

SECOND YEAR

FIRST SEMESTER

COMM 2327	Principles of Advertising	3	0	3
COMM 2345	Cooperative Ed in Electronic Media-TV	1	20	3
COMM 2366	Development of the Motion Picture	2	3	3
HIST 1301	The United States to 1877	3	0	3
Elective	College Level	3	0	3
		<u>12</u>	<u>23</u>	<u>15</u>

SECOND SEMESTER

COMM 2322	Broadcast Management	2	3	3
COMM 2328	Public Relations	3	0	3
MATH 1314	College Algebra	3	0	3
SPCH 1315	Public Speaking	3	0	3
Elective	Communications Course	3	0	3
		<u>14</u>	<u>3</u>	<u>15</u>

Total Minimum Credits Required for
a Communications Degree 63

ADVANCED SKILLS

COMM 2337	Television Workshop II	2	3	3
COMM 2441	Broadcast Engineering	3	3	4

AAS Advanced Skills Certificate Communications Degree 70

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

COMMUNICATIONS

RADIO/TV BROADCASTING CERTIFICATE

Length: Two-Semester (One-Year) Program

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

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

OPTION 1 - RADIO/TV BROADCASTING CERTIFICATE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
COMM 1307	Introduction to Mass Communications	3	0	3
COMM 2313	Basic Radio Production	2	3	3
COMM 2311	Writing for Mass Media	3	0	3
COMM 2333	Radio News Workshop	2	3	3
COMM 2340	Cooperative Ed in Electronic Media-Radio	1	20	3
		<u>11</u>	<u>26</u>	<u>15</u>

SECOND SEMESTER

COMM 1311	Basic Recording Techniques	2	2	3
COMM 2314	Advanced Radio Production	2	3	3
COMM 2328	Public Relations			
or				
COMM 2327	Principles of Advertising	3	0	3
COMM 2331	Radio and TV Announcing	3	0	3
COMM 2341	Intern. in Electronic Media-Radio	1	20	3
		<u>11</u>	<u>25</u>	<u>15</u>

Total Credits Required for Communications-
Broadcasting Certificate 30

RADIO/TV BROADCASTING CERTIFICATE OPTION 2 - TELEVISION CERTIFICATE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
COMM 1307	Intro. to Mass Communications	3	0	3
COMM 1336	TV Production I	2	3	3
COMM 2311	Writing for Mass Media	3	0	3
COMM 2327	Principles of Advertising	3	0	3
COMM 2334	TV News Workshop	2	3	3
		<u>13</u>	<u>6</u>	<u>15</u>

SECOND SEMESTER

COMM 1337	TV Production Workshop	2	3	3
COMM 2345	Cooperative Ed in Electronic Media - TV	1	20	3
COMM 2328	Public Relations	3	0	3
COMM 2331	Radio and TV Announcing	3	0	3
COMM 2366	Development of the Motion Picture	2	3	3
		<u>11</u>	<u>26</u>	<u>15</u>

Total Credits Required for Communications -
Television Certificate 30

COMPUTER SCIENCE TECHNOLOGY

COMPUTER PROGRAMMING

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

Length: Four-Semester (Two-Year) Program

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

Program Requirements: The curriculum in computer science is a two-year program encompassing instruction in the many areas required for competence as a technician in the computer science industry. Approximately one-half of the curriculum includes courses in computer technology, with the remaining courses in technically related areas: mathematics, business, and general education. This curriculum provides a broad background, qualifying the student to perform effectively in several different occupational areas of the computer science technology field. Upon completion of the two-year curriculum, with an overall grade point

average of 2.0 for all computer science courses attempted, the student will be awarded the Associate in Applied Science Degree with a major in Computer Science Technology, specializing in business computer programming.

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
CSCI 1400	Introduction to Computer Science	3	3	3-4
or				
CSCI 1300	Intro. to Computers & Program Design			
CSCI 1420	FORTRAN Programming			
or				
CSCI 1440	COBOL Programming			
or				
CSCI 1461	Pascal Programming	3	3	4
ENGL 1301	Composition & Rhetoric I	3	0	3
HIST 1301	The United States to 1877	3	0	3
MATH 1314	College Algebra	3	0	3
		<u>15</u>	<u>3-6</u>	<u>16-17</u>
SECOND SEMESTER				
CSCI 1470	C Programming	3	3	4
CSCI 1432	Data Communications & Networking	3	0-3	3-4
or				
CSCI 2300	Business System Analysis			
MATH 1316	Plane Trigonometry	3	0	3
ENGL 1302	Composition & Rhetoric II	3	0	3
HIST 1302	The United States Since 1877	3	0	3
		<u>15</u>	<u>3-6</u>	<u>16-17</u>
THIRD SEMESTER				
CSCI 2480	Database	3	3	4
or				
CSCI 2432	Advanced Networking			
ACCT 2301	Financial Accounting	3	0	3
GOVT 2301	American Natl. & State Govts. I	3	0	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		<u>15</u>	<u>6</u>	<u>17</u>
FOURTH SEMESTER				
CSCI Elective		3	3	4
or CSCI 2336	Cooperative Education	1	20	3
ACCT 2302	Managerial Accounting	3	0	3
GOVT 2302	American Natl. & State Govt. II	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		<u>10-12</u>	<u>6-23</u>	<u>14</u>

Total Credits Required for
a Computer Science Degree..... 63/65

ELECTIVES FOR ASSOCIATE IN APPLIED SCIENCE DEGREE

CSCI 1486	Ada Programming Language
CSCI 2333	Data Structures
CSCI 2336	Cooperative Education
CSCI 2411	Visual Basic Programming
CSCI 2461	Advance Pascal Programming
CSCI 2470	Computer Programming - Adv. C
CSCI 2474	C++ Programming Language
CSCI 2476	Visual C++ Programming
CSCI 2484	Database Programming
CSCI 2486	Advance Ada Programming Language

COMPUTER SCIENCE TECHNOLOGY

GENERAL COMPUTER DATA PROCESSING

CERTIFICATE

Length: Two-Semester (One-Year) Program

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

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

CERTIFICATE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
CSCI 1400	Intro to Computer Science	3	3	4
	Computer Science Language	3	3	4
	CSCI 1461 Pascal, or CSCI 1470 C, or CSCI1440 COBOL, or CSCI1420 FORTRAN			
MATH 1314	College Algebra	3	0	3
ENGL 1301	Composition & Rhetoric I	3	0	3
HIST 1301	The United States to 1877	3	0	3
		<u>15</u>	<u>6</u>	<u>17</u>
SECOND SEMESTER				
	Computer Science Language	3	4	3
	CSCI 2461 Adv. Pascal, or CSCI 2470 Adv. C, or CSCI 1486 Ada			
	Computer Science	3	0-3	3-4
	CSCI 2333 Data Structures, or CSCI 1432 Data Communications & Networking, or CSCI 2300 Business System Analysis			
MATH 1316	Plane Trigonometry	3	0	3

ENGL 1302	Composition & Rhetoric II	3	0	3
HIST 1302	The United States Since 1877	3	0	3
		<u>15</u>	<u>3-6</u>	<u>16-17</u>

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

COMPUTER REPAIR TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

Purpose: A computer system technologist from ACC is a well paid semiprofessional person who has developed computational skills, analytic abilities, and computer programming techniques to work with all kinds of computer systems. His or her employment opportunities in the exploding computer industry are virtually unlimited. Generally, a computer systems technologist will be employed in the sales, evaluation, selection, and/or installation of computer equipment for industrial business and private applications. To qualify, a computer systems technologist student will spend one year in the study of circuit actions of electronic components and their use as building blocks in the design of electronic equipment. In the second year, he or she will learn the techniques of integrating computers and computer controlled systems. This will include the study of computer programming languages and their use in controlling and integrating computer systems. After graduation from the two-year program, the ACC graduate will be prepared to work the exciting and ever-expanding field of computer electronics. He or she will also be qualified to enter a university with Junior standing, in pursuit of a B.S. degree in Computer Systems Technology, hardware or software options.

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

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

Course Number	Course Title	Lect. Hrs	Lab Hrs.	Credits
FIRST SEMESTER				
ELTE 1410	Introduction to Electronics	3	3	4
ELTE 1430	DC Theory & Circuit Analysis	3	3	4
CSCI 1400	Introduction to Computer Science	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 2421	Electronic Devices & Circuits	3	3	4
ELTE 2423	Digital Integrated Circuits	3	3	4
CSCI 1470	Computer Programming C	3	3	4
MATH 1316	College Trigonometry	3	0	3
PHED	Physical Activity	0	3	1
		<u>12</u>	<u>10</u>	<u>16</u>
THIRD SEMESTER				
ELTE 2475	Microproc Hardware Interfacing	3	3	4
ELTE 2422	Linear Integrated Circuits	3	3	4
CSCI 2470	Computer Programming -C+	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 2480	Computer Controlled Systems	3	3	4
SPCH 1315	Public Speaking	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
ELTE 2460	Communications & Circuits	3	3	4
CSCI 2474	Programming C++	3	3	4
		<u>15</u>	<u>9</u>	<u>18</u>

Total Credits Required for
Computer Repair Technology Degree 68

COURT REPORTING

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

Length: Six Semester Program

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

Program Description: 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 Court Reporters Association (NCRA). An accompanying objective is the attainment of the Court Reporting Scopist Certificate for those students who desire it.

Program Requirements:

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

Note: A person convicted of a criminal offense involving moral turpitude, fraud, or corruption may be refused certification to the Supreme Court by the Texas Court Reporters Certification Board. Please contact the Texas Court Reporters Certification Board, Austin, Texas, for more information.

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

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

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

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

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

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

ASSOCIATE IN APPLIED SCIENCE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
SUMMER SEMESTER				
CTRP 1250	Keyboarding for Court Rptrs. (12 wks)	2	1	2
CTRP 1400	Machine Shorthand Theory (12 weeks)	2	8	4
ENGL 1301	Composition & Rhetoric I (6 weeks)	3	0	3
or				
MUSI 1306	Music Appreciation (6 weeks)			
PHED	Physical Activity	0	3	1
		7	12	10
FALL SEMESTER				
**CTRP 1311	Grammar and Punctuation I	2	3	3
CTRP 1320	Law and Legal Terminology	3	0	3
CTRP 1411	Machine Shorthand I	2	8	4
PHED	Physical Activity	0	3	1
SOCI 1301	Principles of Sociology	3	0	3
		10	14	14

SPRING SEMESTER

**CTRP 1312	Grammar and Punctuation II	2	3	3
CTRP 1330	Medical Terminology	3	0	3
CTRP 1412	Machine Shorthand II	2	8	4
CTRP 2320	Reporting Technology	2	3	3
		9	14	13

SUMMER SEMESTER

CTRP 2330	Technical Dictation	2	3	3
CTRP 2335	Real-Time Dictation	2	3	3
CTRP 2411	Machine Shorthand III	2	8	4
		6	14	10

FALL SEMESTER

CTRP 2311	Courtroom Procedures	2	3	3
CTRP 2350	Reporting and Office Procedures	2	3	3
CTRP 2412	Machine Shorthand IV	2	8	4
SPCH 1318	Interpersonal Communications	3	0	3
		9	14	13

SPRING SEMESTER

CTRP 2313	Cooperative Education in Court Reporting	1	20	3
CTRP 2341	CSR & CP Prep	3	0	3
GOVT 2301	American Natl. & State Governments I	3	0	3
or				
HIST 1301	U.S. to 1877			
MATH 1314	College Algebra	3	0	3
or				
MATH 1335	College Mathematics			
		10	20	12

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

The following machine shorthand tests will be required for graduation:

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

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

Total Credits Required for Court Reporting Degree 72

COURT REPORTING

CERTIFICATE

Length: Five-Semester Program

Purpose: The certificate in Court Reporting prepares the student for full-time employment immediately in a specialized business occupation. This course provides a job outlet for those students who desire to work in the court reporting field, but do not wish to pursue an AAS degree plan.

