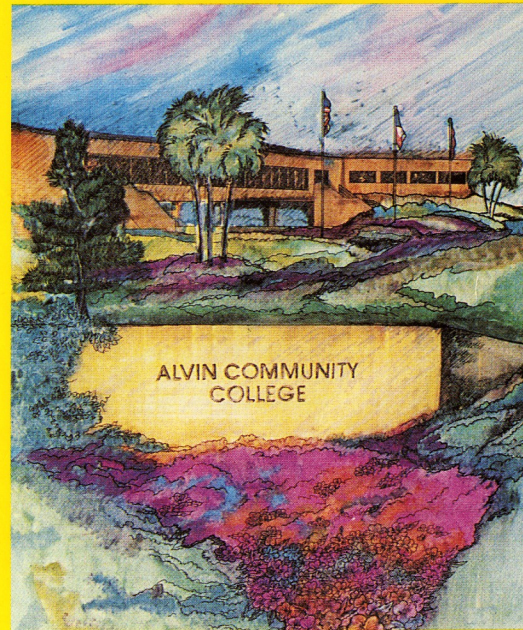

ALVIN COMMUNITY COLLEGE



CATALOG 1990-91

ALVIN COMMUNITY COLLEGE CATALOG
VOLUME 41, AUGUST 1990, NO. 1



Alvin Community College announcement of courses for 1990-1991

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

Alvin Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees.

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 Catalog may be changed without prior notice. The regulations appearing here will be in force starting with the 1990 fall semester.

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ACADEMIC CALENDAR

Fall Semester 1990

July 26 or August 9	DOLPHIN PREVIEW - Orientation for New Students
July 30-Aug. 1	PRE-REGISTRATION
August 27	Fall Semester Workshop
August 28	REGISTRATION
August 30	Classes Begin
August 31-Sept 1	Weekend College Classes Begin
September 3	Labor Day Holiday
September 6	Last Day to Register/Add Classes
September 17	12th Class Day
October 2	Last Day to Apply for Fall Graduation
November 16	Last Day to Drop Classes (5:00 P.M.)
November 22-24	Thanksgiving Holidays
November 26-28	PRE-REGISTRATION
December 12	End of Classes
December 13-18	FINAL EXAMINATIONS
December 14-15	Weekend Class Finals
December 20-Jan. 2	Christmas Holidays - College Closed

Spring Semester 1991

January 3	College Reopens
January 4	DOLPHIN PREVIEW - Orientation for New Students
January 7	Spring Semester Workshop
January 8	REGISTRATION
January 10	Classes Begin
January 11-12	Weekend College Classes Begin
January 16	Last Day to Register/Add Classes
January 25	12th Class Day
February 22-23	TJCTA Convention (Dallas)
March 1	Last Day to Apply for Spring Graduation
March 1	Last Day to Order & Measure Graduation Regalia
March 11-15	Spring Break
March 29-30	Easter Holiday
April 4	Last Day to Drop Classes (5:00 P.M.)
April 15-17	PRE-REGISTRATION
May 3	End of Classes
May 3-4	Weekend Class Final Examinations
May 6-9	FINAL EXAMINATIONS
May 16	COMMENCEMENT

Summer Term 1991 -- First Session

May 27	Memorial Day Holiday
May 28	REGISTRATION (for 6- and 12-week sessions)
May 29	Classes Begin
May 30	Last Day to Register/Add Classes
June 4	4th Class Day (6-week classes)
June 10	Last Day to Apply for August Graduation
June 12	9th Class Day (12-week classes)
June 26	Last Day to Drop Classes (5:00 P.M.)
July 3	End of Classes

July 4	Independence Day Holiday
July 8	FINAL EXAMINATIONS
Summer Term 1991 -- Second Session	
July 11	REGISTRATION (for 2nd six-week session)
July 15	Classes Begin
July 16	Last Day to Register/Add Classes
July 18	4th Class Day
August 8	Last Day to Drop Classes (2nd summer and 12-week sessions) (5:00 P.M.)
August 19	End of Classes
August 20	FINAL EXAMINATIONS

ALVIN COMMUNITY COLLEGE CORRESPONDENCE DIRECTORY

Mailing Address:
3110 Mustang Rd., Alvin, TX 77511-4898

Telephone For Information:
(713) 331-6111

ACC Theatre:
Box Office, ext. 412; 331-0370

Physical Fitness/Athletics:
Director of Athletics & Physical Education, ext. 410; 331-8846

Admissions:
Counseling Center, ext. 235

Physical Plant Operations:
Director of Physical Plant, ext. 207

Associate Degree Nursing:
ADN Director, ext. 260

Public Relations:
Administrative Coordinator, ext. 241

Business Affairs:
Director of Fiscal Affairs, ext. 225

Security:
Campus Police, ext. 300

Cafeteria:
Director of Food Services, ext. 242

Computer Systems:
Director of Computer Services, ext. 271

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

Student Activities:
Coordinator of Student Activities, ext. 390

Student Employment:
Financial Aid Officer, ext. 206

Counseling:
Director of Student Services, ext. 342

Student Financial Aid:
Financial Aid Officer, ext. 206

Employment by College:
Personnel Director, ext. 349

Student Records:
Registrar, ext. 247

Evening School:
Director of Continuing Education & Evening Programs, ext. 208

Testing:
Counseling Center, ext. 235

Graduation:
Graduation Advisor, ext. 419

Texas Department of Criminal Justice:
Associate Dean of Student and Instructional Services, ext. 238

KACC Radio Station:
Radio Station Manager, ext. 379; 331-0330

Occupational/Technical Programs:
Associate Dean of Occupational/Technical Programs, ext. 266

University Parallel Programs:
Associate Dean of University Parallel Programs, ext. 267

Off-Campus Housing Information:
Counseling Center, ext. 235.

Veterans Benefits:
Registrar, ext. 247

1990 1991

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WITNESS

The first time I saw Alvin Community College... it was a beautiful day... I was walking through the campus... and I saw the beautiful buildings... and the friendly people... and the beautiful scenery... and I knew that this was a special place...

Alvin Community College is a place where... students can find a home... where they can learn... and grow... and where they can make a difference... in the world...

GENERAL INFORMATION

The Alvin Community College is located... in the heart of the Gulf Coast... and is a member of the State System of Texas... and is accredited by the Southern Association of Colleges and Schools...

Alvin Community College offers... a wide variety of programs... for students... and is committed to providing... the highest quality of education...

We believe in the dignity of every individual... and in the power of education... to change lives... and to create a better future...

Alvin Community College is a place... where students can find... a sense of community... and where they can... learn and grow...

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HISTORY

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

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

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

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

The enrollment of Alvin Community College has grown from 134 students in 1949 to a record high of 4,404 in 1988. During this period of growth, the leadership of Alvin Community College has been under five presidents: Mr. A. G. Welch (1949-1954), Dr. A. B. Templeton (1954-1964), Mr. D. P. O'Quinn (1964-1971), Dr. T. V. Jenkins (1971-1976), and Dr. A. Rodney Albright (1976 to present).

PHILOSOPHY

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

MISSION

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

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

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

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

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

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

INSTITUTIONAL GOALS

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

1. To provide occupational/technical instruction to meet the demands for technicians, skilled craftsmen, and semiprofessional workers.
2. To provide first and second year courses in the arts and sciences and pre-professional curriculums that transfer to senior institutions.
3. To offer developmental courses that improve the basic skills of students whose academic foundations need strengthening.
4. To provide individuals of all ages and levels of education with a wide range of opportunities for extending or diversifying their learning experiences.
5. To provide professional assistance in helping students achieve educational, occupational, and personal goals.
6. To provide student activities to supplement formal learning through extracurricular development of social, recreational, and cultural aspects of the total college experience.
7. To provide special programs and services to meet the particular training requirements of new or expanding occupations and to provide constructive responses for the changing needs of the community.
8. To provide activities and training for the continuous professional growth and competency of all college employees.
9. To provide support to instructional and student services personnel.

FACILITIES

The main campus of Alvin Community College, situated on 112 acres in Alvin, Texas, consists of eleven buildings: Learning Resources Center, Fine Arts Center, Health and Paramedical Technologies Center, Business and Industrial Technologies Center, Student Center, Physical Fitness Center, Liberal Arts Building, Natural Sciences Building, Occupational Technical Building, KACC Radio Station, and a Maintenance Storage Complex.

The first floor of the Learning Resources Center contains the Computer Center, Office of the Associate Dean of Student and Instructional Services, Counseling and Testing Center, Financial Aid and Placement Office, Records Office, Veterans and Graduation Offices, Business Office, Communications Center, and Media Center. The second floor houses the Learning Lab and the 30,000-volume Library.

The Fine Arts Center contains facilities for 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 laboratories 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 courtroom. An open-concept secretarial laboratory contains learning carrels. Criminal justice students study in a crime lab. A window display case provides fashion merchandising students with actual advertising experiences. Laboratories for instruction in industrial programs include an electronics lab with individual work stations and a microcomputer, an automobile mechanics lab, and a welding lab and fabricating shop.

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

The Physical Fitness Center includes a gymnasium, men's and women's weight rooms, four racquetball courts, a steam bath, sauna, dressing rooms, lockers, eight tennis courts, a baseball field, two-mile jogging track and par course, a soccer/football field, and auxiliary equipment.

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

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

The Occupational Technical Building encompasses 36,000 square feet and includes a drafting lab/classroom, two other laboratories, six classrooms, faculty offices, and a Criminal Justice Training Center.

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, and educational and light entertainment programs.

There is parking space on campus for approximately 1,750 vehicles.

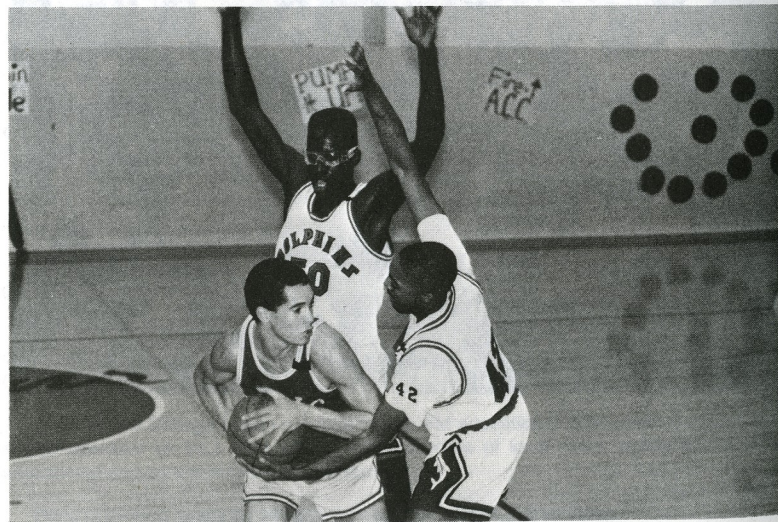
Continuing Education classes are taught on campus and at various locations throughout the surrounding communities as the need arises.

RECOGNITION

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

Alvin Community College is a member of the American Association of Community and 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, the National Junior College Athletic Association, and the Texas Junior College Athletic Conference.





Continuing Education classes are taught on campus and at various locations throughout the surrounding communities as the need arises.

ACADEMIC POLICIES AND REGULATIONS

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ADMINISTRATIVE INTERPRETATION AND CHANGE

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

CLASSIFICATION OF STUDENTS

Upon admission all students are classified as follows:

Full-time Student: A student who is registered for a full time load as defined under ACADEMIC LOAD is classified as full-time.

Part-time Student: A student who is registered for less than a full time load as defined under ACADEMIC LOAD is classified as part-time.

Freshman: A student who has completed less than 30 semester hours is classified as a freshman.

Sophomore: A student who has completed 30 or more but less than 60 semester hours is classified as a sophomore.

Unclassified: A student who has completed 60 or more semester hours is unclassified.

ATTENDANCE

Regular attendance in classes is expected. When a student must miss a class, it is the student's responsibility to inform the instructor prior to the absence, if possible. The student is responsible for completing all work missed during an absence; any work missed and not subsequently completed will affect the grade of the student regardless of the reason for absence.

An administrative withdrawal may be imposed on students who exceed course absence standards. Administrative withdrawal from classes may affect enrollment in other courses, insurance eligibility, financial aid, and/or veterans benefits. See Administrative Withdrawal on page 16.

ACADEMIC LOAD

Students are responsible for determining the academic load they may successfully complete during each semester.

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

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

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

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

Minimum Load: No minimum load is required.

AUDIT

When space is available, permission to audit a course may be granted to students who have been admitted to the College and who do not wish credit for the course. Students auditing a course **may not, under any circumstances,** claim credit for the course. Audit courses are identified on the student's permanent record by a grade of "AU." Registration of audit students will occur on the last day of late registration. A student who is registered for credit in a course may **not** change that course to audit during audit registration or at any time during the semester. Charges for auditing a course are the same as for regular registration. Financial aid is not available for enrollment in audit courses.

SENIOR CITIZENS

Senior citizens, 65 years or older, who are residents of the ACC College District may be permitted to audit without payment of fees, on a space-available basis, any course the College offers (Texas Education Code 54.210). Applicants need to provide evidence of age. Other than for fees and age requirements, the general regulations and procedures applying to audit individuals are also applicable to senior citizens.

WITHDRAWAL

After students have registered and paid for courses, they are considered enrolled until an official withdrawal form has been received by the Records Office, Room A-104. Continued non-attendance does not automatically terminate enrollment in a course and may result in a failing grade or administrative withdrawal.

To withdraw from a course or to withdraw from the College (all courses), students must obtain the appropriate form from the Records Office, the Counseling Center, or an instructor, complete the form, obtain a counselor's signature, and submit the form to the Records Office.

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

review insurance policies (usually applied to students carried on parents' health/insurance plans) regarding college attendance requirements and/or

consult with the Financial Aid Office and/or

consult with the Veterans Coordinator.

A grade of "W" will be assigned for withdrawals received at the Records Office by the published withdrawal date for each semester.

Students should withdraw in person; however, letters to the Registrar are acceptable. Letter withdrawals are considered official on the date received at the Record's Office.

ADMINISTRATIVE WITHDRAWAL

Students who do not meet course attendance requirements may be administratively withdrawn from the course by the instructor. Administrative withdrawals will carry the grade of "W" and must be submitted by the faculty by the published deadline on forms provided for this purpose.

EMERGENCY WITHDRAWAL

Emergency withdrawals will be considered effective as of the date of the emergency, providing the student submits proof of the emergency (examples: military orders or medical certification of family emergency) when withdrawing in person or by letter.

DEAN'S LIST

The names of students who complete 12 or more college-level semester hours during a fall or spring semester with a grade-point 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 complete 7-11 college-level semester hours during a fall or spring semester and earn a grade point average of 3.5, without any "F" or "U" grades, will be placed on the Merit List.

ACADEMIC SUSPENSION/PROBATION

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

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

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

Academic probation is earned when a student fails to maintain at least a 2.0 cumulative grade point average on a minimum course load of 6 hours. The probation stands until the student raises the cumulative GPA to 2.0 or higher.

Each semester while on academic probation, a student must meet with a counselor prior to registration to establish the conditions necessary for continued enrollment at the College. In fall and spring semesters, the student's maximum course load may be reduced to 13 semester hours in order to improve the student's chances for success.

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

COMPLIANCE STATEMENTS

- CIVIL RIGHTS:** 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, age, handicap, or national origin.

Any complaints of alleged violation should be directed to the Director of Personnel.

- HANDICAP RIGHTS:** Alvin Community College 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 inadvertently discriminate against any handicapped individual and thereby prevent compliance with the intent of the above act. Information concerning College practices as they relate to Section 504 should be directed to the Associate Dean of Student and Instructional Services.

Special registration assistance can be arranged for those students who have a verifiable handicap. Contact the Counseling Center for this service.

- FAMILY EDUCATIONAL RIGHTS AND RECORDS ACCESS ANNUAL NOTICE:** In compliance with the Family Educational Rights and Privacy Act of 1974, the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone number, (4) dates of attendance, (5) educational institution most recently attended, and (6) other information, including major field of study and degrees and awards received.

A student may request that directory information be withheld from the public by giving written notice in person to the Records Office during the first 12 class days of a fall or spring semester or the first four class days of a summer session. **If no request to withhold directory information is filed, information is released upon inquiry. Telephone inquiries for directory information are not acknowledged. No transcript or academic record is released without written consent from the student except as specified by law.**

4. **RELIGIOUS HOLY DAYS:** Alvin Community College allows a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th calendar day after the first day of the semester, the student notifies the instructor of each class the student has scheduled on that date that the student will be absent for a religious holy day. [Texas Education Code Section 51.911] (Forms are available in the Counseling Center.)
5. **ILLEGAL DRUGS:** In compliance with HR 253/SR 645, no illegal drugs shall be allowed on campus, and any student caught with an illegal drug will be suspended from attendance or enrollment for a specified period of time. See the Associate Dean of Student and Instructional Services for a copy of due process procedures.
6. **STANDARD OF CONDUCT:** The college student is considered a responsible adult. The student's enrollment indicates acceptance of the standards of conduct published in the **Student Handbook**.

CREDIT BY EXAMINATION

Alvin Community College awards credit in some subjects to academically qualified students based on scores made on recognized national or locally developed examinations. The following tests are recognized:

- 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 developed departmental tests

Credit and a letter grade of "A," "B," or "C" will be awarded to students who successfully complete locally constructed examinations. An exception is in the Department of English, where only the grades of A or B will be awarded. Credit and notation of credit earned will be awarded based on the recommendation of the American Council on Education.

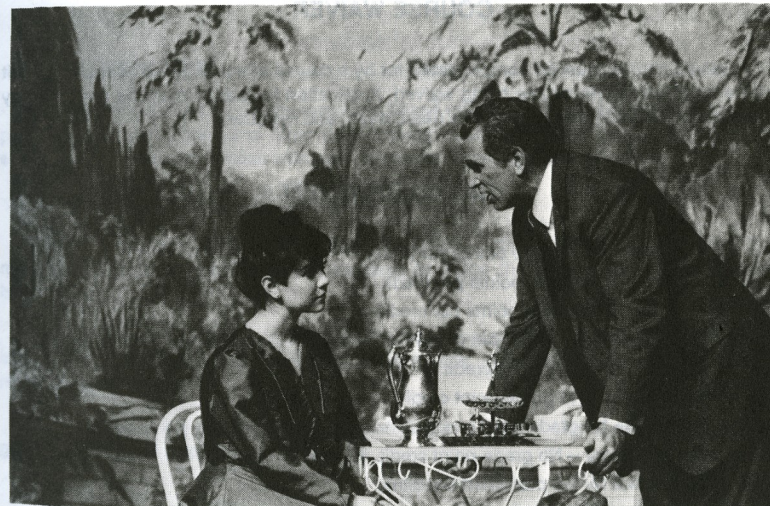
A fee of \$10 per semester hour will be charged for locally developed departmental tests. Fees for national tests are determined by the testing agency.

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. Appropriate department chairpersons and associate deans must approve all credit-by-examinations. 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 curriculum involved. Credit by examination is noted on the transcript in the Remarks Section: "By exam."

The Records Office has additional information on these programs.

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 will be awarded accordingly. The Records Office has additional information.



TRANSFER CREDIT

It is the responsibility of the student to furnish official college transcripts and test scores to the Records Office and to any other area on campus that requires such information.

Transfer credit will be given for all passing work completed at accredited colleges and universities. A formal evaluation will be completed only when requested.

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

Alvin Community College may accept credits from an unaccredited institution contingent upon twelve hours of satisfactory resident work at Alvin Community College.

For additional information regarding transfer of credits, see CORE CURRICULUM, page 25-26 in this Catalog, or see the Graduation Advisor for evaluation of transfer credits.

COURSE WAIVER

A waived course must be compensated for by a course of equal credit hours. No credit will be awarded for the course being waived. Application for waiver must be approved by the appropriate chairperson, associate dean, dean, and registrar.

GRADING SYSTEM

- A = Excellent -- Four grade points per credit
- B = Good -- Three grade points per credit
- C = Average -- Two grade points per credit
- D = Poor -- One grade point per credit
- F = Failure -- No grade-point credit
- S = Satisfactory -- No grade-point credit
- R = Re-enroll -- No grade-point credit. Discontinued Fall 1990.
- U = Unsatisfactory -- No grade-point credit
- W = Withdrawal by the published deadline.
- WP = Discontinued Fall 1989.
- WF = Discontinued Fall 1989.
- I = Incomplete -- No grade-point credit. An incomplete grade ("I") is given when a course is nearly completed and when, in the instructor's opinion, 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 by the instructor. Any "I" not changed by the instructor at the end of the following semester (December, May, August) will automatically be changed to an "F."
- IP = Course in progress.
- X = Audit -- No grade-point credit. Discontinued Fall 1988.
- AU = Audit -- No grade-point credit. Permission of the Dean of Instruction, Student and Community Services or his designee is required to audit a class. Registration for

an audit class is on the last day of late registration on a space-available basis. AU grade use begins with Fall 1988.

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. Exceptions to this grading system exist.

CHANGE OF GRADE

Grades in individual courses may be changed only when there has been a grading error. Grade change requests begin with the course instructor and must be approved by the department chair and the appropriate associate dean.

Grievances regarding course grades must first be discussed with the instructor. Should the student wish to appeal a course grade after discussion with the instructor, the student must state reasons for the appeal and present them in writing to the department chair or program director. Further appeal may be made through the appropriate associate dean and the Dean of Instruction, Student and Community Services. The student has one semester from the date of grade assignment to apply for a grade change unless the student documents emergency circumstances.

GRADE REPORTING

Grades are assigned by faculty members based on attendance, class and/or laboratory performance, test scores, and other departmental academic requirements. Students are encouraged to become familiar with each instructor's grading requirements.

Grades are reported by the following methods:

Grade reports are mailed by the Records Office at the end of each semester. This method of reporting grades permits students to judge their performance on a regular basis.

Student Information Sheets are provided at each registration. This method of reporting allows the student to review previous performance and courses completed prior to registering each term.

Transcripts are provided by the Records Office and are the official reports of courses, grades and credits awarded by the College.

TRANSCRIPT ORDERING INFORMATION

Official transcripts may be ordered from the College by completing the Request For Transcript Service form or by letter. The letter must include the student's name at the time of last attendance, current name (if a name change has occurred), social security number, date of birth, and signature. All requests must provide a complete address to which the transcript is to be sent. Requests not containing this information will be returned to the requestor for the required information.

Transcript services will normally be provided within 24 hours of receipt of the request, except during registration periods. No transcript fee is charged.

STUDENT RECORDS POLICY AND PROCEDURES

As a general rule, the College will not release any information concerning student records without the written consent of the student or his parent (if the student is a minor).

RELEASE OF GENERAL INFORMATION

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

REVIEW OF RECORD

Any student who desires to review his record may do so upon request to the Records office. A student may have copies of his record at a charge not to exceed \$1.00 per page.

CHALLENGE TO ACCURACY OF RECORD KEEPING

Any student who desires to challenge the accuracy of his records should present his request to the Registrar.

RECORDS ON HOLD

Any student who has not cleared all outstanding obligations, such as library fines, traffic violations, financial aid obligations, child care obligations, and business obligations, will have his records placed on hold in the Records Office. Such action will prohibit a student's receiving grades, future registration at ACC, or release of records for any purpose.

GRIEVANCE PROCEDURE

Any student wishing to present a grievance for possible action should first discuss the matter with his instructor. Thereafter, as deemed necessary, the grievance should be presented to the program director, department chairperson, appropriate associate dean, Dean of Instruction, Student and Community Services, 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 listed. However, the College reserves the right to make schedule adjustments and to delete or discontinue any class when enrollment or other circumstances justify such action.

GRADUATION HONORS

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

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).

GRADUATION UNDER A PARTICULAR CATALOG

A student must complete the degree requirements set forth in a particular **Alvin Community College Catalog**. Normally, this is the **Catalog** in effect when the student first enrolls, provided that he/she progresses in a timely manner to achieve graduation requirements. Any significant interruption of progress toward a degree may result in a change to the requirements of a later **Catalog**. Any change to the requirements of a later **Catalog** must be approved by the Registrar or Graduation Advisor.

GRADUATION POLICY

Degrees and certificates are not awarded automatically upon completion of requirements. The student must apply for graduation at the Records Office and pay the graduation fees at the Business Office. Deadlines for submitting applications appear each semester in the **Class Schedule** and each year in the **College Catalog**. A graduation applicant who does not fulfill all degree requirements in the designated semester or summer session must reapply and pay additional graduation fees.

DEGREES AND CERTIFICATES

The Associate in Arts (AA) degree is awarded in General Liberal Arts, Art, Drama, Music, Musical Theatre, and Physical Education.

The Associate in Applied Arts (AAA) degree is awarded in Communications.

The Associate in Science (AS) degree is awarded in Agriculture, Biological Science, Business Administration, Mathematics, and Physical Science.

The Associate in Applied Science (AAS) degree is awarded in occupational/technical two-year curriculums. (See program listings under curriculum offerings.)

The Associate in General Studies (AGS) degree is awarded for academic work (at the community college level) with maximum flexibility in course selection. At least 62 semester hours are required, including at least 21 hours of general education. Courses are selected to meet the individual needs of the student.

The Certificate is awarded in one-year technical programs. (See program listings under curriculum offerings.)

Developmental courses may not be used to fulfill the requirements for a degree or certificate.

GRADUATION REQUIREMENTS

The student must comply with the following requirements:

1. Meet entrance requirements.
2. Fulfill all course requirements of a particular curriculum as specified in the **College Catalog** and/or student's degree plan.
3. For a two-year program, complete 24 semester hours in residence at Alvin Community College; for a one-year program, complete 12 semester hours in residence. In each program, at least half of the hours in residence must be in the student's major field of study.
4. Earn a grade point average of at least 2.0 (C average) in courses required by the student's particular curriculum.
5. For a two-year program, complete two semester hours of activity physical education; for a one-year program, complete the number of hours of activity physical education specified in the student's particular curriculum. Students with justifiable extenuating circumstances may petition for a waiver. The petition must originate with the Physical Education Department Chairperson and be approved by the appropriate associate dean.
6. Pass the Texas Academic Skills Program (TASP) Test if not exempt.
7. File an application for graduation with the Graduation Advisor. Late applications will result in the student's graduation being postponed until the following scheduled graduation, at the earliest.
8. Resolve all financial obligations to the College and return all borrowed materials, including library books. Failure to resolve such obligations will result in the student's records being placed on "hold," prohibiting graduation.
9. If a spring graduate, attend commencement exercises or obtain an excuse from the Associate Dean of Student and Instructional Services.

Under extraordinary circumstances, any deviation from these general requirements may be requested by the appropriate department chairperson and approved by the appropriate associate dean and the Dean of Instruction, Student and Community Services.

SECOND DEGREE OR CERTIFICATE

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

DEFINITIONS OF ACADEMIC TERMS

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 with another course.

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

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

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

Faculty: The instructional staff of the College.

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

Matriculation: Enrollment in the College.

Prerequisite: A course which must be taken or a test which must be passed prior to another course.

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

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

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

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

CORE CURRICULUMS

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

A policy statement concerning core curriculums 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 of this policy statement are as follows:

1. The mandatory provisions regarding transfer of college credits pertain only to credits earned at a Texas public junior college accredited by the Southern Association of Colleges and Schools or by the Association of Texas Colleges and Universities. Such credits will apply toward a degree in an academic field covered by the core curriculums 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 curriculum of the student's declared major field. The senior college or university shall grant the student full value toward degree requirements as

- stated in the catalog of the senior institutions and as they apply to the student's declared major.
3. Inasmuch as the core curriculums necessarily depend upon the student's major, he/she shall be required to declare his major field no later than the end of his 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 curriculum for it to be valid and freely transferable, but any course shall also be transferable, provided that the course was completed prior to original registration in the senior institution.
 5. Alvin Community College may accept credits from an unaccredited institution contingent upon 12 hours of satisfactory resident work at Alvin Community College.

PHYSICAL EDUCATION REQUIREMENT

Alvin Community College supports the significance and importance of physical activity/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 a partial satisfaction for curriculums.

Students with justifiable extenuating circumstances may petition the Physical Education Department Chairperson and be approved by the appropriate associate dean for a course waiver.



STUDENT SERVICES POLICIES and REGULATIONS

ADMISSION

Requests for application materials or questions concerning admission should be addressed to the Counseling Center.

New students will be admitted to the College providing all admission requirements have been met.

Admission to the College does not guarantee admission to specific programs and courses. Departmental approval is required to register in certain programs and courses. See page 29-30 of this Catalog.

ADMISSION CLASSIFICATION

Students will be considered for admission to the College under the following categories:

Early admission: This applies to high school students who have completed their junior year and have the recommendation of the high school principal.

College transfer: This applies to students who transfer to ACC from another college or university.

High school graduate: This applies to graduates from an accredited high school.

High school equivalency: This applies to students who have successfully completed the General Educational Development test.

Individual approval: This applies to adults, veterans, and military personnel who have not completed a high school program, but who are prepared to undertake college studies.

Returning student: This applies to former Alvin Community College students who did not attend the previous semester.

ADMISSION REQUIREMENTS AND DEADLINES

To be assured admission and registration, all students entering or re-entering Alvin Community College must comply with admission and/or readmission requirements by the established deadline.

International Students: Refer to page 32-33 of the catalog for additional admission requirements.

Transfer Students on Academic Probation/Suspension: Transfer students who are not in good standing at the institution of last attendance may be admitted on an individual petition basis through the Dean of Instruction, Student and Community Services or his designee. Written approval for admission must be obtained; such approval will be conditional.

FORMS REQUIRED

Early admission: High school students must submit a completed Application for Admission. In addition, an Early Admission Application, which requires approval of the high school principal or counselor, must be submitted prior to each semester registration.

New students: Students who have never attended Alvin Community College must complete, in full, an Application for Admission.

Returning students: Students who have previously attended Alvin Community College but were not enrolled in the previous semester must complete an Application for Readmission.

RECORDS AND TESTING REQUIRED

Records must be on file with the Records Office before admission to the College is granted. Students are responsible for requesting that their official records be forwarded directly from the issuing institution to the Alvin Community College Records Office. Test scores and transcripts are official only when sent directly from the issuing institution to the ACC Records Office. **Records are not considered official if marked as issued to the student.**

Early admission: An official high school transcript verifying completion of the junior year and the ACC local placement scores or TASP scores are required for admission. After high school graduation, an official high school transcript with date of graduation must be provided. Alvin Community College transcripts will not be sent to other colleges or universities until the high school transcript with the graduation date is received.

College transfer: Official transcripts from previously attended colleges and universities are required for admission. TASP scores are required for non-grandfathered students, and ACC local placement scores may be required for grandfathered students.

High school graduate: An official high school transcript with graduation date and ACC local placement scores or TASP scores are required for admission.

High school equivalency: Official General Educational Development test scores and ACC local placement or TASP scores are required for admission.

Individual approval: Official ACC local placement test or TASP scores and an Individual Approval form are required for admission.

Returning student: Official transcripts from all institutions attended during absence from ACC are required for readmission. TASP scores are required for non-grandfathered students, and ACC local placement scores may be required for grandfathered students.

Test results will not be used to deny admission to Alvin Community College. Certain programs require additional tests for admission. See individual program requirements in the Curriculum Offerings section of this catalog.

In addition to the records listed above, residency documentation must be provided. See pages 33 and 34.

ADVISEMENT REQUIRED

All students entering ACC for the first time are required to participate in admissions advising provided by the Counseling Center. No student will be permitted to register for classes until admissions advising has been completed.

ADMISSION TO SPECIFIC CURRICULUMS

In addition to the general college admission requirements listed above, additional specific requirements are prescribed for the following departments:

Child Care and Development
Court Reporting
Criminal Justice
Medical Laboratory Technology

Nursing
Nursing - Transition
Respiratory Care
Vocational Nursing

Students planning to pursue certificate or degree programs from these departments must complete departmental admission requirements listed in the Curriculum Offerings section of the College Catalog.

Students will be admitted to a curriculum when all of the listed departmental admission requirements are met. Students who do not meet the admission requirements for a specific curriculum may be eligible to enter that curriculum or course after they have satisfactorily completed preparatory course work.

Admission to these curriculums is through the Department Chairperson or Program Director.

REGISTRATION

WHEN TO REGISTER FOR CLASSES

Registration periods for regularly scheduled classes are tentatively scheduled in the Academic Calendar published in this catalog. Specific times, dates, and class information are published separately in the Class Schedule, distributed prior to each registration period.

Special registrations are conducted for classes offered at locations other than the Alvin Community College campus and for courses scheduled other than in the semester calendar. Details of special registration are published and distributed separately.

LATE REGISTRATION

Students are permitted to register late as published in the Class Schedule. Students who complete registration after classes begin are not excused from meeting attendance or academic requirements and must arrange with the instructor to make up any missed assignments. No student is permitted to register after the late registration date.

ADMISSION TO CLASSES

To be officially registered and gain admission to classes, students must complete the published registration procedure each semester, including payment of all tuition and fees. Students who withdraw are not normally permitted to remain in class on an unofficial basis.

TEXAS ACADEMIC SKILLS PROGRAM

The Texas Academic Skills Program (TASP) is required by Texas law (Texas Education Code 51.306) to ensure that students enrolled in Texas public colleges possess the academic skills needed to perform effectively in college-level course work. TASP includes a testing component designed to identify and provide diagnostic information about the reading, mathematics, and writing skills of each student. The following information has been extracted from Subchapter P, which delineates policies relating to the Texas Academic Skills Program and its application to students in public institutions of higher education.

5.312. Definitions

- (a) For purposes of this subchapter, "freshman" is defined as a matriculated student who has accumulated fewer than thirty college-level semester credit hours or the equivalent.
- (b) The "Certification Form" of the TASP examination is a version that shall be uniformly administered statewide on days prescribed by the board and shall be scored by National Evaluation Systems, Inc.
- (c) The "Campus Form" of the TASP examination is a version that may be administered and scored by qualified campus personnel on a schedule determined by the institution. The campus form may not be used to satisfy the requirements of 5.313(e) or (g).
- (d) A certificate program subject to the requirements of TASP is one which contains nine or more semester credit hours or the equivalent of basic core general education courses as defined by the Southern Association of Colleges and Schools.

5.313. Eligibility

- (a) Any student with at least three college-level semester credit hours accumulated prior to the fall of 1989 shall not be required to take the examination. If the student is transferring to an institution affected by the TASP, any previous college-level hours must be acceptable to the receiving institution as counting toward a certificate or degree program not exempted under paragraph (f) below.
- (b) All students in the following categories who enter public institutions of higher education in the fall of 1989 or thereafter must be tested for reading, writing, and mathematics skills:
 - (1) all full-time and part-time freshmen enrolled in a college-level certificate program or degree program;
 - (2) any other student, including transfers from private or out-of-state institutions, prior to the accumulation of nine or more college-level semester credit hours or the equivalent in a Texas public institution of higher education.
- (c) High school students may take the examination prior to graduation only if they have previously passed all sections of the exit level TEAMS test, and have been admitted to, or are currently enrolled in, an institution of higher education.
- (d) Pre-collegiate or non-credit courses may not be counted toward the accumulation of the semester credit hours referred to in paragraph (b) above.
- (e) No student may graduate from a certificate program defined in paragraph 5.312 (d) above, an associate degree program, or a baccalaureate degree program without having passed all sections of the "Certification Form" of the examination, unless the student is exempted under paragraph 5.313 (a).
- (f) Students in certificate programs other than those defined in paragraph 5.312 (d) are exempted from the requirement of taking the examination unless and until they become eligible under the provisions of paragraph 5.313 (b).
- (g) To assist with placement decisions, Alvin Community College may administer to entering, first-time freshmen with no college credit hours the "Campus Form" of the TASP or any appropriate diagnostic instrument which it chooses. Such students must then take the "Certification Form" of the TASP prior to the end of the semester in which they accumulate fifteen or more college-level semester credit hours.
- (h) All students not included in paragraph (g) above, who enter a Texas public institution of higher education for the first time in fall 1989 or thereafter, other than those exempted by this subchapter, must take the "Certification Form" of the examination prior to the end of the semester in which they accumulate nine or more college-level semester credit hours.
- (i) If any student tested under either paragraph (g) or (h) above fails to take the "Certification Form" of the TASP during the designated semester, the student may not be permitted to re-enroll or to enroll in any other Texas public higher education institution in any courses other than non-credit remedial, developmental, or pre-collegiate courses until he or she has taken the examination.

For further information on TASP and to obtain a copy of the TASP Registration Bulletin, students should contact the Counseling Center in person or by phone at 331-6111, extension 342.

TASP is a skills assessment program and will not prevent students from entering Alvin Community College.

DEVELOPMENTAL STUDIES

Those students who are interested in strengthening basic academic skills and in coming to terms with the practical aspects of living have the opportunity to do coursework in the Developmental Studies. Classes in basic math, reading, and English are available. It is possible for students who need full-time status to enroll in 12-15 hours or to take only those classes that fulfill a special interest or need. For more information see the Counseling Center in Building A, first floor.

The following are Developmental Studies courses:

English 0309	Math 0309	Reading 0309
English 0310	Math 0310	Reading 0310
Psychology 0309		

INTERNATIONAL STUDENTS

Students from other countries attending Alvin Community College are called international students. An international student is a citizen of a country other than the United States who has an F-1 or M-1 visa for educational purposes and who intends to return to his home upon completion of his educational program.

International students must carry a minimum of twelve (12) semester hours to meet the requirements of the Department of U.S. Naturalization and Immigration Service. It is essential that international students have sufficient funds to cover their expenses while in this country and make arrangements for mandatory personal health insurance. The international student tuition is \$40.00 per semester hour with a minimum tuition and fees of \$562.00 for the regular term and \$285.00 for the summer session. Tuition and fees are subject to change without notice.

International students interested in receiving an **ACC Catalog**, an international student brochure, a class schedule, an ACC application, and TOEFL information should send an international money order for \$25.00 to the Counseling Center.

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 Counseling Center fifteen days prior to the beginning of the semester or summer session in which they intend to begin their studies:

1. A completed application form.
2. A health form (physician's 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. These records must list all subjects taken, grades earned or examination results in each subject, and all diplomas and certificates awarded. If these documents are not in English, they must be accompanied by authorized English transcriptions.
4. Adequate proof of competency in English as outlined in the international student application brochure or a score of at least 500 on the Test of English As A Foreign

Language (TOEFL), administered by Educational Testing Service, Princeton, New Jersey.

5. An Affidavit of Support.
 6. An educational background letter from the 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 must agree to attend foreign student orientation each semester that he attends Alvin Community College.

RESIDENCE STATUS

The Records Office will determine the legal residence of each applicant to Alvin Community College.

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

1. **In-District** -- A student who is a resident of the Alvin Community College District on the day of registration and who has been a Texas resident for at least one year;
2. **Out-of-District** -- A student who is not a resident of the Alvin Community College District but who has been a Texas resident for at least one year;
3. **Out-of-State or Out-of-Country** -- A student who lives away from his family and whose family resides in another state or another country, or a student who has not resided in Texas for the twelve months immediately prior to the day of registration;
4. **Alien** -- A student who is living in this country under a visa permitting permanent residence, or who has filed a declaration of intention to become a citizen with the proper federal immigration authorities.

An alien student has the same privilege of qualifying for residence status as a citizen of the United States.

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

RESIDENCY CLASSIFICATION

Students must register under the proper residency classification in accordance with the "Rules and Regulations: Residence Status" published by the Coordinating Board, Texas College and University System. Copies are available in the Records Office.

Residency classification determines fees and tuition rates. Initial residency classification is based on the information provided on the Application for Admission and Residency Certification. One or more of the following documents proving that the student has been living in the State of Texas for 12 months immediately prior to the date of registration is **REQUIRED**:

- *Texas high school transcript showing attendance within last two years
- *Texas college or university transcript showing attendance within the last two years
- *Permanent driver's license, at least one year old
- *Texas voter registration, at least one year old

- *Employer statement of date of employment
- *Lease agreement which includes student's name
- *Canceled checks
- *Utility bill showing both student's name and address
- *Other third party documentation

Students are informed of their initial classification at the time that admission processing is completed.

CHANGES TO RESIDENCY STATUS

Students who believe their residency status has changed must file a Residency Reclassification Petition with the Records Office prior to the first day of registration for a given semester. Each semester, residency change petitions must be resolved and residency status established prior to the 12th class day in a fall or spring semester or the 4th class day in a summer semester, as published in the academic calendar. Refunds due to residency reclassification will be mailed upon completion of processing.

A resident student who becomes a non-resident because of a change in legal residence is required to notify the Records Office.

FINANCIAL INFORMATION

Students must pay all tuition and fees in full at the time of registration or by the deadline in the case of pre-registration. See class schedule for dates. A student may not attend class until all payments have been made. A student who has received a scholarship is 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 early in order to satisfy deadlines described in the Financial Aid section of this Catalog.

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



**ALVIN COMMUNITY COLLEGE
TUITION AND FEES SCHEDULE
Fall and Spring Semesters**

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.

