic regulations will be distributed by the Security Office.

#### CO-CURRICULAR ACTIVITIES

Activities outside the classroom provide some of the most valuable educational experiences a student will have while attending college. For this reason, Alvin Community College encourages its students to participate in these activities. Student activities, which are open to all students, include movies, speakers, dances, intramurals, workshops, concerts, programs, and various club activities. The activities calendar is maintained by the office of the Student Activities Coordinator. Campus events are listed in the weekly newsletter, "This Week at ACC".

#### STUDENT HANDBOOK

A student handbook is available to provide additional information of interest to students. The handbook, which describes student activities, organizations, student services, and college regulations pertinent to students, is available in the Student Activities office.

#### **COLLEGE STORE**

A College Store is operated for the convenience of students and faculty. It is located in the Student Center.

Book buy back will be conducted by the College Store on the following dates:

Fall Semester — December 8-17, 1980

Spring Semester — May 11-15, 1981

Summer Session II — August 10-14, 1981

Book buy back is conducted the week of final examinations. Buy back price is one-half the original purchase price.

tivin Community Cullage offers a variety of scadem's program legree, diplomas, and certificates are awarded to trose students emplate approved programs.

Lehoth: Four-Semester T. to Vegal Process

Program Requirements: This curriculum will look use in a gand introductory specialty occurs a usualty required in the left bacoglaureate programs. Each student is urged to left bacoglaureate programs. Each student in the cell the requirements of the major department in the cell hotshe expects to transfer in plenning historic programs tives.

FRA

Assentiate in Arts Danies Director

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# **CURRICULUM OFFERINGS**

MSL 121 Comp. Emetodic list 141 U.S. to 1877
MSTS 121 Design I Design I MSTS 120 An Appreciation MSS 120 Annual Principles Company Com

Cagain (A.A.) is awarded to those students who fulfill

ment and a condition first 1821 1991 so a mosely a 1998 's good and present and a partners in 119,853,876 or 1998 And bed his her condition at 1,500 to 1998 (1998)

RTS 240 Watercolor Painting
HED Physical Education







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

#### ART

Degree: Associate in Arts (A.A.)

Length: Four-Semester (Two-Year) Program

Purpose: Associate in Arts Degree (A.A.) is awarded to those students who fulfill the requirements in the Art curriculum.

Program Requirements: This curriculum will include the general education courses and introductory specialty courses usually required in the first two years of equivalent baccalaureate programs. Each student is urged to acquaint himself/herself with the requirements of the major department in the college or university to which he/she expects to transfer in planning his/her program and selecting his/her electives.

#### ART

#### Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours		Course Credits
	First Semester			
ENGL 121	Comp. & Rhetoric I	3	0	3
HIST 141	U.S. to 1877	3	0	3
ARTS 111	Design I	0	6	3
ARTS 121	Drawing I	0	6	3
ARTS 120	Art Appreciation	3	0	3
PHED	Physical Education	0	3	1
		4. T	-	_
		9	15	16
	Second Semester			
ENGL 122	Comp. and Rhetoric II	3	0	3
HIST 142	U.S. Since 1877	3	0	3
ARTS 112	Design II	0	6	3
ARTS 122	Drawing II	0	6	3
ARTS 240	Watercolor Painting	0	6	3
PHED	Physical Education	0	3	1
		_	_	-
		6	21	16

	Inira Semester			
ENGL 211	Survey of Literature I	eră"		
or	Waldery solder com w come	3	0	3
ENGL 221	Amer. Nat. & State Govt. I	3		3
GOVT 211 ARTS 211	Drawing III	0311160	A STATE OF THE PARTY OF THE PAR	3
ARTS 231	Painting   Telegome 2 12117	0	6	2
or 251	Commercial Art I		0	1013
8	*Elective	The U.S.	TAT	HIST
	al and Pestornanea and the early street at the early and a street at the early at t	0	12	15
				MAGG
	Fourth Semester States			
ENGL 212	- fliteratura II		nts wh	
or		3	0	3
ENGL 222	Amer. Nat. & State Govt.	3	0	3
GOVT 212	Painting II			
ARTS 232 or 252	Commercial Art II	0	6	3
ARTS 221	Design III	0	6	3
or	n onorent pas a cit		122	
ARTS 241	Intro to Portrait Painting	U	6	3
AIIIOZII	*Elective		0	3
	tion to Acting	Altonoon Division in the	_QAT	MAHU .
		M eggg	12	15
	Total Minimum Credits Required for Arts Degree	190/HJe13	ears of	62

\*Electives should be chosen to coincide with senior requirements.

#### DRAMA

Degree: Associate in Arts (A.A.)

Length: Four Semester (Two-Year) Program

Purpose: Associate in Arts Degree (A.A.) is awarded to those students who fulfill the requirements in the Drama Curriculum.

Program Requirements: This curriculum will include the general education courses and introductory specialty courses usually required in the first two years of equivalent baccalaureate programs. Each student is urged to acquaint himself/herself with the requirements of the major department in the college or university to which he/she expects to transfer in planning his/her program and selecting his/her electives

#### DRAMA

#### Associate in Arts Degree Program

aggree, algici			10 9 4 55	(Enlet)
Course Number	Course Title		Lab	Course
Number		Lecture	nours	Credits
	First Semester	Painting I		
ENGL 121	Composition and Rhetoric I	3	0	3
HIST 141	The U.S. to 1877	3	0	3
<b>DRAM 111</b>	Rehearsal and Performance	0	2	1
<b>DRAM 120</b>	The Creative Experience	3	0	3
DRAM 130	Introduction to Theatre Arts	3	0	3
PHED 125	Fundamentals of Movement	0	3	1
SPCH 110	Fundamentals of Speech or			
	Elective	3	0	3
		to accou <u>nt</u> i	107	thousand.
		15	5	17
tiges. a	Second Semester			
8 3	a contract of the contract of	Design III	212	ARTS 2
ENGL 122	Composition and Rhetoric II	3	0	703
HIST 142	The U.S. since 1877		0	3
DRAM 112	Rehearsal and Performance	evilos 0.	2	1
DRAM 140	Introduction to Acting	2 2	2	3
DRAM 150	Stage Makeup	0	3	3
PHED 126	Fundamentals of Movement  Elective	THE RESERVE TO STATE OF THE PARTY OF THE PAR	0	3
	Elective sadder sadd committee and		_	_
		13	9	17
	Third Semester			
ADTO - 7	DRAMA			
ENGL 211	Survey of Literature I			
or		olege in Arts (	Assor	De groe:
ENGL 221	American National and 19019 (1697-0		U	
GOVT 211				
nts who halfill	State Governments I			ACTOR AND AND ADDRESS OF
DRAM 211	Rehearsal and Performance	2	2	3
DRAM 230	Introduction to Technical Theatre	17 :21 2	2	3
DRAM 240	Advanced Acting Elective	ir Eluctory spr	0 0	3981430
	ograms. Each student is urged to acq	calaureate pr	an <u>t b</u> ac	leviups
		13	6	16
ecting history	ster in planning his/her program, ppg sei			
	Fourth Semester			
ENGL 212	Survey of Literature II			
or	Carro, or Endadate	8-		
ENGL 222		3**	0	3
GOVT 212	American National and			1 /
	State Governments II	3	0	3
DRAM 235	Intermediate Technical Theatre	3	0	3
DRAM 250	Theatre Speech	3	0	3

12	Rehearsal and Performance Elective	3	0	3	
	A supplied to 2.71 4-Teamsonie (200	15	2	16	
	Total Minimum Credit Requirement for Drama Major Degree	nt 		66	

# ASSOCIATE IN ARTS DEGREE GENERAL LIBERAL ARTS PROGRAM

Degree: Associate in Arts (A.A.)

DRAM 2

Length: Four-Semester (Two-Year) Program

Purpose: Associate in Arts Degree (A.A.) is awarded to those students who fulfill the requirements in General Liberal Arts curriculum. Students who complete this curriculum normally transfer to a four-year college where they may major in one of the following subject-areas:

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

Program Requirements: This curriculum will include the general education courses and introductory specialty courses usually required in the first two years of equivalent baccalaureate programs. Each student is urged to acquaint himself/herself with the requirements of the major department in the college or university to which he/she expects to transfer in planning his/her program and selecting his/her elec-

#### GENERAL LIBERAL ARTS

#### Associate In Arts Degree Program

Course				Course
Number	Course Title	Hours	Hours	Credits
	First Semester			
ENGL 121	Composition and Rhetoric I	3	0	3
HIST 141 V	The U.S. to 1877	3	0	3
MATH 111V	Selected Topics I			
MATH 160	Foundations of Mathematics		0	3
		3	0	3
	*Elective **Foreign Language or Elective	anA m and	0-2	3-4
PHED	Physical Education	0	3	1
		re <u>m</u> ents: This	iup <del>a/</del> ii	neig <del>ar</del> q
			0-5	16-17

(Instrumental	Concent	ration)
Associate in Art	Degree	Program

	bwell	Lecture	Lab	Course
Course Number	Course Title	Hours		
	First Semester		•	0
401	Composition and Rhetoric I	3	0	3
ENGL 121	- 11 C to 1877	J	·	3
HIST 141	Mucic Theory	3	0	3
MUSC 141	Tax Training and Sight-Singing	1	2	2
MUSC 121	Applied Music: Principal Instrument	1	4	2
*MUSC 131	Class Piano	0	2	1
MUSC 185	Concort Band	0	3	1
PHED	Physical Education	0	3	1
	(Voice Concentrations and Colore Programme ociate in Art Degree Programme	saA11	14	16
	Second Semester			озтро
FNCI 122	Composition and Rhetoric II	3	0	3
ENGL 122	110 1077	3	. 0	3
HIST 142 MUSC 142	Music Theory	3	0	3
MUSC 142 MUSC 122	Ear Training and Sight-Singing	0.0 911	2	2
MUSC 122	Applied Music: Principal Instrument	3184	4	2
*MUSC 132	Ol Diene	0	2	1
MUSC 132	Cancert Band	()	3	. 1
PHED	Physical Education	0	3	1
PHED	Physical Education		TGI	MOTH
		11	14	16
		ram	14	16
FNGI 211	Third Semester	isologi <sup>[S]</sup>	14	16
ENGL 211	Third Semester Survey of Literature I		14	16
or	Third Semester		14	16
	Third Semester  Survey of Literature I	3	99	i iomi
or ENGL 221	Third Semester Survey of Literature I	tam S.U.S.T Z.U.S.T	99	i iomi
or ENGL 221	Third Semester Survey of Literature I American National and State Governments I	tam S.U.S.T Z.U.S.T	en 0	3
or ENGL 221 GOVT 211	Third Semester Survey of Literature I  American National and State Governments I Music Theory	iecana Zu en	0	3
or ENGL 221 GOVT 211 MUSC 243	Third Semester  Survey of Literature I  American National and State Governments I  Music Theory Ear Training & Sight Singing	3 3	0 0 0	3 3 3 2
or ENGL 221 GOVT 211 MUSC 243 MUSC 223 MUSC 111	Third Semester  Survey of Literature I  American National and State Governments I  Music Theory Ear Training & Sight Singing Survey of Music Literature	3 3 3 1	0 0 0 0 2	3 3 3 2
or ENGL 221 GOVT 211 MUSC 243 MUSC 223	Third Semester  Survey of Literature I  American National and State Governments I  Music Theory Ear Training & Sight Singing	3 3 1 3	0 0 0 2 0	3 3 3 2 3
or ENGL 221 GOVT 211 MUSC 243 MUSC 223 MUSC 111	Third Semester  Survey of Literature I  American National and State Governments I  Music Theory Ear Training & Sight Singing Survey of Music Literature Applied Music: Principal Instrument	3 3 1 3 1	0 0 0 2 0 4	3 3 3 2 3 2 3 2
or ENGL 221 GOVT 211 MUSC 243 MUSC 223 MUSC 111 *MUSC 131	Third Semester  Survey of Literature I  American National and State Governments I  Music Theory Ear Training & Sight Singing Survey of Music Literature Applied Music: Principal Instrument Class Piano	3 3 3 1 3 1	0 0 0 2 0 4 2	3 3 3 2 3 2 1
or ENGL 221 GOVT 211 MUSC 243 MUSC 223 MUSC 111 *MUSC 131	Third Semester  Survey of Literature I  American National and State Governments I  Music Theory Ear Training & Sight Singing Survey of Music Literature Applied Music: Principal Instrument Class Piano Concert Band	3 3 3 1 3 1	0 0 0 2 0 4 2	3 3 3 2 3 2 1
or ENGL 221 GOVT 211 MUSC 243 MUSC 223 MUSC 111 *MUSC 131	Third Semester  Survey of Literature I  American National and State Governments I  Music Theory Ear Training & Sight Singing Survey of Music Literature Applied Music: Principal Instrument Class Piano Concert Band	3 3 3 1 3 1 0 0 -	0 0 0 2 0 4 2 3 —	3 3 2 3 2 1 1
or ENGL 221 GOVT 211 MUSC 243 MUSC 223 MUSC 111 *MUSC 131 MUSC 287	Third Semester  Survey of Literature I  American National and State Governments I  Music Theory Ear Training & Sight Singing Survey of Music Literature Applied Music: Principal Instrument Class Piano Concert Band	3 3 3 1 3 1 0 0 -	0 0 0 2 0 4 2 3 —	3 3 2 3 2 1 1
or ENGL 221 GOVT 211 MUSC 243 MUSC 223 MUSC 111 *MUSC 131 MUSC 287	Third Semester  Survey of Literature I  American National and State Governments I  Music Theory Ear Training & Sight Singing Survey of Music Literature Applied Music: Principal Instrument Class Piano Concert Band	3 3 3 1 3 1 0 0 -	0 0 0 2 0 4 2 3 —	3 3 2 3 2 1 1
or ENGL 221 GOVT 211 MUSC 243 MUSC 223 MUSC 111 *MUSC 131 MUSC 287 ENGL 212 or ENGL 222	Third Semester  Survey of Literature I  American National and State Governments I  Music Theory Ear Training & Sight Singing Survey of Music Literature Applied Music: Principal Instrument Class Piano Concert Band  Fourth Semester  Survey of Literature II	3 3 1 3 1 0 0 -	0 0 0 2 0 4 2 3 —	3 3 2 3 2 1 1
or ENGL 221 GOVT 211 MUSC 243 MUSC 223 MUSC 111 *MUSC 131 MUSC 287	Third Semester  Survey of Literature I  American National and State Governments I  Music Theory Ear Training & Sight Singing Survey of Music Literature Applied Music: Principal Instrument Class Piano Concert Band  Fourth Semester  Survey of Literature II	3 3 1 3 1 0 0 - 14	0 0 0 2 0 4 2 3 —	3 3 3 2 3 2 1 1 1 — 18

Third Semester (A.A) and angeletod		151004
Survey of Literature I 3 3	0	3

15 3 16

	ets in General Libe		
Physics 111, or Chem 111,	maffy transfer to a		
or Biol 111, or Geol 111	:acers-roeiglus	3	4
American National and			
State Governments I	3	0	3
*Electives	6	0	6
	0.001 - 0.0	1 -	3

MARDOAS STRA JARBELL JARBUETS 0-5 16-17

Second Semester

Physical Education 0

Modern Topics in Mathematics 3 0

Composition and Rhetoric II

\*.\*Foreign Language or Elective

The U.S. since 1877 Selected Topics II

\*Elective

	Fourth Semester			
Allog courses				
ENGL 212V	Survey of Literature II	3	0	3
or	ograms. Each student is urged to acquaint if			
ENGL 222	of the major department in the college or univ			
	or Biol 112, or Geol 112	3	3	4
<b>GOVT 212</b>	American National and			
	State Governments II	3	0	3
	*Electives 94 1493811 14931439	6	0	6
		2_	_	<u>-</u>

21Associate in Arts Degree Programme. 112 1100

Laby Counse	for a General Liberal Arts Degree	5. 64-66
	s may be selected as satisfaction of elective credit with advi	

# MUSIC TO THE MUSIC

Total Minimum Credit Requirement

Degree: Associate in Arts (A.A.)

will be attending.

ENGL 122

HIST 142 V MATH 112 V

or MATH 170

PHED

ENGL 211

or ENGL 221

GOVT-211V

Length: Four-Semester (Two-Year) Program M to anotisbago

Purpose: Associate in Arts Degree (A.A.) is awarded to those students who fulfill the requirements in the Music curriculum.

Program Requirements: This curriculum will include the general education courses and introductory specialty courses usually required in the first two years of equivalent baccalaureate programs. Each student is urged to acquaint himself/herself with the requirements of the major department in the college or university to which he/she expects to transfer in planning his/her program and selecting his/her electives.

WIU30 244	WIUSIC THEOTY		U		Ear Training a digit dispited
MUSC 224	Ear Training & Sight Singing	1	2	3	MISC 223
MUSC 112	Survey of Music Literature	3	0	2	Music-Voice 1 4
10000 112	Applied Music: Principal Instrument	138A	4	3	MUSC 225X Applied Music Volles  O 2  Class Piano
*MUSC 132	Class Piano			2	MUSC 225X Class Piano 0 2  •MUSC 131 Concert Choir 0 3
		0	2	1	MUSC 131  MUSC 253  Concert Choir  0 3
MUSC 288	Concert Band	0	3	1	MUSO 25
		_	-	.acitible	parameter the Agnotites, Biological Science, Bernico and Massacra
		14	11	18	the state of the s
MUSC 117X 1	17Y, 217X, 217Y may be substituted.				Fourth Semester
0					
	Total Minimum Credits Required	d for			Survey of Literature II
	a Music Major Degree			68	EUGT 515 ADDITION OF THE
	fusic: Principal Instrument				or Children Activity 0
					ENGL 222 American National and
	TOP TO SERVICE OF	Ciasa ma			GOVT 212 American National and State Governments II 3 0
					State dovernmente i
					MUSC 244 Music Theory 3 U
	(Voice Concentration)				Far Iraining & Signt Singing
	Associate in Art Degree Prog	gram			MUSC 112 Survey of Music Literature
	the Dist 448 As Cons. 448				MUSC 225Y Applied Music-Voice
20		Locture	1	Course	MUSC 132 Class Plano
Course	Second Semester and Labourn				MUSC 254 Concert Choir 0 3
lumber	Course Title First Semester	Hours	Hours	Credits	the appropriation with the street of the appropriation with the street of the street o
	C TOL souls				the state of the s
ENGL 121	Composition and Rhetoric I	3	0	3	*Music 117X, 117Y, 217X, 217Y may be substituted.
HIST 141	The U.S. to 1877	3	0	3	Music 117A, 1171, 2173, 217 may
MUSC 141	Music Theory	3	0	3	Over ditte Degrated for
MUSC 121	Ear Training and Sight-Singing	Applied M	2	2	Total Minimum Credits Required for
MUSC 125X	Applied Music-Voice	Class Pia	4	2	A service of the serv
MUSC 131	Class Piano	0	2	MUSO	a Music Major Degree
MUSC 151	Concert Choir	leole of	3	G3H4	
		0	3	1	The first of the project of the product of the prod
PHED	Physical Education	U	3	'	Physical Education Major
				-	Associate in Arts Degree Program
		11	14	16	220 Officianing
OM1 212					Physical Activity (AA) and (AA)
	State Governments 1				Degree: Associate in Arts (A.A.)
	Second Semester			7 TENES	Length: Four-Semester (Two-Year) Program
ENGL 122	Composition and Rhetoric II	3	0	3	Purpose: Associate in Arts Degree (A.A.) is awarded to those students who to
HIST 142	The U.S. since 1877	3	0	3	the requirements in the P.E. curriculum.
MUSC 142	Music Theory	3	0	3	
MUSC 122	Ear Training and Sight-Singing	91814	2	2	Program Requirements: This curriculum will include the general education cou
MUSC 125Y	Applied Music-Voice	mi aneuki	4	2	and introductory specialty courses usually required in the first two years of eq
MUSC 132	Class Piano	Ô	2	Museum	lent baccalaureate programs. Each student is urged to acquaint himself/he
MUSC 152	Concert Choir	0	3	mosupint .	with the requirements of the major department in the college or university to w
			3	1	he/she expects to transfer in planning his/her program and selecting his/her
PHED	Physical Education	siq agelo	38	NUSC 1	tives.
		Concept 6	789	16	
		11	14	16	Course Lab Co
					No. and Control Edge Co
					Course Title Hours Cre
	Third Semester				First Semester
ENGL 211	Survey of Literature I				ENGL 121 Composition & Rhetoric I 3 0
or	ms in the Music carriculous			c tous	11101 141 The 110 1 10==
ENGL 221		3	0	3	"AIR III Selected Taxia I
GOVT 211	American National and	MANAGE PER			Dura solicited topics t
201121	State Governments I	3	0	3	Foundations of Phy. Ed. 3 0
MUSC 242	Music Theory	3	0	3	
NALLS1: 3/12					

MUSC 243 Music Theory

PHED	Physical Activity	0	3	3
MASC TEST	Messic-Volca Laurence Library Control of the State of the Control		2300	OCT M
		15	3	16
				10
	Second Semester			
ENGL 122	Composition & Rhetoric II	3	0	3
HIST 142	The U.S. since 1877	3	0	3
MATH 112	Selected Topics II	3	0	3
PHED 120	Personal Health	3	0	3
PSYC 120	General Psychology	3	0	3
PHED	Physical Activity	0	3	2 11
			3	27-0
		olesia.	3	16
	Third Semester			
ENGL 211	Survey of Literature I	3	0	3
BIOL 121	Human Anatomy & Physiology	3	2	4
GOVT 211	American Government I	3	0	3
PHED 210	First Aid	3	0	3
PHED 230	Athletic Injuries	3	0	3
PHED	Physical Activity	0	3	1
HIST 141	The U.S. to 1977	_		_
MUSC 141		15	3	17
	Fourth Semester			
ENGL 212	Survey of Literature II	3	0	3
BIOL 122	Human Anatomy & Physiology	3	2	4
GOVT 212	American Government II	3	0	3
PHED 220	Officiating	3	0	3
PHED	Physical Activity	0	3	1
SPCH 110	Fundamentals of Speech	3	0	3
		— 15	5	- 17

Total Minimum Credits Required for 



#### ASSOCIATE IN SCIENCE DEGREES

Degree: Associate in Science Length: Four-semesters (Two-Year Program)

Purpose: Associate in Science Degree (AS) is awarded to those students who fulfill Purpose: Associate the Agriculture, Biological Science, Business Administration, the requirements of Physical Science curriculum. Students who complete these curric-Mathematics of the summary of the su following subject areas:

+inultura	Physics	TO LZZ TESUS
Agriculture	Geology	
Biology Business Administration	Forestry	
	Mathematics	CHEM 111
Chemistry Conservation	Pre-Medicine	A HIS TYPE
	Pharmacy	
Engineering Pre-Dentistry	Pre-Veterinary	

Program Requirements: Although the major emphasis in this curriculum is in mathematics, the biological sciences, and the physical sciences, the curriculum also includes courses in the humanities and social sciences. Numerous electives are provided so that the student can select the appropriate courses for his/her preprofessional or scientific program as required in the first two years of the four-year college or university. Each student is urged to acquaint himself/herself with the requirements of the major department of the college or university to which transfer is contemplated and also to consult with the Counseling Center of Alvin Community College in planning his/her program and selecting his/her electives. In order to prepare for upper division (junior class) standing at the four-year college or university, the student usually must complete a program that is comparable in length and rigor to the first two years of the program at the four-year college or university.

#### AGRICULTURE

#### Associate in Science Degree Program **First Year**

First Semester	BIOLOGICAL SCIENCES SUB	Lecture Hours	Lab Hours	Course Credits	
ENGL 121	Composition and Rhetoric I	3	0	3	
BIOL 110	Environmental Conservation	3	0	3	
BIOL 111	General Biology I	3	3	4	
HIST 141	The United States to 1877	3	0	3	
AGRI 110	Animal Husbandry	3	0	3	
PHED 111	Physical Education	0	3	ri Jua	
6 6	Cherotetry & Analysis 3	15	6	17 17 17 17 17 17 17 17 17 17 17 17 17 1	
Second Semes	enal9 — elane ter <sup>8</sup> vitano				
ENGL 122		The U.S.		HIST 141	
BIOL 112	Composition and Rhetoric II	18018319	0	3	
HIST 142	General Biology II	3	3	4	
AGRI 120	The United States since 1877	3	0	3	
120	Fundamentals of Crop Production	3	0	3	

AGRI 130	Agriculture Equipment Technology	2	2		Second Semester		
PHED 112	Physical Education	0	3	3	u (Potany)	3	4
	eon	eio2 n🖆ti	slor—	1	BIOL 112 Biology II (Botany) General Chemistry &		
		14	8		BIOL 112 CHEM 122 CHEM 122 General Chemistry & 3 Analysis 3	4	4
	worten Frogram		98-1170	17	CHEM 122 Analysis Composition & Rhetoric II	0	3
					Trigonometry —		Number
					LATH 132 LATIO GOOMETRY	0	3
Third Semes	ter โดกโดง-อกใพ สิงค์อยิลิที่สิ่งกับในอากุนอ enneto				or 150 The U.S. since 1877	0	3
ENGL 211	Survey of Literature I				HIST 142 Physical Education	3	IL TEALS
or	Currey of Entertains 1				PHED PHILIPPING	-	E CILEND
ENGL 221		3	0		Ability Saint Distance 15	10	18
BUAD 130	Business Mathematics	3	0	3			
AGRI 210	Farm Management nolls it all	•	0	3			
CHEM 111	Introductory Chemistry I	3	2	3	Third Semester		
GOVT 211	American National and	noitev		4	. LOs convertion 3	0	3
GOV1 211	State Governments I	3	0		BIOL 110 Environmental Conservation 3		
	VISITIES VAN Samenter	untalia	U	3		2	4
		15	2	-	Human Anatomy & Physiology	4	4
				16	Organic Chemistry		
entillustration en	at sciences; and afferbassearisoteness, to				ENGL 211 Survey of Literature I		
Fourth Seme	ster de complex de la complex				or steel 3 A.	0	3
ENGL 212	Survey of Literature II				THOU 221		
or	regrem as required in theritiwal peaks of				American National and	. 0	3
ENGL 222	n student is urged to adquatrit his restiliner	3	0 1	o ene3	State Government I	_	311 1 <u>0</u> 80
AGRI 220	Soils and Fertilizers	10 8 1 2	2	3	the tell many second state of the second state	6	13-14
CHEM 112	Introductory Chemistry II				TO SECURE AND THE PROPERTY OF THE PERSON OF	0	
<b>GOVT 212</b>	American National and						
	State Governments II	noisivi3 m	0	3	Fourth Semester		
CO-OP 211	Cooperative Education	u Ouelly m	15	3	。 第一章		
or	o spalled uteletuchant its margora antito				BIOL 230 Entomology 3	3	4
<b>BIOL 210</b>	Entomology	3	3	4	or		
	American Government it			_	BIOL 122 Human Anatomy & Physiology 3	2	4
	AGRICULTURE DIVIDING	11-14	7-19	16-17	CHEM 212 Organic Chemistry 3	4	4
PROFEST.	Tatal Minimum Credite Beauty	d 60+			ENGL 211 LIZ Survey of Literature II		
	Total Minimum Credits Require			66-67	or		
	An Agriculture Major Degree			00-07	ENGL 222	0	3
					GOVT 212 American National and		
	BIOLOGICAL SCIENCE				State Government II 3	0	3
	BOOK SEE TO SEE SEE SEE NEW TRANSPORT OF SEE SEE SEE SEE SEE SEE SEE SEE SEE SE					_	
	Associate In Science Degree P	rogram			.12	9	14
	Associate in oblenoe begies i	rogram			Total Minimum Credits Required		
Course		Lecture	Lah	Course	for Biological Science Degree		63-64
Number	Course Title	Hours	Hours	Credits	Tor Biological Golding Bog. Gott.		
Number		Hours	Hours				
	First Semester						
BIOL 111	Biology I (Zoology)	3	3	4			
CHEM 121	General Chemistry & Analysis	3	4	4			
ENGL 121	Composition & Rhetoric I	3	0	3			
MATH 121	College Algebra — Plane	or chip					
or 132	Trigonometry	3	0	3			
HIST 141	The U.S. to 1877	3	0	3			
PHED	Physical Education	0	3	1			
. IILD	Tilyotour Eddoution			-			
		15	10	18			

#### **BUSINESS ADMINISTRATION**

#### Associate in Science Degree Program

		Rhalysis		
Course Number	Course Title Second Yasyrismon	Lecture Hours	Lab Hours	Course
	First Semester	Analytic		20110
ENGL 121 MATH 180 HIST 141	Finite Mathematics The United States to 1877	3 3 3 3	0 0	3 3
	Phys 111, Chem 111, or Biol 111 *Elective	3	2	4
PHED	Physical Education	0	3	3
GC&T 211 0 .		Environment 15	5	17 17 8
2 4			- 1	
	Second Semester			
ENGL 122	Composition and Rhetoric II	Survey of L	0	S JOIAS
MATH 190	Analysis	3	0	3
HIST 142	The United States since 1877	3	0	3
0 ccc - 7 an	Phys 112, Chem 112, or Biol 112	3	2	4
CSCI 110	Introduction to Computer Science	3	3	4
PHED	Physical Education	0	3	1
		-	_	-
	Stain Governments it	15	18	18



	Time comes			
011	Survey of Literature I			
ENGL 211		3	0	3
engl 221	Principles of Accounting I	3	1	3
ACCT 221	A marican National	3	0	3
GOVT 211	and State Governments I	3	0	3
	Principles of Economics I	3	0	3
ECON 111	Business Law	3	U	0
BUAD 120		_	- 18	2 1 <del>63</del> 43
Bo		15	1 77	15
	Fourth Semester			
ENGL 212	Survey of Literature II			
or		3	0	3
ENGL 222	( Assessmenting II	3	1	3
ACCT 222	Principles of Accounting II			
GOVT 212	American National and State Governments II	3	0	3
	and State Governments in	3	0	3
ECON 112	Principles of Economics II	ILL TO YOU S IS	0	0

\*Recommended to be taken from the following: SOCI 111, PSYC 120, SPCH 110, or Co-op courses.

\*Elective

Total Minimum Credits Required for a	
Rusiness Administration Degree	65

#### MATHEMATICS

#### Associate In Science Degree Program

Course Number	Course Title	Lecture Hours		Course Credits
	First Semester			
ENGL 121 MATH 121 MATH 132 HIST 141 PHED	Composition and Rhetoric I College Algebra — Plane Trigonometry The U.S. to 1877 Physical Education Natural Science with Laboratory	3 3 3 0 3 —	0 0 0 0 3 2-4 — 5-7	3 3 3 1 4 —
ENGL 122 MATH 150 HIST 142 PHED	Second Semester  Composition and Rhetoric II  Analytic Geometry The U.S. since 1877  Physical Education	3 3 3 0	0 0 0 3	3 3 3 1

COLUMN TO SERVICE STATE OF THE PERSON NAMED IN COLUMN TO SERVICE STATE O	4 - 5		UU	-

	Natural Science with Laboratory	3	2-4	
	*Elective	10 3	0	4
6 0		15	5-7	17
				S. Tan
	Third Semester			
ENGL 211	Survey of Literature I			
or 1210	Camposition and Rhetoric I wall			
ENGL 221		3	0	
<b>GOVT 211</b>	American National and State			3
	Governments I	3	0	3
MATH 213	Differential and Integral		0	3
	Calculus Calculus	4	0	4
	*Elective II enutate till it	0 vs v 6	0	6
		-	_	_
ε 0		16	0	16
				TOO
	Second Sementicitals n			
EMB31 1220	Fourth Semester O and			
ENGL 212	Survey of Literature II	oldioni3	0	3
or				
ENGL 222				
<b>GOVT 212</b>	American National and State			
Epond Cho ,Off +	Governments II Campanyolica salamont	nevial 3 of	0	3
	Electives	6	0	6
MATH 214	Differential and Integral			
	Calculus	4	0	4
	usiness Administration Degree	8 <u>-</u>		-
		10	U	16
*Co-op courses	may be selected as satisfaction of elective cred	lit.		
	Total Minimum Credits Required	for a		
	Mathematics Dograe	DOSER		66

		Lecture Hours	Lab	Course
Course	Course Title	Hours	nours	Cieuits
Number	First Semester			
	General Chemistry and Analysis	3	4	4
CHEM 121	Composition and Rhetoric I	3	0	3
ENGL 121	Composition and Alletono	3	0	3
HIST 141	The U.S. To 1877			
MATH 121	College Algebra Plane Trigonometry	3	0	3
or 132	Plane Ingonometry	0	3	1
PHED	Physical Education	ephonia <del>l o</del> ne	rok <del>a d</del> a	3661 <del>21</del> 50
		12	7	14
	lied Science Degine (A.e.S. as avanted			
	Second Semester			
OUEM 122	General Chemistry and Analysis		4	
CHEM 122 ENGL 122	Composition and Rhetoric II	3	0	3
HIST 142	The U.S. Since 1877	3	0	3
MATH 132	Plane Trigonometry			
or 150	Analytic Geometry		Ò	
01 150	*Flective	900 3		
PHED	Physical Education	0	and the state of t	
		15	7	U0017
	Third Semester			
CHEM 211 or	Organic Chemistry I	<b>S</b> e two-year opetional em	4 o	ng ea <b>4</b> 7
PHYS 141,	Mechanics and Heat	3	0	3
146	Mec. and Heat Lab	0	3	1
ENGL 211	Survey of Lit. I	3	0	3
<b>GOVT 211</b>	American Nat'l. and			
	State Gov'ts. I	3	0	3
<b>BIOL 111</b>	General Biology I	3	3	4
MATH 213	Differential Calculus	4	0	4
		7.0	_	_ 18
		16	6-7	10
CHEN	Fourth Semester			
Or Or	Organic Chemistry II	3	4	4
PHYS 242,	Electricity and Magnetism	3	3	3
247	and Lab	0	3	1
ENGL 212	Survey of Lit. II	3	0	3
GOVT 212	American Nat'l and State			
DIO	Gov'ts. II	3	0	3
BIOL 112	General Biology II	3	3	4
	0.09) 11	Naugation	1000	

Total Minimum Credits Required for a	
Mathematics Degree	 66

\*It is recommended that electives be selected from either Chemistry, Physics, Mathematics, or Biology. Physics majors should take MATH 213 the second semester.

> Total Minimum Credits Required for a Physical Science Degree ...... 70

#### ASSOCIATE IN APPLIED SCIENCE DEGREES

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

Length: Four-Semester (Two-year) Program.

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

Accounting Air Conditioning and Regrigeration Automotive Technology Child Care Computer Science Computer Systems Technology Correctional Science Court Reporting Dietetic Technology **Drafting Technology** Electronics Instrumentation Electronic Technology Law Enforcement and Police Administration Legal Assistant Medical Laboratory Technology Mid-Management Nursing Home Administration Nursing Technology Ornamental Horticulture Secretarial Science Welding

These programs are two-years in length and are designed to prepare the student for immediate occupational employment.



#### ACCOUNTING

Degree: Associate in Applied Science.

Length: Four-Semester (two years) curriculum. Purpose: The Associate in Applied Science Degree curriculum in Accounting is purpose: The Associate in Applied Solition Degree curriculum in Accounting is designed for persons who seek full-time employment in the accounting field immediation of the community college surface. designed for persons who seek real time simpleyment in the accounting field immediately upon completion of the community college curriculum. Both persons who diately upon compensation and accounting position and those presently are seeking their first employment in an accounting position and those presently are seeking their into but who are seeking promotions, may benefit from this curric-

Program Requirements: The first two semesters of the Accounting Program are program negative program are similar to other curriculums in business. In the second year the student will pursue a specialty in accounting. The curriculum will include technical courses in accounta special of the second of the cations needed for future success in accounting. Students are urged to consult with the counseling office and their faculty advisor in planning their program and in selecting electives. Upon satisfactory completion of the two-year program the student will be awarded an Associate of Applied Science Degree in Accounting.

Internship Option: The Accounting student may choose to serve an internship during the third and fourth semesters of the program for pay and for college credit.

#### ACCOUNTING

### Associate in Applied Science Degree Program

Course Number	Course Title First Semester	Lecture Hours	Lab Hours	Course Credits
ACCT 221 V BUAD 130 V SECT 121 V *ENGL 111 V	Principles of Sociology	3	1 0 3 0 0	3 3 3 3 3 3 1
PHED	Physical Education memory as (monthed) by the month of the second of the	iet d <mark>4</mark> ni eld <u>5</u>	aintena ation ti	16 16
	Second Semester Sant			
ACCT 222 CSCI 110 MMGT 121 ENGL 112 GOVT 211	Intro. to Computer Science Principles of Management Communication Skills	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	1 3 0 0	3 4 3 3 3
PHED	Physical Education	0 —	3 - 7	1 - 17

Third Semester			
ACCT 231 Intermediate Accounting I	3	0	3
ACCT 230 Tax and Payroll Accounting	3	0	3
ECON 111 Principles of Economics I and the second of the s	3	0	3
PSYC 120 General Psychology	3	0	
**ACCT 211 Accounting Internship See work	0	20	3
or and a manufacture of the second	TOBIE	ed for be	npiesh
***Elective	sigme	to negu	
quegaid reout queflucties de Baltanobae de Britanativoldule a	12	20	15
	olisti e	in hi bay	15
To ALLEN WINDOWS AND THE REAL AS INCOMES THE PROPERTY OF A REAL PROPER			
is managed any loose A sill of Fourth Semester with the			
ACCT 232 Intermediate Accounting II	3	0	3
ACCT 240 Cost Accounting or			Dedea
ACCT 250 Auditing	3	0	3
ECON 112 Principles of Economics II	3	0	3
BUAD 120 Business Law	3	0	3
**ACCT 212 Accounting Internship	0	20	3
g ag Associate of Applied Science Degree in Account			w Ineb
***Elective	-Hol	to C—sixt	em -Ani
fourth samesters of the program for pay and incollects ored	12	20	15

<sup>\*</sup>ENGL 121 and 122 may be substituted if a 4-year degree is planned.