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

Note: The AAS program requirements on Pages 82-83 also apply to the certificate program in Court Reporting.

CERTIFICATE PROGRAM

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

Total Credits Required for
Court Reporting Certificate 55

COURT REPORTING SCOPIST

CERTIFICATE

Length: Three-Semester Program

Purpose: The certificate in Court Reporting Scopist prepares the student for full-time employment immediately in a specialized business occupation. This course provides a job outlet for those students who desire to work in the court reporting field, but do not desire to become a court reporter, or who find they must secure employment within a shorter time. Those seeking the Court Reporting Scopist Certificate will attain the speed of 80 words per minute on machine shorthand tests.

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

CERTIFICATE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FALL SEMESTER				
CTRP 1250	Keyboarding for Court Reporters	2	1	2
CTRP 1311	Grammar and Punctuation I	2	3	3
CTRP 1320	Law and Legal Terminology	3	0	3
CTRP 1400	Machine Shorthand Theory	2	8	4
		9	12	12
SPRING SEMESTER				
CTRP 1312	Grammar & Punctuation II	2	3	3
CTRP 1330	Medical Terminology	3	0	3
CTRP 1410	Machine Shorthand for Scopists	2	8	4
CTRP 2320	Reporting Technology	2	3	3
		9	14	13
SUMMER SEMESTER				
CTRP 2314	Cooperative Education in Scoping	1	20	3

Total Credits Required for
Court Reporting Scopist Certificate 28

CRIMINAL JUSTICE - CORRECTIONAL SCIENCE

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

Length: Four-Semester (Two-Year) Program

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

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

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

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

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

Course		Lecture	Lab	Course
Number	Course Title	Hours	Hours	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 1335	College Mathematics	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 I	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 II	1	20	3
Elective	Criminal Justice Elective	2	3	3
SOCI 1306	Social Problems	3	0	3
SPCH 1318	Interpersonal Communication	3	0	3
Elective	College Level	3	0	3
		<u>12</u>	<u>23</u>	<u>15</u>

Total Minimum Credits Required for the Correctional Science Degree 63

ADVANCED SKILLS CERTIFICATE - TECH PREP

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

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

CRIMINAL JUSTICE

LAW ENFORCEMENT AND POLICE ADMINISTRATION

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

Length: Four-Semester (Two-Year) Program

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

Admission Requirements:

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

Program Requirements:

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

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

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
*CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3

*CRIJ1306	The Courts and Criminal Procedure	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
CSCI 1400	Introduction to Computer Science	3	3	4
PHED	Physical Activity	0	3	1
		<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 1335	College Mathematics	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>3</u>	<u>16</u>

THIRD SEMESTER

*CRIJ 1307	Crime in America	3	0	3
CRIJ 2328	Police Systems and Practices	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
GOVT 2301	American National and State Governments I	3	0	3

or

CRIJ 2309	Cooperative Education for Law Enforcement I	1	20	3
Elective	Select from Core	3	0	3
		<u>13-15</u>	<u>0-20</u>	<u>15</u>

FOURTH SEMESTER

CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 2321	Juvenile Delinquency	3	0	3
CRIJ	Criminal Justice Elective	3	0	3
GOVT 2302	American National and State Governments II	3	0	3

or

CRIJ 2310	Cooperative Education for Law Enforcement	1	20	3
SPCH 1318	Interpersonal Communication	3	0	3
		<u>13-15</u>	<u>0-20</u>	<u>15</u>

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

Total Credits Required for Law Enforcement & Police Administration Degree 63

ADVANCED SKILLS CERTIFICATE - TECH PREP

CRIJ 1318	Patrol Administration	3	0	3
CRIJ 1322	Traffic Law Investigation	3	0	3
CRIJ 2324	Narcotics Investigation	3	0	3
		<u>9</u>	<u>0</u>	<u>9</u>

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

CRIMINAL JUSTICE

CORRECTIONAL ADMINISTRATION

CERTIFICATE

Length: Thirty Semester Hours

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

Program Requirements: Approximately one-half of the certificate program includes required courses in correctional science and management development. The remaining courses are selected from related areas. A certificate student takes the seven required courses from Group I and four courses from Group II. Course selection is determined by consultation with the Department Chairperson after he/she is familiar with the student's vocational goals.

Certificate Program

Group I	21 credits
Group II	12 credits

GROUP I

Required Courses

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

GROUP II

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

Total Credits Required for Correctional Administration Certificate 33

CRIMINAL JUSTICE

CORRECTIONAL SCIENCE

CERTIFICATE

Length: Two Semester (One-Year) Program

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

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

CERTIFICATE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	The Courts and Criminal Procedure	3	0	3
CRIJ 1307	Crime In America	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
SOCI 1301	Principles of Sociology	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

SECOND SEMESTER

CRIJ 1321	Probation and Parole	3	0	3
CRIJ 2301	Community Resources in Corrections	3	0	3
CRIJ 2313	Correctional Systems and Practices	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
SPCH 1318	Interpersonal Communications	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

Total Credits Required for
Correctional Science Certificate 30

CRIMINAL JUSTICE

CRIME SCENE TECHNICIAN

CERTIFICATE

Length: Thirty-Seven Semester Hours

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

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

CERTIFICATE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CRIJ 1306	The Courts and Criminal Procedure	3	0	3
CRIJ 1307	Crime In America	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
CRIJ 2314	Criminal Investigation	3	0	3
CRIJ 1378	Criminalistics I	3	0	3
		<u>18</u>	<u>0</u>	<u>18</u>
SECOND SEMESTER				
CRIJ 2440	Criminalistics II	3	3	4
CRIJ 2324	Narcotics Investigation	3	0	3

CRIJ 2442	Basic Forensic Photography	3	3	4
CRIJ 2444	Fingerprint Recording & Classification	3	3	4
CRIJ 2446	Criminalistics III	3	3	4
		<u>15</u>	<u>12</u>	<u>19</u>

Total Credits Required for
Correctional Science Certificate 37

LAW ENFORCEMENT & POLICE ADMINISTRATION

CERTIFICATE (TEXAS PEACE OFFICERS PROGRAM)

Length: Thirty-Four Semester Hours

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

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

CERTIFICATE PROGRAM

CRIJ 1301	Introduction to Criminal Justice (3 credits)
CRIJ 1306	The Courts and Criminal Procedure (3 credits)
CRIJ 1307	Crime in America (3 credits)
CRIJ 1310	Fundamentals of Criminal Law (3 credits)
CRIJ 2314	Criminal Investigation (3 credits)
CRIJ 2323	Legal Aspects of Law Enforcement (3 credits)
CRIJ 2328	Police Systems and Practices (3 credits)
CRIJ 2433	Texas Peace Officer Law (4 credits)
CRIJ 2434	Texas Peace Officer Procedures (4 credits)
CRIJ 2535	Texas Peace Officer Skills (5 credits)

Total Credits Required
for Texas Peace Officer Academic Certificate 34

DRAFTING TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

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

knowledge in such fields as welding, home building, machine shops, instrumentation, process equipment, and fabrication.

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

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

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

Total Credits Required for a Drafting Technology Degree 64-63

***ADVANCED SKILLS CERTIFICATE - TECH PREP**

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

*Pending Coordinating Board approval.

DRAFTING TECHNOLOGY

CERTIFICATE

Length: Two-Semester (One-Year) Program

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

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

CERTIFICATE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
DRFT 1300	Industrial Blueprint Reading	3	1	3
DRFT 1400	Engineering Drafting	2	6	4
DRFT 1411	Architectural Drafting I	2	6	4
MATH 1335	College Mathematics	3	0	3
DRFT 1330	Introduction to Computer Aided Drafting	3	1	3
		<u>13</u>	<u>14</u>	<u>17</u>
SECOND SEMESTER				
DRFT 2421	Computer Aided Drafting I	2	6	4
DRFT 1440	Machine Drafting	2	6	4
DRFT	Drafting Elective	2	6	4
DRFT 2311	Cooperative Education for Drafting I	1	20	
or				
Elective	College Level	3	0	3
		<u>7-9</u>	<u>18/38</u>	<u>15</u>

Total Credits Required for Drafting Technology Certificate 32

EARLY CARE AND EDUCATION

TECH PREP OPTION I

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

Length: Four-Semester (Two-Year) Program

Purpose: The curriculum in early care and education 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 early care and education program requires a personal interview with the Early Care and Education Department.

Program Requirements: Approximately one-half of the curriculum includes courses in early care and education 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 early care and education or related activities. Students are urged to consult with their faculty advisor and the Counseling Center in planning their program and selecting electives. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.

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

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ECED 1200	Early Childhood: Games & Recreation	1	2	2
*ECED 1300	Early Childhood: Curriculum Resources	3	0	3
*ECED 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
		<u>12</u>	<u>8</u>	<u>15</u>
SECOND SEMESTER				
ECED 1320	Literature and Language for Young Children	2	3	3
ECED 1330	Infant and Toddler Care	3	0	3
ECED 1340	Math and Science for Young Children	2	3	3
CSCI 1400	Intro. to Computer Science	3	3	4
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
		<u>13</u>	<u>12</u>	<u>17</u>
THIRD SEMESTER				
ECED 2330	Children With Disabilities	3	0	3
*ECED 2301	Early Care & Education Cooperative Ed I	1	20	3
BIOL 2306	Environmental Conservation	3	0	3
PSYC 2308	Child Growth and Development	3	0	3
Elective	College Level	3	0	3
		<u>13</u>	<u>20</u>	<u>15</u>
FOURTH SEMESTER				
ECED 2302	Early Care & Education Cooperative Ed II	1	20	3
ECED 2310	Nutrition, Health & Safety	3	0	3
ECED 2320	Child Growth & Dev.: Pre-Middle Childhood	3	0	3
SOCI 2319	American Minorities	3	0	3
PHED 1306	First Aid	3	0	3
		<u>13</u>	<u>20</u>	<u>15</u>

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

Total Credits Required for Associate in Applied Science Degree - Tech Prep Option 1 62

ENHANCED SKILLS CERTIFICATE/ADMINISTRATION

ECED 2420	Administration of Programs for Children I	3	2	4
ECED 2430	Administration of Programs for Children II	3	2	4
		<u>6</u>	<u>4</u>	<u>8</u>

Total Credits Required for A.A.S. Enhanced Skills Certificate/ Administration Early Care and Education Degree 70

EARLY CARE AND EDUCATION

TECH PREP OPTION II

ASSOCIATE IN APPLIED SCIENCE DEGREE

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
ECED 1200	Early Childhood: Games & Recreation	1	2	2
*ECED 1300	Early Childhood: Curriculum Resources	3	0	3
*ECED 1310	Creative Activities for Young Children	2	3	3
SOCI 1301	Principles of Sociology	3	0	3
ENGL 1301	Composition & Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
		<u>12</u>	<u>8</u>	<u>15</u>
SECOND SEMESTER				
ECED 1320	Literature & Language	2	3	3
ECED 1330	Infant & Toddler Care	3	0	3
ECED 1340	Math & Science for Young Children	2	3	3
CSCI 1400	Intro. to Computer Science	3	3	4
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
		<u>13</u>	<u>12</u>	<u>17</u>
THIRD SEMESTER				
ECED 2330	Children With Disabilities	3	0	3
*ECED 2301	Early Care & Education Cooperative Ed. I	1	20	3
BIOL 2306	Environmental Conservation	3	0	3
PSYC 2308	Child Growth & Development	3	0	3
Elective	College Level	3	0	3
		<u>13</u>	<u>20</u>	<u>15</u>

FOURTH SEMESTER

ECED 2302	Early Care & Education Cooperative Ed II	1	20	3
ECED 2310	Nutrition, Health & Safety	3	0	3
ECED 2320	Child Growth & Dev: Pre-Middle Childhood	3	0	3
SOCI 2319	American Minorities	3	0	3
PHED 1306	First Aid	3	0	3
		<u>13</u>	<u>20</u>	<u>15</u>

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

Total Credits Required for Associate in Applied Science Degree
- Tech Prop Option 2 62

ENHANCED SKILLS CERTIFICATE/CHILDREN WITH DISABILITIES

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
ECED 2440	Observation & Assessment Skills	3	2	4
ECED 2303	Early Care & Education: Children With Disabilities	1	6	3
		<u>4</u>	<u>8</u>	<u>7</u>

Total Credits Required for A.A.S. Enhanced Skills Certificate/
Children With Disabilities Early Care and Education Degree 69



ACC's Early Care and Education department operates a model campus day care center.