CRED HRS	RI	TUITION		NR	OUT-OF- DIST FEE*	SPECIAL FEES		REGISTR FEE	RI	RO	NR
		RO	NR			STUDENT SERVICE	STUDENT SERVICE				
1	\$60.00	\$60.00	\$200.00	\$200.00	\$5.00	\$15.00	\$15.00	\$15.00	\$90.00	\$95.00	\$235.00
2	60.00	60.00	200.00	200.00	10.00	15.00	15.00	15.00	90.00	100.00	240.00
3	60.00	60.00	200.00	200.00	15.00	15.00	15.00	15.00	90.00	105.00	245.00
4	60.00	60.00	200.00	200.00	20.00	15.00	15.00	15.00	90.00	110.00	250.00
5	60.00	60.00	200.00	200.00	25.00	15.00	15.00	15.00	90.00	115.00	255.00
6	60.00	60.00	240.00	240.00	30.00	15.00	15.00	15.00	90.00	120.00	300.00
7	70.00	70.00	280.00	280.00	35.00	15.00	15.00	15.00	100.00	135.00	345.00
8	80.00	80.00	320.00	320.00	40.00	15.00	15.00	15.00	110.00	150.00	390.00
9	90.00	90.00	360.00	360.00	45.00	15.00	15.00	15.00	120.00	165.00	435.00
10	100.00	100.00	400.00	400.00	50.00	15.00	15.00	15.00	130.00	180.00	480.00
11	110.00	110.00	440.00	440.00	55.00	15.00	15.00	15.00	140.00	195.00	525.00
12	120.00	120.00	480.00	480.00	60.00	15.00	15.00	15.00	150.00	210.00	570.00
13	130.00	130.00	520.00	520.00	65.00	15.00	15.00	15.00	160.00	225.00	615.00
14	140.00	140.00	560.00	560.00	70.00	15.00	15.00	15.00	170.00	240.00	660.00
15	150.00	150.00	600.00	600.00	75.00	15.00	15.00	15.00	180.00	255.00	705.00
16	160.00	160.00	640.00	640.00	75.00	15.00	15.00	15.00	190.00	265.00	745.00
17	170.00	170.00	680.00	680.00	75.00	15.00	15.00	15.00	200.00	275.00	785.00
18	180.00	180.00	720.00	720.00	75.00	15.00	15.00	15.00	210.00	285.00	825.00
19	190.00	190.00	760.00	760.00	75.00	15.00	15.00	15.00	220.00	295.00	865.00
20	200.00	200.00	800.00	800.00	75.00	15.00	15.00	15.00	230.00	305.00	905.00

*Out-of-District Fee -- \$5.00 per credit hour, not to exceed \$75.00.
Applies to RO & NR

** Does not include lab, P.E., or parking fees; insurance; or books.

RI - Resident, In-District
RO - Resident, Out-of-District
NR - Non-Resident (Out-of-State and
International Students)

**ALVIN COMMUNITY COLLEGE
TUITION AND FEES SCHEDULE
Summer Semester**

This schedule represents fees for the Summer Semester 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.

CRED HRS	RI	TUITION		NR	OUT-OF- DIST FEE*	SPECIAL FEES		REGISTR FEE	RI	RO	NR
		RO	NR			STUDENT SERVICE	STUDENT SERVICE				
1	\$ 60.00	\$ 60.00	\$200.00	\$200.00	\$ 5.00	\$ 5.00	\$ 5.00	\$15.00	\$ 80.00	\$ 85.00	\$225.00
2	60.00	60.00	200.00	200.00	10.00	5.00	5.00	15.00	80.00	90.00	230.00
3	60.00	60.00	200.00	200.00	15.00	5.00	5.00	15.00	80.00	95.00	235.00
4	60.00	60.00	200.00	200.00	20.00	5.00	5.00	15.00	80.00	100.00	240.00
5	60.00	60.00	200.00	200.00	25.00	5.00	5.00	15.00	80.00	105.00	245.00
6	60.00	60.00	240.00	240.00	30.00	5.00	5.00	15.00	80.00	110.00	290.00
7	70.00	70.00	280.00	280.00	35.00	5.00	5.00	15.00	90.00	125.00	335.00
8	80.00	80.00	320.00	320.00	40.00	5.00	5.00	15.00	100.00	140.00	380.00
9	90.00	90.00	360.00	360.00	45.00	5.00	5.00	15.00	110.00	155.00	425.00
10	100.00	100.00	400.00	400.00	50.00	5.00	5.00	15.00	120.00	170.00	470.00
11	110.00	110.00	440.00	440.00	55.00	5.00	5.00	15.00	130.00	185.00	515.00
12	120.00	120.00	480.00	480.00	60.00	5.00	5.00	15.00	140.00	200.00	560.00
13	130.00	130.00	520.00	520.00	65.00	5.00	5.00	15.00	150.00	215.00	605.00
14	140.00	140.00	560.00	560.00	70.00	5.00	5.00	15.00	160.00	230.00	650.00
15	150.00	150.00	600.00	600.00	75.00	5.00	5.00	15.00	170.00	245.00	695.00
16	160.00	160.00	640.00	640.00	75.00	5.00	5.00	15.00	180.00	255.00	735.00
17	170.00	170.00	680.00	680.00	75.00	5.00	5.00	15.00	190.00	265.00	775.00
18	180.00	180.00	720.00	720.00	75.00	5.00	5.00	15.00	200.00	275.00	815.00
19	190.00	190.00	760.00	760.00	75.00	5.00	5.00	15.00	210.00	285.00	855.00
20	200.00	200.00	800.00	800.00	75.00	5.00	5.00	15.00	220.00	295.00	895.00

*Out-of-District Fee -- \$5.00 per credit hour, not to exceed \$75.00.
Applies to RO & NR

** Does not include lab, P.E., or parking fees; insurance; or books.

RI - Resident, In-District
RO - Resident, Out-of-District
NR - Non-Resident (Out-of-State and
International Students)

SPECIAL FEES

Student Service Fee	
Fall or spring semester	\$15.00
Summer term (per session)	\$ 5.00
Registration Fee	
All semesters (nonrefundable)	\$15.00
Applied Music Fees	
Private lessons (per semester hour)	\$25.00
Credit by Examination	
Per semester hour	\$10.00
Graduation Fees	
May graduates	\$25.00
August/December graduates	\$10.00
Lab Fees	
Accounting 2340, Art, Biology, Chemistry, Child Care, Communications, Computer Science, Court Reporting (see exception below), Electronics, Foreign Language, Geology, Medical Laboratory Technology, Physics, Respiratory Care (see exceptions below), and Secretarial Science	\$ 8.00
Exceptions:	
Air Conditioning & Refrigeration, Automotive Technology, and Welding	\$17.00
Court Reporting 2320	\$12.00
Criminal Justice 2335	\$20.00
Drafting	\$10.00
Nursing 1800 and 1400	\$16.00
Nursing 1300, 1410, and 2410	\$ 5.00
Nursing 1900	\$31.00
Nursing 2900	\$26.00
Nursing 2400	\$21.00
Nursing 2200	\$17.00
Respiratory Care 1500 and 2214	\$14.00
Vocational Nursing 1800, 1900, and 1910	\$14.00
Vocational Nursing 1500 and 1420	\$ 8.00
Local Placement Examination	\$ 3.00
Parking Fee	
First Vehicle	\$10.00
Each Additional Vehicle	\$ 5.00
Physical Education Fees (per semester)	
Towel and Locker Use Fee	\$ 6.00
Bowling Fee	\$25.00
Golf Fee	\$40.00
Scuba Diving Fee	\$75.00
Water Safety Instruction Fee	\$15.00
Returned Check Fee	\$10.00

Short-Term Loan Processing Fee (per transaction)	
Minimum	\$ 1.00
Maximum	\$ 5.00
NCLEX-RN (Licensure) State Board Exam Fee (ADN)	\$70.00

*Graduation fees must be paid to the Business Office. Upon presentation of a Business Office receipt, College Store personnel will assist with orders and measurements for caps and gowns.

REFUND POLICY

Student tuition and fees provide only a portion of the payment to cover educational expenses. The enrollment of a student, whether it is continued or not, represents a sizable cost to the College. 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.

A student must officially withdraw, in writing, to receive a refund. Refunds are processed after the payee's check clears his bank. (Allow approximately six weeks.) If payment is made in cash, refunds are processed after the fourth week of classes. Class day count begins at 8:00 a.m. with the first day of instruction as listed in the academic calendar. Refunds are made under the following conditions:

Fall & Spring Semesters

Total Withdrawal

1. Prior to the First Class Day, 100% less \$15.00 service charge
2. During the First Five Class Days, 80%
3. During the Second Five Class Days, 70%
4. During the Third Five Class Days, 50%
5. During the Fourth Five Class Days, 25%
6. After the Fourth Five Class Days, None
7. If a student's tuition and fees are paid through Financial Aid, the student is not eligible for a refund.

Schedule Changes

1. A student who reduces his semester credit hour load by officially dropping a course or courses and who remains enrolled at the institution during the first twelve class days will receive a 100% refund of the difference of semester-hour tuition and/or fees. **There is no refund after the 12th class day.**
 2. 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 lab fees, there is no charge.
- Changes become official only after the schedule change is completed in the Business Office.

Summer Sessions

Total Withdrawal

1. If a student withdraws prior to the first day of classes, a 100% refund, less a \$15.00 service charge, will be given.
2. If a student completely withdraws during the first, second, or third class day, the refund is 80%.

3. If a student completely withdraws during the fourth, fifth, or sixth class day, the refund is 50%.
4. After the 6th class day, no refunds will be given.
5. If a student's tuition and fees are met through financial aid, the student is not eligible for a refund.

Schedule Changes

1. A student who reduces his semester credit hour load by officially dropping a course or courses and who remains enrolled at the institution during the first four class days will receive a 100% refund of the difference of semester-hour tuition and/or fees. **There is no refund after the 4th class day.**
2. 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 lab fees, there is no charge.

Changes become official only after the schedule change is completed in the Business Office.

HEALTH INSURANCE

Health insurance is the responsibility of the student or, in the case of a minor, the student and his parents or guardian. If a student is to be covered under his parents' policy, coverage may depend on the student's age, dependency status on federal tax returns, and the total number of hours for which he is enrolled. See the section on ACADEMIC LOAD in this catalog. Students or parents are advised to consult their insurance carrier for information.

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 assists students in making decisions regarding their vocational, educational, and personal plans. As a part of this assistance, students have access to tests, inventories, and occupational and educational information. The Center provides individual attention and supplements the instructional programs of the College.

The Counseling Center provides assistance to students who have a physical handicap or disability through services to meet special needs.

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

The Peer Assistant Program offered by the Counseling Center is a training program that involves students helping students. Students majoring in counseling-related professions--psychology, social work, teaching, the ministry, business management, and health care professions--receive an intensive exposure to counseling techniques. To participate, contact the Counseling Center.

CAREER LIBRARY

A career library, located in the Counseling Center, contains various materials and resources concerning jobs, careers, and colleges for students interested in transfer and/or jobs. Also included in the career library is a microfiche collection of catalogs from approximately 99 percent of all U.S. colleges and universities. This file is updated yearly. A microfiche reader-printer is available for use by students, staff, and faculty.

LIBRARY

The Library is located adjacent to the Learning Lab on the second floor of Building A (Learning Resources Center). It houses 30,000 books and bound periodicals, 200 current periodical subscriptions, and 30,000 microforms. All materials are available for use by students, staff, faculty, administrators, and residents of the community. Eight librarians and several student assistants are available to provide service for 65.5 hours each week.

LEARNING LAB

Located on the second floor of the Learning Resources Center, the Learning Lab is an open-concept learning center that serves any ACC student. Its purpose is to provide help for students in a non-traditional, non-pressured environment. The primary services of the Lab are

- developmental classes in the basic subjects to better prepare students for their chosen programs;
- individual tutoring assistance;
- microcomputers, tape players/recorders/copiers, films, and audio tapes for self tutoring in problem areas.

The Learning Lab is open Monday through Thursday from 8:00 a.m. to 5:00 p.m. and on Friday from 8:00 a.m. to 4:00 p.m. Evening tutoring is available by appointment. All services of the Lab are free.

CHILD CARE LABORATORY

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. The Center is licensed for children from 18 months to 6 years of age. Registration information and fee schedules may be obtained by contacting the Laboratory School Office.

DOLPHIN PREVIEW FOR NEW STUDENTS

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

ORIE 101-College Adjustment

Orientation 101 is a one-credit-hour course designed to equip students with many of the basic skills necessary for a successful academic career. Time management, how to read a college textbook, taking exams, stress reduction, assertiveness training, career exploration, and decision making skills are a few examples of the topics covered in this course. Students desiring to enroll in Orientation 101 must include it on their course plan at the time of registration. More information concerning the course (ORIE 101) is available in the Description of Courses section of this catalog and from the Counseling Center.

DISABLED STUDENT SERVICES

The College makes available special services and equipment to assist disabled students in meeting their educational objectives and in achieving campus accessibility while enrolled at the College. Information and assistance may be obtained from the Counseling Center.

VETERANS ADMINISTRATION BENEFITS

Alvin Community College has been approved for VA educational training. Prospective students who are veterans or eligible veterans' dependents should contact either the VA Regional Office or the campus Veterans Affairs Office for application forms and further information. Early application is advised. VA recipients are expected to comply with standards of academic progress listed below.

Certification to the VA is not an automatic process. The veteran needs to request it each semester that he wishes to be paid.

STANDARDS OF ACADEMIC PROGRESS

FOR STUDENTS RECEIVING VETERANS BENEFITS

Satisfactory Progress: Students receiving VA educational benefits must maintain a cumulative grade point average (CGPA) of 2.0 to be considered to be making satisfactory progress.

Probation: Students receiving VA benefits who fail to achieve a CGPA of 2.0 shall be placed on first probation for the next semester for which they register. Should the student achieve a semester GPA of 2.0 at the end of the first probation period, but not achieve a CGPA of 2.0, the student will be placed on second probation for one additional semester. Summer sessions, (Summer 1, Summer 2, and/or Summer 12-week) will be considered as one semester.

Unsatisfactory Progress: Students receiving VA benefits who fail to maintain satisfactory progress will be reported to the VA Regional Office and are ineligible for further certification at Alvin Community College until their CGPAs have been raised to 2.0 or higher. Unsatisfactory progress will be reported:

at the end of the first probation period when the semester GPA is below 2.0.

at the end of the second probation period when the cumulative GPA is below 2.0.

Transfer Students: A VA transfer student who is admitted to Alvin Community College and who is under academic suspension or probation at the last school attended will be considered to enter ACC under the terms of first probation listed above.

TEXAS REHABILITATION COMMISSION

Vocational rehabilitation services are available for disabled students who have a disability which constitutes a substantial barrier to employment. The Texas Rehabilitation Commission (TRC) provides tuition assistance, diagnostic testing, and counseling for eligible individuals who have a physical or mental disability. The Texas Commission for the Blind (TCB) provides this assistance for the visually-impaired and the blind. A representative of one of these Commissions must approve the student's vocational objective. Prospective students should apply for this assistance at the nearest office of either the TRC or the TCB, preferably at least 6 weeks prior to the registration period of the semester of desired enrollment. Contact the Counseling Center for more information, or contact the office of the TRC or TCB nearest your place of residence for eligibility requirements and information.

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 support for student loans, scholarships, and grants, funds are limited in some of these areas.

Financial aid is awarded in the form of scholarships, grants, loans, and jobs. 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) complete an application for Federal student aid. It is important for a student to apply in person. A student must submit a new application each year so that his financial need may be re-evaluated. Application forms and additional information can be obtained from the Office of Student Financial Aid. All information this office receives is handled confidentially.

Student financial aid is awarded in the order of need to students on a first-come-first-served basis as long as funds are available. Each year the individual student's priority date is established as the date the Student Financial Aid Office receives that student's first acceptable Student Aid Report (SAR). The SAR is the report sent to the student after he applies for Federal financial aid. Students should apply as soon as family income tax information is available and as early in the year as possible.

Students must make satisfactory academic progress, as determined by the Office of Student Financial Aid, in order to remain eligible for financial assistance.

FINANCIAL AID PROGRAMS AVAILABLE

Pell Grants

This grant makes funds available to eligible undergraduate students who are enrolled at least half-time. A student who meets grant requirements will be provided with an eligibility statement which he must submit to the Financial Aid Office. All students who desire to participate in this program must submit an application.

College Work-Study Program

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

Short-Term Loans

Alvin Community College has limited funds to provide immediate assistance for tuition and fees. These funds are made available through gifts contributed by individuals and organizations interested in Alvin Community College and in the welfare of its students. The funds are used for emergency loans which must be repaid during the term of enrollment so that the money may be continually circulated. Loan recipients will be charged a processing fee of \$1.00 to \$5.00 per transaction.

Guaranteed Student Loan Program

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

State Student Incentive Grant

All eligible students may be considered for this grant program, which is based on financial need. Although these funds are limited, students applying for other financial aid will automatically be considered for this program.

Supplemental Educational Opportunity Grants

Supplemental Educational Opportunity Grants are awarded to students with financial need. The minimum grant is \$100 per academic year. Although these funds are limited, students applying for other financial aid will automatically be considered for this program.

Texas Public Education Grants

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

Hazlewood Act

Honorably discharged Veterans, who were Texas residents at the time of induction into military service, who have no further entitlement to Veterans Educational Benefits or other federal educational benefits, as determined by Financial Aid eligibility, and who have resided in Texas for the 12 months preceding registration may be eligible for exemption of tuition and some fees.

Application for Hazlewood Act exemption is made through the Records Office, Veterans Coordinator. Veteran students must provide an original or a certified copy of DD Form 214 and proof of Texas residence. Additionally, Hazlewood Act applicants must begin Financial Aid processing 6 weeks prior to registration to establish eligibility for exemption.

Eligible Hazlewood Act students must secure from the Records and Financial Aid Offices a Tuition Exemption Approval Form by the census date of each semester to qualify for exemption. Census dates, published in the Catalog calendar and Class Schedule, are the 12th class day for fall and spring semester and 4th class day for summer semesters.

Job Training Partnership Act (JTPA)

Eligible students can receive tuition, fees, books, career counseling, and part-time employment. To be eligible for the JTPA program, students must (1) be enrolled in a vocational program and (2) meet financial need criteria. For information, contact the Financial Aid Office.

SCHOLARSHIPS

Athletic Grants-in-Aid

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

Music Grants-in-Aid

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

Institutional Departmental Academic Scholarships

Departmental academic scholarships are being provided to qualified students in the following disciplines: Art, Business, Child Care and Development, Communications, Court Reporting, Drafting, Electronics, English, Fashion Merchandising, Foreign Languages, Law Enforcement, Math, Medical Laboratory Technology, Mid-Management, Music, Nursing - ADN, Nursing - LVN, Respiratory Therapy, Social Science, and Science. These scholarships are competitive in nature. Students interested in these scholarships should contact the chairperson of the respective department.

Other Scholarships

The following scholarships are coordinated by Alvin Community College and are awarded each year: ACC Association of Education Office Personnel Scholarship, ACC Fashion Group Scholarship, Alvin-Manvel Area Chamber of Commerce Industrial Development Scholarship, Bill and Donna Gardin Scholarship (Business), M. B. Ward Scholarship, James Williams Scholarship (Drama), Hollis McGinness Memorial Scholarship (Alvin Noon Lions Club), Paul Lawson Scholarship (Drama), Presidential Scholarship, Presidential Service Award Scholarship (Alvin High School Graduating Senior), Rotary Club Scholarship (Alvin Rotary), and Scott Memorial Scholarship (Law Enforcement).

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

JOB PLACEMENT SERVICE

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 during school, during vacations, and after graduation. The Placement Center provides occupational information on job requirements and opportunities. The College maintains contact with business, industry, the professions, and the government for the latest information about jobs.

Students seeking part-time work are encouraged to keep in mind their future career plans because relevant job experience can help in finding permanent and satisfying positions after graduation.

ATHLETICS

The College schedules intercollegiate competition in basketball, baseball, volleyball, tennis, and golf. Non-varsity students are given the opportunity to participate in the physical education program and in an extensive schedule of intramural sports.

PHYSICAL FITNESS CENTER

The ACC Fitness Center is open to students, faculty, staff, and the residents of the College district who purchase a membership. The center operates seven days a week during the fall and spring semesters except when the College is closed. Summer operating hours are published in the class schedule.

For membership information call 331-8846.

CAFETERIA

The cafeteria, located in the Student Center, sells hot and cold food and beverages.

PARKING

Automobiles must be registered before they may be parked on campus. The Campus Police Office distributes parking permits and traffic regulations during and after registration. Spaces marked with yellow stripes are reserved for student parking, and spaces marked with white stripes are reserved for ACC personnel.

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 Student Activities Coordinator maintains the activities calendar. Campus events are listed in the weekly calendar of events, **This Week at ACC**, and in the bi-weekly newsletter, **INTOUCH**.

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

The 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 10-19, 1990

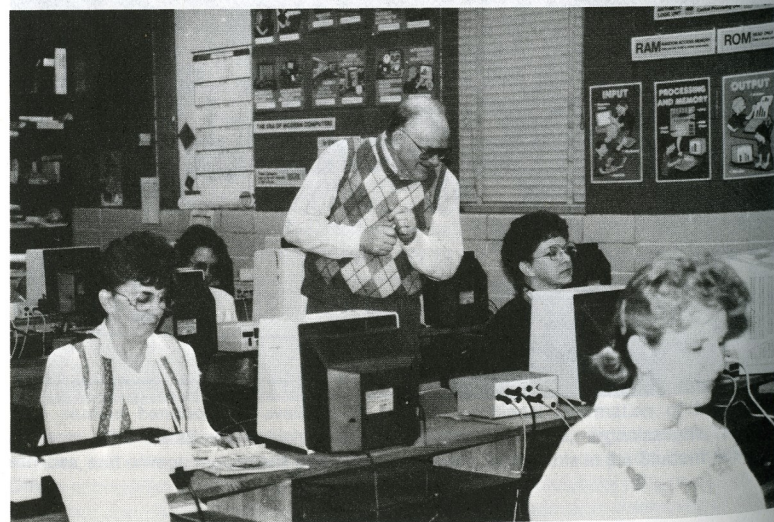
Spring Semester -- May 6-10, 1991

Summer Session I and II -- August 19-21, 1991

Book-buy-back is conducted the week of final examinations; students may sell their books back for one-half the original purchase price.



COLLEGE STORE



ADDITIONAL COURSES

ASSOCIATE IN ARTS DEGREE

CURRICULUM OFFERINGS

Course	Hours	Lab	Credits
ART 101	3	0	3
ART 102	3	0	3
ART 103	3	0	3
ART 104	3	0	3
ART 105	3	0	3
ART 106	3	0	3
ART 107	3	0	3
ART 108	3	0	3
ART 109	3	0	3
ART 110	3	0	3
ART 111	3	0	3
ART 112	3	0	3
ART 113	3	0	3
ART 114	3	0	3
ART 115	3	0	3
ART 116	3	0	3
ART 117	3	0	3
ART 118	3	0	3
ART 119	3	0	3
ART 120	3	0	3

ACADEMIC PROGRAMS

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

ASSOCIATE IN ARTS DEGREE

Degree: Associate in Arts (A.A.)

Length: Four-Semester (Two-Year) Program

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

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

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

GENERAL LIBERAL ARTS

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
**HIST 1301	The U.S. to 1877	3	0	3
*MATH	Any College Level Mathematics	3	0	3
SPCH 1311	Fundamentals of Speech	3	0	3
*Foreign Language or Elective		3	0-2	3-4
PHED	Physical Activity	0	3	1
		15	0-5	16-17

Second Semester

ENGL 1302	Composition and Rhetoric II	3	0	3
**HIST 1302	The U.S. Since 1877	3	0	3
*MATH	Any College Level Mathematics	3	0	3
*Elective	College Level	3	0	3
*Foreign Language or Elective		3	0-2	3-4
PHED	Physical Activity	0	3	1
		15	0-5	16-17

Third Semester

ENGL 2332	Survey of Literature I	3	0	3
or				
ENGL 2322	Survey of English Literature I			
SCIENCE	Physics 1401, or Chem 1405, or Biol 1408, or Geol 1403	3	2-3	4
GOVT 2301	American National and State Governments I	3	0	3
*Electives	College Level	6	0	6
		15	2-3	16

Fourth Semester

ENGL 2333	Survey of Literature II	3	0	3
or				
ENGL 2323	Survey of English Literature II			
SCIENCE	Physics 1402, or Chem 1407, or Biol 1409, or Geol 1404	3	2-3	4
GOVT 2302	American National and State Governments II	3	0	3
*Electives	College Level	6	0	6
		15	2-3	16

*Depending on the transfer requirements of the college the student will be attending.
 **One semester of Texas History (HIST 2301 or HIST 2312) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

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

ART

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
*HIST 1301	The U.S. to 1877	3	0	3
ARTS 1311	Design I	0	6	3
ARTS 1316	Drawing I	0	6	3
ARTS 1303	Art History I	3	0	3
PHED	Physical Activity	0	3	1
		9	15	16

Second Semester

ENGL 1302	Composition and Rhetoric II	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
ARTS 1312	Design II	0	6	3
ARTS 1317	Drawing II	0	6	3
ARTS 1304	Art History II	3	0	3
PHED	Physical Activity	0	3	1
		6	15	16

Third Semester

ENGL 2332	Survey of Literature I			
or				
ENGL 2322	Survey of English Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
ARTS 2316	Painting I	0	6	3
ARTS	Elective	0	6	3
**Elective (Non-Art)	College Level	3	0	3
		9	12	15

Fourth Semester

ENGL 2333	Survey of Literature II			
or				
ENGL 2323	Survey of English Literature I	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
ARTS 2326	Sculpture I	0	6	3
ARTS	Elective	0	6	3
***Elective	College Level Natural Science/Math)	3-4	0	3-4
SPCH 1318	Interpersonal Communication			
or				
SPCH 1311	Fundamentals of Speech	3	0	3
		12-13	12	18-19

* One semester of Texas history (HIST 2301 or HIST 2312) may be substituted for one semester of U.S. history (HIST 1301 or HIST 1302) to satisfy degree requirements.

**DRAMA 1310, MUSI 1306, HUMA 1301 or 1302 are suggested.

*** Natural Science/Math Elective

Total Minimum Credits Required for Arts Degree..... 65 or 66

DRAMA

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
*HIST 1301	The U.S. to 1877	0	0	3
DRAM 1220	Rehearsal and Performance	0	6	2
DRAM 1324	Movement & Dance for the Performing Arts	1	3	3
DRAM 1310	Introduction to Theatre Arts	3	2	3
SPCH 1311	Fundamentals of Speech			
or				
Elective	College Level	3	0	3
		13	11	17
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
DRAM 1221	Rehearsal and Performance	0	6	2
DRAM 1351	Introduction to Acting	2	4	3
DRAM 1341	Stage Makeup	2	4	3
MATH 1314	College Algebra	3	0	3
		13	14	17
Third Semester				
ENGL 2332	Survey of Literature I			
or				
ENGL 2322	Survey of English Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
DRAM 2120	Rehearsal and Performance	0	6	1
DRAM 1330	Introduction to Technical Theatre	2	4	3
DRAM 1352	Advanced Acting	2	4	3
DRAM 2360	Modern Theatre Literature	3	0	3
		13	14	16
Fourth Semester				
ENGL 2333	Survey of Literature II			
or				
ENGL 2323	Survey of English Literature II	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
DRAM 2331	Intermediate Technical Theatre	3	3	3
DRAM 2336	Theatre Speech	3	0	3
DRAM 2121	Rehearsal and Performance	0	6	1
Elective	College Level	3	0	3
		15	9	16

*One semester of Texas history (HIST 2301 or HIST 2312) may be substituted for one semester of U.S. history (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required for Drama Degree..... 67

MUSIC
(INSTRUMENTAL CONCENTRATION)

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
MUSI 1308	Survey of Music Literature	3	0	3
MUSI 1311	Music Theory	3	0	3
MUSI 1216	Ear Training and Sight-Singing	0	3	2
*MUSI 1181	Class Piano	1	1	1
MUSI 1127	Concert Band	0	5	1
MUAP	Applied Music: Principal Instrument	1	4	2
Elective	College Level	<u>3</u>	<u>0</u>	<u>3</u>
		14	13	18
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
MUSI 1309	Survey of Music Literature	3	0	3
MUSI 1312	Music Theory	3	0	3
MUSI 1217	Ear Training and Sight-Singing	0	3	2
*MUSI 1182	Class Piano	1	1	1
MUSI 1127	Concert Band	0	5	1
MUAP	Applied Music: Principal Instrument	1	4	2
MUSI 1170	Percussion Class	1	2	1
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		12	18	17
Third Semester				
**HIST 1301	The U.S. to 1877	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
MUSI 2311	Music Theory	3	0	3
MUSI 2216	Ear Training and Sight-Singing	0	3	2
*MUSI 2181	Class Piano	1	1	1
MUSI 2127	Concert Band	0	5	1
MUAP	Applied Music: Principal Instrument	1	4	2
Elective	College Level	<u>3</u>	<u>0-3</u>	<u>3-4</u>
		14	13-16	18-19
Fourth Semester				
**HIST 1302	The U.S. Since 1877	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
MUSI 2312	Music Theory	3	0	3
MUSI 2217	Ear Training and Sight-Singing	0	3	2
MUSI 2127	Concert Band	0	5	1
MUAP	Applied Music: Principal Instrument	1	4	2
SPCH 1311	Fundamentals of Speech	3	0	3
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		13	15	18

**MUAP 1271, 1272, 2271, 2272 may be substituted.
**One semester of Texas History (HIST 2301 or HIST 2312) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

MUSIC
(Voice Concentration)

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
MUSI 1308	Survey of Music Literature	3	0	3
MUSI 1311	Music Theory	3	0	3
MUSI 1216	Ear Training and Sight-Singing	0	3	2
*MUSI 1181	Class Piano	1	1	1
MUSI 1159	Musical Theatre	1	4	1
MUSI 1141	Concert Choir	0	5	1
MUAP 1281	Applied Music: Voice	1	4	2
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		12	20	17
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
MUSI 1309	Survey of Music Literature	3	0	3
MUSI 1312	Music Theory	3	0	3
MUSI 1217	Ear Training and Sight-Singing	0	3	2
*MUSI 1182	Class Piano	1	1	1
MUSI 1141	Concert Choir	0	5	1
MUAP 1282	Applied Music: Voice	1	4	2
DRAM 2336	Theatre Speech	<u>3</u>	<u>0</u>	<u>3</u>
		14	13	18
Third Semester				
**HIST 1301	The U.S. to 1877	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
MUSI 2311	Music Theory	3	0	3
MUSI 2216	Ear Training and Sight-Singing	0	3	2
*MUSI 2181	Class Piano	1	1	1
MUSI 2141	Concert Choir	0	5	1
MUAP 2281	Applied Music: Voice	1	4	2
Elective	College Level	<u>3</u>	<u>0</u>	<u>3</u>
		14	13	18
Fourth Semester				
**HIST 1302	The U.S. Since 1877	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
MUSI 2312	Music Theory	3	0	3
MUSI 2217	Ear Training and Sight-Singing	0	3	2
MUSI 2141	Concert Choir	0	5	1
MUAP 2282	Applied Music: Voice	1	4	2
Elective	College Level Math or Science	3	0-3	3-4
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		13	15-18	18-19

**MUAP 1271, 1272, 2271, 2272 may be substituted.
**One semester of Texas History (HIST 2301 or HIST 2312) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

MUSICAL THEATRE

Degree: Associate in Arts Degree (A.A.)

Length: Two-Year Program

Admission Requirements: Admission into this program is by audition only. To be considered for admission into the Musical Theatre Associate of Arts Degree program an applicant must:

1. Be a high school or G.E.D. graduate;
2. Fulfill admission requirements at ACC;
3. Audition for degree requirements approved by the Music Theatre Admissions Committee.

Degree Requirements:

1. Complete the 68/69 hours required in the degree program
2. Pass the proficiency exams in voice and piano
3. Pass proficiency exams in all areas of dance
4. Perform a major role in one musical theatre production
5. All courses can be repeated until proficiency is demonstrated in all areas of music theatre.
6. It is not required that a major finish this degree program within a two-year period.

MUSICAL THEATRE

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MUAP 1281	Applied Music: Voice	1	4	2
*MUSI 1181	Class Piano	1	1	1
MUSI 1159	Musical Theatre	1	4	1
DRAM 1310	Introduction to Theatre Arts	3	2	3
DRAM 2336	Theatre Speech	3	0	3
PHED 1125	Fundamentals of -Movement-Ballet	0	3	1
**HIST 1301	The United States to 1877	3	0	3
Elective	College Level	3	0	3
		<u>15</u>	<u>14</u>	<u>17</u>
Second Semester				
MUAP 1282	Applied Music: Voice	1	4	2
*MUSI 1182	Class Piano	1	1	1
MUSI 1309	Survey of Music Literature	3	0	3
DRAM 1221	Rehearsal and Performance	0	6	2
DRAM 1351	Introduction to Acting	2	4	3
PHED 1127	Fundamentals of Movement -Modern Dance	0	3	1
**HIST 1302	The United States Since 1877	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
		<u>3</u>	<u>0</u>	<u>3</u>
		<u>13</u>	<u>18</u>	<u>18</u>

Third Semester

MUAP 2281	Applied Music: Voice	1	4	2
MUSI 2159	Musical Theatre	1	4	1
MUSI 1311	Music Theory	3	0	3
MUSI 1216	Ear Training and Sight Singing	0	3	2
DRAM 1341	Stage Make-Up	2	4	3
PHED 1128	Fundamentals of Movement-Jazz	0	3	1
ENGL 1301	Composition and Rhetoric I	3	0	3
DRAM 2121	Rehearsal and Performance	0	6	1
		<u>10</u>	<u>24</u>	<u>16</u>

Fourth Semester

MUAP 2282	Applied Music: Voice	1	4	2
MUSI 1217	Ear Training and Sight-Singing	0	3	2
DRAM 1352	Advanced Acting	2	4	3
PHED 1129	Fundamentals of Movement-Tap	0	3	1
GOVT 2302	American National and State Governments II	3	0	3
ENGL 1302	Composition and Rhetoric II	3	0	3
Elective	College Level Math or Science	3	0-3	3-4
		<u>12</u>	<u>14-17</u>	<u>17-18</u>

*MUAP 1271, 1272, 2271, 2272 may be substituted.

**One semester of Texas History (HIST 2301 or HIST 2312) may be substituted.

Total Minimum Credits Required for a Musical Theatre Degree..... 68/69

PHYSICAL EDUCATION

Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
*HIST 1301	The U.S. to 1877	3	0	3
MATH 1314	College Algebra	3	0	3
PHED 1301	Introduction to Physical Education	3	0	3
PHED 1321	Coaching Basketball	3	0	3
or				
PHED 1322	Coaching Baseball	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>3</u>	<u>16</u>
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
PHED 1304	Personal and Community Health	3	0	3
PSYC 2313	General Psychology	3	0	3
PHED	Physical Activity	0	3	1
SOCI 1301	Principles of Sociology	3	0	3
		<u>15</u>	<u>3</u>	<u>16</u>

Third Semester

ENGL 2332	Survey of Literature I	3	0	3
BIOL 2401	Human Anatomy and Physiology	3	2	4
GOVT 2301	American National and State Governments I	3	0	3
PHED 1306	First Aid	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	<u>3</u>	<u>0</u>	<u>3</u>
		15	5	17

Fourth Semester

ENGL 2333	Survey of Literature II	3	0	3
BIOL 2402	Human Anatomy and Physiology	3	2	4
GOVT 2302	American National and State Governments II	3	0	3
PHED 1309	Officiating-Basketball, Football	3	0	3
PHED	Physical Activity	0	3	1
SPCH 1311	Fundamentals of Speech	<u>3</u>	<u>0</u>	<u>3</u>
		15	5	17

*One semester of Texas History (HIST 2301 or HIST 2312) may be substituted.
 Total Minimum Credits Required
 for a Physical Education Degree 66

ASSOCIATE IN SCIENCE DEGREE

Degree: Associate in Science (A.S.)

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Science Degree (A.S.) is awarded to students who fulfill the requirements of the Biological Science, Business Administration, Mathematics, or Physical Science curriculum. Students who complete these curriculums normally transfer to a four-year college where they may major in one of the following subject areas:

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

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

BIOLOGICAL SCIENCE

Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
BIOL 1408	Biology I (Zoology)	3	3	4
CHEM 1411	General Chemistry and Analysis	3	4	4
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra			
or				
MATH 1316	Plane Trigonometry	3	0	3
*HIST 1301	The U.S. to 1877	3	0	3
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		15	10	18
Second Semester				
BIOL 1409	Biology II (Botany)	3	3	4
CHEM 1412	General Chemistry and Analysis	3	4	4
ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 1316	Plane Trigonometry			
or				
MATH 1348	Analytic Geometry	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		15	10	18
Third Semester				
BIOL 2306	Environmental Conservation			
or				
BIOL 2401	Human Anatomy and Physiology	3	0-2	3-4
CHEM 2423	Organic Chemistry	3	4	4
ENGL 2332	Survey of Literature I			
or				
ENGL 2322	Survey of English Literature I	3	0	3
GOVT 2301	American National and State Government I	3	0	3
Elective	College Level	<u>3</u>	<u>0</u>	<u>3</u>
		18	4-6	16-17
Fourth Semester				
BIOL 2420	Microbiology			
or				
BIOL 2402	Human Anatomy and Physiology	3	2-3	4
CHEM 2425	Organic Chemistry	3	4	4
ENGL 2332	Survey of Literature II			
or				
ENGL 2323	Survey of English Literature II	3	0	3
GOVT 2302	American National and State Government II	3	0	3
SPCH 1311	Fundamentals of Speech	<u>3</u>	<u>0</u>	<u>3</u>
		15	6-7	17

*One semester of Texas history (HIST 2301 or HIST 2312) may be substituted for one semester of U.S. history (HIST 1301 or HIST 1302) to satisfy degree requirements.

Total Minimum Credits Required
 for Biological Science Degree 69-70

BUSINESS ADMINISTRATION

Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra	3	0	3
HIST 1301	The U.S. to 1877	3	0	3
SCIENCE	PHYS 1401, CHEM 1405, or BIOL 1408	3	3	4
Elective	College Level	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>6</u>	<u>17</u>
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 1324	Finite Math	3	0	3
HIST 1302	The U.S. Since 1877	3	0	3
SCIENCE	PHYS 1402, CHEM 1407, or BIOL II	2	3	3
CSCI 1400	Introduction to Computer Science	3	3	4
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>9</u>	<u>18</u>
Third Semester				
ENGL 2332	Survey of Literature I			
or				
ENGL 2322	Survey of English Literature I	3	0	3
ACCT 2301	Principles of Accounting I	3	1	3
GOVT 2301	American National and State Governments I	3	0	3
ECON 2301	Principles of Economics I	3	0	3
BUSI 2301	Legal Environment of Business	3	0	3
		<u>15</u>	<u>1</u>	<u>15</u>
Fourth Semester				
SPCH 1311	Fundamentals of Speech	3	0	3
ACCT 2302	Principles of Accounting II	3	1	3
GOVT 2302	American National and State Governments II	3	0	3
ECON 2302	Principles of Economics II	3	0	3
Elective	College Level	3	0	3
		<u>15</u>	<u>1</u>	<u>15</u>
Total Minimum Credits Required for a Business Administration Degree.....				65

MATHEMATICS

Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra	3	0	3
MATH 1316	Plane Trigonometry	3	0	3
*HIST 1301	The U.S. to 1877	3	0	3
PHED	Physical Activity	0	3	1
Elective	**Natural Science with Laboratory	3	2-4	4
		<u>15</u>	<u>5-7</u>	<u>17</u>
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 1348	Analytic Geometry	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
PHED	Physical Activity	0	3	1
Elective	**Natural Science with Laboratory	3	2-4	4
Elective	College Level	3	0	3
		<u>15</u>	<u>5-7</u>	<u>17</u>
Third Semester				
ENGL 2332	Survey of Literature I			
or				
ENGL 2322	Survey of English Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
MATH 2413	Differential and Integral Calculus	4	0	4
SPCH 1311	Fundamentals of Speech	3	0	3
Elective	College Level	3	0	3
		<u>16</u>	<u>0</u>	<u>16</u>
Fourth Semester				
ENGL 2333	Survey of Literature II			
or				
ENGL 2323	Survey of English Literature II	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
MATH 2414	Differential and Integral Calculus	4	0	4
Electives	College Level	6	0	6
		<u>16</u>	<u>0</u>	<u>16</u>

*One semester of Texas history (HIST 2301 or HIST 2312) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302) to satisfy degree requirements.

**Chemistry, Biology or Physics

Total Minimum Credits Required for a Mathematics Degree 66

PHYSICAL SCIENCE

Associate in Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHEM 1411	General Chemistry and Analysis	3	4	4
ENGL 1301	Composition and Rhetoric I	3	0	3
**HIST 1301	The U.S. to 1877	3	0	3
SPCH 1311	Fundamentals of Speech	3	0	3
PHED	Physical Activity	0	3	1
*Elective	College Level	<u>3</u>	<u>0</u>	<u>3</u>
		15	7	17
Second Semester				
CHEM 1412	General Chemistry and Analysis	3	4	4
ENGL 1302	Composition and Rhetoric II	3	0	3
**HIST 1302	The U.S. Since 1877	3	0	3
MATH 1316	Plane Trigonometry			
or				
MATH 1348	Analytic Geometry	3	0	3
Elective	College Level	3	0	3
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		15	7	17
Third Semester				
CHEM 2423	Organic Chemistry I			
or				
PHYS 2425	Mechanics and Heat	3	3	4
ENGL 2332	Survey of Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
BIOL 1408	General Biology I	3	3	4
MATH 2413	Differential Calculus	<u>4</u>	<u>0</u>	<u>4</u>
		16	6-7	18
Fourth Semester				
CHEM 2425	Organic Chemistry II	3	4	4
or				
PHYS 2426	Electricity and Magnetism	3	3	4
ENGL 2333	Survey of Literature II	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
BIOL 1409	General Biology II	3	3	4
MATH 2414	Integral Calculus	<u>4</u>	<u>0</u>	<u>4</u>
		16	6-7	18

* It is recommended that this elective be selected from either Chemistry, Physics, Mathematics, or Biology. Physics majors should take MATH 2413 the second semester.
 **One semester of Texas History (HIST 2301 or HIST 2312) may be substituted.

Total Minimum Credits Required for a Physical Science Degree 70

ASSOCIATE IN APPLIED SCIENCE DEGREE

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

Length: Four-Semester (Two-Year) Program

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

- | | |
|------------------------------------|-------------------------------|
| Accounting | Drafting Technology |
| Air Conditioning and Refrigeration | Electronic Technology |
| Automotive Technology | Human Services |
| Chemical Technology | Legal Assistant |
| Child Care | Management Development |
| Communications | Medical Laboratory Technology |
| Computer Science Technology | Mental Health |
| Computer Repair Technology | Nursing Technology |
| Court Reporting | Office Administration |
| Criminal Justice | Executive Secretary |
| Correctional Science | Legal Secretary |
| Law Enforcement | Medical Secretary |
| Fashion Merchandising | Respiratory Care |
| | Welding |

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

ACCOUNTING

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Accounting is designed for persons who seek full-time employment in the accounting field immediately after completing the curriculum. Persons who are seeking their first employment in an accounting position and those presently employed in the field, but who are seeking promotions, may benefit from this curriculum.