<sup>\*\*\*</sup>Co-op courses may be selected as satisfaction of elective credit.

Total Minimum Credits Required for	
Accounting Major Degree63	

#### AIR CONDITIONING AND REFRIGERATION

Degree: Associate in Applied Science.

Length: Four-Semester (two-year) Program.

Purpose: The Associate in Applied Science Degree Curriculum in Air Conditioning and Refrigeration is designed to prepare the student for full-time employment immediately upon graduation from the Program. The Air Conditioning and Refrigeration technician is prepared for employment as an engineering assistant in installation, maintenance, research and development in the Air Conditioning and Refrigeration field.

**Program Requirements:** In addition to the general requirements for admission to the College, entry into the Air Conditioning and Refrigeration Program requires a personal interview with the Department Head of the Air Conditioning and Refrigeration Program.

# AIR CONDITIONING AND REFRIGERATION

# Associate in Applied Science Degree Program

		Lecture	Lab	Course Credits
Course	Course Title	Hours	Hours	Credits
Number	First Semester			
	Air Conditioning Fundamentals I	3	0	3
ACRH 131	Air Conditioning &			
ACRH 133	Flootrical Circuits I	3	0	3
	Introduction to Refrigeration	3	3	4
ACRH 140 MATH 151	Technical Math I	3	0	3 4
PHYS 133	Technical Physics I	0	3	1
PHED	Physical Education	U		
BUAD 110	Applied Science of Devorages Available	15	9	18
	Second Semester			
	Air Conditioning Fundamentals II	3	3	4
ACRH 132 ACRH 134	Industrial Electricity or Elective	3	.2	4
ACRH 141	Pofrigeration Systems		upefi n	
MICE & COLOR	Servicing	ofn 3	Service Control	0 4
ACRH 170	Domestic Refrigeration	3		
*ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	ankin 0	3	1
	ABOTOWNOST SALLOWOLD	16	12	19
		10	12	19
	ssociate in Applied Science			
	First Summer Session			
ACRH 135	Air Conditioning and			
Hodia Ciedla	Refrigeration Troubleshooting	987901	3	2
	companies and area of and evaporate			
	Third Semester			
			. 01	
ACRH 242	Refrigeration Systems	2	6	4
ACRH 250	Servicing II Heating and Ventilation	2	6	4
*ENGL 112	Communication Skills II	3	0	3
SOCI III	Principles of Sociology	3	0	3
GOVT 211	American National and	J		
	State Governments I	3	0	3
	tive Electricity and	c/not <del></del>		r othe
		13	12	17

<sup>\*\*</sup>Two electives such as Introduction to Business, Office Machines, Principles of Real Estate, Personnel Management, Coop courses, etc., may be substituted.

	Fourth Semester	OFFICION SIA	
ACRH 234	Air Conditioning & Electrical Circuits II	2 6	
ACRH 260	Heat Load Calculations	de un aterodase o	4
<b>ACRH 280</b>	Automotive Air Conditioning	3 2	3
PROD 230	Industrial Management	3 0	4 3
		11 9	14

\*ENGL 121 and 122 should be substituted if a 4-year degree is planned.

Total Credits required for the Air
Conditioning & Refrigeration Degree

#### **AUTOMOTIVE TECHNOLOGY**

Degree: Associate in Applied Science
Length: Four Semester (two-year) Program

Purpose: The Associate in Applied Science Degree Curriculum in Automotive Technology is designed to prepare the student for full-time employment upon graduation in the automotive repair industry.

Program Requirements: In addition to the general requirements for admission to the College, entry into the Automotive Technology Program requires a personal interview with the Department Chairman of Automotive Technology.

#### **AUTOMOTIVE TECHNOLOGY**

#### **Associate in Applied Science**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>AUTO 101</b>	Basic Automotive	2	4	4
<b>AUTO 111</b>	Internal Combustion Engine	2	4	4
MATH 151	Technical Math I	3	0	3
<b>DRFT 110</b>	Fundamentals of Drafting	2	4	3
PHED	Physical Education	0	3	1
		o maiso <del>ad</del>	TAC	RIA
		9	15	15
	The tennest and the set of the tennest and the s			
	Second Semester			
AUTO 112	Automotive Electricity and			
	Ignition Systems	2	4	4
<b>AUTO 113</b>	Carburetion and Fuel Systems	2	4	4
MATH 152	Technical Math II	3	0	3
ENGL 111	Communication Skills I	3	0	3
PHED A	Physical Education	0	3	1
		_	_	-
/		10	11	15

	Illing ochiooter			
	Automotive Transmissions	2	4	4
-0.202	Automotive and Truck Chassis	2	4	4
AUTO 202	Automotive and Truck Ondesire	2	4	4
AUTO 211	Automotive Air Conditioning	3	0	3
AUTO 212 ENGL 112	Communications Skills I Welding Processes	2	6	4
WELD 110		11	18	19
	Fourth Semester			
AUTO 213	Automotive Diagnostics Automobile Repair Shop	2	4	4
AUTO 214	Organization and Management	2	0	2
	Automotive Accessory Equipment	2	4	4
AUTO 215 BUAD 110	Introduction to Business	3	0	3
	Elective (approved by Department Chairman)	3	0	3
		12	8	16
	Total Credit Requirements For Automotive Technology De	gree		65

#### BANKING

Please see Mid-Management, Banking Specialization; Banking Certificate.

#### CHILD CARE and DEVELOPMENT

Degree: Associate in Applied Science.

Length: Two year program.

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

Admission Requirements: In addition to the general requirements for admission to the college, entry into the Child Care and Development program requires the following:

A personal interview with the Child Care and Development Department.

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

#### CHILD CARE AND DEVELOPMENT

#### Associate in Applied Science Degree Program

Course	Automative Air Constitute Biggs enotice of	Commun	2	
Number	Course Title	Lecture Hours		Course
	First Semester	13	riours	Credits
PSYC 130 SOCI 111 *ENGL 111 BIOL 121 PHED	Pre-School and Day Care Programs Child Growth and Development Principles of Sociology Communication Skills Anatomy and Physiology Physical Education	naprig	0 0 0 0 2 2	3 3 3 4
	(approved by soness beligga as englace timent Chairman)	15	4	17
at special 8th	Second Semester			
CHCD 140 CHCD 150 CHCD 160 CHCD 170 *ENGL 112 BIOL 122 PHED	Child Care Recreation Introductory Creative Activities Literature for Young Children Music for Young Children Communication Skills Anatomy and Physiology Physical Education	1 1 1 3 3 0	2 2 2 2 0 2 2 7	2 2 2 2 3 4 1
	LD CARE and DEVELOPMENT	HO		

#### Third Semester

CHCD 200	Exceptional Children or			
<b>CHCD 130</b>	Child Care Services	3	0	3
CHCD 210	Creative Activities II	muluoique	2	2
CHCD 220	Child Nutrition and Health Care	3	0	3
CHCD 240	Child Care and Development I	3 .810113	2	5 4
SOCI 122	Social Problems	00 15110 3	0	3
	in addition to the owners the fluir marks for	tat mena <del>u 1</del> 90	oe <del>n</del> añ	issimb
		13	4	15

NOTE: Recommendation to T.E.A. for The
Biol 121 + 122 to change as follows:

Biol 121 or Span III }

BIOL 122 or Span IIZ Joan townsend

BIOL 122 or Span IIZ Joan townsend

4/15/80.

#### Fourth Semester

CHCD 230	Child Care and Development II	3	0 4	3 4
**CHCD 260	Seminar and Fleid Well S	3	8	4
CHCD 270	Special Project	3	0	3
SOCI 110	Thative and dollar second make Inner	310	0.00	3
	a recorded, specifically to develop in sugar	15	12	17

\*ENGL 121 and 122 should be substituted if a 4-year degree is planned.

\*See advisor prior to registration.



## **COMPUTER SCIENCE TECHNOLOGY** COMPUTER PROGRAMMING

Degree: Associate in Applied Science Degree.

Length: Four-Semesters or two years.

Purpose: The Computer Science Technology curriculum is designed to provide the types of educational and skill experiences which both industry and the computer manufacturers agree are needed, specifically to develop in students the skills knowledges, attitudes, and abilities which will enable them to function in positions of responsibility in the current employment market. Special emphasis will be on computer programming.

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

### COMPUTER SCIENCE (COMPUTER PROGRAMMING)

## Associate In Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
	First Semester			
CSCI 110 CSCI 114	Introduction to Computer Science Computer Programming (BASIC) or	3	3	4
CSCI 115	Computer Operations	3	3	4
ACCT 221 **MATH 180	Principles of Accounting I Finite Mathematics or	3	1	3
MATH 121	College Algebra	3	0	3
PHED		0	2	1
		_	_	-
		12	9	15
	Second Semester			
***CSCI 120	RPG Programming or CSCI Elective	3	3	4
	Computer Programming (Intro. COBOL) Principles of Accounting II	3 3	3	4 3
**MATH 190 MATH 132 Elective	Analysis or Plane Trigonometry	3 3	0	3 3 —
		15	7	17

#### Third Semester

	Computer Programming	3	3	4	
CSCI 230	Advanced COBOL)	3	3	4	
	Systems Analysis Systems Analysis				
CSCI 240	Systems Analysis Composition and Rhetoric I or	3	0	3	
*ENGL 121	Composition and Rhetoric For Communication Skills I	3	0 8	3	
ENGL 111	nalysis Lab		0	3	
Elective	Torri Credits Required To spinor		C45-1	D <del>L</del> EC :	
Elective	8		6	17	
				HTAM	
	Fourth Semester				
CSCI 210	Computer Programming (Advanced FORTRAN)	3	3	4	
CSCI 215	- : :- Computer				
CSCI 210	- I-montale or	3	3	4	
CSCI 225	Special Topics	3	3	SAMUEL P.	
CSCI 250	Computer Programming	3	3	4	
000. 200	(Assembly)			0849-6	
*ENGL 122	Composition and Thiotone			3	
ENGL 112	Communication Skills II			uau1	

\*ENGL 121 and 122 should be substituted if a 4-year degree is planned.

\*\*See advisor prior to registration. Business Programming needs MATH 180-190, Scientific Programming needs MATH 121-132.

\*\*\*CSCI electives must be either CSCI 220 or CSCI 260.

Math & English courses must be a complete sequence. i.e. MATH 180-190, or MATH 121-132; ENGL 121-122, or ENGL 111-112.

Total Credits Required for a		108	0
Computer Science Major Degree	TVIT	32.	65

## **COMPUTER SYSTEMS TECHNOLOGY**

Degree: Associate in Applied Science

Length: Two-Year Program

Purpose: The curriculum in Computer Systems Technology has been designed to train entry level computer service technicians to service computer systems and to keep them operating efficiently. The curriculum contains courses in Electronics and Computer Science as well as support courses in Math and English.

Program Requirements: Students will take a combination of Electronics and Com-Puter Science courses which include lectures as well as laboratories. Required related courses in Plane Trigonometry and Communication Skills are taken in the first three semesters. Electives may be selected from the Liberal Arts area with permission of the Department Chairman of Electronics.

	COMPUTER SYSTEMS TECHNO	DLOGY			
Course Number	Course Title	Lecture Hours	Lab Hours	Course Credite	
CSCI 110	Introduction to Computer Science	3	3		
ELEC 120	D.C. Theory and Circuit Analysis	numm30	0	4	
ELEC 125	D.C. Theory and Circuit  Analysis Lab	S George		3	
ELEC 140	Electronics I	0	3	1	
ELEC 145	Electronics I Lab	3	0	3	
MATH 132	Plane Trigonometry	3	3	1	
computer proc	ramming.	_	0	3	
	Fourth Semecter	12	9	-	
		ruc cole <del>n</del> ya Ribi nama ike	,	15	
	Second Semester				
CSCI 114		0	- 100		
ELEC 130	Computer Programming (BASIC) A.C. Theory and Circuit Analysis	3	3	4	
ELEC 135	A.C. Theory and Circuit	3	0	3	
ELLO 103	Analysis Lab	0	3	- PEGA	
ELEC 220	Electronics III	3	0	1	
ELEC 225	Electronics III Lab	0	3	3	
ENGL 111	Communication Skills I	P C Hybar		OBHR	
*ENGL 121	Composition & Rhetoric I	3	0	3	
	OTER SCHENCE GOODPUTER TO	in the	100	_	
	do so sobstituted if a 4-year degree is planned.	12	9	15	
	1 SEL 137 PT				
	Third Semester				
CSCI 130	Computer Programming				
	(Int. COBOL)	3	3	4	
CSCI 260	Mini/Micro Computers	0	3	4	
**ELECTIVE	Electronics or Computer				
200	Science Elective	3	3	4	
ENGL 112	Communication Skills II or		•	3	
*ENGL 122	Composition & Rhetoric II	3	0	1	
PHED	Physical Education	4M_0	_	_	
		12	12	16	
	Fourth Semester				
CSCI 210	Computer Programming	elugmoo'li	THE LEY	1	
	(Adv. FORTRAN)	te on 3 ne	3	4	
CSCI 215		S Eance	3	1	
CSCI 250	Computer Programming	irements.	2	4	
mos. Required	(Assembly)	2001300	3		
ELEC 290	Computers and Computer	ensis in Plane	0	3	
TI TO OOF	Controlled System	3	nee sen		

	Physical Education		THE PROPERTY.	TRILL
PHED	8			17

• ENGL 121 and 122 should be substituted if four-year degree is planned. • ENGL 121 and 122 entered from Liberal Arts area with permission of Department

Total Credits Required for	
Computer Systems Major Degree	33

## CORRECTIONAL SCIENCE

Degree: Associate in Applied Science.

Length: Two-Year Program

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

Admission Requirements: In addition to the general requirements for admission to the College, entry into the Correctional Science Program requires the following:

- 1. A personal interview with the Correctional Science Department.
- 2. Satisfactory results on required tests.
- 3. Special Requirements: for employment with correctional agencies, the following qualifications are often prerequisites: (a) excellent physical condition free from any physical or mental condition which might adversely affect acceptance or performance as a correctional officer; (b) normal hearing, color vision, and eve functions; (c) weight in proportion to height; (d) excellent moral character.

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

#### CORRECTIONAL SCIENCE

## Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	100	Course Credits
CRSC 110 CRSC 120 *ENGL 111	First Semester			
	Introduction to Corrections	3 2	0	3
	Penology	3	0	3
	Communication Skills	3	0	3

Computers and Computer Controled System Lab

**ELEC 295** 

UICT 144	The Living Country	3	0	7-0
HIST 141 PHED	The United States to 1877	3	0	3
FILED	Physical Education	0	3	3
		Ho	urs To	core -
		15 b	3	16
	red from Liberal Arts area with permission o			
	Second Semester			
*ENGL 112	Communication Skills per puber listo	3	0	
HIST 142	The United States since 1877	3	0	3
CRSC 130	American Legal System	3	0	3
CRSC 140	Crime and Delinquency	3	0	3
PSYC 120	General Psychology	3	0	3
PHED	Physical Education	0	3	1
		1000	992A	Sarpag
A CHARLES THE STATE OF THE STAT		DO1415		16
	m in Contentional recognitional design		as The B	
	Tillid Semester			
CRSC 150	introduction to the Criminal	nien <u>t</u> aos		
CRSC 210	Justice System	3	0	3
CRSC 220	Probation, Pardons, and Parole	hadke er	0	3
01100 220	Institutional Procedures, Jails and Detention	no oznalnia		
SOCI 122	Social Problems	3	0	40
GOVT 211	American National and			3
deri zitakis	OLIVE O	net interv	•	1 .1
		tory fesu	0810	3
encies, the for einstandition	nents: for employment with correctional agricons are often prerequisites: (a) excellent phy	15	0	15
	ions are offen presentation which might acve		p gaine oa fron	
	Fourth Semester		septano	
CRSC 230	Contemporary Practices in			
SACTOR DE	Corrections	19108180	io laton	3
CRSC 240	Corrections I. Organization and	memerik	рен ш	Progra
	Operations	3 9 10	0	3
CRSC 250	Corrections II. Theory and Practice	3.001	0	3
PSYC 250	Fundamentals of	igtical ap	and pra	eles
	Behavior Pathology	30001	0	3
GOVT 212	American National and			
	State Government	3	0	3
		_ 15		15
			U	10
*ENGL 121 and	122 should be substituted if a 4-year degree is pla	nned.		
	Total Minimum Credits for the			
	Correctional Science Degree	ssocia	Α	62
and the second	feminanda)			

#### COURT REPORTING

Degree: Associate in Applied Science.

Length: Four-Semester (Two-Year) Curriculum, plus one summer term.

Purpose: The Associate in Applied Science Degree curriculum in Court Reporting purpose: The Account Reporting is designed to prepare students for job entry positions in court reporting; to prepare students for positions related to court reporting, i.e., transcribers, note-readers, and typists; and to assist in preparing students for job entry positions as legal and typisis, and the purpose of this curriculum is to meet a need which exists due to secretaries. The purpose of this curriculum is to meet a need which exists due to the greatly expanding Gulf Coast area, the increasing demand for qualified court reporters throughout the nation, and the lack of institutions to provide the neces-

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

Program Objectives: The objective of the two-year curriculum is for the student to attain the machine shorthand speed of 225 words/minute, with material equivalent to standards of the National Shorthand Reporters Association (NSRA). An accompanying objective will be the attainment of the Legal Stenography Certificate at the end of the Second Semester of the Program for those students who so desire.

## **COURT REPORTING**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
	First Semester			
SECT 122 CTRP 111 CTRP 121 ENGL 111 CTRP 141 PHED	Typing II Machine Shorthand Theory Law and Legal Terminology Communication Skills I Grammar and Punctuation I Physical Education	2 6 4 3 2 0 — 17	3 4 1 0 0 2 —	3 6 3 3 2 1 —
	Second Semester			
SECT 220 CTRP 112	Typing III Machine Shorthand I	2	3	3
CTRP 130	(60-80-100)	6	4	6
CTRP 122	Transcription I Medical Terminology	0	5	2
ENGL 112	Communication Skills II	4	1	3
CTRP 142 PHED	Grammar and Punctuation II	3	0	3
	Physical Education	2	0	2
			2	1
		17	15	20

	Summer Semeste	er e		
CTRP 120	Machine Shorthand II			
OTHE 120		log bollog A deta	10048A	6
CTRP 140	Transcription II	Om	5	2
GOVT 211	A NI-1!1 0			
	State Government	3	0	3
	contribution i.e., transcribers, n			11
		to assist in prep	bris, end	dayi ba
	OF TOTAL PORT & LEGAL OF THIRD SEMESTER			
SOCI 111	Principles of Sociology	notion but the nation, a	0	3
CTRP 211	Machine Shorthand III	3	No Onir	agy trau
rs. However.	(160-180)	inus edT : the suni	4	6
CTRP 210	Transcription III	iff Outdoomses wi	5	2
CTRP 221	Courtroom Procedures I	er taubivioni n 30	2	3
CTRP 225	Technical Dictation	ne are and a	2	me 301
		es of sinebule to se	nad <del>a</del> fo	n ad_H
		folianimaxe-1510	13	17
	Fourth Semeste	red shorthand son		erts ertest t
CTRP 212		he National Short		
HEALS ALTHE		nistte adt ad lüere		
CTRP 240	General Office Practices	it to retreme2300	2	3
CTRP 220	Transcription IV	0	5	2
CTRP 222	Courtroom Procedures II	1100 3	2	3
	ALCONOMIC TORREST	_		_
		12	13	14
	led Science Degree Program			
	Total Credits Required for	ונ		

A typing speed of 60 wpm is required for graduation, and an internship of 40 hours will be required of each student for graduation.

When typing requirements have been fulfilled, the student is encouraged to utilize the tape library for home practice.

Degree: Associate in Applied Science Degree in Dietetic Technology.

Length: Four Semesters (Two Year Program).

**Purpose:** The Department of Dietetic Technology is designed to provide an approved, formalized educational curriculum that will prepare competent men and women for careers associated with providing either food service management or nutritional care services.

Graduates of the program are prepared to pursue careers in food service operations as managers, supervisors, dietary technicians, and other related areas within the food service industry. Graduates may be employed by restaurants and cafeterias, hospitals and clinical facilities, school food service programs, nursing homes and extended health care facilities, and day care centers and pre-school programs.

After successful completion of curriculum requirements, graduates may be employed in a capacity immediately subordinate to an administrator and consultant dietitian or directly under the supervision of the dietitian.

The curriculum also provides a liberal arts background for general education and personal enrichment.

At the completion of this program, the student may be able to transfer to an area university and pursue studies toward a baccalaureate degree.

Admission Requirements: Program applicants must be U.S. citizens or must have legally declared their intention to become U.S. citizens. Applicants must have a high school diploma or its equivalent and must be in satisfactory physical and mental health. Students wishing to enter the program are required to complete the ACC admission procedures.

Two Curriculums Offered: Two Dietetic Technology curriculums are offered. The Dietetic Technician (Management) and the Dietetic Technician (Nutritional Care) are two academic years (four semesters) in length. Courses in the humanities are included, as well as Dietetic Technologies specialities in management and nutritional care service.

During the first academic year, students of both areas are provided general health and food services related courses.

At the conclusion of the first academic year, students indicate intentions to pursue a Dietetic Technology curriculum in mangement or nutritional care services. Those electing to pursue the management program are afforded the appropriate Dietetic Technology courses for that curriculum, likewise for the nutritional care program.

## DIETETIC TECHNICIAN (NUTRITIONAL CARE)

## Associate in Applied Science Degree

Course Number	Course Title	Lecture Hours	0.57	Credit Hours
	First Semester			
HDTT 111	Orientation to Health Care Careers	1	0	1
HDTT 112	Fundamentals of Nutrition	3	0	3
HDTT 113	Selection and Preparation of			
	Foods (Notational Care) Foods	2	2	3

HD11 114	Organization and Management of			
Parameter Committee Committee	Food Service Facilities	3	0	3
HDTT 115	Food Services Equipment (Selection,			
	Care and Operation)	2	2	3
*HDTT 116	Field Experience in Nutritional			

HDTT 115	Food Services Equipment (Selection,			
	Care and Operation)	2	2	3
*HDTT 116	Field Experience in Nutritional			
	Care I as a gottomiceT store I to a	петира <b>1</b> ,аС	3	100 100
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0.00	3	negrative
		acon <del>a</del> e	até <del>la-</del> tan	toli <del>d</del> un
		15	10	18

## Second Semester

HDTT 117	Food Procurement and Preparation	3	3	4
HDTT 118	Socio-Economic Nutrition	Jeiomo 3	0	3
HDTT 119	Food Purchasing and Storage	3	0	3
*HDTT 120	Field Experience in Nutritional			
	Care III bouciglose atia latedil a as	aito, provid	6	2
<b>MATH 130</b>	Mathematics for Allied			
some he of tel-	Health I	3	0	3
ENGL 122	Composition and Rhetoric I	3	0	3
		_	_	_
what Case to a		16	9	18

## Part of the state of the state

HDTT 211	Principles of Nutritional		(Oscillo)	
	as a Education application of stell ow T	3	0	3
HDTT 212	Nutritional Care	gensM) /3/5	0	3
HDTT 213	Training of Food Service			
	Personnel	disteld a3 He	0	3
*HDTT 214	Field Experience in Nutritional			
Artegul Israelma	Care III	n nimah 1	8	3
ENGL 222	Composition and Rhetoric II	3	0	3
PHED	Physical Education	0	3	1
		13	11	16

#### Fourth Semester

HDTT	215	Supervision & Management	оат оптата		
		Techniques	3	0	3
HDTT	216	Developing Food Service			
		Systems	3	0	3
*HDTT	217	Field Experience in Nutritional			
		Care IV	1	12	4
HDTT	218	Dietetic Seminar	1.00	0	1
		*Elective	3	0	3
				S	-
		Health Care Careels 1	or noitein 110	12	14

Total Credits Required for Die etic		
Technician (Nutritional Care)	66	

<sup>\*</sup>Approval of Department Chairperson required.

### DIETETIC TECHNICIAN (MANAGEMENI)

## Associate in Applied Science Degree

	## \$ \$ <u>\$</u>	CHARLES STATE	WIT.	OMUD.
Number	Course Title Inempension bit of noise		Hours	Hours
	First Semester			
<b>HDTT 111</b>	Orientation to Health Care			
	Careers	1	0	1
HDTT 112	Fundamentals of Nutrition	3	0	3
HDTT 113	Selection and Preparation of			
	Foods	2	2	3
HDTT 114	Organization and Management of		-	
	Food Service Facilities	3	0	3
HDTT 115	Food Services Equipment (Selection,	emnsger	1 10 18 A	orgga
	Care and Operation)	2	2	3
*HDTT 121	Field Experience in Dietetic			
	Management I	1	3	1
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	3	regree
	ir (Two-Year) program.	Serricste	ามตัว ส	Langt
	micians work on a team with engineers, spir			
	present asset has belong uninevnou and prince on the prince of the princ			
HDTT 117	Food Procurement and			
	Preparation	2	3	4
HDTT 118	Socio-Economic Nutrition	3	0	3
HDTT 119	Food Purchasing and Storage	3	0	3
*HDTT 122	Field Experience in Dietetic	oceas ed		menta
	Management II	1	6	2
MATH 130	Mathematics for Allied			Progra
	Health I worke should select mest	3	0	3
ENGL 121	Composition and Rhetoric I	3	0	3
	sloped. This program provides an opportunity issues of dratting, with preperqualities nome.			
		ramen.		
	Third Semester			
HDTT 213	Training of Food Service			
	Personnel	3	0	3
HDTT 215	Supervision and Management			
	Techniques	3	0	3
*HDTT 219	Field Experience in Dietetic			
	Management III	. 1	8	3
HDTT 221	Financial Management in Food			
	Service	3	0	3
ENGL 122	Composition and Rhetoric II	3	0	3
ACCT 221	Principles of Accounting I	3	1	3
	at a contrade to the property of the state o	olanneri	_	-

*HDTT 220	Field Experience in Dietetic			
	Management	1	12	4
HDTT 222	Food Service Systems	3	0	3
HDTT 223	Food Service Management Seminar	1	0	1
<b>BUAD 110</b>	Introduction to Business	3	0	3
MGMT 111	Introduction to Mid Management	3	0	3
ACCT 222	Principles of Accounting II	3	1	3
PHED	Physical Education	0	3	1
	mon to Hearn Core	aina <u>is</u> u	<u> 11</u> 4	LIQE
		14	16	18
	nentals of Nutrition 3	Fundar		
	Total Credits Required for Dietetic	Selecti		
				70

## DRAFTING TECHNOLOGY

Degree: Associate in Applied Science.

Length: Four-Semester (Two-Year) program.

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

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

## Associate in Applied Science Degree Program

Course Number	Course Title	Hours	Lab Hours	Credits
	First Semester (6) 4 (5)			
DRFT 105	second and a second	2 ≥ Pipo 2 - £ Stru	6	4
or DRFT 106	Blueprint Reading II	2	1	2
DRFT 241		2	6	4
*ENGL 111	Communication Skills I	3	0	3
MATH 151	Technical Math I		0	3.
		12	13	16
	Second Semester			
DRFT 130	General Drafting	2	6	4
DRFT 120	Descriptive Geometry	2	4	3
DRFT 251		2	6	4
*FNGI 112	Communication Skills II	sioos3A	0	3
MATH 152	Technical Math II	3	0	20 n 3
	ustice from the Frequency The electronics t	po <del>m</del> grad	u v <del>ip</del> is	l <del>np</del> nedl
ainten ance, and	is an engineed by assistant in production, ment in the electronics flaid. Options in the	s ine12 o	16 16 d	n be <b>17</b> ; orases r
	Third Semester		gring	
DRFT 221	Structural Drafting I	2	6	4
DRFT 211	Pipe Drafting I	2	6	4
**DRFT	Elective	2	6	4
GOVT 211	American National and			
AND THE CANADA	State Govt. I Manual of the American	3	0	1100
***	Related Elective			3
PHED	Physical Education	0	3	1
	ELECTRONIC TECHNOLOGY	i <del>-</del>	+ =	19
				19
	in Applied Science Degree Prop	nnnos		
	Fourth Semester			Course
DRFT 260	Ourveying	aa11.02		3
SOCI 111	Principles of Sociology	3	0	3
***DRFT	Elective	2	6	4
	Free Elective			3
DRFT 270	Construction Drafting		6	4
PHED	Physical Education Physical Education		3	03.13,1
			120	18
				ELEC
Spice admigut on		c planned		

<sup>\*</sup>ENGL 121 and 122 should be substituted if a 4-year degree is planned.

\*\*Approval of Department Head.

<sup>\*</sup>Approval of Department Chairperson.

<sup>\*\*\*</sup>May be in areas of Drafting, Math, Physics, Computer Science, Electronic Technology, Air Conditioning, Welding and Department approval.

Technology Major	Degree
election for Drafting electives:	
DRFT 110 — Fundamentals of Drafti DRFT 170 — Industrial Design DRFT 281 — Special Problems I DRFT 282 — Special Problems II DRFT 212 — Pipe Drafting II DRFT 222 — Structural Drafting II DRFT 231 — Electrical Drafting I DRFT 232 — Electrical Drafting II DRFT 242 — Architectural Drafting II DRFT 252 — Machine Drafting II DRFT 255 — Machine Drafting II DRFT 265 — Map Drafting	DRFT 11'1 Technical Drafting DRFT 105 Blueprint Reading I OF 106 Blueprint Reading II
DRFT 275 — Industrial Model Constr	uction

Total Credits Required for a Drafting

## **ELECTRONIC TECHNOLOGY**

Degree: Associate in Applied Science

Length: Four-Semesters (Two-Year) Program

Purpose: The Associate of Applied Science Degree curriculum including Electronics Technology is designed to prepare the student for full-time employment immediately upon graduation from the Program. The electronics technician is prepared for employment as an engineering assistant in production, maintenance, and research and development in the electronics field. Options in the curriculum allow for designing a program for those desiring transfer to baccalaureate degree granting institutions.

Program Requirements: In addition to the general admission requirements established for Alvin Community College, entry into the Associate in Applied Science curriculum in Electronic Technology requires a proficiency in algebra. Students who require increased proficiency in algebra will be required to complete the development mathematics I course prior to enrolling in the ELEC 130 and ELEC 135.

### **ELECTRONIC TECHNOLOGY**

Course	Fourth Semester	Lecture	Lab	Course
Number	Course Title	Hours	Hours	Credits
	First Semester	Principles of		
ELEC 110	Introduction to	Elective Free Elective		
	Cl t '- T t	oitounteno3	0.00	3
ELEC 115	1-444! 1- F11		03	H9 .
	Technology Laboratory	0	3	1
<b>BELEC 120</b>	DC Theory and Circuit Analysis	3	0	3
ELEC 125	DC Theory and			
	Circuit Analysis Lab	d bluorie SS <sup>0</sup> bn	3	nen 1
<b>ELEC 150</b>		3		00A 3
PHYS 133	Technical Physics I	pairies of tog	3	4 4

PHED	Physical Education	0	3	1
L.c.	enchane to mention accompatible	12-A 52-81	er <del>Tu</del> ran	resenti
		15	12	19
	Law Enforcement and Police Administrate			
	Second Semester		defigur	
ELEC 130	AC Theory and Circuit Analysis			H186 3000
ELEC 135	AC Theory and			D10188810
EL EO 140	Circuit Analysis Lab			3
ELEC 140 ELEC 145	Electronics I Laboratory			1
ELEC 160	Elec Drafting & Design	3	0	3
ELEC 165	Elec Drafting & Design Lab	0	3	Diesignna.
PHYS 134	Technical Physics II	3	3	4
*ENGL 112	Communication Skills	3	0	3
141	The Visited States and Professioner and	alusen <del>S</del> io	lou <u>d</u> ital	· -
		15	12	19
	cations are presented (a) Excellent pf			
	Third Semester			i.
ELEC 210	Electronics II	3	0	3
ELEC 215	Electronics II Laboratory	0	3	. 1
ELEC 230	Electronics Instrumentation and	eniorceme	WELVE	
	Measurement Techniques	(Libeled 3	0	3
ELEC 235	Electronics Instrumentation and	privioval s	iciy grimi	1
He's any you be	Measurement Techniques Lab	0	3	4
CSCI 110	Introduction to Computer Science	3	3	9 7
HIST 141	US History to 1877 or			
GOVT 211	American Nat I a State	namec 3	0	3
MATH 121	Governments I College Algebra	1 88 3	0	3.50
MAID 121	College Algebra	been <i>a<u>f</u>oil</i>	ap <u>ål</u> ica	tan2 <u>0</u> a ro
			9	18
	Fourth Semester			
ELEC 220	Electronics III	3	0	3
ELEC 225	Electronics III Laboratory	0	3	1
ELEC	Electronic Elective	0	0	3
MATH 132	Plane Trig	3	0	3
HIST 142	US History Since 1877 or			
GOVT 212	American Nat'l & State		^	3
	Governments II	3	0	3
**SOCI 111	Principles of Sociology or	3	0	3
BUEB	approved elective	0	3	1
PHED	Physical Education		_	<u> </u>
		12	6	17
*ENGL 121 or	122 should be substituted if a 4-year degree is	planned.		
**See advisor p	rior to registration.			
	Total Credit Requirements for			
	Electronic Technology Major D	egree		73

Degree: Associate in Applied Science

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

Admission Requirements: In addition to the general requirements for admission to the college, entry into the Police Science Program requires the following:

- 1. A personal interview with the Law Enforcement Department.
- 2. Satisfactory results on required tests.
- 3. Special Requirements: for employment with law enforcement agencies, the following qualifications are prerequisites: (a) Excellent physical condition free from any physical or mental condition which might adversely affect acceptance or performance as a law enforcement officer; (b) Normal hearing, color vision, and eye functions with visual acuity not less than 20/40 in either eye without correction; (c) Weight in proportion to height (Very few law enforcement agencies will accept male applicants who are less than 5'8" in height); and (d) Excellent moral character—no convictions in any crime involving moral turpitude or any felony and no excessive number of traffic citations. (Background investigation will be conducted by the employing agency to confirm the foregoing).

Program Requirements: Approximately one-half of the curriculum will include courses in law enforcement with the remaining courses in related areas, general education, and elec ives. Instruction will include both the theoretical concepts and practical applications needed for future success in law enforcement or related activities. Students are urged to consult with their faculty advisor and the counseling office in planning their program and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.



# Associate In Applied Science Degree Program

#### Law Enforcement

Course		Lecture	Lab	Control of the Contro
Number	Course Title	Hours	Hours	Credits
	First Semester			
LWNF 110	Introduction to	Sierene (M)	Mency	oramica
	Law Enforcement	3	0	3
LWNF 120	Criminal Investigation	3	0	3
LWNF 130	Legal Aspects of	d bluore 3SI	0	3
howay pines the	Law Emolcement	3	0	3
*ENGL 111	Communication Skills I	3	0	3
HIST 141	The United States to 1877	0	3	1
PHED	Physical Education		_	ar ban <del></del> o a
		15	3	16
	to their	igao		
	Second Semester			
+5101 440	Communication Skills		0	3
*ENGL 112 HIST 142	The United States since 1877	3	0	3
LWNF 140	Criminal Procedure and Evidence	3	0	3
LWNF 150	Police Role in	a-renausana <del>n</del>		
LVVIVI 130	Crime and Delinquency	3	0	3
**SOCI 111	Principles of Sociology or			
PSYC 120	General Psychology	3	0	3
PHED	Physical Education	0	3	1
		<del></del>	$\beta = 0$	<del>-</del>
		15	3	16
	Third Semester			
BIOL 111	General Biology I or			
	(Foreign Language or	3	3	4
	General Elective)	,	3	
LWNF 220	Police Organization and Administration	3	0	3
LWNF 230	Patrol Administration	3	0	3
ENGL 211	Survey of Literature I			
ENGL 211	(or Approved Elective)	3	0	3
GOVT 211	American National and			
dovi zii	State Governments I	3	0	3
		_	_	-
		15	3	16

	Fourth Semester			
LWNF 240	Police — Community Relations	3	0	3
<b>LWNF 250</b>	Traffic Law			
	and Investigation	3	0	3
LWNF 270	Juvenile Delinquency	3	0	3
<b>GOVT 212</b>	American National and			
	State Governments II	3	0	3
<b>BIOL 112</b>	General Biology II or			
	(Foreign Language or			
	***General Elective)	molecub 3 int	3	4
	ration Committee to the experience in the man	Law Enforce	_	_
		15	3	16

\*ENGL 121 and 122 should be substituted if a 4-year degree is planned.

\*\*See advisor prior to registration.

\*\*\*Co-op courses may be selected as satisfaction of elective courses.

Total Credit Requirements for Law			
Enforcement & Police Adm. Major			
Degree	 		64



Degree: Associate in Applied Science in Medical Laboratory Technology.

Length: Five Semesters (Two Year Program)

Purpose: The curriculum in Medical Laboratory Technology is designed to prepare individuals for careers associated with allied health fields by providing an approved, formalized educational program directed toward an Associate Degree in Applied Science. Upon completion of the two year program in Medical Laboratory Technology, the individual will be awarded an Associate Degree in Applied Science and may apply to the appropriate Boards' to sit for any of the competency examinations.

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

- 1. All students will be required to write the American College Test.
- a. A composite score of 16 must be achieved on the ACT, or 713 on the SAT, or a grade point average of 2.5 in nine or more semester hours of credit in courses approved for the Medical Laboratory Technology curriculum.
  - b. A student must be eligible to enter MATH 130 or 110 (as indicated by ACT scores and/or Alvin Community College testing) prior to admission to the Medical Laboratory Technology program.
- A transfer student must qualify in accordance with the current Department of Medical Laboratory Technology procedures.