EARLY CARE & EDUCATION

Degree: Certificate

Length: Twenty-Nine Semester Hours

Purpose: The Certificate in Early Care and Education is designed for mature persons working in the child care field. A certificate represents the completion of 29 hours of approved course

work. Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
ECED 1200	Early Childhood: Games & Recreation	1	2	2
ECED 1300	Early Childhood: Curriculum Resources	3	0	3
ECED 1310	Creative Activities for Young Children	2	3	3
ECED 1320	Literature & Language Arts for Young Children	2	3	3
ECED 2301	Early Care & Education Cooperative Education I	1	20	3
		<u>9</u>	<u>28</u>	<u>14</u>

SECOND SEMESTER

ECED 1330	Infant & Toddler Care			
or				
ECED 2320	Child Development: Pre to Middle Childhood	3	0	3
ECED 1340	Math & Science for Young Children	2	3	3
ECED 2302	Early Care & Education Cooperative Education II	1	20	3
ECED 2310	Nutrition, Health & Safety	3	0	3
ECED 2330	Children With Disabilities	3	0	3
		<u>12</u>	<u>23</u>	<u>15</u>

Total Credits Required for
Early Childhood Professions Program Certificate 29

EARLY CARE AND EDUCATION

Early Care and Education Administration

Degree: Certificate

Length: 20 Semester Hours

Purpose: The Certificate in Early Care and Education is designed for mature persons working in the child care field. A certificate represents the completion of 20 hours of approved course

work. Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
ECED 1300	Early Childhood: Curriculum Resources	3	0	3
ECED 2301	Early Care & Education Cooperative Education I	1	20	3
ECED 2420	Administration of Program for Children I	3	1	4
		<u>7</u>	<u>21</u>	<u>10</u>

SECOND SEMESTER

ECED 2302	Early Care & Education Cooperative Education II	1	20	3
ECED 2310	Nutrition, Health & Safety	3	0	3
ECED 2430	Administration of Program for Children II	3	2	4
		7	22	10

Total Credits Required for Early Childhood Professions/
Program Director Certificate. 20

ELECTRONIC TECHNOLOGY

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

Length: Four-Semester (Two-Year) Program

Purpose: An electronics technician from ACC is a well paid, semiprofessional person who has developed computational skills, analytic abilities, and electronic measurement techniques to work with all kinds of electronic equipment. His or her employment opportunities are unrestricted by community size, environmental conditions, or geographical locale. Generally, the electronic technician will be employed in the development of new equipment or in troubleshooting and maintaining existing equipment. Opportunities also exist in the sales of electronic components and equipment. To qualify, an electronics technician student will spend one year in the study of circuit actions of electronic components separately and in combination, when subjected to both direct current and alternating current. In the second year he or she will study circuits as building blocks in the design and manufacture of digital electronic equipment such as computers, printers, video monitors and information storage devices. The potential technician will also learn to interface the devices using a combination of hardware and software techniques.

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

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

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

THIRD SEMESTER

ELTE 2480	Computer Controlled Systems	3	3	4
ELTE 2460	Communications Circuits and Systems	3	3	4
CSCI 1470	Computer Programming-C	3	3	4
ENGL 2311	Technical Communication	3	0	3
PHED	Physical Activity	0	3	1
		12	12	16

Fourth Semester

ELTE 2475	Microprocessor Hardware Interfacing	3	3	4
ELTE	Electronics Elective	3	3	4
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
Elective	College Level	3	0	3
		12	9	15

Total Credits Required for
Electronic Technology Degree 67

ELECTRONIC TECHNOLOGY

CERTIFICATE

Length: Two-Semester (One-Year) Program

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

Program Requirements: A certificate student will take the following curriculum to achieve the certificate in electronic technology.

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

Total Credits Required for
Electronic Technology Certificate 31

ELECTRONIC TECHNOLOGY

INSTRUMENTATION TECHNOLOGY

CERTIFICATE

Length: Forty-Six-Semester Hours

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

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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
ELTE 1410	Intro. to Electronic Technology	3	3	4
ELTE 1430	DC Theory & Circuit Analysis	3	3	4
ELTE 2430	Electronic Instrumentation & Troubleshooting I	3	3	4
MATH 1314	College Algebra	3	0	3
		<u>12</u>	<u>9</u>	<u>15</u>
SECOND SEMESTER				
CSCI 1400	Intro. to Computer Science	3	3	4
ELTE 1440	AC Theory & Circuit Analysis	3	3	4
ELTE 2421	Electronic Devices & Circuits	3	3	4
ELTE 2435	Electronic Instrumentation & Troubleshooting II	3	3	4
		<u>12</u>	<u>12</u>	<u>16</u>
THIRD SEMESTER				
*ELTE 2436	Electronic Instrumentation & Troubleshooting III	3	3	4
ELTE 2460	Communications & Circuits	3	3	4
SPCH 1311	Fundamentals of Speech	3	0	3
ELTE 2450	Advanced Electronics Circuits	3	3	4
		<u>12</u>	<u>9</u>	<u>15</u>

* Capstone Course

Total Credits Required for Certificate
in Instrumentation Technology..... 46

LEGAL ASSISTANT

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

Length: Four-Semester (two-year) Curriculum

Purpose: The Associate in Applied Science Degree for Legal Assistants is designed to prepare the successful student for a career as a legal assistant. Under the supervision of an attorney the legal assistant will apply knowledge of law and court procedures in rendering a variety of legal services, including research, case management, drafting of documents, client interviews, and law firm operations. The need for persons to assist the legal profession has expanded greatly with population increases and the growing demand for legal services. The qualified legal assistant may find employment with law firms or industry, including banks, title companies, insurance firms, and governmental agencies.

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

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
BUSI 2301	Business Law I	3	0	3
CSCI 1400	Introduction to Computers	3	3	4
ENGL 1301	Composition and Rhetoric I	3	0	3
LEGA 1302	Introduction to Law & the Legal System	3	0	3
LEGA 1309	Legal Research & Writing	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>6</u>	<u>17</u>
SECOND SEMESTER				
LEGA 1314	Criminal Law	3	0	3
LEGA 1320	Principles of Family Law	3	0	3
LEGA 2313	Cooperative Education in Legal Assistant	1	20	3
MATH 1314	College Algebra	3	0	3
PHED	Physical Activity	0	3	1
SOCI 1301	Principles of Sociology	3	0	3
		<u>13</u>	<u>23</u>	<u>16</u>
SECOND YEAR				
FIRST SEMESTER				
GOVT 2301	American National and State Government I	3	0	3
LEGA 2314	Cooperative Education in Legal Assistant	1	20	3
LEGA 2320	Wills, Trust, and Probate	3	0	3
LEGA 2331	Personal Injury Law	3	0	3
LEGA 2350	Civil Litigation	3	0	3
		<u>13</u>	<u>20</u>	<u>15</u>

SECOND SEMESTER

ENGL 1302	Composition & Rhetoric II	3	0	3
LEGA 2340	Law Office Management	3	0	3
LEGA 2341	Texas Consumer and Property Law	3	0	3
SPCH 1315	Public Speaking	3	0	3
OFAD 1443	Legal Office Procedures	3	2	4
		<u>15</u>	<u>2</u>	<u>16</u>

Total Credits Required for Legal Assistant Degree 64

MANAGEMENT DEVELOPMENT

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

Length: Four-Semester (Two-Year) Program

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

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

**** ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
ENGL 1301	Composition and Rhetoric I	3	0	3
MATH 1314	College Algebra	3	0	3
or				
MATH 1335	College Mathematics			
MGMT 1303	Cooperative Education I	1	20	3
MGMT 1310	Principles of Management	3	0	3
PHED	Physical Activity	0	3	1
*Elective	College Level	3	0	3
		<u>13</u>	<u>23</u>	<u>16</u>

SECOND SEMESTER

MGMT 1313	Cooperative Education II	1	20	3
MGMT 2380	Organizational Behavior	3	0	3
PSYC 2301	General Psychology	3	0	3
or				
BUSI 1302	Business Psychology			
SPCH 1315	Public Speaking	3	0	3
or				
SPCH 1318	Interpersonal Communication			
PHED	Physical Activity	0	3	1
*Elective	College Level	3	0	3
		<u>13</u>	<u>23</u>	<u>16</u>

THIRD SEMESTER

MGMT 2330	Workplace Law & Regulations for the Manager	3	0	3
or				
MGMT 2308	Principles of Purchasing			
MGMT 2313	Cooperative Education III	1	20	3
SOCI 1301	Principles of Sociology	3	0	3
or				

ECON 2301	Principles of Economics I			
*Electives	College Electives	6	0	6
		<u>13</u>	<u>20</u>	<u>15</u>

FOURTH SEMESTER

DRFT 1330	Intro. to Computer Aided Drafting	3	1-3	3-4
or				
CSCI 1400	Introduction to Computer Science			
ECON 2302	Principles of Economics II	3	0	3
MGMT 2300	Personnel Management	3	0	3
RETL 2376	Principles of Marketing	3	0	3
*Elective	College Level	3	0	3
		<u>15</u>	<u>1-3</u>	<u>15-16</u>

**Suggested electives are: MGMT 2308, MGMT 2330, MGMT 2310, MGMT 2321, MGMT 1320, MGMT 2315, MGMT 1330, MGMT 2320, MGMT 1300, RETL 2386, RETL 2375.*

*** Pending Coordinating Board approval.*

Total Credits Required for Management Development Degree 62-63

*** MANAGEMENT DEVELOPMENT**

CERTIFICATE

Length: Two-Semester (One-Year) Program

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

Program Requirement: A certificate student takes 15 hours of management in the first semester. In the second semester the certificate student takes another cooperative education, nine hours of related specified business courses, and 3 hours of electives in retail management or office administration.