Program Requirements: The first two semesters of the Accounting program are similar to other curriculums in business. In the second year the student pursues a specialty in accounting. The curriculum includes technical courses in accounting and related areas. Instruction includes both theoretical and practical applications needed for future success in accounting. Students are urged to consult with the Counseling Center and with their faculty advisors in planning their programs 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	Lecture Hours	Lab Hours	Course Credits
First Semester				
ACCT 2301	Principles of Accounting I	3	1	3
BUSI 1301	Introduction to Business	3	0	3
MATH 1321	Mathematics of Finance	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>4</u>	<u>16</u>
Second Semester				
ACCT 2302	Principles of Accounting II	3	1	3
CSCI 1400	Introduction to Computer Science	3	3	4
MGMT 1310	Principles of Management	3	0	3
ENGL 1302	Composition and Rhetoric II	3	0	3
OFAD 1330	Business Communications	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>7</u>	<u>17</u>
Third Semester				
ACCT 2311	Intermediate Accounting I	3	0	3
ACCT 2320	Federal Income Tax Accounting	3	0	3
ECON 2301	Principles of Economics I	3	0	3
ACCT 2340	Accounting with the Mini-Micro Computer	3	3	3
ACCT 2351	Accounting Internship II	1	20	
or Elective	College Level	3	0	3
		<u>13-15</u>	<u>3-23</u>	<u>15</u>
Fourth Semester				
ACCT 2312	Intermediate Accounting II	3	0	3
ACCT 2330	Managerial Accounting	3	0	3
SPCH 1318	Interpersonal Communication	3	0	3
BUSI 2301	Legal Environment of Business	3	0	3
Elective	College Level	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

Total Minimum Credits Required for Accounting Degree 63

AIR CONDITIONING AND REFRIGERATION

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Air Conditioning and Refrigeration prepares 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 Air Conditioning and Refrigeration Department Chairperson.

AIR CONDITIONING AND REFRIGERATION

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
AIRC 1320	Air Conditioning Fundamentals I	3	0	3
AIRC 1330	Air Conditioning and Electrical Circuits I	3	0	3
AIRC 1440	Introduction to Refrigeration	3	3	4
MATH 1312	Intermediate Algebra	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>9</u>	<u>18</u>
Second Semester				
AIRC 1420	Air Conditioning Fundamentals II	3	3	4
AIRC 1441	Refrigeration Systems Servicing I	3	3	4
AIRC 1340	Domestic Refrigeration	3	1	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
		<u>12</u>	<u>10</u>	<u>15</u>
Third Semester				
AIRC 1220	Air Conditioning and Refrigeration Troubleshooting	1	3	2
Fourth Semester				
AIRC 2440	Refrigeration Systems Servicing II	2	6	4
AIRC 2450	Heating and Ventilation	2	6	4
ENGL 1302	Composition and Rhetoric II	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
Elective	College Level	3	0	3
		<u>13</u>	<u>12</u>	<u>17</u>
Fifth Semester				
AIRC 2430	Air Conditioning and Electrical Circuits II	2	6	4
AIRC 2350	Heat Load Calculations	3	0	3
AIRC 1430	Industrial Electricity	3	2	4
SPCH 1318	Interpersonal Communication	3	0	3
		<u>11</u>	<u>8</u>	<u>14</u>

Total Credits Required for the Air Conditioning & Refrigeration Degree 66

AUTOMOTIVE TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Automotive Technology prepares the student for full-time employment in the automotive repair industry upon graduation.

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 Automotive Technology Department Chairperson.

AUTOMOTIVE TECHNOLOGY

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
AUTO 1410	Basic Automotive	2	4	4
AUTO 1415	Internal Combustion Engine	2	4	4
MATH 1312	Intermediate Algebra	3	0	3
WELD 1411	Arc Welding I	2	6	4
PHED	Physical Activity	0	3	1
		9	17	16
Second Semester				
AUTO 1420	Automotive Electricity and Ignition Systems	2	4	4
AUTO 1425	Carburetion and Fuel Systems	2	4	4
CSCI 1400	Introduction to Computer Science	3	3	4
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
		10	14	16
Third Semester				
AUTO 2430	Automotive Transmissions	2	4	4
AUTO 2435	Automotive and Truck Chassis	2	4	4
AUTO 2460	Automotive Air Conditioning	2	4	4
SOCI 1301	Principles of Sociology	3	0	3
ECON 2301	Principles of Economics I	3	0	3
		12	12	18
Fourth Semester				
AUTO 2440	Automotive Diagnostic	2	4	4
AUTO 2210	Automobile Repair Shop			2
	Organization and Management	2	0	4
AUTO 2440	Automotive Accessory Equipment	2	4	3
SPCH 1318	Interpersonal Communication	3	0	3
Elective	College Level	3	0	3
		12	8	16
Total Credits Required for Automotive Technology Degree.....				66

BANKING

Please see Management Development, Banking Specialization, Banking Certificate.

CHEMICAL TECHNOLOGY

COOPERATIVE DEGREE PROGRAM WITH ALVIN COMMUNITY COLLEGE AND BRAZOSPORT COLLEGE

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

Length: Four Semesters (Two-Year) Program

Purpose: This cooperative degree program between Alvin Community College and Brazosport College provides special training and competence in Chemical Technology.

CHEMICAL TECHNOLOGY

COOPERATIVE DEGREE PROGRAM WITH ALVIN COMMUNITY COLLEGE AND BRAZOSPORT COLLEGE

Associate of Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra	3	0	3
CHEM 1411	Gen Chem & Analysis	3	4	4
SPCH 1318	Interpersonal Communications	3	0	3
ORIE 1100	Orientation	1	0	1
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		16	7	18
Second Semester				
*ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 1342	Statistics or Approved MATH elective	3	0	3
CHEM 1412	Gen Chem & Analysis	3	4	4
**CSCI 1400	Intro to Computer Sci	3	3	4
**PHYS 1401	General Physics I	3	3	4
PHED	Physical Activity	0	3	1
		15	13	19
Third Semester				
Coordinate with Brazosport Counselor				
Brazosport College catalog available in ACC Counseling Center				
Fourth Semester				
Coordinate with Brazosport Counselor				
Brazosport College catalog available in ACC Counseling Center				
This will substitute for ENGL 2311 Technical Communications at Brazosport College				
**INST 1301 Principles of Industrial Measurements (Brazosport College)				
**CHEM 2472 Industrial Chemistry (Brazosport College)				

Note: Students who intend to complete this program within two years should concurrently enroll at Brazosport and take **INST 1301 AND CHEM 2472** rather than **CSCI 1400 AND PHYS 1401**. Student should also check with Brazosport College for possibility of taking these courses in the summer following the first year at Alvin Community College.

Note: Descriptions of all courses taught by Alvin are located within the appropriate department description of courses. Description of all courses taught by Brazosport College are located in Brazosport's catalog.

Total Credits Required for
Chemical Technology Degree..... 65

CHILD CARE AND DEVELOPMENT

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

Length: Four-Semester (Two-Year) Program

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

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

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

NOTICE

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

CHILD CARE AND DEVELOPMENT

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHID 1300	Pre-School and Day Care Programs	3	0	3
CHID 1200	Child Care Recreation	1	2	2
CHID 1310	Creative Activities for Young Children	2	3	3
SOCI 1301	Principles of Sociology	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
		12	8	15

Second Semester

CHID 1320	Literature and Language Arts for Young Children	2	3	3
CHID 1330	Infant and Toddler Care	3	0	3
PSYC 2308	Child Growth and Development	3	0	3
CHID 1340	Math and Science for Young Children	2	3	3
SPCH 1318	Interpersonal Communication	3	0	3
PHED	Physical Activity	0	3	1
		13	9	16

Third Semester

CSCI 1400	Introduction to Computer Science	3	3	4
BIOL 2306	Environmental Conservation	3	0	3
CHID 2320	Child Growth and Development Preschool to Middle Childhood	3	0	3
CHID 2301	Child Care Internship I	2	20	3
or				
CHID 2420	Seminar and Field Work	3	8	4
Elective	College Level	3	0	3
		14	11 or 23	16 or 17

Fourth Semester

CHID 2302	Child Care Internship II	2	20	3
or				
CHID 2430	Special Project	3	8	4
CHID 2410	Administration of Preschool and Daycare Programs	2	4	4
PHED 1306	First Aid	3	0	3
SOCI 2346	Marriage and Family Relationships	3	0	3
CHID 2310	Child Nutrition and Health Care	3	0	3
		13	12 or 24	16 or 17

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

** RADIO/TELEVISION COMMUNICATIONS

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

Length: Four-Semester (Two-Year) Program

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

Program Requirements: This curriculum includes the general education courses and introductory specialty courses that are usually required in the first two years of equivalent baccalaureate programs. When planning a program and selecting electives, the student should become acquainted with the requirements of the major department in the college or university to which he/she expects to transfer. Students planning to begin employment upon completion of their program should give special consideration to their specific area of interest in the field of communications when selecting electives.

RADIO/TELEVISION COMMUNICATIONS

OPTION I - Radio Broadcasting

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
COMM 1302	Basic Recording Techniques	1	2	3
PHED	Physical Activity	0	3	1
COMM 2332	Radio/TV News Workshop	2	3	3
COMM 1307	Introduction to Mass Communications	3	0	3
COMM 2311	Writing for Mass Media	3	0	3
		<u>12</u>	<u>8</u>	<u>16</u>
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
COMM 1303	Advanced Recording Techniques			
or				
COMM 1301	Intermediate Recording Techniques	1	2	3
COMM 2425	Public Relations	3	0	3
PHED	Physical Activity	0	3	1
COMM 2420	Radio Production	1	3	3
MATH 1321	Mathematics of Finance	3	0	3
		<u>11</u>	<u>8</u>	<u>16</u>
Third Semester				
ENGL 2332	Survey of Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
COMM 2327	Principles of Advertising	3	0	3
COMM 2420	Internship in Electronic Media-Radio	1	20	3
*HIST 1301	The U.S. to 1877	3	0	3
		<u>13</u>	<u>20</u>	<u>15</u>
Fourth Semester				
SPCH 1311	Fundamentals of Speech	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
BIOL 2306	Environmental Conservation	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
COMM 2331	Radio and TV Announcing	3	0	3
Elective	College Level	3	0	3
		<u>18</u>	<u>0</u>	<u>18</u>

*One semester of Texas History (HIST 2301 or HIST 2312) may be substituted.

Total Minimum Credits Required for a Communications Degree.....65

RADIO/TELEVISION COMMUNICATIONS

OPTION 2 - Television

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
COMM 2331	Radio and TV Announcing	3	0	3
PHED	Physical Activity	0	3	1
COMM 1336	TV Production I	3	0	3
COMM 1307	Introduction to Mass Communications	3	0	3
DRAM 2366	Development of the Motion Picture	2	2	3
		<u>14</u>	<u>5</u>	<u>16</u>
Second Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
COMM 2425	Public Relations	3	0	3
PHED	Physical Activity	0	3	1
COMM 2311	Writing for Mass Media	3	0	3
COMM 2332	Radio/TV News Workshop	2	3	3
COMM 1337	TV Production Workshop	3	0	3
		<u>14</u>	<u>6</u>	<u>16</u>
Third Semester				
ENGL 2332	Survey of Literature I	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
COMM 2327	Principles of Advertising	3	0	3
*HIST 1301	The U.S. to 1877	3	0	3
COMM 2425	Internship in Electronic Media-TV	1	20	3
		<u>13</u>	<u>20</u>	<u>15</u>
Fourth Semester				
SPCH 1311	Fundamentals of Speech	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
BIOL 2306	Environmental Conservation	3	0	3
*HIST 1302	The U.S. Since 1877	3	0	3
MATH 1321	Mathematics of Finance	3	0	3
Elective	College Level	3	0	3
		<u>18</u>	<u>0</u>	<u>18</u>

*One semester of Texas History (HIST 2301 or HIST 2312) may be substituted.

Total Minimum Credits Required for a Communications Degree.....65

*Pending C.B. approval

COMPUTER SCIENCE TECHNOLOGY
COMPUTER PROGRAMMING

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

Length: Four-Semester (Two-Year) Program

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

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

COMPUTER SCIENCE

(Computer Programming)

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CSCI 1400	Introduction to Computer Science	3	3	4
CSCI 1420	FORTRAN Programming			
or				
CSCI 1410	BASIC Programming	3	3	4
ACCT 2301	Principles of Accounting I	3	1	3
HIST 1301	U.S. History to 1877	3	0	3
MATH 1314	College Algebra	3	0	3
		<u>3</u>	<u>0</u>	<u>3</u>
		15	7	17
Second Semester				
CSCI 1430	RPG Programming	3	3	4
SPCH 1311	Fundamentals of Speech	3	0	3
ACCT 2302	Principles of Accounting II	3	1	3
MATH 1316	Plane Trigonometry	3	0	3
Elective	College Level	3	0	3
		<u>3</u>	<u>0</u>	<u>3</u>
		15	4	16

Third Semester

CSCI 1440	COBOL Programming	3	3	4
CSCI	Sophomore Level Elective	3	0-3	3-4
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	<u>3</u>	<u>0</u>	<u>3</u>
		12	6-9	14-15

Fourth Semester

CSCI 2440	Advance COBOL Programming	3	3	4
CSCI 2480	Data Base	3	3	4
or				
CSCI	Sophomore Level Elective			
ENGL 1302	Composition and Rhetoric II	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	<u>3</u>	<u>0</u>	<u>3</u>
		12	9	15

Total Credits Required for
a Computer Science Degree 62-63

COMPUTER REPAIR TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

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

To qualify, a computer systems technologist student will spend one year in the study of circuit actions of electronic components and their use as building blocks in the design of electronic equipment. In the second year, he or she will learn the techniques of integrating computers and computer controlled systems. This will include the study of computer programming languages and their use in controlling and integrating computer systems.

After graduation from the two-year program, the ACC graduate will be prepared to work the exciting and ever-expanding field of computer electronics. He or she will also be qualified to enter a university with Junior standing, in pursuit of a B.S. degree in Computer Systems Technology, hardware or software options.

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

COMPUTER REPAIR TECHNOLOGY

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ELTE 1430	DC Theory & Circuit Analysis	3	3	4
ELTE 2421	Electronic Devices & Circuits	3	3	4
CSCI 1420	FORTTRAN Programming	3	3	4
MATH 1314	College Algebra	3	0	3
ENGL 1301	Composition & Rhetoric I	3	0	3
		<u>15</u>	<u>9</u>	<u>18</u>
Second Semester				
ELTE 1440	AC Theory & Circuit Analysis	3	3	4
ELTE 2423	Digital Integrated Circuits	3	3	4
CSCI 2450	Assembly Language Program	3	3	4
MATH 1316	College Trigonometry	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
		<u>15</u>	<u>9</u>	<u>18</u>
Third Semester				
ELTE 2422	Linear Integrated Circuits	3	3	4
ELTE 2480	Computer Controlled Systems	3	3	4
CSCI 1470	C Language Programming	3	3	4
ENGL 2311	Technical Communication	3	0	3
PHED	Physical Activity	0	3	1
		<u>12</u>	<u>12</u>	<u>16</u>
Fourth Semester				
ELTE 2475	Microprocessor Hardware Interfacing	3	3	4
ELTE	Electronics Elective	3	3	4
SPCH 1311	Fundamentals of Speech	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		<u>12</u>	<u>9</u>	<u>15</u>
Total Credits Required for Computer Repair Technology Degree.....				67

COURT REPORTING

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

Length: Five Semester Program

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

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

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

Admission Requirements:

1. To be considered for admission to the Associate Degree Court Reporting Program, the applicant must:
 - a. Be a high school or G.E.D. graduate.
 - b. Make application to A.C.C. and fulfill the admission requirements of the College.
 - c. Fill out a Court Reporting application and return it to the Chairperson of the Court Reporting Department.
 - d. Have a personal interview with the Court Reporting Department Chairperson or her designee to develop a degree plan and secure a beginning schedule.
 - e. Score 15 or higher on English Local Placement Test and 18 or higher on Reading Local Placement Test.
 - f. Submit official copies of transcripts of all previous high school and college work to the ACC Registrar.
 - g. Be able to type 40 words per minute with no more than 5 errors on a five-minute test before entering the Machine Shorthand Theory portion of the course. A typing test will be given prior to assigning classes for the semester. All students must pass a 60 WPM typing test with no more than 5 errors on a five-minute test prior to graduation.

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

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

All CTRP students will be limited to two semesters of CTRP 1500 (Machine Shorthand Theory). Students who do not complete all requirements for this course, including three 40-word-per-minute five-minute tests with a grade above a "D", within this time frame will be redirected to another program.

CTRP students who do not complete CTRP 1312 (Grammar and Punctuation I) and CTRP 1312 (Grammar and Punctuation II) in two semesters respectively will be redirected to another program. In these courses grades will be issued on the following basis:

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

No grade below a "C" (75%) in any CTRP English class, including CTRP 1311, CTRP 1312, and ENGL 1301, will be accepted for progression. A grade of "D" or below will also not be accepted for advancement in Machine Shorthand Theory (CTRP 1500).

3. Transfer students:
 - a. Must provide the Alvin Community College Registrar with official transcripts for each institution attended and request evaluation by the Graduation Advisor and the Court Reporting Department Chairperson.
 - b. May apply for credit by examination by testing in the following areas:
 Medical Terminology
 Legal Terminology and Law
 Typewriting
 - c. The ACT/SAT/LP requirements will be waived for those applicants with a bachelor's degree. English courses completed on a baccalaureate degree will not be substituted for Court Reporting English (CTRP 1311, and CTRP 1312) requirements.
4. The Court Reporting Department will assist all graduates of the program in obtaining employment.

COURT REPORTING

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CTRP 1500	Machine Shorthand Theory and Transcription	6	4	5
CTRP 1320	Law and Legal Terminology	4	1	3
ENGL 1301	Composition and Rhetoric I	3	0	3
*CTRP 1311	Grammar and Punctuation I	3	2	3
PHED	Physical Activity	0	3	1
		18	13	15
Second Semester				
CTRP 1511	Machine Shorthand I and Transcription (60-80-100)	6	4	5
GOVT 2301	American National and State Governments I	3	0	3
CTRP 1330	Medical Terminology	4	1	3
*CTRP 1312	Grammar and Punctuation II	3	2	3
PHED	Physical Activity	0	3	1
		16	10	15

Third Semester

CTRP 1512	Machine Shorthand II and Transcription (120-140)	6	4	5
CTRP 1340	Court Reporting Procedures	3	2	3
SOCI 1301	Principles of Sociology	3	0	3
CTRP 2320	Reporting Technology	3	2	3
		15	8	14

Fourth Semester

SPCH 1318	Interpersonal Communication	3	0	3
CTRP 2511	Machine Shorthand III and Transcription (160-180)	6	4	5
CTRP 2311	Courtroom Procedures I	3	2	3
CTRP 2330	Technical Dictation	3	2	3
Elective	College Level	3	0	3
		18	8	17

Fifth Semester

CTRP 2512	Machine Shorthand IV and Transcription (200-225)	6	4	5
CTRP 2340	General Office Practices	3	2	3
BIOL 2306	Environmental Conservation	3	0	3
CTRP 2312	Courtroom Procedures II	3	2	3
		15	8	14

Total Credits Required for Court Reporting Degree 75

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

The following machine shorthand tests will be required for graduation:

- One 180 WPM five-minute literary test with no more than 10 errors - 98.9%;
- Two 180 WPM five-minute literary tests with no more than 45 errors - 95%;
- One 180 WPM five-minute testimony test with no more than 10 errors - 98.9%;
- One 200 WPM five-minute testimony test with no more than 10 errors - 99%;
- One 200 WPM five-minute jury charge test with no more than 25 errors - 97.5%;
- Two 200 WPM five-minute jury charge tests with no more than 50 errors - 95%;
- Two 225 WPM five-minute testimony tests with no more than 56 errors - 95%;
- Two 225 WPM five-minute testimony tests with no more than 25 errors - 97.8%.

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

CRIMINAL JUSTICE

Correctional Science

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

Length: Four-Semester (Two-Year) Program

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

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

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

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

CRIMINAL JUSTICE
Correctional Science

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ1306	The Courts and Criminal Procedure	3	0	3
CRIJ 2323	Legal Aspects of Law Enforcement	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>6</u>	<u>17</u>
Second Semester				
CRIJ 1321	Probation and Parole	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
CRIJ 1307	Crime in America	3	0	3
ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 1312	Intermediate Algebra	3	0	3
PHED	Physical Activity	0	0	1
		<u>15</u>	<u>3</u>	<u>16</u>
Third Semester				
CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
CRIJ 2302	Cooperative Education for Correctional Science	1	20	3
GOVT 2301	American National and State Governments I	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
		<u>13</u>	<u>20</u>	<u>15</u>

Fourth Semester

CRIJ 2304	Cooperative Education for Correctional Science	1	20	3
Elective	Criminal Justice Elective	2	3	3
SOCI 1306	Social Problems	3	0	3
SPCH 1318	Interpersonal Communication	3	0	3
Elective	College Level	3	0	3
		<u>12</u>	<u>23</u>	<u>15</u>

Total Minimum Credits Required for the Correctional Science Degree 63

CRIMINAL JUSTICE

Law Enforcement and Police Administration

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

Length: Four-Semester (Two-Year) Program

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

Admission Requirements:

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

Program Requirements:

1. Have completed Alvin Community College graduation requirements (see Table of Contents, Academic Policies and Regulations).
2. Have completed a minimum of 63 approved credit hours.
3. Upon satisfactory completion of program and Alvin Community College graduation requirements, the student will be awarded the Associate of Applied Science Degree.

CRIMINAL JUSTICE

Law Enforcement and Police Administration

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
CRIJ1306	The Courts and Criminal Procedure	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>6</u>	<u>17</u>

Second Semester

CRIJ 2323	Legal Aspects of Law Enforcement	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
ENGL 1302	Composition and Rhetoric II	3	0	3
MATH 1312	Intermediate Algebra	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		15	3	16

Third Semester

CRIJ 1307	Crime in America	3	0	3
CRIJ 2328	Police Systems and Practices	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
or				
CRIJ 2309	Cooperative Education for Law Enforcement I	1	20	3
Elective	College Level	<u>3</u>	<u>0</u>	<u>3</u>
		13	0-20	15

Fourth Semester

CRIJ 2313	Correctional Systems and Practices	3	0	3
*CRIJ 2321	Juvenile Delinquency	3	0	3
Elective	Criminal Justice Elective	2	3	3
GOVT 2302	American National and State Governments II	3	0	3
or				
CRIJ 2310	Cooperative Education for Law Enforcement	1	20	3
SPCH 1318	Interpersonal Communication	<u>3</u>	<u>0</u>	<u>3</u>
		12	3-23	15

*Students may substitute other Criminal Justice courses approved by the department chairperson.

Total Credits Required for Law Enforcement and Police Administration Degree 63

DRAFTING TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

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

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

DRAFTING TECHNOLOGY

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DRFT 1300	Industrial Blueprint Reading	3	1	3
DRFT 1400	Engineering Drafting	2	6	4
DRFT 1330	Introduction to Computer Aided Drafting	3	1	3
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1312	Intermediate Algebra	<u>3</u>	<u>0</u>	<u>3</u>
		14	8	16
Second Semester				
DRFT 1411	Architectural Drafting I	2	6	4
DRFT 2421	Computer Aided Drafting I	2	6	4
DRFT 1440	Machine Drafting	2	6	4
SPCH 1318	Interpersonal Communications	3	0	3
MATH 1316	Plane Trigonometry	<u>3</u>	<u>0</u>	<u>3</u>
		12	18	18
Third Semester				
DRFT 1460	Construction Drafting	2	6	4
GOVT 2301	American National and State Governments I	3	0	3
PHED	Physical Activity	0	3	1
DRFT 2422	Computer Aided Drafting II	2	6	4
DRFT 1320	Descriptive Geometry	<u>2</u>	<u>4</u>	<u>3</u>
		9	19	15
Fourth Semester				
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
DRFT 2430	Computer Aided Drafting Applications - Construction			
or				
DRFT 2440	Computer Aided Drafting Applications - Mechanical			
or				
DRFT 2450	Computer Aided Drafting Applications - Electrical, Electronics	2	6	4
Elective	College Level	3	0	3
*DRFT	or			
DRFT	Cooperative Education for Drafting	<u>1</u>	<u>20</u>	<u>3</u>
		9	29	14

*Student may elect to take Cooperative Education for Drafting with the Approval of the Department Chairperson.

Total Credits Required for a Drafting Technology Degree 63

ELECTRONIC TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

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

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

Program Requirements: In addition to the general requirements for admission to ACC, entry into the Electronics Technology Program requires a proficiency in Algebra, English, and Reading. Students who lack proficiency will be required to complete developmental courses in the above subjects prior to enrolling in ELTE courses. Students with a deficiency in AC and DC Circuit Analysis will be required to enroll in ELTE 1430 and ELTE 1440.

ELECTRONIC TECHNOLOGY

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ELTE 2421	Electronic Devices & Circuits	3	3	4
ELTE 2423	Digital Integrated Circuits	3	3	4
CSCI 1420	FORTRAN Programming	3	3	4
MATH 1314	College Algebra	3	0	3
ENGL 1301	Composition & Rhetoric I	3	0	3
		<u>15</u>	<u>9</u>	<u>18</u>
Second Semester				
ELTE 2450	Advanced Electronic Circuits	3	3	4
ELTE 2422	Linear Integrated Circuits	3	3	4
CSCI 2450	Assembly Language Program	3	3	4
MATH 1316	College Trigonometry	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
		<u>15</u>	<u>9</u>	<u>18</u>

Third Semester

ELTE 2480	Computer Controlled Systems	3	3	4
ELTE 2460	Communications Circuits and Systems	3	3	4
CSCI 2400	C Language Programming	3	3	4
ENGL 2311	Technical Communication	3	0	3
PHED	Physical Activity	0	3	1
		<u>12</u>	<u>12</u>	<u>16</u>

Fourth Semester

ELTE 2475	Microprocessor Hardware Interfacing	3	3	4
ELTE	Electronics Elective	3	3	4
SPCH 1311	Fundamentals of Speech	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		<u>12</u>	<u>9</u>	<u>15</u>

Total Credits Required for
Electronic Technology Degree 67

FASHION MERCHANDISING

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

Length: Four-Semester (Two-Year) Program

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

Program Requirements: The Fashion Merchandising curriculum combines a careful blending of fashion merchandising principles, practices and procedures with the opportunity for students to obtain practical application of knowledge gained. In addition to the fashion courses, students are expected to complete several management courses that help prepare them for dealing with the complexities associated with managing people.

Along with these requirements, students must complete general education courses such as two semesters of English, Mathematics of Finance, Introduction to Computer Science, and at least one elective. In addition, the student serves four semesters of internship. The student must work a minimum of twenty hours per week at an approved work station and meet one hour per week in lab. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MGMT 1300	Supervision	3	0	3
FASM 1311	Internship	1	20	3
ENGL 1301	Composition and Rhetoric I	3	0	3
FASM 1300	Introduction to Fashion Merchandising	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	3
		<u>13</u>	<u>23</u>	<u>16</u>
Second Semester				
MGMT 1310	Principles of Management	3	0	3
FASM 1312	Internship	1	20	3
ENGL 1302	Composition & Rhetoric II	3	0	3
FASM 1330	Merchandise Planning Procedures	3	0	3
FASM 1320	Fashion Buying and Merchandising	3	0	3
PHED	Physical Activity	0	3	3
		<u>13</u>	<u>23</u>	<u>16</u>
Third Semester				
MGMT 2300	Personnel Management	3	0	3
FASM 2311	Internship	1	20	3
FASM 2360	Fashion Sales Promotion	3	0	3
MATH 1321	Mathematics of Finance	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
		<u>13</u>	<u>23</u>	<u>16</u>
Fourth Semester				
SPCH 1318	Interpersonal Communications	3	0	3
MGMT 2320	Organizational Management	3	0	3
FASM 2312	Internship	1	20	3
FASM 2350	Textiles	3	0	3
FASM 2370	Fashion Fundamentals	3	0	3
Elective	College Level	3	0	3
		<u>16</u>	<u>20</u>	<u>18</u>
Total Credits Required for Fashion Merchandising Degree				66

LEGAL ASSISTANT

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

LENGTH: Four-Semester (two-year) Curriculum

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

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

PROGRAM REQUIREMENTS: Attorneys generally set high standards of character and education for legal assistants. Legal assistants must be responsible and mature individuals thoroughly conversant in legal terminology and procedures.

The curriculum consists of seven legal assistant courses, plus an internship option. A student in the program may choose to serve an internship during the third and fourth semesters of the program. The internship option provides an opportunity for a student to make a practical application of their classroom education.

LEGAL ASSISTANT

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Credits	Course
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
BUSI 2301	Legal Environment of Business	3	0	3
CSCI 1400	Introduction to Computers	3	3	4
LEGA 1300	Texas Legal Systems	3	0	3
LEGA 1311	Legal Technology I	3	0	1
PHED	Physical Activity	0	3	3
		<u>15</u>	<u>6</u>	<u>17</u>
Second Semester				
LEGA 1312	Legal Technology	3	0	3
LEGA 1320	Principles of Family Law	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
MATH 1321	Mathematics of Finance	3	0	3
LEGA 2311	Internship	1	20	1
PHED	Physical Activity	0	3	3
		<u>13</u>	<u>23</u>	<u>16</u>
Third Semester				
LEGA 2320	Wills, Trust, and Probate	3	0	3
LEGA 2330	Insurance Law and Claims Investigation	3	0	3
GOVT 2301	American National and State Government I	3	0	3
LEGA 2312	Internship	1	20	3
ELECTIVE	College Level	3	0	3
		<u>13</u>	<u>20</u>	<u>15</u>
Fourth Semester				
LEGA 2340	Law Office Management	3	0	3
SPCH 1311	Fundamentals of Speech	3	0	3
GOVT 2302	American National and State Governments II	3	0	3
OFAD 1343	Legal Secretarial Practice	3	2	3
ELECTIVE	College Level	3	0	3
		<u>15</u>	<u>2</u>	<u>15</u>
Total Credits Required for Legal Assistant Degree				63

MANAGEMENT DEVELOPMENT

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

Length: Four-Semester (Two-Year) Program

Purpose: The Management Development program prepares individuals for career occupations in the fields of Banking, Real Estate, and General Management Development.

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 Real Estate and the General Management Development 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.

MANAGEMENT DEVELOPMENT

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MGMT 1310	Principles of Management	3	0	3
MGMT 1301	Internship	1	20	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
MATH 1321	Mathematics of Finance	3	0	3
Elective	College Level	3	0	3
		<u>13</u>	<u>23</u>	<u>16</u>
Second Semester				
MGMT 1320	Small Business Management	3	0	3
MGMT 1311	Internship	1	20	3
SPCH 1311	Fundamentals of Speech	3	0	3
PHED	Physical Activity	0	3	1
PSYC 2313	General Psychology			
or				
BUSI 1302	Business Psychology	3	0	3
ELEC	College Level	3	0	3
		<u>13</u>	<u>23</u>	<u>16</u>
Third Semester				
MGMT 2300	Personnel Management	3	0	3
MGMT 2301	Internship	1	20	3
SOCI 1301	Principles of Sociology			
or				
ECON 2301	Principles of Economics I	3	0	3
ELEC	College Elective	6	0	6
		<u>13</u>	<u>20</u>	<u>15</u>

Fourth Semester

MGMT 2320	Organizational Strategy	3	0	3
MGMT 2311	Internship	1	20	3
GOVT 2301	American National and State Government I			
or				
ECON 2302	Principles of Economics II	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
ELEC	College Elective	3	0	3
		<u>13</u>	<u>23</u>	<u>16</u>

*Suggested electives are ACCT 2301, 2302, BUSI 1301, 2301, MATH 1324, 1325, REAL 2320, OFAD 1321, 1350.

Total Credits Required for Management Development Degree 63

MANAGEMENT DEVELOPMENT

BANK SPECIALIZATION

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
BANK 1300	Principles of Bank Operations	3	0	3
ECON 2301	Principles of Economics I	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
ACCT 2301	Principles of Accounting I	3	1	3
MATH 1321	Mathematics of Finance	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>4</u>	<u>16</u>
Second Semester				
BANK 1310	Money and Banking	3	0	3
SPCH 1311	Fundamentals of Speech	3	0	3
ACCT 2302	Principles of Accounting II	3	1	3
BANK 2340	Teller Training Seminar	3	0	3
ECON 2302	Principles of Economics II	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>4</u>	<u>16</u>
Third Semester				
MGMT 1300	Supervision	3	0	3
*MGMT 1301	Internship	1	20	3
CSCI 1400	Introduction to Computer Science	3	3	4
PSYC 2313	General Psychology			
or				
BUSI 1302	Business Psychology	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
		<u>13</u>	<u>23</u>	<u>16</u>

Fourth Semester

MGMT 1310	Principles of Management	3	0	3
*MGMT 1311	Internship	1	20	3
BANK 1330	Marketing for Bankers	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
Elective	College Level	3	0	3
		<u>13</u>	<u>20</u>	<u>15</u>

*The student may elect to substitute any of the following banking functions courses with approval of the department chairperson.

Suggestions include:

- BANK 1320 Analyzing Bank Financial Statements
- BANK 2300 Bank Investments
- BANK 2310 Credit Administration
- BANK 2320 Supervision and Personnel Administration
- BANK 2330 Installment Credit

Total Credits Required for Bank Specialization Degree.... 63

**MANAGEMENT DEVELOPMENT
REAL ESTATE SPECIALIZATION**

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MGMT 1300	Supervision	3	0	3
MGMT 1301	Internship	1	20	3
REAL 1301	Principles of Real Estate	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
REAL 1310	Real Estate Mathematics	3	0	3
PHED	Physical Activity	0	3	1
		<u>13</u>	<u>23</u>	<u>16</u>
Second Semester				
MGMT 1310	Principles of Management	3	0	3
MGMT 1311	Internship	1	20	3
MATH 1321	Mathematics of Finance	3	0	3
ENGL 1302	Composition and Rhetoric II	3	0	3
REAL 2310	Real Estate Practice	3	0	3
PHED	Physical Activity	0	3	1
		<u>13</u>	<u>23</u>	<u>16</u>
Third Semester				
MGMT 1320	Small Business Organization and Management	3	0	3
MGMT 2301	Internship	1	20	3
REAL 2330	Real Estate Finance	3	0	4
CSCI 1400	Introduction to Computer Science	3	3	4
SOCI 1301	Principles of Sociology			
or				
ECON 2301	Principles of Economics I	3	0	3
		<u>13</u>	<u>23</u>	<u>16</u>

Fourth Semester

MGMT 2300	Personal Management	3	0	3
MGMT 2311	Internship	1	20	3
REAL 2340	Real Estate Brokerage	3	0	3
REAL 2350	Real Estate Appraisal	3	0	3
SPCH 1311	Fundamentals of Speech	3	0	3
Elective	College Level	3	0	3
		<u>16</u>	<u>20</u>	<u>18</u>

Total for 2-year curriculum 66

MEDICAL LABORATORY TECHNOLOGY

Degree: Associate in Applied Science in Medical Laboratory Technology (A.A.S.)

Length: Six Semesters (Two-Year Program)

Purpose: The curriculum in Medical Laboratory Technology (MELT) 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 take the American College Test or the Scholastic Aptitude Test.
2. a. A composite score of 16 must be achieved on the ACT, or 713 on the SAT, or a grade point average of 2.0 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 ENGL 1301 and CHEM 1405 (as indicated by ACT scores and/or Alvin Community College testing) prior to admission to the Medical Laboratory Technology program.
3. 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 academic support 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 transfer of MELT courses completed at other accredited schools upon successful completion of written and practical exams. No more than 50% of the course work necessary for a degree may be attained in this way.
4. A complete physical examination, including a record of recent immunizations, is to be submitted with the application for admission. Other medical tests which may include chest x-ray, TB skin test, urinalysis, blood count, serology, and rubella titer are required after entrance into the program before admission to the clinical affiliates.
5. An interview with the Director of Medical Laboratory Technology is required. The applicant will be notified of the decision of the Admissions Committee.
6. MELT students will abide by the curriculum requirements of the MELT department at the time they are accepted into the MELT program. Curriculum requirements of the MELT program take precedence over the Catalog under which the students entered Alvin Community College.

Progression:

1. After a student has enrolled, the required MELT courses must be completed in proper sequence.
2. Prior to entering the MELT program, a student may take any of the academic support courses.
3. Any required academic support course completed more than five years previous to the time the student is accepted, or any required MELT course completed more than three years previous to the time the student is accepted, may not satisfy degree requirements.
4. No grade below a "C" will be acceptable in MELT, biology, chemistry, or English courses.
5. Any student who makes one "D" or "F" in any one semester in science/math/English may repeat that course once in order to obtain a "C".
6. Any student who makes a total of two (2) D's or F's in any one semester or in any two consecutive semesters may be terminated from the program.
7. A MELT student must maintain a grade point average of at least 2.0 in order to progress in the MELT program.
8. A student may be terminated from the program if clinical performance is unsatisfactory.
9. A student not successfully completing a MELT course for the second time will be subject to redirection.
10. If a student is not enrolled in a MELT course for a semester, application for readmission to the MELT program is required.
11. A student is required to earn at least 24 resident semester hours at Alvin Community College.
12. Hospitalization insurance, malpractice insurance, laboratory coats, and transportation to and from various health facilities are the responsibility of the student. Students must have current malpractice insurance to register for courses which include clinical rotation.
13. The individual will be awarded an Associate in Applied Science Degree and may apply for any of the competency examinations.

MEDICAL LABORATORY TECHNOLOGY

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CHEM 1405	Introductory Chemistry I	3	3	4
MELT 1300	Introduction to Medical Technology and Terminology	2	3	3
BIOL 2401	Anatomy and Physiology I	3	2	4
MELT 1421	Hematology I	2	8	4
PHED	Physical Activity	0	3	1
		10	19	16
Second Semester				
BIOL 2402	Anatomy and Physiology II	3	2	4
MELT 1511	Clinical Chemistry/Instruments I	3	8	5
MELT 1401	Clinical Microbiology I	2	8	4
MELT 1200	Parasitology	1	2	2
		9	20	15

Summer Session (Two-6 weeks)

MELT 1100	Fluid Analysis	1	0	1
CSCI 1400	Introduction to Computers	3	3	4
MELT 2322	Hematology II	2	4	3
		6	7	8

Third Semester

MELT 2300	Serology-Immunology	2	4	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
MELT 2402	Clinical Microbiology II	2	8	4
MELT 2412	Clinical Chemistry/Instruments II	3	4	4
		10	19	15

Fourth Semester

MELT 1330	Urinology and Clinical Microscopy	2	4	3
MELT 2313	Clinical Chemistry/Instruments III	2	4	3
MELT 2430	Immunohematology	2	8	4
PSYC 2313	General Psychology	3	0	3
Elective	College Level	3	0	3
		12	16	16

Summer Session (12 weeks)

MELT 2600	MELT-Practicum (5 days per week rotation required)	0	40	6
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Total Credits Required for
Medical Laboratory Technician Degree 76

***MENTAL HEALTH**

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate in Applied Science Degree curriculum in Mental Health provides theory, skills and knowledge used in the field of mental health - mental retardation and alcohol and drug abuse. The program prepares the graduate to obtain employment in a variety of human service and mental health settings under the supervision of a professional or as a part of a service team, including agencies that provide counseling services, rehabilitation training, direct care to clients, probation, corrections, treatment for alcohol and drug dependency, and psychiatric care.

Students who complete the required TAADAC approved courses and the required work or volunteer time will be eligible to take the certification examinations for Texas Association of Alcohol and Drug Abuse Counselors.

Program Requirements: In addition to the general requirements for admission to the college, entry into the Mental Health program requires a personal interview with the Department Chairperson.

MENTAL HEALTH

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 1301	Composition & Rhetoric I	3	0	3
PSYC 2301	General Psychology	3	0	3
MENH 1305	Introduction to Human Services	3	0	3
MENH 1310	Drug Use and Abuse	3	0	3
MENH 1321	Clinical Internship I	1	20	3
PHED	Physical Activity	0	3	3
		<u>13</u>	<u>23</u>	<u>16</u>
Second Semester				
ENGL 1302	Composition & Rhetoric II	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
MENH Elective	College Level	3	0	3
MENH 1320	Counseling Methods	3	0	3
MENH 1322	Clinical Internship II	1	20	3
MENH 1325	Principles of Interviewing	3	0	3
PHED	Physical Activity	0	3	3
		<u>16</u>	<u>23</u>	<u>19</u>
Third Semester				
BIOL 2401	Anatomy and Physiology	3	2	4
PSYC 2308	Child Growth & Development	3	0	3
MENH 2300	Client Assessment & Management	3	0	3
MENH 2310	Chemical Abuse Treatment	3	0	3
MENH 2323	Clinical Internship III	1	20	3
		<u>13</u>	<u>22</u>	<u>16</u>
Fourth Semester				
MENH 2315	Family Systems	3	0	3
MENH 2340	Professional Issues in Human Services	3	0	3
MENH 2324	Clinical Internship IV	1	20	3
SOCI 1306	Social Problems	3	0	3
ELECTIVE	College Level	3	0	3
		<u>13</u>	<u>20</u>	<u>15</u>
Total Credits Required for an Associate Degree in Mental Health				66

*Program pending C.B. approval

NURSING

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

Length: Two Year Program

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

The program is accredited by the Board of Nurse Examiners for the State of Texas and by the National League for Nursing (NLN).