Methods for awarding credit for previous education or training:

- a. Transfer of credit from an accredited college or university: Credit will be given for courses equivalent to those included in the Medical Laboratory Technology Program at Alvin Community College as determined by examination of the syllabus of the transfer course. A grade of "C" or better must have been earned in transfer courses.
- b. Credit by examination: Credit will be given for previous education or experience if competence is demonstrated through an approved examination and performance evaluation. CLEP tests and local examinations may be used. No more than 50% of the course work necessary for a degree may be attained in this manner.
- A complete physical examination which includes chest x-ray, urinalysis, and serology is to be submitted with the application for admission.
- An interview with the Director of Medical Laboratory Technology is required. The applicant will be notified of the decision of the Admissions Committee.
- A MLT student will abide by the curriculum requirements of the MLT department at the time they are accepted into the MLT program. Curriculum requirements of the MLT program take precedence over the Bulletin under which the student entered Alvin Community College.

#### **Progression:**

- After a student has enrolled, the required MLT courses must be completed in proper sequence.
- Prior to entering the MLT program, a student may take several or all of the general liberal arts courses required in the MLT program.

- Any required course completed more than rive years previous to the time the student is accepted may not satisfy degree requirements.
- 4. A MLT student is required to satisfactorily complete both theory and clinical experience of the MLT course. In the event either theory or clinical is evaluated unsatisfactorily, the student will be required to repeat the course in its entirety the next time offered.
- No grade below a "C" will be acceptable in MLT, biology, math or chemistry courses.
- A MLT student must maintain a grade point average of at least 2.50 in order to progress in the MLT program.
- A student may be terminated from the program if clinical performance is unsatisfactory.
- A student not successfully completing a MLT course for the second time will be subject to redirection.
- If a student is not enrolled in a MLT course for a semester, application for readmission to the MLT program is required.
- 10. A student is required to earn at least 24 resident semester hours at Alvin Community College.
- Hospitalization insurance, malpractice insurance, laboratory uniforms, and transportation to and from the various health facilities are the responsibilities of the student.
- 12. The individual will be awarded an Associate Degree in Applied Science and may apply for any of the competency examinations.



#### MEDICAL LABORATORT TECHNOLOGI

Course Number	it vpototdoroiM	Lecture Hours		Course Credits
Humber AC	First Semester			
BIOL 121 /	Anatomy and Physiology I	3	2	4
*CHEM 110	Chemistry for and a subset of the subset of			
A Today of the same	Allied Health Sciences	3	2	4
*MATH 130	Mathematics for	2	0	3
PUED	Allied Health Sciences  Physical Education		3	
PHED HMLT 115	Phlebotomy-Serology-			
THELTHO	Immunology	1	4	(2)
HMLT 113	Hematology I	2	12	5
		12	23	19
	Market As a file			
	Second Semester			
BIOL 122	Anatomy and Physiology II	. 3	2	4
*ENGL 111	Communication Skills Developmental Mathematics			
*MATH 110				
*MATH 121	College Algebra	9 0 3 0	0	3 1
PHED	Physical Education	0	3	miller of
SOCI 111	Principles of Sociology Clinical Chemistry I	3	0	3
HMLT 1114	Urinology and	e taken n	1865 at	0
HMLI 110	Clinical Microscopy	no betal	4	(2)
bos seemuon b	nbination of general equipment specialized	ng <u>a</u> coi	ipr <del>io</del> id	Xα = 10
		15	13	nem19
	- MONTH TO THE THE THE			
	Summer Semester (12 weeks)			
HMLT 117	Clinical Microbiology I	2	4	3
HMLT 119	Clinical Seminar	3	4	3
HMLT 120 ✓	Concepts of Medical	becaue essetd0	0	material M
	Eustratory determines	Andreth Pro	-	190000000
		6	8	7
	Third Semester			
DOVO 100 V	General Psychology	Mayne <sub>3</sub>	0	3
PSYC 120 *ENGL 112	Communication Skills	3	0	3
*PHYS 133	Technical Physics I	3	2	4
NURS 210	Medical Terminology	3	0	3
HMLT 112 V	Clinical Chemistry II	2 2	4	3
HMLT 114	Hematology II	_	_	_
	ples of Management		10	TO 19
	O quie		122	

	T Gartin Goilliagtor			
HMLT 211V	Clinical Instrumentation	2	10	4
HMLT 212	Immuno-hematology	100	4	2
HMLT 118	Clinical Microbiology II	2	10	4
Hours Credits		a contraction of the way	_	manufacturis
		5	24	10

Total Credit Requirements for	
Medical Laboratory Technician	
Major Degree	74

<sup>\*</sup>ENGL 121, 122, MATH 121, 132, CHEM 121, 122, and PHYS 121, 122 may be substituted if a 4-year degree is planned.

## MID-MANAGEMENT

Degree: Associate in Applied Science

Length: Four Semester (Two-year) Program

Purpose: The Mid-Management Program has been designed to prepare individuals for career occupations in the fields of Banking, Production, Real Estate, Program Requirements, Retailing, General MMGT and Fashion Merchandising.

Program Requirements: The Banking curriculum follows the requirements of the American Institute of Banking in providing the Basic and Standard certificates of the American Institute of Banking. The Production, Real Estate, General MMGT, Retailing, and Fashion Merchandising curriculums contain a core of required courses including four management courses, four semesters of internship, general education courses, and a recommended list of electives. In addition, four specialized courses are taken in the area of specialization chosen by the student. Emphasis is thereby placed on training the individual for a particular specialized occupation by providing a combination of general courses, specialized courses, and internships.

### **MID-MANAGEMENT**

## Associate in Applied Science Degree Program

Course Number	Course Title assertion as	Lecture Hours		Course Credits
	First Semester			
MMGT 111	Introduction to Mid-Management	3	0	3
MMGT 112	Internship	0	20	3
*ENGL 111	Communication Skills	3	0	3
PHED	Physical Education	0	3	1
BUAD 130	Business Mathematics	3	0	3
	**Elective	3	0	3
			_	_
		12	23	16
	Second Semester			
MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	20	3

PHED PSYC 120	Physical Education General Psychology **Elective	0 3 3 —	3 0 0 -	1 3 3 — 16
needed the tas	Third Semester			
MMGT 211 MMGT 212 SOCI 111	Personnel Management Internship Principles of Sociology	3 0	0 20	3
or ECON 111	Principles of Economics I **Elective	3 6 —	0 0	3 6
		12	20	15.
	Fourth Semester	signamain		
MMGT 221 MMGT 222 GOVT 211	Problems in Management Internship American National and State Government I	o selgoniv	0 20	3 3
or ECON 112	Principles of Economics II  **Elective	3 6 12	0 0 — 20	3 6 — 15

<sup>\*</sup>ENGL 121 or 122 should be substituted if a 4-year degree is planned.

<sup>\*</sup>Suggested electives are ACCT, 221, 222, BUAD 110, 120, CSCI 110, MATH 180, 190, REAL 230, SECT 121, 150.

	00
Total for 2 year curriculum	62

## MID MANAGEMENT BANK SPECIALIZATION

Course	Marchandistrig Pensiones of Sonlower		Lecture	Lab	Course Credits
Number	Course Title		Hours	nouis	Credits
	First Semester				
BANK 130	Principles of Bank Operations		3	0	3
ECON 111	Principles of Economics I		3	0	3
*ENGL 111	Communication Skills I		3	0	3
ACCT 221	Principles of Accounting I		3	1/	3
BUAD 130	General Business Mathematics		3	0	3
PHED	Physical Education		0	3	MAE 1
BUAD 130	California Branches Mathematica		imbA <del>2b</del> es	o de j	CHAS <del>2</del>
		Total	15	4	16

#### ADDITIONAL REQUIREMENTS FOR AIB BASIC CERTIFICATE

	Second Semes	ter			a ons
DANIK 440		9	diperii.	12	
BANK 140	Money and Banking		3	0	3
*ENGL 112	Communication Skills II		3	0	3
ACCT 222	Principles of Accounting II		3	1	3
<b>BANK 280</b>	Teller Training Seminar		3	0	3
ECON 112	Principles of Economics II		. 3	0	3
PHED	Physical Education		0	3	1
			de A	<del>_</del>	CE E TO
		Total	15	4	16
					T FILE
	Third Semeste	er			
MMGT 111	Introduction to Mid				
	Management		3	0	3
**MMGT 112	Internship setsome division		0	20	3
CSCI 110	Introduction to Computer				
0001 110	Science		3	2 13	STON
PSYC 120			3	220	4
SET A SECURITION OF PERSON A	General Psychology		3	U	3
SOCI 111	Principles of Sociology		3	0	3
			Andrew Commence	A Equator 1	-

## ADDITIONAL REQUIREMENTS FOR AIB STANDARD CERTIFICATE

## **Bank Specialization**

Course Number	Course Title	Lecture Hours	Asset Television	Course Credits
	Fourth Semester			
MMGT 121	Principles of Management	3	0	3
**MMGT 122	Internship	0	20	3
BANK 230	Marketing for Bankers	3	0	3
GOVT 211	American National & State			
Centres dad	Government I	3	0	3
	Elective	- 3	0	3
		_	_	_
	Total	12	20	15

<sup>\*</sup>These courses correspond to AIB courses: Bank Letters and Reports and Effective English. ENGL 121 and 122 may be substituted if a 4-year degree is planned.

BANK 150 Analyzing Bank Financial Statements
BANK 240 Bank Investments
BANK 250 Credit Administration
BANK 260 Supervision and Personnel Administration
BANK 270 Installment Credit

 Degree: Associate in Applied Science

Length: Four-Semester (two-year) Curriculum Communication and Communication (two-year)

Purpose: The Fashion Merchandising Curriculum is designed to develop an overview of the fashion industry, its principles, and procedures. The graduate of this program could expect to continue a trend of upward mobility in the field of Fashion Merchandising. Either the person currently working in a fashion-related area or the immediate post high school student interested in fashion merchandising will find this curriculum applicable.

Program Requirements: The Fashion Merchandising Curriculum combines a careful blending of fashion merchandising principles, fashion merchandising courses, and management courses such as Introduction to Management, Principles of Management, Personnel Management and Problems in Management with general education courses such as two semesters of communications skills and two semesters of social science to provide the student a balanced education and a strong marketable skill. In addition, the students will serve four semesters of internship to combine practical experience with his class instruction. The internship will require the intern to work a minimum of twenty hours per week at an approved work station. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.

# MID-MANAGEMENT FASHION MERCHANDISING SPECIALIZATION

Course Number	Course Title MEMEDAMAM-QIN	Lecture Hours	Lab Hours	Course Credits
	First Semester			
MMGT 111	Introduction to Mid Management	sociate in A	0	3
*FASH 112	Internship	0	20	3
**ENGL 111	Communication Skills I	3	0	3
FASH 130	Introduction to Fashion			Course
FASH 130	Merchandising	old to any 3	0	3
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	2	1
PHED	Physical Eddodnon opensM-biM of	nollouber <u>in</u> i		ENNING.
		otal 12	22	16
Anupar 0				
0 3			111	
	Second Semester			
MANOT 101	Principles of Management	Physical Ed	0	3
MMGT 121	Internship	0	20	3
*FASH 122	Communication Skills II	3	0	3
**ENGL 112 BUAD 130	General Business Mathematics	3	0	3
FASH 140	Fashion Buying and			
FASH 140	Merchandising	3	0	3
PHED	Physical Education	to selgion of	2	TEATHER T
20 Dans	Tilyologi Eddamen	<u>qirismip</u>	2743	EXTREME OF
	Pn Skills II	otal 12	22	16

<sup>\*\*</sup>In lieu of internship, the student may elect to substitute electives approved by the department of any banking functions courses. Suggestions include:

MMGT 211 FASH 212 FASH 210 GOVT 211	Personnel Management Internship Fashion Sales Promotion American National and State Government		3 0 10 3 10 10 11 10 1		3 3 3
ECON 111 PSYC 120	Principles of Economics I General Psychology		3	0	3
	ion Merchandising Corriculum cor	Total	12	_ 20	_ 15
	Fourth Semest	er	nomes		
MMGT 221 FASH 222 FASH 220 FASH 230	Problems in Management Internship Textiles Fashion Fundamentals ***Elective		0	0 20 0 0	3 3 3 3 3
		Total	12	20	15

rımu semester

Total Credit Requirements for 

## MID-MANAGEMENT PRODUCTION SPECIALIZATION

## Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	10000	Course Credits
	First Semester			
MMGT 111 MMGT 112	Introduction to Mid-Management Internship	3	0 20	3 3
**ENGL 111 SOCI 111 PHED	*Elective Communication Skills I Principles of Sociology Physical Education	3 3 0 —	0 0 0 3 —	3 3 3 1
	Second Semester 1 28	12	23	16
MMGT 121 MMGT 122 **ENGL 112	Principles of Management Internship Communication Skills II	3 0 3	0 20 0	3 3 3

*BUAD 130 GOVT 211	Business Math American National and	3	0	3
	State Government I	Maniglania 1	0	3
PHED	Physical Education	qinemeto	3	TEMM
		12	23	16
		Real Estate P		
	Third Semester			
MMGT 211	Personnel Management	3	0	3
<b>MMGT 212</b>	Internship	0	20	3
PROD 230	Industrial Management	3	0	3
ECON 111	Principles of Economics I	3	0	3
PSYC 120	General Psychology	Fraconnel Ma	0	3
		internatrip	08181	<u>M</u> MG
		12 Lateral Payer	20	15
		Principles of	111	SOCI
	Fourth Semester			
MMGT 221	Problems in Management	to seldionis	0	3
MMGT 222	Internship	0	20	3
PROD 240	Production Planning	TE .		
	and Control	3	0	3
ECON 112	Principles of Economics II	3	0	3
	Elective	3	0	3
		qidam 12	20	15

\*MATH 180 and MATH 190 may be substituted if a 4-year degree is planned.
\*\*ENGL 121 and 122 may be substituted if a 4-year degree is planned.

Total for two-year curriculum .......62

## MID-MANAGEMENT and warm SSF bear SS **REAL ESTATE SPECIALIZATION**

Course Number	Course Title	Lecture Hours		Course Credits
	First Semester			
MMGT 111	Introduction to Mid-Management	3	0	3
MMGT 112	Internship	0	20	3
REAL 130	Principles of Real Estate	3	0	3
*ENGL 111	Communication Skills I	3	0	3
REAL 140	Real Estate Mathematics	3	0	3
PHED	Physical Education	0	3	1
		_	_	_
		12	23	16

		Second Semester			
	404	bon tenotie	American N	FIS T	VOD.
MMGT		Principles of Management		0	3
MMGT 1		Internship	O stool Ed	20	3
*ENGL 1		Business Mathematics Communication Skills II	3	0	3
REAL 22	Service Co.	Real Estate Practice	3	0	3
PHED		Physical Education	0	3	1
SCON I		Francis of Euklishing bird			
			12	23	16
				FIG. 16	MM.
		Timu Semester			
MMGT 2	211	Personnel Management	2	0	3
MMGT 2	212	Internship	0	20	3
REAL 24	40	Real Estate Finance	3	0	3
PSYC 12	20	General Psychology	3	0	3
SOCI 11	1	Principles of Sociology			
or		Fourth Semester north			
ECON 1	11	Principles of Economics I	3	0	3
0			and the first many thank	SOO TE	MN.
			12	20	15
8					
E-These		Fourth Semester			003
MINOTO	04		Ejective		
MMGT 2		Problems in Management	3	0	3
REAL 25		Internship	0	20	3
REAL 26		Real Estate Brokerage Real Estate Appraisal		0	3
GOVT 2		American National and State			3
GOVIZ	.DBF	Government			
or		ASI OLSA A MAD CLASS CANAL			
ECON 1	12	Principles of Economics II	3	0	3
		The state of the second state of the second	earer a construction	_	_
			12	20	15
ENGL 121	and '	122 may be substituted if a 4-year degree is	planned.		
		ESTATE SPECIALIZATION			
		Total for 2-year curriculum			62
		Applied Science Degree Prog			
		Entra parkage principle manner			
				9	
					MMG
					DMM.
		etate3 laeA to		087 1	
		E telitis noits			
		E Second Political Services			

## MID-MANAGEMENT RETAIL SPECIALIZATION

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
	First Semester			
MMGT 111  MMGT 112  RETL 130 *ENGL 111  SOCI 111  or  ECON 111	Introduction to Mid-Management Internship Principles of Retailing Communication Skills I Principles of Sociology  Principles of Economics I	3 0 3 3 3 3 4 4 4 3 3 3 3 4 4 4 3 3	0 20 0 0	3 3 3 3
PHED A. M. A.	Physical Education	0 — 12	3 — 23	16
	Second Semester			
MMGT 121 MMGT 122 BUAD 130 *ENGL 112 GOVT 211	Principles of Management Internship Business Mathematics Communication Skills II American National and State Government	3 0 3 3	0 20 0 0	3 3 3 3
or ECON 112 PHED	Principles of Economics II Physical Education	3 0 — 12	0 3 — 23	3 1 — 16
	Third Semester			
MMGT 211 MMGT 212 RETL 230 RETL 240 PSYC 120	Personnel Management Internship Principles of Marketing Advertising General Psychology	3 0 3 3 3 - 12	0 20 0 0 0 -	3 3 3 3 — 15

#### Fourth Semester

MMGT 221	Problems in Management	3	0	3
MMGT 222	Internship	0	20	3
RETL 250	Selling and Salesmanship	3	0	3
RETL 260	Retail Mdse. Management	3	0	3
	*Elective	3 3	0	3
Hours Oredits	amon	elliT sa 12	20	15

\*ENGL 121 and 122 may be substituted if a 4-year degree is planned.

Total for 2-year c	curriculum	62
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#### NURSING

Degree: Associate in Applied Science

Length: Two Year Program

**Purpose:** The aim of the Associate Degree Nursing Program (ADN) is to prepare the graduate to give direct patient care as a member of the health team, in hospitals and other health-care facilities. The program includes a background in general education and skills related to patient care. The graduate is competent to function in nursing situations utilizing the nursing process which involves problem-solving associated with patient care.

At the completion of a minimum of two (2) academic years and all program requirements, the graduate is qualified to make application to write the State Board Test Pool Examination to become a Registered Nurse (RN) in Texas.

### Admission Requirements for the Associate Degree Nursing Program:

- To be considered for admission to the Associate Degree Nursing Program, the applicant must:
  - Make applications to the college and fulfill the admission requirements for enrolling in Alvin Community College.
  - Remove all academic deficiencies before making application to the ADN program.
  - c. Have a personal interview with a member, or members, of the admission committee and receive a recommendation for admission.
  - d. Possess the attributes necessary to become a professional nurse as ascertained by a battery of tests, a physical examination and a personal interview.
  - e. Score 16 or higher on ACT composite OR
  - f. Attain an overall grade point average (GPA)\* of 2.5 on all courses taken at Alvin Community College (excluding developmental courses and orientation) and including at least one (1) natural science course reguired in the nursing curriculum.
- 2. Any science or nursing course completed more than five (5) years previous to the time the student is accepted, will not satisfy requirements for a degree in nursing.
- Former students who have received a grade of "D" or below in a nursing or science course will not be allowed a third attempt in the nursing program.
- Students withdrawing from the program for reasons other than academic problems will be considered for readmission on an individual basis.
- Any student not successfully completing a nursing course will be counseled prior to consideration for readmission to the program.
- Transfer students from another nursing program and applicants attempting to reenter the nursing program must meet the above admission criteria.
- 7. Transfer students will be admitted on a one-time only status.
- 8. Transfer students from other nursing programs must have a letter of recommendation from the Dean/Director of their previous program.
- Qualified applicants and transfer students will be admitted according to space available.

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

- Nursing students will abide by the admission and curriculum requirements of the nursing department at the time they are admitted or readmitted to the Associate Degree Nursing Program. Requirements of the nursing (ADN) program take precedence over the catalogue requirements under which the student entered Alvin Community College.
  - Once a student has enrolled in the ADN program, all nursing courses and related courses must be completed in proper sequence as shown in the catalogue and degree plan.
  - An ADN student is required to satisfactorily complete theory, laboratory and clinical experience of all nursing courses in order to earn a passing grade.
- 4. A student will be terminated from the program if clinical or laboratory performance is unsatisfactory as determined by the instructors in these areas. This action may be taken at any time during the semester or at the end of the semester.
  - A student will be permitted only two (2) attempts in a science or nursing course. An attempt is defined as any course that is recorded on the transcript.
  - No grade below a "C" will be acceptable for progression in nursing or science courses.
  - A minimum grade of 75% must be attained in each required nursing course to achieve a grade of "C".
  - A student must achieve an overall GPA of 2.5 on all courses (excluding orientation and developmental courses) taken at A.C.C. in order to progress to the next nursing course.
  - 9. A student requiring hospitalization or sustaining an injury will be required to obtain a written statement from his/her physician verifying that the health status of the student is adequate for safe performance in the clinical agency. A student may not be allowed to return to the clinical area if he/she must be on medications which may interfere with his/her ability to perform satisfactorily.
  - 10. A student who is pregnant may be barred from clinical agencies due to the hospital's policies. If allowed in the hospitals during the early months of pregnancy, she must present a physician's statement giving evidence of her ability to perform the work required.
  - 11. A student who has accumulated five (5) days of absences in nursing classes, either in theory or lab or a combination of both, within a semester, may be dropped.

#### NURSING

## Associate in Applied Science Degree Program

#### FIRST YEAR

#### Summer Semester I

Course	Course Title	Lecture Hours	Lab Hours	Course
BIOL 121	Anatomy and Physiology I	3	2	4
PHED	Physical Education	0	3	. 1
I III C	E RANSING TOWN THE WINDS	General Chem	15	ű м <del>ан</del> ц
		3	5	5
	Summer Semester I	La sao yas tasi		
BIOL 122	Anatomy and Physiology II	3	2	4
PHED	Physical Education	entit eauto	3	ourse lumber
		19 8 20191013 P	5	28 5 1

The Summer session is optional, but strongly recommended; however, students electing not to enroll during the summer will be required to complete these courses offered at times designated by the nursing department.

A new class starts each September. Applicants should consult the Counseling Center concerning academic courses.

		Fall Semester greated list			
*ENGL	111	Communication Skills	3	0	3
NURS		Introduction to Nursing	4	12	8
PSYC		General Psychology	3	0	3
			-		. 150
			10	12	14

	Spring Semester			
*ENGL 112	Communication Skills	3	0	3
BIOL 225	Basic Microbiology	3	3	4
NURS 211	Medical/Surgical Nursing I	4	12	8
	. LATRUSTINGUIS	and at the		instrument.
		10	15	15

#### SECOND YEAR

Course	sose or the Awin Community Co. N is to provide an approved, forms	Lecture	WITH STATE SHEET	
Number	Course Title	Hours	Hours	Credits

#### Summer Semester I

NURS 130	Psychiatric Nursing (12 weeks)	4	8 Ex	5
PSYC 130	Child Growth & Development	3	0 Hell	3
	trator of special programs for the aging	7	8	8

SOCI 111	Principles of Sociology	3	0	3
		A ni em-oi	_ 0	-3
		r the catelogs	a requi	rennez

NURS 212	Medical/Surgical Nursing II	per sequen4a	12	8
	Nursing Elective	3	0	3
CHEM 110 or	Chemistry for Allied Health	Arguorny and Physical Educ	2	4
CHEM 121	General Chem. & Analysis	3	4	4
			_	_
		10	14	15

Students may elect any one of the following 3 hour courses

Students may	elect any one of the following 3 hour co	urses:		
Course Number	Course Title	Lecture Hours		Course
NURS 121	Principles & Practice of Pharmacology Principles & Practice of	3	0	3
NURS 122	Nutrition	3	0	3
NURS 210	Medical Terminology	3	0	3
NURS 221	Professional Development	1060 874	0	3 0 Well
	Spring Semester			
NURS 213	Maternal Nursing (8 weeks)	4	12	4
NURS 214	Child Health Nursing (8 weeks)	4	12	4
			eri <del>s</del> he	GATTI
		4	12	8

\*ENGL 121 and 122 should be substituted if a 4-year degree is planned.

Total Credit Requirements for	
Associate Degree Nursing	73

### **NURSING HOME ADMINISTRATION**

**Degree:** Associate in Applied Science, Degree in Nursing Home Administration **Length:** Four semesters (two year program)

#### Purpose:

Statement of purpose. The purpose of the Alvin Community College Department of Nursing Home Administration is to provide an approved, formalized educational program that will prepare competent men and women for careers associated with the management of nursing homes and extended health care facilities. A graduate of the program is expected to be prepared to pursue a career as:

- (1) Licensed nursing home administrator
- (2) Extended-care facility administrator
- (3) Retirement center administrator
- (4) Custodial care facility administrator
- (5) Administrator of special programs for the aging

At the completion of this program the student will be able to transfer to a four-year college or university and pursue studies toward a baccalaureate degree. The curriculum also provides a liberal arts background for general education and personal enrichment.

#### Admission

Standards. A student may be admitted to Nursing Home Administration on any one of the following conditions:

- (1) Graduation from an accredited high school or successful completion of the General Educational Development (GED) Test, as certified by the State of Texas.
- (2) Transfer in good standing from another college or university.
- (3) Interview with, and approval of the Nursing Home Administration Department.

## **NURSING HOME ADMINISTRATION**

		inemitted		
Course	Course Title of all and the All States	Lecture	Lab Hours	Course Credits
Constitution of the second	First Semester			
*ENGL 111	Communication Skills	3	0	3
SOCI 111	Districtor of Containing	2	0	3
HNHA 111	Introduction to Nursing	REO THE	3	9 14
THATIA TTI	Home Administration sonelog belig	3	0	3
PHED	Physical Education	U	3	1
BUAD 130	General Dusiness	Semester (		Length:
	Mathematics & Mathematics	mutuol3	0	3
PSYC 120	General Psychology			3
	State Governments II	15	3	16
	The major emphasis of this cartisulum is eas associated with Hornculture. The stu			
*ENGL 112	Communication Skills	3	0	
BUAD 120	Business Law	3	0	3
**PSYC 230	Psychology of Personal	and an ad	•	•
TONEM 125	Adjustments	3 3	0	3
HNHA 112	Psychology of Patient Care		0	3
HNHA 113 PHED	Principles of Patient Care  Physical Education	0	3	1
Leb Conce	STANCE LAUCATION	Litture -	_	
House Credits		15	3	16
	Third Semester			
HNHA 211	Nursing Home Administration			
HNHA ZII	Internship I	aM the	20	6
ACCT 221	Principles of Accounting I	3	2	3
MMGT 121	Principles of Management			

or				
MMGT 211	Personnel Management	3	0	3
	Elective	3	0	3
		_	-	
		12	22	15
	Fourth Semester			
HNHA 212	Nursing Home Administration	ncitetibe	20	6
HNHA 213	Internship II  Nursing Home Administration	neShit o etatë e	to 20	4
G vilenau	Law allow - whom most politicate troop	3	0	3
HNHA 214	Financial Management of the			
	Nursing Home	3	0	3
HNHA 215	Dietetic Food Supervision	3	0	3
	Elective			3
		HOSE E LEAT	_	_
	Marchia a service a general properties and Transfer and Artist and Artist	12	20	18

\*ENGL 121 and 122 may be substituted if a 4-year degree is planned.

<sup>\*\*</sup>Prerequisite may be waived for Nursing Home Administration applicant with approval of Psychology Department.

Total Credit Requirements for Associa	te
Degree in Nursing Home Administration	n 65

## ORNAMENTAL HORTICULTURE

Degree: Associate in Applied Science.

Length: Four-Semester (two-year) Program.

**Purpose:** The curriculum is designed to benefit students seeking full-time employment, those presently employed, and those preparing for a four year degree in one of the many related Horticulture fields.

**Program Requirements:** The major emphasis of this curriculum is to acquaint the student with the many areas associated with Horticulture. The student is also required to take selected courses in non-related fields preparing himself for a well rounded education. The curriculum is designed to coordinate with the Horticulture programs of the four year colleges and universities in this state.

#### ORNAMENTAL HORTICULTURE

Course		Lecture	Lab	Course
Number	Course Title	Hours	Hours	Credits
	First Semester			clareo
HORT 101 HORT 111	Principles of Horticulture Plant Materials for	idH onland	2	4 AH111
	Landscape Use	3	2	4
DRFT 110	Fundamentals of Drafting	2	4	3
HIST 141	The United States to 1877	a saldion 3	0	3

*ENGL 111 PHED	Physical Education	4	0	3	1
FISTAD 110	Introduction Bedistalist Indiana indiana		ubra <del>ll</del> Mala	ilw eas	9880
		Total	14	11	18
	EAL ESTATE of Definerant				
	Second Semest				
HORT 121	Plant Propagation		3	2	
HORT 240	Indoor Plants		3	2	4
*ENGL 112	Communication Skills II		3	0	3
HIST 142	The United States since 1877		3	0	:
BIOL 112	Biology II (Botany)	iement, Rei	3	3 oiN_908	_use_
		Total	15	7	18
	TARIAL SCIENCE CARROLS	SECRE			
	Third Semeste	r Save			
HORT 221	Chemical Control of Weeds, Pla	ant			
	Diseases and Pests		3	2	8610
HORT 250	Vegetable Crops		3	2	
<b>GOVT 211</b>	American National &				
	State Governments I				
PSYC 120	General Psychology		. 3	0	onell
CHEM 110	Introductory Chemistry for the				
field. The mo-	Allied Health Sciences		3,10	em 2 ig	ms is
		Total	15	6	we1
	year curriculum incedentariamed				
	Fourth Semest	er utoni mulu	simile e	fit wall	
HORT 201	Soils and Fertilizer		3	0. 20 <sup>2</sup> 0 .	
HORT 231	Turf Management		3	2	
<b>GOVT 212</b>	American National &		.ecma	rial Sch	
	State Governments II		3	0	
PHED	Physical Education		0		
SOCI 111	Principles of Sociology		3	0	
	**Related Elective		3	0	1 od <u>i</u>
		Total	15	7 len	moq

Total Credit Requirements for Associate	
Degree in Ornamental Horticulture	2

#### **PRODUCTION**

Please see Mid-Management, Production Specialization.

#### **REAL ESTATE**

Please see Mid-Management, Real Estate Specialization; Certificate Program.

## RETAIL States States LIATER

Please see Mid-Management, Retail Specialization; Certificate Program.

#### SECRETARIAL SCIENCE

#### **Executive Secretary**

Degree: Associate in Applied Science

Length: Four-Semesters (Two-Year) Program.

Purpose: The Associate in Applied Science degree curriculum in Secretarial Science is designed to offer a background in business courses which will prepare the student for employment in the secretarial field. It is designed for those seeking first employment, and for those seeking promotion in the secretarial field. The program has been developed in response to the needs of businesses in the fast growing Gulf Coast area for efficient executive secretaries.

Program Requirements: The two-year curriculum in secretarial science provides instruction in areas required for competence as an executive secretary in a business office. The curriculum includes courses in secretarial science and related courses, plus general electives. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate in Applied Science Degree in Secretarial Science.

Internship Option: The Executive Secretarial student may choose to serve an internship during the third and fourth semesters of the program, for pay and for college credit. The student desiring to serve an internship will omit two 3-hour courses — the two to be decided on an individual basis in conference with departmental personnel.

#### SECRETARIAL SCIENCE

Course Number	Course Title	Lecture Hours	All the same of	Course Credits
	First Semester			
ACCT 110	Office Accounting	2	1	3
BUAD 130	General Business Math	3	0	3
*ENGL 111	Communication Skills	3	0	3
**SECT 111	Shorthand I or II	3	2	3
**SECT 121	Typewriting I or II	2	3	3
PHED	Physical Education	0	3	1
		_	_	_
		13	9	16

Communication Skills	3	0	3
	3	0	3
Office Machines	2	3	3
Shorthand II or III	0	2	3
Typewriting II or III	Ani etalo 2	3	3
Physical Education	ne Ore student	2	sighed to
	Indebization T	.g <del>.s.</del> ble	
	me not et 13 m	10	16
Third Semester			
Pacorde Management			3
	3	0	3
(1) 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	3	2	3
	3	0	3
	3	0	3
Business Elective	2	3	3
	larkijska ali <del>Ta</del> rija	6 <del>-</del> -	1 C-10
	16	7	18
Fourth Semester			
Converterial Practice	3	2	3
있다는 그 그 그 그는 그 그 그 그 그 그 그 그 그 그 그 그 그 그			3
			3
		2	3
아이는 그들이 그리지 않는 아니는 아이를 하는데		_	
	3	0	3
	all the order	161	
가게 하고 그렇게 하는 것을 가장하는 것들이 없는 것이 되었다면 하는 것이 없는 것이 없는 것이 없다면	3	0	3
2.000110	1 ( Sec. 1 1 2 e )		_
	17	7	18
	Introduction to Business Office Machines Shorthand II or III Typewriting II or III Physical Education  Third Semester Records Management Business Communication Shorthand III or Business Elective Principles of Sociology American National and State Governments I Typewriting III or Business Elective	Introduction to Business 3 Office Machines 2 Shorthand II or III 3 Typewriting II or III 2 Physical Education 0  Third Semester  Records Management 2 Business Communication 3 Shorthand III or Business Elective 3 Principles of Sociology 3 American National and State Governments I 3 Typewriting III or Business Elective 2  Fourth Semester 2  Fourth Semester 3  Fourth Semester 3  Secretarial Practice 3 Office Procedures 3 Word Processing 2 Dictation and Transcription 3 American National and State Governments II 3 Business Law or	Introduction to Business   3

<sup>\*</sup>ENGL 121 and 122 should be substituted if a 4-year degree is planned.

<sup>\*\*</sup>Placement tests will determine which course needs to be taken.

Total Credit Requirements for	
Secretarial Science Degree	

#### WELDING

Degree: Associate in Applied Science.

Length: Four-Semester (two-year) Program.

Purpose: The Associate in Applied Science Degree Curriculum in Welding is designed to prepare the student for full-time employment upon graduation in the career of welding. The basic objective of the program is to develop the skills in ferrous and nonferrous metals for employment in construction trades and area industrial needs.

**Program Requirements:** In addition to the general requirements for admission to the College, entry into the Welding Program requires a personal interview with the Director of the Welding Program.

## Shorthands Electiv DRIDING

## Associate in Applied Science Degree Program

Course		Lecture	Lab	Course
Number	Course Title	Hours	Hours	Credits
WELD 110	Welding Processes	2	6	4
WELD 121	Arc Welding (Plate I)	2	6	4
WELD 160	Shop Equipment and Safety	designed to		2
DRFT 110	Fundamentals of Drafting	si secretari	at Held.	Theoro
	(including Blueprint reading)	2	4	3
PHED	Physical Education	0	3	AFT100
	pulsanismina. The two-year curriculore tubos		interest	en i <del>en</del> as
	areas required the acceptances as enless	10019 do <b>7</b> W	21	14
	Second Semester			realiser Batyon
WELD 131	Basic MIG and TIG	2	6	egre <sub>4</sub>
WELD 122	Arc Welding (Plate II)	2 2	6	IT CALLS
MATH 151	Technical Math I	eviloe 3	0	3
*ENGL 111	Communication Skills I		0	3
PHED	Physical Education	0	3	1 1
		10	_ 15	_ 15
	Third Semester			
WELD 241	Basic Layout Design			
	and Fabrication	1	4	0
WELD 251	Pipe Welding I	2	6	3
WELD 231	Advanced MIG and TIG	2	6	4
<b>DRFT 211</b>	Pipe Drafting I	2	6	4
*ENGL 112	Communication Skills II	3	0	3
		_	_	
		10	22	18
	Fourth Semester			
WELD 242	Adv. Layout Design and			
* 3807.101	Fabrication	1	1	2
WELD 252	Pipe Welding II	2	6	3
		4	0	4

WELD 270	Welding Specifications			
ENGL 112	and Testing	2	3	3
SOCI 111	Principles of Sociology	3	0	3
	**Elective	alamos to 3	0	3
		пиоттбрат <u>ел</u> тен	HUL OH	
		44	10	40

\*ENGL 121 and 122 may be substituted if a 4-year degree is planned.
\*\*Co-op courses may be selected as satisfaction of elective.



### CERTIFICATE PROGRAMS

The Certificate of completion in technical education is awarded to those students who fulfill the requirements in one of the following programs:

Agriculture
Air Conditioning &
Refrigeration
Automotive Technology
Certified Laboratory Assistan
Child Care & Development
Correctional Science •
Correctional Science
Administration
Drafting
Electronics
Law Enforcement
Mid-Management
Banking
Fashion Merchandising
Production
Real Estate
Retail

Computer Science Stenography Clerical Vocational Nurse Nursing Assistant Respiratory Therapy Technician Welding

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

## **AGRICULTURE**

Degree: Certificate

Length: Two-semester (one-year) program

**Purpose:** The program is designed to prepare the student for entry into an agriculture or related occupation. Completion of this program will also enhance the effectiveness of those presently employed in an agriculture related occupation.

Program Requirements: The one-year program in Agriculture combines formal instruction with on-the-job work experience. The certificate in Agriculture will be awarded upon satisfactory completion of the two semester program.

## **AGRICULTURE**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credit
	First Semester			
ENGL 111	Communication Skills I	3	0	3
BIOL 110	Environmental Conservation	3	0	3
AGRI 110	Animal Husbandry	3	0	3
CO-OP 111	Cooperative Education	0	15	3 .
		<del>-</del>	<del></del>	-
		9	15	12

	Second Semester			
ENGL 112	Communication Skills II	3	0	3
AGRI 120	Fundamentals of Crop			Dogree
	Production	Semester (one-y	0	3
AGRI 130				
	Technology	The state of the s	2	3
CO-OP 112	Cooperative Education	ar O.ne student	15	3
		Programm The th	'ed m	30 <b>4</b> 50
			17	12
	Total requirements for			
	Agriculture Certificate	and and an optic	a	24



Length: Two-Semester (one-year) Program.

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

**Program Requirements:** In addition to the general requirements for admission to the College, entry in the Air Conditioning and Refrigeration Program requires a personal interview with the Department Head of the Air Conditioning and Refrigeration Program.