*** CERTIFICATE PROGRAM**

FIRST SEMESTER

MGMT 1310	Principles of Management	3	0	3
MGMT 1303	Cooperative Education I	1	20	3
MGMT 2330	Workplace Law & Regulations for the Manager	3	0	3
or				
MGMT 2308	Principles of Purchasing			
MGMT 2300	Personnel Management	3	0	3
MGMT 2380	Organizational Behavior	3	0	3
		<u>13</u>	<u>20</u>	<u>15</u>

SECOND SEMESTER

MGMT 1313	Cooperative Education II	1	20	3
RETL 2375	Principles of Retailing	3	0	3
or				
MGMT 1300	Supervision			
RETL 2376	Principles of Marketing	3	0	3
Elective	College Level	3	0	3

Elective	College Level	3	0	3
		13	20	13

SELECTED COURSES FOR ELECTIVE:

RETL 1300	Introduction to Fashion (3 credits)
RETL 2386	International Retail Management (3 credits)
RETL 2375	Principles of Retailing (3 credits)
MGMT 1320	Small Business Management (3 credits)
BUSI 1301	Introduction to Business (3 credits)
MGMT 1300	Supervision (3 credits)

Total Credits Required for
Management Development Certificate 30

**Pending Coordinating Board approval.*

*** MEDICAL LABORATORY TECHNOLOGY**

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

Length: Two years (24 months)

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

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

1. Completion of the applications for admission to the Medical Laboratory Technology Program before the deadline (August 1) for acceptance into the fall semester. This includes an application form, medical examination, immunization record and three (3) letters of reference completed by teachers, co-workers, work supervisors, or other professional people.
2. Submission of two (2) official transcripts showing high school graduation or completion of a high school equivalency test (GED) and two (2) official transcripts of all previous college courses. One of each transcript should be submitted to the ACC Records Office and one of each should be submitted to the Medical Laboratory Technology Department.
3. Compliance with placement and TASP regulations in the catalog. Applicants must take local placement tests (also referred to as the LPT, Pre-TASP, or PTT) at ACC regardless of previous education with the following exceptions:
 - a. Successful completion of the TASP examination;
 - b. Achievement of a composite ACT of at least 19 within the previous 5 years;
 - c. Achievement of a combined SAT of at least .713 within the previous 5 years;
4. Documentation that all academic deficiencies in English and Reading have been corrected through completion of developmental courses prior to admission when scores on local placement tests or TASP fall below established cut-off levels.
5. A personal interview with either the Department Chair or the Education Coordinator.

6. Freedom from academic probation or suspension from ACC or another college or university. Only applicants who have fulfilled the requirements for admission (above) will be considered for admission to the program. Qualified applicants will be admitted according to space availability. A new class begins each fall semester.

METHODS FOR AWARDING CREDIT FOR PREVIOUS EDUCATION, SUBSTITUTION OF COURSES AND CREDIT BY EXAMINATION:

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

PROGRESSION POLICY:

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

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

READMISSION OF FORMER MEDICAL LABORATORY TECHNOLOGY STUDENTS:

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

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
BIOL 2401	Anatomy and Physiology I	3	3	4
CHEM 1405	Introductory Chemistry I	3	3	4
MELT 1300	Introduction to Medical Technology and Terminology	2	3	3
MELT 1421	Hematology I	2	8	4
		<u>10</u>	<u>17</u>	<u>15</u>
SECOND SEMESTER				
BIOL 2402	Anatomy and Physiology II	3	3	4
MELT 1511	Clinical Chemistry/Instruments I	3	8	5
MELT 1401	Clinical Microbiology I	2	8	4
MELT 1110	Professional Development for Medical Laboratory Technicians	1	0	1
PHED	Physical Activity	0	3	1
		<u>9</u>	<u>22</u>	<u>15</u>
SUMMER SESSION (TWO-6 WEEKS)				
MELT 1310	Parasitology/Mycology	2	3	3
MELT 2322	Hematology II	2	4	3
PSYC 2301	General Psychology	3	0	3
or				
SOCI 1301	Principles of Sociology	7	7	9
		<u>7</u>	<u>7</u>	<u>9</u>
THIRD SEMESTER				
ENGL 1301	Composition and Rhetoric I	3	0	3
MELT 2300	Serology-Immunology	2	4	3
MELT 2402	Clinical Microbiology II	2	8	4
MELT 2412	Clinical Chemistry/Instruments II	3	4	4
PHED	Physical Activity	0	3	1
		<u>10</u>	<u>19</u>	<u>15</u>
FOURTH SEMESTER				
CSCI 1400	Introduction to Computer Science	3	3	4
MELT 2100	Fluid Analysis	1	0	1
MELT 2313	Clinical Chemistry/Instruments III	2	4	3
MELT 2330	Urinology	2	4	3
MELT 2430	Immunohematology	2	8	4
		<u>10</u>	<u>19</u>	<u>15</u>
Summer Session (12 weeks)				
MELT 2340	MELT-Practicum	0	30	3

*Pending Coordinating Board approval.

Total Credits Required for
Medical Laboratory Technician Degree 72.

ENHANCED SKILLS CERTIFICATE - TECH PREP

MELT 2350	MLT Administration	3	0	3
MELT 2403	Advanced Microbiology	2	6	4

MENTAL HEALTH

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

Length: Four-Semester (Two-Year) Program

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

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

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
ENGL 1301	Composition & Rhetoric I	3	0	3
PSYC 2301	General Psychology	3	0	3
MENH 1305	Introduction to Human Services	3	0	3
MENH 1310	Drug Use and Abuse	3	0	3
MENH 1331	Cooperative Education I	1	20	3
PHED	Physical Activity	0	3	1
		<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
Elective	MENH Elective	3	0	3
MENH 1320	Counseling Methods	3	0	3
MENH 1332	Cooperative Education II	1	20	3
MENH 1325	Principles of Interviewing	3	0	3
PHED	Physical Activity	0	3	1
		<u>16</u>	<u>23</u>	<u>19</u>
THIRD SEMESTER				
BIOL 2401	Anatomy and Physiology	3	3	4
PSYC 2308	Child Growth & Development	3	0	3
MENH 2300	Client Assessment & Management	3	0	3
MENH 2310	Chemical Abuse Treatment	3	0	3
MENH 2333	Cooperative Education III	1	20	3
		<u>13</u>	<u>23</u>	<u>16</u>
FOURTH SEMESTER				
MENH 2315	Family Systems	3	0	3
MENH 2340	Professional Issues in Human Services	3	0	3
MENH 2334	Special Problems	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

MENTAL HEALTH

CERTIFICATE

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

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

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

CERTIFICATE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
MENH 1305	Introduction to Human Services	3	0	3
MENH 1310	Drug Use and Abuse	3	0	3
MENH 2300	Client Assessment & Management	3	0	3
MENH 2310	Chemical Abuse Treatment	3	0	3
MENH 1321	Cooperative Education 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	Cooperative Education II	1	20	3
		<u>13</u>	<u>20</u>	<u>15</u>

Total Credits Required for Mental Health
Certificate 30

NURSING

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

Length: Two Year Program

Purpose: The aim of the associate degree nursing program (ADN) is to prepare the graduate to manage and give direct patient care, as a member of the health team, in hospitals and other structured health-care facilities. The program includes a background in general education and skills related to patient care.

At the successful completion of a minimum of two (2) academic years and all program requirements, the graduate is qualified to make application to write the National Council Licensure Exam for Registered Nurses (NCLEX-RN). The program is accredited by the Board of Nurse Examiners for the State of Texas and by the National League for Nursing (NLN). The National League for Nursing Accrediting Commission (NLNAC) is recognized as the accrediting body for nursing programs and serves as a resource for information. NLNAC can be contacted at 350 Hudson St., New York, NY 10014. (212) 989-9393

ADMISSION REQUIREMENTS:

1. A new class begins each fall semester. Qualified applicants will be admitted according to space available. To be considered for admission to the associate degree nursing program, the applicant must:
 - a. be a graduate from an accredited high school or have a GED certificate or equivalent;
 - b. make application to ACC and fulfill the admission requirements of the College;
 - c. make application to the ADN department;
 - d. score 19 or higher on ACT composite or a minimum combined math and verbal SAT score of 750;
 - e. submit official transcripts of all previous college work to both the ADN Department and the ACC Records Office;
 - f. attend an information session with the ADN director or her designate for a review of program requirements and policies; provided by the ADN Department;
 - g. not currently be on suspension or academic probation from ACC or another college or university;
2. Any science course, nursing course or life-span growth and development course completed more than five years prior to the time the student is accepted may not satisfy requirements for a degree in nursing.
3. Transcripts may not reflect more than one **D** or **F** in a science or nursing course taken within five years of the date of enrollment in the ADN program. Applicants who have had a repetition of more than one science or nursing course within five years of application are ineligible.
4. A student who receives a grade of **D**, **F** or **W** in a nursing course or who is not enrolled in a nursing course for 1 or more semesters (excluding summer) is termed a withdrawal and must apply for readmission. Consideration for readmission will be on an individual basis and as space permits. Following a second withdrawal from the program, a student will not be readmitted.
Any student not enrolled in a nursing course for one or more semesters will be required to demonstrate competency in previously completed nursing courses prior to readmission by means of a written examination.
5. No academic course with a grade below **C** will be accepted for transfer credit.
6. Applicants seeking to transfer nursing credits will be admitted only if space is available. Transfer students must:
 - a. meet above admission criteria;
 - b. have a written recommendation from the Dean/Director of their previous nursing program;
 - c. have cumulative GPA of 2.0 or better on all courses being transferred into the nursing curriculum. Courses equivalent to NURS 1800 and NURS 1750 are the only nursing courses which will be considered for transfer;
 - d. provide the ADN Department with an official transcript from each institution attended;
 - e. not currently be on suspension or academic probation from another college or university;

- f. demonstrate competency in previously completed nursing courses prior to admission through a written examination.
7. LVN's, currently licensed in Texas, may be eligible for admission to the LVN Transition Program once all admission criteria and prerequisites are met.

Note: A person who has been convicted of a crime other than a minor traffic violation or has been hospitalized or treated for mental illness and/or chemical dependency may not be permitted to take the NCLEX-RN (National Council Licensure Examination for Registered Nurses). Any questions in regard to this should be directed to office of the Board of Nurse Examiners for the State of Texas in Austin.

PROGRESSION POLICIES:

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

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST YEAR				
FALL SEMESTER				
BIOL 2401	Anatomy and Physiology I	3	3	4
NURS 1800	Introduction to Nursing	4	13	8
PSYC 2301	General Psychology	3	0	3
PHED	Physical Activity	0	3	1
		<u>10</u>	<u>19</u>	<u>16</u>
SPRING SEMESTER				
BIOL 2402	Anatomy and Physiology II	3	3	4
NURS 1750	Medical/Surgical Nursing I	4	16	7
PSYC 2314	Life-Span Growth & Development	3	0	3
		<u>10</u>	<u>19</u>	<u>14</u>
SUMMER SEMESTER				
ENGL 1301	Composition and Rhetoric I	3	0	3
Elective	College Level	3	0	3
NURS 1310	Psychiatric Nursing	2	6	3
		<u>8</u>	<u>6</u>	<u>9</u>

SECOND YEAR

FALL SEMESTER

BIOL 2420	Microbiology	3	3	4
NURS 2700	Medical/Surgical Nursing II	4	16	7
ENGL 1302	Composition and Rhetoric II	3	0	3
		<u>10</u>	<u>19</u>	<u>14</u>

SPRING SEMESTER

NURS 2401	Maternity Nursing	2	7	4
NURS 2411	Child Health Nursing	2	7	4
NURS 2200	Professional Development	1	2	2
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		<u>8</u>	<u>19</u>	<u>14</u>

Total Credits Required for
an Associate Nursing Degree 67

NURSING TRANSITION (LVN TO RN)

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

Length: One-Year Program

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

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

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

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

PREREQUISITE COURSES

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

SUMMER SESSION I

NURS 1400	Nursing Transition	2	6	4
Credit for Prior Learning		0	0	11
		<u>2</u>	<u>6</u>	<u>15</u>

SUMMER SEMESTER II

NURS 1310	Psychiatric Nursing	2	6	3
		<u>2</u>	<u>6</u>	<u>3</u>

FALL SEMESTER

BIOL 2420	Microbiology	3	3	4
NURS 2700	Medical/Surgical Nursing II	4	16	7
ENGL 1302	Composition and Rhetoric II	3	0	3
		<u>10</u>	<u>19</u>	<u>14</u>