Admission Requirements:

1. A new class begins each fall semester. Qualified applicants will be admitted according to space available. To be considered for admission to the Associate Degree Nursing Program, the applicant must:
 - a. be a high school or G.E.D. graduate.
 - b. make application to A.C.C. and fulfill the admission requirements of the College.
 - c. make application to the ADN department.
 - d. score 16 or higher on ACT composite or a minimum combined math and verbal SAT score of 713
or
if ACT composite is 14 or 15, attain an overall grade point average (GPA)* of 2.5 on a minimum of seven (7) credit hours taken at Alvin Community College (excluding developmental courses and orientation) and including at least one (1) natural science course required in the nursing curriculum.
 - e. submit official copies of transcripts of all previous college work to the ADN Department.
 - f. have a personal interview with the Director, or her designate, to discuss program requirements and develop a degree plan.
 - g. remove all academic deficiencies (i.e. complete developmental courses if English, math, or social science ACT scores are below 16).
 - h. submit a health history and physical examination prior to enrollment, reported on a form provided by the ADN Department.
 - i. not currently be on suspension or academic probation from Alvin Community College or another college or university.
2. Any science or nursing course completed more than five (5) years prior to the time the student is accepted may not satisfy requirements for a degree in nursing.
3. Transcripts may not reflect more than one (1) "D," "F," or "WF" in a science or nursing course taken within five (5) years of the date of acceptance into the ADN program. Applicants who have had a repetition of more than one (1) science or nursing course within five (5) years of application are ineligible.
4. A student not enrolled in a Nursing course for one or more semesters for any reason is termed a withdrawal and must make application for re-admission. Consideration for re-admission will be on an individual basis and as space permits. Evidence of competency in previously completed nursing courses may be required prior to re-admission. Following a second withdrawal from the program, a student will not be readmitted.
5. Transfer students will be admitted only if space is available. Transfer students must:
 - a. meet above admission criteria.
 - b. have a written recommendation from the Dean/Director of their previous nursing program.

- c. have cumulative GPA of 2.0 or better on all courses being transferred into the nursing curriculum. Courses equivalent to NURS 1800 and NURS 1900 are the only nursing courses which will be accepted for transfer.
 - d. provide the ADN Department with an official transcript from each institution attended.
 - e. not currently be on suspension or academic probation from another college or university.
 - f. Evidence of competency in previously completed nursing courses may be required prior to admission.
6. LVN's, currently licensed in Texas, may be eligible for admission to the LVN Transition Program once all admission criteria and prerequisites are met.
 7. The ACT/SAT requirements will be waived for those applicants with a bachelor's degree from a college or university within the United States.

* 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.

Progression Policies:

1. Students will abide by the current ADN admission and curriculum requirements at the time they are admitted or readmitted to the Associate Degree Nursing Program.
2. Once a student has enrolled in the ADN program, all nursing courses and related courses must be completed in proper sequence as shown in the catalog and degree plan. The program must be completed within five (5) years of the initial acceptance.
3. No grade below "C" in science and nursing courses will be acceptable for progression.
4. In order to receive a grade of "C," a minimum grade of 75% must be attained in each nursing course having a clinical component.
5. A student must achieve an overall GPA of 2.0 on all courses in the nursing curriculum (excluding orientation and developmental courses) in order to progress to the next nursing course.
6. A student will be terminated from the ADN program if they have received more than one (1) "D," "F," or "WF" in nursing and/or nursing curriculum science courses.
7. A student who has accumulated five (5) days of absences in nursing classes, within a semester, may be dropped. Of these absences, no more than two (2) may be in clinical.

NURSING

Associate in Applied Science Degree Program

FIRST YEAR

Course Number	Lecture Course Title	LabCourse Hours		Course Credits
		Hours	Hours	
Fall Semester				
BIOL 2401	Anatomy and Physiology I	3	2	4
NURS 1800	Introduction to Nursing	4	13	8
PSYC 2313	General Psychology	3	0	3
		10	15	15

Spring Semester

BIOL 2402	Anatomy and Physiology II	3	2	4
NURS 1900	Medical/Surgical Nursing I	4	16	9
PSYC 2308	Child Growth and Development	3	0	3
		10	18	16

Summer Semester I

ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
		3	3	4
OR				
NURS 1410	Psychiatric Nursing	2	6	4
		2	6	4

Summer Semester II

NURS 1410	Psychiatric Nursing	2	6	4
		2	6	4
OR				
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
		3	3	4

SECOND YEAR

Fall Semester

BIOL 2420	Microbiology	3	2	4
NURS 2900	Medical/Surgical Nursing II	4	16	9
ENGL 1302	Composition and Rhetoric II	3	0	3
		10	18	16

Spring Semester

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

Total Credits Required for an Associate Nursing Degree 69

NURSING TRANSITION (LVN to RN)

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

Length: One-Year Program

Purpose: The transition program is designed to provide an abridged pathway from Licensed Vocational Nurse (L.V.N.) to Registered Nurse (R.N.).

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

Program Requirements: Applicants to nursing transition must meet the ADN admission requirements and progression policies. All applicants will be required to pass a dosage calculation test. The transition curriculum follows the basic curriculum requirements for the generic ADN program. Upon completion of the required pre-requisite courses, the

LVN student will enroll in a 4-credit transition course. All remaining courses will be taken with generic ADN students. Applicants must have a minimum of six (6) months recent work experience as an LVN.

NURSING TRANSITION

Associate in Applied Science Degree Program

Prerequisite Courses

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
*BIOL 2401	Anatomy and Physiology I	3	2	4
*BIOL 2402	Anatomy and Physiology II	3	2	4
*PSYC 2313	General Psychology	3	0	3
*PSYC 2308	Child Growth and Development	3	0	3
*ENGL 1301	Composition and Rhetoric	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>7</u>	<u>18</u>

Summer Session I

NURS 1400	Nursing Transition	4	12	4
	Credit for Experience	0	0	13
		4	12	17

Summer Semester II

NURS 1410	Psychiatric Nursing	4	12	4
		4	12	4

Fall Semester

BIOL 2420	Microbiology	3	2	4
NURS 2900	Medical/Surgical Nursing II	4	16	9
ENGL 1302	Composition and Rhetoric II	3	0	3
		<u>10</u>	<u>18</u>	<u>16</u>

Spring Semester

NURS 2400	Maternity Nursing (8 weeks)	4	13	4
NURS 2410	Child Health Nursing (8 weeks)	4	13	4
NURS 2200	Professional Development	1	2	2
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		<u>12</u>	<u>18</u>	<u>14</u>

*Must be completed prior to enrollment in NURS 1400

Total Credits Required for an Associate Nursing Degree 69

OFFICE ADMINISTRATION

Executive Secretary

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

Length: Four-Semester (Two-Year) Program

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

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

OFFICE ADMINISTRATION

Executive Secretary

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
OFAD 1360	Office Accounting	3	1	3
MATH 1321	Mathematics of Finance	3	0	3
OFAD 1300	Records Management	3	2	3
OFAD 1311	Shorthand I	3	2	3
OFAD 1321	Typewriting I	2	3	3
PHED	Physical Activity	0	3	1
		<u>13</u>	<u>11</u>	<u>16</u>
Second Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
BUSI 1301	Introduction to Business	3	0	3
OFAD 1350	Office Machines	2	3	3
OFAD 1312	Shorthand II	3	2	3
OFAD 1322	Typewriting II	2	3	3
PHED	Physical Activity	0	3	1
		<u>13</u>	<u>11</u>	<u>16</u>

Third Semester

ENGL 1302	Composition and Rhetoric II	3	0	3
OFAD 2341	Word Processing I	2	3	3
OFAD 1330	Business Communication	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
OFAD 2323	Typewriting III	2	3	3
OFAD 2311	Secretarial Internship	1	20	3
or				
OFAD 2312				
		<u>14</u>	<u>26</u>	<u>18</u>

Fourth Semester

SPCH 1318	Interpersonal Communication	3	0	3
OFAD 1340	Office Procedures	3	2	3
OFAD 2342	Word Processing II	2	3	3
BUSI 2301	Legal Environment of Business	3	0	3
Elective	College Level	<u>3</u>	<u>0</u>	<u>3</u>
		14	5	15

Total Credits Required for
Office Administration Degree 65

OFFICE ADMINISTRATION

Legal Secretary

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

Length: Four-Semester (Two-Year) Program

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

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

OFFICE ADMINISTRATION

Legal Secretary

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
OFAD 1360	Office Accounting	3	1	3
MATH 1321	Mathematics of Finance	3	0	3
OFAD 1300	Records Management	2	3	3
OFAD 1311	Shorthand I	3	2	3
OFAD 1321	Typewriting I	2	3	3
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		12	12	16

Second Semester

BUSI 2301	Legal Environment of Business	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
OFAD 1350	Office Machines	2	3	3
OFAD 1312	Shorthand II	3	2	3
OFAD 1322	Typewriting II	2	3	3
OFAD 1322	Typewriting II	<u>0</u>	<u>3</u>	<u>3</u>
PHED	Physical Activity	13	11	16

Third Semester

ENGL 1302	Composition and Rhetoric II	3	0	3
OFAD 2341	Word Processing I	2	3	3
OFAD 1330	Business Communication	3	0	3
SPCH 1318	Interpersonal Communication	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
OFAD 2323	Typewriting III	<u>2</u>	<u>3</u>	<u>3</u>
		16	6	18

Fourth Semester

OFAD 1343	Legal Office Procedures	3	2	3
OFAD 1375	Legal Terminology	4	1	3
OFAD 2342	Word Processing II	2	3	3
BUSI 2302	Business Law			
or				
REAL 1301	Real Estate Principles	3	0	3
OFAD 2311	Internship	1	20	3
or				
OFAD 2312	College Level	<u>3</u>	<u>0</u>	<u>3</u>
Elective		16	26	18

Total Credits Required for
Office Administration Degree 68

OFFICE ADMINISTRATION

Medical Secretary

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

Length: Four-Semester (Two-Year) Program

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

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

OFFICE ADMINISTRATION

Medical Secretary

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
OFAD 1360	Office Accounting	3	1	3
MATH 1321	Mathematics of Finance	3	0	3
OFAD 1300	Records Management	2	3	3
OFAD 1311	Shorthand I	3	2	3
OFAD 1321	Typewriting I	2	3	3
PHED	Physical Activity	0	3	1
		<u>12</u>	<u>12</u>	<u>16</u>
Second Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
SPCH 1318	Interpersonal Communication	3	0	3
OFAD 1350	Office Machines	2	3	3
OFAD 1312	Shorthand II	3	2	3
OFAD 1322	Typewriting II	2	3	3
PHED	Physical Activity	0	3	1
		<u>13</u>	<u>11</u>	<u>16</u>
Third Semester				
ENGL 1302	Composition and Rhetoric II	3	0	3
OFAD 2341	Word Processing I	2	3	3
OFAD 1330	Business Communication	3	0	3
GOVT 2301	American National and State Governments I	3	0	3
OFAD 2323	Typewriting III	<u>2</u>	<u>3</u>	<u>3</u>
		<u>13</u>	<u>6</u>	<u>15</u>
Fourth Semester				
OFAD 1341	Medical Office Procedures	3	2	3
OFAD 2342	Word Processing II	2	3	3
OFAD 1370	Medical Terminology	4	1	3
BUSI 2301	Legal Environment of Business	3	0	3
Elective	College Level	3	0	3
OFAD 2311	Internship	1	20	3
or				
OFAD 2312				
		<u>16</u>	<u>26</u>	<u>18</u>
Total Credits Required for Office Administration Degree				65

REAL ESTATE

Please see Management Development, Real Estate Specialization; Certificate Program.

RESPIRATORY CARE

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

Length: 22 months

Purpose: The purpose of Alvin Community College Respiratory Care is to provide an approved, educational program that will prepare competent individuals for careers in respiratory care. The registry graduate will be skilled in all aspects of respiratory care with emphasis on assessment and management of the critical care patient. In addition, students will be involved in the management and education of respiratory care departments and personnel. The twenty-two month program leads to an Associate in Applied Science Degree and qualifies individuals to apply to the advanced Registered Respiratory Therapist Board Examination.

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

Students in the registry option may apply for a Certificate of Completion (for the certification option) in the fall semester of their second year provided they have completed the requirements for the certification program. RESC 2300 and RESC 2214 must be completed in place of RESC 1310 in order to apply for the Certificate of Completion. This certificate will allow the student to attempt the National Entry Level Exam for Respiratory Care which is administered the following March.

The registry program is fully accredited by the Joint Review Committee for Respiratory Care Education and the American Medical Association.

Admission Requirements:

1. To be considered for admission to the Respiratory Care Program, the applicant must:
 - a. be a high school or G.E.D. graduate
 - b. make application to ACC and fulfill the admission requirements
 - c. make application to the Respiratory Care Program
 - d. score 16 or higher on ACT composite

or

 - e. if ACT composite is between 12 and 15, remove all academic deficiencies by completing the appropriate developmental courses in English, Math, Reading.
 - f. complete a physical examination which includes a chest x-ray and TB skin test, upon acceptance to the program
 - g. interview with the Director of Respiratory Care
2. Any science or Respiratory Care course completed more than five (5) years prior to the student being accepted may not satisfy requirements for a degree in Respiratory Care.
3. Transfer students must complete the following:
 - a. meet the above admission criteria
 - b. have a cumulative GPA of 2.0 or better on all courses being transferred into the Respiratory Care curriculum.
 - c. provide the Admissions Office with an official transcript from each institution attended
 - d. provide the Respiratory Care Department with a copy of transcript from each institution attended.
 - e. provide the Respiratory Care Department with a description and/or syllabus of each course being considered for transfer

- f. not currently be on suspension or academic probation from another college
 - g. credit will be given for support courses equivalent to those included in the Respiratory Care Program at 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.
4. An RC student will abide by the curriculum requirements of the RC Department at the time they are accepted into the program. Curriculum requirements of the RC program take precedence over the **Catalog** under which the student entered Alvin Community College.
 5. A new class begins each fall semester. Qualified applicants will be admitted according to space availability.

Alternate Enrollment:

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

Progression Policies:

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

RESPIRATORY CARE

Associate in Applied Science Degree

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
(Fall)				
RESC 1300	Cardiopulmonary Anatomy and Physiology	3	0	3
RESC 1500	Introduction to Respiratory Care	3	10	5
RESC 1411	Respiratory Care Procedures I	3	2	4
RESC 1320	Pharmacology	3	0	3
RESC 1301	Respiratory Care Sciences	<u>3</u>	<u>0</u>	<u>3</u>
		15	12	18
(Spring)				
RESC 1410	Clinical Medicine and Pulmonary Disorders	3	2	4
RESC 1412	Respiratory Care Procedures II	3	2	4
RESC 1211	Clinical Practical I	0	16	2
BIOL 2401	Anatomy and Physiology I	3	2	4
ENGL 1301	Composition and Rhetoric I	<u>3</u>	<u>0</u>	<u>3</u>
		12	22	17
(Summer Session --12-Weeks)				
RESC 2300	Clinical Management and Education	2	6	3
(Summer Session I)				
PSYC 2313	General Psychology	3	0	3
(Summer Session II)				
Elective	College Level	3	0	3
(Fall)				
RESC 2214	Clinical Practical III	0	16	2
MELT 1320	Medical Microbiology	2	3	3
RESC 2320	Advanced Intensive Care Procedures	3	0	3
RESC 2310	Advanced Pathophysiology	3	0	3
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		8	22	12
(Spring)				
RESC 2309	Pediatrics	3	0	3
BIOL 2402	Anatomy and Physiology II	3	2	4
PHED	Physical Activity	0	3	1
RESC 2213	Clinical Practical IV	0	13	2
SPCH 1318	Interpersonal Communication	<u>3</u>	<u>0</u>	<u>3</u>
		9	18	13
(Summer Session I)				
RESC 2100	Seminar in Respiratory Care II	2	0	1
RESC 2230	Specialty Rotations	<u>0</u>	<u>9</u>	<u>2</u>
		2	9	3

Total Credits Required for a Respiratory Care Degree 72

WELDING

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

Length: Four-Semester (Two-Year) Program

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

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

WELDING

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
WELD 1400	Welding Processes	2	6	4
WELD 1411	Arc Welding (Plate I)	2	6	4
WELD 1200	Shop Equipment and Safety	1	2	2
SPCH 1318	Interpersonal Communication	3	0	3
PHED	Physical Activity	0	3	1
		8	17	14
Second Semester				
WELD 1420	Basic MIG and TIG	2	6	4
WELD 1412	Arc Welding (Plate II)	2	6	4
MATH 1312	Intermediate Algebra	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
		10	15	15
Third Semester				
WELD 2311	Basic Layout Design and Fabrication	1	4	3
WELD 2411	Pipe Welding I	2	6	4
WELD 2420	Advanced MIG and TIG	2	6	4
ECON 2301	Principles of Economics	3	0	3
CSCI 1400	Introduction to Computers	3	3	4
		11	19	18
Fourth Semester				
WELD 2312	Adv. Layout Design and Fabrication	1	4	3
WELD 2412	Pipe Welding II	2	6	4
SOCI 1301	Principles of Sociology	3	0	3
Elective	College Level	3	0	3
		9	10	13
Total Credits Required for the Welding Degree				63

ASSOCIATE IN GENERAL STUDIES DEGREE

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

Length: Four-Semester (Two-Year) Program

Purpose: The program is designed for the student who wishes to pursue a multidisciplinary academic program for personal enrichment but who does not have a specific baccalaureate degree goal. However, in some academic areas, this program may meet the requirements for more advanced study. (The student wishing to continue should consult with the receiving institution about transfer of courses.) Students who successfully complete the following program of study, in addition to meeting the graduation requirements (page 24), will be eligible to receive the Associate in General Studies degree.

ASSOCIATE IN GENERAL STUDIES DEGREE

Course Title	Course Credits
English 1301 and English 1302*	6
** History 1301 and History 1302	6
Government 2301 and Government 2302	6
Speech Elective	3
Sciences	3
Mathematics	3
Multidisciplinary Electives	35
	62

*Speech 1311 may be substituted for English 1302.

**One semester of Texas history (HIST 2301 or HIST 2312) may be substituted for one semester of U.S. History (HIST 1301 or HIST 1302).

Total Credits Required for the Associate in General Studies Degree..... 62

CERTIFICATE PROGRAMS

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

- | | |
|---|------------------------|
| Air Conditioning & Refrigeration | Drafting |
| Automotive Technology | Electronics |
| Child Care and Development | Fashion Merchandising |
| Communications | Legal Stenography |
| Radio Broadcasting | Management Development |
| Television | Banking |
| Computer Science | Production |
| Data Processing | Real Estate |
| Criminal Justice | Mental Health |
| Correctional Admin. | Office Administration |
| Correctional Science | Respiratory Care |
| Law Enforcement & Police Administration | Technician |
| | Vocational Nursing |
| | Welding |

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

AIR CONDITIONING AND REFRIGERATION

Degree: Certificate

Length: Two-Semester (One-Year) Program

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

Program Requirements: In addition to the general requirements for admission to the College, entry in the Air Conditioning and Refrigeration Program requires a personal interview with the Air Conditioning and Refrigeration Department Chairperson. A certificate student takes six courses from Group I and three courses from Group II. Course selection is determined by consultation with the Department Chairperson.

AIR CONDITIONING AND REFRIGERATION

Course	Lecture Hours	Lab Hours	Course Credits
Group I	18	12	20
Group II	10	12	10
			30

Group I

- AIRC 1320 Air Conditioning Fundamentals I
- AIRC 1330 Air Conditioning & Electrical Circuits I
- AIRC 1440 Intro to Refrigeration
- AIRC 1420 Air Conditioning Fundamentals II
- AIRC 1441 Refrigeration Systems Servicing I
- AIRC 1340 Domestic Refrigeration

Group II

- AIRC 1430 Industrial Electricity
- AIRC 1220 Air Conditioning & Refrigeration Troubleshooting
- AIRC 2430 Air Conditioning & Electrical Circuits II
- AIRC 2440 Refrigeration Systems Servicing II
- AIRC 2350 Heat Load Calculations
- SOCI 1301 Principles of Sociology

Total Credits for Air Conditioning and Refrigeration Certificate 30

AUTOMOTIVE TECHNOLOGY

DEGREE: Certificate

LENGTH: Two-Semester (One-Year) Program

PURPOSE: The Certificate in Automotive Technology provides students with an introduction to automotive technology repair and allows persons already engaged in industry to increase their automotive technology knowledge.

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 Chairperson of Automotive Technology in planning his/her program.

From Group I: Minimum course credits equal to twenty-eight (28) hours.

AUTOMOTIVE TECHNOLOGY

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
AUTO 1410	Basic Automotive	2	4	4
AUTO 1415	Internal Combustion Engine	2	4	4
AUTO 1420	Automotive Electricity & Ignition System	2	4	4
AUTO 1425	Carburetion & Fuel System	2	4	4
AUTO 2430	Automotive Transmission	2	4	4
AUTO 2435	Automotive & Truck Chassis	2	4	4
AUTO 2460	Automotive Air Conditioning	2	4	4
AUTO 2210	Repair Shop Organization & Management	2	0	2

From Group II: Minimum course credits equal to nine (9) hours.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
AUTO 2440	Automotive Diagnosis	2	4	4
AUTO 2300	Internship	1	20	3
DRFT 1315	Fundamentals of Drafting	2	4	3
MGMT 1320	Small Business Organization & Management	3	0	3
WELD 1400	Welding Processes	2	6	4

Total Credits Required for Automotive Technology Certificate 37

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

Child Care and Development

Course	Lecture Hours	Lab Hours	Course Credits
Group I	21	0	24
Group II	6	0	6
Physical Education	0	6	2
	<u>27</u>	<u>6</u>	<u>32</u>

Group I

- Pre-School and Day Care Programs
- Child Care Recreation
- Creative Activities for Young Children
- Infant and Toddler Care
- Literature and Language Arts for Young Children
- Math and Science for Young Children
- Child Care & Development Internship I
- Child Care & Development Internship II
- Child Growth & Development: Preschool to Middle Childhood
- Seminar and Field Work
- Administration of Preschool Programs
- Child Nutrition and Health Care

Group II

- First Aid
- Interpersonal Communication
- Composition Rhetoric
- Principles of Sociology
- Child Growth & Development

Total Credits Required for Child Care & Development Certificate 32

*** RADIO/TELEVISION COMMUNICATIONS**

OPTION 1 - Radio Broadcasting

Degree: Certificate

Length: Two-Semester (One-Year) Program

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

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

Broadcasting

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
COMM 2327	Principles of Advertising	3	0	3
COMM 1307	Introduction to Mass Communications	3	0	3
COMM 2311	Writing for Mass Media	3	0	3
COMM 2332	Radio/TV News Workshop	2	3	3
COMM 2420	Internship in Electronic Media-Radio	<u>1</u>	<u>20</u>	<u>3</u>
		12	23	15
Second Semester				
COMM 1302	Basic Recording Techniques	1	2	3
COMM 2420	Radio Production	1	4	3
COMM 2331	Radio and TV Announcing	3	0	3
COMM 2421	Internship in Electronic Media-Radio	<u>1</u>	<u>20</u>	<u>3</u>
COMM 2425	Public Relations	<u>3</u>	<u>0</u>	<u>3</u>
		9	26	15
Total Credits Required for Communications -- Broadcasting Certificate		30		

RADIO/TELEVISION COMMUNICATIONS

OPTION 2 - Television

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
COMM 1316	News Photography	3	0	3
COMM 1307	Introduction to Mass Communications	3	0	3
COMM 2311	Writing for Mass Communications	3	0	3
COMM 1336	TV Production I	3	0	3
COMM 2331	Radio and TV Announcing	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15

Second Semester

COMM 2327	Advertising	3	0	3
COMM 1337	TV Production Workshop	3	0	3
COMM 2332	Radio/TV News Workshop	2	3	3
COMM 2425	Public Relations	3	0	3
DRAM 2366	Development of the Motion Picture	<u>2</u>	<u>2</u>	<u>3</u>
		13	5	15
Total Credits Required for Communications – Television Certificate				30

* Pending C.B. approval

COMPUTER SCIENCE TECHNOLOGY

General Computer Data Processing

Degree: Certificate

Length: Two-Semester (One-Year) Program

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

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

Computer Science Technology – General Computer

Data Processing

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
CSCI 1400	Intro to Computer Science	3	3	4
CSCI 1410	Computer Programming - BASIC	3	3	4
or				
CSCI 1420	FORTTRAN		3	4
CSCI 1440	Computer Programming - COBAL	3	<u>3</u>	<u>4</u>
CSCI	Elective	<u>3</u>	<u>3</u>	<u>16</u>
		12	12	
Second Semester				
CSCI 1430	Computer Programming - RPG	3	3	4
CSCI 1405	Microcomputer Applications I	3	3	4
CSCI 2440	Advanced COBOL	3	3	4
CSCI	Elective	<u>3</u>	<u>3</u>	<u>16</u>
		12	12	
Total Credits Required				32

CSCI Electives

CSCI 1420	Computer Programming - FORTRAN
CSCI 2400	Special Topics
CSCI 2430	Adv. RPG
CSCI 2300	System Analysis
CSCI 2450	Assembly Programming
CSCI 2405	Microcomputer Application(s) II
CSCI 2460	Computer Programming - PASCAL
CSCI 2480	Data Base Systems

CRIMINAL JUSTICE

Correctional Administration

Certificate Program: Certificate in Correctional Administration

Length: Thirty-Four Semester Hours

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

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

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

Correctional Administration

Course	Lecture Hours	Lab Hours	Course Credits
Group I	21	0	21
Group II	12	1	13
	<u>33</u>	<u>1</u>	<u>34</u>

Required Courses

- Group I**
- Introduction to Criminal Justice
 - Correctional Systems and Practices
 - Community Resources in Corrections
 - The Courts and Criminal Procedure
 - Principles of Management
 - Personnel Management
 - Problems in Management

Elective Courses

- Group II**
- Principles of Accounting I
 - Principles of Accounting II
 - Principles of Sociology
 - Speech

Total Credits Required for Correctional Administration Certificate

34

CRIMINAL JUSTICE

Correctional Science

Certificate Program: Certificate in Correctional Science

Length: Thirty Semester Hours

Purpose: The certificate program is designed for individuals 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 includes courses in Correctional Science; the remaining courses are in related areas. In the event that a 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 takes seven courses from Group I and three courses from Group II. Course selection is determined by consultation with the Department Chairperson after he/she is familiar with the student's background, abilities, and goals.

Correctional Science

Course	Lecture Hours	Course Credits
Group I	21	21
Group II	$\frac{9}{30}$	$\frac{9}{30}$

Group I

- Introduction to Criminal Justice
- Fundamentals of Criminal Law
- The Courts and Criminal Procedure
- Crime in America
- Probation and Parole
- Correctional Systems and Practices
- Community Resources in Corrections
- Cooperative Education for Correctional Science I
- Cooperative Education for Correctional Science II
- Defensive Measures

Group II

- Composition and Rhetoric
- General Psychology
- Principles of Sociology
- American National & State Governments
- U.S. History

Total Credits Required for Correctional Science Certificate 30

CRIMINAL JUSTICE

Law Enforcement and Police Administration

Degree: Certificate in Law Enforcement and Police Administration

Length: Thirty Semester Hours

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

Program Requirements: A certificate student takes seven courses from Group I and three courses from Group II. Course selection is determined by consultation with the Department Chairperson after he/she is familiar with the student's background, abilities, and goals.

Law Enforcement

Course	Lecture Hours	Course Credits
Group I	21	21
Group II	$\frac{9}{30}$	$\frac{9}{30}$

Group I

- Introduction to Criminal Justice
- Criminal Investigation
- Legal Aspects of Law Enforcement
- Fundamentals of Criminal Law
- Police System and Practices
- Defensive Measures
- Cooperative Education for Law Enforcement I
- Cooperative Education for Law Enforcement II
- Crime in America
- The Courts & Criminal Procedure

Group II

- Composition and Rhetoric
- General Psychology
- American National and State Governments
- U.S. History
- Principles of Sociology

Total Credits Required for Certificate in Law Enforcement 30

DRAFTING TECHNOLOGY

Degree: Certificate

Length: Two-Semester (One-Year) Program

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

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

DRAFTING TECHNOLOGY

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
DRFT 1300	Industrial Blueprint Reading	3	1	3
DRFT 1400	Engineering Drafting	2	6	4
DRFT 1411	Architectural Drafting I	2	6	4
MATH 1312	Intermediate Algebra	3	0	3
DRFT 1330	Introduction to Computer Aided Drafting	3	3	3
		<u>13</u>	<u>16</u>	<u>17</u>
Second Semester				
DRFT 2421	Computer Aided Drafting I	2	6	4
DRFT 1440	Machine Drafting	2	6	4
DRFT	Elective	2	6	4
	Elective	3	0	3
or				
DRFT 2311	Cooperative Education for Drafting I	0	20	3
		<u>9</u>	<u>18</u>	<u>15</u>
Total Credits Required for Drafting Technology Certificate				32



ELECTRONIC TECHNOLOGY

Degree: Certificate

Length: Two-Semester (One-Year) Program

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

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

Course	Lecture Hours	Lab Hours	Course Credits
Group I	15	15	20
Group II	12	0	12
Physical Activity	0	6	2
or			
Elective	3	0	3
Total	<u>27 or 30</u>	<u>15 or 21</u>	<u>34 or 35</u>

Group I Electronic Technology Courses

- Group II
 Composition & Rhetoric
 Mathematics
 Government
 U.S. History
 General Psychology

Total Credits Required for Certificate in Electronic Technology..... 34 or 35

ELECTRONIC TECHNOLOGY

Group I Course Number	Course Title	Course Credit
ELTE 1410	Introduction to Electronic Technology	4
ELTE 1430	D.C. Theory and Circuit Analysis	4
ELTE 1440	A.C. Theory and Circuit Analysis	4
ELTE 2421	Electronics I	4
ELTE 2422	Electronics II	4
ELTE 2423	Electronics III	4

Group II

SOCI 1301	Principles of Sociology	3
ENGL 1301	Composition and Rhetoric I	3
ENGL 1302	Composition and Rhetoric II	3
HIST 1301	The United States to 1877	3
HIST 1302	The United States Since 1877	3
GOVT 2301	American National and State Government I	3
GOVT 213	American National and State Governments II	3
PSYC 2313	General Psychology	3

FASHION MERCHANDISING

DEGREE: Certificate

LENGTH: Two-Semester (One-Year) Program

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

FASHION MERCHANDISING

Course	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MGMT 1300	Supervision	3	0	3
FASM 1300	Introduction to Fashion	3	0	3
FASM 1320	Fashion Buying & Merchandising	3	0	3
FASM 2360	Sales Promotion	3	0	3
FASM 2370	Fashion Fundamentals	3	0	3
FASM 1311	Internship	1	20	3
		<u>16</u>	<u>20</u>	<u>18</u>
Second Semester				
FASM 1312	Internship	1	20	3
FASM 1330	Merchandise Planning Procedures	3	0	3
MGMT 1310	Principles of Management	3	0	3
MGMT 2300	Personnel Management	3	0	3
MGMT 2320	Organizational Strategy	3	0	3
*BUSI 1302	Business Psychology	3	0	3
		<u>16</u>	<u>20</u>	<u>18</u>

Total Credits Required for Fashion Merchandising..... 36

*Student may substitute CSCI 1400 for Business Psychology.

LEGAL STENOGRAPHY

Degree: Certificate

Length: Two-Semester (One-Year) Program

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

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

LEGAL STENOGRAPHY

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
OFAD 2323	Typing III	2	3	3
CTRP 1500	Machine Shorthand Theory and Transcription	6	4	5
CTRP 1320	Law and Legal Terminology	4	1	3
ENGL 1301	Composition and Rhetoric I	3	0	3
CTRP 1311	Grammar and Punctuation I	3	2	3
PHED	Physical Activity	0	3	1
		<u>18</u>	<u>13</u>	<u>18</u>
Second Semester				
CTRP 1511	Machine Shorthand I and Transcription (60-80-100)	6	4	5
CSCI 1400	Introduction to Computer Science	3	3	4
CTRP 1330	Medical Terminology	4	1	3
CTRP 1312	Grammar and Punctuation II	3	2	3
PHED	Physical Activity	0	3	1
		<u>16</u>	<u>13</u>	<u>16</u>
Total Credits Required for Legal Stenography Certificate.....				34

MANAGEMENT DEVELOPMENT

Degree: Certificate

Length: Two-Semester (One-Year) Program

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

Program Requirement: A certificate student takes 15 hours of Management in the first semester. In the second semester the certificate student takes another Internship, six hours of related specified business courses, 3 hours of speech, and 3 hours of electives (Banking, Real Estate, Fashion Merchandising, or Office Administration).

MANAGEMENT DEVELOPMENT

First Semester

Course	Title	Credits
MGMT 2320	Organizational Strategy	3
MGMT 1301	Internship	3
MGMT 1320	Small Business Management	3
MGMT 1310	Principles of Management	3
MGMT 2300	Personnel Management	3
		<u>15</u>

Second Semester

BUSI 1302	Business Psychology	3
MGMT 1311	Internship	3
BUSI 1301	Introduction to Business	3
SPCH 1311	Fundamentals of Speech	3
CSCI 1400	Introduction to Computer	4
or Science		
BANK 1300	Principles of Bank Operations	3
or		
REAL 1301	Principles of Real Estate	3
or		
FASM 1300	Introduction to Fashion	3
or		
OFAD 1330	Business Communication	3
or		
OFAD 1360	Office Accounting	3
		<u>15 or 16</u>

Total Credits30 or 31

*** MENTAL HEALTH**

Degree: Certificate

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

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

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

MENTAL HEALTH

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

Second Semester

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

Total Credits Required for Certificate30

*Program pending C.B. approval



OFFICE ADMINISTRATION

Degree: Certificate

Length: Two-Semester (One-Year) Program

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

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

Secretary One-Year

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
OFAD 1360	Office Accounting	3	1	3
OFAD 1321	Typewriting I	2	3	3
OFAD 1350	Office Machines	2	3	3
OFAD 1311	Shorthand I	3	2	3
OFAD 1300	Records Management	2	3	3
		<u>12</u>	<u>12</u>	<u>15</u>

Second Semester

OFAD 1322	Typewriting II	2	3	3
ENGL 1301	Composition and Rhetoric I	3	0	3
OFAD 1330	Business Communications	3	0	3
OFAD 1312	Shorthand II	3	2	3
OFAD 2341	Word Processing I	2	3	3
		<u>13</u>	<u>8</u>	<u>15</u>

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

Word Processing One-Year

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
OFAD 1321	Typing I	2	3	3
OFAD 1300	Records Management	2	3	3
OFAD 1350	Office Machines	2	3	3
OFAD 1360	Office Accounting	3	1	3
OFAD 2341	Word Processing I	2	3	3
		<u>11</u>	<u>13</u>	<u>15</u>

Second Semester

OFAD 1322	Typewriting II	2	3	3
OFAD 1340	Office Procedures	3	2	3
OFAD 2342	Word Processing II	2	3	3
OFAD 1330	Business Communications	3	0	3
*OFAD 2343	Word Processing III	2	3	3
		<u>12</u>	<u>11</u>	<u>15</u>

Total Credits Required for30

RESPIRATORY CARE PROGRAM

Degree: Certificate

Length: 12 Months

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

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

This program is fully accredited by the Joint Review Committee for Respiratory Care Education and the American Medical Association.

For admission requirements and progression policies, see Respiratory Care Program Degree in Applied Science page 101-102.

RESPIRATORY CARE PROGRAM

Certificate Option

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester (Fall)				
RESC 1300	Cardiopulmonary Anatomy & Physiology	3	0	3
RESC 1500	Introduction to Respiratory Care	3	10	5
RESC 1411	Respiratory Care Procedures I	3	2	4
RESC 1320	Pharmacology	3	0	3
RESC 1301	Respiratory Care Sciences	3	0	3
		<u>15</u>	<u>12</u>	<u>18</u>

Second Semester (Spring)

RESC 1410	Clinical Medicine and Pulmonary Disorders	3	2	4
RESC 1412	Respiratory Care Procedures II	3	2	4
RESC 1211	Clinical Practical I	0	16	2
BIOL 2401	Anatomy and Physiology I	3	2	4
ENGL 1301	Composition & Rhetoric I	3	0	3
		<u>12</u>	<u>22</u>	<u>17</u>

Third Semester (Twelve-Week Session)

RESC 1310	Clinical Practical II	0	24	3
RESC 1311	Seminar in Respiratory Care I	3	0	3
		<u>3</u>	<u>24</u>	<u>6</u>

Total Credits Required..... 41

VOCATIONAL NURSING PROGRAM

Degree: Certificate

Length: Twelve Months; Three semesters, 48 credit hours.

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

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

Admission Requirements:

1. Be a high school graduate or hold a certificate of equivalency (G.E.D.).
2. Submit applications and official transcripts to Alvin Community College.
3. Submit an application with ACT score to the Vocational Nursing Department. A minimum composite score of 14 is required for acceptance. TASP proficiency is recommended for continuing matriculation.
4. Attend an informational meeting with the chairperson of Vocational Nursing prior to registration.
5. Upon registration, provide a physical examination, which includes blood studies, urinalysis, serology, pulmonary screening, and immunization update.
6. Enrollment is limited to 30 qualified applicants.

Program Requirements:

1. Fees throughout the year will include books, supplies, uniforms, bandage scissors, name pins, nursing shoes and cap, watch with seconds, testing fees, and malpractice insurance. Health insurance and transportation are the responsibility of the student.
2. A passing grade of 75 must be attained in each subject. Averages below 75 will constitute grounds for request of student withdrawal.
3. A maximum of four absences per semester is allowed.
4. The Vocational Nursing Department may request at any time the withdrawal or dismissal of a student whose health, attendance, conduct, personal qualities or abilities, and/or scholastic records (clinical or academic proficiency) indicate that it would be inadvisable for the student to continue.
5. Transfer students must spend a minimum of one semester in the Alvin Community College Vocational Nursing Department in order to be considered a graduate.
6. 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.

VOCATIONAL NURSING

**First Semester
Summer I & II
(Two 6-Weeks)**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
VOCN 1800	Fundamentals of Vocational Nursing	9	6	8
VOCN 1400	Anatomy & Physiology for Vocational Nursing	6	0	4
		<u>15</u>	<u>6</u>	<u>12</u>

**Second Semester
Fall Semester
(16 Weeks)**

VOCN 1410	Pharmacology for Vocational Nursing	4	0	4
VOCN 1500	Mental Health, Mental Illness	3	8	5
VOCN 1900	Obstetrical-Neonatal Nursing	5	16	9
		<u>12</u>	<u>24</u>	<u>18</u>

**Third Semester
Spring Semester
(16 Weeks)**

VOCN 1420	Pediatric Nursing	2	8	4
VOCN 1910	Medical Surgical Nursing	8	16	12
VOCN 1200	Issues in Nursing	2	0	2
		<u>12</u>	<u>24</u>	<u>18</u>

Total Credits Required for the Vocational Nursing Certificate..... 48

WELDING TECHNOLOGY

DEGREE: Certificate

LENGTH: Two-Semester (One-Year) Program

PURPOSE: The one-year certificate in welding prepares the student for fulltime 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 industries.

PROGRAM REQUIREMENTS: In addition to the general requirements for admission to the College, entry into the Welding Program requires a personal interview with the Welding Department Chairperson.

Welding Technology

From Group I: Minimum course credits equal to twenty-three (23) hours.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
WELD 1400	Welding Processes	2	6	4
WELD 1411	Arc Welding I	2	6	4
WELD 2411	Pipe Welding	2	6	4
WELD 1420	Basic Mig & Tig	2	6	4
WELD 1412	Arc Welding II	2	6	4
DRFT 1300	Blueprint Reading	3	1	3

From Group II: Minimum course credits equal to eleven (11) hours.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
WELD 2420	Advance Mig & Tig	2	6	4
WELD 2311	Basic Layout & Design	1	4	3
WELD 2312	Advance Layout & Design	1	4	3
WELD 2412	Pipe Welding II	2	6	4
DRFT 1315	Fundamentals of Drafting	2	4	3

Total Credits Required for
Welding Technology Certificate 34

AWARD OF ACHIEVEMENT DEVELOPMENTAL STUDIES

Degree: Award of Achievement

Length: Two-Semester (One-Year) Program

Purpose: The Developmental Studies Program prepares the student for entry into college and vocational courses at a level competitive with other students, and it develops basic skills such as reading, writing, and mathematics.

Program Requirements: Developmental Studies provides courses and instruction in the fundamental skill areas. This program benefits the following groups of students:

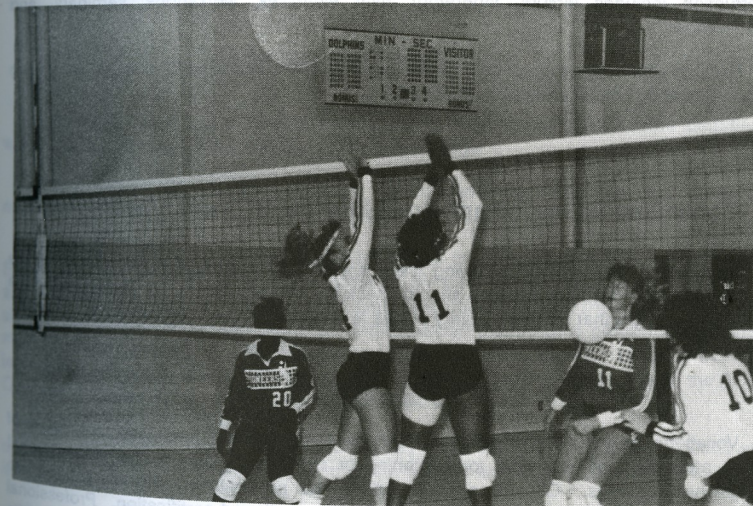
- those students whose placement test scores indicate that they need additional preparation before attempting college credit courses,
- those students returning to school after a long absence who feel the need for "refresher" work,
- those students whose past attempts in school have ended in failure,
- those students who simply desire to improve basic skills.

An Award of Achievement in Development Studies is presented after the successful completion of two semesters.