## AIR CONDITIONING AND REFRIGERATION

Course Number	Course Title	Lecture Hours	BARRY TO TOWN	Course
Mullipel				
	First Semester			
ACRH 131	Air Conditioning Fundamentals I	3	0	3
ACRH 133	Air Conditioning &			
	Electrical Circuits I	3	0	3
ACRH 140	Introduction to Refrigeration	3	3	4
MATH 151	Technical Math I	3	0	3
PHYS 133	Technical Physics I	3	3	4
PHED	Physical Education	0	3	1
		_ 15	9	18
	Second Semester			
ACRH 132	Air Conditioning Fundamentals II	3	3	4
ACRH 141	Refrigeration Systems			
	Servicing I	3	3	4
ACRH 170	Domestic Refrigeration	3	1	3 3 1
ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
		12	10	15
	First Summer Session			
ACRH 135	Air Conditioning and			
	Refrigeration Troubleshooting	1	3	2
	Total Credits Required for the & Refrigeration Certificate			3

Degree: Certificate.

Management

Length: Two semesters or one year.

Purpose: The certificate in Automotive Technology is designed to provide students with an introduction to automotive technology repair and to allow persons already engaged in industry to increase their automotive technology knowledge.

AUTOMOTIVE LECTIONS

Program Requirements: The curriculum includes technical courses in automotive mechanics and courses in related subjects as well as general education courses. Each student is urged to consult with the Department Chairman of Automotive Technology in planning his/her program.

A certificate student will take seven courses from Group I. The student will take three courses from Group II. Course selection will be determined by consultation with the Department Chairman, after he/she is familiar with the student's background, abilities, and goals.

## **Certificate in Automotive Technology**

Course	Lecture Hours	Lab Hours	Course Credits
Group I	14	28	28
Group II	9	0	9
			Total 37

Group I	Group II
Basic Automotive Internal Combustion Engine Automotive Electricity and Ignition System Carburetion and Fuel System Automotive Transmission Automotive and Truck Chassis Automotive Air Conditioning Automotive Diagnosis Repair Shop Organization and	Technical Math I Fundamentals of Drafting Technical Math II Communication Skills I Welding Processes Introduction to Business Communication Skills II

Total Credit Requirements for Automotive	
Technology Certificate	37

#### CHILD CAKE AND DEVELOPMENT

Degree: Certificate

Length: Thirty-two semester hours.

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

Program Requirements: A certificate student will take seven courses from Group I, three courses from Group II and two semesters of physical education. Course selection will be determined by consultation with the Department Chairman, after he is familiar with the student's background, abilities and goals.

## Child Care and Development

Course	Lecture Hours	Lab Hours	Course Credits
Group I	omotive 12 chno	Certificate in Aut	21
Group II	9	0 Hours	9
Physical Education	dal 0	enulos6	2
	engo <del>H</del>	anuol <del>1</del>	Co <del>u</del> ces (10
CIPACIAN AN ANALYSIS	30	6	32

G	ro	up	1
		-	

Pre-School and Day Care
Programs
Exceptional Children
Child Care Recreation
Child Care Services
Introductory Creative Activities
Literature for Young Children
Music for Young Children
Child Nutrition and Health Care
Child Care and Development I
Child Care and Development II
Seminar and Field Work

#### Group II

Principles of Sociology Social Problems General Psychology Marriage and Family Communication Skills

Total Credit Requirements for Industrial Credit Requirements for Child Care & Development Certificate. 32



## COMPUTER SCIENCE TECHNOLOGY

## **General Computer Data Processing**

Degree: Certificate

Length: Two semesters or one year

Purpose: The General Computer Data Processing Curriculum is designed to provide students with an introduction to data processing and to allow persons already engaged in business and industry to increase their computer knowledge.

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

# Computer Science Technology — General Computer Data Processing

Course	Lecture	Lab	Course
	Hours	Hours	Credits
Group I	15	15	20
Group II	12	0	12
Cloup II			Total 32

CSCI 110 Intro. to Computer Science **CSCI 115 Computer Operations** CSCI 120 RPG Programming CSCI 130 COBOL Programming **CSCI 210 FORTRAN Programming** CSCI 225 Special Topics CSCI 230 Advanced COBOL CSCI 240 System Analysis CSCI 250 Assembly Programming CSCI 170 Structured Programming CSCI 114 Basic Programming CSCI 214 Digital Computer **Fundamentals** CSCI 260 Mini/Micro Computers

**BUAD 110 Intro. to Business BUAD 130 General Business** Mathematics **ACCT 110 Office Accounting** ACT 221 Principles of Accounting I **ACCT 222 Principles of** Accounting II SOCI 111 Principles of Sociology MATH 180 Finite Mathematics MATH 190 Analysis MATH 121 College Algebra MATH 132 Plane Trigonometry **ENGL 111 Communication Skills ENGL 112 Communication Skills** ENGL 121 Composition & Rhetoric I ENGL 122 Composition & Rhetoric II HIST 111 Western Civilization to 1660 HIST 112 Western Civilization since 1660 GOVT 211 American National & State Gov't. GOVT 212 American National & State Gov't. PHYSICAL EDUCATION

### **CORRECTIONAL SCIENCE**

Certificate Program: Certificate in Correctional Science

Length: Thirty-two semester hours and blood and blood and the distribute and the semester hours

Purpose: The Certificate Program is designed for mature persons working in the correctional field. A certificate represents the completion of hours of approved course work including an appropriate internship.

Program Requirements: Approximately one-half of the certificate program will include courses in Correctional Science with the remaining courses in related areas. In the event that any student who has first enrolled in a "Certificate Only" program desires to thereafter enter a degree program, he/she must meet all prerequisites and requirements met by the degree student.

A certificate student will take seven courses from Group I and Physical Education. The student will take three courses from Group II. Course selection will be determined by consultation with the Division Chairman, after he/she is familiar with the student's background, abilities and goals.

Course	Lecture Hours	Lab Hours	Course Credits
Group I	21 9 control of	d 4 0 landiser	23 9
the positionership	rmomegisheir ar bleit was no läelmee histor	deng in the Correctional Total	ow ets on Later

CUITECTIONAL COLONO

Group I Introduction to Corrections Penology American Legal System Crime and Delinquency Probation, Pardons, & Parole Institutional Procedures, Jails & Detention Contemporary Practices in Correction Corrections I. Organization and Operations

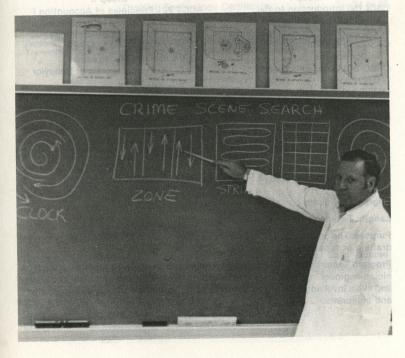
Corrections II. Theory and

Practice

Physical Education

Group II Composition and Rhetoric General Psychology Principles of Sociology Communication Skills American, National, & State dents vocational goals. Inemneral U.S. History

Total Credit Requirements for Correctional Science Certificate......32



#### CORRECTIONAL ADMINISTRATION

Certificate Program: Certificate in Correctional Administration\*

Length: Thirty-four semester hours

**Purpose:** The Correctional Administration Certificate Program is designed for persons who are working in the Correctional field in management type positions. Interested non-inservice persons should obtain permission from the Department Chairperson of Corrections.

**Program Requirements:** Approximately one-half of the certificate program will include required courses in Correctional Science and Mid-Management. The remaining courses are selected from related areas.

A certificate student will take the seven required courses from Group I. The student will also take four courses from Group II. Course selection will be determined by consultation with the Department Chairman, after he/she is familiar with the students vocational goals.

	Lecture	Lab	Course	
Course	Hours	Hours	Credits	
Group I	-21	Lo O noitesim	mQ   seet 2100	
Group II	12	1	another 13	
			eni Ji anolio <del>s</del> ic J	
`			Total 34	

#### Required Courses Group I

CSCI 150 Introduction to the Criminal Justice System CRSC 220 Institutional Procedures CRSC 230 Contemporary Practices in Corrections CRSC 240 Organization and Operations

MMGT 121 Principles of Management MGMT 211 Personnel Management MMGT 221 Problems in Management

Pathology

**Elective Courses** 

Group II

ACCT 221 Principles of Accounting I

**ACTT 222 Principles of Accounting II** 

PSYC 250 Fundamentals of Behavior

SOCI 111 Principles of Sociology

SPCH 140 Business Speech

AGRI 210 Farm Management

#### DRAFTING TECHNOLOGY

Degree: Certificate

Length: Two-semester (one year) program

**Purpose:** The one-year program is designed to prepare the student for entry into the drafting occupation.

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

#### DRAFTING TECHNOLOGI

Course		Lecture		
Number	Course Title	Hours		Credits
	First Semester			SNGL
DRFT 111 DRFT 105 or	Technical Drafting Blueprint Reading I	e bevorgge <sup>2</sup>	6	4 03/4/12/20 approved
DRFT 106	Blueprint Reading II	2	1	2
DRFT 241	Architectural Drafting I	2	6	4
MATH 151	Technical Math I	3	0	3
ENGL 111	Communication Skills I	3	0	3
ENGL III	e perdeparatived by dottomical activities	the Depart <u>m</u> en	t Libera	mass. e cer
Bedshe HO las	thematidasht chrebuts ent dilw rällers d Circuit Analysis 3:		13	16
3. 4	Second Semester			na ia
DRFT 130		2	6	4
*DRFT		e Tolnous 2	6	4
MATH 152		SMeasurane 3	0	3
ENGL 112	Communication Skills II	Esotronics L	0	3
PHED		O CHOOLOS	3	1
FILL				3 or 4
		10	15	18 or 19
	Total Credit Requirements Drafting Technology Certifi	for cate	retans.	. 34 or 35

\*Approval of Department Head.

### **ELECTRONIC TECHNOLOGY**

Degree: Certificate

Length: Two-semester (one-year) program.

**Purpose:** the one year program is provided to allow the student to become familiar with basic electronics. The required electronics background for general field maintenance is stressed.

**Program Requirements:** The certificate in Electronics will be awarded upon satisfactorily completing the two semester program.

#### **ELECTRONIC TECHNOLOGY**

Course Number	Course Title	Lecture Hours	REAL PROPERTY.	Course Credits
	First Semester			
MATH 151	Technical Mathematics I	3	0	3
ELEC 120	DC Theory and Circuit Analysis	3	0	3
ELEC 125	DC Theory and Circuit Analysis			
	Lab	0	3	1

<sup>\*</sup>Related Electives may be in areas of Drafting, Math, Physics, Computer Science, Electronic Technology, Air Conditioning, Welding with approval of Department.

ELEC 110	Introduction to Electronic Technology	AND ON 3	0	3
EL EO 445	Introduction to Electronic			Course
ELEC 115		0	3	ericon116
moest espor	Technology Lab Communication Skills I	3	0	3
ENGL 111			denous i f	out marks
'SOCI 111	Principles of Sociology	terd testades	0	3
THE MUST SALL I	approved elective	bask ranger	3	1
PHED	Physical Education	•	_	30
		bseFinboe153	9	18
		15	3	
	courses in Correctional Science ไม่ผู้ผู้			
	Second Semester			
MATH 152	Technical Mathematics II	3	0	3
ELEC 130	AC Theory and Circuit Analysis	3	0	3
ELEC 135	AC Theory and Circuit Analysis			
LLLO 100	Lab	0	3	1
ELEC 230	Electronic Tests and			
ELEC 230		isid isteneda	0	3
ELEC 235	Electronic Tests and			
ELLO 200		OTechnica: Mi	3	HTAH
ELEC 140		Communicat	0	3
ELEC 145		oPhysical Edu	3	CHIP.
PHED 143	Physical Education	ool3 betale96*	3	34 1
PHED	Filysical Education	_	_	
15 18 or 1		12	12	16
	Total Credit Requirements	for		
	Electronic Technology Cer		court	34

\*See advisor prior to registration.



## LAW ENFORCEMENT AND POLICE ADMINISTRATION

## LAW ENFORCEMENT

Degree: Certificate

Length: Thirty semester hours

Purpose: The Certificate program is designed for mature persons working in the law enforcement field. A certificate represents the completion of 30 hours of approved course work.

Program Requirements: A certificate student will take seven courses from Group I and three courses from Group II and two semesters of physical education. Course selection will be determined by consultation with the Department Chairman, after he/she is familiar with the student's background, abilities and goals.

## LAW ENFORCEMENT

Course	Lecture Hours	Lab Hours	Course
	21	0	21
Group I	99	D Second	9
Physical Education	0	6 in pric	2
	_	I brising Short and I	9 1127 Ma
Total	30	6 (001-08-08	32

Group I
Introduction to Law Enforcement
Criminal Investigation
Legal Aspects of Law Enforcement
Criminal Procedure and
Evidence
Element of Police Supervision
Principles of Sociology
Social Problems

Communication Skills
American National and State
Governments
U. S. History

Composition and Rhetoric

General Psychology

Group II

Principles of Sociology
Social Problems
Criminology
Juvenile Delinquency
Police Organization and
Administration
Patrol Administration

Total Credit Requirements for Certificate	00
in Law Enforcement	32

## LEGAL STENOGRAPHY

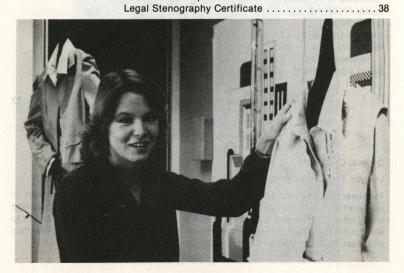
Degree: Certificate

Length: Two-semester (one-year) program

Purpose: The one-year certificate in Legal Stenography program is designed to prepare the student for full-time employment immediately in a specialized business occupation. This course will provide a job outlet for those students who desire to work in the legal field, but do not care for pressures of Court Reporting or find they must secure employment within a shorter time.

#### waterit pi prishowanoster a COURT REPORTING to atsorbite O of Bracon of

Course			Lecture		Course
Number	Course Title As I Will Mebuta etc.	A certific	Hours	Hours	Credits
cation. Course	the Isolaying to the First Semester	Group [[s	mont aga		and thre
SECT 122	Typing II		male <sub>2</sub> so	3	38
CTRP 111	Machine Shorthand Theory	the stude	filw6	4	6
CTRP 121	Law and Legal Terminology		4	1	3
ENGL 111	Communication Skills I	STATE OF	3	0	3
CTRP 141	Grammar and Punctuation I	WAJ	2	0	2
PHED	Physical Education		0	2	1
ELE etiling O	Electromice with and enuc	rH	17	10	18
	Second Semeste	er			
SECT 220	Typing III		0278	3	3
CTRP 112	Machine Shorthand I				
32 *	(60-80-100)		6 -	4	6
CTRP 130	Transcription I		0	5	2
CTRP 122	Medical Terminology		4	1	943
ENGL 112	Communication Skills II		3	0	3
CTRP 142	Grammar and Punctuation II		10112	0	20
PHED	Physical Education		WE 00	2 2	Lapal A
			4 <u>-</u> 10-	al Perio	Ctenina
			17	15	20
	Total Credit Requiremen	ts for			



Degree: Certificate

Length: Two-semester (one-year) program

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

Program Requirements: A certificate student will take six courses from Group 1, three courses from Group 2, two courses from their area of specialization (Retail, Production, Fashion Merchandising, Banking and Real Estate) and two semesters of Physical Education or one three hour elective.

#### MID-MANAGEMENT

Course	Lecture Hours	Lab Hours	Course Credits
Group 1	- 12	40	18
Group 2	9	0	9
Specialization	6	0	6
Physical Education or	0	6	2
Elective	3	0	3
	_		
Total	27	40 or 46	35 or 36
Group	1	Group 2	
Introduction to Mid-Ma Internship Personnel Managemen Principles of Managem Internship Problems in Manageme	t ent	Communication Skills Business Mathematics General Psychology Principles of Economics Principles of Sociology	

## **Specialization Area**

#### Retail

Principles of Retailing
Principles of Marketing
Advertising
Selling and Salesmanship
Retail Merchandise Management

#### **Fashion Merchandising**

Introduction to Fashion
Merchandising
Fashion Buying and Merchandising
Textiles
Fashion Sales Promotion
Fashion Fundamentals

#### Banking

Principles of Bank Operations
Money and Banking
Analyzing Bank Financial Statements
Marketing for Bankers
Bank Investments
Credit Administration
Supervision and Personnel Administration
Installment Credit
Teller Training Seminars

#### Real Estate

Principles of Real Estate
Real Estate Mathematics
Real Estate Practice
Real Estate Law

Real Estate Finance
Real Estate Brokerage

Real Estate Appraisal

## Production of secure and the state of the secure at the secure of the se

Industrial Management Production Planning and Control Republish and Salar Republic R





Degree: Certificate

Length: One semester

**Purpose:** The program is designed to provide the individual with the necessary skills and knowledge for performance as an essential member of the nursing team. Theory is integrated with supervised clinical practice.

HOHOHIG ACCIONATION OF THE STREET

#### Admission Requirements:

- 1. An interview with the nursing department.
- 2. Satisfactory physical and mental health.

#### **Program Requirements:**

- Satisfactory clinical and classroom performance.
- 2. Regular attendance.

### **Program Content:**

## COURSE UNITS

## Pre-clinical:

Orientation
Introduction to the Patient
The Working Environment
Communication Skills

#### Clinical:

The Patient's Unit
Personal Care of the Patient
Observing and Recording Vital Signs
Observing and Recording Vital Signs
Observing Additional State of the Patient
Special Treatments
Food Service

The above course content is taught over a 10 week period and has the following lecture-lab ratio:

Total nursing lecture	44	
Total nursing lab hours	240	
Total Liberal Arts hours	36	
Total Contact Hours	320	

#### ORNAMENTAL HORTICULTURE

Degree: Certificate

Length: Two-semester (one year) program

**Purpose:** The program is designed to prepare the student for entry into a horticulture or related occupation. Completion of this program will also enhance the effectiveness of those presently employed in all horticulture related occupation.

**Program Requirements:** The one-year program in horticulture combines formal instruction with on-the-job work experience. The certificate in horticulture will be awarded upon satisfactory completion of the two semester program.

#### ORNAMENTAL HORTICULTURE

Course Number	Course Title	Lecture Hours		Course Credits
	First Semester			
HORT 101 HORT 111	Principles of Horticulture Plant Materials for	3	2	4
	Landscape Use	3	2	4
CHEM 110	Introduction Chemistry	3	2	4
DRFT 110	Fundamentals of Drafting	2 3	4	3
ENGL 111	Communication Skills I	3	0	3
		<u> </u>	=	
	Total	14	10	18
	Second Semester			
HORT 121	Plant Propagation	3	2	4
HORT 131	Greenhouse Crop Production	3	2	4
MATH 151	Technical Math I	3	0	3
BIOL 112	Biology II (Botany)	3	3	4
PHED	Physical Education or	0	3	1
	Approved Elective	thelaoc3as	0	3
		_ 1	nit <u>er</u> de	l-el <u>u</u> pai
	Total	15	10	19
	Summer Session I			
HORT 211	Nursery and Garden			
	Center Management	3	2	4

COMPLETION OF CERTIFICATE LEVEL

#### KESPIKATORY THEKAPT TECHNICIAN PROGRAM

Degree: Certificate

Length: 131/2 months

Purpose: The purpose of the Alvin Community College Department of Respiratory Therapy Technology is to provide an approved, formalized educational program that will prepare competent men and women for careers in Respiratory Therapy. The certificate recipient of the program will be eligible to become a Certified Respiratory Therapy Technician (C.R.T.T.) by making application and successfully completing the examination administered by the National Board for Respiratory Therapy.

This certificate program is designed to meet the Upward Mobility/Lateral Exit concept. The curriculum involves all phases of Respiratory Care including Intermittent Positive Pressure Breathing, continuous mechanical ventilation, blood gas analysis, and pulmonary function studies. The students spend a minimum of 750 hours in the clinical setting with rotation through Respiratory Therapy Department at clinical affiliates. The program is fully accredited and meets the standards of the American Medical Association.

#### **Admission Requirements:**

Citizenship: U.S. citizen or legal declaration of intention of becoming a U.S. citizen.

Health: Satisfactory physical and mental health.

Education: High school graduate or its equivalent.

#### Admission Procedure:

- 1. Pre-Entrance testing, ACT Exam.
- All students entering the program are required to complete the regular Alvin Community College admission procedures. The proper forms are available from the Program Chairman or the Admission's office.
- Respiratory Therapy students must meet health requirements of affiliating clinical institutions. A health examination by the student's personal physician is required using the Alvin Community College health form. The physical examination should include chest x-ray, urinalysis, Complete Blood Count (CBC) and VDRL.
- 4. A personal interview with the Program Chairman is required.
- Applicants will be notified concerning acceptance to the Respiratory Therapy Program. Admission is limited.
- Students not admitted to the Program may take courses to enhance their potential for entering the program at a later date.
- Any student who fails to achieve a passing grade in one or more Respiratory Therapy classes for two semesters will not be permitted to remain enrolled in the program.
- A transfer student must qualify in accordance with the current RTT Program procedure.
- The RTT student will abide by the curriculum requirements of the RTT department at the time he is accepted into the program. Curriculum requirements take precedence over the Bulletin under which the student entered Alvin Community College.
- After the enrollment, the required RTT courses must be completed in proper sequence. No variances unless approved by program chairman.

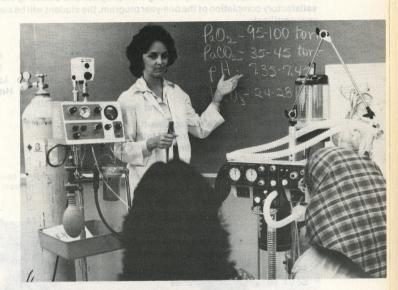
- 11. The RTT student is required to satisfactorily complete theory and clinical experience of each RTT course. In the event either theory or clinical is evaluated unsatisfactorily the student will be required to repeat the course in its entirety the next time offered.
- 12. No grade below "C" will be acceptable in the RTT course.
- A student may be terminated from the program if clinical performance is unsatisfactory.
- A student is required to earn at least 24 resident hours at Alvin Community College.

### RESPIRATORY THERAPY TECHNICIAN

	ous mechanical ventilation, bit The Students earlies	Lecture Hours		Clock	Course Credits
	Summer Session	l (6 Weeks	i w romane		Silandi lori
HRTT 111	Introduction to Respiratory Therapy	8	S Associ	16	ionemA 4
BIOL 121	Anatomy and Physiology I		ernement vo o <b>8</b> do		
HRTT 110	Introduction to Health Sciences (12 wk. course)	ical and m	2		Haaith:
ENGL 111		ro et <u>aub</u> ar	g to <u>o</u> rica	dgi <u>Ha</u> no	Educari
		16		32	9
	Summer Session I	I (6 Weeks			
		6			4
BIOL 122	Anatomy and Physiology II	18 9 9 9 9	8	16	4
			30	44	8
	Fall Seme			physics	
HRTT 116	Clinical Science and	ov bas (O			
Titti Tiobe	Pulmonary Disorders	3	isini da la	3	3
HRTT 120	Pharmacology	3	0	oligaA	3
HRTT 114	Respiratory Therapy				
enhance mei	Procedures I		bs 6 st		8 4
HMLT 117 CHEM 110	Clinical Microbiology Chemistry for Allied		no 41 is	6	3
OTILIWI TIO	Health	3	2	5	4
		14	12	26	17
	elity in accordance with the cur				
TR ent to at	Spring Sem		nabuta T	IA edt	
HRTT 118	Clinical Theory		0	3	3
HRTT 113	Clinical Practical II Clinical Applications I		25	25	3
HRTT 117 NURS 210	Medical Terminology	yiin 3mm	0	3	3
MATH 130	Math for Allied Health I	9013000	0	3	01 3
namisho ma	nces whield approved by progn	shar on s	sequenci	proper	_
		12	28	34	15

Summer Session	I (6 Weeks	)		
	0	20	20	

HRTT 119	Clinical Practical III	0	20	20	3
ENGL 121	Composition and Rhetoric I	8	0	8	3
		11201	BAP <u>—</u> epo	n H <del>aa</del> nse	Contact Contact
	First Semest	8	20	28	6
	Total Credit Requireme	ents		Cenmes	55





Options: Stenographer **General Office Worker** 

Degree: Certificate

Length: Two-semester (one-year) program

Purpose: The one-year program is designed to prepare the student to adequately discharge the responsibilities of stenographic work, office occupations, and general business employment.

Program Requirements: The one-year program in "Stenographer" and "General Office Worker" combines instruction in the areas required for competence as a stenographer or office worker. Students are advised to consult with a faculty member in the business department in planning their program and selecting electives. Upon satisfactory completion of the one-year program, the student will be awarded a oneyear certificate.

## Stenographer One-Year

Course Number	Course Title	Lecture Hours		Course Credits
	First Semester			
SECT 230 *BUAD 130	Records Management General Business Mathematics	3	2	3
	or equivalent	3	0	3
ENGL 111	Communication Skills	3	0	3
**SECT 111	Shorthand I or II	3	2	3
**SECT 121	Typewriting I or II	2	3	3
PHED	Physical Education	0	3	-1
			44_	2_
		14	10	16
	Second Semester			
SECT 130	Business Communications	3	0	33
SECT 150	Office Machines	2	3	3
**SECT 112	Shorthand II or III	3	2	3
**SECT 122	Typewriting II or III	2	3	3
SECT 240	Office Procedures	3	0	3
PHED	Physical Education	0	3	1
		1 <u>1</u> -	_	_
		13	11	16
	Total Requirements for Stendereal Office Worker Certif			32

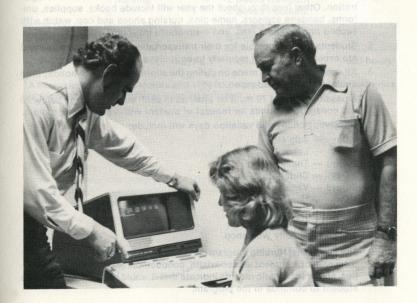
<sup>\*</sup>May be waived by demonstrated competency in High School Math.
\*\*Placement tests will determine which course needs to be taken.

## General Clerical One-Year

Course Number	Course Title	Lecture Hours		Course Credits
Annual town Title 1	First Semester	A SERVED DATA		
	Office Assessment of the Control of	osvorcas o	blycae	01 81 301
ACCT 110	Office Accounting	es es noitogui	0	3
BUAD 110	Introduction to Business	an of euch boile	U	in eartur
*BUAD 130	General Business Mathematics	e profor phys		3
	or equivalent	0	0	
SECT 121	Typewriting I or II		3	3
ENGL 111	Communication come	Allend Hebra 3	0	3
PHED	Physical Education	0	3	s Sept 3
		oV beens <del>u</del> J s	8 <del>5 9</del> 0	taen ci.
		13	paA no	16
	Second Semester			
	Second Semester			
SOCI 111	Principles of Sociology	3	0	3
SECT 150	Office Machines	rto istom 12 o	3	3
SECT 140	Secretarial Practice	sip loonae3ip	2	3
**SECT 122	Typewriting II or III	2	3	3
SECT 230	Records Management	.3	2	3
PHED	Physical Education	0	3	1
		13	13	16
	Total Credit Requirements for General Clerical Certificate.		copres counts Doru. E	32

<sup>\*</sup>May be waived by demonstrated competency in high school mathematics.

<sup>\*\*</sup>Placement tests will be taken to determine which course needs to be taken.



#### **VOCATIONAL NURSING PROGRAM**

Degree: Certificate

Length: Twelve Months.

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

Graduates of the twelve-month program are eligible to write the Texas State Board Examination for Vocational Nurses. Those passing the state examination will be issued a license by the State Board of Vocational Nurse Examiners and will qualify to practice as a Licensed Vocational Nurse (L.V.N.) in the state of Texas.

#### **Admission Requirements:**

- 1. Be the age of 17-59\* years old. (Those older than 59 will be considered on an individual basis.)
- 2. Be in good physical and emotional health.
- 3. Be of good moral character.
- 4. Be a high school graduate or hold a certificate of equivalency (G.E.D.).
- 5. Satisfactorily score on the Pre-entrance exam for practical nurses.
- 6. Have a personal interview with the Chairman of Vocational Nursing.
- 7. Complete the application for admission into the Vocational Nursing Program, which shall also include submission of three character references, copies of transcripts or G.E.D., and physical examination including blood counts, urinalysis, serology, chest x-ray or tine skin test, and immunizations for diphtheria/tetanus within the last ten years.

### Program Requirements:

- Tuition for the twelve-month program is \$150.00 and is due in full at registration. Other fees throughout the year will include books, supplies, uniforms, bandage scissors, name pins, nursing shoes and cap, watch with second hand, testing fees, and malpractice insurance.
- Students are responsible for their transportation to health agencies and are expected to attend regularly to both class and clinical assignment.
- All absences must be made up during the allotted vacation or holiday time and/or following graduation.
- A passing grade of 70 must be attained in each subject. Scores below 70 will constitute grounds for request of student withdrawal from program.
- 5. Observed holiday and vacation days will include:
  - 1 Day July 4th
  - 1 Day Labor Day
  - 2 Days Thanksgiving
  - 1 Day Christmas
  - 8 Days Vacation
  - 1 Day New Year
  - 5 Days Spring Vacation
  - 1 Day Memorial Day
  - 5 Days Faculty Workshop
- The Vocational Nursing Program may request at anytime the withdrawal or dismissal of a student whose health, conduct, personal qualities or abilities, and/or scholastic records indicate that it would be inadvisable for the student to continue in the program.

- Transfer students must spend a minimum of six months in the Alvin Community College Vocational Nursing Program in order to be considered a graduate of this program.
- A student who withdraws and wishes to be reinstated and receive credit for successfully completed courses must re-enter within one year from the date of withdrawal.

#### V.N. PROGRAM

Course	ne de de la constant	Minimum*	Minimum*
Number	Course Title	Experience	Class Hours
NURS 001	Personal and Voca- tional Adjustment		12 hours
NURS 002	Microbiology		12 hours
NURS 003	Anatomy and Physiology	ses are generally egypo?	70 hours
NURS 004	Vocational Nursing Skills		165 hours
NURS 005	Nutrition		25 hours
NURS 006	Pharmacology	1 week Functional Medication Administration and/or 8 weeks Total Pt. Care Assignment	70 hours
NURS 007	Mental Health-Mental	2 weeks (If available)	25 hours
NURS 008	Maternal Child Nursing	3 weeks Obstetric 2 weeks Newborn 3 weeks Pediatric	91 hours
NURS 009	Medical-Surgical Nursing	6 weeks Medical 6 weeks Surgical	130 hours
INCAVIOLARS S	TOTAL	1100 hours*	600 hours*

<sup>\*</sup>A minimum of 600 hours lecture and 1100 hours preclinical and clinical experience is required in the Vocational Nursing program.

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Degree: Certificate

Length: Two-Semester (one-year) Program whose award drive on with stools A. A.

Purpose: The one-year certificate in Welding is designed to prepare the student for full-time employment upon certification in the career of welding. The basic objective of the program is to develop the skills in ferrous and non-ferrous metals for employment in construction trades and area industrial needs.

**Program Requirements:** In addition to the general requirements for admission to the College, entry into the Welding Program requires a personal interview with the Director of the Welding Program.

## WELDING OF the 1880 Page of The 160 29014

Course		Lecture	Lab	Course
Number	Course Title	Hours	Hours	Credits
	First Semester			
WELD 110	Welding Processes	2	6	4
WELD 121	Arc Welding (Plate I)	2	6	4
WELD 160	Shop Equipment and Safety	n normality	2	2
DRFT 110	Fundamentals of Drafting	ACCESSED AND	nat huff	AN TOUR
7 000	(including Blueprint Reading)	2	6	4
PHED	Physical Education	three 0	3	forent tue
		7	23	15
	nts, deleallist "deleas on cheed a transfer and chees on cheed the state of the sta	ine sion thai sait, istrieM	20	NUPS 00
	Second Semester			
WELD 131	Basic MIG and TIG	2	6	4
WELD 122	Arc Welding (Plate II)	2	6	4
MATH 151	Technical Math I	3	0	3
ENGL 111	Communication Skills	3	0	3
PHED	Physical Education	0	3	1
	expected to attracts remaining sparety of a	sa ang c <u>al</u> nic	81 <del></del> 31	ger <del>ree</del> rt.
		10	15	15
	Total Credits Required for the	office and the		
	Welding Certificate		i dan.	30

#### DIPLOMA

The two-year Education Diploma is primarily for the student who wishes to complete his/her academic work at the junior college level and who desires to have maximum flexibility in course selection. He/she completes at least 62 semester hours in a program planned to meet his/her desires and needs. Essentially, the Diploma is designed for the student who does not desire to pursue a specific degree or certificate program. Refer to page 22 for diploma requirements.

#### Purpose

Alvin Community College is a comprehensive community college offering a wide variety of noncredit courses to area citizens. These courses are designed to provide general education opportunities for personal development, civic responsibility, social-cultural values, family enhancement, and to assist the individual in achieving his personal goals through less than semester length adult noncredit courses.

The college exists to serve the post-high school educational needs of the community. An effort is directed to achieving this purpose by offering adults in the community a program of diversified noncredit courses. This program of continuing education provides the opportunity for adults to improve their knowledge and basic skills while employed, or for pleasure and recreational purposes.

## General Information

Noncredit continuing education courses are generally open to persons of all ages, including school age children. However, certain courses are directed to the adult (18 years or older), while others are specifically directed to the younger student. Courses are scheduled for given dates and hours, and some continue for longer periods of time to fulfill more specific requirements.

Most courses are offered in the evening and range from three to 320 hours in length. Costs vary from \$1.50 to \$95.00 per course. Any course will be offered when there is sufficient demand, suitable meeting space on or off campus, and a qualified instructor. Various types of instruction are implemented to accomplish course objectives, some of them being lecture/laboratory practice formats, as well as seminars, workshops, and conferences. The college is interested in receiving requests for special courses, or for special time frames to offer them, and will attempt to schedule any short course not already identified when there seems to be sufficient interest.

Contact the Director, Continuing Education & Evening School Programs regarding scheduling any program, particularly those of an occupational nature that will provide training, skills, and knowledge for individuals already employed and individuals seeking employment.

## Continuing Education and Adult Non-Credit Courses

Noncredit courses in the following areas are generally scheduled each year.

#### VOCATIONAL

Advanced Keypunch
Air Conditioning & Refrigeration
(Introduction)
Air Conditioning Lab
Alterations & Tailoring
Basic Bookkeeping
Basic Law Enforcement (Qualifying
Certificate)
Basic Rigging
Basic Welding
Blueprint Reading (Industrial
Construction & Maintenance)
Blueprint Reading (Machine)
Bomb Handling Seminar

Boilermaking-Pipefitting-Welding Cardiopulmonary Resuscitation (CPR)
Cardiopulmonary Resuscitation (CPR) Instructor Training Child Care Nutrition Workshop Commercial Refrigeration Communications in Industry Conversational Spanish I (TDC) Conversational Spanish II (TDC) Conversational Spanish III (TDC) Crime Scene Search Construction Supervisor I Data Preparation Clerk (Keypunch,

Deginning, Dietary Food Service Supervisor **Effective Supervisor Practices Electrical Maintenance Emergency Care Attendant** Emergency Medical Technician **Evaluation Workshop** Federal Income Tax for Consultants Filing Clerk Fingerprinting Techniques (Basic) Fingerprinting Techniques . (Advanced) Floral Arranging Floral Design Forensic Photography (Basic) Forensic Photography (Advanced) Fundamentals of Apartment Managing Fundamentals of Casualty Rating (Insurance) Fundamentals of Layout & Design Gift Wrapping Heating & Ventilation Lab Human Relations and Instruction Training Human Relations in Industry Income Tax Preparation Skills Introduction to Arc Welding of Pipe Introduction to Arc Welding of Plate Mechanical Maintenance I

MICUICALION AUMINIMOTIVATION Medication Administration Refresher Narcotics (Law Enforcement) Nursing Assistant Nursing Home Activities Director Orientation to Industrial Welding, Pipefitting, & Boilermaking Office Machines Refresher Pediatric Nursing Pharmacology for Nurses Planning School Age Programs in Day Care Centers Police Report Writing Property & Casualty Insurance (State approved licensing approach) Public Health Service Seminar Radio Station Operating Practices Record Keeping for Small Businesses Retail Management Seminar Role of the Nurse in the Community Shorthand Review Team Nursing Test Equipment Repair Test Equipment Utilization Thermostat Control Workshop Trends in Nursing Troubleshooting Heat Pumps

#### **ART APPRECIATION**

Blockprinting
Ceramics
Crafts
Crocheting
Drawing
Handicrafts & Media as Teaching
Devices
Heirloom Christmas Decorations
Knitting
Leathercraft
Life Drawing (pencil, charcoal,

Mechanical Maintenance II

pastels)
Macrame
Oil Painting (Beg.)
Oils & Acrylics
Paper Mache Nativity Figures
Portrait Painting
Relief Print Making
Sculpture
Silk Screen Print Making
Watercolors
Weaving

Typing Refresher
Use of the Slide Rule

#### CONVERSATIONAL LANGUAGES

Conversational Czech I Conversational Czech II Conversational French I Conversational German I Conversational Spanish II
Conversational Spanish II
Conversational Spanish III

Archery Fundamentals Ballroom Dancing Baseball Fundamentals Basic Canoeing Basketball Clinic Bridge (Beg.) Bridge (Int.) Canine Obedience Training (Beg.) Canine Obedience Training (Adv.) Care & Grooming of Horses Country & Western Dancing Disco (Beg.) Disco (Adv.) Exercise for Ladies Football Fundamentals for Females Golf (Beg.) Golf (Int.) Gold (Adv.) Gymnastics & Cheerleading Fundamentals

Karate (All Levels) Karate Lab Mid-Eastern Dancercize (Beg. I) Mid-Eastern Dancercize (Beg. II) Mid-Eastern Dancercize (Int.) Open Gym for Adults Physical Fitness for Men Racquetball (Beg.) Racquetball (Int.) Safe Boat Handling (Coast Guard Approved) Scuba Diving Self Defense for Women Slimnastics Tennis (Beg.) Tennis (Int.) Tennis (Adv.) Texas Voluntary Hunter Safety

#### MUSIC

Yoga

Banjo Class Piano Class Guitar (Beg.) Class Guitar (Int.)
Jazz Music Workshop
Music for the Layman

Tumbling & Acrobatics

#### PSYCHOLOGY

Assertiveness Training Bio-Feedback Training Human Potential Seminar Interpersonal Relations Psychodrama
Self Hypnosis
Verbal & Non-verbal
Communications

#### **AVOCATIONAL & SPECIAL INTERESTS**

Action Course in Practical Politics Amateur Novice Radio (Ham Radio Novice License Training) Animal Diseases & Sanitation Antique Furniture Repair **Antiques Worth Dusting** Automobile Care Auto Tune-Up, Drum & Brake Discs Aviation Ground School Basic Auto Mechanics Biblical Archaeology Cake Decorating (Beg.) Cake Decorating (Adv.) Career Exploration Workshop C.B. Radio Chisanbop Christmas Gift Making Clogging Creative Drama Creative Writing Workshop Defensive Driving (DDC) **Defensive Driving Motorcycle** Supplement

Deer Horn Placque Mounting Drafting for the Layman Duck & Goose Calling Energy Seminar Engine Overhaul Estate Planning

Family Financial Planning &

Investments

Fashion Fundamentals for Teens Firearm Knowledge for Women

Flood Loss Tax Relief
Free Enterprise System
Freelance Writing
Furniture Upholstery
Gardening (Landscaping &

Horticulture)

Geo-Thermal Planning Workshop

Gourmet Cooking
GED Preparation (General

Educational Development) Horsemanship Clinic

Household Plumbing Repair & Maintenance

How to Buy, Build, or Add to a Personal Typing Photography How to Write for Children How to Write Poetry Indexing the Mind Students Instrument Ground School Insurance Health Plans Interior Design for the Layman Landscape Design Landscape Plants Sewing (Knits) Landscape Plants for the Home Law for the Layman Machine Shop Manual Communications I (Sign Language) Manual Communications II (Sign Language) Metric System Money Game 2 retruit visitation and Speed Reading New Testament History Storm Spotting Old Testament History Texas Constitution Personal Finance Seminar for Vegetable Gardening Women Personal Income Tax Personal & Professional Woman Woodworking

Pocketbook Protection Practical English for International Reading Improvement Research Paper Writing Sewing (Basic) Sewing (Int.) Sewing (Finishing Touches) Sewing (Ladies' Coats) Sewing (Men's Pants) Sewing (Patterns & Alterations) Sewing (T-Shirts) Skeet Shooting Small Engine Tune-Up & Minor Maintenance Solar Energy Workshop Writing Skills Workshop

#### COOPERATIVE EDUCATION

Cooperative Education, a plan whereby students blend theory and practice by working on training assignments in exploratory or career-related areas of professional interest, has had a tremendous growth in recent years. The structure of a cooperative experience may vary, but the underlying philosophy always remains the same: the student's job is an essential and integral part of his/her education.