SPRING SEMESTER

NURS 2401	Maternity Nursing	2	7	4
NURS 2411	Child Health Nursing	2	7	4
NURS 2200	Professional Development	1	2	2
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
		<u>8</u>	<u>19</u>	<u>14</u>

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

Total Credits Required for
an Associate Nursing Degree 67

VOCATIONAL NURSING PROGRAM

CERTIFICATE

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

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

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

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

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

PROGRAM REQUIREMENTS:

1. Fees throughout the year will include books, supplies, uniforms, bandage scissors, name pins, nursing shoes and cap, watch with seconds, testing fees, and malpractice insurance. Health insurance and transportation are the responsibility of the student.
2. A passing grade of 75 must be attained in each subject. Averages below 75 will constitute grounds for student withdrawal from the program.
3. A maximum of four absences per semester is allowed.
4. The Vocational Nursing Department may request at any time the withdrawal or dismissal of a student whose health, attendance, conduct, personal qualities or abilities, and/or scholastic records (clinical or academic proficiency) indicate that it would be inadvisable for the student to continue. If an individual has any felony convictions, they will not be licensed in the State of Texas.
5. Transfer students will be accepted only as space permits. Only those courses completed with a "C" average or higher and are within 5 years of enrollment will apply to this certificate. Transfer students must complete a minimum of 12 semester hours in the Alvin Community College Vocational Nursing Program in order to be considered a graduate.
6. A student who withdraws and wishes to re-enroll must reapply within one year from the date of withdrawal. Current admission criteria will apply to re-entering students. Enrollment will be subject to available space. Students will be allowed to re-enter or transfer into the program one time only.

CERTIFICATE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER - SUMMER 12 WEEK				
VOCN 1901	Fundamentals of Vocational Nursing	8	5	9
VOCN 1401	Anatomy & Physiology	4	0	4
		<u>12</u>	<u>5</u>	<u>13</u>
SECOND SEMESTER - FALL SEMESTER				
VOCN 1210	Math for Drug Administration		0	2
VOCN 1410	Pharmacology for Vocational Nursing	4	0	4
VOCN 1902	Maternal-Child Nursing	6	24	10
		<u>12</u>	<u>24</u>	<u>16</u>
THIRD SEMESTER - SPRING SEMESTER				
VOCN 1200	Issues in Nursing	2	0	2
VOCN 1421	Mental Health-Mental Illness	4	0	4
VOCN 1912	Advanced Medical-Surgical Nursing	6	24	10
		<u>12</u>	<u>24</u>	<u>16</u>

Total Credits Required for Vocational Nursing Certificate 45

OFFICE ADMINISTRATION

OFFICE PROFESSIONAL

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

Length: Four-Semester (Two-Year) Program

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

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

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
OFAD 1331	Business Communications I	3	0	3
OFAD 1424	Document Processing II	3	3	4
OFAD 2441	Word Processing I	3	3	4
SOCI 2319	American Minorities	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
		<u>12</u>	<u>9</u>	<u>18</u>
SECOND SEMESTER				
ENGL 1302	Composition and Rhetoric II	3	0	3
OFAD 1351	Office Technology	2	3	3
OFAD 2442	Word Processing II	3	3	4
OFAD 1332	Business Communications II	3	0	3
OFAD 1360	Office Accounting	3	1	3
PHED	Physical Activity	0	3	1
		<u>14</u>	<u>10</u>	<u>17</u>
THIRD SEMESTER				
MATH 1314	College Algebra	3	0	3
OFAD 2315	Cooperative Education I	1	20	3
OFAD 2443	Word Processing III	3	3	4
OFAD 2444	Word Processing IV	3	3	4
or				
OFAD 2445	Word Processing V			
or				
OFAD 2410	Special Topics			
SPCH 1315	Public Speaking	3	0	3
		<u>13</u>	<u>26</u>	<u>17</u>
FOURTH SEMESTER				
FASM 2371	Image & Self Presentation	3	0	3
OFAD 1400	Records Management	3	2	4
OFAD 1440	Office Procedures	3	2	4
OFAD 2424	Document Processing III	3	3	4
OFAD 2316	Cooperative Education II	1	20	3
		<u>13</u>	<u>27</u>	<u>18</u>

Total Credits Required for
Office Administration Degree..... 70

OFFICE ADMINISTRATION

LEGAL OFFICE PROFESSIONAL

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

Length: Four-Semester (Two-Year) Program

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

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

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
ENGL 1301	Composition and Rhetoric I	3	0	3
OFAD 1331	Business Communications I	3	0	3
OFAD 1424	Document Processing II	3	3	4
OFAD 2441	Word Processing I	3	3	4
PHED	Physical Activity	0	3	1
		<u>12</u>	<u>9</u>	<u>15</u>
SECOND SEMESTER				
ENGL1302	Composition and Rhetoric II	3	0	3
OFAD 1332	Business Communications II	3	0	3
OFAD 1351	Office Technology	2	3	3
OFAD 1400	Records Management	3	2	4
OFAD 2442	Word Processing II	3	3	4
PHED	Physical Activity	0	3	1
		<u>14</u>	<u>11</u>	<u>18</u>
THIRD SEMESTER				
LEGA 1300	Texas Legal System	3	0	3
OFAD 1476	Legal Terminology & Transcription	3	2	4
OFAD 2315	Cooperative Education I	1	20	3
OFAD 2424	Document Processing III	3	3	4
SPCH 1315	Public Speaking	3	0	3
		<u>13</u>	<u>25</u>	<u>17</u>
FOURTH SEMESTER				
MATH 1314	College Algebra	3	0	3
OFAD 1443	Legal Office Procedures	3	2	4
OFAD 2316	Cooperative Education II	1	20	3
OFAD 2444	Word Processing IV	3	3	4
or				
OFAD 2445	Word Processing V	3	0	3
SOCI 2319	American Minorities	3	0	3
		<u>13</u>	<u>25</u>	<u>17</u>

Total Credits Required for
Office Administration Degree..... 67

OFFICE ADMINISTRATION

MEDICAL OFFICE PROFESSIONAL

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

Length: Six-Semester (Two-Year) Program

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

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

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
OFAD 1360	Office Accounting	3	1	3
OFAD 1400	Records Management	3	2	4
OFAD 1424	Document Processing II	3	3	4
OFAD 2441	Word Processing I	3	3	4
PHED	Physical Activity	0	3	1
		<u>12</u>	<u>12</u>	<u>16</u>
SECOND SEMESTER				
OFAD 1331	Business Communication I	3	0	3
OFAD 1351	Office Technology	2	3	3
OFAD 1441	Medical Office Procedures	3	2	4
OFAD 1471	Medical Terminology/Transcription	3	2	4
OFAD 2442	Word Processing II	3	3	4
		<u>14</u>	<u>10</u>	<u>18</u>
SUMMER SEMESTER				
ENGL 1301	Composition & Rhetoric I (6 wks.)	3	0	3
ENGL 1302	Composition & Rhetoric II (6 wks.)	3	0	3
PHED	Physical Activity	0	3	1
		<u>6</u>	<u>3</u>	<u>7</u>
THIRD SEMESTER				
OFAD 1332	Business Communication II	3	0	3
OFAD 1472	Medical Terminology & Coding	3	2	4
OFAD 2315	Cooperative Education I	1	20	3
PSYC 2314	Life Span-Growth & Development	3	0	3
		<u>10</u>	<u>22</u>	<u>13</u>
FOURTH SEMESTER				
MATH 1314	College Algebra	3	0	3
OFAD 2424	Document Processing III	3	3	4
OFAD 2443	Word Processing III	3	3	4
or				
OFAD 2444	Word Processing IV	3	3	4
or				

OFAD 2445	Word Processing V			
or				
OFAD 2410	Special Topics			
SPCH 1315	Public Speaking	3	0	3
		<u>12</u>	<u>6</u>	<u>14</u>
SUMMER SEMESTER				
OFAD 2316	Cooperative Education II	1	20	3
Total Credits Required for				
Office Administration Degree..... 70				

OFFICE ADMINISTRATION

CERTIFICATE

Length: Two-Semester (One-Year) Program

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

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

OFFICE ASSISTANT CERTIFICATE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
OFAD 1331	Business Communications I	3	0	3
OFAD 1351	Office Technology	2	3	3
OFAD 1360	Office Accounting	3	1	3
OFAD 1410	Abbreviated Writing	3	2	4
OFAD 1423	Document Processing I	3	3	4
or				
**OFAD 1301	Keyboarding	3	1	3
** Non OFAD Majors				
		<u>14</u>	<u>9/7</u>	<u>17/16</u>

SECOND SEMESTER

OFAD 1332	Business Communications II	3	0	3
OFAD 1400	Records Management	3	2	4
OFAD 1424	Document Processing II	3	3	4
OFAD 2441	Word Processing I	3	3	4
		<u>12</u>	<u>8</u>	<u>15</u>

Total Credits Required for
Secretarial Certificate 32/31

WORD PROCESSING CERTIFICATE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
RETL 2380	Organizational Behavior	3	0	3
OFAD 1331	Business Communications I	3	0	3
OFAD 1351	Office Technology	2	3	3
OFAD 1424	Document Processing II	3	3	4

OFAD 2441	Word Processing I	3	3	4
		<u>14</u>	<u>9</u>	<u>17</u>

SECOND SEMESTER

OFAD 1332	Business Communications II	3	0	3
OFAD 1400	Records Management	3	2	4
OFAD 2442	Word Processing II	3	2	4
OFAD 2443	Word Processing III	3	3	4
or				
OFAD 2444	Word Processing IV			
		<u>12</u>	<u>7</u>	<u>15</u>

Total Credits Required for
Word Processing Certificate..... 32

RESPIRATORY CARE

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

Length: 24 months

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

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

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

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

ADMISSION REQUIREMENTS:

- I. To be considered for admission to the respiratory care program, the applicant must:
 - a. be a high school or GED graduate
 - b. make application to ACC and fulfill the admission requirements, including TASP
 - c. make application to the respiratory care program
 - d. submit official transcripts of all previous college work to both the Respiratory Care Department and ACC Records Office.
 - e. applicants are required to demonstrate an understanding of the responsibilities and duties of the profession through observation and discussion with a practicing therapist. Contact the director for details.
 - f. score 19 or higher on ACT composite or minimum combined math/verbal SAT score of 713.
 - g. interview with the Director of Respiratory Care.

- h. complete a physical examination which includes a chest x-ray, TB skin test, and immunizations upon acceptance to the program.
 - i. not currently be on suspension or academic probation from ACC or another college or university.
2. Any science or respiratory care course completed more than five years prior to the student being accepted may not satisfy requirements for a degree in respiratory care.
 3. Transfer students must complete the following:
 - a. meet the above admission criteria
 - b. have a cumulative GPA of 2.0 or higher on all courses being transferred into the respiratory care curriculum.
 - c. provide the ACC Records Office with an official transcript from each institution attended
 - d. provide the Respiratory Care Department with a copy of transcript from each institution attended
 - e. provide the Respiratory Care Department with a description and/or syllabus of each course being considered for transfer
 - f. not currently be on suspension or academic probation from another college
 - g. credit will be given for support courses equivalent to those included in the respiratory care program at ACC as determined by examination of the syllabus of the transfer course. A grade of C or higher must have been earned in transfer courses.
 4. A new class begins each June. Deadline for application is the first Friday of April each year.