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

DEVELOPMENTAL STUDIES

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ENGL 0309	Developmental Writing I	3	0	3
MATH 0309	Arithmetic	3	0	3
READ 0309	Developmental Reading I	3	1	3
PSYC 0309	Study Skills	3	0	3
PHED	Physical Activity	0	3	1
		<u>12</u>	<u>4</u>	<u>13</u>
Second Semester				
ENGL 0310	Developmental Writing II	3	0	3
MATH 0310	Developmental Mathematics--Algebra	3	0	3
READ 0310	Developmental Reading II	3	1	3
SPCH 1318	Interpersonal Relations	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>4</u>	<u>13</u>
Total				26



CONTINUING EDUCATION PROGRAM

Purpose

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

General Information

Noncredit continuing education serves all age groups, including senior adults, children and youth. Information regarding the age appropriateness of specific courses is provided in the course schedule.

Most noncredit courses are offered in the evening. Classes range in length from three-hour seminars to the 457-hour police academy. Tuition and fees for noncredit classes are established by the Alvin Community College Board of Trustees. Noncredit instruction includes lecture, laboratory, field exercises, workshops, seminars, and conferences.

Persons who have program and course ideas should contact the Director of Continuing Education at 331-6111, extension 208 or 257.

Continuing Education and Adult Non-Credit Course Descriptions

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

VOCATIONAL

Vocational courses are offered to assist the student in job readiness, upgrading of skills, attainment of new skills for beginning or changing a career, and other general vocational purposes. Courses are also offered for professional who are required to develop and maintain specific levels of training for continued certification. Professional training includes licensed professional counselors, insurance agents and certified public accountants.

This noncredit area includes training in Child Care, Health and Medical, Business and Management, Gerontology, Microcomputers, Law Enforcement, Petrochemical Operator Processing, Secretarial/Clerical, and General Vocational.

ART APPRECIATION

The courses offered in this area involve leisure classes in various art mediums, as well as updated instruction in the latest trends in crafts—from folksy to elegant.

CONVERSATIONAL LANGUAGES

Persons interested in building foreign language skills or improving existing skills are encouraged to check into noncredit conversational language courses.

PHYSICAL FITNESS

The noncredit program serves the physical fitness needs of children, adults, and senior adult students. Courses in the martial arts are offered every semester for ages six years and older. Other types of physical fitness offer a varied degree of physical dexterity to meet the needs of people at all physical fitness levels.

AVOCATIONAL AND SPECIAL INTERESTS

From Defensive Driving to Sign Language to Firearms Training—this category contains something for everyone. Hobby enthusiasts, as well as those improving trade skills can almost always find something of interest in this area of noncredit training, with classes to improve skills in Auto Body Repair to Home Landscaping.

ABE/GED/ESL PROGRAM

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

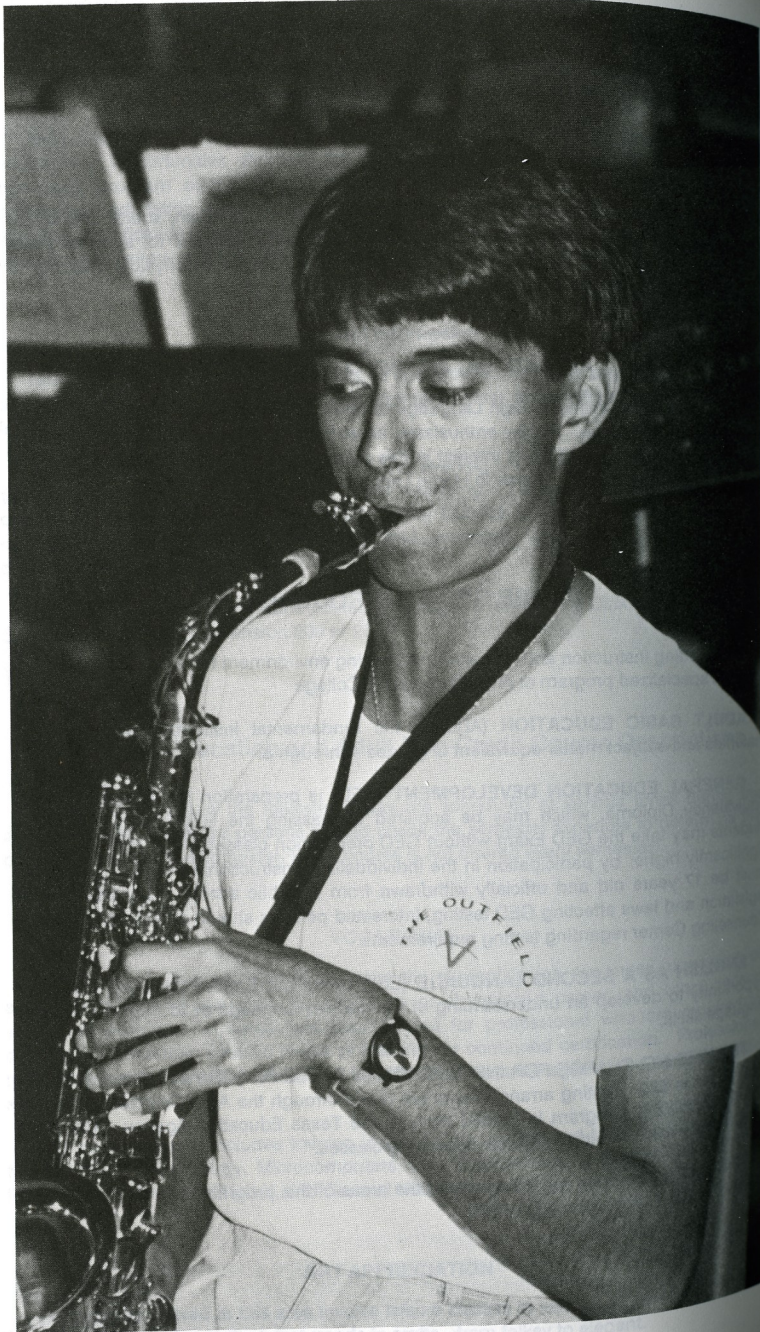
ADULT BASIC EDUCATION (ABE) is the fundamental instruction and study of materials and subject matter equivalent of grades 1 through 8.

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

ENGLISH AS A SECOND LANGUAGE (ESL) offers non-English speaking adults an opportunity to develop an understanding of the spoken language or to improve existing language skills.

THERE IS NO CHARGE FOR INSTRUCTION IN THESE PROGRAMS. The fee for the GED Exam is \$20. Testing arrangements are made through the ACC Counseling Center. The ABE/GED/ESL program is funded through the Texas Education Agency. Interested persons may enroll in either daytime or evening classes.

Additional information regarding any of the areas of this program may be acquired by calling 331-6111, extension 380 or 209.



DESCRIPTION OF COURSES

**COURSE NUMBER IN BRACKETS ARE UNDER OLD
COURSE NUMBERING SYSTEM PRIOR TO
THE 1990-91 CATALOG**

DESCRIPTION OF COURSES**ACCOUNTING**

Norman Bradshaw, **Department Chairperson**
Lee Baker, Tom Branton

- ACCT 2301 [ACCT221]. Principles of Accounting I.** (3 credits). This course concentrates on accounting for merchandise operations, proprietorships, partnerships, negotiable instruments, specialized books of original entry, and the voucher system, including emphasis on the financial aspects of accounting. (3 lecture and 1 laboratory hours per week).
- ACCT 2302 [ACCT222]. Principles of Accounting II.** (3 credits). This course provides a study of partnerships, corporations, cost accounting, assets, theory, and interpretation of financial statements, with special emphasis on the managerial aspects of accounting. (3 lecture and 1 laboratory hours per week). **Prerequisite:** ACCT 2301.
- ACCT 2311 [ACCT231]. Intermediate Accounting I.** (3 credits). This course covers such areas as a review of accounting principles, current assets and investments, plant assets, and intangibles. (3 lecture hours per week). **Prerequisite:** ACCT 2302.
- ACCT 2312 [ACCT232]. Intermediate Accounting II.** (3 credits). Liabilities, paid-in capital, interpretation and analysis of financial statements, cash flow, reorganizations, and price level impact on financial statements are topics for study in this course. (3 lecture hours per week). **Prerequisite:** ACCT 2311.
- ACCT 2320 [ACCT233]. Federal Income Tax Accounting.** (3 credits). This course includes a study of the various income tax acts and emphasizes the relation of Federal Income Tax to individuals, to business management, and to social security and payroll tax. (3 lecture hours per week).
- ACCT 2330 [ACCT234]. Managerial Accounting.** (3 credits). This study in the use of accounting records for managerial purposes includes such topics as financial statement analysis, ratios, budgets, analytical techniques, and special management reports. (3 lecture hours per week). **Prerequisite:** ACCT 2301.
- ACCT 2340 [ACCT240]. Accounting with the Mini-Micro Computer.** (3 credits). In this comprehensive overview of the implementation, operation, and end product of mini-micro computers used in accounting for a business, students use mini-micro computers to perform a full range of accounting functions for a typical business. (3 lecture and 3 laboratory hours per week).
- ACCT 2351 [ACCT211]. Accounting Internship.** (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. Students will also be required to attend a one-hour lecture on campus with the internship instructor. Students will also be required to attend a one-hour lecture on campus with the internship instructor. The course includes a comprehensive treatment of internship-related activities, individualized objectives, and regularly scheduled activities and concentrates on the development of a philosophy towards work including personal life planning, value clarification, and self awareness. The student must have the approval of the department chairperson. (1 lecture and 20 lab hours per week).

- ACCT 2352 [ACCT212]. Accounting Internship.** (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. Student will also be required to attend a one-hour lecture on campus with the internship instructor. Students will also be required to attend a one-hour lecture on campus with the internship instructor. Students may receive credit from an approved full-time job. (1 lecture and 20 lab hours per week). **Prerequisite:** ACCT 2351

AGRICULTURE

Stephen Wheeler, **Department Chairperson**

- AGRI 1307 [AGRI 120]. Fundamentals of Crop Production.** (3 credits). This course presents a scientific approach to commonly grown field crops by exploring their importance, value, use, characteristics, classification, distribution, climatic and soil requirements, production, storage, improvement, and seed technology. (3 lecture hours per week).
- AGRI 1319 [AGRI 110]. Animal Husbandry.** (3 credits). This basic course acquaints the student with the production systems, basic facility requirements, and markets for various types and breeds of livestock. The course also presents basic phases of feeding, breeding, disease control, and production of livestock. (3 lecture hours per week).

AIR CONDITIONING AND REFRIGERATION

Alec Huffman, **Department Chairperson**

- AIRC 1220 [ACRH135]. Air Conditioning and Refrigeration Troubleshooting.** (2 credits). This course includes additional study in any of three areas of specialization: domestic refrigeration, commercial refrigeration, or air conditioning. Problems are assigned individually or in groups. (1 lecture and 3 laboratory hours per week).
- AIRC 1310 [ACRH129]. Introduction to Solar Energy.** (3 credits). This course is designed to familiarize the student with the use of solar energy as a viable energy resource. The course covers the theory of solar applications and the general use of such applications. (3 lecture hours per week).
- AIRC 1320 [ACRH131]. Air Conditioning Fundamentals I.** (3 credits). This course provides students with the knowledge and skills necessary to install and service air conditioning (cooling) systems. The course includes an introduction to air conditioning systems, properties of air, humidity, psychometric charts, comfort coolers, residential central systems, chilled water systems, evaporators, refrigerant controls, condensers, electrical circuits and controls, air cleaning dehumidifiers, and heat pump systems. (3 lecture hours per week).
- AIRC 1330 [ACRH133]. Air Conditioning and Electrical Circuits I.** (3 credits). Topics covered in this course include basic principles of electricity, electron theory, sources of E.M.F., electrical circuits, magnetism, ohms laws, conductors

- and insulators, power transformation, electronic motor theory, and the use of electric meters and test equipment. (3 lecture hours per week).
- AIRC 1340 [ACRH170]. Domestic Refrigeration.** (3 credits). This course covers the knowledge and skills necessary to install and service domestic refrigeration systems and includes a study of types and construction of cabinets, compressors, controls, evaporators, refrigerant controls, defrosting systems, and safety practices. (3 lecture and 1 laboratory hours per week).
- AIRC 1410 [ACRH130]. Solar Energy Fundamentals.** (4 credits). This course is designed to provide the student with the knowledge and skills necessary to install, service, and maintain solar energy systems. Included is a study of hot water supply, heat, and cooling systems. (2 lecture and 6 laboratory hours per week).
- AIRC 1420 [ACRH132]. Air Conditioning Fundamentals II.** (4 credits). This course provides students with the knowledge and skills necessary to service and maintain heat pumps. Included is a study of vortex tube comfort cooling, heat loads, air distribution, electronic filters, blue print reading, etc. (3 lecture and 3 laboratory hours per week). **Co-requisite:** AIRC 1320 and AIRC 1330.
- AIRC 1430 [ACRH134]. Industrial Electricity.** (4 credits). This course provides a study of the fundamentals of direct current and alternating current electron theory resistance, current, voltage, electromagnetism, and inductance, capacitance, and sinusoidal variations in passive networks of resistors and capacitors. The course also includes a survey of the field of electrical power distribution. (3 lecture and 2 laboratory hours per week).
- AIRC 1440 [ACRH140]. Introduction to Refrigeration.** (4 credits). This course covers the fundamentals of refrigeration, cycle theory, basic refrigeration systems, compressor construction, refrigerant controls, and safety practices. (3 lecture and 3 laboratory hours per week).
- AIRC 1441 [ACRH141]. Refrigeration Systems Servicing I.** (4 credits). This course provides students with the knowledge and skills necessary to install and service commercial refrigeration systems and includes an introduction to commercial refrigeration systems, commercial compressors, condensers, receivers, water valves, evaporators, suction-liquid lines and manifolds, constant pressure valves, solenoid valves, defrost systems, motors and fans, electrical systems, electrical circuits, heat loads, and system capacitors. (3 lecture and 3 laboratory hours per week).
- AIRC 2350 [ACRH260]. Heat Load Calculations.** (3 credits). This course includes a study of heat loads as prescribed by the Air Conditioning Refrigeration Institute (ARI) and the American Society of Heating and Refrigeration Engineers (ASHRE). (3 lecture hours per week).
- AIRC 2430 [ACRH234]. Air Conditioning and Electrical Circuits II.** (4 credits). Studies include the generation of three-phase power and its distribution and application. The course also includes a study of the theory of operation, application, and servicing of three-phase motors, relays, solenoids, line starters, time-delay controls, capacitors, pressure switches, thermal relays, sequencing controls, pneumatic controls, motorized operators, low voltage controls, humidity controls, electronic controls, and blue print drawing and reading. (2 lecture and 6 laboratory hours per week).
- AIRC 2440 [ACRH242]. Refrigeration Systems Servicing II.** (4 credits). This course provides students with the knowledge and skills necessary to service and

maintain vending machines, beverage dispensers, soda fountains, ice machines, cascade systems, etc. (2 lecture and 6 laboratory hours per week).

- AIRC 2450 [ACRH250]. Heating and Ventilation.** (4 credits). This course provides the student with the knowledge and skills necessary to install and service air conditioning (heating) systems and includes an introduction to heating systems, fuels, types of burners, warm air systems, hydroptic systems, steam systems, electric heat systems, thermostats, controls, electrical circuits, heat loads, infiltration, air volumes, duct design, and humidifiers. (2 lecture and 6 laboratory hours per week).

ARTS

Bruce Turner, Department Chairperson

- ARTS 1301 [ARTS120]. Art Appreciation.** (3 credits). This general course in Art Appreciation is open to all college students. It includes critical evaluation of selected works of painting, sculpture, architecture, and industrial design and a study of the principles of design from a layman's standpoint and of art in relation to everyday life. (3 lecture hours per week).
- ARTS 1303 [ARTS140]. Art History I.** (3 credits). This course includes a critical and analytical study of the great historical works of art in architecture, sculpture, painting, and the minor arts from prehistoric times through the medieval period. (3 lecture hours per week).
- ARTS 1304 [ARTS141]. Art History II.** (3 credits). This course provides a critical and analytical study of the great historical works of art in architecture, sculpture, painting, and the minor arts from the medieval period to contemporary art. (3 lecture hours per week).
- ARTS 1311 [ARTS111]. Design I.** (3 credits). This course familiarizes the student with the basic elements and fundamentals of two-dimensional design and their application to works of art. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week).
- ARTS 1312 [ARTS112]. Design II.** (3 credits). This course provides the student with a knowledge of the application of design principles to three-dimensional work. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. The student must have the approval of the department chairperson. (6 laboratory hours per week).
- ARTS 1316 [ARTS121]. Drawing I.** (3 credits). This beginning course investigates a variety of media, techniques, and subjects and explores descriptive and perceptual possibilities of drawing. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week).
- ARTS 1317 [ARTS122]. Drawing II.** (3 credits). This course is an expansion of the concepts presented in Drawing I, and it stresses the expressive and conceptual aspects of drawing in various media. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects.

The student must have the approval of the department chairperson. (6 laboratory hours per week).

- ARTS 2316 [ARTS231]. Painting I.** (3 credits). This course explores the potentials of various painting media with stress on color and composition. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week).
- ARTS 2317 [ARTS232]. Painting II.** (3 credits). This course includes a study of the techniques and media used in painting; expression, as well as subject matter, is unrestricted. These courses are open to all students who wish to paint. Art majors must attend a painting laboratory. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week).
- ARTS 2326 [ARTS201]. Sculpture I.** (3 credits). This course provides students with experiences in sculpture in stone, metal, clay, wood, and plaster, with an emphasis on expression in three-dimension form in space. Art majors are expected to attend a sculpture lab. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week).
- ARTS 2346 [ARTS270]. Ceramics I.** (3 credits). This course includes an introduction to hand building processes and glaze application. Students learn to use the potter's wheel with emphasis on individual expression. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week).
- ARTS 2351 [ARTS251]. Design Communication I.** (3 credits). This course includes an introduction to the processes and techniques of advertising art. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week).
- ARTS 2352 [ARTS 252]. Design Communication II.** (3 credits). This course is an advanced study of advertising art and production. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week).
- ARTS 2360 [ARTS260]. Graphic Media.** (3 credits). Students critically evaluate graphic media as well as create works in serigraphy and other print media. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week).
- ARTS 2366 [ARTS240]. Watercolor I.** (3 credits). Students explore the watercolor medium as a means of artistic expression through interpretation of still life, landscape, and figure subjects. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week).

- ARTS 2367 [ARTS242]. Watercolor II.** (3 credits). This course presents a deeper exploration in the field of the watercolor medium as a means of artistic expression through interpretation of still life, landscape, figure, and non-objective approaches. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week).

AUTOMOTIVE TECHNOLOGY

Bruce Westmoreland, Department Chairperson
Rogers Doughty, Charles Graham, Hasso Schroder

- AUTO 1410 [AUTO101]. Basic Automotive.** (4 credits). The course acquaints the student with service trade information, use and care of shop equipment and tools, standard transmissions, brakes, clutches, rear axles, drive line principles, and a limited application of automotive shop practices. (2 lecture and 4 laboratory hours per week).
- AUTO 1415 [AUTO111]. Internal Combustion Engine.** (4 credits). An introduction to the gasoline internal combustion engine, this course concentrates on technique and skill in inspection, repairing and overhauling of engine components, valve timing, and the use of special tools and equipment. Students also receive an introduction to diesel engines. (2 lecture and 4 laboratory hours per week).
- AUTO 1420 [AUTO112]. Automotive Electricity and Ignition System.** (4 credits). An introduction into the fundamentals of electricity as applied to the automotive vehicle, this course includes classroom theory and laboratory practices of magnetic principles of electricity, functions of the diode and transistor, the storage battery, D.C. and A.C. charging systems, generators and alternators, and complete wiring systems. (2 lecture and 4 laboratory hours per week).
- AUTO 1425 [AUTO113]. Carburetion and Fuel Systems.** (4 credits). During this study of fuels and their applications, requirements, and effects on carburetion, students will disassemble, clean, overhaul, reassemble, and adjust various types of carburetors. (2 lecture and 4 laboratory hours per week).
- AUTO 2210 [AUTO214]. Automobile Repair Shop Organization and Management.** (2 credits). This course includes a study of record keeping, finance, personnel, equipment, and use of facilities and analyzes problem areas in the auto repair business. (2 lecture hours per week).
- AUTO 2300 [AUTO216]. Automotive Technology Internship.** (3 credits). The student works in a qualifying dealership or auto repair shop for 20 hours per week and attends a one-hour seminar per week. Student will receive practical training and experience compatible with his/her career objectives. The student must have the approval of the department chairperson. (1 lecture and 20 lab hours per week).
- AUTO 2430 [AUTO202]. Automotive Transmission.** (4 credits). An introduction to the theory and principles of hydraulic controls, this course includes a study of torque converters, power flow, gear trains, oil circuits, and correct procedures of disassembly, cleaning, inspection, repair, and reassembly of current types of automatic transmissions. (2 lecture and 4 laboratory hours per week).

AUTO 2435 [AUTO211]. Automotive and Truck Chassis. (4 credits). This course includes a study of designs, construction, and frame alignment fundamentals of the vehicle chassis. Classroom theory and laboratory practices include front end alignment, shock absorbers, springs, steering mechanisms, wheel balancing, and power steering. (2 lecture and 4 laboratory hours per week).

AUTO 2440 [AUTO215]. Accessory Equipment. (4 credits). In this course, automatic temperature systems, light sensors, speed control systems, power seats, power windows, clocks, and similar types of systems used in modern automobiles are studied, analyzed, and repaired. (2 lecture and 4 laboratory hours per week). **Prerequisites:** AUTO 2460, AUTO 1420.

AUTO 2450 [AUTO213]. Automotive Diagnostics. (4 credits). This course includes a complete study of diagnostic procedures used in the analysis of automotive electrical systems, carburetor and combustion systems, and control systems for exhaust emission. Students will also learn the proper use of test equipment for diagnostic purposes. (2 lecture and 4 laboratory hours per week). **Prerequisites:** AUTO 1420, AUTO 1425.

AUTO 2460 [AUTO212]. Automotive Air Conditioning. (4 credits). This course covers basic principles of the automotive air conditioning unit. Classroom theory and laboratory practices include a study of liquids, vapors, gases and heat transfer, and repairing of air conditioning units. (2 lecture and 4 laboratory hours per week).

BANK MANAGEMENT DEVELOPMENT

BANK 1300 [BANK130]. 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. (3 lecture hours per week).

BANK 1310 [BANK140]. 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 is 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. (3 lecture hours per week).

BANK 1320 [BANK150]. Analyzing Bank Financial Statements. (3 credits). This course organizes into two main sections: characteristics of financial statements and financial statement analysis. For students who have studied accounting, this course serves as a useful review of basic accounting principles; for students who have not studied accounting, the course provides the minimum background necessary for profitable study of financial statement analysis. (3 lecture hours per week).

BANK 1330 [BANK230]. 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. (3 lecture hours per week).

BANK 2300 [BANK240]. 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 banks, 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. (3 lecture hours per week).

BANK 2310 [BANK250]. 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. (3 lecture hours per week).

BANK 2320 [BANK260]. 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 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. (3 lecture hours per week).

BANK 2330 [BANK270]. 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. (3 lecture hours per week).

BANK 2340 [BANK280]. 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. This seminar 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. (3 lecture hours per week).

BIOLOGY

Stephen Wheeler, **Department Chairperson**
Bill Horine, Roy Turner

- BIOL 1308 [BIOL101]. Contemporary Biology I.** (3 credits). This course covers fundamental characteristics of living matter from the molecular level to the ecological community. The courses stress basic biological principles relevant to animals. (3 lecture hours per week).
- BIOL 1309 [BIOL102]. Contemporary Biology II.** (3 credits). This course covers fundamental characteristics of living matter from the molecular level to the ecological community. The course stresses basic biological principles relevant to plants. (3 lecture hours per week).
- BIOL 1408 [BIOL111]. General Biology I.** (4 credits). This course covers the principles of biology, including considerable study of the structure of animals. This course emphasizes the study of the animal kingdom and the human organ system, and it includes an introduction to cell physiology and chemistry. (3 lecture and 3 laboratory hours per week).
- BIOL 1409 [BIOL112]. General Biology II.** (4 credits). This course covers the principles of biology, including considerable study of the structure of plants. The course emphasizes the study of flowering plant anatomy and physiology and presents a survey of plant groups, genetics, ecology, and evolution. (3 lecture and 3 laboratory hours per week).
- BIOL 2306 [BIOL110]. Environmental Conservation.** (3 credits). This course includes a study of the management of natural resources, the problems caused by population and pollution, the balance of nature, and man's importance in the environment. (3 lecture hours per week).
- BIOL 2401 [BIOL121]. Anatomy and Physiology I.** (4 credits). This course includes a study of the structure and function of organ systems of the human body. (3 lecture and 2 laboratory hours per week).
- BIOL 2402 [BIOL122]. Anatomy and Physiology II.** (4 credits). This course continues the study of the structure and function of organ systems of the human body. (3 lecture and 2 laboratory hours per week). **Prerequisite:** BIOL 2401.
- BIOL 2420 [BIOL225]. Basic Microbiology.** (4 credits). This one-semester course in microbiology stresses the principles and applications of microbial activity, with emphasis given to the bacterial types. The course stresses the role of micro-organisms in disease, ecology, sanitation, industry, and public health as well as considering sterilization techniques, pure culture techniques, and other aspects of microbial control. Basic Microbiology is recommended for students in biology, pre-med, pre-dental, nursing, and related medical fields. The student must have credit in one of the following: BIOL 1408, BIOL 1409, BIOL 2401, OR BIOL 2402. (3 lecture and 3 laboratory hours per week).

BUSINESS ADMINISTRATION

Norman Bradshaw, **Department Chairperson**
Lee Baker, Bill Swenty

- BUSI 1301 [BUAD110]. Introduction to Business.** (3 credits). An overview of the American system of free enterprise, this course concentrates on business and its environment, organization and management of the enterprise, management of human resources, production, marketing, and finance. Primary emphasis is placed on the way American businesses work, what they can do well, and what they do poorly. (3 lecture hours per week).
- BUSI 1302 [BUAD150]. Business Psychology.** (3 credits). A study of the practical applications of psychological principles as applied to human relations in a work environment, this course emphasizes motivation, leadership, conflict resolution, decision-making, communication, and job satisfaction and effectiveness. (3 lecture hours per week).
- BUSI 2301 [BUAD120]. Legal Environment of Business.** (3 credits). This course explores the role of law in business and society, government regulations of business and legal reasoning, source of law, social policy and legal institutions, antitrust, consumer protection, environmental laws, worker health and safety, employment discrimination, and other laws affecting business. (3 lecture hours per week).
- BUSI 2302 [BUAD122]. Business Law.** (3 credits). This course covers the principals of law which form the legal framework for business activities, contracts, and agency and applicable statutes. (3 lecture hours per week). **PREREQUISITE:** BUSI 2301.

CHEMISTRY

William R. Bitner, **Department Chairperson**
Betty Graef

- CHEM 1405 [CHEM111]. Introductory Chemistry I.** (4 credits). Topics covered in this course include atomic-molecular theory, valence, oxidation numbers, formulae, chemical equations, gas laws, and solutions. (3 lecture and 3 laboratory hours per week).
- CHEM 1407 [CHEM112]. Introductory Chemistry II.** (4 credits). This course surveys organic and bio-chemistry, and it may include polymer chemistry and heterocyclic. (3 lecture and 3 laboratory hours per week). **Prerequisite:** CHEM 1405.
- CHEM 1411 [CHEM121]. General Chemistry and Analysis.** (4 credits). The topics presented in this course include atomic structure, the periodic classification, the gas laws, reactions involving oxygen and hydrogen, solutions of electrolytes, ionization, and acids, bases, and salts. (3 lecture and 4 laboratory hours per week).
- CHEM 1412 [CHEM122]. General Chemistry and Analysis.** (4 credits). The topics presented in this course include oxidation-reduction, the chemistry of the common elements and their compounds, coordination chemistry, and electro-chemistry. This course also emphasizes the qualitative analysis of the

common cations and anions using semi-micro techniques in the laboratory and the study of systems involving chemical equilibria. (3 lecture and 4 laboratory hours per week). **Prerequisite:** CHEM 1411.

CHEM 2401 [CHEM210]. Quantitative Analysis. (4 credits). This course emphasizes the fundamental principles of quantitative analysis. Students make determinations involving gravimetric and volumetric methods and carry out acid-base titration. Students use some of the more modern techniques, including spectrophotometric and electroanalytical procedures. (2 lecture and 6 laboratory hours per week). **Prerequisite:** CHEM 1412.

CHEM 2423 [CHEM211]. Organic Chemistry. (4 credits). This course covers general principles and theories of elementary organic chemistry, with special emphasis on characteristics, structures, preparation, reactions, and nomenclature of hydrocarbons, alkyl halides, alcohols, phenols, and ethers. (3 lecture and 4 laboratory hours per week). **Prerequisites:** CHEM 1411 and CHEM 1412.

CHEM 2425 [CHEM212]. Organic Chemistry. (4 credits). This course covers general principles and theories of elementary organic chemistry, with special emphasis on characteristics, structures, preparation, reactions, and nomenclature of aldehydes, ketones, carboxylic acids, and amines. This course also covers stereochemistry and some elementary concepts in biochemistry. (3 lecture and 4 laboratory hours per week). **Prerequisite:** CHEM 2423.

CHILD CARE AND DEVELOPMENT

Sandra Horine, Department Chairperson

CHID 1200 [CHCD140]. Child Care Recreation. (2 credits). An introduction to the fundamental principles of child development through physical activity, this course explores physical activities appropriate to motor development and movement education. (1 lecture and 2 laboratory hours per week).

CHID 1300 [CHCD110]. Pre-School and Day Care Programs. (3 credits). A study of child development through pre-school and day care programs, this course includes the history, philosophy, and practices of specialized care with emphasis on the educational, recreational, and health needs of the child. (3 lecture hours per week).

CHID 1310 [CHCD145]. Creative Activities for Young Children. (3 credits). This is a study of materials and methods needed in an early childhood setting to provide creative experiences in the areas of art, music and movement, and creative dramatics. (2 lecture and 3 laboratory hours per week).

CHID 1320 [CHCD155]. Literature and Language Arts for Young Children. (3 credits). This is an introduction to early learning experiences in listening, speaking, reading/writing readiness through literature and language arts. Literature written specifically for the young child will be examined. The student is acquainted with authors and illustrators of children's books. (2 lecture and 3 laboratory hours per week).

CHID 1330 [CHCD165]. Infant and Toddler Care. (3 credits). This course provides the student with an understanding of the physical, social, emotional, and cognitive development of the infant and toddler with concentration on program planning in these areas of development. (3 lecture hours per week).

CHID 1340 [CHCD180]. Math and Science for Young Children. (3 credits). Fundamentals of math and science concepts used in the early childhood setting as well as appropriate techniques and materials for classroom use will be presented. Problem-solving skills for young children will be emphasized. (2 lecture and 3 laboratory hours per week).

CHID 2301 [CHCD211]. Child Care and Development Internship I. (3 credits). The student applies skills and knowledge of young children in an early childhood setting. The student receives practical training and experiences compatible with his/her career goals under the supervision of a professional team. The student must have the approval of the department chairperson. (2 lecture and 20 laboratory hours per week).

CHID 2302 [CHCD212]. Child Care and Development Internship II. (3 credits). The student applies skills and knowledge of young children in an early childhood setting. The student receives practical training and experiences compatible with his/her career goals under the supervision of a professional team. (2 lecture and 20 laboratory hours per week).

CHID 2310 [CHCD220]. Child Nutrition and Health Care. (3 credits). This course provides students with basic information on human nutrition, the nutritional value of food, and an understanding of food and food habits in relation to nutrition of the young child. An examination of food purchasing, storage, safe handling, sanitation, and the importance of good nutrition in maintaining good health is presented. (3 lecture hours per week).

CHID 2320 [CHCD230]. Child Growth and Development: Preschool to Middle Childhood. (3 credits). This course provides the student with an understanding of the physical, social, emotional, and mental development of the young child up to preadolescence, with concentration on child guidance. The course increases the student's understanding of the dynamics of behavior, including attitudes, values, and knowledge of growth patterns. (3 lecture hours per week).

CHID 2410 [CHCD250]. Administration of Pre-School and Day Care Programs (4 credits). This course develops skills in the management of early childhood programs. It encompasses the role and duties of a director, staff management, licensing agency requirements, fiscal management, marketing, record keeping, personnel selection, staff development, parent and public communication, policy formation, professionalism and ethics, program design and coordination, and other practical aspects of administering programs for young children. (2 lecture and 4 laboratory hours per week).

CHID 2420 [CHCD260]. Seminar and Field Work. (4 credits). In this course, the student receives on-the-job experience under the supervision of a professional team with opportunities for direct involvement in program activities in the area of specialization. (3 lecture and 8 laboratory hours per week).

CHID 2430 [CHCD270]. Special Project. (4 credits). This course provides the student or group of students to pursue a special interest in the area of child care. Special projects will be undertaken with the approval of the instructor. Student projects may include child development models in areas of literature, recreation, music, etc. (3 lecture and 8 laboratory hours per week).

COMMUNICATIONS

Cathy Forsythe, Department Chairperson
William C. Lewis, Jerry Perkins, Steven Talton

- COMM 1301 [COMM111A]. Intermediate Recording Techniques.** (3 credits). Under the guidance of qualified instructors, the student gains experience with projects such as demo tapes, radio spots, jingles, or master tapes for records on the 16 track equipment. Studies also include the examination of sound reinforcement systems and the practical experience of assisting the ACC audio staff with programs and concerts on and off campus. (1 lecture and 2 laboratory hours per week).
- COMM 1302 [COMM111]. Basic Recording Techniques.** (3 credits). This course familiarizes the student with modern multi-track recording techniques. The course includes live 8-track recording sessions, offering the student the opportunity to apply the related techniques. (1 lecture and 2 laboratory hours per week).
- COMM 1303 [COMM112]. Advanced Audio Recording Techniques.** (3 credits). This course is primarily a recording "projects" course. Under the guidance of qualified instructors, the student produces approved projects such as demo tapes, radio spots, jingles, or master tapes for records. Studies also include the examination of sound reinforcement systems and the practical experience of assisting the ACC audio staff with programs and concerts on and off campus. Students arrange scheduled studio time by appointment. (1 lecture and 2 laboratory hours per week).
- COMM 1307 [COMM105]. Introduction to Mass Communications.** (3 credits). This course presents a study of communications with large groups of people through such media as newspapers, magazines, radio, and television. The course examines the communicator, the audience, and the media as well as the nature of their interaction which forms the communication experience in modern society. (3 lecture hours per week).
- COMM 1316 [COMM106]. News Photography.** (3 credits). This course covers basic photographic principles for work in media. Single, multiple, and electronic flash will be studied and put to use. The course will emphasize working with deadlines and high-speed processing. (3 lecture hours per week).
- COMM 1335 [COMM110]. Survey of Radio and TV.** (3 credits). This course presents a survey of the broadcasting industry. It includes discussion of historical highlights, technical developments, and regulation of radio and television, and it explains the operation of radio and TV equipment. The course also covers radio and television programming, cable TV, and new electronic media. (3 lecture hours per week).
- COMM 1336 [COMM113]. Television Production I.** (3 credits). A practical approach to the presentation of commercials, news, and live programs as encountered in the daily operation of commercial TV stations, this course gives basic instruction in camera work, video and audio control, and editing. (3 lecture hours per week).
- COMM 1337 [COMM114]. Television Production Workshop.** (3 credits). This course continues instruction in camera work, video, and editing. Students will actually produce public affairs/news oriented shows for broadcast on local cable TV stations. (3 lecture hours per week). **Prerequisite:** COMM 1336.

- COMM 2303 [COMM211]. Radio Production.** (3 credits). This course presents a practical approach to the presentation of announcements and live programs as encountered in the daily operation of the average radio station. The course begins with instruction in audio control, and it includes on-air experience at the College radio station. (1 lecture and 3 laboratory hours per week).
- COMM 2311 [COMM115]. Writing for Mass Media.** (3 credits). This course provides an introduction to the fundamentals of the writing and fact-gathering skills of journalism, advertising, and public relations for print and electronic media. Students create and write effective commercials and public service announcements for radio and TV. (3 lecture hours per week).
- COMM 2327 [COMM212]. Principles of Advertising.** (3 credits). This study of the fundamentals of advertising includes topics such as universal appeal, copywriting, layouts, and selection of media. The course stresses the relationship between topography and newspaper advertising, and it places additional emphasis on other media. (3 lecture hours per week).
- COMM 2328 [COMM222]. Public Relations.** (3 credits). This course includes a study of the principles and practices within the field of public relations, with special emphasis on publicity problems of the public schools and colleges. By means of the text, outside reading, and the lectures, students examine a special type of journalism. (3 lecture hours per week).
- COMM 2331 [COMM224]. Radio & Television Announcing.** (3 credits). This speech course specifically addresses broadcast journalism, giving students actual "on-air" training for news anchoring, commercial work, on-camera interviews, and field reporting. The course will analyze the trends of broadcasting and provide practical experience. (3 lecture hours per week).
- COMM 2332 [COMM213]. Radio/TV News Workshop.** (3 credits). This course emphasizes the preparation of news and specialized news program copy for radio and television presentation. It explores news styles for the electronic media, including spot news, interpretive specials, and analysis. (2 lecture and 3 laboratory hours per week).
- COMM 2420 [COMM230]. Internship in Electronic Media -- Radio.** (3 credits). This course allows the student advanced work in the electronic media field that meets his/her specific needs. The student, with approval of the instructor and the department chairperson, prepares and executes a written contract which details the proposed learning experience in the electronic media field chosen. When the student completes all aspects of the contract, he/she is awarded credit. (1 lecture and 20 laboratory hours per week).
- COMM 2421 [COMM231]. Internship in Electronic Media -- Radio.** (3 credits). This course allows the student advanced work in the electronic media field that meets his/her specific needs. The student, with approval of the instructor and the department chairperson, prepares and executes a written contract which details the proposed learning experience in the electronic media field chosen. When the student completes all aspects of the contract, he/she is awarded credit. (1 lecture and 20 laboratory hours per week).
- COMM 2422 [COMM235]. Internship in Electronic Media -- Recording.** (3 credits). This course allows the student advanced work in the electronic media field that meets his/her specific needs. The student, with approval of the instructor and the department chairperson, prepares and executes a written contract which details the proposed learning experience in the electronic media field chosen.

When the student completes all aspects of the contract, he/she is awarded credit. (1 lecture and 20 laboratory hours per week).

COMM 2423 [COMM236]. Internship in Electronic Media – Recording. (3 credits). This course allows the student advanced work in the electronic media field that meets his/her specific needs. The student, with approval of the instructor and the department chairperson, prepares and executes a written contract which details the proposed learning experience in the electronic media field chosen. When the student completes all aspects of the contract, he/she is awarded credit. (1 lecture and 20 laboratory hours per week).

COMM 2425 [COMM232]. Internship in Electronic Media – TV. (3 credits). This course allows the student advanced work in the electronic media field that meets his/her specific needs. The student, with approval of the instructor and the department chairperson, prepares and executes a written contract which details the proposed learning experience in the electronic media field chosen. When the student completes all aspects of the contract, he/she is awarded credit. (1 lecture and 20 laboratory hours per week).

COMM 2426 [COMM234]. Internship in Electronic Media – TV. (3 credits). This course allows the student advanced work in the electronic media field that meets his/her specific needs. The student, with approval of the instructor and the department chairperson, prepares and executes a written contract which details the proposed learning experience in the electronic media field chosen. When the student completes all aspects of the contract, he/she is awarded credit. (1 lecture and 20 laboratory hours per week).

COMPUTER SCIENCE

Gerald Pullen, Department Chairperson
Don Armstrong, William Carter, Loretta Hulsey, Barry Russell

CSCI 1306 [CSCI101]. Introduction to Computers. (3 credits). This course is an overview of the basic concepts of computer information processing. The functional characteristics of digital computers and their capabilities and limitations are discussed. The course also includes a study of the application of computers in business, industry, and society. This course is designed for non-computer science majors. (3 lecture hours per week).

CSCI 1307 [CSCI103]. Micro-Computers and their Uses. (3 credits). An introduction to understanding and using micro-computers, this course focuses on the fundamentals of micro-computer hardware including design, interfacing, and operation. It includes hands-on use of micro-computers using common application programs and popular software. The course is designed for non-computer science majors. (3 lecture hours per week).

CSCI 1310 [CSCI102]. Micro-Computer Programming--BASIC. (3 credits). This course introduces the fundamental concepts of the BASIC programming language as applied to micro-computers. It includes problem solving, applications, graphics, music, and other programming techniques applicable to micro-computers. The course is designed for non-computer science majors. (2 lecture and 3 laboratory hours per week).

CSCI 1400 [CSCI110]. Introduction to Computer Science. (4 credits). This course is computer literacy; it contains an overview of computer concepts, computer

vocabulary, and microcomputer applications. The course requires the use of a microcomputer and application software. Students acquire the basic skills in the use of personal computers and software applicable to the management of information: text processing, spreadsheet, graphics, and database management. (3 lecture and 3 laboratory hours per week).

CSCI 1405 [CSCI160]. Microcomputer Applications I. (4 credits). This course uses microcomputers and business popular productivity software. The course contains topics on software installation and DOS requirements. (3 lecture and 3 laboratory hours per week).

CSCI 1410 [CSCI114]. Computer Programming (BASIC). (4 credits). This course is a study of computer programming using the BASIC computer language. Students will need algebra. (3 lecture and 3 laboratory hours per week).

CSCI 1420 [CSCI112]. Computer Programming – FORTRAN (4 credits). Students learn computer programming using the FORTRAN computer language, including input, output, array, sub-programs, and number systems. Students will need algebra. (3 lecture and 3 laboratory hours per week).

CSCI 1430 [CSCI120]. Computer Programming -- RPG. (4 credits). This course is a study of computer programming using the Report Program Generator language. RPG is used for business applications. (3 lecture and 3 laboratory hours per week).

CSCI 1440 [CSCI130]. Computer Programming (COBOL). (4 credits). This course is a study of computer programming using the Common Business Oriented Language. This language is commonly used in business applications. (3 lecture and 3 laboratory hours per week).