Opportunities are provided for the student to apply the knowledge and skills learned in the classroom to actual job situations. Cooperative Education contributes greatly to the career development of the students.

Students seeking new careers or job enrichment can benefit from planned work experiences. Through these experiences, the student may move upward into jobs that require increasing skills, knowledges, and responsibilities.

Many students are unsure of their vocational goals. These students could specifically use cooperative education to explore and realistically test different career possibilities.

The Cooperative Education program is also designed to meet the needs of those students who already have jobs but are returning to Alvin Community College to take courses that would enable them to either advance on their present jobs or to make career changes.

The student who has decided to pursue a career and desires to enter the cooperative education, may choose from one of the following study and work calen-

#### Study and work Calendar (Plan A — Alternating)

Year in College	Semester of the Year	Study and Work Assignments by Semesters
	Fall	Study
First Year	Spring	Study
	Summer	Work
	Fall	Study
Second Year	Spring	Work
	Summer	Study

## Study and Work Calendar (Plan B — Alternating)

Year in College	Semester of the Year	Study or Work Assignments by Semesters
	Fall	Study
First Year	Spring	Study
	Summer	Study
	Fall	Work
Second Year	Spring	Study
	Summer	Work

### (Plan C — Parallel)

Semester of the Year	Study or Work Assignments by Semesters
Fall	Study
Spring	Study
Summer	Study/Work
Fall	Study/Work
Spring	Study/Work
	the Year Fall Spring Summer Fall

Utilizing Advisory Committees of Citizens, students, and educators in the Alvin Community College community, cooperative education closely coordinates work experience with the campus educational program; thus,

helping the student to greater meaning in his/her studies, increasing his/her motivation,

contributing to his/her sense of responsibility,

developing a greater understanding of human relations,

giving them a chance to find out more about specific jobs in relation to their own capabilities,

providing him/her with earned income, and

better preparing him/her to enter the working world or advance on his/her present job.

The cooperative education program helps to maintain a flow of trained personnel for public and private enterprises. The program attracts capable students and serves as an actual testing ground, permitting employers to identify and select well-trained personnel. By employing the co-op student, the employer may more effectively use the talents of high-salaried professionals.

Public and private enterprises may participate in and influence the educational process through cooperative education. Closer ties between Alvin Community College and the community often result.

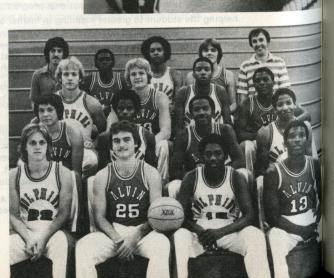
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ASCY 222. Pro optic on Accounting of (3 credits) - Promise in fig. condensations. cost accounting, assets, theory, and interpression of themshold statuments, with

## **DESCRIPTION OF COURSES**

aboratory hour per week.

ACCT 231 Intermental Accoming (Trivelle) Towley of accounting principles, covered accounting principles, covered accounting principles and investigation of accounting to the accounting principles and intermediate accounting to the accounting principles accounting to the accounting principles accounting to the account accounting to the accounting principles accounting to the accounting principles.

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ACCT 250. Auditing (3 credits). A study of system based independent audits in credity addition of the study of system based in the system of the study of the stu

ACD 250. Oil and Gas Accounting (3 credits), Accounting oriented lowerd the production, retining, and distribution of petroleurs products. Personalistic ACD 2015 Turnes recitions have been also for counting the St. 14134.

# DESCRIPTION OF COURSES ACCOUNTING

Dan F. Bakke, Department Chairperson Norman Bradshaw, Tom Branton

- ACCT 110. Office Accounting (3 credits). Procedures and techniques used in recording business transactions and preparing financial statements. Course adapted to the needs of those training for secretarial positions. Two lecture hours and one laboratory hour per week.
- ACCT 211. Accounting Internship (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. Students may receive credit from an approved full-time job.
- ACCT 212. Accounting Internship (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. Students may receive credit from an approved full-time job.
- ACCT 221. Principles of Accounting I (3 credits). Accounting for merchandise operations, proprietorships, partnerships, negotiable instruments, specialized books of original entry, and the voucher system, including emphasis on the financial aspects of accounting. Prerequisite: None. Recommendation: CSCI 110, MATH 180, 190, particularly for transfer students. Three lecture hours and one laboratory hour per week.
- ACCT 222. Principles of Accounting II (3 credits). Partnership, corporations, cost accounting, assets, theory, and interpretation of financial statements, with special emphasis on the managerial aspects of accounting. Prerequisite: None. Recommendation: Same as for ACCT 221. Three lecture hours and one laboratory hour per week.
- ACCT 230. Tax and Payroll Accounting (3 credits). Principles of Federal Income Tax, Social Security taxes, unemployment taxes, sales taxes. Payroll systems and accounting methods used in computing wages. Prerequisite: ACCT 221. Three lecture hours per week.
- ACCT 231. Intermediate Accounting I (3 credits). Review of accounting principles, current assets and investments, plant assets, and intangibles. Prerequisite: ACCT 222. Three lecture hours per week.
- ACCT 232. Intermediate Accounting II (3 credits). Study of liabilities, paid in capital, interpretation and analysis of financial statements, cash flow, reorganizations and price level impact on financial statements. Prerequisite: ACCT 231. Three lecture hours per-week.
- ACCT 240. Cost Accounting (3 credits). Basic concepts of cost accounting and how they function within a manufacturing firm. Material cost, labor cost, manufacturing overhead, and marketing costs of the cost accounting system. Prerequisite: ACCT 221. Three lecture hours per week.
- ACCT 250. Auditing (3 credits). A study of system-based independent audits, including auditing objectives, procedures, interval control, working papers, and reporting on the fairness of financial statements. Prerequisite: ACCT 221. Three lecture hours per week.
- ACCT 260. Oil and Gas Accounting (3 credits). Accounting oriented toward the production, refining, and distribution of petroleum products. Prerequisite: ACCT 221. Three lecture hours per week.

#### AGRICULTURE

Stephen Wheeler, Department Chairperson

- AGRI 110. Animal Husbandry (3 credits). This is a basic course of study to acquaint the student with various types and breeds of livestock: production systems, basic facility requirements, and markets. Basic phases of feeding, breeding, disease control and production of livestock are presented. Three lecture hours per week.
- AGRI 120. Fundamentals of Crop Production (3 credits). Scientific approach to commonly grown field crops; their importancy, value, use, characteristics, classification, distribution, climatic and soil requirements, production, estorage, improvement and seed technology. Three lecture hours per week.
- AGRI 130. Agriculture Equipment Technology (3 credits). Operation, storage, repair, maintenance and economic utilization of farm machinery and tractors. Principles of internal combustion engines, servicing farm engines and tractors, hydraulic systems, and adjustment of tillage and harvesting machines. Two lecture and two lab hours per week.
- AGRI 210. Farm Management (3 credits). Farm planning for the most efficient use of land, labor and capital in the production of crops and livestock. Attention is given to the problem of becoming established in farming. Class work is based on surveys and analysis of farm or ranch organization for the purpose of more profitable operation. Three lecture hours per week.
- AGRI 220. Soils and Fertilizers (3 credits). Physical and chemical properties of soils and their relation to soil development. Relationship between crops and soils. Practical use of and conservation of soils. Use of fertilizers and soil fertility. Two lecture and two lab hours per week.

#### AIR CONDITIONING AND REFRIGERATION

Alec Huffman, Department Chairperson

- ACRH 131. Air Conditioning Fundamentals (3 credits) Knowledge and skills necessary to install and service air conditioning (cooling) systems. Introduction to air conditioning systems, properties of air, humidity, psychrometric charts, comfort coolers, residential central systems, chilled water systems, evaporators, refrigerant controls, condensers, electrical circuits and controls, air cleaning dehumidifiers, heat pump systems. Three lecture hours per week.
- ACRH 132. Air Conditioning Fundamentals (4 credits). Knowledge and skills necessary to service and maintain heat pumps, vortex tube comfort cooling, heat loads, air distribution, electronic filters, blue print reading, etc. Three lecture hours and three laboratory hours per week. Prerequisite: ACRH 131.
- ACRH 133. Air Conditioning and Electrical Circuits I (3 credits). Basic principles of electricity, electron theory, sources of E.M.F., electrical circuits, magnetism, ohms law, conductors and insulators, power transformation, electronic motor theory, use of electric meters and test equipment. Three lecture hours per week
- ACRH 134. Industrial Electricity (4 credits). Fundamentals of direct current and alternating current electron theory resistance, current, voltage, electomagnetism, inductance and capacitance and sinusoidal variations in passive networks of resistors and capacitors, and includes a survey of the field of electrical power distribution. Three lecture and two lab hours.
- ACRH 135. Air Conditioning and Refrigeration Troubleshooting (2 credits). Additional study in any of three areas of specialization: domestic refrigeration, com-

- mercial refrigeration of air conditioning. Problems assigned individually or in groups. One lecture hour and three laboratory hours per week.
- ACRH 140. Introduction to Refrigeration (4 credits). This course covers fundamentals of refrigeration, cycle theory, basic refrigeration systems, compressor construction, refrigerant controls, safety practices. Three lecture hours and three laboratory hours per week.
- ACRH 141. Refrigeration Systems Servicing I (4 credits). Knowledge and skills necessary to install and service commercial refrigeration systems. Introduction to commercial refrigeration systems, commercial compressors, condensers, and receivers, water valves, evaporators, suction-liquid lines and manifolds, constant pressure valves, solenoid valves, defrost systems, motors and fans, electrical systems, electrical circuits, heat loads and system capacitors. Three lecture hours and three laboratory hours per week.
- ACRH 170. Domestic Refrigeration (3 credits). This course covers knowledge and skills necessary to install and service domestic refrigeration systems. Types and construction of cabinets, compressors, controls, evaporators, refrigerant controls, defrosting systems, safety practices. Three lecture hours and one laboratory hour per week.
- ACRH 234. Air Conditioning and Electrical Circuits II (4 credits). Studies will include generation of three-phase power, its distribution and application. Theory of operation, application and servicing of three-phase motors, relays, solenoids, fine starters, time-delay controls, capacitors, pressure switches, thermal relays, sequencing controls, pneumatic controls, motorized operators, low voltage controls, humidity controls and electronic controls and blue print drawing and reading. Two lecture hours and six laboratory hours per week. Prerequisite: ACRH 133.
- ACRH 242. Refrigeration Systems Servicing II (4 credits). Knowledge and skills necessary to service and maintain vending machines, beverage dispensers, soda fountains, ice machines, cascade systems, etc. Two lecture hours and six laboratory hours per week. Prerequisite: ACRH 141.
- ACRH 250. Heating and Ventilation (4 credits). Knowledge and skills necessary to install and service air conditioning (heating) systems. Introduction to heating systems, fuels, types of burners, warm air systems, hydronic systems, stream systems, electric heat systems, thermostats, controls, electrical circuits, heat loads, infiltration, air volumes, duct design and humidifiers. Two lecture hours and six laboratory hours per week.
- ACRH 260. Heat Load Calculations (3 credits). The study of heat loads as prescribed by Air Conditioning Refrigeration Institute (ARI) and American Society of Heating and Refrigeration Engineers (ASHRE). Three lecture hours per week.
- ACRH 280. Automotive Air Conditioning (4 credits). Training in refrigeration and air conditioning theory and in the installation, servicing and maintaining of all types of automobile air conditioning equipment. Three lecture hours and three laboratory hours per week.

#### ARTS

Ziya N. Sever, Department Chairperson

ARTS 110. Art Crafts for Elementary Majors (3 credits). A survey of art experiences for the elementary child. Laboratory experiences with media and technique and their use at different levels stressed. Philosophy, methodology, and organization included. Course meets requirements for certification. One hour of lecture and five lab hours a week.

- ARTS 111. Design I (3 credits). This course is intended to tamiliarize the student with the basic elements and fundamentals of two-dimensional design and their application to works of art. Six lab hours per week.
- ARTS 112. Design II (3 credits). Prerequisite: Design I or instructor approval. This course is intended to provide the student with a knowledge of the application of design principles to three-dimensional work. Six lab hours per week.
- ARTS 120. Art Appreciation (3 credits). No Prerequisite. A general course in Art Appreciation open to all college students. Principles of design from the laymans standpoint. Critical evaluation of selected works of painting, sculpture, architecture, and industrial design. Art in relation to every day life. Three lecture hours.
- ARTS 121. Drawing I (3 credits). A beginning course investigating a variety of media, techniques and subjects, exploring descriptive and perceptual possibilities of drawing. Six lab hours per week.
- ARTS 122. Drawing II (3 credits). Prerequisite: Drawing I or instructor approval. Expansion of Drawing I stressing the expressive and conceptual aspects of drawing, including the human figure in an environmental setting. Six lab hours per week.
- ARTS 130. Ceramics (3 credits). An introduction to hand building processes and glaze application. Potters wheel with emphasis on individual self expression.
- ARTS 131. Ceramics II (3 credits). A continuation of the exploration of clay, Students may concentrate on either the potters wheel or hand building. Emphasis will be given to sculpture concerns. Prerequisite: Ceramics ARTS 130 or instructor approval.
- ARTS 211. Drawing III (3 credits). Prerequisite: Freshman Studio Core or instructor approval. An advanced course in two-dimensional design with an emphasis on individual expression. Six lab hours per week.
- ARTS 221. Design III (3 credits). Prerequisite: Freshman Studio Core or instructor approval. An advanced course in two-dimensional design with an emphasis on individual expression. Six lab hours per week.
- ARTS 231. Painting I (3 credits) Prerequisite: Freshman Studio Core. Exploring the potentials of various painting media with stress on color and composition. Six lab hours per week.
- ARTS 232. Painting II (3 credits). A study of the techniques and media used in painting, expression is unrestricted as well as subject matter. These courses are open to all students who wish to paint. Art majors will be expected to attend painting laboratory. Six lab hours per week.
- ARTS 240. Watercolor Painting (3 credits). The watercolor medium as a means of artistic expression in interpretation of still life, landscape, and figure subjects. Arts 111 or Arts 121 are equivalent. Six lab hours per week.
- ARTS 241. Life Drawing (3 credits). Study of the techniques in various media usage. Emphasis on individual expression and understanding the fundamentals in portrait painting. Prerequisite: Freshman studio core or instructor approval.
- ARTS 251. Commercial Art I (3 credits). Prerequisite: Freshman Studio Core. Introduction to processes and techniques of advertising art. Six lab hours per week.
- ARTS 252. Commercial Art II (3 credits). Prerequisite: Freshman Studio Core. Advanced study of advertising art and production. Six lab hours per week.
- ART 260. Graphic Media (3 credits). Critical evaluation of graphic media as well as creating works in serigraphy and other print media. Six lab hours per week.

#### **AUTOMOTIVE TECHNOLOGY**

Bruce Westmoreland, *Department Chairperson*Alvin Horn, Hasso Schroder

- AUTO 101. Basic Automotive (2-4). Credit 4. The course will acquaint the student with service trade information, use and care of shop equipment and tools, standard transmission, brakes, clutches, rear axle, drive line principles, and a limited application of automotive shop practice.
- AUTO 111. Internal Combustion Engine (2-4). Credit 4. An introduction to the gasoline internal combustion engine. Technique and skill in inspection, repairing and overhauling of engine components, valve timing, use of special tools and equipment. Student will also receive an introduction to diesel engines.
- AUTO 112. Automotive Electricity and Ignition System (2-4). Credit 4. An introduction into the fundamentals of electricity as applied to the automotive vehicle. Classroom theory and laboratory practices of magnetic principles of electricity, functions of the diode and transistor, the storage battery, D.C. and A.C. charging systems, generators and alternators, and complete wiring systems.
- AUTO 113. Carburetion and Fuel Systems (2-4). Credit 4. A study of fuels and their applications, requirements, and effect on carburetion. Students will disassemble, clean, overhaul, reassemble, and adjust various types of carburetors.
- AUTO 202. Automotive Transmission (2-4). Credit 4. An introduction to theory and principle of hydraulic controls. The course will include a study of torque converters, power flow, gear trains, oil circuits, and correct procedures of disassembly, cleaning, inspection, repair, and reassembly of current types of automatic transmissions.
- AUTO 211. Automotive and Truck Chassis (2-4). Credit 4. A study of designs, construction, and frame alignment fundamentals of the vehicle chassis. Classroom theory and laboratory practices will include front end alignment, shock absorbers, springs, steering mechanism, wheel balancing, and power steering.
- AUTO 212. Automotive Air Conditioning (2-4). Credit 4. Basic principle of the automotive air conditioning unit. Classroom theory and laboratory practices will include a study of liquids, vapors, gases and heat transfer, and repairing of air conditioning units.
- AUTO 213. Automotive Diagnostics (2-4). Credit 4. A complete study of diagnostic procedures as used in the analysis of automotive electrical systems, carburetor and combustion systems, and control systems for exhaust emission. Proper use of test equipment for diagnostic purposes will be taught. Prerequisite: AUTO 112, AUTO 113.
- AUTO 214. Automobile Repair Shop Organization and Management (2-0). Credit 4. A study of record keeping, finance, personnel, equipment and use of facilities is made. Problem areas in auto repair business are analyzed.
- AUTO 215. Accessory Equipment (2-4). Credit 4. Automatic temperature systems, light sensors, speed control systems, power seats, power windows, clocks and similar types of systems used in modern automobiles are studied, analyzed and repaired. Prerequisite: AUTO 212, AUTO 112.
- AUTO 216. Automotive Technology Internship (3 credits). The students work in a qualifying dealership or auto repair shop for 20 hours per week in an occupational situation where he receives practical training and experience compatible with his career objectives. Students may receive credit from an approved full-time job. Prerequisite: approval of department head.

#### BIOLOGY

Stephen Wheeler, Department Chairperson
John Holst, Bill Horine, Roy Turner

- BIOL 101-102. Contemporary Biology I, II (3 credits) (3 credits). These courses stress fundamental characteristics of living matter from the molecular level to the ecological community. Basic biological principles relevant to animals are stressed. Contemporary Biology I and those relevant to plants are covered in Contemporary Biology II. Three lecture hours per week.
- BIOL 110. Environmental Conservation (3 credits). The management of natural resources, considers the problems caused by population and pollution, balance of nature and man's importance in the environment. Three lecture hours per week
- BIOL 111-112. General Biology I, II (4 credits) (4 credits). Principle of biology including considerable study of the structure of animals and plants. Biol. 111 includes the study of the animal kingdom, human organ systems, and an introduction to cell physiology and chemistry. Biol. 112 includes a study of flowering plant anatomy and physiology, a survey of plant groups, genetics, ecology and evolution. Three lecture and three laboratory hours per week.
- BIOL 121-122. Anatomy and Physiology I, II (4 credits) (4 credits). These courses are to be taken in sequence. A study of the structure and function of the organ-systems of the human body. Three lecture and two laboratory hours per week.
- BIOL 230. Entomology (4 credits). A survey of the insect orders emphasizing the morphology, physiology, taxt nomy, ecology, and life cycles of representative insects. Various control methods for harmful insects will be discussed. Three hours of lecture and three hours of laboratory.
- BIOL 225. Basic Microbiology. (4 credits). A one semester course in microbiology stressing the principles and applications of microbial activity with emphasis given to the bacterial types. The role of microorganisms in disease, ecology, sanitation, industry, and public health will be stressed. Sterilization techniques, pure culture techniques and other aspects of microbial control will also be considered. Recommended for students in biology, pre-med, pre-dental, nursing, and related medical fields. Three lecture and three laboratory hours per week. Prerequisite(s): BIOL 111-112, or BIOL 121-122.

#### **BUSINESS ADMINISTRATION**

Dan F. Bakke, *Department Chairperson*Norman Bradshaw, Bill Swenty

- BUAD 110. Introduction to Business (3 credits). An overview of the American system of free enterprise with concentration on business and its environment, organization and management of the enterprise, management of human resources, production, marketing, and finance. Primary emphasis is placed on the way American businesses work, what they can do well and what they do poorly. Lecture three hours per week.
- BUAD 120. Business Law (3 credits). The Commercial Codes pertaining to contracts, agency, property, sales, modern labor legislation, employment. Lecture three hours per week.
- BUAD 130. General Business Mathematics (3 credits). A review of the fundamental arithmetic skills needed in the business world with particular emphasis on fractions, decimals, percentages, simple and compound interests, discounts, commissions, inventories, depreciation, installment sales and purchases, notes and interest, and payroll. Lecture three hours per week.

#### CHEMISTRY

William R. Bitner, Department Chairperson
Betty Graef

- CHEM 110. Introductory Chemistry for the Allied Health Sciences (4 credits). A survey of the fundamentals of inorganic, and physiological chemistry. This course is designed for students in nursing and other health related fields. Toplics covered include: bonding, acids and bases, salts, the gas laws, chemical equations, ionization, organic chemistry, and physiological chemistry. Three lecture and two hours laboratory each week.
- chem 111-112. Introductory Chemistry I, II (4 credits) (4 credits). These courses are to be taken in sequence. A general course which is designed for those students who do not plan to do further work in science or engineering. Topics covered include: atomic-molecular theory, valence, formulae, chemical equations, gas laws, solutions and an introduction to the various organic functional groups, systematic organic nomenclature, elementary biochemistry, polymer chemistry, and heterocyclics. Three lecture and two hours laboratory per week.
- CHEM 121-122. General Chemistry and Analysis (4 credits) (4 credits). These courses are to be taken in sequence. The topics presented include: atomic structure; the periodic classification; the gas laws; reactions involving oxygen and hydrogen; acids, basis, and salts; solutions of electrolytes; ionization, and the halogens. The study of systems involving chemical equilibria and the qualitative analysis of the common cations and anions using semi-micro techniques in the laboratory are also emphasized. Three lecture and four laboratory hours per week.
- CHEM 210. Quantitative Analysis (4 credits). The fundamental principles of quantitative analysis are emphasized. Determinations are made involving gravimetric and volumetric methods. Acid-base titrations are carried out. Some of the more modern techniques are utilized, which include spectrophotometric and electroanalytical procedures. Two hours of lecture and six hours of laboratory per week. Prerequisite: CHEM 122.
- CHEM 211-212. Organic Chemistry (4 credits) (4 credits). These courses are to be taken in sequence. Courses cover general principles and theories of elementary organic chemistry with special emphasis on classes, characteristics, structures, preparation, reactions and nomenclature of compounds. Laboratory covers techniques, as well as the study of typical reactions. Organic Qualitative analysis is emphasized in the laboratory the second semester. Prerequisite: A minimum grade of C in Chemistry 121, 122.

#### CHILD CARE and DEVELOPMENT

Joan Townsend, *Department Chairperson*Shareen Sheehan

- CHCD 110. Pre-School and Day Care Programs (3 credits). A study of child development through pre-school and day care programs. Includes the history, philosophy and practices of specialized care with emphasis on the educational, recreational and health needs of the child. Three lecture hours a week.
- CHCD 130. Child Care Services (3 credits). Child care work with troubled, dependent and neglected children and youth away from their own families. Includes history, philosophy and practices of foster care, adoption and related social services agencies. Three lecture hours a week.

- principles of child development through physical activity. Physical activities appropriate to motor development and movement education. One lecture and two laboratory hours a week.
- CHCD 150. Introductory Creative Activities (2 credits). Introduction to art media suitable for use with young children. Includes the process of working with paint, clay, wood, paper and other materials. One lecture and two laboratory hours a week
- CHCD 160. Literature for Young Children (2 credits). An introduction to the various forms of children's literature. Examination is made of literature available specifically for the young child. The student is acquainted with authors and illustrations of children's books. One lecture hour and two laboratory hours per week
- CHCD 170. Music for Young Children (2 credits). A study of the fundamentals of music, including rhythms, harmonic and melodic concepts, pitch, key determination; the musical interests of the child at early age levels. Emphasis to methods which will encourage musical participation by children. One lecture and two laboratory hours a week.
- CHCD 200. Exceptional Children (3 credits). An introduction to the understanding of exceptional children the mentally retarded, the visually handicapped, the auditorially handicapped, the child with speech and language disorders, the brain damaged, the child with behavior disorders and the child with serious emotional disturbances. Includes study of theories relevant to treatment and education of exceptional children and types of services available in special education. Three lecture hours a week. Prerequisite: Psyc 130 or consent of Department.
- CHCD 210. Creative Activities II (2 credits). Instruction in a variety of simple science media for use with young children. Basic instruction in the use of tools to facilitate the creation and maintenance of play equipment. Techniques for toy making, creative activities for hospitalized children and simple science projects are developed. One lecture and two laboratory hours a week.
- CHCD 220. Child Nutrition and Health Care (3 credits). Provides students with basic information on human nutrition, the nutritional value of food, and an understanding of food and food habits in relation to nutrition of the young child. Examination of food purchasing, storage, safe handling and sanitation. Importance of good nutrition in maintaining good health is presented. Three lecture hours a week.
- CHCD 230. Advanced Child Growth and Development (3 credits). Provides the student with an understanding of the physical, social, emotional, and mental development of the young child up to preadolescence, with concentration on child guidance. Increases student's understanding of the dynamics of behavior, including attitudes, values and knowledge of growth patterns. Three lecture hours a week.
- CHCD 240. Child Care and Development I (4 credits). The history, philosophy, and ethics of child care, types of child caring facilities, laws and standards governing agency management. Understanding the child and the roles of team members within the agency. Emphasis is placed on the responsibilities, personality and involvement of the child care worker. Includes a two-hour visit each week to designated facilities. Three lecture and two laboratory hours a week.
- CHCD 250. Child Care and Development II (4 credits). A survey of the differences in children in child caring facilities, special methods of care and study of specific children based upon actual records. A study of communications, reports and

- agency records on the child. Provides opportunity for extensive observation of curriculum within a selected facility which allows the student to begin specialization in a particular field. Prerequisite: Child Care 240 or consent of instructor. Two lecture and four laboratory hours a week.
- CHCD 260. Seminar and Field Work (4 credits). On-the-job experience under the supervision of a professional team with opportunities for direct involvement in program activities in the area of specialization. Three lecture and eight laboratory hours a week.
- CHCD 270. Special Project (4 credits). Opportunity for a student or group of students to pursue a special interest in the area of child care. Special projects which would demonstrate a functional capability within an arex of child care will be undertaken with the approval of the instructor. Student projects may include child development models in areas of literature, recreation, music, etc. Three lecture and eight laboratory hours a week.

#### COMMUNICATIONS

Thomas E. Bowen, *Department Chairperson*Cathy Forsythe

- COMM 110. Survey of Radio and TV (3 credits). A survey of the broadcasting industry. Historical highlights, technical developments, and regulation of radio and television will be discussed. Operation of radio and TV equipment will be explained. Radio and television programming, cable TV and new electronic media will also be covered. Three lecture hours per week.
- comm 111. Basic Recording Techniques (3 credits). This course is designed to familiarize the student with modern multi-track studio recording techniques. The course includes live 8-track recording sessions offering the student the opportunity to apply the related techniques. One hour lecture and two hours of lab per week.
- comm 210. Radio News Workshop (3 credits). Preparation of news and specialized news program copy for radio presentation. News styles for the electronic media, Spot news, interpretive specials, and analysis. Lab will include airing of newscasts on the College radio station. One hour lecture and four hours of lab per week. Prerequisite: ENGL 111 or 121 and instructor approval.
- comm 211. Radio Production (3 credits). A practical approach to the presentation of announcements and live programs as encountered in the daily operation of the average radio station. Beginning instruction in audio control. The course will include on-air experience at the College radio station. One hour of lecture and four hours of lab per week. Prerequisite: ENGL 111 or 121, F.C.C. 3rd Class License with Broadcast Endorsement, and instructor approval.

#### **COMPUTER SCIENCE**

Gerald Pullen, Department Chairperson

Don Armstrong

CSCI 110. Introduction to Computer Science (4 credits). An introduction o Computer Science with FORTRAN IV. FORTRAN IV programming includes input, output, looping, arrays, and sub-programs. Also includes reading and interpreting FORTRAN IV programs. This course also contains computer science history, number systems, algorithms, flowcharts, block concepts of computer organization, applications, compiles overview, overview of other programming languages, review of cards, papertape, magnetic tape, magnetic disc, and key-

- High School algebra or equivalent.
- CSCI 114. Computer Programming (BASIC). (4 credits). This course is to teach BASIC Computer programming language. BASIC is an interpreter programming language designed for use at a terminal. Three hours lecture and three hours laboratory per week. Prerequisite: None.
- CSCI 115. Computer Operations (4 credits). The study of a third generation computer system. Lecture will cover a study of the console operator commands, use of the terminals, use of the editor, and use of the system utility programs. Laboratory exercises are executed involving planning and operation of the equipment. Three hours lecture and three hours laboratory per week. Prerequisite: None.
- CSCI 120. RPG Programming (4 credits). Report Program Generator is a compiler language that will process data into a printed report with a minimum of programming effort. The coding forms provided make the programmer's role principally clerical. Lecture will include a detailed description of the language, forms and use. Several programs are constructed, run, and debugged as an aid to comprehending RPG and its capabilities. Three hours lecture and three hours laboratory per week. Prerequisite: None.
- CSCI 130. Computer Programming (Introductory COBOL) (4 credits). Students will be required to program, debug, and test specified business problems using COBOL. This high level language is commonly used for business problems. Lectures will cover processing of data from the original document to the final report. Three hours lecture and three hours laboratory per week. Prerequisite: None.
- CSCI 170. Structured Programming. (4 credits). A study of the field of software development with special emphasis on reliability, maintainability, extensibility, and programming style. Three hours lecture and three hours laboratory per week. Prerequisite: Consent of the department.
- CSCI 210. Computer Programming (Advance FORTRAN) (4 credits). A detailed study of Fortran IV. This high level language is commonly used in scientific computations. One of the basic objectives is providing the student with the knowledge to handle mathematical and statistical problems on a computer. Three hours lecture and three hours laboratory per week. Prerequisite: CSCI 110, MATH 121 or MATH 180, or consent of the department.
- CSCI 215. Digital Computer Fundamentals (4 credits). A study of digital theory, devices, bus-organized computers, architecture, and programming. Three hours lecture and three hours laboratory per week. Prerequisite: Consent of the department.
- CSCI 220. Seminar & Project. (4 credits). A study of problems of an advance type. Problems chosen to enhance students' background and to give experience on the system analysis level. The student will design a system and write the necessary programs to implement the system under the supervision of a sponsoring instructor. Three hours lecture and laboratory three hours per week. Corequisite: CSCI 240.
- CSCI 225. Special Topics. (4 credits). This course consists of special projects designed to meet individual students needs and interests. Three hours lecture and three hours laboratory per week. Prerequisite: Consent of the department.
- CSCI 230. Computer Programming (Advanced COBOL) (4 Credits). This course is designed to acquaint the student with the more advanced aspects of COBOL. Complete business application systems will be implemented, coded, programmed, tested, and documented as one would expect to find in a real life

- CSCI 240. Systems Analysis. (4 Credits). A study of the area of systems and systems analysis. Topics covered are: scope of systems analysis, systems investigation, input design, output design, designing files, design and documentation, proving the design, communications, justifying the system, implementation, controls and security, hardware, software. Three hours lecture and three hours laboratory per week. Prerequisite: CSCI 230 and Corequisite CSCI 220.
- CSCI 250. Computer Programming (4 Credits). A study of assembly languages. The student studies assembly language. Three hours lecture and three hours laboratory per week. Prerequisite: CSCI 110, CSCI 115, and consent of the department.
- CSCI 260. Mini/Micro Computers. (4 credits). A study of mini/micro computers and their use in business and industry. Mini/micro computer programming and hands-on operation. Three hours lecture and three hours laboratory per week.

  Prerequisite: Consent of the department.

#### COOPERATIVE EDUCATION

Dan F. Bakke, Chairperson Crystal Pancamo

- COOP 111. Seminar and Work Experience. (3 credits). Prerequisite: Approval of Coordinator of Cooperative Education. A comprehensive treatment of internship related activities, individualized objectives, and regularly scheduled seminars. Concentration on proper interviewing techniques, letters of application and resume writing, case study method towards human relations and effective communications on the job, investigation of the career and work environment, and an analysis of the chosen career, which includes appropriate curriculum requirements.
- COOP 112. Seminar and Work Experience. (3 credits). Prerequisite: Approval of Coordinator of Cooperative Education. A comprehensive treatment of internship related activities, individualized objectives, and regularly scheduled seminars. Concentration of the development of a philosophy towards work including personal life planning, effective time management, value clarification, professional ethics and moral responsibilities and creative use of leisure time
- COOP 211. Seminar and Work Experience. (3 credits). Prerequisite: Approval of Coordinator of Cooperative Education. A comprehensive treatment of internship related activities, individualized objectives, and regularly scheduled seminars. Concentration on long-term employment considerations, including analysis of employee benefits, involvement in labor organizations, social security, insurance needs, retirement and a continuation of career development and evaluation.
- COOP 212. Seminar and Work Experience. (3 credits). Prerequisite: Approval of Coordinator of Cooperative Education. A comprehensive treatment of internship related activities, individualized objectives, and regularly scheduled seminar. Concentration on the concept of career development through an examination of career change and advancement, leadership and management styles and the relationships of professional, civic and social organizations to career advancement.

#### CURRECTIONAL SCIENCE

#### Deloss A. Miller, Department Chairperson

- CRSC 110. Introduction to Corrections. (3 credits). An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons and correctional institutions. History, philosophy, methods and techniques. Three lecture hours per week.
- CRSC 120. Penology (3 credits). Analysis and evaluation of contemporary correctional systems; discussion of recent research concerning the correctional institution and the various field services. Three lecture hours per week.
- CRSC 130. American Legal System (3 credits). The court system of the United States is explained at all levels, emphasizing adversary procedures in the criminal and civil procedures in the juvenile court, together with recent Supreme Court decisions regarding both. Three lecture hours per week.
- CRSC 140. Crime and Delinquency (3 credits). A survey of the nature and extent of crime and delinquency, together with the major approaches to causation, apprehension, control, and treatment. Three lecture hours per week.
- CRSC 150. Introduction to the Criminal Justice System. (3 credits). An overview of the total system of the administration justice provided with emphasis on due process and on the constitution guarantees. Discussion of Texas Criminal Procedure and the Texas Penal Code. Three lecture hours per week.
- CRSC 210. Probation, Pardons, and Parole. (3 credits). Probation as a judicial process and parole as an executive function are examined as community-based correctional programs and the use of pardons is reviewed. Three lecture hours per week. Prerequisite: CRSC 110 or CRSC 120.
- CRSC 220. Institutional Procedures, Jails and Detention (3 credits). The function of the custodial staff is examined with special emphasis on the correctional officer. Institutional procedures are reviewed, including reception, classification, program assignment, and release procedures. Three lecture hours per week.
- CRSC 230. Contemporary Practices in Corrections. (3 credits). Modern trends in corrections, such as the community-based programs in work-release, half-way houses, contract program planning, as well as the therapeutic community and treatment team concept in institutions are described and evaluated. Three lecture hours per week. Prerequisite: CRSC 120, CRSC 140, and CRSC 150.
- CRSC 240. Corrections I: Organization and Operations. (3 credits). A minimum of three months in an approved correctional setting taken after two semesters of approved work. The organization of correctional institutions is studied. Treatment, custody and support activities are examined. Students utilize functional charts for the various departments within the institution. Prerequisite: Consent of Division Chairman.
- CRSC 250. Corrections II: Theory and Practice. (3 credits). A minimum of three months in an approved correctional setting taken in conjunction with CRSC 240. Current theory and practice in state correctional institutions are examined with emphasis on the Texas Department of Correction programs. Prerequisite: Consent of Division Chairman.