ALTERNATE ENROLLMENT:

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

PROGRESSION POLICIES:

1. Respiratory care students will abide by the admission and curriculum requirements of the Respiratory Care Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the respiratory care programs, all respiratory care courses must be completed in the proper sequence as shown in the catalog and degree plan, or must have the approval of the program director.
3. No grade below a C in a respiratory care or academic course will be acceptable for progression.
4. A student will be terminated from the program if clinical performance is unsatisfactory as determined by the clinical instructor and the program director. This action may be taken at any time during the semester or at the end of the semester.
5. A student who makes a D or F in any science/respiratory care course may repeat that course once in order to obtain a C or better.
6. A student requiring hospitalization or sustaining an injury will be required to obtain a written statement from his/her physician verifying that the health status of the student is

adequate for performance in the clinical agency. A student may not be allowed to return to the clinical area if he/she must be on medications which may interfere with the ability to perform satisfactorily.

7. A student who is pregnant must present a physician's statement giving evidence of her ability to perform the work required.
8. Students must complete the program within five years after initial acceptance.

RESPIRATORY CARE

ASSOCIATE IN APPLIED SCIENCE DEGREE

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST YEAR				
SUMMER SESSION—1ST SIX WEEKS				
BIOL 2401	Anatomy & Physiology I	3	2	4
SUMMER SESSION—2ND SIX WEEKS				
BIOL 2402	Anatomy & Physiology II	3	2	4
SUMMER SESSION—12 WEEKS				
RESC 1201	Respiratory Care Sciences	2	0	2
RESC 1300	Respiratory Physiology	3	0	3
		<u>5</u>	<u>0</u>	<u>5</u>
FALL SEMESTER				
RESC 1400	Intro. to Respiratory Care	3	2	4
RESC 1411	Respiratory Care Procedures I	3	2	4
RESC 1320	Pharmacology	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
RESC 1120	Introduction to Practicum	0	8	1
		<u>12</u>	<u>12</u>	<u>15</u>
SPRING SEMESTER				
RESC 1312	Respiratory Pathophysiology	3	0	3
RESC 1315	Pulmonary Diagnostics	2	2	3
RESC 1412	Respiratory Care Procedures II	3	2	4
RESC 1212	Practicum I	0	16	2
PHED	Physical Activity	0	3	1
		<u>8</u>	<u>23</u>	<u>13</u>
SECOND YEAR				
SUMMER SESSION—12 WEEKS				
RESC 2112	Mechanical Ventilator Lab	0	2	1
RESC 2205	Clinical Mgt. & Education	1	3	2
RESC 2212	Clinical Practicum II	0	15	2
		<u>1</u>	<u>20</u>	<u>5</u>

FALL SEMESTER

RESC 2320	Advanced ICU Procedures	3	0	3
RESC 2310	Advanced Pathophysiology	3	0	3
RESC 2223	Clinical Practical III	0	18	2
BIOL 2420	Microbiology	3	2	4
		<u>9</u>	<u>20</u>	<u>12</u>

SPRING SEMESTER

RESC 2309	Pediatrics	3	0	3
RESC 2224	Clinical Practical IV	0	20	2
RESC 2201	Seminar in Respiratory Care	2	0	2
PHED	Physical Activity	0	3	1
SPCH 1318	Interpersonal Communication	3	0	3
PSYC 2301	General Psychology	3	0	3
		<u>11</u>	<u>23</u>	<u>14</u>

Total Credits Required for a Respiratory Care Degree 72

RESPIRATORY CARE PROGRAM

CERTIFICATE

Length: 19 Months

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

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

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

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

CERTIFICATE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST YEAR				
SUMMER SESSION - 1ST SIX WEEKS				
BIOL 2401	Anatomy & Physiology I	3	2	4
SUMMER SESSION - 2ND SIX WEEKS				
BIOL 2402	Anatomy & Physiology II	3	2	4
SUMMER SESSION - 12 WEEKS				
RESC 1201	Respiratory Care Sciences	2	0	2
RESC 1300	Respiratory Physiology	3	0	3
		<u>5</u>	<u>0</u>	<u>5</u>

FALL SEMESTER

RESC 1400	Intro. to Respiratory Care	3	2	4
RESC 1411	Respiratory Care Procedures I	3	2	4
RESC 1320	Pharmacology	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
RESC 1120	Introduction to Practicum	0	8	1
		<u>12</u>	<u>12</u>	<u>15</u>

SPRING SEMESTER

RESC 1312	Respiratory Pathophysiology	3	0	3
RESC 1315	Pulmonary Diagnostics	2	2	3
RESC 1412	Respiratory Care Procedures II	3	2	4
RESC 1212	Practicum I	0	16	2
PHED	Physical Activity	0	3	1
		<u>8</u>	<u>23</u>	<u>13</u>

SECOND YEAR

SUMMER SESSION - 12 WEEKS

RESC 2112	Mechanical Ventilator Lab	0	2	1
RESC 2205	Clinical Mgt. & Education	1	3	2
RESC 2212	Practicum II	0	15	2
		<u>1</u>	<u>20</u>	<u>5</u>

FALL SEMESTER

RESC 2320	Advanced ICU Procedures	3	0	3
RESC 2310	Advanced Pathophysiology	3	0	3
RESC 2223	Clinical Practical III	0	18	2
BIOL 2420	Microbiology	3	2	4
		<u>9</u>	<u>20</u>	<u>12</u>

Total Credits Required for Respiratory Care Certificate 58

*** RETAIL MANAGEMENT AND MARKETING**

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

Length: Four-Semester (Two-Year) Program

Purpose: The retail management and marketing curriculum develops an overview of the retail industry, its principles, and procedures. The graduate of this program could expect to continue a trend of upward mobility in the field of retail merchandising.

The person currently working in a retail management/marketing related area, the immediate post-high school students interested in retail management/marketing, anyone interested in starting their own business, or the individual who would be interested in learning more about the retail industry will find this curriculum applicable.

Program Requirements: The retail management/marketing curriculum combines a careful blending of retail merchandising principles, practices and procedures with the opportunity for students to obtain practical application of knowledge gained. In addition to the retail 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 English, Mathematics or Finance, Introduction to Computer Science, and two electives. In addition, the student serves three semesters of cooperative education. The student must work a minimum of twenty hours per week at an approved work station and meet one hour per week in lecture. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
RETL 1301	Salesmanship	3	0	3
RETL 1303	Cooperative Education I	1	20	3
RETL 1300	Introduction to Fashion	3	0	3
or				
MGMT 1320	Small Business Management			
SOCI 1301	Principles of Sociology	3	0	3
		<u>13</u>	<u>23</u>	<u>16</u>

SECOND SEMESTER

ARTS 1301	Art Appreciation	3	0	3
or				
MUSI 1306	Music Appreciation			
PHED	Physical Activity	0	3	1
RETL 1313	Cooperative Education II	1	20	3
RETL 1320	Buying and Merchandising	3	0	3
RETL 1330	Merchandise Planning Procedures	3	0	3
RETL 2375	Principles of Retailing	3	0	3
		<u>13</u>	<u>23</u>	<u>16</u>

THIRD SEMESTER

CSCI 1400	Introduction to Computer Science	3	3	4
MATH 1335	College Mathematics	3	0	3
or				
MATH 1314	College Algebra			
RETL 2313	Cooperative Education III	1	20	3
RETL 2361	Visual Mdsq. & Sales Promotion	3	0	3
Elective	College Level	3	0	3
		<u>13</u>	<u>23</u>	<u>16</u>

FOURTH SEMESTER

MGMT 2300	Personnel Management	3	0	3
MGMT 1310	Principles of Management	3	0	3
RETL 2376	Principles of Marketing	3	0	3
MGMT 2380	Organizational Behavior	3	0	3
SPCH 1315	Public Speaking	3	0	3
or				
SPCH 1318	Interpersonal Communications			
Elective	College Level	3	0	3
		<u>18</u>	<u>0</u>	<u>18</u>

Total Credits Required for Retail Management & Marketing Degree 66

SUGGESTED COURSES FOR ELECTIVE:

MGMT 2308	Principles of Purchasing (3 credits)
MGMT 2330	Workplace Law & Regulations for the Manager (3 credits)
MGMT 2320	Organizational Strategy (3 credits)
MGMT 1300	Supervision (3 credits)

MGMT 1320	Small Business Management (3 credits)
RETL 2386	International Retail Management (3 credits)
RETL 2396	Merchandising Planning Procedures (3 credits)
BUSI 1301	Introduction to Business II (3 credits)

ADVANCED SKILLS CERTIFICATE

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

*Pending Coordinating Board approval.

***RETAIL MANAGEMENT AND MARKETING**

CERTIFICATE

Length: Two--Semester (One--Year) Program

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

CERTIFICATE PROGRAM

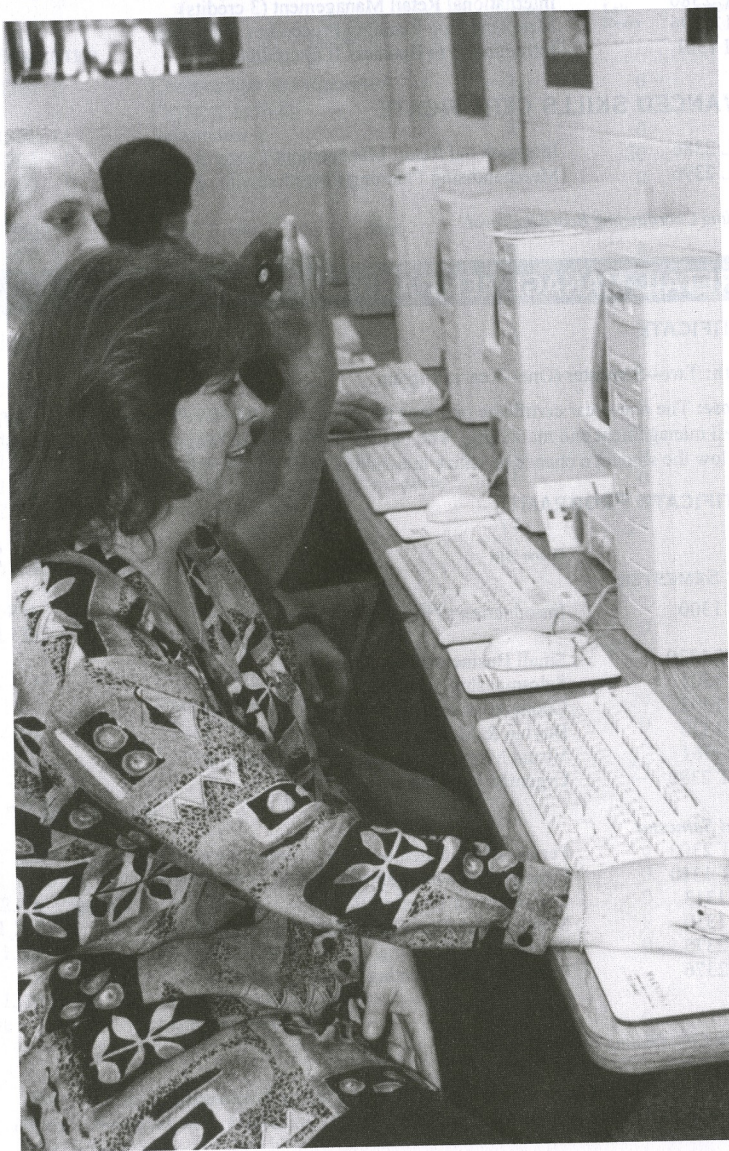
Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST SEMESTER				
RETL 1300	Introduction to Fashion	3	0	3
or				
MGMT 1320	Small Business Management			
RETL 1301	Salesmanship	3	0	3
RETL 1303	Cooperative Education I	1	20	3
RETL 1320	Buying & Merchandising	3	0	3
RETL 2361	Visual Merchandising & Sales Promotion	3	0	3
MGMT 2380	Organizational Behavior	3	0	3
		<u>16</u>	<u>20</u>	<u>18</u>

Second Semester

MGMT 2300	Personnel Management	3	0	3
MGMT 1310	Principles of Management	3	0	3
RETL 1313	Cooperative Education II	1	20	3
RETL 1330	Merchandise Planning Procedures	3	0	3
RETL 2375	Principles of Retailing	3	0	3
RETL 2376	Principles of Marketing	3	0	3
		<u>16</u>	<u>20</u>	<u>18</u>

*Pending Coordinating Board approval.