CSCI 1470 [CSCI190]. Computer Programming -C. (4 credits). This course is an introduction to the "C" programming language. The course contains topics on design, coding, testing, and documentation of a computer program written in "C". (3 lecture and 3 laboratory hours per week).

CSCI 2300 [CSCI240]. Business Systems Analysis. (3 credits). This course includes a study of business systems, analysis, and design. (3 lecture hours per week). **Prerequisite:** CSCI 1440.

CSCI 2305 [CSCI215]. Logic Analysis and Boolean Algebra. (3 credits). This course includes a study of digital principles and boolean algebra. The student must have the approval of the department chairperson. (3 lecture hours per week).

CSCI 2315 [CSCI106]. Organization of Program Languages. (3 credits). This course includes details of programming in several problem-oriented and special purposes languages and a study of language specifications and analysis. (3 lecture hours per week).

CSCI 2400 [CSCI200]. Special Topics. (4 credits). This course consists of special projects designed to meet individual student's needs and interests. The student must have the approval of the department chairperson. (3 lecture and 3 laboratory hours per week).

CSCI 2405 [CSCI260]. Microcomputers Applications II. (4 credits). This course uses microcomputers and business popular software. The course contains topics on software installation and DOS commands. (3 lecture and 3 laboratory hours per week).

- CSCI 2410 [CSCI214]. Computer Programming (Adv. BASIC).** (4 credits). This course includes a detailed study of BASIC. (3 lecture and 3 laboratory hours per week). **Prerequisite:** CSCI 1410.
- CSCI 2420 [CSCI212]. Computer Programming (Adv. FORTRAN).** (4 credits). This course includes a detailed study of FORTRAN. (3 lecture and 3 laboratory hours per week). **Prerequisite:** CSCI 1420, MATH 1314.
- CSCI 2430 [CSCI220]. Computer Programming (Adv. RPG).** (4 credits). A detailed study of the Report Program Generator language, this course is a continuation of CSCI 1430. The course emphasizes array processing, table look ups, matching records, and file updating. (3 lecture and 3 laboratory hours per week). **Prerequisite:** CSCI 1430.
- CSCI 2440 [CSCI230]. Computer Programming (Adv. COBOL).** (4 credits). A detailed study of Common Business Oriented Language, this course is a continuation of CSCI 1440. (3 lecture and 3 laboratory hours per week). **Prerequisite:** CSCI 1440.
- CSCI 2450 [CSCI250]. Computer Programming (Assembly).** (4 credits). This course includes a study of an assembly programming language. The student must have the approval of the department chairperson. (3 lecture and 3 laboratory hours per week).
- CSCI 2460 [CSCI270]. Computer Programming (PASCAL).** (4 credits). Students learn computer programming using the PASCAL computer language. The student must have the approval of the department chairperson. (3 lecture and 3 laboratory hours per week).
- CSCI 2470 [CSCI290]. Computer Programming - Advance C.** (4 credits). This course is a continuation of CSCI 1470. This course also includes advance elements of the "C" programming language. (3 lecture and 3 laboratory hours per week).
- CSCI 2480 [CSCI280]. Data Base Systems.** (4 credits). This course is an introduction to data base management systems, data organization and structure, and data base design. The student must have the approval of the department chairperson. (3 lecture and 3 laboratory hours per week).
- CSCI 2485 [CSCI295]. Computer Programming - Ada.** (4 credits). This course is an introduction to the Ada programming language. The course contains topics on design, coding, testing, and documentation of a computer program written in Ada. (3 lecture and 3 laboratory hours per week).

COURT REPORTING

Mary Knapp, Department Chairperson

Bill Cranford, Karen Downey, Joe Jackson, Margaret Montgomery, Laura Noulles, Jim Preston, Nancy Reed, Roy Stubbs, Clayton Williams

- CTRP 1311 [CTRP 141]. Grammar and Punctuation I.** (3 credits). This course focuses on the study of basic grammar as applied to the reporting profession, with emphasis on parts of speech; formation of plurals and possessives, verbal, adverbial, and adjective comparisons; sentence patterns; capitalization; and vocabulary development. This study approaches English grammar from the

- proofreading aspect rather than from the writing aspect. (3 lecture and 2 laboratory hours per week).
- CTRP 1312 [CTRP 142]. Grammar and Punctuation II.** (3 credits). This course continues with specialized English training applied to the reporting profession, including the study of clauses and phrases, rules of punctuation, capitalization, word division, proper transcription, forms for numerals, use of abbreviations, transcript editing, proofreading, and NSRA Punctuation. The student is given numerous dictations for transcribing and is tutored in voice and speech patterns while reading notes aloud. (3 lecture and 2 laboratory hours per week).
- CTRP 1320 [CTRP 121]. Law and Legal Terminology.** (3 credits). Course objectives are to insure the student's comprehension of meanings and applications of legal terminology, while instructing in the various fields of law encountered in the practice of the court reporter. Emphasis is placed on the judicial system, types of courts, jurisdictions, and appellate procedures. Court practices and responsibilities of the reporter are fully covered, including ethics of the profession. The course also includes researching of legal reference books and handling of citations in the record. (4 lecture and 1 laboratory hours per week).
- CTRP 1330 [CTRP 122]. Medical Terminology.** (3 credits). This course includes a study of human anatomy, skeletal structure, systems of the body, and medical specialties, coupled with lectures, study guides, tests, and exercises designed to insure the student's knowledge of the components in building a medical vocabulary and the application thereof. (4 lecture and 1 laboratory hours per week).
- CTRP 1340 [CTRP 125]. Court Reporting Procedures.** (3 credits). The objective of this course is to acquaint the student with various fields of reporting, essential qualifications of the reporter, procedures in the free-lance and official office, transcript set-ups for interrogatories, statements, depositions, court matters, certification of questions, interpreted proceedings, legislative matters, and conventions. (3 lecture and 2 laboratory hours per week). **Prerequisites:** CTRP 1511, CTRP 1320, CTRP 1330, CTRP 1312.
- CTRP 1500 [CTRP 111]. Machine Shorthand Theory.** (5 credits). This course presents the theory of machine shorthand, vocabulary development, and skill building through reading and machine practice. Dictation and transcription of machine shorthand notes are included. (6 lecture and 4 laboratory hours per week).
- CTRP 1511 [CTRP 112]. Machine Shorthand I (60-80-100).** (5 credits). This course includes the development of vocabulary and skill building through concentrated emphasis on live dictation and transcription of machine shorthand notes. The student's objective in the course is to attain the speed of 100 words per minute. The student advances at his/her own rate. Supervised daily transcription practice is required. (6 lecture and 4 laboratory hours per week).
- CTRP 1512 [CTRP 120]. Machine Shorthand II (120-140).** (5 credits). Emphasizing increased skill and speed, the objective of the course is for students to attain the speed of 140 words per minute. The student advances at his/her own rate. Supervised daily transcription practice is required. (6 lecture and 4 laboratory hours per week).
- CTRP 2311 [CTRP 221]. Courtroom Procedures I.** (3 credits). Using instructors as attorneys, witnesses, and court personnel, untimed simulated courtroom

situations are presented in this course. Emphasis is placed on varied courtroom practices, such as voir dire examinations, opening and closing statements, objections, marking of exhibits, indexing and filing of notes, citations, readback, and preparation of transcripts in required format. (3 lecture and 2 laboratory hours per week). **Prerequisite:** CTRP 1512, CTRP 1340.

CTRP 2312 [CTRP 222]. Courtroom Procedures II. (3 credits). Untimed simulated courtroom situations are continued as described in Courtroom Procedures I. Material is presented to develop student endurance and machine writing techniques. Court Reporting ethics are stressed with emphasis on the responsibilities of a reporter and the profession. At this level arrangements are made when possible for the student to participate in actual court proceedings with an official court reporter in attendance. (3 lecture and 2 laboratory hours per week). **Prerequisite:** CTRP 2311.

CTRP 2320 [CTRP 224]. Reporting Technology. (3 credits). This introduction to modern technology applicable to the Court Reporting profession includes lectures, dictation, and practical applications of word processing, videotaping, and computer-aided transcription, including proofreading of rough drafts and production of the finished transcript. (3 lecture and 2 laboratory hours per week). **Prerequisites:** CTRP 1511, CTRP 1320, CTRP 1330, CTRP 1311, CTRP 1312, OFAD 2323.

CTRP 2330 [CTRP 225]. Technical Dictation. (3 credits). This course includes dictation emphasizing all aspects of technical terminology, including medical terminology, legal terminology, surveying terminology, engineering terminology, chemical terminology, maritime terminology, patent terminology, aerospace terminology, etc. Students will present transcription assignments in correct format, including proper transcription of mathematical and chemical formulae. This course utilizes one- and two-voice dictation material. (3 lecture and 2 laboratory hours per week). **Prerequisite:** CTRP 1512.

CTRP 2340 [CTRP 240]. General Office Practices. (3 credits). The first half of this course 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; and promotes practice in transcribing from reporters' tapes, use of work sheets, marking exhibits, parentheticals, and working with deposition forms and procedures, adhering to NSRA guidelines. Each student will be required to take, dictate, and proofread a 50-60 page deposition and bill it and prepare it for filing under simulated office conditions. Videotaping will be demonstrated, and each student will be required to prepare a videotaped deposition. A computer translated deposition in its entirety will also be required of each student. The second half of the course introduces techniques of billing, basic bookkeeping and tax records, sample letter writing, indexing and filing of notes, resumes, and pertinent office practices. At the 200 WPM level, each student will enter an internship with a practicing court reporter on actual assignments and complete at least 40 actual writing hours during the internship. A transcript of no less than 50 pages will be required of each student for internship credit. (3 lecture and 2 laboratory hours per week). **Prerequisite:** CTRP 1340, CTRP 1311, CTRP 1312, CTRP 2511, CTRP 2320, OFAD 2323.

CTRP 2511 [CTRP 211]. Machine Shorthand III (160-180). (5 credits). This course continues an emphasis on skill and speed building. The student's objective is to attain the speed of 180 words per minute. (6 lecture and 4 laboratory hours per

week). Supervised daily transcription practice is required. **Prerequisites:** CTRP 1512, CTRP1311, CTRP 1312.

CTRP 2512 [CTRP 212]. Machine Shorthand IV (200-225). (5 credits). This course continues an emphasis on skill and speed building, culminating in the student's attainment of the speed of 225 words per minute. Supervised daily transcription practice is required. (6 lecture and 4 laboratory hours per week).

CRIMINAL JUSTICE

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

CRIJ 1301 [CJUS110]. Introduction to Criminal Justice. (3 credits). This survey of the philosophy and history of criminal justice identifies contemporary crime trends, current issues, and the roles of the various criminal justice agencies. (3 lecture hours per week).

CRIJ 1306 [CJUS125]. The Courts and Criminal Procedure. (3 credits). This course includes a study of such topics as the judiciary in the criminal justice system, the structure of the American court system, prosecution, the right to counsel, pre-trial release, grand juries, the adjudication process, types and rules of evidence, and sentencing. (3 lecture hours per week).

CRIJ 1307 [CJUS145]. Crime in America. (3 credits). This course explores American crime problems in a historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime. (3 lecture hours per week).

CRIJ 1310 [CJUS140]. Fundamentals of Criminal Law. (3 credits). This course includes a study of the nature of criminal law, philosophical and historical development, major definitions and concepts, classification of crime, elements of crimes and penalties using Texas statutes as illustrations, and criminal responsibility. (3 lecture hours per week).

CRIJ 1318 [CJUS230]. Patrol Administration. (3 credits). This course includes a study of the philosophy and history of systems dealing with patrol functions and an analysis of the principles of organization and function of the patrol operation and of contemporary operational activities. (3 lecture hours per week).

CRIJ 1321 [CJUS135]. Probation and Parole. (3 credits). This course explores the development, organization, operation, and result of systems of probation and parole as substitutions for incarceration. The study includes methods of selection and prediction scales. (3 lecture hours per week).

CRIJ 1322 [CJUS250]. Traffic Law and Investigation. (3 credits). This course in the investigation of traffic accidents, laws, and advanced investigation procedures focuses special emphasis on the handling of traffic accidents on thoroughfares and expressways. (3 lecture hours per week).

CRIJ 2301 [CJUS225]. Community Resources in Corrections. (3 credits). This introductory study of the role of the community in corrections explores community programs for adults and juveniles, administration of community programs, legal issues, and future trends in community treatment. (3 lecture hours per week).

- CRIJ 2302 [CJUS228]. Cooperative Education for Correctional Science I.** (3 credits). The student works with a correctional agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student receives on-the-job training related to classroom instruction under the supervision of the employer and the College coordinator. Throughout the work experience portions of the program, training plans are developed such that upon completion of the two correctional field experiences, the student will have completed a comprehensive on-the-job training program which includes the varied experiences found in a corrections career. The student must be currently enrolled in Criminal Justice related courses and have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week).
- CRIJ 2304 [CJUS229]. Cooperative Education for Correctional Science II.** (3 credits). The student works with a correctional agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student receives on-the-job training related to classroom instruction and career goals under the supervision of the employer and the College coordinator. The student must be currently enrolled in Criminal Justice related courses and have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week).
- CRIJ 2309 [CJUS226]. Cooperative Education for Law Enforcement I.** (3 credits). The student works with a law enforcement agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student receives on-the-job training related to classroom instruction under the supervision of the employer and the College coordinator. Throughout the work experience portions of the program, training plans are developed such that, upon completion of the two Law Enforcement Field Experiences, the student will have completed a comprehensive on-the-job training program which includes the varied experiences found in a law enforcement career. The student must be currently enrolled in Criminal Justice related courses and have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week).
- CRIJ 2310 [CJUS227]. Cooperative Education for Law Enforcement II.** (3 credits). The student works with a law enforcement agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student receives on-the-job training related to classroom instruction and career goals under the supervision of the employer and the College coordinator. The student must be currently enrolled in Criminal Justice related courses and have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week).
- CRIJ 2313 [CJUS215]. Correctional Systems and Practices.** (3 credits). Topics covered in this course include corrections in the criminal justice system, the organization of correctional systems, correctional roles, institutional operations, alternatives to institutionalization, treatment and rehabilitation, and current and future issues. (3 lecture hours per week).
- CRIJ 2314 [CJUS120]. Criminal Investigation.** (3 credits). This course explores investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, uses of forensic sciences, and case and trial preparation. (3 lecture hours per week).
- CRIJ 2321 [CJUS270]. Juvenile Delinquency.** (3 credits). This course explores the nature and extent of delinquency and the environments in which juvenile delinquency develops, including delinquent subcultures and peer groups. It also

- evaluates prevention, control, and treatment programs. (3 lecture hours per week).
- CRIJ 2323 [CJUS130]. Legal Aspects of Law Enforcement.** (3 credits). This course explores police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; and police liability. (3 lecture hours per week).
- CRIJ 2324 [CJUS290]. Narcotics Investigation.** (3 credits). This course identifies narcotics and dangerous drugs subject to abuse and includes a study of the origin, distribution, and control of drugs; special investigation techniques; and recognition of drug users. (3 lecture hours per week).
- CRIJ 2328 [CJUS220]. Police Systems and Practices.** (3 credits). This course explores the police profession, the organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues. (3 lecture hours per week).
- CRIJ 2333 [CJUS298]. Texas Peace Officer Law.** (3 credits). A study of laws that are directly related to police field work. Included are traffic, intoxicated driver, Penal Code, elements of crimes, the Family Code, Alcoholic Beverage Code and civil liability. (2 lecture and 3 lab hours per week).
- CRIJ 2334 [CJUS297]. Texas Peace Officer Procedures.** (3 credits). A study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, notetaking and report writing, vehicle operation, traffic direction, crowd control and jail operations. (2 lecture and 3 lab hours per week).
- CRIJ 2335 [CJUS296]. Texas Peace Officer Skills.** (3 credits). Demonstration and practice of the skills expected of a police officer. Includes patrol, traffic stops, use of force, mechanics of arrest, firearms safety and emergency medical care. (1 lecture and 5 lab hours per week).

DRAFTING

Larry Huffman

- DRFT 1300 [DRFT107]. Industrial Blueprint Reading.** (3 credits). A course for students employed in or studying construction trades or related fields, this brief review of basic drafting skills is followed by a study of blueprints in sheet metal drafting, sizing and placement of ducts, plumbing, and electrical and mechanical layouts. (3 lecture and 1 laboratory hours per week).
- DRFT 1315 [DRFT110]. Fundamentals of Drafting.** (3 credits). Designed for students without previous drafting experience and for non-drafting majors, this basic course includes topics such as the use of drawing instruments, lettering, geometric construction, and orthographic projection with an introduction to specialized areas. (2 lecture and 4 laboratory hours per week).
- DRFT 1320 [DRFT120]. Descriptive Geometry.** (3 credits). This course includes a study of problems relating to point, lines, and planes; intersection and sheetmetal developments; and auxiliary views. (2 lecture and 4 laboratory hours per week). **Prerequisite:** DRFT 1400.
- DRFT 1330 [DRFT190]. Introduction to Computer Aided Drafting.** (3 credits). This course is designed to acquaint the student with the components and basic

operation of a typical CAD system. The student will be introduced to the hardware requirements, disk operating system, related commands required to operate a CAD system, and software programs used in CAD programs. (3 lecture and 1 laboratory hours per week).

- DRFT 1400 [DRFT111]. Engineering Drafting.** (4 credits). This course introduces the principles of technical drawing as required to express ideas graphically. Topics include the use of instruments, geometric construction, orthographic projection, sections, auxiliary views, revolutions, dimensioning, axonometric projection, and intersections and developments. The course is recommended for drafting and engineering majors. (2 lecture and 6 laboratory hours per week).
- DRFT 1411 [DRFT241]. Architectural Drafting I.** (4 credits). This course covers basic drafting techniques as related to the preparation of residential details, with emphasis on floor plans, plot plans, foundations, structural details, sections, and elevations. (2 lecture and 6 laboratory hours per week).
- DRFT 1412 [DRFT242]. Architectural Drafting II.** (4 credits). This course is a continuation of DRFT 1411 on an advanced level. (2 lecture and 6 laboratory hours per week). **Prerequisite:** DRFT 1411.
- DRFT 1420 [DRFT231]. Electrical Drafting.** (4 credits). This introduction to electrical schematics and diagrams also covers basic electricity and provides a study of electrical and electronic symbols, their application, and associated terminology. (2 lecture and 6 laboratory hours per week). **Prerequisite:** DRFT 1400.
- DRFT 1430 [DRFT211]. Pipe Drafting.** (4 credits). This basic course is designed for the study of engineering standards, pipe and fitting designs, symbols, and specifications. (2 lecture and 6 laboratory hours per week). **Prerequisite:** DRFT 1400.
- DRFT 1440 [DRFT251]. Machine Drafting.** (4 credits). This course includes problems relating to detail and assembly drawings of small machines, with emphasis on screw threads, fasteners, gears, and shop processes. (2 lecture and 6 laboratory hours per week). **Prerequisite:** DRFT 1400.
- DRFT 1450 [DRFT261]. Civil Drafting.** (4 credits). This course includes topics such as plotting surveyor's notes, plot plans, and plats. Streets, highways, waterways, and industrial applications are included, and attention is given to lettering and lettering devices as used in civil drafting. (2 lecture and 6 laboratory hours per week). **Prerequisite:** DRFT 1400.
- DRFT 1460 [DRFT270]. Construction Drafting.** (4 credits). This course is designed to provide insight into all types and methods of construction, the nature of various building materials and their use, and methods of construction. (2 lecture and 6 laboratory hours per week). **Prerequisite:** DRFT 1400.
- DRFT 2311 [DRFT283]. Cooperative Education for Drafting I.** (3 credits). Students apply drafting skills and knowledge of production techniques in an entry-level position with industry. The student works approximately 20 hours per week under the supervision of the College and the employer. Student will also be required to attend a one-hour lecture on campus with the internship instructor. Work station must be approved by department chairperson. (1 lecture and 20 laboratory hours per week).
- DRFT 2312 [DRFT284]. Cooperative Education for Drafting II.** (3 credits). Students apply drafting skills and knowledge of production techniques in an

entry-level position with industry. The student works approximately 20 hours per week under the supervision of the College and the employer. Student will also be required to attend a one-hour lecture on campus with the internship instructor. Work station must be approved by department chairperson. (1 lecture and 20 laboratory hours per week).

- DRFT 2411 [DRFT281]. Special Problems I.** (4 credits). This course is designed to give the student an opportunity to develop additional skills in an area of major interest or to explore an additional specialized field. The student completes actual job problems in the chosen area of his/her interest. The student must have the approval of the department chairperson. (2 lecture and 6 laboratory hours per week).
- DRFT 2412 [DRFT282]. Special Problems II.** (4 credits). This course may be repeated for credit when topics vary. The student must have the approval of the department chairperson. (2 lecture and 6 laboratory hours per week).
- DRFT 2421 [DRFT291]. Computer Aided Drafting I.** (4 credits). This basic course introduces the student to Computer Aided Drafting. Students use existing programs in learning the terminology and equipment used in CAD. Selected problems are used to give the student "hands-on" experience in the operation of the equipment. (2 lecture and 6 laboratory hours per week). **Prerequisite:** DRFT 1330.
- DRFT 2422 [DRFT292]. Computer Aided Drafting II.** (4 credits). This course includes the application of advanced problems with the use of equipment and software as used in various areas of technology. Students have the opportunity to do additional work in an area of specialization or explore a new area in addition to planned class problems. (2 lecture and 6 laboratory hours per week). **Prerequisite:** DRFT 1412.
- DRFT 2423 [DRFT293]. Computer Aided Drafting III.** (4 credits). Selected advanced topics are given to students on an individual, to-be-arranged basis. These topics include the use of more advanced software and hardware to solve drafting problems in various areas of drafting. (2 lecture and 6 laboratory hours per week). **Prerequisite:** DRFT 2422.
- DRFT 2430 [DRFT294]. Computer Aided Drafting Applications - Construction.** (4 credits). This course is an advanced course designed to incorporate the computer with construction drafting. Work related problems are designed to help the student produce working drawings on the CAD system. A review of construction and CAD fundamentals is offered. (2 lecture and 6 laboratory hours per week). **Prerequisites:** DRFT 1412.
- DRFT 2440 [DRFT295]. Computer Aided Drafting Applications - Mechanical.** (4 credits). This course is an advanced course designed to incorporate the computer with engineering drafting. Work related problems are designed to help the student produce working drawings on the CAD system. A review of mechanical and CAD fundamentals is offered. (2 lecture and 6 laboratory hours per week). **Prerequisites:** DRFT 1412.
- DRFT 2450 [DRFT296]. Computer Aided Drafting Applications - Electrical, Electronics.** (4 credits). This is an advanced course designed to incorporate the computer with electrical - electronic drafting. Work related problems are designed to help the student produce working drawings on the CAD system. A review of drafting and CAD fundamentals is offered. (2 lecture and 6 laboratory hours per week). **Prerequisites:** DRFT 1412.

DRAMA

C. Jay Burton, **Department Chairperson**
Michael Corrison

- DRAM 1220 [DRAM111]. Rehearsal and Performance.** (2 credits). This course is an activities course in which the student participates in theatre productions either as an actor or crew member. (6 laboratory hours per week).
- DRAM 1221 [DRAM112]. Rehearsal and Performance.** (2 credits). This course is an activities course in which the student participates in theatre productions either as an actor or crew member. (6 laboratory hours per week).
- DRAM 1310 [DRAM130]. Introduction to the Theatre Arts.** (3 credits). This course is the study of the principles of drama and the development of the Theatre as an art as evidenced through study of areas of productions past and present. (3 lecture and 2 laboratory hours per week).
- DRAM 1324 [DRAM145]. Movement and Dance for the Performing Arts.** (3 credits). This course provides instruction and participation in stage movement and beginning dance. (1 lecture and 3 laboratory hours per week).
- DRAM 1330 [DRAM230]. Introduction to Technical Theatre.** (3 credits). This course is a study of the basics for working in the areas of construction, properties, and sets. (2 lecture and 4 laboratory hours per week).
- DRAM 1341 [DRAM150]. Stage Makeup.** (3 credits). This course provides a survey of the reasons for stage makeup and the types of makeup available. It includes principles for defining makeup for characters in a play and intensive practical application. (2 lecture and 4 laboratory hours per week).
- DRAM 1351 [DRAM140]. Introduction to Acting.** (3 credits). This course is a study of the basic techniques of acting. Included in the course are relaxation, concentration, objectives and intentions, scene work, and improvisational acting. (2 lecture and 4 laboratory hours per week).
- DRAM 1352 [DRAM240]. Advanced Acting.** (3 credits). This course is a study of script analysis, character analysis, characterization, and situation. (2 lecture and 4 laboratory hours per week).
- DRAM 2120 [DRAM211]. Rehearsal and Performance.** (1 credit). This course is an activities course in which the student participates in theatre productions either as actor or crew member. (6 laboratory hours per week).
- DRAM 2121 [DRAM212]. Rehearsal and Performance.** (1 credit). This course is an activities course in which the student participates in theatre productions either as actor or crew member. (6 laboratory hours per week).
- DRAM 2331 [DRAM235]. Intermediate Technical Theatre.** (3 credits). This course is a study of the basic concepts of stage lighting, including principles and practice. The course also presents the basic principles of lighting design. (3 lecture and 3 laboratory hours per week).
- DRAM 2336 [DRAM250]. Theatre Speech.** (3 credits). This course is a study of the necessary development of the voice for use for the stage. The course includes voice development, placement, projection, and diction. (3 lecture hours per week).

- DRAM 2360 [DRAM260]. Modern Theatre Literature.** (3 credits). This course presents a survey of the dramatic literature and dramaturgical tendencies in Europe and America since the time of Ibsen. (3 lecture hours per week).
- DRAM 2366 [DRAM201]. Development of the Motion Picture.** (3 credits). Emphasis in this course is on the analysis of the visual and aural aspects of selected motion pictures. Dramatic aspects of narrative films, historical growth, and sociological impact of film as an art will also be studied. (2 hours lecture and discussion and a 2-hour laboratory viewing session with discussion per week).

ECONOMICS

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

- ECON 1303 [ECON110]. Consumer Economics.** (3 credits). This course shows the student how to make the most efficient use of business goods and services. It provides insight into buying problems such as use and evaluation of advertising and into consumer financial problems such as banking, credit, personal accounting and budgeting, and installment buying. (3 lecture hours per week).
- ECON 2301 [ECON111]. Principles of Economics I.** (3 credits). An introduction to the macro-economics of a modern industrial society. This course is an analysis of economic aggregates: inflation, unemployment, economic growth, and the distribution of income (including current policies and problems). The course presents problems of fiscal and monetary policy and places primary emphasis on critical understanding of the economy's ability to meet the needs of its people participating as workers, consumers, and citizens. (3 lecture hours per week).
- ECON 2302 [ECON112]. Principles of Economics II.** (3 credits). An introduction to the micro-economics of a modern industrial society. This course provides a study of supply-demand relationships, economics of the firm and resource allocation (price and output determination—pure competition, monopolistic competition, oligopoly, and monopoly), economic problems (business, agriculture, labor, etc.), and international economic relations. (3 lecture hours per week).

ELECTRONICS

Curtis Glatt, Department Chairperson

- ELTE 1400 [ELEC100]. Basic Computer Programming for Technologies.** (4 credits). An introduction to scientific computer programming, this course teaches the student structured programming techniques in solving technology problems. The course includes procedures, sub-routines and functions, using a technical computer programming language. (3 lecture and 3 laboratory hours per week).
- ELTE 1410 [ELEC110]. Introduction to Electronic Technology.** (4 credits). An introduction to the world of electronic technology, the course begins with the source of electricity and walks the student through the basic concepts of electronic circuits, numerous applications of electronics in the home and industry. The course provides the student with information about career opportunities in Computer Systems Technology and in Electronics Technology. This course also includes safety instruction in handling hazardous materials and electronic equipment. This course is designed as an elective for non-electronics majors. (3 lecture and 3 laboratory hours per week).
- ELTE 1430 [ELEC120]. D.C. Theory and Circuit Analysis.** (4 credits). This course is a study of direct current electricity involving voltage, current, and resistance relationships. The student learns the basic concepts of electricity and studies circuit analysis using standard series-parallel techniques and special methods of analysis including Network Theorems. Limited training in use of scientific calculators and computer programming is included. (3 lecture and 3 lab hours per week). **Corequisites:** MATH 1314
- ELTE 1440 [ELEC130]. A.C. Theory and Circuit Analysis.** (4 credits). This course teaches theory and analysis of circuits consisting of passive electronic components (resistors, capacitors, and inductors) with sinusoidal and non-sinusoidal input waveforms. (3 lecture and 3 lab hours per week). **Prerequisites:** ELTE 1430 **Corequisites:** MATH 1316
- *ELTE 2300 [ELEC200]. Cooperative Education in Electronics.** (3 credits). Participation in work internship for a minimum of 20 hours per week. Under the supervision of the employer and the Electronics Instructional advisor, the student receives on-the-job training related to his/her degree plan. A comprehensive treatment of individualized learning objectives on the job and at regularly scheduled meetings with the student's Electronics Instructional Advisor on career and job related topics. (1 lecture and 20 laboratory hours per week).
- ELTE 2421 [ELEC140]. Electronic Devices and Circuits.** (4 credits). This course includes an introduction to discrete active components and circuit configurations in preparation for the study of amplifier, oscillator, and digital circuit analysis. (3 lecture and 3 lab hours per week). **Corequisites:** ELTE 1430
- ELTE 2422 [ELEC210]. Linear Integrated Circuitry.** (4 credits). This course is a study of the operational amplifier and other linear IC's used in common applications such as active filters, oscillators, comparators, converters and special applications. (3 lecture and 3 laboratory hours per week). **Prerequisites:** ELTE 2421
- ELTE 2423 [ELEC220]. Digital Integrated Circuits.** (4 credits). This course is a study of basic digital integrated circuits. The course covers combinational logic

using Boolean Algebra and Karnaugh mapping, then proceeds through logic gates, flip flops and their applications in digital IC's. Students perform digital circuit analysis and design with emphasis on integrated circuits. (3 lecture and 3 laboratory hours per week). **Co-requisites:** ELTE 1430

- ELTE 2430 [ELEC230]. Electronic Instrumentation and Troubleshooting.** (4 credits). This course explores the theory of operation and application of standard laboratory test equipment to digital and analog circuit troubleshooting. This course also includes safety instruction in handling hazardous materials and electronic equipment. A background in linear and digital integrated circuits is required. (3 lecture and 3 laboratory hours per week).
- ELTE 2440 [ELEC240]. Computer Operating Systems and Software Drivers.** (4 credits). This course is a study of modern computer operating systems and embedded software drivers. The student will learn how to modify and design device drivers for peripheral equipment. A background in digital integrated circuits and programming languages is required. This course may be substituted for one 200-level CSCI requirement.(3 seminar lecture and 3 laboratory hours per week).
- ELTE 2450 [ELEC250]. Advanced Electronic Circuits.** (4 credits). This course includes a study of discrete and integrated circuit applications to advanced electronic systems. A background in linear and digital integrated circuits is required. (3 lecture and 3 laboratory hours per week).
- ELTE 2460 [ELEC260]. Communications Circuits and Systems.** (4 credits). This course is an introduction to basic communication theory with emphasis on data communication. Commonly used modulation and demodulation techniques, together with the circuit actions are studied. A background in digital integrated circuits and linear integrated circuits is required. (3 lecture and 3 laboratory hours per week).
- ELTE 2470 [ELEC270]. Microprocessor Programming and Architecture.** (4 credits). This course includes a study of assembly language programming, machine language, computer architecture of modern microprocessors, and microcomputer systems. A background in digital integrated circuits and computer programming is required. CSCI 2450 may be substituted for this course.(3 lecture and 3 laboratory hours per week).
- ELTE 2475 [ELEC291]. Microprocessor Hardware Interfacing.** (4 credits). This course emphasizes the hardware aspects of microprocessor and microcomputer interfacing of digital systems. A background in digital integrated circuits and assembly language programming is required. (3 lecture and 3 laboratory hours per week).
- ELTE 2480 [ELEC290]. Computer Controlled Systems (4 credits).** This course emphasizes the software aspects of computer operation in the control of digital systems. A background in digital integrated circuits and assembly language programming is required.(3 lecture and 3 laboratory hours per week).

*To be used as an elective.

ENGLISH

Bill Crider, Department Chairperson

Mike Bass, Gilbert Benton, James Creel, Charles Ferguson,
Dickie Fox, Bea Hugetz, Pat Klopp

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

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

ENGL 0309 [ENGL109]. Developmental Writing I. (3 credits). Beginning with a study of basic grammar, this course concentrates on correct sentence patterns and gives some attention to paragraph writing. (3 lecture hours per week).

ENGL 0310 [ENGL110]. Developmental Writing II. (3 credits). Extensive practice in writing paragraphs and short papers follows a review of grammar. (3 lecture hours per week).

ENGL 1301 [ENGL121]. Composition and Rhetoric I. (3 credits). This standard course focuses on correct and effective writing through a review of grammar and a progression of written assignments. Reading assignments in the short story provide topics for required themes. (3 lecture hours per week).

ENGL 1302 [ENGL122]. Composition and Rhetoric II. (3 credits). This course is a continuation of ENGL 1301. There is more intensive practice in theme writing, including a research paper, and reading assignments include drama and poetry as well as fiction. (3 lecture hours per week). **Prerequisite:** ENGL 1301.

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

ENGL 2307 [ENGL250]. Creative Writing. (3 credits). Designed for students interested in writing poetry, fiction, or nonfiction, this humanities elective course presents a study of literary techniques in contemporary published examples, but it emphasizes writing and revising original works. (3 lecture hours per week). **Prerequisites:** ENGL 1301 and ENGL 1302

ENGL 2311 [ENGL260]. Technical Communication. (3 credits). Designed primarily for students working toward a four-year science or technology degree, this course stresses accurate and effective writing in formal reports and other professional communication forms. Brief attention is also given to the oral report. (3 lecture hours per week). **Prerequisites:** ENGL 1301 and ENGL 1302.

ENGL 2322 [ENGL221]. Survey of English Literature I. (3 credits). This course covers British literature from its beginning to the eighteenth century. Collateral reading and reports are required. (3 lecture hours per week). **Prerequisites:** ENGL 1301 and ENGL 1302.

ENGL 2323 [ENGL222]. Survey of English Literature II. (3 credits). As a continuation of ENGL 2322, this course is a study of British literature from the Romantic Period to the present. Collateral reading and reports are required. (3 lecture hours per week). **Prerequisites:** ENGL 1301 and ENGL 1302.

ENGL 2326 [ENGL230]. American Literature. (3 credits). This course examines our national literary heritage dating from colonial times to the present. Collateral readings and reports are required. (3 lecture hours per week). **Prerequisites:** ENGL 1301 and ENGL 1302.

ENGL 2332 [ENGL211]. Survey of Literature I. (3 credits). Readings in world masterpieces dating from ancient times to the eighteenth century provide topics for various kinds of written analysis. Collateral reading and reports are required. (3 lecture hours per week). **Prerequisites:** ENGL 1301 and ENGL 1302.

ENGL 2333 [ENGL212]. Survey of Literature II. (3 credits). This course is a continuation of ENGL 2332. World literature ranging from seventeenth-century Europe to twentieth-century America is the subject area of reading and writing assignments. Collateral reading and reports are required. (3 lecture hours per week). **Prerequisites:** ENGL 1301 and ENGL 1302.

FASHION MERCHANDISING

Patty Hertenberger, Department Chairperson

FASM 1300 [FASH130]. Introduction to Fashion Merchandising. (3 credits). This course develops an overview of the fashion industry, its principles, and procedures. Production, distribution, and consumption of fashion apparel are analyzed, and consumer characteristics and their influence and changing demand for fashion goods are related to fashion marketing activities. (3 lecture hours per week).

FASM 1311/1312, 2311/2312 [FASH112,122,212,222]. Internship. (3 credits, each). The student works in a qualifying firm a minimum of 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. Student will also be required to attend a one-hour lecture on campus with internship instructor. Students may receive credit from an approved full-time job. The student must have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week).

FASM 1320 [FASH140]. Fashion Buying and Merchandising. (3 credits). This course includes a study of the fundamental concepts in the buying and merchandising of fashion products. It develops in the student an understanding of methods of inventory, elements of profit, pricing, mark-up, mark-down, and terms of sale. Sources of buying information, selection of fashion merchandise, and responsibilities of buyers are covered. (3 lecture hours per week).

FASM 1330 [FASH150]. Merchandise Planning Procedures. (3 credits). This course is designed to prepare career-oriented students for employment at such entry level merchandising positions in retail organizations as assistant buyer, assistant manager, or merchandising clerical. Topics include merchandising profit, merchandising planning, purchase orders, markdowns, markups, inventory control, and computerized merchandising operations. (3 lecture hours per week).

FASM 2320 [FASH240]. Principles of Fashion Design. (3 credits). This course provides the student with a general interest in fashion an understanding of the way apparel is created and manufactured. Students have an opportunity to increase their visual and verbal vocabulary of terms basic to all fashion careers. The course details the specific talents and skills required and how to develop them. Many important areas of fashion design are brought together to show their interrelation in becoming the tools of the professional apparel designer. (3 lecture hours per week).

FASM 2330 [FASH250]. Introduction to Interior Design. (3 credits). This study of the basic principles and elements of design emphasizes the understanding of color and design principles and the distribution of these principles in a room composition. Topics for the course include window and wall treatments, furniture arrangements, lighting, and fabric and furniture selection. (3 lecture hours per week).

FASM 2340 [FASH260]. Professional Application of Interior Design Principles. (3 credits). This course covers professional business procedures and responsibilities related to employment in this field and includes a study of trade source/designer/client relations including specifications, selling, and basic application. (3 lecture hours per week).

FASM 2350 [FASH220]. Textiles. (3 credits). This study of fibers, yarns, weaves, designs, and finishes emphasizes information applicable to the selection and performance of textiles normally used in apparel. (3 lecture hours per week).

FASM 2360 [FASH210]. Fashion Sales Promotion. (3 credits). This course is designed to introduce the student to general procedures and objectives of sales promotion to stimulate a creative approach to the promotion of fashion merchandise. A study of sales promotion activities, fashion advertisements, display, and professional selling techniques is made. (3 lecture hours per week).

FASM 2370 [FASH230]. Fashion Fundamentals. (3 credits). Designed to add balance to the Fashion Merchandising curriculum, this course includes 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. (3 lecture hours per week).

FRENCH

Robert Rodriguez, Department Chairperson

FREN 1411 [FREN111]. Elementary French. (4 credits). Designed for the student with no previous instruction in French, this course emphasizes conversational French, but students also learn the essentials of grammar. (3 lecture and 2 laboratory hours per week).

FREN 1412 [FREN112]. Elementary French. (4 credits). This course is a continuation of FREN 1411 with some stress on reading and composition. (3 lecture and 2 laboratory hours per week).

FREN 2311 [FREN121]. Intermediate French. (3 credits). This course includes French readings, grammar, and composition based partly on a formal text and

partly on selected readings. The course stresses oral work. (3 lecture and 1 laboratory hours per week). **Prerequisite:** FREN 1412

FREN 2312 [FREN122]. Intermediate French. (3 credits). This course continues the study of French readings, grammar, and composition based partly on a formal text and partly on selected readings studied in FREN 2311. (3 lecture and 1 laboratory hours per week). **Prerequisite:** FREN 2311

GEOGRAPHY

John Duke, Department Chairperson

GEOG 1301 [GEOG110]. Principles of Geography. (3 credits). This course includes a study of the natural and cultural features within the world-wide geographic setting. The course emphasizes world climatic regions with discussion and interpretation. (3 lecture hours per week).

GEOLOGY

Dick Graef, Department Chairperson
Dora Devery

GEOL 1403 [GEOL111]. General Geology I. (4 credits). This course provides an introduction to the study of rocks, minerals, and physical pressures that modify the surface of the earth, and it gives special attention to the practical aspects of geology in society, such as mineral, energy, and water resources, volcanism, and geologic factors that influence the environment. (3 lecture and 2 laboratory hours per week).

GEOL 1404 [GEOL112]. General Geology II. (4 credits). This course presents a survey of the evolution of the earth and life through geologic time. The course includes such topics as earthquakes and the earth's interior, mountain building, drifting continents, the Ice Ages, the solar system, the history of life, and the geological aspects of the environment and its effect on the future of mankind. (3 lecture and 2 laboratory hours per week). **Prerequisite:** GEOL 1403.

GEOL 1405 [GEOL113]. Environmental Geology. (4 credits). Topics covered in this include geologic hazards, energy resources, waste disposal, air and water pollution, medical geology, environmental law as well as land use planning. The emphasis is on geologic processes and how they influence human activities. (3 lecture and 2 laboratory hours per week). **Prerequisite:** GEOL 1403

GERMAN

Robert Rodriguez, Department Chairperson

GERM 1411 [GERM111]. Elementary German I. (4 credits). While this course is definitely aimed toward proficiency in everyday conversational German, it gives the student the necessary background in pronunciation, acquisition of vocabulary, grammatical construction, and formation of sentences. (3 lecture and 2 laboratory hours per week).

GERM 1412 [GERM112]. Elementary German II. (4 credits). This course is a continuation of the oral practice of GERM 1411, with some stress on reading and composition. (3 lecture and 2 laboratory hours per week). **Prerequisite:** GERM 1411

GERM 2311 [GERM121]. Intermediate German I. (3 credits). This course includes German readings, grammar, and composition based partly on a formal text and partly on selected readings. This course stresses written work and continues the oral work started in elementary German. (3 lecture and 1 laboratory hours per week). **Prerequisite:** GERM 1412

GERM 2312 [GERM122]. Intermediate German II. (3 credits). This course continues the study of German readings, grammar, and composition, based partly on a formal text and partly on selected readings studied in GERM 2311. (3 lecture and 1 laboratory hours per week). **Prerequisite:** GERM 2311

GOVERNMENT

John Duke, **Department Chairperson**
Marvin Longshore, Tim Reynolds, Bill Taliaferro

GOVT 2301 [GOVT211]. American National and State Governments I. (3 credits). This course includes a study of the origin and development of our federal system of government and an analysis of federal and state constitutions, with special attention to the Texas constitution, and of federal-state and inter-state relations. The course places special emphasis on the problems of citizenship in a modern democratic society. (3 lecture hours per week).