#### COURT REPORTING

Mary Knapp, Department Chairperson
Bill Cranford, Laura Noulles, Jim Preston, Nancy Reed, Clayton Williams

- CTRP 111. Machine Shorthand Theory (6 credits). Theory of machine shorthand, vocabulary development, and skill building through reading and machine practice. Dictation and transcription of machine shorthand notes. Two theory courses are required of the beginning student. Prerequisite: none. Lecture, 6 hours; Laboratory, 4 hours; Total, 10 hours per week.
- CTRP 112. Machine Shorthand I (60-80-100) (6 credits). Development of vocabulary and skill building through concentrated emphasis on live dictation and transcription of machine shorthand notes. The objective of the course is to attain the speed of 100 words per minute. The student advances at his/her own rate. Prerequisite: CTRP 111. Lecture, 6 hours; Laboratory, 4 hours; Total, 10 hours per week.
- CTRP 120. Machine Shorthand II (120-140) (6 credits). Emphasis on increased skill and speed. The objective of the course is to attain the speed of 140 words per minute. The student advances at his/her own rate. Prerequisite: CTRP 112. Lecture, 6 hours; Laboratory, 4 hours; Total, 10 hours per week.
- CTRP 121. Law and Legal Terminology (3 credits). Course objectives are to insure comprehension of meanings and applications of legal terminology, while instructing in the various fields of law encountered in the practice of the court reporter. Emphasis is placed on the judicial system, types of courts, jurisdictions, and appelate procedures. Court practices and responsibilities of the reporter are fully covered, including ethics of the profession. Course also includes researching of legal reference books and handling of citations in the record. Lecture, 4 hours; Laboratory, 1 hour. Total, 5 hours per week. Prerequisite: None
- CTRP 122. Medical Terminology (3 credits). Study of human anatomy, skeletal structure, systems of the body, and medical specialties, coupled with lectures, study guides, tests and exercises designed to insure knowledge of the components in building medical vocabulary and application thereof. Lecture, 4 hours; Laboratory, 1 hour; Total, 5 hours per week. Prerequisite: None
- CTRP 130. Transcription I (2 credits). Supervised activity with continued concentration on dictation and transcription of shorthand notes. 0 lecture hours and 5 laboratory hours per week.
- CTRP 140. Transcription II (2 credits). Supervised activity with continued concentration on dictation and transcription of shorthand notes. 0 lecture hours and 5 laboratory hours per week.
- CTRP 141. Grammar and Punctuation I (2 credits). The study of basic grammar as applied to the reporting profession, with emphasis on parts of speech; formation of plurals and possessives, verbal, adverbial, and adjective comparisons; sentence patterns; capitalization, and vocabulary development. This study approaches English grammar from the proofreading aspect rather than from the writing aspect. (This course is to be given on alternate days with ENGL 111 Communication Skills I 3 credits.) Two lecture hours and no lab hours per week.
- CTRP 142. Grammar and Punctuation II (2 credits). Specialized English training applied to the reporting profession, including the study of clauses and phrases, rules of punctuation, capitalization, word division, proper transcription, forms for numerals, use of abbreviations, transcript editing, proofreading, and NSRA Punctuation. The student is given numerous dictations for transcriptions.

- scribing and is tutored in voice and speech patterns while reading notes aloud. (This course is to be given on alternate days with ENGL 112 Communication Skills II 3 credits.) Two lecture hours and no lab hours per week.
- CTRP 210. Transcription III (2 credits). Supervised activity with continued concentration on dictation and transcription of shortoand notes. Lecture, 0 hours; Laboratory, 5 hours. Total, 5 hours per week.
- CTRP 211. Machine Shorthand III (160-180) (6 credits). Continued emphasis on skill and speed building. The objective is to attain the speed of 180 words per minute. Prerequisite: CTRP 120. Lecture, 6 hours; Laboratory, 4 hours; Total, 10 hours per week.
- CTRP 212. Machine Shorthand IV (200-225) (6 credits). Continued emphasis on skill and speed building, culminating in the attainment of the speed of 225 words per minute. Prerequisite: CTRP 120. Lecture, 6 hours; Laboratory, 4 hours; Total, 10 hours per week.
- CTRP 220. Transcription IV (2 credits). Supervised activity with continued concentration on dictation and transcription of shorthand notes. 0 lecture hours and 5 laboratory hours per week.
- CTRP 220. Courtroom Procedures I (3 credits). Untimed simulated courtroom situations are presented, using attorneys, witnesses, and court personnel. Emphasis is placed on varied courtroom practices, such as voir dire examinations, opening and closing statements, objections, marking of exhibits, indexing and filing of notes, citations, read back, and preparation of transcripts in required format. Prerequisite: CTRP 120. Three lecture hours; Two lab hours per week.
- CTRP 222. Courtroom Procedures II (3 credits). Untimed simulated courtroom situations are continued as described in Courtroom Procedures I. Material is presented to develop endurance and machine writing techniques. Court Reporting ethics are stressed with emphasis on the responsibilities of a reporter and the profession. At this level arrangements are made when possible for the student to participate in actual court proceedings with an official court reporter in attendance. Three lecture hours; Two lab hours per week. Prerequisite: CTRP 221.
- CTRP 225. Technical Dictation (3 credits). Dictation emphasizing all aspects of technical terminology, involving medical, legal, surveying, engineering, chemical, maritime, patent, aero-space, etc., with read-back and transcription assignments in correct format, including proper transcription of mathematical and chemical formulae. This course utilizes one- and two-voice dictation material. 3 lecture hours and 2 laboratory hours per week.
- CTRP 240. General Office Practices (3 credits). The first half introduces the use of office dictation equipment, primarily the Stenorette; stresses dictation from notes, emphasizing enunciation in general and verb tenses, word endings, and punctuation in particular; promotes practice in transcribing from reporters tapes, use of work sheets, marking exhibits, and working with general deposition forms and procedures. The second half introduces techniques of billing, basic bookkeeping and tax records, sample letter writing, indexing and filing of notes, and pertinent office practices. At this level arrangements are made for the student to accompany a practicing court reporter on actual assignments, observing on-the-job techniques and the job preparations at the office. Prerequisite: CTRP 211. Three lecture hours and two lab hours per week.

#### DRAFTING

Ben Daw, Department Chairperson Larry Huffman

- DRFT 105. Blueprint Reading I (2 credits). A course designed to introduce the beginning draftsman or tradesman with available catalogs, books and vocabulary used in the engineering field. Classroom instruction will consist of reading and interpreting mechanical blueprints, offering a basic knowledge of sketching, dimensioning, section views, assembly drawings and drafting techniques. Two lecture and one laboratory hours per week.
- DRFT 106. Blueprint Reading fl (2 credits). A course designed to introduce the beginning draftsman or tradesman with available catalogs, books and vocabulary used in the architectural and construction fields. The study of house and small building blueprints will be used. Designed for persons in all areas of construction, as well as policemen, firemen, business and finance managers. Two lecture and one laboratory hours per week.
- DRFT 110. Fundamentals of Drafting (3 credits). A course for students without previous drafting experience or non-drafting majors. A basic course including use of drawing instruments, lettering, geometric construction, orthographic projection with an introduction to specialized areas. Two lecture and four laboratory hours per week.
- DRFT 111. Technical Drafting (4 credits). The principles of technical drawing as required to express ideas graphically are introduced. Topics include: use of instruments, geometric construction, orthographic projection, sections, auxiliary views, revolutions, dimensioning, axonometric projection, intersections and developments. Two lecture and six laboratory hours per week. Prerequisite: DRFT 110, the equivalent, or consent of Department.
- DRFT 120. Descriptive Geometry (3 credits). Problems relating to point, lines, and planes; intersection and sheetmetal developments; and auxiliary views. Two lecture and four laboratory hours per week. Prerequisite: DRFT 110 or equivalent.
- DRFT 130. General Drafting (4 credits). Instruction provides a basic introduction to drafting procedures as applied in various areas of drafting. Such topics as pipe, machine, concrete foundations, pressure vessels, structural steel and architectural drafting techniques are introduced to aid the student in his decision toward an area of specialization. Two lecture and six laboratory hours per week. Prerequisite: DRFT 111.
- DRFT 170. Industrial Design (2 credits). A course for students employed in or studying construction trades or related fields. A brief review of basic drafting skills is followed by a study of sheet metal drafting, sizing and placement of ducts, plumbing and electrical layouts. Two lecture and six laboratory hours per week.

  Prerequisite: Approval of Department.
- DRFT 211. Pipe Drafting (4 credits). A basic course designed for the study of engineering standards, pipe and fitting designs, symbols and specifications. Two lecture and six laboratory hours per week. Prerequisite: DRFT 111 or consent of department.
- DRFT 212. Pipe Drafting (4 credits). A continuation of DRFT 211 for students desiring a more comprehensive knowledge and skill in pipe drafting. Two lecture and six laboratory hours per week. Prerequisite: DRFT 211.
- DRFT 221. Structural Drafting (4 credits). A course designed to cover AISC specifications and standards, design and detail, or structural members and connections. Two lecture and six laboratory hours per week. Prerequisite: DRFT 111, or consent of department.

- DRFT 222. Structural Drafting (4 credits). A continuation of DRFT 221 With emphasis on structural steel design and beams and columns working with kip loads. Attention is also given to column details, erection drawings, skewed connections, and miscellaneous detail. Two lecture and six laboratory hours per week. Prerequisite: DRFT 221.
- DRFT 231. Electrical Drafting (4 credits). An introduction to electrical schematics and diagrams. Also covers basic electricity and study of electrical and electronic symbols, their application and associated terminology. Two lecture and six laboratory hours per week. Prerequisite: DRFT 111, or consent of Department.
- DRFT 232. Electrical Drafting (4 credits). A continuation of DRFT 231 on an advanced level with emphasis on electrical measurements and codes. A general coverage of voltage, currents, resistance and their relationship is included. Two lecture and six laboratory hours per week. Prerequisite: DRFT 231.
- DRFT 241. Architectural Drafting (4 credits). Basic drafting techniques as related to the preparation of residential details, with emphasis on floor plans, plot plans, foundations, structural details, sections and elevations. Two lecture and six laboratory hours per week. Prerequisite: DRFT 110 or permission of department
- DRFT 242. Architectural Drafting (4 credits). A continuation of DRFT 241 on an advanced level. Two lecture and six laboratory hours per week. Prerequisite: DRFT 241.
- DRFT 251. Machine Drafting (4 credits). Problems relating to detail and assembly drawings of small machines, with emphasis on screw threads, fasteners, gears, and shop processes. Two lecture and six laboratory hours per week. Prerequisite: DRFT 130 or permission of department.
- DRFT 252. Machine Drafting (4 credits). A continuation at an advanced level of DRFT 251 developing machine design skills. Two lecture and six laboratory hours per week. Prerequisite: DRFT 251.
- DRFT 260. Surveying (3 credits). A course designed to emphasize the principles of surveying, including the use of the tape, level, transit, tabulation of field data, boundary surveys, and basic topography mapping. Two lecture and three laboratory hours per week. Prerequisite: Technical Math I and/or consent of the department.
- DRFT 265. Map Drafting (4 credits). Plotting surveyor's notes, plot plans and plats. Streets, highways, waterways and industrial applications are included. Attention is given to lettering and lettering devices as used in civil drafting. Two lecture and six laboratory hours per week. Prerequisite: DRFT 111 or approval of department.
- DRFT 270. Construction Drafting (4 credits). A course designed to gain insight into all types and methods of construction, the nature of various building materials and their use, and methods of construction. Two lecture and six laboratory hours per week.
- DRFT 275. Industrial Model Construction (4 credits). Construction of models are used to introduce the student to the methods of, uses, principles and techniques used in the building of industrial models. Two lecture and six laboratory hours per week. Prerequisite: DRFT 111 or approval of department.
- DRFT 281. Special Problems I (4 credits). A course designed to give the student an opportunity to develop additional skills in an area of major interest or explore an additional specialized field. The student will complete actual job problems in the chosen area of his interest. Two lecture and six laboratory hours per week. Prerequisite: Approval of Department.

DRFT 282. Special Problems II (4 credits). May be repeated for credit when topics vary. Two lecture and six laboratory hours per week. Prerequisite: Approval of Department.

#### DRAMA

C. Jay Burton, Department Chairperson

- DRAM 111, 112, 211, 212. Rehearsal and Performance (1 credit for each course). This course is an activities course in which the student participates in theatre productions either as actor or crew member. Two lab hours per week.
- DRAM 120. The Creative Experience (3 credits). This course is designed to aid the student to find his/her own individual creativity. Through planned exercises the student will study rhythm and time; space and form; and line and silhouette. Three lecture hours per week.
- DRAM 130. 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 styles and forms of productions past and present. Three lecture hours per week.
- DRAM 140. Introduction to Acting (3 credits). This course is designed to study the basic techniques of acting. Included in the course will be character analysis, character movement, and improvisational acting. Lecture two hours, laboratory two hours per week.
- DRAM 145. Movement and Dance for the Performing Arts (3 credits). This course provides instruction and participation in stage movement and beginning modern dance.
- DRAM 150. Stage Makeup. (3 credits). A survey of the reasons for stage makeup and the types of makeup available. Principles of defining makeup for characters in a play. In ensive practical application. Lecture two hours, laboratory two hours per week.
- DRAM 230. Introduction to Technical Theatre (3 credits). This course is designed to study the basics for working in the areas of construction, properties, costuming, lighting, and sets. Lecture two hours, laboratory two hours per week.
- DRAM 235. Intermediate Technical Theatre (3 credits). This course is designed to study the basic concepts of stage design including set design, costume design, and lighting design. The course also studies the principles of execution of these designs. Three lecture hours per week. Prerequisite: DRAM 230 or consent of the instructor.
- DRAM 240. Advanced Acting (3 credits). This course studies the different styles to perform in all areas of Theatre. Areas of concentration are Greek, Roman comedy, Elizabethan, and Restoration. Lecture two hours, laboratory two hours per week. Prerequisite: DRAM 140 or consent of the instructor.
- DRAM 250. Theatre Speech (3 credits). This course is designed to study the necessary development of the voice for use for the stage. This course includes voice development, placement, projection and diction. Three lecture hours per week.
- DRAM 260. Modern Theatre Literature (3 credits). A survey of the dramatic literature and dramaturgical tendencies in Europe and America since the time of Ibsen.

#### **ECONOMICS**

Dan F. Bakke, *Department Chairperson*Bob Higby

- ECON 110. Consumer Economics (3 credits). How to make the most efficient use of business goods and services; and insight into buying problems such as use and evaluation of advertising; consumer financial problems such as banking, credit, personal accounting and budgeting, and installment buying. Three lecture hours per week.
- ECON 111. Principles of Economics I (3 credits). Analysis of economic aggregates: inflation, unemployment, economic growth, the distribution of income (including current policies and problems). Principles of fiscal and monetary policy are presented. Primary emphasis placed on critical understanding of the economy's ability to meet the needs of its people participating as workers, consumers, and citizens. Three lecture hours per week.
- ECON 112. Principles of Economics II (3 credits). Supply-demand relationships; economics of the firm and resource allocation (price and output determination pure competition, monopolistic competition, oligopoly, monopoly); economic problems (business, agriculture, labor, etc.); international economic relations. Three lecture hours per week. Prerequisite: ECON 111.

## **ELECTRONICS**

Bill Grubbs, Department Chairperson
Dorothy Burgett

- ELEC 110. Introduction to Electronic Technology (3 credits). An introduction to concepts in electronic technology, including a study of basic electronic manufacturing methods and electronic equipment utilization. Lecture three hours per week. Corequisite: ELEC 115.
- ELEC 115. Introduction to Electronic Technology Laboratory (1 credit). Three laboratory hours per week. Corequisite: ELEC 110.
- ELEC 120. D.C. Theory and Circuit Analysis (3 credits). A study of direct current electricity involving voltage, current and resistance relationships and basic network equations. Three lecture hours per week. Prerequisite: 2 years HS ALGEBRA or equivalent. Corequisite: ELEC 125 and MATH 151.
- ELEC 125. D.C. Theory and Circuit Analysis Laboratory (1 credit). Three laboratory hours per week. Corequisite: ELEC 120.
- ELEC 130. A.C. Theory and Circuit Analysis (3 credits). The analysis of passive electronic circuits with respect to time varying d.c. and a.c. waveforms. Three lecture hours per week. Prerequisite: ELEC 120. Corequisite: ELEC 135 and Technical Math II or equivalent.
- ELEC 135. A.C. Theory and Circuit Analysis Laboratory (1 credit). Three laboratory hours per week. Corequisite: ELEC 130.
- ELEC 140. Electronics I (3 credits). An introduction to discrete active components and circuit configurations in preparation for the study of amplifier, oscillator, and digital circuit analysis. Three lecture hours per week. Prerequisites: ELEC 120 and 125. Corequisite: ELEC 145.
- ELEC 145. Electronics I Laboratory (1 credit). Three laboratory hours per week. Corequisite: ELEC 140.

- **ELEC 150. Electronic Problems** (3 credits). A study of the application of mathematics and calculations to solve electronic problems. Topics from algebra and trigonometry are selected. Three lecture hours per week.
- ELEC 160. Electronic Drafting and Design (3 credits). A study of design, documentation, and drafting techniques involved in the production of electronic equipment for industrial and consumer applications. Three lecture hours per week.
- ELEC 165. Electronic Drafting and Design Laboratory (1 credit). Application of design and drafting principles as related to electronic equipment production. Three laboratory hours per week.
- ELEC 210. Electronics II (3 credits). Linear amplifier analysis and design including an introduction to oscillators. Three lecture hours per week. Prerequisites: ELEC 140 and 145. Corequisite: ELEC 215.
- ELEC 215. Electronics II Laboratory (1 credit). Three laboratory hours per week. Corequisite: ELEC 210.
- ELEC 220. Electronics III (3 credits). An introduction to digital circuit analysis and design with emphasis on integrated circuits. Three lecture hours per week. Prerequisites: ELEC 140 and 145. Corequisite: ELEC 225.
- ELEC 225. Electronics III Laboratory (1 credit). Three laboratory hours per week. Corequisite: ELEC 220.
- ELEC 230. Electronic Instrumentation and Measurement Techniques (3 credits).

  Theory of operation and application of standard laboratory test equipment.

  Three lecture hours per week. Corequisite: ELEC 235.
- ELEC 235. Electronic Instrumentation and Measurement Techniques Laboratory (1 credit), Three laboratory hours per week. Corequisite: ELEC 230.
- ELEC 240. Electronics Seminar and Project (3 credits). A survey of current electronic devices found in industrial applications. Seminar and lecture, three hours per week. Prerequisite: 16 hours of electronics or approval of the department. Corequisite: ELEC 245.
- ELEC 245. Electronics Project Laboratory (1 credit). Design and construction of an electronic project or a research report related to the student's occupational objectives. Minimum of three laboratory hours per week. Corequisite: ELEC 240.
- ELEC 250. Electronic Logic Design (3 credits). An advanced study of discrete and integrated circuit applications to electronic logic design. Three lecture hours per week. Prerequisites: ELEC 220 and 225.
- ELEC 260. Communications Circuits and Systems (3 credits). A study of the circuits, theory, and operations in modern electronic communications systems. Three lecture hours per week. Prerequisites: ELEC 210, 215, ELEC 230, 235, or approval of the department. Corequisite: ELEC 265.
- ELEC 265. Communications Circuits and Systems Laboratory (1 credit). Three laboratory hours per week. Corequisite: ELEC 260.
- ELEC 270. Survey of Digital Electronic Systems (3 credits). An overview of current theory and application of electronics from a systems viewpoint. Three lecture hours per week. Prerequisite: 16 hours of electronics or approval of the department.
- ELEC 280. Industrial Instrumentation and Control (3 credits). Introduction to industrial measurement and control. Three lecture hours per week. Prerequisite: ELEC 230.

- ELEC 281. (Brazosport No. INST 214) Principles of Industrial Measurements (4 credits). Principles and devices for the measurement of pressure, flow, level, and temperature measurements. Prerequisites: PHYS 133-134 or consent of the division chairman.
- ELEC 282. (Brazosport No. INST 204) Principles of Automatic Control (4 credits). Control principles, force and moment balance, and feedback. The use of control signals, power positioners, and components of a control system. Controllers, including on-off, proportional, proportional plus reset and rate response. Adjustment of controllers for speed and stability, relays, switching equipment, and control, valves, and start-up operation.
- ELEC 283. (Brazosport No. INST 224) Advanced Automatic Control (4 credits). A study of computer techniques for automatic control, ratio controllers, cascade control, electronic controllers. Prerequisite: ELEC 282.
- ELEC 290. Computers and Computer Controlled Systems (3 credits). A study of digital and analog computer operation and control, including systems organization with respect to hardware, software and interfacing. Prerequisite: 16 hours of electronics or approval of the department.
- ELEC 291. Microprocessors and Microcomputer Systems (3 credit). A study of microprocessors and microcomputer systems including machine language programming, interfacing and systems design will be studied. Three lecture hours per week. Prerequisite: Elec 220 and 225. Corequisite: Elec 296.
- ELEC 295. Computers and Computer Controlled Systems Laboratory (1 credit). Three laboratory hours per week. Corequisite: ELEC 290.
- ELEC 296. Microprocessors and Microcomputer System Laboratory (1 credit).

  Three laboratory hours per week. Corequisite: Elec 291.

#### **ENGLISH**

Charles Ferguson, *Department Chairperson*Mike Bass, Gilbert Benton, Cleo Congrady, Pat Klopp, Lynda Vern, Mary Wyllie,
Mary Zacharias

NOTE: Developmental Writing courses and labs provide instruction in the fundamentals of written English. Such instruction will benefit two groups of students; (1) those needing additional preparation in writing before taking college-level credit courses and (2) those who simply desire to improve their writing skills.

Either one or two semesters of Developmental Writing are required for all students who score below 14 in English on the ACT and/or who reveal by placement exam a deficiency in writing. Developmental Writing is strongly recommended for students scoring below 16 in English on the ACT. Developmental Writing students must complete their studies successfully before they are eligible to take any other English course at ACC.

- **ENGL 101. Developmental Writing Lab** (1 credit). Designed to accompany ENGL 109 and/or 110, this lab provides one hour each week of supervised individual and small-group instruction and practice activities that reinforce 109 and/or 110 class work and deal with specific writing problems.
- **ENGL 109. Developmental Writing I** (3 credits). Beginning with identification of basic grammatical elements, this course concentrates on a variety of correct sentence patterns. Some attention is given to the writing of effective paragraphs.

- ENGL 110. Developmental Writing II (3 credits). After a review of grammatical fundamentals, this course deals with kinds of paragraphs and multiparagraph compositions.
- ENGL 111. Communication Skills I (3 credits). Designed for the occupational/ technical student, this course features intensive practice in composing informative paragraphs and multiparagraph papers on career-related topics. Three lecture hours per week. Prerequisite: Satisfactory score on English proficiency exam.
- ENGL 112. Communication Skills II (3 credits). In this course the occupational/ technical student examines communication theory in detail. Assignments include practice in the techniques of proficient writing, speaking, and group problem-solving. Three lecture hours per week. Prerequisite: ENGL 111.
- **ENGL 121. Composition and Rhetoric I** (3 credits). This standard course promotes correct and effective writing through a review of grammar and a progression of written assignments. It includes the study of writing techniques that characterize shorter works of fiction. Three lecture hours per week. Prerequisite: Satisfactory score on English proficiency exam.
- ENGL 122. Composition and Rhetoric II (3 credits). This course continues the skills and concepts presented in ENGL 121. There is more intensive practice in theme writing, including a research paper, and attention is given to the techniques of drama and poetry as well as prose fiction. Three lecture hours per week. Prerequisite: ENGL 121.
- NOTE: To fulfill the sophomore Engish requirements of ACC programs of study, the English Department recommends either ENGL 211-212 or 221-222, 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: 211 or 221. Group B: 212 or 222 or 230.
- ENGL 211. Survey of Literature I (3 credits). Through a study of masterpieces dating up to the eighteenth century, ENGL 211 features significant contributions of world literature to our cultural heritage. Collateral reports and reading are required. Three lecture hours per week. Prerequisites: ENGL 121 and 122.
- ENGL 212. Survey of Literature II (3 credits). This course is a continuation of ENGL 211. World literature ranging from seventeenth century Europe to twentieth century America is within the scope of this survey. Collateral reports and reading are required. Three lecture hours per week. Prerequisites: ENGL 121 and 122.
- ENGL 221. Survey of English Literature I (3 credits). This course is a study of British literature from its beginning to the eighteenth century. Collateral reports and reading are required. Three lecture hours per week. Prerequisites: ENGL 121 and 122.
- ENGL 222. Survey of English Literature II (3 credits). As a continuation of ENGL 221, this course is a study of British literature from the Romantic Period to the present. Collateral reports and reading are required. Three lecture hours per week. Prerequisites: ENGL 121 and 122.
- **ENGL 230.** American Literature (3 credits). From colonial times to the present, this course surveys significant writings that are part of our national literary heritage. Collateral reports and reading are required. Three lecture hours per week. Prerequisites: ENGL 121 and 122.
- **ENGL 250. Creative Writing** (3 credits). This humanities elective course is designed for those interested in writing poetry, fiction, and/or nonfiction. Assignments emphasize the writing of original works, followed by detailed analysis and revision. Techniques of writing are also presented through the examination of con-

#### **FASHION MERCHANDISING**

Dan F. Bakke, Department Chairperson
Patty Hertenberger

- FASH 130. Introduction to Fashion Merchandising (3 credits). This course develops an overview of the fashion industry, its principles, and procedures. Production, distribution, and consumption of fashion apparel will be analyzed. Consumer characteristics and their influence and changing demand for fashion goods will be related to fashion marketing activities. Prerequisite: Consent of instructor. Lecture three hours; Laboratory 0 hours. Total three hours per week.
- FASH 140. Fashion Buying and Merchandising (3 credits). The student will study the fundamental concepts in the buying and merchandising of fashion products. The course will develop an understanding of methods of inventory, elements of profit, pricing, mark-up, mark-down, and terms of sale. Sources of buying information, selection of fashion merchandise and responsibilities of buyers will be covered. Field trips to stores will supplement class lectures. Prerequisite: Consent of instructor. Lecture three hours; Laboratory 0 hours. Total three hours per week.
- FASH 210. Fashion Sales Promotion (3 credits). This course is designed to introduce the student to general procedures and objective of sales promotion to stimulate a creative approach to the promotion of fashion merchandise. A study of sales promotion activities, fashion advertisements, media, display, and publicity will be made. Emphasis will be placed on a fashion show presentation as a term project. Prerequisite: Consent of the instructor. Lecture—three hours; Laboratory—0 hours. Total—three hours per week.



- finishes with emphasis on information applicable to the selection and performance of textiles normally used in apparel will be used. Prerequisite: Consent of the instructor. Lecture three hours; Laboratory 0 hours. Total three hours per week.
- FASH 230. Fashion Fundamentals (3 credits). A course designed to add balance to the Fashion Merchandising curriculum; comprehensive coverage in the personality and grooming fields to help students develop tasteful appearance, attractive personality, and the social refinements that are necessary for success in today's fashion world. Prerequisite: Consent of the instructor. Lecture three hours; Laboratory 0 hours. Total three hours per week.
- FASH 112, 122, 212, 222. Internship (3 credits, each). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Students may receive credit from an approved full-time job.

#### FRENCH

Jose' G. Castillo, Jr., Department Chairperson

- FREN 111-112. Elementary French (4 credits) (4 credits). This course is designed for those students who have had no previous instruction in French. Stress is placed on conversational French though care is exercised to teach the essentials of grammar. Three lecture hours and two laboratory hours per week.
- FREN 121-122. Intermediate French (3 credits) (3 credits). French readings, grammar, and composition based partly on a formal text and partly on selected readings. Stress will be placed on oral work. Three lecture hours and one laboratory hour per week. Prerequisite: FREN 112 or instructor approval.

## GEOGRAPHY

Arthur Daniel, Department Chairperson

**GEOG 110. Principles of Geography** (3 credits). A study of the natural and cultural features within the world-wide geographic setting. Emphasis is placed on world climatic regions with discussion and interpretation. Three lecture hours per week.

#### **GEOLOGY**

Dick Graef, Department Chairperson

- GEOL 111. General Geology I (4 credits). An introduction to the study of rocks, minerals, and physical processes that modify the surface of the earth. Special attention will be given to the practical aspects of geology to society, such as mineral, energy, and water resources; volcanism; and geologic factors that influence the environment. Three lecture and two laboratory hours per week.
- GEOL 112. General Geology II (4 credits). Survey of the evolution of the earth and life through geologic time. Includes such topics as earthquakes and the earth's interior; mountain building; drifting continents; the Ice Ages; solar system; history of life; the geological aspects of the environment and its effect on the future of mankind. Three lecture and two laboratory hours per week.

#### GOVERNMENT

Arthur Daniel, *Department Chairperson*Jeanniel Hart Chairperson Harvin Longshore, Bill Taliaferro

- GOVT 211. American National and State Governments I (3 credits). A study of the origin and development of our federal system of government; analysis of federal and state constitutions with special attention to the Texas Constitution; federal-state and inter-state relations; and special emphasis on problems of citizenship in a modern democratic society. Three lecture hours per week.
- GOVT 212. American National and State Governments II (3 credits). A study of the functions and services of the government of the United States, the states in general, and Texas in particular. Three lecture hours per week.

#### **HEALTH DIETETIC TECHNICIAN TECHNOLOGY**

Robert L. Patrick, Director of Health Technologies

- HDTT 111. Orientation to Health Care Careers (1 credit hour). An introduction to the many related health care careers within the health care delivery system. Indoctrinates students to relationship of their chosen dietary profession to other health care careers. One lecture hour per week.
- HDTT 112. Fundamentals of Nutrition (3 credit hours). Basic principles of human nutrition and metabolic processes. Food selection in normal and therapeutic diets related to individual needs. Three lecture hours per week.
- HDTT 113. Selection and Preparation of Foods (3 credit hours). Basic nutrition, food economics and essential principles of food preparation with practical application. Two lecture hours per week. Two laboratory hours per week.
- HDTT 114. Organization and Management of Food Service Facilities (3 credit hours). Fundamentals of management as applied to food service. Organizational structure, policies and procedures and decision making as applied to a food service facility. Three lecture hours per week.
- HDTT 115. Food Services Equipment (Selection, Care and Operation) (3 credit hours). A course relating to commercial food equipment, including selection principles, preventive maintenance and production scheduling. Two lecture hours per week and two laboratory hours per week.
- HDTT 116. Field Experience in Nutritional Care I (1 credit hour). Practical experience and observation in a food service environment and/or health care areas of designated facilities. Prerequisite: Approval of Department Chairperson. One lecture and three laboratory hours per week.
- HDTT 117. Food Procurement and Preparation (4 credit hours). Fundamentals of food procurement, menu planning, preparation, food costs, and serving in large quantities. Designed to meet the needs of dietitians, food service administrators, lunchroon supervisors, and others in related areas. Three lecture and three laboratory hours per week.
- HDTT 118. Socio-Economic Nutrition (3 credit hours). A contemporary study of the nutritional needs of various age groups under different socio-economic conditions. An overview of institutions, agencies and organizations that assist the community in meeting nutritional needs of its people. Three lecture hours per week.
- HDTT 119. Food Purchasing and Storage (3 credit hours). A contemporary study of quantity food purchasing policies and procedures; receiving and storage re-

- specifications. Three lecture hours per week.
- HDTT 120. Field Experience in Nutritional Care II (2 credit hours). Experience in food service departments and patient care areas of designated facilities. Assigned experiences relate knowledge to practical application. One lecture and six experience hours per week. Prerequisite: Approval of Department Chairperson.
- HDTT 121. Field Experience in Dietetic Management I (1 credit hour). Practical experience and observation in a food service environment and/or health care areas of designated facilities. Prerequisite: Approval of Department Chairperson. One lecture and three laboratory hours per week.
- HDTT 122. Field Experience in Dietetic Management II (2 credit hours). Experience in food service areas of designated facilities. Affords student to relate knowledge to practical application. One lecture and six experience hours per week. Prerequisite: Approval of Department Chairperson.
- HDTT 211. Principles of Nutritional Education (3 credits). Nutrition as related to the physical, mental and emotional health of individuals. Attention is focused on helping dietitians to understand their role in promoting health through nutrition education in industry and the community. Three lecture hours per week.
- HDTT 212. Nutritional Care (3 credit hours). A study of conditions that require routine dietary modifications. Patient interviewing, diet calculating, and diet counseling techniques are included. Development of nutrition care plans for patients with emphasis on a team approach is included. Three lecture hours per week.
- HDTT 213. Training of Food Service Personnel. (3 credit hours). A course designed to emphasize the responsibility for determining training needs, planning individual on-the-job training and formal group training, and evaluating the results of training. Three lecture hours per week.
- HDTT 214. Field Experience in Nutritional Care III (3 credit hours). Supervised work experience in a food service operation. One lecture and eight experience hours per week to be arranged. Prerequisite: Approval of Department Chairperson.
- HDTT 215. Supervision and Management Techniques (3 credit hours). A comprehensive and practical study of principles involved in recruiting, training and supervising personnel. Includes motivation, performance evaluation, and work improvement techniques. New trends and opportunities in the food service industry. Three lecture hours per week.
- HDTT 216. Developing Food Service Systems (3 credit hours). Study and practice of effective work methods; factors in preliminary planning, space and equipment arrangements for functional flow of work in food service departments. Three lecture hours per week.
- HDTT 217. Field Experience in Nutritional Care IV (4 credit hours). Experience in food service departments and/or health care areas of designated facilities. Assigned experiences relate knowlege to practical application. One hour of lecture seminar and twelve experience hours per week. Prerequisite: Approval of Department Chairperson.
- HDTT 218. Dietetic Seminar (1 credit hour). Fundamental concepts of food service systems in relation to health care delivery systems. The role of the dietetic technician (nutritional) will be integrated in the various areas utilizing the expertise of the dietetic technician. A follow-up of applicational concepts as related to food service programs. One lecture hour per week.
- HDTT 219. Field Experience in Dietetic Management III (3 credit hours). Supervised work experience in a food service operation. One lecture and eight experience

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- HDTT 220. Field Experience in Dietetic Management IV (1 credit hour). Course provides experience in planning, supervising and controlling a variety of food service operations: cafeteria, snack bar, catering. One hour seminar and twelve lab hours per week.
- HDTT 221. Financial Management in Food Service (3 credits). The utilization of the use of techniques for financial control and management in food service operations. Emphasizes the financial management techniques as they relate to cost. Appropriate use of resources to provide quality and/or increase profit. Three lecture hours per week.
- HDTT 222. Food Service Systems (3 credit hours). A study of basic concepts needed to design systems for functional work flow in restaurants and institutions. Three lecture hours per week.
- HDTT 233. Food Service Management Seminar (1 credit hours). The fundamental concepts of management as related to food service facilities. The application of theory concepts to practical problems relating to the management of food service organizations. One lecture hour per week.