Total Credits Required for Retail Management & Marketing Certificate 36



ACCOUNTING

*Norman Bradshaw, Department
Chairperson,
Tom Branton*

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

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

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

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

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

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

ACCT2351. Accounting Internship. (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. Students will also be required to attend a one-hour lecture on campus with the internship instructor. Students will also be required to attend a one-hour lecture on campus with the internship instructor. The course includes a comprehensive treatment of internship-related activities, individualized objectives, and regularly scheduled activities and concentrates on the development of a philosophy towards work including personal life planning, value clarification, and self awareness. The student must have the approval of the department chairperson. (1 lecture and 20 lab hours per week). Corequisite: R[EAD 0309. [CB0000005821]

ACCT2352. Accounting Internship. (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. Student will also be required to attend a one-hour lecture on 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. [CB0000005821]

AEROSPACE TECHNOLOGY

COMPUTER PROGRAMMING OPTION

Thomas Magliolo, Department Chairperson

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

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

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

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

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

AGRICULTURE

Steve Wheeler, Department Chairperson

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

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

and production of livestock. (3 lecture hours per week). [CB0202015121]

AIR CONDITIONING AND REFRIGERATION

AIRC 1220. Air Conditioning and Refrigeration Troubleshooting. (2 credits). This course includes additional study in any of three areas of specialization: domestic refrigeration, commercial refrigeration, or air conditioning. Problems are assigned individually or in groups. (1 lecture and 3 laboratory hours per week). Prerequisites: AIRC1320, AIRC1440. [CB0000007221]

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

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

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

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

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

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

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

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

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

AIRC2310. Cooperative Education I. (3 credits). The student works for a qualifying employer in the air conditioning or refrigeration field for a minimum of 20 hours per week and

attends a one-hour seminar each week. The student receives on-the-job training related to classroom instruction and career goals under the supervision of the employer and the College coordinator. The student must be currently enrolled in Air Conditioning and Refrigeration related courses and have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000007221]

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

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

AIRC2450. Heating and Ventilation. (4 credits). This course provides the student with the knowledge and skills necessary to install and service air conditioning (heating) systems and includes an introduction to heating systems, fuels, types of burners, warm air systems, hydro-pneumatic systems, steam systems, electric heat systems, thermostats, controls, electrical circuits, heat loads, infiltration, air volumes, duct design, and humidifiers. (2 lecture and 6 laboratory hours per week). Corequisite: READ 0309. [CB0000007221]

ANTHROPOLOGY

John Duke, Department Chairperson

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

READ 0310 and ENGL 0310.
[CB4502015142]

ARTS

Doris Burbank, Department Chairperson

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

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

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

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

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

ARTS1316. Drawing I. (3 credits). This beginning course investigates a variety of media, techniques, and subjects and explores descriptive and perceptual possibilities of drawing. In addition to scheduled class hours, students

should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). [CB5007055230]

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

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

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

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

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

ARTS2346. Ceramics I. (3 credits). This course includes an introduction to hand building processes and glaze application. Students

learn to use the potter's wheel with emphasis on individual expression. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5007115130]

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

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

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

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

ARTS2367. Watercolor II. (3 credits). This course presents a deeper exploration in the field of the watercolor medium as a means of artistic expression through interpretation of still life, landscape, figure, and non-objective approaches. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. The student must have the approval of the department chairperson. (6 laboratory hours per week). [CB5007085330]

BIOLOGY

Steve Wheeler, Department Chairperson
Bill Horine, Roy Turner

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

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

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

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

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

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

BIOL2402. Anatomy and Physiology II. (4 credits). This course continues the study of the structure and function of organ systems of the human body. (3 lecture and 3 laboratory hours

per week). Prerequisite: BIOL 2401. [CB2607065124]

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

BUSINESS ADMINISTRATION

Norman Bradshaw, Department Chairperson

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

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

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

BUSI2301. Business Law I. (3 credits). This course covers the principals of law which form the legal framework for business activities, contracts, and agency and applicable statutes.

(3 lecture hours per week). Corequisite: READ 0309. [CB2201015125]

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

CHEMISTRY

William R. Bitner, Department Chairperson
Betty Graef

CHEM1405. Introductory Chemistry I. (4 credits). Topics covered in this course include atomic-molecular theory, valence, oxidation numbers, formulae, chemical equations, gas laws, and solutions. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. [CB4005015139]

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

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

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

CHEM2401. Quantitative Analysis. (4 credits). This course emphasizes the fundamental principles of quantitative analysis. Students

make determinations involving gravimetric and volumetric methods and carry out acid-base titration. Students use some of the more modern techniques, including spectrophotometric and electroanalytical procedures. (2 lecture and 6 laboratory hours per week). Prerequisite: CHEM 1412. [CB4005025139]

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

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

COMMUNICATIONS

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

COMM1307. Introduction to Mass Communications. (3 credits). This course presents a study of communications with large groups of people through such media as newspapers, magazines, radio, and television. The course examines the communicator, the audience, and the media as well as the nature of their interaction which forms the communication experience in modern society. (3 lecture hours per week). Corequisite: READ 0310. [CB0000008434]

COMM1311. 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. (2 lecture and 2 laboratory hours per week). Corequisite: READ 0310. [CB0000008434]

COMM1312. 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. (2 lecture and 2 laboratory hours per week). Corequisite: READ 0310. [CB0000008434]

COMM1313. 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. (2 lecture and 2 laboratory hours per week). Corequisite: READ 0310. [CB0000008434]

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

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

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

COMM1337. Television Production Workshop. (3 credits). This course continues instruction in camera work, video, and editing. Students will actually produce public affairs/news oriented shows for broadcast on local cable TV stations. (2 lecture and 3

laboratory hours per week). Prerequisite: COMM 1336. Corequisite: READ 0310. [CB0000008434]

COMM2311. Writing for Mass Media. (3 credits). This course provides an introduction to the fundamentals of the writing and fact-gathering skills of journalism, advertising, and public relations for print and electronic media. Students create and write effective commercials and public service announcements for radio and TV. (3 lecture hours per week). Prerequisites: ENGL 0310 and READ 0310. [CB0000008434]

COMM 2313. Basic Radio Production. (3 credits). This course presents a practical approach to the presentation of announcements and live programs as encountered in the daily operation of the average radio station. The course begins with instruction in audio control and utilizes production facilities at the College radio station. (2 lecture and 3 laboratory hours per week). Corequisite: READ 0310. [CB0000008434]

COMM 2314. Advanced Radio Production. (3 credits). In this course, the student utilizes skills mastered in COMM 2301, and assists in the production of underwriting announcements, music beds and editing projects to be aired on the College radio station. (2 lecture and 3 laboratory hours per week). Prerequisite: COMM 2301. [CB0000008434]

COMM 2322. Broadcast Management. (3 credits). This course allows the student advanced work in the management areas included in radio and television. Included are promotions, production, traffic, billing and/or engineering. (2 lecture and 3 laboratory hours per week). [CB0000008434]

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

COMM2328. Public Relations. (3 credits). This course includes a study of the principles and practices within the field of public relations, with special emphasis on publicity problems of the public schools and colleges. By means of the text, outside reading, and the lectures, students examine a special type of

journalism. (3 lecture hours per week). Corequisites: ENGL 0310 and READ 0310. [CB0000008434]

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

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

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

COMM2340. Cooperative Education in Electronic Media - Radio. (3 credits). This course allows the student advanced work in the electronic media field that meets his/her specific needs. The student, with approval of the instructor and the department chairperson, prepares and executes a written contract which details the proposed learning experience in the electronic media field chosen. When the student completes all aspects of the contract, he/she is awarded credit. (1 lecture and 20 laboratory hours per week). Corequisite: READ 0310. [CB0000008434]

COMM2341. Cooperative Education in Electronic Media - Radio. (3 credits). This course allows the student advanced work in the electronic media field that meets his/her specific needs. The student, with approval of the instructor and the department chairperson, prepares and executes a written contract which details the proposed learning experience in the electronic media field chosen. When the student completes all aspects of the contract, he/she is awarded credit. (1 lecture and 20 laboratory hours per week). Corequisite: READ 0310. [CB0000008434]

COMM 2344. Cooperative Education in Electronic Media-TV. (3 credits). This course allows the student advanced work in the electronic media field that meets his/her specific needs. The student, with approval of the instructor and the department chairperson, prepares and executes a written contract which details the proposed learning experience in the electronic media field chosen. When the student completes all aspects of the contract, he/she is awarded credit. (1 lecture and 20 laboratory hours per week). Corequisite: READ 0310. [CB0000008434]

COMM2345. Cooperative Education in Electronic Media - TV. (3 credits). This course allows the student advanced work in the electronic media field that meets his/her specific needs. The student, with approval of the instructor and the department chairperson, prepares and executes a written contract which details the proposed learning experience in the electronic media field chosen. When the student completes all aspects of the contract, he/she is awarded credit. (1 lecture and 20 laboratory hours per week). Corequisite: READ 0310. [CB0000008434]

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

COMM 2441. Broadcast Engineering. (4 credits). This course explains the theory of operation and application of equipment to troubleshooting. This also includes safety instruction in handling electronic equipment. Departmental approval required. (3 lecture and 3 laboratory hours per week). Prerequisite: COMM 1337 or COMM 2302. [CB0000008434]

COMPUTER SCIENCE

*Gerald Pullen, Department Chairperson
Judy Endsley, Thomas Magliolo*

BCIS1301. Micro-Computer Applications. (3 credits). An introduction to understanding and using micro-computers, this course focuses on the fundamentals of micro-computer hardware including design, interfacing, and operation. It includes hands-on use of micro-computers using common application programs

and popular software. The course is designed for non-computer science majors. (3 lecture hours per week). Corequisite: READ 0309. [CB5212025227]

BCIS1310. BASIC Programming. (3 credits). This course introduces the fundamental concepts of the BASIC programming language as applied to micro-computers. It includes problem solving, applications, graphics, music, and other programming techniques applicable to micro-computers. The course is designed for non-computer science majors. (2 lecture and 3 laboratory hours per week). Corequisites: MATH 0310 and READ 0309. [CB5212025127]

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

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

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

CSCI 1300. Introduction to Computers and Program Designs. (3 credits). This course is a study of computers and program design. Program design is done by using structured programming techniques, logic tools, and decision tables to develop a solution algorithm. This course is primarily for Computer Science majors. (3 lecture hours per week). Corequisites: READ 0309 and MATH 0310. [CB0000006021]

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

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

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

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

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

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

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

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

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

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

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

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

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

CSCI 2336. Cooperative Education. (3 credits). The student will work in a computer related position for a minimum of 20 hours per week and attend a 1 hour seminar each week. Students must have a job in the field of computer science; the supervising employer cooperates with the college to enable students to achieve a blend of work and study. (1 lecture and 20 laboratory hours per week). This course may be taken a maximum of two times for credit. [CB0000006021]