GOVT 2302 [GOVT212]. American National and State Governments II. (3 credits). This course presents a study of the functions and services of the government of the United States, of the states in general, and of Texas in particular. (3 lecture hours per week).

HISTORY

John Duke, **Department Chairperson**
Ida Blanchette, Tom Bryan, John Duke, Marvin Longshore, Bill Taliaferro

HIST 1301 [HIST141]. The United States to 1877. (3 credits). This course explores American history from colonial origins through reconstruction, including exploration and colonization of the new world, the American Revolution, westward expansion, the Civil War, and reconstruction. (3 lecture hours per week).

HIST 1302 [HIST142]. The United States Since 1877. (3 credits). This course provides a survey of American history from 1877 to the present. Chief topics are big business, big labor, the United States as a world power, the great depression, and the cold war. (3 lecture hours per week).

HIST 2301 [HIST131]. History of Texas to 1865. (3 credits). This course includes a study of the growth and development of Texas from 1500 to 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. (3 lecture hours per week).

HIST 2302 [HIST132]. History of Texas Since 1865. (3 credits). This course analyzes cultural, social, industrial, and political developments in Texas from 1865 to the present. The course emphasizes the Reconstruction period, political history since the Civil War, and the emergence of the modern state of Texas, and it includes studies of governors and their administrations. (3 lecture hours per week).

HIST 2321 [HIST111]. Western Civilization to 1660. (3 credits). This course presents the chief political, social, and intellectual developments of occidental civilization from the earliest human cultures to 1660, including the origins of languages, literature, governments, and economic and social practices. (3 lecture hours per week).

HIST 2322 [HIST112]. Western Civilization Since 1660. (3 credits). This course is a continuation of HIST 2321. (3 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)

Stephen Wheeler, **Department Chairperson**
Dwight Rhodes

HORT 1401 [HORT101]. Principles of Horticulture. (4 credits). This course presents the fundamental principles and practices of structure, growth, development, maintenance, and use of horticultural plants. The course outlines the commercial horticulture industry and occupational opportunities. The laboratory experience provides an introduction to growing, grounds maintenance, planting, and transplanting. (3 lecture and 3 laboratory hours per week).

HUMANITIES

Robert Rodriguez, **Department Chairperson**
Andy Anderson, Doris Burbank

HUMA 1301 [HUMN201]. Introduction to Humanities I. (3 credits). This course is an interdisciplinary, multi-media study of the roots of Western Civilization beginning with the early Greeks, continuing through the Italian and Northern European Renaissance. (3 lecture hours per week).

HUMA 1302 [HUMN202]. Introduction to Humanities II. (3 credits). This course is a continuation of HUMA 1301, and it emphasizes the major contributions of Western culture since the Renaissance, Reformation, the rise of science, and the Neoclassical period. The course includes a study of authors and composers such as Galileo, Luther, Shakespeare, Bach, Beethoven, Darwin, Freud, Sartre, and others. (3 lecture hours per week).

HUMA 2319 [HUMN211]. American Minorities. (3 credits). This course is an introduction to culture and to the multi-cultural and multi-ethnic diversity residing in the United States, with emphasis on Italian Americans, Jewish

Americans, Native Americans, Black Americans, Hispanics, and Asians. (3 lecture hours per week).

JOURNALISM

Bill Crider, Department Chairperson

JOUR 1120 [JOUR120]. Journalism Activities. (1 credit). This course gives basic journalism training to students through experience on college publications. (2 laboratory hours per week).

LEGAL ASSISTANT

Tom Branton, Department Chairperson

LEGA 1300 [LEGA 110]. Texas Legal Systems. (3 credits). A study of the court system of Texas, its historical background, legal practices, and court administration. Elements of the federal court system are examined. (3 lecture hours per week).

LEGA 1311 [LEGA 111]. Legal Technology I. (3 credits). A comprehensive study of the legal system and the role of the legal assistant within the system, including ethics, the history and areas of law, and an introduction to legal research and writing. (3 lecture hours per week).

LEGA 1312 [LEGA 112]. Legal Technology II. (3 credits). An extensive study of legal research and writing including the preparation of legal memorandums, documents, and a practical research problem. (3 lecture hours per week).

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

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

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

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

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

MANAGEMENT DEVELOPMENT

Dick Brigham, Department Chairperson
Kenneth Sweeney

MGMT 1300 [MMGT111]. Supervision. (3 credits). This course includes emphasis upon behavioral aspects of supervision and on an up-to-date and inclusive examination of what the supervisor now does and what tools, knowledge, and skills he requires. The course has been designed for those who aspire to be supervisors as well as for those present supervisors who seek a knowledge of developing management theory to supplement and reinforce their accumulating experience. (3 lecture hours per week).

MGMT 1301 [MMGT112]. Internship. (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Student will also be required to attend a one-hour lecture on campus with the internship instructor. Students may receive credit from an approved full-time job. (1 lecture and 20 laboratory hours per week).

MGMT 1310 [MMGT121]. Principles of Management. (3 credits). An overview of organization and human behavior within the organization, this course presents functions of management such as creating, planning, organizing, motivating, communicating, and controlling. Considerable attention is given to management practices. (3 lecture hours per week).

MGMT 1311 [MMGT122]. Internship. (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Student will also be required to attend a one-hour lecture on campus with the internship instructor. Students may receive credit from an approved full-time job. (1 lecture and 20 laboratory hours per week).

MGMT 1320 [MMGT123]. Small Business Organization and Management. (3 credits). This course explores the formation and operation of the individual enterprise and involves an analysis of problems, opportunities, and regulations important to the management of a small business with special emphasis given to financing and financial control. (3 lecture hours per week).

MGMT 2300 [MMGT211]. Personnel Management. (3 credits). This course explores the principles and practices of personnel management, emphasizing the procurement, development, compensation, integration, and maintenance of the labor force. (3 lecture hours per week).

MGMT 2301 [MMGT212]. Internship. (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Student will also be required to attend a one-hour lecture on campus with the internship instructor. Students may receive credit from an approved full-time job. (1 lecture and 20 laboratory hours per week).

MGMT 2310 [MMGT221]. Problems in Management. (3 credits). This extension of management principles to administrative strategy in solving problems allows students to use case studies and simulated games in a decision-making, problem-solving environment. (3 lecture hours per week).

MGMT 2311 [MMGT222]. Internship. (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Student will also be required to attend a one-hour lecture on campus with the internship instructor. Students may receive credit from an approved full-time job. (1 lecture and 20 laboratory hours per week).

MGMT 2320 [MMGT223]. Organizational Strategy. (3 credits). Organizational Strategy will provide the student with the importance of controlling their own career destiny. The course covers techniques for building support and sponsorship within the organization. It teaches students techniques for handling conflict, building personal support systems, and maintaining "staying power" once they have achieved their career objectives. (3 lecture hours per week).

MATHEMATICS

Gerald Skidmore, Department Chairperson
Chris Benton, James Boler, Don Brown, Jim Corbett, Alice Hagood

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

GENERAL MATHEMATICS

MATH 0309 [MATH109]. Arithmetic. (3 credits). This individualized course offers instruction and practice in the basic arithmetic operations. The student's program of study is based on diagnostic and prescriptive tests as well as on personal interviews. Students who must take MATH 0310 and whose diagnostic tests indicate a need for arithmetic preparation must take this course. (3 lecture hours per week).

MATH 0310 [MATH110]. Developmental Mathematics-Algebra. (3 credits). This course includes a study of number concepts and computational skills, word problems, graphs, number relationships, one and two variable equations, operations with algebraic expressions, quadratic equations, geometric figures, and applying reasoning skills. The purposes of Math 110 are to prepare the students for the state-mandated TASP test and to prepare the students for intermediate algebra. Enrollment in this course is based upon a self-perceived need to develop the skills covered or upon the college placement test. (3 lecture hours per week).

MATH 1312 [MATH115]. Intermediate Algebra. (3 credits). Topics of this course include a review of the arithmetic operations, factoring, fractions, exponents, radicals, linear equations, quadratic equations, inequalities, and systems of equations. This course is recommended for those students who have not had two years of high school algebra and/or whose placement scores indicate a need for intermediate algebra. (3 lecture hours per week).

MATH 1314 [MATH121]. College Algebra. (3 credits). This course includes a review of the fundamental concepts of intermediate algebra, followed by a more intensive study of algebraic equations and inequalities, functions and graphs, graphs and zeros of polynomial functions, rational functions and conic sections, exponential and logarithmic functions, systems of equations and inequalities, matrices, sequences, and series. Students enrolling in this course should have previously taken two years of high school algebra and passed the college placement test or passed MATH 1312. (3 lecture hours per week).

MATH 1316 [MATH132]. Plane Trigonometry. (3 credits). This course covers such topics as 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. Students enrolling in this course should have previously taken two years of high school algebra or passed MATH 1314. (3 lecture hours per week).

MATH 1321 [MATH120]. Mathematics of Finance. (3 credits). Topics in this course include simple interest and discount, compound interest, annuities, amortization, sinking funds, stocks, and bonds. (3 lecture hours per week).

MATH 1342 [MATH210]. Statistics. (3 credits). This course includes such topics as permutations and combinations, probability, testing hypotheses, sample theory, parameter estimation, frequency functions, and correlation and regression. (3 lecture hours per week).

MATH 1348 [MATH150]. Analytic Geometry. (3 credits). This course details the solution of geometric problems through applied algebra by the graphical representation of points, lines, and curves and the transformation of coordinates, polar coordinates, transcendental curves, vectors, parametrics, and space formulas, with special emphasis on rapid curve sketching. Students enrolling in this course should have previously taken two years of high school algebra and a course in plane trigonometry or passed MATH 1314 and MATH 1316. (3 lecture hours per week).

MATH 2320 [MATH221]. Differential Equations. (3 credits). The course includes the following topics: equations of the first order, singular solutions, linear equations with coefficient, and miscellaneous methods of solving equations of higher order than the first, with geometric and physical applications. (3 lecture hours per week). **Prerequisite:** MATH 2414.

MATH 2413 [MATH213]. Differential and Integral Calculus I. (4 credits). Topics included in this course are inequalities, functions, limits, the derivative, differentiation of algebraic functions, the differential, and the definite integral. This course meets the needs of mathematics, engineering, and science students. Students enrolling in this course should have previously taken two years of high school algebra, a course in plane trigonometry, and a course in

analytic geometry or passed MATH 1314, MATH 1316, and MATH 1348. (4 lecture hours per week).

MATH 2414 [MATH214]. Differential and Integral Calculus II. (4 credits). This course is a continuation of MATH 2413. Topics covered include trigonometric functions, logarithmic functions, exponential functions, parametric equations, arc length, polar coordinates, formulas and methods of interpretation, applications of the integral, and solid analytic geometry. (4 lecture hours per week). **Prerequisite:** MATH 2413.

MATH 2415 [MATH215]. Calculus III. (4 credits). Topics included in MATH 2415 are elements of infinite series, partial derivatives with applications, multiple integration, vectors, power series, Taylor's series, gradient, and linear algebra. (4 lecture hours per week). **Prerequisite:** MATH 2414.

MATHEMATICS FOR ELEMENTARY EDUCATION MAJORS

MATH 1335 [MATH160]. College Mathematics. (3 credits). Topics of this course include equations and inequalities, number theory, prime numbers, exponents, sets, number systems, functions, relations, and equivalence. (3 lecture hours per week). **Prerequisite:** MATH 1314

MATH 1336 [MATH170]. Modern Topics in Mathematics. (3 credits). This course covers the following topics and concepts: sets, relations and functions, numeration systems, finite mathematical systems, geometry, measurement, probability, and statistics. (3 lecture hours per week). **Prerequisite:** MATH 1335

MATHEMATICS FOR BUSINESS MAJORS

MATH 1324 [MATH180]. Finite Mathematics. (3 credits). This 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, probability, statistics, and non-linear functions. The course meets the needs of students majoring in business and other related fields. (3 lecture hours per week). **Prerequisite:** MATH 1314.

MATH 1325 [MATH190]. Analysis. (3 credits). This course includes a review of the real number system, relations and functions, and sequences and series, and it follows these topics with a study of the differential and integral calculus. The course meets the needs of students majoring in business management, science, quantitative analysis, or other related fields. (3 lecture hours per week). **Prerequisite:** MATH 1324.

MEDICAL LABORATORY TECHNOLOGY

Florence Pipes, Department Chairperson
Johneta Turner

MELT 1100 [HMLT140]. Fluid Analysis. (1 credit). This course presents a study of body fluids, including gastric, synovial, spinal, seminal, pleural, peritoneal, and pericardial fluids. Methods for determining their biochemical and cellular

content are presented, and abnormal values are correlated with pathological conditions. (1 hour lecture per week). **Prerequisite:** MELT 1300.

MELT 1200 [HMLT150]. Parasitology. (2 credits). This course includes a study of the taxonomy, morphology, and specific characteristics of human parasites as well as the disease states produced by them. Students practice microscopic examination, concentration, fixation, staining, and preservation of specimens. (1 lecture and 2 laboratory hours per week). **Prerequisites:** MELT 1300 and MELT 1401.

MELT 1300 [HMLT110]. Introduction to Medical Technology and Terminology. (3 credits). This course includes lecture and laboratory practice in the fundamentals of laboratory and hospital organization, laboratory safety, phlebotomy, basic electricity, laboratory equipment and instruments, laboratory glassware and solution preparation, and laboratory math. Laboratory math includes metric system, scientific notation, temperature conversion, dilutions and associated ratio-proportion problems, and solution problems. Written and oral reports are required. A study of medical terminology is included as a separate part of this course. (2 lecture and 3 laboratory hours per week).

MELT 1320 [HMLT123]. Medical Microbiology. (3 credits). This study of the medically important microbes emphasizes those organisms producing disease in the upper respiratory tract. The epidemiology of microbes in the clinical environment is studied, and the basic principles of disease and the mechanisms of host defense are presented. The student should be able to perform routine culture and isolation procedures, antibiotic susceptibility testing, and rapid identification for bacteria and yeast. (2 lecture and 3 laboratory hours per week).

MELT 1330 [HMLT130]. Urinology. (3 credits). This course presents a study of urinalysis procedures including chemical tests, microscopic examination, pregnancy tests, renal function tests, and the correlation of these procedures to disease states and malfunctions. Oral presentation of selected topics is required. (2 lecture and 4 laboratory hours per week). **Prerequisite:** MELT 1300.

MELT 1401 [HMLT112]. Clinical Microbiology I. (4 credits). This introduction to clinical microbiology explores the basic concepts of microbiology including taxonomy, morphology, physiology and identifying characteristics of bacteria, as well as diseases produced by them. Methods to isolate, cultivate, and identify bacteria are studied including routine staining procedures and biochemical identification tests. Included in the course are procedures for specimen collection, processing, shipment, media preparation, and quality control. Oral presentation of selected topics is required. (2 lecture and 8 laboratory hours per week). **Prerequisite:** MELT 1300.

MELT 1421 [HMLT113]. Hematology I. (4 credits). This course includes lecture and laboratory instruction on the chemical and physical nature of blood, use and maintenance of routinely used manual and semi-automated hematology equipment, quality control, sample identification, formed elements of blood, and performance and interpretation of routine hematology tests and basic coagulation procedures. Some lab techniques included in this course are hemoglobin, hematocrit, sedimentation rate, RBC morphology, WBC differential, prothrombin time, and bleeding time. Oral presentation of selected topics is required. (2 lecture and 8 laboratory hours per week). **Corequisite:** MELT 1300.

MELT 1511 [HMLT111]. Clinical Chemistry/Instruments I. (5 credits). This course includes lecture and laboratory instruction in sample collection and preservation, basic chemistry and laboratory math review, quality control, basic organic chemistry, photometry, carbohydrates, proteins, and non-protein nitrogens. Also included in this course are the principles of operation, use, maintenance, and troubleshooting of instruments used to perform clinical laboratory tests. Interpretation of test results, including assessment of disease processes and evaluation of metabolism and organ functions, is included. Oral presentation of selected topics is required. Both lecture and laboratory are on campus. (3 lecture and 8 laboratory hours per week). **Prerequisites:** MELT 1300 and CHEM 1405

MELT 2300 [HMLT210]. Serology-Immunology. (3 credits). This study of serological and immunological procedures includes flocculation, agglutination, precipitation, gel diffusion, hemagglutination, complement fixation, fluorescent antibody, immunoelectrophoresis, ELISA and EMIT. The student should be able to discuss the reticuloendothelial system, cellular and humoral immunity, the inflammatory process, antigens, antibodies, complement, and other aspects of the immune mechanism and the body's reaction to foreign matter. Oral presentation of selected topics is required. (2 lecture and 4 laboratory hours per week). **Prerequisite:** MELT 1300.

MELT 2313 [HMLT220]. Clinical Chemistry/Instruments III. (3 credits). This continuation of MELT 2412 includes lecture and laboratory instruction on enzymes, hormones, therapeutic drugs, drugs of abuse, and special chemistry techniques including RIA, EIA, chromatography, and others. Lecture is on campus, and it includes the interpretation of test results, assessment of disease processes, and evaluation of metabolism and organ function. Oral presentations of selected topics are required. Laboratory is held at the clinical sites to provide experience in the operation, maintenance, and troubleshooting of routine and advanced clinical chemistry instruments. (2 lecture and 4 laboratory hours per week). **Prerequisites:** MELT 1300, MELT 1511, MELT 2412, and CHEM 1405 or equivalent.

MELT 2322 [HMLT213]. Hematology II. (3 credits). This course presents a study of cellular elements and coagulation factors in the blood as they relate to diseases such as anemias, leukemias, and bleeding disorders. Special stains, special anemia tests, and diagnostic coagulation tests are included. Oral and written presentations of selected topics are required. The lecture portion of the class is held on campus, and the laboratory portion is held on campus and at clinical sites to provide blood drawing experience, an introduction to the clinical laboratory and clinical hematology, and the use and maintenance of current clinical hematology instrumentation. (2 lecture and 4 laboratory hours per week). **Prerequisites:** MELT 1300 and MELT 1421.

MELT 2402 [HMLT212]. Clinical Microbiology II. (4 credits). This study of bacteriology and mycology includes procedures to isolate, cultivate, and identify acid-fast and anaerobic bacteria, filamentous fungi, and yeast. The student should be able to perform antibiotic susceptibility testing and serological and biochemical identification tests and to use rapid identification systems for identification of bacteria and yeasts. A general understanding of the relationship of this course to physiology, biochemistry, and immunology as they are associated with disease processes is necessary. (2 lecture and 8 laboratory hours per week). **Prerequisites:** MELT 1300 and MELT 1401.

MELT 2412 [HMLT211]. Clinical Chemistry/Instruments II. (4 credits). This continuation of MELT 1511 includes lecture and laboratory instruction on clinical chemistry automation, non-protein nitrogen compounds, lipids, electrolytes, minerals, liver functions, pH, blood gases, and associated calculations. The lecture portion of the course is on campus, and it includes interpretation of test results, assessment of disease processes, and evaluation of metabolism. Oral and written presentations of selected topics are required. The laboratory portion of the course is located at clinical sites to provide experience with the operation, maintenance, and troubleshooting of current clinical chemistry instruments. (3 lecture and 4 laboratory hours per week). **Prerequisites:** MELT 1300, MELT 1511, and CHEM 1405

MELT 2430 [HMLT230]. Immunohematology. (4 credits). This course includes study and practice in the use of blood cell antigens and antibodies as they apply to certain disease processes and to transfusions. Quality control and sample identification are stressed. The course also presents a study of blood donor requirements; blood component preparation, storage, and use; and routine and diagnostic blood banking procedures to include at least ABO, Rh, antibody detection and identification, elution, and crossmatch. (2 lecture and 8 laboratory hours per week). **Prerequisites:** MELT 1300, MELT 1421, MELT 2300, and MELT 2322.

MELT 2600 HMLT240]. MELT Practicum. (6 credits). This course includes 480 hours of supervised work experience in a clinical laboratory and one week of review in the classroom. All other courses in MELT Program must be completed before a Practicum can be approved.

* MENTAL HEALTH

G. E. CARRIER, LPC, CADAC, Department Chairperson

MENH 1305. Introduction to Human Services. (3 credits). Introduces subject matter and concepts relative to human services. The roles and functions performed by workers in the field of human services are discussed. Six core areas are emphasized: chemical dependency, psychiatric disorders, aging, children, mental retardation, and employee assistance programs. (3 lecture hours per week).

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

MENH 1310. Drug Use and Abuse. (3 credits). A study of the use and abuse of drugs in today's society. The physiological, sociological, and psychological effects are discussed. (3 lecture hours per week).

MENH 1315. Interpersonal Communication. (3 credits). Exercises and theory designed to improve communication. Various communication models and extensive video taping are utilized to improve one-to-one and small group communication. (3 lecture hours per week).

MENH 1320. Counseling Methods. (3 credits). An introduction of various counseling methods, including Reality Therapy, Gestalt Therapy, Behavior Modification,

Transactional Analysis, and group counseling techniques. (3 lecture hours per week).

MENH 1321. Clinical Internship I. (3 credits). Supervised internship in a human service agency. The experience will be primarily student observations and recordings of events in an assigned agency, such as treatment, meetings, and counseling sessions. Student will be expected to participate in treatment of clients as directed by agency and instructors. Student must have an approved work station and approval of the department chairperson. (1 lecture and 20 laboratory hours per week).

MENH 1322. Clinical Internship II. (3 credits). A continuation of MENH 1321 with more emphasis on an active participation in treatment programs, i.e., carrying a small case load and working with team leader or counseling in groups. The student must have an approved work station and approval of the department chairperson. (1 lecture and 20 laboratory hours per week). **Prerequisite:** MENH 1321.

MENH 1325. Principles of Interviewing. (3 credits). Introduces methods and interviewing techniques used in personal and professional relationships: interviewing, counseling, listening, reporting, decision making, counseling with various clients. (3 lecture hours per week).

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

MENH 2300. Client Assessment and Management. (3 credits). A study of patient/client interviews and assessment, management of aggressive behavior and crisis intervention. Reporting and client records will be discussed. (3 lecture hours per week).

MENH 2310. Chemical Abuse Treatment. (3 credits). An exploration of the treatment processes relevant to chemical dependency. (3 lecture hours per week).

MENH 2312. Children of Alcoholics. (3 credits). An exploration of the impact an alcoholic has on the family, in particular how this impact can impair psychosocial development and how selective behavior patterns are carried into adulthood. (3 lecture hours per week).

MENH 2313. Laws and Standards Affecting Mental Health. (3 credits). A review of the legislation which has affected mental health in the United States. Professional code of conduct, client confidentiality, and the networking of mental health professionals are discussed. (3 lecture hours per week).

MENH 2315. Family Systems. (3 credits). Exploration of the family systems and identification of the dysfunctional family. (3 lecture hours per week).

MENH 2320. Behavior Modification. (3 credits). The theory and implementation of behavior modification with selected mental health populations, including substance abusers, the aged, the mentally disturbed, and the mentally impaired. The need for objective, clearly defined and measurable treatment outcomes are emphasized. (3 lecture hours per week).

MENH 2323. Clinical Internship III. (3 credits). A continuation of MENH 1322 with additional training in the implementation of the basic principles of psychiatric/residential care. Outpatient treatment modalities under supervision will be introduced. The student must have an approved work station and

approval of the department chairperson. (1 lecture and 20 laboratory hours per week). **PREREQUISITE:** MENH 1322.

MENH 2324. Clinical Internship IV. (3 credits). A continuation of MENH 2323 with emphasis on active participation in the treatment program, i.e., carrying a case load and working with team leaders with inpatient and outpatient treatment groups. The student must have an approved work station and approval of the department chairperson. (1 lecture and 20 laboratory hours per week). **PREREQUISITE:** MENH 2323.

MENH 2340. Professional Issues in Human Services. (3 credits). The opportunity to develop professional identity, including self-awareness and commitment to values and ethics of the profession, including areas of support available to promote professional growth and self-evaluation. (3 lecture hours per week).

* Program pending C.B. approval

MUSIC

Doris Burbank, Department Chairperson
Andy Anderson, Jerry Perkins

GENERAL MUSIC

MUSI 1152 [MUSC161B]. Contemporary Church Music. (1 credit). This class will survey contemporary materials available and determine the areas of concentration most beneficial to the group. Considerations will include small and large ensembles, solo work, and the preparation and utilization of instrumental/vocal backgrounds for performances. Possibilities exist for radio/TV productions and also for public performances. (4 laboratory hours per week).

MUSI 1166 [MUSC131W]. Woodwind Class. (1 credit). This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on flute, oboe, clarinet, bassoon, saxophone, and piccolo. (1 lecture and 2 laboratory hours per week).

MUSI 1168 [MUSC131B]. Brass Class. (1 credit). This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on trumpet, French horn, trombone, and tuba. (1 lecture and 2 laboratory hours per week).

MUSI 1170 [MUSC131P]. Percussion Class. (1 credit). This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on snare drum, tympani, xylophone, cymbals, and other percussion instruments. (1 lecture and 2 laboratory hours per week).

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

MUSI 1180 [MUSC132G]. Guitar Class. (1 credit). This course, designed for beginning guitar students, continues the study of basic techniques, chords, and basic repertoire. (1 lecture and 2 laboratory hours per week).

- MUSI 1181 [MUSC131]. Class Piano.** (1 credit). Class Piano, a course designed for students with little or no previous experience, provides a study of basic techniques, scales, chords, and basic repertoire. (1 lecture and 1 laboratory hours per week).
- MUSI 1182 [MUSC132]. Class Piano.** (1 credit). This Class Piano course for beginners continues the study of basic techniques, scales, chords, and basic repertoire. (1 lecture and 1 laboratory hours per week).
- MUSI 1183 [MUSC131V]. Voice Class.** (1 credit). This laboratory class, designed for students with no previous voice training, provides instruction in breathing, tone production, and diction. (1 lecture and 2 laboratory hours per week).
- MUSI 1216 [MUSC121]. Ear Training and Sight-Singing.** (2 credits). This required course for music majors is the first part of a four-semester presentation of basic aural, visual, and vocal experiences in dictation and in sight-singing. (3 laboratory hours per week). **Co-requisite:** MUSI 1311.
- MUSI 1217 [MUSC122]. Ear Training and Sight-Singing.** (2 credits). This required course for music majors is the second part of a four-semester presentation of basic aural, visual, and vocal experiences in dictation and sight-singing. (3 laboratory hours per week). **Co-requisite:** MUSI 1312.
- MUSI 1263 [MUSC195]. Improvisation.** (2 credits). This course presents the techniques of improvising music through the analysis of melodic motives, chordal construction, and sequencing, and it applies this analysis to traditional and contemporary materials. (1 lecture and 2 laboratory hours per week).
- MUSI 1301 [MUSC110]. Introduction to Music.** (3 credits). This course familiarizes the student with the meaning of musical notation through the study of scales, chords, and rhythm. The course meets the needs of elementary education majors and other students who wish to gain a working knowledge of music. It is beneficial, but not required, for the student to also enroll in Class Piano. (3 lecture hours per week).
- MUSI 1306 [MUSC120]. Music Appreciation.** (3 credits). This general survey course provides the student with a foundation for the enjoyment and understanding of music. The course presents a study of representative composers and their works through recorded music. (3 lecture hours per week).
- MUSI 1308 [MUSC111]. Survey of Music Literature.** (3 credits). This course is a study of instrumental and vocal music forms. It includes representative compositions from sacred and secular music. (3 lecture and 1 laboratory hours per week).
- MUSI 1309 [MUSC112]. Survey of Music Literature.** (3 credits). This course continues the study of instrumental and vocal music forms. It includes representative compositions from sacred and secular music. (3 lecture and 1 laboratory hours per week).
- MUSI 1310 [MUSC113]. Perspective in Jazz.** (3 credits). This course consists of discussion and listening experiences reflecting the development of jazz music and its impact on American culture. The course traces the music from its African roots through ragtime, blues, the big-band swing era, be-bop, cool jazz, and free jazz. (3 lecture hours per week).
- MUSI 1311 [MUSC141]. Music Theory.** (3 credits). This course provides a study of the fundamentals of musicianship, including scales, intervals, diatonic triads,

- inversions, written and keyboard harmony, and dominant seventh chords and inversions. (3 lecture hours per week).
- MUSI 1312 [MUSC142]. Music Theory.** (3 credits). This course continues the study of scales, intervals, diatonic triads, inversions, written and keyboard harmony, and dominant seventh chords and inversions. (3 lecture hours per week).
- MUSI 1386 [MUSC114]. Composition.** (3 credits). This course provides instruction in music composition in small forms for simple media in both traditional and contemporary electronic styles. (3 lecture hours per week).
- MUSI 2181 [MUSC233]. Class Piano.** (1 credit). This class piano course is for students who have taken 1 year of piano and is a continuation of basic techniques. (1 lecture and 1 laboratory hours per week).
- MUSI 2182 [MUSC234]. Class Piano.** (1 credit). This class piano course is for students who have taken 3 semesters of class piano and is a continuation of basic techniques. (1 lecture and 1 laboratory hours per week).
- MUSI 2216 [MUSC223]. Ear Training and Sight-Singing.** (2 credits). This required course for music majors is the third part of a four-semester presentation of basic aural, visual, and vocal experiences in dictation and sight-singing. (3 laboratory hours per week). **Prerequisite:** MUSI 1217 and **Co-requisite:** MUSI 2311
- MUSI 2217 [MUSC224]. Ear Training and Sight-Singing.** (2 credits). This required course for music majors is the last part of a four-semester presentation of basic aural, visual, and vocal experiences in dictation and sight-singing. (3 laboratory hours per week). **Prerequisite:** MUSI 2216 and **Co-requisite:** MUSI 2312.
- MUSI 2311 [MUSC243]. Music Theory.** (3 credits). This course continues the study begun in MUSI 1311 and MUSI 1312 with advanced aural and written study and with emphasis on chromatic harmony, harmonic analysis, and twentieth-century techniques. (3 lecture hours per week). **Prerequisite:** MUSI 1312
- MUSI 2312 [MUSC244]. Music Theory.** (3 credits). This course continues the study began in MUSI 1311, MUSI 1312, and MUSI 2312 with advanced aural and written study and with emphasis on chromatic harmony, harmonic analysis, and twentieth-century techniques. (3 lecture hours per week). **Prerequisite:** MUSI 2311

ENSEMBLES

- MUSI 1125,2125 [MUSC181,182/283,284]. Stage Band.** (1 credit each). This course can be repeated for credit. This organization rehearses and performs contemporary jazz and rock music as well as standard big band literature. Performances include concerts and participation in area festivals. Membership is open to all College students by approval of the instructor. (4 laboratory rehearsal hours per week).
- MUSI 1127,2127 [MUSC185,186/287,288]. Concert Band.** (1 credit each). This course can be repeated for credit. This concert group of brass, woodwind, and percussion performs traditional repertoire and contemporary works for wind ensembles. (5 laboratory rehearsal hours per week).
- MUSI 1135,2135 [MUSC191,192/293,294]. Jazz Lab.** (1 credit each). This course can be repeated for credit. This organization performs for many special occasions on and off campus. Music includes small band jazz-rock with emphasis on individual improvisation. Membership is open to all College students by approval of the instructor. (3 laboratory hours per week).

- MUSI 1141,2141 [MUSC151,152/253,254]. Concert Choir.** (1 credit each). This course can be repeated for credit. This organization rehearses and performs traditional and contemporary choral literature. In addition to local concerts, the group participates in campus activities and makes several concert tours to other cities. In order to obtain credit, members must attend all called rehearsals and public performances. (5 laboratory rehearsal hours per week).
- MUSI 1143,2143 [MUSC161,162/263,264]. College Singers.** (1 credit each). This course can be repeated for credit. This organization is limited in membership. Students are selected through auditions from the membership of the College choir. The student must have previous experience in choral music, a member in good standing of the concert choir, ability to sight-read, and instructor approval. (4 laboratory rehearsal hours per week).
- MUSI 1154 [MUSC163]. Chamber Singers.** (1 credit). This organization is limited in membership. Students are selected by auditions from membership of the College choir. (4 laboratory rehearsal hours per week).
- MUSI 1158 [MUSC153]. Opera Workshop.** (1 credit). This course provides practical experience for the singing actor in the integration of music, acting, and staging of portions of operas. (1 lecture and 2 laboratory hours per week).
- MUSI 1159/2159 [MUSC154,155]. Musical Theatre.** (1 credit). This course can be repeated for credit. This course stresses the study and performance of works selected from the music theatre repertoire. (1 lecture and 4 laboratory hours per week).

APPLIED MUSIC

- MUAP 1231,1232 [MUSC145X,145Y]. Applied Music -- Woodwind.** (2 credits each). These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, and saxophone. (1 lecture and 4 laboratory practice hours per week).
- MUAP 1241,1242 [MUSC135X,135Y]. Applied Music -- Brass.** (2 credits each). These courses provide one hour of individual instruction per week in trumpet, trombone, French horn, and tuba. (1 lecture and 4 laboratory practice hours per week).
- MUAP 1257,1258 [MUSC155X,155Y]. Applied Music -- Percussion.** (2 credits each). These courses provide one hour of individual instruction a week in the use of percussion instruments. (1 lecture and 4 laboratory practice hours per week).
- MUAP 1261,1262 [MUSC175X,175Y]. Applied Music -- Guitar.** (2 credits each). These courses provide one hour of individual instruction a week in guitar. (1 lecture and 4 laboratory practice hours per week).
- MUAP 1271,1272 [MUSC115X,115Y]. Applied Music -- Piano.** (2 credits each). These courses provide one hour of individual instruction a week. (1 lecture and 4 laboratory practice hours per week).
- MUAP 1281,1282 [MUSC125X,125Y]. Applied Music -- Voice.** (2 credits each). These courses provide one hour of individual instruction per week. (1 lecture and 4 laboratory practice hours per week).
- MUAP 2231,2232 [MUSC245X,245Y]. Applied Music -- Woodwind.** (2 credits each). These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, and saxophone. The student must have the

approval of the department chairperson. (1 lecture and 4 laboratory practice hours per week).

- MUAP 2241,2242 [MUSC235X,235Y]. Applied Music -- Brass.** (2 credits each). These courses provide one hour of individual instruction per week in trumpet, trombone, French horn, and tuba. The student must have the approval of the department chairperson. (1 lecture and 4 laboratory practice hours per week).
- MUAP 2257,2258 [MUSC255X,255Y]. Applied Music -- Percussion.** (2 credits each). These courses provide one hour of individual instruction a week in the use of percussion instruments. The student must have the approval of the department chairperson. (1 lecture and 4 laboratory practice hours per week).
- MUAP 2261,2262 [MUSC275X,275Y]. Applied Music -- Guitar.** (2 credits each). These courses provide one hour of individual instruction a week in guitar. The student must have the approval of the department chairperson. (1 lecture and 4 laboratory practice hours per week).
- MUAP 2271,2272 [MUSC215X,215Y]. Applied Music -- Piano.** (2 credits each). These courses provide one hour of individual instruction a week. The student must have the approval of the department chairperson. (1 lecture and 4 laboratory practice hours per week).
- MUAP 2281,2282 [MUSC225X,225Y]. Applied Music -- Voice.** (2 credits each). These courses provide one hour of individual instruction a week. The student must have the approval of the department chairperson. (1 lecture and 4 laboratory practice hours per week).

NURSING

Betty Oliver, Director

Emeola Curvey, Sally Durand, Barbara Kelly,
Deborah Murphy, Kathy Schwab, Dee Shields, Miriam Villageliu, Jean Withrow

ADN -- Associate Degree Nursing

- NURS 1300 [NURS121]. Principles and Practice of Pharmacology.** (3 credit hours). Principles and Practice of Pharmacology is a course designed to assist the nursing student in the establishment of a firm groundwork in the principles of drug therapy. Broad categories of pharmacologic agents and their interrelationship with various body systems will be discussed. Emphasis will be placed on the role and responsibilities of the nurse in drug therapy.
- NURS 1400 [NURS115]. Nursing Transition.** (4 credits). This transition course is designed for the licensed vocational nurse (LVN) who wishes to have an option to challenge examinations. The course is designed to assess and evaluate the LVN's theory base in nursing content and nursing skills. Emphasis is placed on role transition as well as the incorporation of selected content from both Introduction to Nursing (NURS 1800) and Medical/Surgical Nursing I (NURS 1900). (2 lecture and 8 laboratory/clinical hours per week). **Prerequisites:** BIOL 2401, BIOL 2402, PSYC 2313, PSYC 2308, ENGL 1301
- NURS 1410 [NURS130]. Psychiatric Nursing.** (4 credits)(6 weeks). This course focuses on individuals whose behavioral patterns are considered to be deviations from the normal. These individuals are identified through their admission to a psychiatric in-patient facility. The role of the nurse in treatment modalities is stressed. Clinical experiences provide opportunities for students to

interact therapeutically with patients both individually and in groups. (5.5 lecture and 16 clinical hours per week). **Prerequisites:** NURS 1900

- NURS 1800 [NURS110]. Introduction to Nursing.** (8 credits). This is the basic course in the nursing curriculum. It provides the foundation upon which the other nursing courses are built. The student is introduced to the more common deviations from wellness so that he/she develops an increased awareness of the health-illness continuum. The foundation for curriculum threads is introduced in this course and integrated throughout subsequent nursing courses. Laboratory and clinical experiences are provided in the nursing skills laboratory and with adult patients in health care facilities. (4 lecture and 13 laboratory hours per week). **Corequisites:** BIOL 2401, PSYC 2313.
- NURS 1900 [NURS211]. Medical-Surgical Nursing I.** (9 credits). This course familiarizes the student with the more common medical and surgical conditions for which patients are hospitalized. It emphasizes the biological, psychological, and social components of each patient's situation. The student utilizes the nursing process in the management of patient care. (4 lecture and 16 clinical hours per week). **Prerequisite:** NURS 1800. **Corequisites:** BIOL 2402, PSYC 2308.
- NURS 2200 [NURS221]. Professional Development.** (2 credits). This course is designed to offer the student of nursing a better understanding of the nursing profession as it relates to the health care delivery system. The content includes historical, contemporary, and future issues in nursing; legal responsibilities; professional behavior and ethics; professional organizations; opportunities and employment responsibilities in nursing; and concepts of management. (1 lecture and 2 laboratory hours per week). **Corequisite:** NURS 2400
- NURS 2400 [NURS213]. Maternal Nursing.** (4 credits). (8 weeks). This course approaches the family at the establishment phase and includes the antepartal phase, parturition, and the post-partal phase of childbearing. It also includes the care of the newborn. Meeting the physiological and psychological needs of the family is stressed with emphasis on the normal aspects of childbearing. Deviations from normal are included with the focus on the assessment and nursing management. Experiences are provided in clinical agencies for caring for the mother and the newborn. (4 lecture and 13 laboratory hours per week). **Prerequisite:** NURS 2900
- NURS 2410 [NURS214]. Child Health Nursing.** (4 credits). (8 weeks). This course includes the care of the child from birth through adolescence. Acute and chronic illnesses of children are studied with emphasis on nursing care. Clinical experiences provide the student with opportunities to care for and observe children in both the hospital and well-child settings. (4 lecture and 13 clinical hours per week). **Prerequisite:** NURS 2900.
- NURS 2900 [NURS212]. Medical-Surgical Nursing II.** (9 credits). This course is a continuation of Medical-Surgical Nursing I. It provides a more in-depth level of learning and includes nursing practice in more complex nursing settings. Opportunities are provided for the assumption of increased responsibility in the management of nursing care. (4 lecture and 16 clinical hours per week). **Prerequisite:** NURS 1410. **Corequisites:** BIOL 2420, ENGL 1302.

NURSING

Judy Siefert, **Department Chairperson**
Glo Ann Cole

VN -- Vocational Nursing

- VOCN 1200 [VOCN230]. Issues in Nursing.** (2 credits). This course addresses current issues in nursing, ethics, licensure, employment, and personal and professional growth. (2 lecture hours per week). **Prerequisites:** VOCN 1800 and VOCN 1500.
- VOCN 1400 [VOCN120]. Anatomy and Physiology.** (4 credits). This is a basic course in body structure and function and serves as a background for nursing care principles and concepts. Independent and interdependent functioning of the body systems are included, i.e. the cell, body organization, the musculo-skeletal system, and cardiovascular, respiratory, gastrointestinal, genito-urinary, nervous, and endocrine systems. (6 lecture hours per week).
- VOCN 1410 [VOCN130]. Pharmacology.** (4 credits). This course introduces pharmacology and drug administration. Drug dose calculation, techniques of administration, and major drug classifications and actions are studied. (4 lecture hours per week). **Prerequisites:** VOCN 1800 and VOCN 1400.
- VOCN 1420 [VOCN210]. Pediatric Nursing.** (4 credits). This course is a study of children from birth to adolescence. Pediatric nursing care of children with common health deviations includes normal growth and development, nutrition, drug therapy, and the physical, emotional, and social needs of the child and his family. Clinical experiences include the hospitalized pediatric patient, the clinic, child care, and/or seminar/workshop participation. (2 lecture and 8 clinical laboratory hours per week). **Prerequisites:** VOCN 1800, VOCN 1400, and VOCN 1410.
- VOCN 1500 [VOCN140]. Mental Health and Mental Illness.** (5 credits). This course defines the basic concepts of mental health, coping mechanisms, personality, and human development theory. Therapeutic communication skills, common psychiatric clinical entities, and aspects of treatment modalities, including pharmacology and nursing care planning, are introduced. Clinical experiences may encompass acute care psychiatric settings, drug and alcohol rehabilitation, and/or community mental health programs. (3 lecture and 8 clinical laboratory hours per week). **Prerequisites:** VOCN 1800 and VOCN 1400. **Corequisite:** VOCN 1410.
- VOCN 1800 [VOCN110]. Fundamentals of Vocational Nursing.** (8 credits). This course introduces vocational nursing concepts and basic nursing care skills. Topics include ethical/legal aspects of health care delivery, basic microbiology, nutrition, the nursing process, and principles-and procedures in patient care. The sequence of study proceeds from simple to complex and in the order of the human basic needs hierarchy. The goals and objectives of this course are to initiate cognitive, psychomotor, and affective behavior consistent with the role of the vocational nurse. Clinical experiences include simulated laboratory settings and long-term and/or acute care facilities. (9 lecture and 6 laboratory hours per week). **Corequisite:** VOCN 1400.
- VOCN 1900 [VOCN150]. Obstetrical-Neonatal Nursing.** (9 credits). This course is a study of normal obstetrics and neonatology. Common complications of labor and delivery and the postpartum and the neonatal period are studied. A

family-centered approach is emphasized using the nursing process. Clinical experiences include prenatal public health settings and perinatal hospitalized settings. (5 lecture and 16 clinical laboratory hours per week). **Prerequisites:** VOCN 1800 and VOCN 1400. **Corequisite:** VOCN 1410.