#### **HEALTH MEDICAL LABORATORY TECHNICIAN**

Florence Pipes, *Department Chairperson*Susan Funk

- HMLT 111. Clinical Chemistry I (3 credits). Introduction to Clinical Chemistry. Lecture and laboratory to provide background and practical experience enabling the student to recognize and perform routine clinical laboratory tests; use and evaluate record keeping systems; evaluate and use laboratory safety practices; instruct nurses and patients regarding proper procedures for the collection, preservation, and storage for various chemical tests; use the important components of: spectrophotometers, centrifuges, water baths, ph meters and one-test-modular-semiautomated equipment. Student should be able to perform blood urea nitrogen, glucose (blood and spinal fluid and urine), potassium, chloride, sodium, CO<sub>2</sub> content. Student will be able to use gravimetric and volumetric instruments. Two lecture and four laboratory hours per week. Prerequisite: Completion of MATH 130 or equivalent, completion of CHEM 110 or CHEM 111 or CHEM 121 or equivalent.
- HMLT 112. Clinical Chemistry II (3 credits). Lecture and laboratory experience relating chemical testing to disease and preparing the student to perform tests selected to evaluate organ function and metabolism. The following procedures will be included: Liver function tests, blood electrolytes, blood gas analyses, carbohydrate metabolites, cardiac enzymes, creatinine, creatinine clearance and other renal function tests, lipid metabolites, blood and fluid proteins and their fractionation and identification and enzyme analyses. Two lecture and four laboratory hours per week. Prerequisite: Completion of MATH 130 or equivalent, completion of CHEM 110 or CHEM 111 or CHEM 121 or equivalent.
- HMLT 113. Hematology I (5 credits). Lecture and laboratory will provide factual background and practical experience enabling student to discuss and perform the following: Blood collection and preservation, preparation and staining a blood smear, use and maintenance of automated equipment (Coulter F,B, and/ or S), use and maintenance of non-automated equipment (microhematocrit centrifuges, slide stainers, etc.), use of balance and preparation of solutions, specimen identification, quality control measures, records and retrieval of re-

- moglobin, hematocrit, sedimentation rate. Two lecture and twelve laboratory hours per week.
- HMLT 114. Hematology II (3 credits). Lecture and laboratory providing fundamentals and practical experience enabling student to discuss and perform the following: Use and maintenance of the microscope; enumeration and differentiation of cellular elements in cerebrospinal fluid; morphologic study, enumeration and differentiation of leukocytes, erythrocytes, platelets on blood smears; platelet counts, reticulocyte counts, antinuclear factor studies; special stains such as peroxidase; osmotic fragility of red cells; quality control statistics, methods of tabulation of monthly reports; principles of instrumentation in hematology: calibration, trouble shooting and maintenance of Coulter and/or other cell counters and other semi or automated equipment. LE factor study and detection. Two lecture and four laboratory hours per week.
- HMLT 115. Phlebotomy-Serology-Immunology (2 credits). This course will deal with phlebotomy and the procedures for withdrawing blood. Also, lecture and laboratory experience enabling student to understand the basic theory of and to perform the following: agglutination, complement fixation, precipitation, quality control. Student should be able to accurately read and record these test results. He/she should clearly understand antigens and antibodies and their relationship to the above procedures. Care and use of commonly-used instruments in a clinical serology laboratory will be taught. One lecture and four lab hours per week.
- HMLT 116. Urinology and Clinical Microscopy (2 credits). Lecture and laboratory experience to enable student to perform the routine urinalysis including the chemical and microscopic tests, pregnancy tests, renal function tests, and to discuss the relationship of these tests to disease or malfunction, the fundamental chemistry and biology underlying these tests, and handling of histological and cytological specimens. One lecture and four laboratory hours per week.
- HMLT 117. Clinical Microbiology I (3 credits). Introduction to clinical microbiology including introductory mycology, parasitology, and virology. Lecture and laboratory experience should prepare the student to perform the following procedures: specimen collection, processing and shipment; routine staining procedures (Gram's stain, concentration and staining for parasitology, acid fast stain, etc.); preparation of basic reagents; microscopic examination, media preparation and selection or application and quality control procedures as applied to tests performed. Knowledge of operation and maintenance of equipment commonly used in a clinical microbiology laboratory such as microscopes, water baths, centrifuge, ph water, ultrafilter apparatus, etc. Proficiency in microbiological terminology and nomenclature. Two lecture and four laboratory hours per week.
- HMLT 118. Clinical Microbiology II (4 credits). Lecture and laboratory experience enabling a student to understand the theory basic to the procedures commonly used in clinical bacteriology, parasitology, mycology, and virology; and to use this knowledge in identifying organisms most frequently encountered clinically. A student should be able to perform antibiotic susceptibility, biochemical, and serological procedures and to read and interpret results of these procedures with the ultimate result in the identification of a specific organism. A general understanding of the relationship of this course to physiology, biochemistry, and immunology as they are associated with the knowledge of disease processes is necessary. Rapid identification procedures for identification of pathogenic bacteria and use of multiphasic test systems. Two lecture and ten laboratory hours per week.

- cine, along with automation, E.K.G., and special laboratory procedures, as well as laboratory problems as they are experienced in a clinical laboratory, will be stressed. The role of the clinical laboratory as a diagnostic tool and the integration of all areas of the laboratory will be studied. The application of concepts to the solution of clinical problems, including the study of the physiological and technical origin of the problems, will also be included. Three lecture and four laboratory hours per week.
- HMLT 120. Concepts of Medical Laboratory Sciences (1 credit). The basic role and fundamental concepts of medical laboratory sciences associated with the theoretical application to a clinical laboratory environment. One lecture hour per week.
- HMLT 211. Clinical Instrumentation (4 credits). Lecture and laboratory experience so that the student should be able to operate, trouble shoot, calibrate and maintain instruments in the clinical laboratory with particular emphasis on automated equipment. This would include sequential multiple analyzers, discrete sample analyzer, centrifugal fast analyzers, flame emission spectroscopy, fluorimetry, nephelometry, electrophoresis, electronic cell counting, atomic absorption, osmometry, and methods of chromatography. Two lecture and ten laboratory hours per week.
- HMLT 212. Immuno Hematology I (2 credits). Lecture and laboratory experience to provide the student with a background so that he should be able to discuss the nature of antigens and antibodies as they relate to blood cell metabolism, blood storage, blood cells and platelets, blood preservation, and so that the student should be able to perform the determination of blood type and group and those subgroups as generally performed and perform a cross match. The student should also be able to interview blood donors and perform a phlebotomy. One lecture and four laboratory hours per week.

## **HEALTH NURSING HOME ADMINISTRATION**

Robert L. Patrick, Director Health Technologies

- HNHA 111. Introduction to Nursing Home Administration (3 credits). This course assists the administrator in defining and relating the concepts, technology, and other aspects of nursing home operation. This introductory nursing home administrator course includes history and philosophy of the nursing home, organizational structure and application of nursing home standards, and provides guidance in the preparation of job descriptions for nursing home staff. Course also includes functions, methods, and procedures of administering a nursing home with the emphasis on policy writing for admission, discharge, patient care, transfer, and emergency situations. Three lecture hours per week.
- HNHA 112. Psychology of Patient Care (3 credits). The course will familiarize the administrator with the personality dynamics involved in helping the geriatric patient adjust to his new dependent environment understanding of problems specifically related to psychological, emotional, and social needs, with an introduction to alternate courses of action to meet these needs. Three lecture hours per week.
- HNHA 113. Principles of Patient Care (3 credits). The course will consist of a study of gerontology, and various aspects of aging. Emphasis will be directed toward the adjustment and dependency problems associated with institutional life. Other areas, such as patient orientation, pharmacology, medical terminology, medical records, physical therapy and rehabilitation, recreational therapy, nutrition, modified diets, safety, and sanitation, will also be included. Three lecture hours per week.

internship in an approved facility must be supervised by a Preceptor-Administrator approved by the State Board of Licensure for Nursing Home Administrators. Critique of the current job and its related experiences will be correlated with and supplemented by case studies, classroom discussions, and individual conferences between the student and the Preceptor-Administrator and the college coordinator. Three lecture hours plus twenty hours of on-the-job administrative training per week.

- HNHA 212. Nursing Home Administration Internship II (6 credits). A continuation of Nursing Home Administration Internship I, and a general review of all subjects in preparation for licensure examination. Three lecture hours plus a minimum of twenty laboratory hours per week.
- HNHA 213. Nursing Home Administration Law (3 credits). This course provides a nursing home administrator with the nature and scope of law, court system, law of contracts, principal and agent, business organizations, community property law, tort, and bailment. The course will also include employer and employee relations involving the legal and ethical aspects relating to union activities, wage and hours, safety and health, civil rights, and equal opportunity. Three lecture hours per week.
- HNHA 214. Financial Management of the Nursing Home (3 credits). The course includes techniques and strategies of financial information for management decision-making in the nursing home, emphasizing the budgeting process and relationships between statistical and financial data. Provides a study of special accounting requirements of Medicare and other governmental programs. Three lecture hours per week.
- HNHA 215. Dietetic Food Service Supervisor Course (3 credits). To provide students with the opportunity to develop an understanding of dietetic service supervision and an appreciation of nutrition as essential to the planning, preparing, and serving of food which will contribute to the health and satisfaction of patients, residents, and employees. The course will contribute to understanding the importance of dietetic services, and its application to the nursing home organization as a whole. Three lecture hours per week.

#### **HEALTH RESPIRATORY THERAPY TECHNICIAN**

Ronica Kinser, Department Chairperson

- HRTT 110. Introduction to Health Sciences (1 credit). Designed as the first course for students interested in the health career field. Includes history and philosophies of patient care, development and inter-relationships of health institutions, agencies, health services personnel, ethics and legal aspects related to health activities, lectures and field trips. Two hours lab.
- HRTT 111. Introduction to Respiratory Therapy (4 credits). An introduction to the Respiratory Therapist's role as a member of the health team. Departmental operation, basic design, function and maintenance of equipment are stressed. Medical terminology, types of respiration, types of hypoxia, gas laws, and bloodgas interpretation are introduced. Proficiency in administration of basic therapeutic modalities, as well as indications and contraindications are stressed. Three hours lecture, 3 hours lab.
- HRTT 112. Clinical Practical I (4 credits). Supervised clinical practice at an affiliated hospital. Includes orientation to the hospital's Respiratory Therapy Department, and supervised performance of basic therapy task. The student must learn the art of administering basic Intermittent Positive Pressure Breathing

therapy in this clinical practical. Six hours lecture, twenty-two hours lab. SSII.

- HRTT 113. Clinical Practical II (3 credits). A continuation of Clinical Practical I, this course stresses the safe and effective administration of basic Respiratory therapeutic modalities; including aerosol therapy, oxygen therapy, physical therapy, and Intermittent Positive Pressure Breathing. Twenty-five hours lab. Prerequisite: HRTT 114.
- HRTT 114. Respiratory Therapy Procedures I (4 credits). Intensive practice in analyzing performance of equipment, maintenance procedures, safety practices, and classification of equipment is stressed. Includes administration of oxygen and other gases, aerosol and humidification devices, and cylinder usage. Three hours lecture, six hours lab. Prerequisite: HRTT 112.
- HRTT 116. Clinical Sciences and Pulmonary Disorders (3 credits). This supervisor or physician-taught course applies techniques and theory to medical, obstetric, pediatric, and surgical patients with specific disease entities. Causes, pathogensis, pathology, natural history, diagnosis, complications, prognosis, occurrence, manifestations, laboratory findings, methods of detection, treatment, and control of various diseases entities relative to the role of the Respiratory Therapist are discussed. Three hours lecture.
- HRTT 117. Clinical Application I (3 credits). Sterilization, gas analysis, airway management, chest physiotherapy (including postural drainage), physical examination of the chest (including percussion and auscultation), x-rays, pulmonary function studies, and advanced theory and techniques relating to cardiopulmonary resuscitation for adult and pediatric patients are explored in depth. Three hours lecture. Prerequisite: HRTT 114.
- HRTT 118. Clinical Theory (3 credits). This course is a continuation of theoretical and practical aspects of respiratory therapy. Included cardiopulmonary anatomy and physiology, comprehensive bloodgas evaluation, types of respiration, respiratory centers, types of hypoxia, gas laws, and a comprehensive study of E.K.G.'s. Three hours lecture. Prerequisite: HRTT 114.
- HRTT 119. Clinical Practical III (3 credits). A continuation of Clinical Practical II, this course is designed to complete the basic learning experience necessary to become a safe and competent Respiratory Therapy Technician. The student rotates through specialty areas of the hospital; including Pulmonary Function, Anesthesiology, Emergency Room, Operating Room, Cardiovascular, Pathology, Pediatrics, Obstetrics, and Intensive Care Units. The student is also introduced to departmental management and supervision. Twenty hours lab. Prerequisite: HRTT 113.
- HRTT 120. Pharmacology (3 credits). An introduction to the study of drugs, their origin, nature, properties, classification, and effects upon the living organism. Drugs which affect the respiratory system are emphasized. Three hours lecture.

#### HISTORY

Arthur Daniel, *Department Chairperson*Ida Blanchette, Tom Bryan, Jose Castillo, Carolyn Johnson, Marvin Longshore,
Bill Taliaferro

HIST 111. Western Civilization to 1660 (3 credits). The chief political, social and intellectual developments of occidental civilization from the earliest human cultures to 1660. The origins of languages, literature, governments, and economic and social practices are included. Three lecture hours per week.

- of HIST 111. Three lecture hours per week.
- HIST 121. History of Latin America I (3 credits). Spanish and Portuguese colonies from discovery to independence. Three lecture hours per week.
- HIST 122. History of Latin America II (3 credits). Latin American republics since independence. Three lecture hours per week.
- \*HIST 131. History of Texas to 1865. (3 credits). A study of the growth and development of Texas from 1500 until 1865: the Spanish colonial period; the French influence; the end of Spanish rule; the Mexican colonial period; analysis of the Revolution; the Republic era; the Statehood years; and the role of Texas in the Civil War. Three lecture flours per week.
- \*HIST 132. History of Texas since 1865 (3 credits). An analysis of cultural, social, industrial, and political developments in Texas from 1865 to the present. Emphasis will be directed to the Reconstruction period, political history since the Civil War, and the emergence of the modern state of Texas. Studies of governors and their administrations will be included. Three lecture hours per week.
- \*HIST 141. The United States to 1877 (3 credits). American history from colonial origins through reconstruction. Exploration and colonization of the new world, the American Revolution, westward expansion, the Civil War and reconstruction. Three lecture hours per week.
- \*HIST 142. The United States since 1877 (3 credits). A survey of American history from 1877 to the present. Chief topics: big business, big labor, the United States as a world power, the great depression and the cold war. Three lecture hours per week.
- \*Texas law stipulates that three hours in Texas history may be applied toward satisfying the United States history requirement.

## HORTICULTURE

#### (ORNAMENTAL) Machael Machael Machael Charling

Stephen Wheeler, *Department Chairperson*Tom Driskill

- HORT 101. Principles of Horticulture (4 credits). Fundamental principles and practices of structure, growth, development, maintenance and use of horticultural plants. Commercial horticulture industry and occupational opportunities. An introduction to growing, grounds maintenance, planting and transplanting will form the laboratory experience. Three hours lecture and two hours laboratory per week.
- HORT 111. Plant Materials for Landscape Use (4 credits). Ornamental trees, shrubs, vines and ground covers for landscape use with emphasis on their identification, characteristics, adaptability, use and maintenance. Basic concepts and practices used in preparing landscape plans. Three hours lecture and two hours laboratory per week. Prerequisite or corequisite: DRFT 110.
- HORT 121. Plant Propagation (4 credits). Theoretical consideration and practical experiences in producing horticultural plants by sexual and asexual methods. It includes laboratory exercises of cutting, layering, division, growing from seeds, budding and grafting. Three hours lecture and two hours laboratory per week.
- HORT 131. Greenhouse Crop Production (4 credits). Greenhouse production and marketing of foliage and flowering house plants, holiday pot plants, bedding

- structures, arrangement, heating, cooling, lighting and watering facilities. Three hours lecture and two hours laboratory per week.
- HORT 201. Soils and Fertilizer (4 credits). Physical and chemical properties of soils and their relation to soil development. Relationship between crops and soils. Use of fertilizers and soil fertility. Three hours lecture and two hours laboratory.
- HORT 211. Nursery and Garden Center Management (4 credits). Principles and practices involved in production of field and container grown plants including plant growing, planting, transplanting, balling, burlapping. An introduction to nursery and garden center management: garden center plans, the structures needed for growing and selling plants, and the equipment and supplies necessary. Production costs, markets and marketing nursery plants will be considered. Three hours lecture and two hours laboratory per week.
- HÓRT 221. Chemical Control of Weeds, Plants, Diseases and Pests (4 credits). The identification, cause and control of common weeds, plant diseases, and pests. Study of equipment for their prevention and control. Three hours lecture and two hours laboratory per week.
- HORT 231. Turf Management (4 credits). Principles and practices of turfgrass management for such specialized areas as athletic fields, playground areas, golf courses and home lawns. Three lecture hours and two laboratory hours per week
- \*HORT 240. Indoor Plants (4 credits). Identification, planting and placing foliage and flowering plants suitable for indoor use. Environmental conditions, care and maintenance, insects and diseases, and potting and repotting will be covered. Lecture, 3 hours; Laboratory, 2 hours.
- \*HORT 250. Vegetable Crops (4 credits). Vegetable production including factors that affect production of important fresh market and processing vegetables in different areas of the United States. Lecture, 3 hours; Laboratory, 2 hours.

\*Recommended Related Electives.

## HUMANITIES

Jose' G. Castillo, Jr., Department Chairperson

Gilbert Benton, Tom Bryan, Doris Burbank, Cleo Congrady

- **HUMN 101. Introduction to Humanities** (3 credits). A study of representative examples of literature, art, and music of the classical, romantic, realistic, impressionistic and expressionistic periods. The interrelationship of the arts and their philosophies is stressed. Three lecture hours per week.
- HUMN 216. American Studies (3 credits). A multi-media interdisciplinary examination of contemporary American cultures. Using the topical and chronological approaches, the course emphasizes the relationships of history, art, music, literature, philosophy, and science in the mainstream of America's uniqueness as a nation. The cross-culture exchange of ethnic groups and the impact of women in American life, are major topics of study.
- HUMN 217. Southwest Studies (3 credits). A multi-media interdisciplinary survey course designed to increase the student's awareness of the major ethnic contributions to the development of the Southwest from earliest times to the contemporary setting. Special emphasis will be placed on three influential cultures of the Southwestern United States: Indian, Mexican, and Black American.
- HUMN 218. Career-Oriented Foreign Languages (3 credits). Practice in Spanish, French, or another modern language depending on the needs of the persons

engaged in community service. Dialogue and useful vocabulary for policemen, corrections officers, firemen, social workers, public health and medical personnel. No prior knowledge of a foreign language is necessary. This course does not fulfill the requirements for foreign languages in the Liberal Arts program.

## JOURNALISM

Charles Ferguson, *Department Chairperson* Lynn Rossi Zollman

JOUR 120. Journalism Activities (1 credit). This course is designed to give basic journalism training to students through experience on college publications. Two laboratory hours per week. Prerequisite: Instructor approval.

## LAW ENFORCEMENT

Deloss A. Miller, Department Chairperson

- LWNF 110. Introduction to Law Enforcement. (Credit: 3 semester hours). An introductory course to law enforcement. Covers the history of the police profession and the development of the English and American police systems. Organization of federal, state, and local law enforcement agencies, their authority, duties, and responsibilities. Includes career opportunities, personnel requirements, and standards. Three lecture hours per week.
- **LWNF 120. Criminal Investigation.** (Credit: 3 semester hours). Theories and concepts of the investigator's role in modern criminal investigation; basic skills necessary in conducting an investigation, developing sources of information, the collection and preservation of evidence, and preparation of reports are developed. Three lecture hours per week.
- LWNF 130. Legal Aspects of Law Enforcement. (Credit: 3 semester hours). History and philosophy of modern law; laws of arrest, search and seizure; determination of probable cause; Texas penal code; emphasis on practical legal problems confronting the law enforcement officer. Three lecture hours per week.
- LWNF 140. Criminal Procedure and Evidence. (Credit: 3 semester hours). Examination of the rules governing the admissibility of evidence as they may affect the law enforcement officer in the administration of criminal justice, including study of the rules of evidence, kinds and degrees of evidence and their application in the legal processes from arrest through probation and parole procedures to final disposition of the case. Three lecture hours per week.
- **LWNF 150. Police Role in Crime and Delinquency.** (Credit: 3 semester hours). Study of deviant behavior and current criminological theories, with emphasis on police applications; crime prevention and the phenomena of crime as it relates to juveniles. Three lecture hours per week.
- **LWNF 160. Probation and Parole** (3 credits). The development, organization, operation and result of systems of probation and parole as substitutions for incarceration, methods of selection and prediction scales. Three lecture hours per week
- LWNF 210. Elements of Police Supervision. (Credit: 3 semester hours). Duties and problems of the police supervisor; recruitment, training, promotion, discipline and morale, duty assignments and shift supervision, human relations and leadership problems, essentials of organization, types of organizations, planning the work of the department. Three lecture hours per week.

- **LWNF 220. Police Organization and Administration.** (Credit: 3 semester hours). An analysis of the duties and responsibilities of police administrators; study of the principles of police organization; police management, coordination and personnel management. Three lecture hours per week.
- **LWNF 230. Patrol Administration.** (Credit: 3 semester hours). Study of the philosophy and history of systems of dealing with patrol functions. An analysis of the principles of organization and function of the patrol operation; contemporary operational activities. Three lecture hours per week.
- LWNF 240. Police-Community Relations. (Credit: 3 semester hours). The interrelationship of law enforcement agencies and the community; problems related to police-community relations; emerging law enforcement concept of active involvement in community relations. Three lecture hours per week.
- LWNF 250. Traffic Law and Investigation. (Credit: 3 semester hours). A course in the investigation of traffic accidents, laws, and advanced investigation procedures; special emphasis to be placed on the handling of traffic accidents on thoroughfares and expressways. Defensive driving techniques will be given on an individual basis in a college patrol vehicle. Two lecture hours and four laboratory hours each week.
- LWNF 260. Traffic Planning and Administration. (Credit: 3 semester hours). A course designed to provide the student with an understanding of the magnitude and complexities of the traffic problem. Analysis is made of the methods and techniques used by various agencies to control problems. Three lecture hours per week.
- LWNF 270. Juvenile Delinquency. (Credit: 3 semester hours). The nature and extent of delinquency. The environments in which juvenile delinquency develops, delinquent sub-cultures and peer groups; evaluation of prevention, control and treatment programs. Prerequisite: SOCI 111 or 122 or approval of instructor. Three lecture hours per week.
- **LWNF 280. Penology** (3 credits). The philosophy and objective of jail operation. Also the study of the administrator's role in setting objectives, planning, decision making, and controlling of the jail. Three lecture hours per week.
- **LWNF 290. Narcotics Investigation.** (3 credits). Identification of narcotics and dangerous drugs subject to abuse; origin, distribution and control; special investigation techniques, recognition of drug users. Three lecture hours per week.
- LWNF 295. Defensive Measures. (credit: 4 semester hours). Introduction to the special physical skills and techniques required for the protection and safety of inservice criminal justice personnel and public. Emphasis on individual capabilities and limitations in procedures of arrest, search, suspect control and transportation, defensive tactics and the firing of service weapons; including theory and application. The F.B.I. Tactical Revolver Course will be utilized for course record/score. Prerequisite: Sophomore standing and approval of the Department Chairman. Three lecture hours and three laboratory hours per week

## **MATHEMATICS**

## **GENERAL MATHEMATICS**

Gerald Skidmore, *Department Chairperson*Charles Bennett, Don Brown, Jim Corbett, Alice Hagood

- MATH 101. Developmental Mathematics Lab (1 credit). The lab is designed to accompany Math 109 and Math 110. It provides one hour each week of supervised individual and small-group instruction and practice activities that reinforce 109 and 110 class work and deal with specific arithmetic or algebra problems.
- MATH 109. Arithmetic (3 credits). An individualized course offering instruction and practice in the basic arithmetic operations. The student's program of study is based on diagnostic and prescriptive tests as well as personal interviews. This course is required for those students who must take Math 110 and whose diagnostic tests indicate a need for arithmetic preparation.
- MATH 110. Developmental Mathematics-Algebra (3 credits). A course which includes classroom instruction and work in the learning lab. The materials consist of a textbook and audiotutorial tapes with tutoring and peer counseling provided. Some of the topics included are whole numbers, integers, first degree equations, products, factors, and fractions. The course is intended to improve the algebraic skills of the students. Math 110 is required for the student who scores below 14 in math on the ACT.
- MATH 115. Intermediate Algebra (3 credits). This course is recommended for those students who have had only one year of high school algebra and/or Math 110 and who need Math 121. An ACT score in math greater than 14 is required if the student has not taken Math 110. Topics included are a review of the arithmetic operations, factoring, fractions, exponents, radicals, linear equations, quadratic equations, inequalities, and systems of equations. Three lecture hours per week. Prerequisite: One year of high school algebra and/or Math 110.
- MATH 121. College Algebra (3 credits). This course includes a brief review of elementary algebra topics followed by a more intensive study of linear equations in one variable, relations, functions, graphs, products and factoring of polynomials, algebraic fractions, fractional equations, systems of linear equations, exponents, radicals, quadratic equations and inequalities. Three lecture hours per week. Prerequisite: Two years of high school algebra or consent of instructor.
- MATH 125. Informal Geometry (3 credits). This course is recommended for those students who did not have plane geometry in high school and who plan to pursue a math related curriculum which requires knowledge of geometry. The major emphasis of the course is on Euclidean Geometry. Topics included are proofs, parallel lines, congruent triangles, polygons, similar triangles, circles, area, locus, and space geometry. Three lecture hours per week. Prerequisite: High school algebra or college algebra.
- MATH 132. Plane Trigonometry (3 credits). Mastery of trigonometric functions with applications; functions of acute angles; functions of obtuse, and multiple angles; identities; derivation of formulas; logarithms; solution of both right triangles and obtuse triangles; practical problems involving heights and distances; graphical representation of trigonometric functions and geometric applications. Three lecture hours per week. Prerequisite: Math 121 or two years of high school algebra.
- MATH 150. Analytic Geometry (3 credits). A course in the solution of geometric problems through applied algebra by the graphical representation of points,

- lines, curves and the transformation of coordinates, polar coordinates, transcendental curves, vectors, parametrics and space formulas, with special emphasis on rapid curve sketching. Three lecture hours per week. Prerequisites: MATH 121, 132, or consent of instructor.
- MATH 210. Statistics (3 credits). Topics included in the course are permutations and combinations, probability, testing hypotheses, sample theory, parameter estimation, frequency functions, correlation and regression. Prerequisite: College Algebra or the equivalent.
- MATH 213-214. Differential and Integral Calculus (4 credits) (4 credits). These two courses are designed to meet the needs of mathematics, engineering, and science students. Topics of Math 213 include inequalities, functions, limits, the derivative, differentiation of algebraic functions, the differential, and the definite integral. Topics of Math 214 include the trigonometric functions, logarithmic functions, exponential functions, parametric equations, arc length, polar coordinates, formulas and methods of integration, applications of the integral, and solid analytic geometry. Each course is four lecture hours per week. Prerequisite: Math 150 or consent of instructor.
- MATH 215. Calculus Applications (4 credits). Topics included in Math 215 are elements of infinite series, partial derivatives with applications, multiple integration, vectors, power series, Taylor's series, gradient, and linear algebra. Four lecture hours per week. Prerequisite: Math 214.
- MATH 221. Differential Equations (3 credits). This course is designed to meet the needs of engineering students. The following topics are included: equations of the first order, singular solutions, linear equations with constant coefficient, miscellaneous methods of solving equations of higher order than the first, with geometric and physical applications. Three lecture hours per week. Prerequisite: Math 215.

## MATHEMATICS FOR LIBERAL ARTS MAJORS

MATH 111-112. Selected Topics I, II (3 Credits) (3 Credits). These two courses are designed to satisfy the mathematics requirements for liberal arts majors. The topics included are: the nature of mathematical thought, the nature of numeration systems, the nature of computers, the nature of mathematical systems, the development of our number system, the nature of number theory, the nature of logic, the nature of geometry, the nature of counting, probability, and statistics. Three lecture hours per week.

#### MATHEMATICS FOR ALLIED HEALTH PROGRAMS

- MATH 130. Mathematics for Allied Health I. (3 credits). This course is designed to serve as an introductory course in mathematics for the Allied Health fields. Topics covered will include the use of whole numbers, fractions, percentage, and measurements in both metric and apothecary systems. Other topics will be ratio, proportion, simple equations, and graphs. Three lecture hours per week.
- MATH 131. Mathematics for Allied Health II. (3 credits). This course is designed to meet the needs of the medical laboratory technology and environmental health technology students. Topics covered will include computations using logarithms, slide rule, and hand calculators. Other topics will be scientific notation, exponents, equations, stated problems, volumes, and statistical measure. Three lecture hours per week. Prerequisite: Math 130 or consent of instructor.

#### MAIREMAILUS FUR ELEMENTARY EDUCATION MAJORS

- MATH 160. Foundations of Mathematics (3 credits). Modern methods will be used to develop skill and understanding in the use and meaning of sets, number symbols, operations, properties, equivalence and number relations, modular systems and bases, scientific notation, measurements, coordinate systems, equations, and various number systems. Three lecture hours per week.
- MATH 170. Modern Topics in Mathematics (3 credits). Topics will include studies in modern geometry, sets, relations and functions, ratio and percent, systems of logic, statistics and graphs, probability, systems of equations, and problem solving with practical applications. Three lecture hours per week. Prerequisite: Math 160 or consent of instructor.

## MATHEMATICS FOR BUSINESS MAJORS

- MATH 180. Finite Mathematics (3 credits). This course is designed to meet the needs of students majoring in business and other related fields. The course includes a review of the elementary topics of algebra followed by a study of logic, sets, equations, relations, functions, linear systems, vectors, matrices, linear programming, and non-linear functions. Three lecture hours per week. Prerequisite: Math 121.
- MATH 190. Analysis (3 credits). This course is designed to meet the needs of students majoring in business management, science, quantitative analysis or other related fields. The course includes a review of the real number system, relations and functions, sequences and series, and then follows these topics with a study of the differential and integral calculus. Three lecture hours per week. Prerequisite: MATH 180 or the equivalent.

## MATHEMATICS FOR TECHNICAL PROGRAMS

- MATH 151. Technical Mathematics I (3 credits). A course for technology students.

  Topics covered will include a review of arithmetic, and proceed through a treatment of measured data, slide rule operation, tables and interpolation, algebra, analytic geometry, and determinants. Three lecture hours per week.
- MATH 152. Technical Mathematics II. (3 credits). Topics covered will include logarithms, exponential functions, numerical trigonometry of the right triangle, and analytical trigonometry. Three lecture hours per week. Prerequisite: MATH 151 or consent of instructor.
- MATH 250. Advanced Technical Mathematics (3 credits). This course is designed for technology students who require a deeper understanding of definitions and procedures used in mathematics. Topics covered will include vector operations, differential calculus, integral calculus, and special functions. Three lecture hours per week. Prerequisite: MATH 152 or consent of instructor.

#### MID-MANAGEMENT

Dan F. Bakke, *Department Chairperson*Dick Brigham, Patty Hertenberger

MMGT 111. Introduction to Mid-Management (3 credits). The student is introduced to the concept of middle level management, prepared for initial employment as an intern, and is continually involved in seminars and case study problems

- relating to his work. Experience is gained so that the student may more meaningfully relate to the principles and theories of management in the following course. Three lecture hours per week.
- MMGT 112. Internship (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Students may receive credit from an approved full-time job.
- MMGT 121. Principles of Management (3 credits). An overview of organization and human behavior within the organization. Functions of management are presented such as creating, planning, organizing, motivating, communicating, and controlling. Considerable attention is given to management practices. Three lecture hours per week.
- MMGT 122. Internship (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Students may receive credit from an approved full-time job.
- MMGT 211. Personnel Management (3 credits). Principles and practice of personnel management; emphasis on the procurement, development, compensation, integration, and maintenance of the labor force. Prerequisite: MMGT 121. Three lecture hours per week.
- MMGT 212. Internship (3 credits) The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Students may receive credit from an approved full-time job.
- MMGT 221. Problems in Management (3 credits). Extension of management principles to administrative strategy in solving problems. Case studies and simulated games are utilized in a decision-making, problem-solving environment. Prerequisite: MMGT 111 or 121. Three lecture hours per week.
- MMGT 222. Internship (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Student may receive credit from an approved full-time job.

#### **BANK MID-MANAGEMENT**

- BANK 130. Principles of Bank Operations (3 credits). This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his/her chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement. Three lecture hours per week.
- BANK 140. Money and Banking (3 credits). This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply his/her knowledge to his/her particular job. Historical treatment has been kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. Three lecture hours per week.
- BANK 150. Analyzing Bank Financial Statements (3 credits). A fourth edition of the textbook is used for this course and is organized into two main sections:

- The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis. Three lecture hours per week.
- BANK 230. Marketing for Bankers (3 credits). This course discusses the basis of public relations, both internal and external, and seeks simply to explain the why, the what, and some of the how of public relations and marketing. It is intended as an overview for all bankers in terms of what everyone in banking should know about the essentials of bank public relations and marketing. Three lecture hours per week.
- BANK 240. Bank Investments (3 credits). Because the bank's needs for primary reserves and loanable funds limit the funds available for investment, this course describes the nature of such funds and how their uses are determined. It also analyzes the primary and secondary reserve needs of commercial bank, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. This analysis is followed by a study of yield changes as they affect a bank's long-term holdings. Three lecture hours per week.
- BANK 250. Credit Administration. (3 credits). This course, directed toward the executive level, concerns itself partly with a statement and a discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans are discussed. Three lecture hours per week.
- BANK 260. Supervision and Personnel Administration (3 credits). This course is designed to aid first-line supervisors in making a smooth transition from expert in a particular to aid first-line supervisors in making a smooth transition from expert in a particular task to the role of a supervisor who must produce results through the efforts of other people. In this role, the first-line supervisor must reflect management attitudes and carry out management policies while at the same time inspiring his/her group to achieve friendly cooperation and maximum production. It should be recognized that the same principles are involved at every level of supervision within the organization. Three lecture hours per week.
- BANK 270. Installment Credit (3 credits). In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation should be carefully scrutinized to be certain that the most efficient methods are employed, for only through an efficient operation can a bank maximize its profits on this particular kind of credit. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. Three lecture hours per week.
- BANK 280. Teller Training Seminars (3 credits): (a) Loan and Discount. This seminar teaches bank employees the essential facts about promissory notes, including calculating interest and discounting commercial paper; guaranties; general collateral agreements; examining and processing documents accompanying notes secured by stocks, bonds, and savings account passbooks, and the concept of attachment, perfection, priority, default, and foreclosure; (b) Loss Prevention. This seminar focuses on check cashing, check swindles, bank holdups, and security procedures; (c) Selling Bank Services. Teaches tellers and new-accounts personnel how to recognize and meet bank customer needs: checking accounts, saving services, loans to individuals, safe deposit boxes, travelers checks and cross selling. Three lecture hours per week.

#### PRODUCTION MID-MANAGEMENT

- PROD 230. Industrial Management (3 credits). Modern industrial concepts as applied to specific business situations. Course deals with automation, managerial skills, organizational trends, employee motivation, and principles of industrial relations. Three lecture hours per week.
- PROD 240. Production Planning and Control (3 credits). The function of managerial planning and control are given more detailed treatment. Relationship of objective to different types of planning is presented. Attention is directed to effective control systems, human factors in controlling modern business. Three lecture hours per week.
- PROD 250. Materials Management (3 credits). A study of manufacturing processes including general procedure, cutting and noncutting processes. Destructive and nondestructive testing of materials, automation, safety, product materials and production materials management will also be encountered. Three lecture hours per week.
- PROD 260. Methods Analysis and Work Measurement (3 credits). Operational problems and control of production and logistics systems; application of management tools (both qualitative and quantitative) to operating systems. Three lecture hours per week.

#### **REAL ESTATE MID-MANAGEMENT**

- REAL 130. Principles of Real Estate (3 credits). A beginning course in real estate fundamentals and principles. The development of real estate in Texas. Introductory study of ownership appraisal, law, practices, financing, land and location values, transfers, trends, regulations and economic effects. Three lecture hours per week.
- REAL 140. Real Estate Mathematics (3 credits). Provides both student and practitioner the means for acquiring and maintaining a sound proficiency with the mathematics of basic real estate transactions. This course will allow the student to learn how to compute the figures that underlie most real estate transactions: costs, values, income, expenses, profits, taxes and money, money variations and innovations. Three lecture hours per week.
- REAL 220. Real Estate Practice (3 credits). Deals with the problems of establishing and conducting a real estate business. Includes establishing the office, securing and listing prospects, showing properties and closing sales, financing, property management, rentals and leases, appraisals, and the Texas Real Estate Act. Three lecture hours per week. Prerequisite: REAL 130.
- REAL 230. Real Estate Law (3 credits). A study of Texas real property law. Includes the history of land titles, real property estates, including acquisition and transfer and methods and incidents of ownership, easements, fixtures, land descriptions, recording, homesteads, land contracts, mortgages, and trust deeds, liens, taxes and assessments, covenants, conditions, and restrictions, zoning ordinances, leases, brokers, and types of listing agreements, escrows, title insurance, and probate proceedings. Three lecture hours per week. Prerequisite: REAL 130.
- REAL 240. Real Estate Finance (3 credits). Techniques of using security devices, legal aspects of mortgages and related instruments, return mortgage and equity capital, where and how best to obtain funds, procedures in financing and mathematics of real estate finance. Problems, policies, and risks involved in financing of various types of real property. Three lecture hours per week. Prerequisite: REAL 130.

- organizing for brokerage (screuns). The course emphasizes planning and organizing for brokerage operations, selecting and training real estate sales personnel, and managing sales activities. Treatment is given also to control systems, effective advertising practices, and "professionalism" in real estate brokerage. Prerequisite: REAL 130. Three lecture hours per week.
- REAL 260. Real Estate Appraisal (3 credits). Methods of real estate appraisal are presented including market value, income, and cost. Emphasis is placed on case studies to provide maximum practice in appraising real estate. Prerequisite: REAL 130. Three lecture hours per week.

#### RETAIL MID-MANAGEMENT

- RETL 130. Principles of Retailing (3 credits). This course is designed to introduce the student to the essential principles of retailing, including consumer motivation, market segmentation, retail research, buying, retail pricing, inventory control, and store location. Three lecture hours per week.
- RETL 230. Principles of Marketing (3 credits). This course is designed to provide treatment of the broad range of business activities that direct the flow of goods and services of businesses and individuals. Activities considered include product planning, standardization, buying, pricing, promotion, selling, credit, storage, transportation, and marketing research. Three lecture hours per week.
- RETL 240. Advertising (3 credits). Advertising is considered as an integral part of the overall marketing strategy. Topics covered include marketing planning, evaluating the advertising opportunity, product development, branding, packaging, pricing, marketing research, consumer behavior, and budgeting as these relate to advertising. Prerequisite: RETL 130. Three lecture hours per week.
- RETL 250. Selling and Salesmanship (3 credits). Attention is given to general principles of successful selling, qualification, and training programs. Role-playing techniques and media center materials complement the classroom and the text. Prerequisite: RETL 130. Three lecture hours per week.
- RETL 260. Retail Merchandise Management (3 credits). Effective methods of merchandise control are presented including minimizing investment in inventory, guides to use in buying, pricing policies, and computing stock turnover. Merchandise budgeting techniques are also presented. Prerequisite: RETL 130.

  Three lecture hours per week.

#### MUSIC

Andy Anderson, Department Chairperson Doris Burbank, Jerry Perkins

- MUSC 110. Introduction to Music (3 credits). This course is designed to familiarize students with the meaning of musical notation through the study of scales, chords, and rhythm. Especially adapted for elementary education majors and other students who wish to gain a working knowledge of music. Enrollment in class piano is recommended when a student enrolls in this course. Three lecture hours per week.
- MUSC 111-112. Survey of Music Literature (3 credits) (3 credits). A required course for music majors studying the fundamentals of music terminology and standard instrumental and vocal forms. Representative composers and compositions from secular and sacred music of most major eras are studied by means of records, lecture, and reports. Three lecture hours (and one lab hour per week).