VOCN 1910 [VOCN220]. Medical Surgical Nursing. (12 credits). This course utilizes the nursing process in nursing care planning for health deviations of the adult and the gerian. Preventative, therapeutic, and rehabilitative aspects of care are included for continuity of care. Physical, psychological, spiritual-social, and learning needs of patients are studied on a systems approach. A variety of settings provide clinical experience, i.e. acute care and long-term and home health services. Students participate in workshops or seminars and tours of area health care agencies. Medication administration competency is demonstrated in total patient care assignments. (8 lecture and 16 clinical laboratory hours per week). **Prerequisites:** VOCN 1800, VOCN 1400, and VOCN 1410.

NUTRITION

Betty Oliver, Director

NUTR 1300 [NUTR122]. Principles and Practices of Nutrition. (3 credits). This course is designed to offer the student pursuing a career in health care delivery an understanding of the concepts and principles of nutrition. The content includes a review of the basic nutrients with emphasis on the application of principles of nutrition to growth and development during the life cycle. (3 lecture hours per week).

*OFFICE ADMINISTRATION

Dorothy Hitt, Department Chairperson
Crystal Brittingham, Catherine Finley

OFAD 1200 [SECT120]. Keyboarding. (2 credits). This course is structured for individualized learning. The course emphasizes building touch typing skills, speed, and letter production skills. (2 lecture and 2 laboratory hours per week).

OFAD 1300 [SECT230]. Records Management. (3 credits). This study of basic filing procedures and records control provides instruction in the fundamentals that are essential to the managing of the records of a business. (2 lecture and 3 laboratory hours per week).

OFAD 1310 [SECT113]. Abbreviated Writing. (3 credits). This course is an alphabetic writing system. The course emphasizes theory, speed, dictation, and transcription. (3 lecture and 2 laboratory hours per week). **Prerequisite:** OFAD 1321

OFAD 1311,1312 [SECT111, 112]. Shorthand I, II. (3 credits each). These courses help students to master the principles of Gregg shorthand. The courses emphasize drills in the correct formation of work outlines and phrase forms and include a study of word signs, phrasing, dictation, transcription with computer application, typewriter transcription, and speed building. (3 lecture and 2 laboratory hours per week).

OFAD 1321,1322 [SECT121,122]. Typewriting I, II. (3 credits each). These courses familiarize students with the typewriting keyboard and build skills essential to obtain employment in an office occupation. The courses emphasize correct typing techniques and practice in production problems such as centering, letters, manuscripts, simple tabulations, and forms. Both courses are structured for individualized learning. (2 lecture and 3 laboratory hours per week).

OFAD 1330 [SECT130]. Business Communications. (3 credits). This course includes the use of proofreading techniques, the use of computer application of positive qualities in written communication, the use of employment-seeking skills, and the use of effective group interaction. It includes a review of grammar, punctuation, and vocabulary. (3 lecture hours per week).

OFAD 1340 [SECT140]. Office Procedures. (3 credits). This study of secretarial occupations and secretarial duties in the business office includes topics such as handling of mail, filing, personality and human relations, grooming, and office routine. (3 lecture and 2 laboratory hours per week).

OFAD 1341 [SECT141]. *Medical Office Procedures. (3 credits). This study of the duties of a medical secretary gives students actual practice in all phases. Special attention is given to vocabulary, receptionist's duties, filing, typing, and accounting. (3 lecture and 2 laboratory hours per week).

OFAD 1343 [SECT143]. *Legal Office Procedures. (3 credits). This study of the duties of a legal secretary gives special attention to vocabulary, legal typing, court documents, filing, accounting, and machine transcription. (3 lecture and 2 laboratory hours per week).

OFAD 1350 [SECT150]. Office Machines. (3 credits). This course includes data entry activities on the personal computer and applications of basic arithmetic skills (percentages, interests, discounts, depreciation, payroll, etc.) to the operation of electronic calculators using ten-key touch. The course is designed to provide familiarization with personal computers and to develop sufficient speed and accuracy skill on the electronic calculators for office use. (2 lecture and 3 laboratory hours per week).

OFAD 1360 [SECT160]. Office Accounting. (3 credits). Manual and computer procedures and techniques used in recording business transactions and preparing financial statements are presented in this course. The course is adapted to the needs of those training for secretarial positions. (3 lecture and 1 laboratory hours per week).

OFAD 1370 [SECT142]. Medical Terminology. (3 credits). A study of medical terminology structured for those in medical secretarial, medical records, medical transcriptionist, and other related fields. Emphasis is placed on providing a learning experience in machine transcription of medical transcription in a simulated medical environment. (2 lecture and 3 laboratory hours per week). **Prerequisite:** OFAD 1322

OFAD 1375 [SECT144]. Legal Terminology. (3 credits). Course objectives are to insure comprehension of meanings, procedures, and applications of legal terminology. Emphasis is placed on providing a learning experience in machine transcription of legal dictation in a simulated legal office, which includes punctuation of legal correspondence and legal documents. (2 lecture and 3 laboratory hours per week). **Prerequisite:** OFAD 1322

OFAD 2311 [SECT212]. 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. Student will also be required to attend a one-hour lecture on campus with the internship instructor. Students may receive credit from an approved full-time job. (1 lecture and 20 laboratory hours per week).

OFAD 2312 [SECT222]. 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. Student will also be required to attend a one-hour lecture on campus with the internship instructor. Students may receive credit from an approved full-time job. (1 lecture and 20 laboratory hours per week).

OFAD 2323 [SECT220]. Typewriting III. (3 credits). This advanced typing course places emphasis on production typing on a personal computer in an office atmosphere with additional training given in written and oral communication. (2 lecture and 3 laboratory hours per week). **Prerequisite:** OFAD 1322.

OFAD 2341 [SECT250]. Word Processing I. (3 credits). This course includes office simulation of production work utilizing equipment currently found in word processing centers. The course also develops the concept of word processing in business for both the administrative secretary and the corresponding secretary. (2 lecture and 3 laboratory hours per week). **Prerequisite:** OFAD 1321

OFAD 2342 [SECT260]. Word Processing II. (3 credits). This course continues the study of word processing concepts with "hands on" applications involving students in advanced keyboarding skills, text editing skills, and information processing skills. (2 lecture hours and 3 laboratory hours per week). **Prerequisite:** OFAD 2341.

OFAD 2343 [SECT262]. Word Processing III. (3 credits). This course will introduce students to practical applications of spreadsheet, data base, and graphics. (2 lecture and 3 laboratory hours per week). **Prerequisite:** OFAD 1321

* Pending C.B. approval

ORIENTATION

Sponsored by the Counseling Center

Instructors: JoAn Anderson, Jerry Carrier, James Ray Couser,
Gloria Dansby, Renee Fields,
Dora Saucedo, Hugo Valdes

ORIE 1100 [ORIE101]. College Adjustment. (1 credit). This course is designed to equip students with many of the basic skills necessary for a successful academic career. Students are given an opportunity for self-assessment regarding strengths, limitations, skills, and interests. New strategies for study and approaches to self-management are offered as content of this course. There are special sections for disabled students, foreign students, and special needs students.

PHYSICAL EDUCATION

Don Childs, **Department Chairperson/Athletic Director**
Frankie Blansit, Gary Bullion, Gary Coffman, Bonny Johnson

ACTIVITY COURSES

PHED 1100 [PHED115B]. Individual and Dual Sports -- Tennis. (1 credit). This course provides instruction and participation in tennis in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

PHED 1101 [PHED115C]. Individual and Dual Sports -- Badminton. (1 credit). This course provides instruction and participation in badminton in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

PHED 1102 [PHED115G]. Individual and Dual Sports -- Karate. (1 credit). This course provides instruction and participation in karate in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

PHED 1103 [PHED115H]. Individual and Dual Sports -- Racquetball. (1 credit). This course provides instruction and participation in racquetball in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

PHED 1104 [PHED115L]. Individual and Dual Sports -- Gymnastics. (1 credit). This course provides instruction and participation in gymnastics in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

PHED 1105 [PHED115N]. Individual and Dual Sports -- Cheerleading. (1 credit). This course provides instruction and participation in cheerleading in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

PHED 1106 [PHED115P]. Individual and Dual Sports -- Jogging. (1 credit). This course provides instruction and participation in jogging in order to develop the

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

- PHED 1107 [PHED115S]. Individual and Dual Sports -- Pickleball.** (1 credit). This course provides instruction and participation in pickleball in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).
- PHED 1108 [PHED115T]. Individual and Dual Sports -- Adaptive Physical Education.** (1 credit). This course is for students who, for medical reasons, need individual attention concerning their physical activity. Activities will be varied according to individual needs as determined by instructor, student, and student's physician. The course may be repeated once for credit. (3 laboratory hours of class instruction and participation per week).
- PHED 1109 [PHED115U]. Individual and Dual Sports -- Defensive Measures for Women.** (1 credit). This course provides instruction and participation in the areas of crime victimization, basic defensive measures, firearms familiarization and related laws. (3 laboratory hours of class instruction and participation per week).
- PHED 1110 [PHED116B]. Individual and Dual Sports -- Tennis.** (1 credit). This course provides instruction and participation in tennis in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).
- PHED 1111 [PHED116C]. Individual and Dual Sports -- Badminton.** (1 credit). This course provides instruction and participation in badminton in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).
- PHED 1112 [PHED116G]. Individual and Dual Sports -- Karate.** (1 credit). This course provides instruction and participation in karate in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).
- PHED 1113 [PHED116H]. Individual and Dual Sports -- Racquetball.** (1 credit). This course provides instruction and participation in racquetball in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).
- PHED 1114 [PHED116L]. Individual and Dual Sports -- Gymnastics.** (1 credit). This course provides instruction and participation in gymnastics in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).
- PHED 1115 [PHED116N]. Individual and Dual Sports -- Cheerleading.** (1 credit). This course provides instruction and participation in cheerleading in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).
- PHED 1116 [PHED116P]. Individual and Dual Sports -- Jogging.** (1 credit). This course provides instruction and participation in jogging in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 laboratory hours of class instruction and participation per week).
- PHED 1117 [PHED116S]. Individual and Dual Sports-Pickleball.** (1 credit) This course provides instruction and participation in pickleball in order to develop the

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

- PHED 1118 [PHED116T]. Individual and Dual Sports --Adaptive Physical Education.** (1 credit) This course is for students who, for medical reasons, need individual attention concerning their physical activity. Activities will be varied according to individual needs as determined by instructor, student, and student's physician. The course may be repeated once for credit. (3 laboratory hours of class instruction and participation per week).
- PHED 1119 [PHED116U]. Individual and Dual Sports--Defensive Measures for Women.** (1 credit) This course provides instruction and participation in the areas of crime victimization, basic defensive measures, firearms familiarization and related laws. (3 laboratory hours of class instruction and participation per week).
- PHED 1120 [PHED117]. Volleyball.** (1 credit). This course consists of instruction and participation in both beginning and advanced volleyball. (3 laboratory hours per week).
- PHED 1121 [PHED118]. Volleyball.** (1 credit). This course consists of instruction and participation in both beginning and advanced volleyball. (3 laboratory hours per week).
- PHED 1122 [PHED121]. Physical Fitness and Weight Training.** (1 credit). This course includes a study of basic fundamental skills and techniques of an overload, strength, and conditioning program. (3 laboratory hours of class instruction and participation per week).
- PHED 1123 [PHED122]. Physical Fitness and Weight Training.** (1 credit). This course includes a study of basic fundamental skills and techniques of an overload, strength, and conditioning program. (3 laboratory hours of class instruction and participation per week).
- PHED 1124 [PHED125A]. Fundamentals of Movement -- Aerobic Dance.** (1 credit). This course provides instruction and participation in aerobic dance, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of class instruction and participation per week).
- PHED 1125 [PHED125C. Fundamentals of Movement --Ballet.** (1 credit). This course provides instruction and participation in ballet, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of class instruction and participation per week).
- PHED 1126 [PHED125D]. Fundamentals of Movement -- Jazz Exercise.** (1 credit). This course provides instruction and participation in jazz exercise, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of instruction and participation per week).
- PHED 1127 [PHED125E]. Fundamentals of Movement -- Modern Dance.** (1 credit). This course provides instruction and participation in modern dance, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of instruction and participation per week).
- PHED 1128 [PHED 125F]. Fundamentals of Movement --Jazz.** (1 credit). This course provides instruction and participation in jazz, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours per week).
- PHED 1129 [PHED 125G]. Fundamentals of Movement --Tap.** (1 credit). This course provides instruction and participation in tap dancing, and it includes a

brief study of the history and philosophy of the dance. (3 laboratory hours of instruction and participation per week).

- PHED 1130 [PHED 126A]. Fundamentals of Movement - Aerobic Dance** (1 credit). This course provides instruction and participation in aerobic dance, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of class instruction and participation per week).
- PHED 1131 [PHED126D]. Fundamentals of Movement -- Jazz Exercise.** (1 credit). This course provides instruction and participation in jazz exercise, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of instruction and participation per week).
- PHED 1132 [PHED137]. Bowling.** (1 credit). This course meets the needs of both the beginning and the advanced bowler. After a four-week instruction period, a class league forms with students receiving experience in league etiquette, procedures, scoring, etc. (3 laboratory hours of class instruction and participation per week).
- PHED 1133 [PHED138]. Bowling.** (1 credit). This course meets the needs of both the beginning and the advanced bowler. After a four-week instruction period, a class league forms with students receiving experience in league etiquette, procedures, scoring, etc. (3 laboratory hours of class instruction and participation per week).
- PHED 1134 [PHED165]. Aerobic Exercise.** (1 credit). This course consists of a planned program of exercise to provide a condition of fitness and figure improvement through increased cardio-vascular activity and large muscle exercise. (3 laboratory hours of class instruction and participation per week).
- PHED 1135 [PHED165A]. Low Impact Aerobic Exercise.** (1 credit). This course consists of a planned program of low impact exercise to provide a condition of fitness and figure improvement through increased cardio-vascular activity and large muscle exercise. (3 laboratory hours of class instruction and participation per week).
- PHED 1136 [PHED166]. Aerobic Exercise.** (1 credit). This course consists of a planned program of exercise to provide a condition of fitness and figure improvement through increased cardio-vascular activity and large muscle exercise. (3 laboratory hours of class instruction and participation per week).
- PHED 1137 [PHED166A]. Low Impact Aerobic Exercise.** (1 credit). This course consists of a planned program of low impact exercise to provide a condition of fitness and figure improvement through increased cardio-vascular activity and large muscle exercise. (3 laboratory hours of class instruction and participation per week).
- PHED 1140 [PHED151A]. Team Sports -- Flag Football and Soccer.** (1 credit). This course includes class instruction and participation in flag football and soccer. (3 laboratory hours per week).
- PHED 1141 [PHED151B]. Team Sports -- Volleyball and Softball.** (1 credit). This course includes class instruction and participation in volleyball and softball. (3 laboratory hours per week).
- PHED 1142 [PHED152A]. Team Sports -- Basketball and Softball.** (1 credit). This course includes class instruction and participation in basketball and softball. (3 laboratory hours per week).

- PHED 1143 [PHED152B]. Team Sports -- Volleyball and Softball.** (1 credit). This course includes class instruction and participation in volleyball and softball. (3 laboratory hours per week).
- PHED 1151 [PHED115K]. Individual and Dual Sports -- Scuba Diving.** (1 credit). This course provides instruction and participation in scuba diving in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).
- PHED 1152 [PHED215K]. Individual and Dual Sports -- Advanced Scuba Diving.** (1 credit). This course provides instruction and participation in advanced scuba diving in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

VARSITY SPORTS

- PHED 1160,1161 [PHED131,132]. Varsity Volleyball.** (1 credit each). These courses are for advanced volleyball players who are competing on the collegiate level. (3 laboratory hours per week).
- PHED 1162,1163 [PHED161,162]. Varsity Tennis.** (1 credit each). These courses are for advanced tennis players who are competing on the collegiate level. (3 laboratory hours per week).
- PHED 1164,1165 [PHED171,172]. Varsity Baseball.** (1 credit each). These courses are for advanced baseball players who are competing on the collegiate level. (3 laboratory hours per week).
- PHED 1166,1167 [PHED181,182]. Varsity Basketball.** (1 credit each). These courses are for advanced basketball players who are competing on the collegiate level. (3 laboratory hours per week).
- PHED 1168,1169 [PHED191,192]. Varsity Golf.** (1 credit each). These courses are for advanced golf players who are competing on the collegiate level. (3 laboratory hours per week).

THEORY COURSES

- PHED 1301 [PHED110]. Introduction of Physical Education.** (3 credits). Designed for professional orientation in physical education, health, and recreation, this course includes a brief history and a study of the philosophy and modern trends of physical education, teacher qualification, vocational opportunities, and skill testing. (3 lecture hours per week).
- PHED 1304 [PHED120]. Personal and Community Health.** (3 credits). This course presents the essential present-day knowledge of personal and community health. The course stresses physiological and anatomical background, showing the student how to make a sound appraisal of the effects of health practices upon the body. The course also includes discussion of pollution and prevention and control of diseases. (3 lecture hours per week).
- PHED 1306 [PHED210]. First Aid.** (3 credits). This course presents the theory and practice used in the standard and advanced courses of the American Red Cross in first aid and home and farm study. (3 lecture hours per week).
- PHED 1308 [PHED220A]. Officiating -- Volleyball.** (3 credits). This course teaches the rules of volleyball. It provides opportunities for experience in intramurals, practice games, and tournaments. (3 lecture hours per week).

- PHED 1309 [PHED220B]. Officiating – Football – Basketball.** (3 credits). This course teaches the rules of football and basketball. It provides opportunities for experience in intramurals, practice games, and tournaments. (3 lecture hours per week).
- PHED 1321 [PHED130A]. Coaching Athletics – Basketball.** (3 credits). Students learn methods of coaching basketball through lectures, demonstrations, practice, and reading of present-day literature on the sports. (3 lecture hours per week).
- PHED 1322 [PHED130B]. Coaching Athletics – Baseball.** (3 credits). Students learn methods of coaching baseball through lectures, demonstrations, practice, and reading of present-day literature on the sports. (3 lecture hours per week).
- PHED 1331 [PHED111]. Physical Education for Elementary School Teachers.** (3 credits). This course includes an introduction to the content and principles of organizing, conducting, and evaluating physical education experiences for the early childhood and elementary programs. Instruction and participation in fundamental movements, skills, and games are included. (3 lecture hours per week).

PHYSICS

Dick Graef, Department Chairperson

- PHYS 1401 [PHYS121]. General Physics I.** (4 credits). This introductory course includes the study of mechanics, heat, electricity, magnetism, light, and nuclear physics. (3 lecture and 3 laboratory hours per week). **Prerequisite:** MATH 1314
- PHYS 1402 [PHYS122]. General Physics II.** (4 credits). This introductory course continues the study of mechanics, heat, electricity, magnetism, light, and nuclear physics. (3 lecture and 3 laboratory hours per week). **Prerequisites:** PHYS 1401, MATH 1314
- PHYS 2425 [PHYS141]. Mechanics and Heat.** (4 credits). Topics covered in this course include vectors and vector products, equilibrium, moments of force, motion, Newton's laws, and heat. The course meets the needs of science and engineering students. (3 lecture and 3 laboratory hours per week).
- PHYS 2426 [PHYS242]. Electricity and Magnetism.** (4 credits). Designed for science and engineering students, this course provides instruction in electricity and magnetism. (3 lecture and 3 laboratory hours per week). **Prerequisite:** PHYS 2425.
- PHYS 2427 [PHYS243]. Wave-Motion, Sound, Light.** (4 credits). This course for students in science, engineering, and other related fields covers such topics as the nature and propagation of light, reflection interference, diffraction, lens, polarization, natural radioactivity, and nuclear energy. (3 lecture and 3 laboratory hours per week).

PRODUCTION MANAGEMENT DEVELOPMENT

- PROD 2300 [PROD230]. Industrial Management.** (3 credits). This course focuses on modern industrial concepts as applied to specific business situations. The course also deals with automation, managerial skills, organizational trends, employee motivation, and principles of industrial relations. (3 lecture hours per week).
- PROD 2310 [PROD240]. Production Planning and Control.** (3 credits). This course includes a detailed treatment of the function of managerial planning and control and presents the relationship of objectives to different types of planning. Attention is directed to effective control systems and human factors in controlling modern business. (3 lecture hours per week).

PSYCHOLOGY

John Duke, Department Chairperson

John Brannon, Mike Eernisse, Nancey Lobb, Robert Rodriguez

- PSYC 0309 [PSYC109]. Study Skills.** (3 credits). This course is a study of techniques such as time management, listening and note-taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources. (3 lecture hours per week).
- PSYC 2301 [PSYC120]. General Psychology.** (3 credits). This course gives the student a broad view of the field and acquaints him/her with the fundamental laws of behavior that have to do with daily conduct in various life situations. The course covers such topics as the study of human behavior relating experimental data to practical problems, the measurement of ability, sensor and perceptive processes, organic basis of behavior, heredity, maturation, learning and thinking, motivation, emotion, personality, and social favors in behavior. (3 lecture hours per week).
- PSYC 2308 [PSYC130]. Child Growth and Development.** (3 credits). This course includes a study of the physical and psychological development of the child from conception to adolescence, with emphasis on factors which influence growth and development. The course helps the individual develop skills in observing and interpreting children's behavior. (3 lecture hours per week).
- PSYC 2313 [PSYC230]. Adolescent Psychology.** (3 credits). This course provides a survey of adolescent development, including physical, intellectual, social, and emotional factors. The course focuses on the problems of adjustment and typical manifestations of anti-social behavior during adolescence. (3 lecture hours per week).
- PSYC 2317 [PSYC240]. Statistical Methods in Psychology.** (3 credits). This course explores such topics as measures of central tendency and variability, statistical inference, and correlation and regression. (3 lecture hours per week). **Prerequisite:** PSYC 2301.

READING

Lynda Vern, Department Chairperson

NOTE: Basic reading skills are taught in 109, and 110. These courses benefit students needing additional preparation for college-level work and those desiring only to improve their reading ability.

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

READ 0309 [RDNG109]. Developmental Reading I. (3 credits). Designed to prepare the student to more successfully deal with assignments in college classes, this course emphasizes reading comprehension techniques, vocabulary development, rate improvement, and study skills. READ 0309 is offered in a laboratory setting. (3 lecture and 1 laboratory hour per week).

READ 0310 [RDNG110]. 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 college courses. READ 0310 is offered in a laboratory setting. (3 lecture and 1 laboratory hour per week).

READ 1320 [RDNG120]. College Reading. (3 credits). This transferable course for the college-level reader focuses on improving comprehension in textbook materials. The development of inferential and interpretive comprehension skills and the expansion of these skills into higher level thinking will be emphasized. (3 lecture hours per week).

REAL ESTATE MANAGEMENT DEVELOPMENT

REAL 1301 [REAL130]. Principles of Real Estate. (3 credits). This beginning course in real estate fundamentals and principles explores the development of real estate in Texas and introduces a study of ownership appraisal, law, practices, financing, land and location values, transfers, trends, regulations, and economic effects. (3 lecture hours per week)

REAL 1310 [REAL140]. Real Estate Mathematics. (3 credits). This course provides both student and the practitioner the means for acquiring and maintaining a sound proficiency with the mathematics of basic real estate transactions. The course allows 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. (3 lecture hours per week).

REAL 2310 [REAL220]. Real Estate Practice. (3 credits). This course deals with the problems of establishing and conducting a real estate business. It includes topics such as 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. (3 lecture hours per week).

REAL 2320 [REAL230]. Real Estate Law. (3 credits). This 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. (3 lecture hours per week).

REAL 2330 [REAL240]. Real Estate Finance. (3 credits). This course covers topics such as 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; mathematics of real estate finance; and problems, policies, and risks involved in financing of various types of real property. (3 lecture hours per week).

REAL 2340 [REAL250]. Real Estate Brokerage. (3 credits). 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. (3 lecture hours per week).

REAL 2350 [REAL260]. Real Estate Appraisal. (3 credits). This course explores methods of real estate appraisal, including market value, income, and cost. Emphasis is placed on case studies to provide maximum practice in appraising real estate. (3 lecture hours per week).

REAL 2360 [REAL270]. Property Management. (3 credits). This course provides an overview of the field and describes the major functions of property managers, including their legal, interpersonal, maintenance, accounting, administrative, and other activities. The course is also concerned with specific practices and problems in the management of various types of property: apartment buildings, cooperatives and condominiums, office buildings, retail property, industrial property, and subsidized housing. (3 lecture hours per week).

REAL 2370 [REAL280]. Residential Selling Strategies. (3 credits). This course helps the agent establish a system of strategies by which he/she can successfully implement the selling activities identified in strategic planning. The emphasis is on the content, strategy, and timing of an agent's communications with his customers. These strategies include listing, lawyers, negotiating, and prospecting. (3 lecture hours per week).

REAL 2380 [REAL290]. Real Estate Investment. (3 credits). This course provides a general background of information essential to successful real estate investment. Topics include investment cost, tools of analysis, property income taxation, land use, residential property, and income property investment. (3 lecture hours per week).

RESPIRATORY CARE

Diane Flatland, Department Chairperson
Perry Bush

RESC 1211 [HRTT112]. Clinical Practical I. (2 credits). This course gives students the opportunity to perform and to demonstrate clinically the knowledge gained in parallel courses. Setups, operation, and troubleshooting involved with the more sophisticated equipment are also included. (16 laboratory hours per week). **Prerequisites:** RESC 1500, RESC 1411. **Corequisite:** RESC 1410, RESC 1412.

RESC 1300 [HRTT109]. Cardiopulmonary Anatomy and Physiology. (3 credits). This course is designed to introduce the student to the anatomy and physiology of the cardiovascular and pulmonary systems. The student also becomes acquainted with the terminology used in respiratory physiology. (3 lecture hours per week). **Corequisite:** RESC 1411.

RESC 1301 [HRTT110]. Respiratory Care Sciences. 3 credits). Provides an introduction to basic sciences and mathematics needed in respiratory care. Topics covered include scientific measurement, basic math, physics, chemistry, and computer applications. (3 lecture hours per week).

RESC 1310 [HRTT113]. Clinical Practical II. (3 credits). A continuation of Clinical Practical I allowing students to integrate and apply those skills developed in previous respiratory care courses, this course is designed to complete the basic learning experience necessary to become a safe and competent respiratory technician. Competence is gained in arteriotomy, analysis and interpretation of arterial blood gases, blood gas machine maintenance, post-operative evaluation, airway management, pediatrics, mechanical ventilation, and CPR. (24 laboratory hours per week). (12-week summer session—32 laboratory hours per week). **Prerequisite:** RESC 1211.

RESC 1311 [HRTT118]. Seminar In Respiratory Care I. (3 credits). This course will include demonstration and evaluation of new ventilators on the market today, home care equipment troubleshooting, patient assessment in the home, current research on various ventilator modalities, and assessment and care of the neonatal patient. Student must complete all previous Respiratory Care courses or have permission of program director. (3 lecture hours per week). (summer session - 4 lecture hours per week).

RESC 1320 [HRTT120]. Pharmacology. (3 credits). This course is an introduction to the study of drugs: their origin, nature, properties, classification, and effects upon the living organism. Drugs which affect the respiratory system are emphasized. (3 lecture hours per week). **Corequisites:** RESC 1300, RESC 1411.

RESC 1410 [HRTT116]. Clinical Medicine and Pulmonary Disorders. (4 credits). Medical problems are discussed from an etiological, symptomatic, diagnostic, therapeutic, and prognostic point of view. Theories and techniques in pulmonary function testing are also discussed. Topics include obstructive and restrictive diseases, neuromuscular and CNS diseases, cardiac failure, etc. (3 lecture and 2 laboratory hours per week). **Prerequisites:** RESC 1300, RESC 1500, RESC 1411. **Corequisites:** RESC 1211, RESC 1412.

RESC 1411 [HRTT114]. Respiratory Care Procedures I. (4 credits). This indepth study of basic respiratory care concepts, theories, and techniques emphasizes IPPB therapy, airway management, suctioning, chest physical therapy, and incentive spirometry. Applications of these procedures are performed in the laboratory and clinical area under supervision. (3 lecture and 2 laboratory hours per week). **Corequisite:** RESC 1300, RESC 1500.

RESC 1412 [HRTT117]. Respiratory Care Procedures II. (4 credits). Designed to introduce the student to the design, function, and operation of volume-cycled ventilators, this course emphasizes assisted and controlled ventilation and the use of special procedures (IMV, CPAP, etc.). Blood gas interpretation, including arterial blood gas sampling techniques and analysis, is also discussed. (3

lecture and 2 laboratory hours per week). **Prerequisites:** RESC 1300, RESC 1411. **Corequisite:** RESC 1211, RESC 1410.

RESC 1500 [HRTT111]. Introduction to Respiratory Care. (5 credits). This introductory course is designed to acquaint students with the responsibilities of the respiratory care practitioner as a member of the health care team. The course includes instruction and practice in basic procedures pertaining to medical gas administration, humidity and aerosol therapy, cleaning, and sterilization and nursing skills. Application of these procedures are performed in the laboratory and clinical area under supervision. (3 lecture and 10 laboratory hours per week). **Corequisite:** RESC 1411.

RESC 2100 [HRTT218]. Seminar in Respiratory Care II. (1 credit). This course will include presentation of patient case studies in a panel discussion format, demonstration and evaluation of new ventilators on the market today, home care equipment troubleshooting, and patient assessment in the home. Student must have completed all previous Respiratory Care courses or have permission of program director. (2 lecture hours per week). (summer session - 5 lecture hours per week).

RESC 2213 [HRTT210]. Clinical Practical IV. (2 credits). This indepth exposure to respiratory care and ventilator management emphasizes neonatal and pediatric therapy. Case studies and follow-ups are presented. Also includes home care rotation and advanced cardiac life support program by the American Heart Association. (13 laboratory hours per week). **Prerequisites:** RESC 1300, RESC 1500, RESC 1211, RESC 1411, RESC 1412.

RESC 2214 [HRTT212]. Clinical Practical III. (2 credits). In this continuation of Clinical Practical II, the student applies all respiratory concepts related to patient care to demonstrate experience as a practicing therapist with the correlation of advanced clinical and technological concepts. (16 laboratory hours per week). **Prerequisite:** RESC 1211. **Corequisite:** RESC 2310, RESC 2320.

RESC 2230 [HRTT219]. Specialty Rotations. (2 credits). This course is designed for the student to rotate through specialty areas including the pulmonary function laboratory, the neonatal or adult intensive areas, management, or education. Student must have successfully completed all previous Respiratory Care courses. (9 laboratory hours per week). (SS: 24 laboratory hours per week).

RESC 2300 [HRTT211]. Clinical Management and Education. (3 credits). This introduction to the managerial aspects of the Respiratory Care Department includes budgeting, scheduling, and staffing. It also covers in-service education, behavioral objectives, and teaching and testing strategies. (2 lecture and 6 laboratory hours per week). (SS: 3 lecture and 8 laboratory hours per week).

RESC 2309 [HRTT115]. Pediatrics. (3 credits). This course explores the care of the pediatric patient with cardiopulmonary disease. Cardiopulmonary anatomy and physiology, fetal development, diseases, and equipment and therapeutic techniques used in treating these diseases are covered. (3 lecture hours per week). **Corequisite:** RESC 2213.

RESC 2310 [HRTT216]. Advanced Pathophysiology. (3 credits). This course includes an indepth study of various diseases and disorders related to the cardiopulmonary system. Advanced diagnostic techniques including chest radiography and electrocardiography are also discussed. (3 lecture hours per

week). **Prerequisites:** RESC 1300, RESC 1410 **Corequisite:** RESC 2214, RESC 2320.

RESC 2320 [HRTT217]. Advanced Intensive Care Procedures. (3 credits). This course is designed to familiarize the student with techniques used clinically to assess a patient both subjectively and objectively. It also introduces the student to invasive monitoring systems used in the critical care setting such as Swan-Ganz catheterization, CVP and arterial lines, intracranial pressure monitoring, chest drainage, and counterpulsation. (3 lecture hours per week). **Prerequisite:** RESC 1310, RESC 1412 **Corequisite:** RESC 2214, RESC 2310.

SOCIOLOGY

John Duke, Department Chairperson
John Brannon, Mike Eernisse, Nancey Lobb

SOCI 1301 [SOC111]. Principles of Sociology. (3 credits). This course presents a scientific examination of the organization of human social life, the unique forms and social order of group life, and the products of group living. The course places special emphasis on social interaction patterns and the processes and institutions developed by man to facilitate his progress. (3 lecture hours per week).

SOCI 1306 [SOC122]. Social Problems. (3 credits). This course includes the scientific examination of conditions that are disruptive to society today, those seen as problematic for society as a whole, and those that represent violations of the norms of special groups in society: population, poverty, social minorities, mass society, delinquency, crime, drugs, sexual deviance, and disorganization of family, education, and religion. (3 lecture hours per week).

SOCI 2301 [SOC110]. Marriage and Family Relationships. (3 credits). A contemporary study of the freedom and growth potential of the individual in marriage and family life, this course explores the many parameters of the marital and parental relationships, and it places emphasis on raising current questions with comprehensive examination of the values and goals of the individual as well as the institution of the family. (3 lecture hours per week).

SOCI 2346 [SOC1230]. Introduction to Anthropology. (3 credits). Following principles of physical and cultural anthropology, this course analyzes the cultures of prehistoric and existing preliterate people and the impact of modern western culture on preliterate societies. (3 lecture hours per week).

SPANISH

Robert Rodriguez, Department Chairperson

SPAN 1300 [SPAN101]. Conversational Spanish I. (3 credits). The primary purpose of this course is to give the student an opportunity to develop an accurate oral use of the language, based on a sound understanding of structure. Reading will be incidental to the oral objective. (3 lecture hours per week).

SPAN 1310 [SPAN102]. Conversational Spanish II. (3 credits). This course is a continuation of Conversational Spanish I. It will expand the vocabulary and oral

skills learned in the previous course. (3 lecture hours per week). **Prerequisite:** SPAN 1300

SPAN 1411 [SPAN111]. Elementary Spanish I. (4 credits). While this course is definitely aimed toward proficiency in everyday conversational Spanish, it gives the student the necessary background in pronunciation, acquisition of vocabulary, grammatical construction, and formation of sentences. (3 lecture and 2 laboratory hours per week).

SPAN 1412 [SPAN112]. Elementary Spanish II. (4 credits). This course is a continuation of the oral practice of SPAN 1411 with some stress placed on reading and composition. (3 lecture and 2 laboratory hours per week).

SPAN 2311 [SPAN121]. Intermediate Spanish I. (3 credits). This course includes the more complex grammatical points. The course includes a review of pronunciation and aural/oral drills, and it emphasizes proper usage of grammar, both written and oral. Students read classical and contemporary literature of moderate difficulty to further cultural appreciation and to gain a better understanding of international affairs. (3 lecture hours and 1 laboratory hour per week). **Prerequisite:** SPAN 1412

SPAN 2312 [SPAN122]. Intermediate Spanish II. (3 credits). This course is a continuation of the study introduced in SPAN 2311, and it emphasizes fluent usage of oral and written Spanish. (3 lecture and 1 laboratory hours per week). **Prerequisite:** SPAN 1412

SPAN 2321 [SPAN220]. Introduction to Spanish Literature. (3 credits). This course is conducted in Spanish. It includes an introduction to Spanish and Latin American literature through representative selections from major authors. (3 lecture hours per week). **Prerequisite:** SPAN 2312

SPEECH

C. Jay Burton, Department Chairperson
Bill Waggoner

SPCH 1311 [SPCH110]. Fundamentals of Speech. (3 credits). This course consists of the study of the importance of speech as an aid in social adjustment; the improvement of articulation and pronunciation; the study of the use of bodily activity and its relation to effective speaking; vocabulary development; the study of the general ends of speech; and preparation toward the achieving of these ends. (3 lecture hours per week).

SPCH 1315 [SPCH120]. Public Speaking. (3 credits). This course concentrates on the methods of organization and the techniques of delivery of the platform speech, with emphasis on explanation and persuasion. The course includes a study of group methods of problem solving and parliamentary procedures. The student must have the approval of the department chairperson. (3 lecture hours per week). **Prerequisite:** SPCH 1311

SPCH 1318 [SPCH105]. Interpersonal Communication. (3 credits). This course presents theory, examples, and participation in exercises in order to improve effective one-to-one and small group communication. (3 lecture hours per week).

SPCH 1321 [SPCH140]. Business Speech. (3 credits). This course provides studies of the techniques of technical reporting (speeches to instruct, speeches of special reporting), of special situational speeches, of techniques of problem-solving through public discussion (panel discussion, symposium, etc.), and of the techniques of parliamentary law for purposes of learning to preside at various meetings. The course also gives interview experience. (3 lecture hours per week).

SPCH 2341 [SPCH130]. Oral Interpretation. (3 credits). This course presents the study of platform interpretation of literature. The course emphasizes improvement in voice, pronunciation, and enunciation for interpreting lyric poetry, narrative prose and poetry, the descriptive essay, the monologue, and dramatic scenes. This course is particularly recommended for English and elementary majors. (3 lecture hours per week). **Prerequisite:** SPCH 1311.

WELDING

Bruce Westmoreland, Department Chairperson
Gary Church, Lemuel Bruner

WELD 1200 [WELD160]. Shop Equipment and Safety. (2 credits). This course provides an introduction to safety methods to be used while in the shop or on the job. Shop and job safety is taught and carried out at all times. (1 lecture and 2 laboratory hours per week).

WELD 1400 [WELD110]. Welding Processes. (4 credits). This course includes theory and practice in techniques of oxy-acetylene welding and cutting, layout and preparation of commonly used joints, servicing and regulation of oxy-acetylene equipment, basic shop practices, basic welding machine theory, and set up procedures of electronic arc welding machine. (2 lecture and 6 laboratory hours per week).

WELD 1411 [WELD121]. Arc Welding (Plate I). (4 credits). This course teaches students to do metal cutting with oxygen and acetylene equipment. The course includes a study of the theory of plate welding, and students learn plate welding in three positions: flat, vertical up, and horizontal. (2 lecture and 6 laboratory hours per week).

WELD 1412 [WELD122]. Arc Welding (Plate II). (4 credits). In this course on the advanced theory of plate welding, students learn plate welding in five positions: flat, vertical up, horizontal, vertical down, and overhead. The course also covers Root and Face Bend tests for qualifications of plate welders and advanced theory and troubleshooting procedures for electronic arc welding machines. (2 lecture and 6 laboratory hours per week). **Prerequisite:** WELD 1411

WELD 1420 [WELD131]. Basic MIG and TIG. (4 credits). The course includes a study of the theory of Tungsten Inert Gas Welding and Metallic Inert Gas Welding. Students gain laboratory experience in gas shielded arc welding. The student must have the approval of the department chairperson. (2 lecture and 6 laboratory hours per week).

WELD 2311 [WELD241]. Basic Layout Design and Fabrication. (3 credits). In this introduction to design and construction of various types of layouts according to specifications, students gain related welding experience in structure fabrication.

The student must have the approval of the department chairperson. (1 lecture and 4 laboratory hours per week).

WELD 2312 [WELD242]. Advanced Layout Design and Fabrication. (3 credits). This course includes a study of advanced design and construction of various types of layouts according to specifications. Students gain related welding experience in structure fabrication. The student must have the approval of the department chairperson. (1 lecture and 4 laboratory hours per week).

WELD 2411 [WELD251]. Pipe Welding I. (4 credits). This course includes such topics as the theory of pipe welding, cutting and beveling pipe with oxygen and acetylene equipment, and pipe welding in two positions: rolling and horizontal. The student must have the approval of the department chairperson. (2 lecture and 6 laboratory hours per week).

WELD 2412 [WELD252]. Pipe Welding II. (4 credits). The course covers advanced theory of pipe welding. Students learn pipe welding in four positions: rolling, horizontal, downhill, and overhead. The Code test under Section IX, A. W. S. is also covered in the course. The student must have the approval of the department chairperson. (2 lecture and 6 laboratory hours per week).

WELD 2420 [WELD231]. Advanced MIG and TIG. (4 credits). This course includes a study of advanced theory of Tungsten Inert Gas Welding and Metallic Inert Gas Welding. Students gain advanced laboratory experience in gas shielded arc welding. The student must have the approval of the department chairperson. (2 lecture and 6 laboratory hours per week).

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

READ 0301 [RDNG101]. Reading Fundamentals I. (3 credits). To improve the reading skills demanded in college classes, this course focuses on the teaching of reading comprehension, vocabulary development, rate improvement, and study skills. (3 lecture hours per week).

READ 0302 [RDNG102]. Reading Fundamentals II. (3 credits). Designed to help the college student become a more efficient reader, this course emphasizes the development of higher level comprehension skills, vocabulary development, rate improvement, and study skills. (3 lecture hours per week).

CERTIFICATE PROGRAMS (Less Than 12 Months)

Automotive Technology
Computer Science
Drafting

Horticulture (Ornamental)
Radio and Television Repair
Welding

Alvin Community College has conducted educational programs for the Texas Department of Criminal Justice since 1965. In addition to the Associate in General Liberal Arts (p. 50-51), occupational/technical Certificate of Completion Programs are offered. These