- MUSC 120. Music Appreciation (3 credits). The aim of this general survey course is to provide a foundation for the enjoyment and understanding of music. Representative composers and their works are studied through recorded music. Three lecture hours per week.
- MUSC 121-122-223-224 Ear Training and Sight-Singing (2 credits for each course).

  Required courses for music majors. A four semester presentation of basic aural, visual, and vocal experiences in dictation and sight-singing. Three lab hours per week. Prerequisite: Approval of the instructor.
- MUSC 131-132. Class Piano (1 credit) (1 credit). Class piano is designed for students with little or no previous experience. A study of basic techniques, scales, chords and basic repertoire. Meets two hours per week. May be repeated for credit. Prerequisite: Instructor approval.
- MUSC 131B. Brass Class (1 credit). A required course for music education majors with instrumental concentrations. Techniques of performing and instructing beginning instrumentalists on trumpet, french horn, trombone and tuba are examined. Class meets three hours per week.
- MUSC 131W. Woodwind Class (1 credit). A required course for music education majors with instrumental concentrations. Techniques of performing and instructing beginning instrumentalists on flute, oboe, clarinet, bassoon, saxophone and piccolo are examined. Class meets three hours per week.
- MUSC 131P. Percussion Class (1 credit). A required course for music education majors with instrumental concentrations. Techniques of performing and instructing beginning instrumentalists on snare drum, tympani, xylophone, cymbals and other percussions instruments are examined. Class meets three hours per week.
- MUSC 131G-132G. Guitar Class (1 credit) (1 credit). A course designed for beginning guitar students. A study of basic techniques, chords and basic repertoire. Class meets three hours per week.
- MUSC 141-142. Music Theory (3 credits) (3 credits). A study of the fundamentals of musicianship. Includes a study of scales, intervals, diatonic triads, inversions, written and keyboard harmony and a study of the dominant seventh chords and inversions. Three lecture hours per week.
- MUSC 243-244. Music Theory (3 credits) (3 credits). A continuation of the first year course with advanced aural and written study with emphasis on chromatic harmony and harmonic analysis. Class meets three hours per week. Prerequisite: MUSC 142.

#### **ENSEMBLES**

- MUSC 151, 152, 253, 254. Concert Choir (1 credit for each course). This choir presents in concert many selections of the world's fine literature. In addition to local concerts, this group will participate in campus activities and will make several concert tours to other cities. In order to obtain credit, members are to attend all called rehearsals and public performances. Five rehearsal hours per week.
- MUSC 161, 162, 263, 264. College Singers (1 credit for each course). This organization is limited in membership. Students are selected through auditions from the membership of the college choir. Four rehearsal hours per week. Prerequisite: Previous experience in choral music, a member in good standing of the concert choir, ability to sight-read and approval of the instructor.

MUSC 185-186-287-288. Concert Band (1 credit hour for each course) A concert group of brass, woodwind, and percussion performing traditional repertoire and original works for wind ensembles. Five rehearsal hours per week.

MUSC 191, 192, 293, 294. Jazz Lab (1 credit for each course). This organization performs for many special occasions on and off campus. Music includes small band jazz-rock with emphasis on individual improvization. Membership is open to all college students by approval of the instructor. Three rehearsal hours per week.

#### **APPLIED MUSIC**

- MUSC 115X, 115Y, 215X, 215Y. Applied Music Piano (2 credits for each course).
  One hour of individual instruction a week. Requires four lab practice hours per week. Prerequisite: Approval of instructor.
- MUSC 117X, 117Y, 217X, 217Y. Applied Music Piano (1 credit for each course).

  One-half hour of individual instruction a week. Requires four lab practice hours

  per week. Prerequisite: Approval of instructor.
- MUSC 125X, 125Y, 225X, 225Y. Applied Music Voice (2 credits for each course).

  One hour of individual instruction a week. Requires four lab practice hours per week. Prerequisite: Approval of instructor.
- MUSC 127X, 127Y, 227X, 227Y. Applied Music Voice (1 credit for each course).
  One-half hour of individual instruction a week. Requires four lab practice hours per week. Prerequisite: Approval of instructor.
- MUSC 135X, 135Y, 235X, 235Y. Applied Music Brass (2 credits for each course).
  One hour of individual instruction is offered in trumpet, trombone, French horn and tuba. Requires four lab practice hours per week. Prerequisite: Approval of instructor.
- MUSC 145X, 145Y, 245X, 245Y. Applied Music Woodwind (2 credits for each course). One hour of individual instruction is offered in bassoon, clarinet, flute, oboe and saxophone. Requires four lab practice hours per week. Prerequisite: Approval of instructor.
- MUSC 155X, 155Y, 255X, 255Y. Applied Music Percussion (2 credits for each course). One hour of individual instruction in the use of percussion instruments. Requires four lab practice hours per week. Prerequisite: Approval of instructor.
- MUSC 175X, 175Y, 275X, 275Y. Applied Music Guitar (2 credits for each course).

  One hour of individual instruction is offered in guitar. Required four lab practice hours per week. Prerequisite: Approval of instructor.

#### HUNDING

Betty Oliver, Acting Director
Dottie Saxon, Curriculum Coordinator
Lydia Biegert, Emeola Curvey, Dee Shields,
Jean Withrow, Millie Zanders

#### ADN — Associate Degree Nursing

- NURS 110. Introduction to Nursing (8 credit hours). This is the basic course in the nurse curriculum. It provides the foundation upon which the other nursing courses are built. The student is introduced to the more common deviations from wellness so that he/she develops an increased awareness of the health-illness continuum. The foundation for curriculum threads is introduced in this course and integrated throughout subsequent nursing courses. These curriculum threads are: developmental stages, interpersonal relationships, pathology, treatment modalities, nursing process, nursing skills and legal-ethical aspects of nursing. Laboratory and clinical experiences will be provided in the nursing skills laboratory and with the adult patients in health care facilities. Four lecture hours, twelve laboratory hours. Pre- or co-requisites: BIOL 121, ENGL 121, PHED, PSYC 120.
- NURS 121. Principles and Practice of Pharmacology (3 credit hours). Principles and Practice of Pharmacology is a course designed to assist the nursing student in the establishment of a firm groundwork in the principles of drug therapy. Broad categories of pharmacologic agents and their interrelationship with various body systems will be discussed. Emphasis will be placed on the role and responsibilities of the nurse in drug therapy. Pre-requisites: Approval of instructor.
- NURS 122. Principles and Practice of Nutrition (3 credits). This course is designed to offer the student pursuing a career in health care delivery a thorough understanding of the concepts and principles involved in dietary therapeutics. The content will include: the nutrients and the normal diet; special nutritional needs throughout the life cycle; and the modification of the normal diet for medical and surgical conditions. Prerequisites: Approval of instructor.
- NURS 130. Psychiatric Nursing (5 credit hours). This course focuses on individuals whose behavioral patterns are considered to be deviations from the normal. These individuals are identified through their admission to a psychiatric inpatient facility. The role of the nurse in treatment modalities is stressed. Clinical experiences provide opportunities for students to interact therapeutically with patients both individually and in groups. 2.5 lecture hours, 7.5 clinical hours. Pre-requisites: BIOL 122, PSYC 120, NURS 110, 211. Co-requisites: PSYC 130, SOCI 1111.
- NURS 210. Medical Terminology (3 credits). The course is designed for students pursuing medical and allied health careers. Study and practice of biomedical and other vocabularies common to health activities will be included. Three lecture hours. Prerequisite: Approval of instructor, or BIOL 121.
- NURS 211. Medical-Surgical Nursing I (8 credit hours). This course familiarizes the student with the more common medical and surgical conditions for which patients are hospitalized. It emphasizes the biological, psychological and social components of each patient's situation. The student will utilize the nursing process in the management of the patient with more complex problems. Four lecture hours, twelve clinical hours. Pre-requisite: NURS 110 Pre- or coreguisites: BIOL 122, ENGL 122, PHED.

- NURS 212. Medical-Surgical Nursing II (8 credit hours). This course is a continuation of Medical-Surgical Nursing I. It provides a more in-depth level of learning and includes nursing practice in more complex nursing settings. Opportunities are provided for the assumption of increased responsibility in the management of nursing care. The student will synthesize and apply the knowledge and skills from nursing and science courses. Four lecture hours. Twelve clinical hours. Pre-requisites: NURS 110, 211 and 130. Pre- or co-requisites: CHEM 110 or CHEM 121, BIOL 225.
- NURS 213. Maternal Nursing (4 credits) (8 weeks). This course approaches the family at the establishment phase and includes the antepartal phase, parturition, and the post-partal phase of childbearing. It also includes the care of the newborn. Meeting the physiological and psychological needs of the family is stressed with emphasis on the normal aspects of childbearing. Deviations from normal are included with the focus on the assessment and nursing management. Experiences are provided in clinical agencies for caring for the mother and the newborn. Four (4) lecture hours and twelve (12) laboratory hours. Prerequisites: NURS 212; BIOL 122; BIOL 225; CHEM 110.
- NURS 214. Child Health Nursing (4 credits) (8 weeks). This course includes the care of the child from birth through adolescence. The stages of growth and development is a prerequisite course which serves as the theoretical foundation for the nursing care. Acute and chronic illnesses of children are studied with emphasis on nursing care. Clinical experiences provide the student with opportunities to care for and observe children in both the hospital and well-child settings. Four lecture hours, twelve clinical hours. Prerequisites: NURS 212.
- NURS 221. Professional Development (3 credits). This course is designed to offer the student of nursing a better understanding of the nursing profession as it relates to the health care delivery system. The content will include historical, contemporary and future issues in nursing; legal responsibilities; professional behavior and ethics; professional organizations; opportunities and employment responsibilities in nursing; and concepts of management. Prerequisites: Approval of instructor.

#### NURSING

Judy Siefert, Department Chairperson Glo Ann Cole

VN — Vocational Nursing

- NURS 001. Personal and Vocational Adjustments. (12 contact hours). This course introduces vocational nursing, nursing history, nursing ethics, legal aspects, personal hygiene and grooming, licensure, nursing associations, publications, and the role of the vocational nurse as a part of the health team and the health care delivery system.
- NURS 002. Microbiology. (12 contact hours). This course introduces the student to the world of microscopic organisms with emphasis on disease prevention, disease control programs, and community resources. A brief introduction relates organisms to various communicable diseases.
- NURS 003. Anatomy and Physiology. (70 contact hours). This is a basic course in normal body structure and function and serves as a background for nursing care principles. Independent and interdependent functioning of the body systems are included, i.e. the cell, body organization, the musculoskeletal systems, nervous, cardiovascular, respiratory, gastrointestinal, genito-urinary, and endocrine systems.

- to assist the student develop competency in nursing skills and activities. The student will receive classroom and laboratory instruction and preclinical hospital setting experience. The sequence of study will proceed from simple to complex and in the order of man's basic needs hierarchy.
- NURS 005. Nutrition. (25 contact hours). This course is designed to provide general knowledge of nutrition in healthy and diseased states of all age groups. The student will study the importances of good nutrition, the nutritional essentials, nutrition planning, and basic diet development for individuals needing diet alteration.
- NURS 006. Pharmacology. (70 contact hours). This course introduces pharmacology, weight systems, calculation of dosages and introduces the basic drug classification, drug uses, actions, dosages, routes of administration, side effects, precautions and nursing implications. Laboratory demonstrations of correct patient identification, medication preparation, and safety are emphasized. Minimum clinical experiences will be 1 week of Functional Medication Administration or 8 weeks Total Patient Care Assignments.
- NURS 007. Mental Health and Mental Illness. (25 contact hours). This course defines the basic concepts of positive mental health, coping mechanisms, and the various aspects of emotional behavior due to illness and/or environmental factors. Related pharmacological and nutritional aspects of patient care are integrated. Clinical experience if available will be two weeks psychiatric nursing.
- NURS 008. Maternal Child Nursing. (91 contact hours). This course approaches the study of the family at the established phase using the nursing process. Normal obstetrics and complications specific to the mother and the newborn are studied in the prenatal, antenatal and post-natal and/or post-partum periods. Normal growth and development of children from birth through adolescence is included. Childhood diseases and disorders, their effects upon normal growth and development, pediatric nursing care measures necessary to meet the emotional, physical, and socio-economic needs of the child are followed through the family life cycle. The minimum clinical experience will be 3 weeks obstetrical nursing, 2 weeks newborn, 3 weeks pediatric nursing.
- NURS 009. Medical-Surgical Nursing. (130 contact hours). This course is designed to aid the student in the nursing process and in meeting the needs of the adult and geriatric patient in the hospital, or other health care agencies. The student will utilize his basic knowledge of nursing care principles, the nursing process and man's basic needs in administering care to patients with major and minor medical-surgical conditions. Principles of first-aid, pharmacology, and nutrition are included in the development of the total plan of care for each patient condition. The minimum clinical experience will be 6 weeks medical nursing and 6 weeks surgical nursing.

#### PHYSICAL EDUCATION

Don Childs, Department Chairperson/Athletic Director Frankle Blansit, Gary Coffman, John Gilligan

#### **ACTIVITY COURSES FOR MEN AND WOMEN**

PHED 115-116. Individual and Dual Sports. (1 credit) (1 credit). This course provides instruction and participation in one of the following: beginning tennis, badminton, archery, gymnastics, karate, handball, racquetball, yoga, scuba diving, bowling, jogging, weight training, water safety instruction, dance and golf for

- the development of fitness, skills, knowledge and appreciation for all students. Equipment is furnished by the college. Three hours of class instruction and participation per week.
- PHED 117-118. Volleyball. (1 credit) (1 credit). This course consists of instruction and participation in both beginning and advanced volleyball. Three lab hours per week.
- PHED 125-126. Fundamentals of Movement. This course provides instruction and participation in the fundamentals of beginning folk dance or beginning modern dance with a brief study of history and philosophy of the dance. Three hours of class instruction and participation per week.
- PHED 121-122. Physical Fitness and Weight Training. (1 credit) (1 credit). A study of basic fundamental skills and techniques of an overload and strength and conditioning program is included in this course. Three hours of class instruction and participation per week.
- PHED 151-152. Team Sports. (1 credit) (1 credit). Activities taught may include one or two of the following: flag football, basketball, volleyball, soccer, speedball and softball. Three hours of class instruction and participation per week.
- PHED 165-166. Physical Conditioning. A planned program of exercise to provide a condition of fitness and figure improvement through increased cardio-vascular activity and large muscle exercise. Three hours of class instruction and participation per week.
- PHED:215-216. Individual and Dual Sports. (1 credit) (1 credit). Prerequisite: Sophomore standing. Three lab hours per week.
- PHED 217-218. Volleyball. (1 credit) (1 credit). Prerequisite: Sophomore standing. Three lab hours per week.
- PHED 221-222. Physical Fitness and Weight Training. (1 credit) (1 credit). Prerequisite: Sophomore standing. Three lab hours per week.
- PHED 225-226. Fundamentals of Movement. (1 credit) (1 credit). Prerequisite: Sophomore standing. Three lab hours per week.
- PHED 251-252. Team Sports. (1 credit) (1 credit). Prerequisite: Sophomore standing. Three lab hours per week.
- PHED 265-266. Physical Conditioning. (1 credit) (1 credit). Prerequisite: Sophomore standing. Three lab hours per week.

#### **VARSITY SPORTS**

- PHED 131-132, 231-232. Varsity Volleyball. (1 credit) (1 credit). A course for advanced volleyball players who are competing on a collegiate level. Prerequisite: Instructor approval. Three lab hours per week.
- PHED 161-162, 261-262. Varsity Tennis. (1 credit) (1 credit). A course for advanced tennis players who are participating on a collegiate level. Prerequisite: Instructor approval. Three lab hours per week.
- PHED 171-172, 271-272. Varsity Baseball. (1 credit) (1 credit). A course for advanced baseball players who are competing on a collegiate level. Prerequisite: Instructor approval. Three lab hours per week.
- PHED 181-182, 281-282. Varsity Basketball. (1 credit) (1 credit). A course for advanced basketball players who are competing on a collegiate level. Prerequisite: Instructor approval. Three lab hours per week.

players who are competing on a collegiate level. Prerequisite: Instructor approval. Three lab hours per week.

#### THEORY COURSES

- PHED 110. Foundations of Physical Education. (3 credits). Designed for professional orientation in physical education, health and recreation. Brief history, philosophy and modern trends of physical education, teacher qualification, vocational opportunities and skill testing comprise the contents of the course. Three lecture hours per week.
- PHED 120. Personal and Community Health. (3 credits). This course presents the essential present-day knowledge of personal and community health. Stress is placed on physiological and anatomical background showing the student how to make a sound appraisal of the effects of health practices upon the body. Pollution and prevention and control of diseases are also discussed under community health.
- PHED 130. Coaching Athletics. (3 credits) A course in the coaching of football, basketball, baseball, tennis, golf, and volleyball for students who would like to assist in this sport, but who prefer to emphasize this phase of physical education. Methods of coaching are studied through lectures, demonstrations, practice, and reading of present day literature on the sports. Thee lecture hours per week.
- PHED 210. First Aid. (3 credits). The theory and practice in the standard and advanced courses of the American Red Cross in first aid and home and farm study. Three lecture hours per week.
- PHED 220. Officiating. (3 credits). This course is designed to teach the rules of various sports. Opportunities for experience will be provided in intramurals, practice games and tournaments. Three lecture hours per week.
- PHED 230. Athletic Injuries. (3 credits) A course in the practical and theoretical study of massage, taping, bandaging, care of sprains, bruises, strains, and wounds. A course designed to acquaint the student with the problems of the athletic training room and to provide him with the practical instruction to aid in the solution of these same problems. Three lecture hours per week.

#### PHYSICS

#### Dick Graef, Department Chairperson

- PHYS 111, 112. Physical Science I, II (4 credits) (4 credits). A survey course of the physical science field. Topics are selected from physics, chemistry, geology, astronomy, and meteorology. Experiments are chosen to illustrate the philosophy and methods of science. This course is designed and taught for the non-science major. Three lecture and two laboratory hours per week.
- PHYS 121-122. General Physics I, II (4 credits) (4 credits). These courses are to be taken in sequence. An introductory course which includes mechanics, heat, electricity, magnetism, light and nuclear physics. Three lecture and three laboratory hours per week. Prerequisite: MATH 110 or the equivalent.
- PHYS 133-134. Technical Physics I, II (4 credits) (4 credits). Instruction includes motion, Newton's laws, sound, electricity and magnetism. Students are also introduced to atomic structure, inorganic reactions, bonding, organic nomenclature, heat, spectra, and optical instruments. This course is designed primar-

- ily for students in the technology program that need a fundamental understanding of physics and chemistry. Three lecture and three laboratory hours per week. Prerequisite: MATH 110 or the equivalent.
- PHYS 141. Mechanics and Heat (3 credits). This is a course designed to meet the needs of science and engineering students. Topics covered include: vectors and vector products, equilibrium, moments of force, motion, Newton's laws, and heat. Three lecture hours per week. Corequisite: MATH 212 or 214.
- PHYS 146. Mechanics and Heat Laboratory. (1 credit). A laboratory course for those students taking PHYS 141. One three-hour meeting per week. Corequisite: PHYS 141.
- PHYS 242. Electricity and Magnetism (3 credits). A course in electricity and magnetism designed for science and engineering students. Three lecture and three laboratory hours per week. Prerequisite: PHYS 141.
- PHYS 247. Electricity and Magnetism Laboratory (1 credit). A laboratory course for those students taking Physics 242. One three-hour meeting per week. Corequisite: PHYS 242.
- PHYS 243. Wave-Motion, Sound, Light (3 credits). A course for students in science, engineering, and other related fields. Topics covered include: nature and propogation of light, reflection interference, diffraction, lens, polarization, natural radioactivity and nuclear energy. Three lecture hours per week. Prerequisite: PHYS 242.
- PHYS 248. Wave-Motion, Sound, Light Laboratory. (1 credit). A laboratory course for those students taking Physics 243. One three hour meeting per week. Corequisite: PHYS 243.

#### PSYCHOLOGY

Arthur Daniel, Department Chairperson
Nancey Lobb

- PSYC 120. General Psychology (3 credits). This course is designed to give the student a broad view of the field and acquaint him with the fundamental laws of behavior that have to do with daily conduct in various life situations. The study of human behavior relating experimental data to practical problems, the measurement of ability, sensory and perceptive processes, organic basis of behavior, heredity, maturation, learning and thinking, motivation, emotion, personality and social factors in behavior. Three lecture hours per week.
- PSYC 130. Child Growth and Development (3 credits). A study of physical and psychological development from conception to adolescence with emphasis on factors which influence growth and development. Designed to help the individual develop skills in observing and interpreting children's behavior. Three lecture hours per week.
- PSYC 230. Adolescent Psychology (3 credits). This course will provide a survey of adolescent development including physical, intellectual, social and emotional factors. It will focus on the problems of adjustment and typical manifestations of anit-social behavior during adolescence.
- PSYC 240. Statistical Methods in Psychology (3 credits). Measures of central tendency and variability; statistical inference; correlation and regression. Prerequisite: PSYC 120.
- PSYC 260. Human Development: Biofeedback Training (3 credits) This course is designed to provide the student with some simple skills in self-control through

the use of profeedback equipment. It will provide a means for learning appropriate responses to stress and for improving the individual's self-concept. Two lecture and two laboratory hours per week.

## READING

Charles Ferguson, Department Chairperson Lynda Vern

NOTE: Developmental Reading courses and labs provide instruction in the fundamentals of reading. Such instruction will benefit two groups of students: (1) those needing additional preparation in reading before taking college-level credit courses and (2) those who simply desire to improve their reading abilities.

Either one or two semesters of Developmental Reading are required for all students who score below 14 in Social Science on the ACT and/or who reveal by placement exam a deficiency in reading ability. Developmental Reading is strongly recommended for students scoring below 16 in Social Science on the ACT. Developmental Reading students who successfully complete their studies are eligible to take RDNG 115.

- RDNG 101. Developmental Reading Lab I (1 credit). Designed to accompany RDNG 109 or 110, this lab provides one hour each week of supervised activities that reinforce 109 or 110 class work and deal with specific reading problems.
- RDNG 109. Developmental Reading I (3 credits). To improve basic reading abilities, this course teaches phonetic and structural analysis skills that enable the student to "decode" unfamiliar words and thus become an independent reader. Comprehension techniques are also stressed. RDNG 109 is offered in a laboratory setting.
- RDNG 110. Developmental Reading II (3 credits). Through improvement of reading comprehension and speed, vocabulary, and study skills, this course prepares the student to deal more successfully with the study materials required in many college courses. RDNG 110 is offered in a laboratory setting.
- RDNG 115. Speed Reading (3 credits). This is a transferable course for the average or advanced reader. As in RDNG 110, the focus in RDNG 115 is on reading comprehension and speed, vocabulary development, and study skills. The course is offered in a laboratory setting. Prerequisite: An ACT score of 14 or higher in Social Sciences or a Nelson-Denny Reading Test score of tenth-grade level or higher.

#### SECRETARIAL SCIENCE

Dorothy Hitt, Department Chairperson
Pearl Rinderknecht

- SECT 111-112. Shorthand I, II (3 credits) (3 credits). Aims at mastery of the principles of Gregg shorthand with drills in the correct formation of work outlines and phrase forms; the study of word signs, phrasing, dictation, transcription, and speed building. Lecture three hours, laboratory two hours per week.
- SECT 121-122. Typewriting I, II (3 credits) (3 credits). The typewriting keyboard and skills essential to obtain employment in an office occupation. Correct typing techniques and practice in production problems such as centering, letters, manuscripts, simple tabulations, and forms. Both courses are structured for individualized learning. Lecture 2 hours, laboratory 3 hours per week.

- SECT 130. Business Communications (3 credits). A study of the use of correct and forceful English and the application of positive qualities in writing business letters and reports. Lecture three hours per week.
- SECT 140. Secretarial Practice (3 credits). A study of secretarial occupations and secretarial duties in the business office including handling of mail, filing, personality and human relations, grooming, and office routine. Lecture three hours and laboratory two hours per week. Prerequisite: SECT 112.
- SECT 150. Office Machines (3 credits). Introduction to operations of ten-key adding machine, electronic printing calculator, electronic display calculator, and transcriber. Designed as a survey course to give the student an insight into the use of these machines and to develop sufficient skill for machines to be used later in offices. Lecture two hours and laboratory three hours per week.
- SECT 210. Shorthand III. (3 credits). Improvement of shorthand speed and office efficiency through practice. Further emphasis is given to widening vocabulary.

  Accurate transcription is stressed. Lecture three hours and laboratory two hours per week. Prerequisite: SECT 112.
- SECT 212. Secretarial Internship. (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Students may receive credit from an approved full-time job.
- SECT, 215. Dictation and Transcription. (3 credits). Intensive training designed to develop additional speed and accuracy in writing and transcribing shorthand to meet the demands for secretarial efficiency. Lecture three hours and laboratory two hours per week. Prerequisite: SECT 210.
- SECT 220. Typewriting III (3 credits). This advanced typing course places emphasis on production typing with additional training given in letter writing, tabulation, stencil cutting, and creation of office atmosphere. Lecture two hours and laboratory three hours per week. Prerequisite: SECT 122.
- SECT 222. Secretarial Internship. (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Students may receive credit from an approved full-time job.
- SECT 230. Records Management (3 credits). A study of basic filing procedures and records control, providing instruction in the fundamentals that are essential to the managing of the records of a business. Lecture two hours and laboratory two hours per week.
- SECT 240. Office Management and Procedures (3 credits). Office management and procedures represents a comprehensive survey of the most acceptable methods and practices of office administration with a constant emphasis on two basic concepts of successful business management: satisfactory human relations and continuous cost reduction. This course is designed for the Administrative Secretary.
- SECT 250. Word Processing (3 credits). Office simulation of business typing, transcribing, and production work utilizing equipment currently found in word processing centers. Develops concept of word processing in business for both the administrative secretary and the corresponding secretary. Includes a review of grammar, punctuation, and vocabulary, as well as training in decision making. Prerequisite: SECT 122 or equivalent. Two lecture hours and three laboratory hours per week.

#### SOCIOLOGY

Arthur Daniel, Department Chairperson
Mike Eernissee

- SOCI 110. Marriage and Family Relationships (3 credits). A contemporary study of the freedom and growth potential of the individual in marriage and family life. The many parameters of the marital and parental relationships are explored and emphasis placed on raising current questions with comprehensive examination of the values and goals of the individual as well as the institution of the family.
- SOCI 111. Principles of Sociology (3 credits). The scientific examination of the organization of human social life, the unique forms and social order of group life, and the products of group living with special emphasis on social interaction patterns, the processes and institutions developed by man to facilitate his progress.
- SOCI 122. Social Problems (3 credits). The scientific examination of conditions that are disruptive to society today, those seen as problematic for society as a whole and those that represent violations of the norms of special groups in society: population, poverty, social minorities, mass society, delinquency, crime, drugs, sexual deviance, and disorganization of family, education and religion.
- SOCI 230. Introduction to Anthropology (3 credits). Principles of physical and cultural anthropology; analysis of the cultures of prehistoric and existing preliterate people; impact of modern western culture on preliterate societies. Prerequisite: SOCI 111.

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Jose' G. Castillo, Jr., Department Chairperson

- SPAN 111-112. Elementary Spanish I, II. (4 credits) (4 credits). While this course is definitely aimed toward proficiency in conversational Spanish, care is taken to give the student the necessary background in pronunciation, verb forms, and grammatical construction to enable him to take Intermediate Spanish. Three lecture and two laboratory hours per week.
- SPAN 121-122. Intermediate Spanish I, II (3 credits) (3 credits). This course includes more complex grammatical points. Reading of classical and contemporary literature with a view to furthering cultural appreciation and gaining a better understanding of international affairs. Three lecture hours and one laboratory hour per week. Prerequisite: SPAN 112 or instructor approval.
- SPAN 211-212. Advanced Conversation and Composition (3 credits) (3 credits). This course is designed to further the student's study and use of Spanish after the fourth semester of college study in the language. Three lecture hours per week. Prerequisite: instructor approval.

#### **SPEECH**

C. Jay Burton, Department Chairperson

SPCH 110. Fundamentals of Speech. (3 credits). The Fundamentals of Speech consists of the study of the importance of speech as an aid in social adjustment; the improvement of articulation and pronunciation; the study of the use of bodily activity and its relation to effective speaking; vocabulary development;

- of these ends. Three lecture hours per week.
- SPCH 120. Public Speaking (3 credits). Public Speaking is devoted to the methods of organization and the techniques of delivery of the platform speech, emphasis upon explanation and persuasion. Study of group methods of problem solving and parliamentary procedure. Three lecture hours per week. Prerequisite: SPCH 110 or consent of instructor.
- SPCH 130. Oral Interpretation (3 credits). Oral Interpretation is the study of platform interpretation of literature. Emphasis will be placed upon improvement in voice, pronunciation, and enunciation for interpreting lyric poetry, narrative prose and poetry, descriptive essay, monologue, and dramatic scenes. This course is particularly recommended for English and elementary majors. Three lecture hours per week. Prerequisite: SPCH 110.
- SPCH 140. Business Speech (3 credits). Business Speech is devoted to the study of the techniques of technical reporting (i. e., speeches to instruct, speeches of special reporting); the study of special situation speeches; the study of techniques of problem-solving through public discussion (i. e., panel discussion, symposium, etc.); the study of the techniques of parliamentary law for purposes of learning to preside at various meetings; to give interview experience. Three lecture hours per week.

#### WELDING

#### Bruce Westmoreland, Department Chairperson

- WELD 110. Welding Processes (4 credits). Theory and practice in techniques of oxyacetylene welding and cutting. Layout and preparation of commonly used joints. Servicing and regulation of oxy-acetylene equipment and basic shop practice. Basic welding machine theory and set up procedures of electronic arc welding machine. Two lecture and six laboratory hours per week.
- WELD 121. Arc Welding (Plate I) (4 credits). Metal cutting with oxygen and acetylene equipment. Theory of plate welding. Plate welding in three positions: flat, vertical up, and horizontal. Two lecture and six laboratory hours per week.
- WELD 122. Arc Welding (Plate II) (4 credits). Advanced theory of plate welding. Plate welding in five positions: flat, vertical up, horizontal, vertical down, and overhead. Root and Face Bend tests for qualifications of plate welders. Advanced theory and troubleshooting procedures for electronic arc welding machines. Two lecture and six laboratory hours per week. Prerequisite: WELD 121 or approval of department head.
- WELD 131. Basic MIG and TIG (4 credits). Theory of Tungsten Inert Gas Welding and Metallic Inert Gas Welding. Laboratory experiences in gas shielded arc welding. Two lecture and six laboratory hours per week. Prerequisite: WELD 121 or approval of department head.
- WELD 160. Shop Equipment and Safety (2 credits). An introductory course in safety to be used while in the shop or on the job. Shop and job safety will be taught and carried out at all times. One lecture and two laboratory hours per week.
- WELD 231. Advanced MIG and TIG (4 credits). Advanced theory of Tungsten Inert Gas Welding and Metallic Inert Gas Welding. Advanced laboratory experiences in gas shielded arc welding. Two lecture and six laboratory hours per week.

  Corequisite: WELD 131 or approval of department heads.
- WELD 241. Basic Layout Design and Fabrication (3 credits). Introduction to design and construction of various types of layouts according to specifications. Re-

- four laboratory hours per week. Prerequisite: WELD 121 or approval of department head.
- WELD 242. Advanced Layout Design and Fabrication (3 credits). Advanced design and construction of various types of layouts according to specifications. Related welding experiences involved in structure fabrication. One lecture and four laboratory hours per week. Prerequisite: WELD 241 or approval of department head
- WELD 251. Pipe Welding I (4 credits). Theory of pipe welding. Cutting and beveling pipe with oxygen and acetylene equipment. Pipe welding in two positions: Rolling and horizontal. Two lecture and six laboratory hours per week. Prerequisite: WELD 122 or approval of department head.
- WELD 252. Pipe Welding II (4 credits). Advanced theory of pipe welding. Pipe welding in four positions: Rolling, horizontal, downhill, and overhead. Code test under Section IX, A. W. S. Two lecture and six laboratory hours per week. Prerequisite: WELD 251 or approval of department head.
- WELD 270. Welding Specifications and Testing (3 credits). Testing welds by means of coupons cut out of a welded section. Sample testing of weld sections. How to use the bend test machine. The difference between non-destructive and destructive testing. Two lecture and three laboratory hours per week. Prerequisite: WELD 122.



# \*AUTOMOBILE MECHANICS

Bruce Westmoreland, Department Chairperson

Alvin Horn, Hasso Schroder

- AUTO 110. Basic Automotive (3-6) (4 credits). The course will acquaint the student with service trade information, use and care of shop equipment and tools, standard transmission, brakes, clutches, rear axle, drive line principles, and a limited application of automotive shop practice.
- AUTO 120. Internal Combustion Engine (3-6) (4 credits). An introduction to the gasoline internal combustion engine. Technique and skill in inspection, repairing and overhauling of engine components, valve timing, use of special tools and equipment.
- AUTO 130. Automotive Electricity and Ignition System (3-6) (4 credits). An introduction into the fundamentals of electricity as applied to the automotive vehicle. Classroom theory and laboratory practices of magnetic principles of electricity, functions of the diode and transistor, the storage battery, D.C. and A.C. charging systems, generators and alternators, and complete wiring systems.
- AUTO 140. Carburetion and Fuel Systems (3-6) (4 credits). A study of fuels and their applications, requirements, and effect on carburetion. Students will disassemble, clean, overhaul, reassemble, and adjust various types of carburetors.
- AUTO 150. Automotive and Truck Chassis (3-6) (4 credits). A study of designs, construction, and frame alignment fundamentals of the vehicle chassis. Classroom theory and laboratory practices will include front end alignment, shock absorbers, springs steering mechanism, wheel balancing, and power steering.

#### \*DRAFTING

Ben Daw, Department Chairperson Larry Huffman

- DRFT 112. Technical Drafting (3-6) (4 credits). The principles of technical drawing as required to express ideas graphically are introduced. Topics include: use of instruments, geometric construction, orthographic projection, sections, auxiliary views, revolutions, dimensioning, axonometric projection, intersections and developments.
- DRFT 213. Pipe Drafting (3-6) (4 credits). A basic course designed for the study of engineering standards, pipe and fitting designs, symbols and specifications.
- DRFT 223. Structural Drafting (3-6) (4 credits). A course designed to cover AISC specifications and standards, design and detail, or structural members and connections.
- DRFT 233. Electrical Drafting (3-6) (4 credits). An introduction to electrical schematics and diagrams. Also covers basic electricity and study of electrical and electronic symbols, their application and associated terminology.
- DRFT 243. Architectural Drafting (3-6) (4 credits). Basic drafting techniques as related to the preparation of residential details, with emphasis on floor plans, plot plans, foundations, structural details, sections and elevations.

#### \*RADIO AND TELEVISION REPAIR

Bill Grubbs, Department Chairperson Lew Garrett

- RATV 120. Basic Television Receivers (3-7) (4 credits). Study of television circuits as applied to the black and white home and industrial closed circuit receivers. Servicing experiments in lab will be done on actual lab TV receivers using upto-date equipment and schematics. The use of the VTVM and the scope is emphasized.
- RATV 220. Basic Color Television (3-7) (4 credits). The study of color television circuits as they are applied to the modern receiver. The student will study color, mixing both additive and subtractive methods, requirement of the composite color signal, makeup of the color picture tube, convergence, and troubleshooting procedures. All lab experiments are performed on live color receivers, using up-to-date equipment and schematics. Prerequisite: RATV 120 or equivalent.
- RATV 230. Advanced Service Techniques (3-7) (4 credits). A course of study designed for the technician who is familiar with television circuitry and wants to progress to advance servicing techniques. Includes visual alignmen and overall response analysis. Corequisite: RATV 120 or equivalent.
- RATV 110. Basic Radio Receivers (3-7) (4 credits). An introduction to radio receivers and radio circuitry. Prepares the student for radio servicing and is the basic foundation for further study in television servicing of black and white, color and industrial closed circuit as well as home receivers.
- RATV 260. Communications I (3-7) (4 credits). Theory and application of electronics from basic through transmitters and antennas. Lab includes application, operating and testing of communication equipment. This course prepares students to qualify for the F.C.C. Second Class Radio-Telephone Operator's License.

#### \*WELDING

Bruce Westmoreland, Department Chairperson

- WELD 111. Welding Processes and Safety (4 credits). Theory and practice in techniques of oxy-acetylene welding and cutting. Layout and preparation of commonly used joints. Servicing and regulation of oxy-acetylene equipment and basic shop practice. Basic welding machine theory and set up procedures of electrical arc welding machine. This course will also include an introduction to shop and job safety. Three lecture hours and six laboratory hours per week.
- WELD 120. Arc Welding (Plate I) (4 credits). Metal cutting with oxygen and acetylene equipment. Theory of plate welding. Plate welding in three positions: flat, vertical up, and horizontal. Three lecture and six laboratory hours per week.
- WELD 123. Arc Welding (Plate II) (4 credits). Advanced theory of plate welding. Plate welding in five positions: flat, vertical up, horizontal, vertical down, and overhead. Root and Face Bend tests for qualifications of plate welders. Advanced theory and troubleshooting procedures for electronic arc welding machines. Three lecture and six laboratory hours per week.
- WELD 132. Basic MIG and TIG (4 credits). Theory of Tungsten Inert Gas Welding and Metallic Inert Gas Welding. Laboratory experiences in gas shielded arc welding. Three lecture and six laboratory hours per week.
- WELD 253. Pipe Welding I (4 credits). Theory of pipe welding. Cutting and beveling pipe with oxygen and acetylene equipment. Pipe welding in two positions: Rolling and horizontal. Three lecture and six laboratory hours per week.

<sup>\*</sup>Courses offered only at the Texas Department of Corrections.