CSCI2400. Special Topics. (4 credits). This course consists of special projects designed to meet individual student's needs and interests. The student must have the approval of the department chairperson. (3 lecture and 3 laboratory hours per week). Corequisites: READ 0309 and MATH 0310. [CB0000006021]

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

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

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

CSCI2440. Computer Programming (Adv. COBOL). (4 credits). A detailed study of Common Business Oriented Language, this course

is a continuation of CSCI 1440. (3 lecture and 3 laboratory hours per week). Prerequisite: CSCI 1440. Corequisites: READ 0310 and MATH 0310. [CB0000006021]

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

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

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

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

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

CSCI2480. Data Base System. (4 credits). This course is an introduction to data base, data organization, structure, and design. The student will use data base application software to build

and access a database. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. Corequisite: MATH 0309. [CB0000006021]

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

CSCI 2486. Advanced Ada Programming Language. (4 credits). This course is a continuation of CSCI 1486. Topics include: advanced data structures, data attributes, packages, units, unit elaboration, generic units, error handling, and recursion. (3 lecture and 3 laboratory hours per week). Prerequisite: CSCI 1486. Corequisites: READ 0309 and MATH 0310. [CB0000006021]

COURT REPORTING

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

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

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

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

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

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

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

CTRP 1410 [CTRP1511]. Machine Shorthand for Scopists (4 credits) This includes the development of vocabulary and skill building through concentrated emphasis on live dictation and the transcription of machine shorthand notes. The student's objective is to attain the speed of 80 words per minute in machine shorthand. Emphasis is placed on production of

transcripts, including daily supervised transcription practice. Prerequisite: CTRP 1400. [CB0000005829]

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

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

CTRP2311. Courtroom Procedures. (3 credits). Using instructors as attorneys, witnesses, and court personnel, untimed simulated courtroom situations are presented in this course. Emphasis is placed on varied courtroom practices, such as voir dire examinations, opening and closing statements, objections, marking of exhibits, indexing and filing of notes, citations, readback, and preparation of transcripts in required format. (2 lecture and 3 laboratory hours per week). Prerequisites: CTRP 1412, CTRP 2320. [CB0000005829]

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

CTRP 2314. Cooperative Education in Scop-

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

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

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

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

CTRP2341. CSR and CP Prep. (3 credits). Readiness to take and pass state tests and the NCRA RPR (Certificate of Proficiency) examinations is the objective of this course. Dictation will include drill matter and testing ranging upward to 260 WPM on testimony, literary material, jury charge, and legal opinion. Weekly

CRIJ 2388. Institutional Procedures, Jails and Detention. (3 credits). The function of custodial staff is examined with emphasis on the correctional officer. Institutional procedures reviewed including reception, classification, program assignment, and release procedure. (3 lecture hours per week). [CB0000007021]

CRIJ 2390. Legal Aspects of Correctional Science. (3 credits). Provides an overview of the history and philosophy of modern criminal and correctional laws with emphasis on the rights of the convicted and responsibilities of correctional personnel. (3 lecture hours per week). [CB0000007021]

CRIJ2433. Texas Peace Officer Law. (4 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. (3 lecture and 4 lab hours per week). [CB0000007021]

CRIJ2434. Texas Peace Officer Procedures. (4 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. (3 lecture and 4 lab hours per week). [CB0000007021]

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

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

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

lecture and 3 laboratory hours per week.) [CB0000007021]

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

CRIJ 2495. Defensive Tactics and Firearms Training for Correctional Officers. (4 credits). Basic understanding of firearm safety, care and cleaning, shooting principles, defensive and offensive tactics, handgun, shotgun, and rifle range firing, legal practical restrictions on the use of firearms by correctional officers. (3 lecture and 3 laboratory hours per week). [CB0000007021]

CRIJ2535. Texas Peace Officer Skills. (5 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. (3 lecture and 5 lab hours per week). [CB0000007021]

DRAFTING

Marianne Davis, Department Chairperson

DRFT1300. Industrial Blueprint Reading. (3 credits). A course for students employed in or studying construction trades or related fields, a review of basic drafting skills is followed by a study of residential and commercial blueprints, specifications and materials. Consideration is given to all aspects of construction blueprints including sites, foundations, floor plans, electrical, plumbing, air condition, welding, masonry and structural. (3 lecture and 1 laboratory hours per week). [CB0000008622]

DRFT1315. Fundamentals of Drafting. (3 credits). Designed for students without previous drafting experience and for non-drafting majors, this basic course includes topics such as the use of drawing instruments, lettering, geometric construction, and orthographic projection with an introduction to specialized areas. (2 lecture and 4 laboratory hours per week). [CB0000008622]

DRFT1320. Descriptive Geometry. (3 credits). This course includes a study of problems relating to point, lines, and planes; intersection

and sheetmetal developments; and auxiliary views. (2 lecture and 4 laboratory hours per week). Prerequisite: DRFT 1400. [CB4801015129]

DRFT1330. Introduction to Computer Aided Drafting. (3 credits). This course is designed to acquaint the student with the components and basic operation of a typical CAD system. The student will be introduced to the hardware requirements, disk operating system, related commands required to operate a CAD system, and software programs used in CAD programs. (3 lecture and 1 laboratory hours per week). [CB0000008622]

DRFT1400. Engineering Drafting. (4 credits). This course introduces the principles of technical drawing as required to express ideas graphically. Topics include the use of instruments, geometric construction, orthographic projection, sections, auxiliary views, revolutions, dimensioning, axonometric projection, and intersections and developments. The course is recommended for drafting and engineering majors. (2 lecture and 6 laboratory hours per week). [CB0000008622]

DRFT1411. Architectural Drafting I. (4 credits). This course covers basic drafting techniques as related to the preparation of residential details, with emphasis on floor plans, plot plans, foundations, structural details, sections, and elevations. (2 lecture and 6 laboratory hours per week). [CB0000008622]

DRFT1412. Architectural Drafting II. (4 credits). This course is a continuation of DRFT 1411 on an advanced level. (2 lecture and 6 laboratory hours per week). Prerequisite: DRFT 1411. [CB0000008622]

DRFT1420. Electrical Drafting. (4 credits). This introduction to electrical schematics and diagrams also covers basic electricity and provides a study of electrical and electronic symbols, their application, and associated terminology. (2 lecture and 6 laboratory hours per week). Prerequisite: DRFT 1400. [CB0000008622]

DRFT1430. Pipe Drafting. (4 credits). This basic course is designed for the study of engineering standards, pipe and fitting designs, symbols, and specifications. (2 lecture and 6 laboratory hours per week). Prerequisite: DRFT 1400. [CB0000008622]

DRFT1440. Machine Drafting. (4 credits). This course includes problems relating to detail and assembly drawings of small machines, with

emphasis on screw threads, fasteners, gears, and shop processes. (2 lecture and 6 laboratory hours per week). Prerequisite: DRFT 1400. [CB0000008622]

DRFT1450. Civil Drafting. (4 credits). This course includes topics such as plotting surveyor's notes, plot plans, and plats. Streets, highways, waterways, and industrial applications are included, and attention is given to lettering and lettering devices as used in civil drafting. (2 lecture and 6 laboratory hours per week). Prerequisite: DRFT 1400. [CB0000008622]

DRFT1460. Construction Drafting. (4 credits). This course is designed to provide insight into all types and methods of construction, the nature of various building materials and their use, and methods of construction. (2 lecture and 6 laboratory hours per week). Prerequisite: DRFT 1400. [CB0000008622]

DRFT2311. Cooperative Education for Drafting I. (3 credits). Students apply drafting skills and knowledge of production techniques in an entry-level position with industry. The student works approximately 20 hours per week under the supervision of the College and the employer. Student will also be required to attend a one-hour lecture on campus with the internship instructor. Work station must be approved by department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000008622]

DRFT2312. Cooperative Education for Drafting II. (3 credits). Students apply drafting skills and knowledge of production techniques in an entry-level position with industry. The student works approximately 20 hours per week under the supervision of the College and the employer. Student will also be required to attend a one-hour lecture on campus with the internship instructor. Work station must be approved by department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000008622]

DRFT2411. Special Problems I. (4 credits). This course is designed to give the student an opportunity to develop additional skills in an area of major interest or to explore an additional specialized field. The student completes actual job problems in the chosen area of his/her interest. The student must have the approval of the department chairperson. (2 lecture and 6 laboratory hours per week). [CB0000008622]

DRFT2412. Special Problems II. (4 credits). This course may be repeated for credit when topics vary. The student must have the approval

of the department chairperson. (2 lecture and 6 laboratory hours per week). [CB0000008622]

DRFT2421. Computer Aided Drafting I. (4 credits). This basic course introduces the student to Computer Aided Drafting. Students use existing programs in learning the terminology and equipment used in CAD. Selected problems are used to give the student hands-on experience in the operation of the equipment. (2 lecture and 6 laboratory hours per week). Prerequisites: DRFT 1330, DRFT1400. [CB0000008622]

DRFT2422. Computer Aided Drafting II. (4 credits). This course includes the application of advanced problems with the use of equipment and software as used in various areas of technology. Students have the opportunity to do additional work in an area of specialization or explore a new area in addition to planned class problems. (2 lecture and 6 laboratory hours per week). Prerequisite: DRFT 2421. [CB0000008622]

DRFT2423. Computer Aided Drafting III. (4 credits). Selected advanced topics are given to students on an individual, to-be-arranged basis. These topics include the use of more advanced software and hardware to solve drafting problems in various areas of drafting. (2 lecture and 6 laboratory hours per week). Prerequisite: DRFT 2422. [CB0000008622]

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

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

DRFT2450. Computer Aided Drafting Applications -Electrical, Electronics. (4 credits). This is an advanced course designed to incorporate the computer with electrical - electronic drafting. Work related problems are designed to help the student produce working drawings on

the CAD system. A review of drafting and CAD fundamentals is offered. (2 lecture and 6 laboratory hours per week). Prerequisites: DRFT 1420, DRFT2421. [CB0000008622]

DRAMA

C. Jay Burton, Department Chairperson

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

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

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

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

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

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

DRAM1351. Introduction to Acting. (3 credits). This course is a study of the basic technique of acting. Included in the course are relaxation, concentration, objectives and intentions, scene work, and improvisational acting. (2 lecture and laboratory hours per week).

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

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

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

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

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

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

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

EARLY CARE AND EDUCATION

Sandra Horine, Department Chairperson

ECED1200. Early Childhood Games and Recreation. (2 credits). An introduction to the fundamental principles of child development through physical activity, this course explores physical activities appropriate to motor development and movement education. (1 lecture and 2 laboratory hours per week). Corequisite: READ 0309. [CB0000005222]

ECED1300. Early Childhood: Curriculum Resources. (3 credits). A study of child development through pre-school and day care programs, this course includes the history, philosophy, and practices of specialized care with emphasis on the educational, recreational, and health needs of the child. (3 lecture hours per week). Corequisite: READ 0309. [CB0000005222]

ECED1310. Creative Activities for Young Children. (3 credits). This is a study of materials and methods needed in an early childhood setting to provide creative experiences in the areas of art, music and movement, and creative dramatics. (2 lecture and 3 laboratory hours per week). Corequisite: READ 0309. [CB0000005222]

ECED1320. Literature and Language Arts for Young Children. (3 credits). This is an introduction to early learning experiences in listening, speaking, reading/writing readiness through literature and language arts. Literature written specifically for the young child will be examined. The student is acquainted with authors and illustrators of children's books. (2 lecture and 3 laboratory hours per week). Corequisite: READ 0309. [CB0000005222]

ECED1330. Infant and Toddler Care. (3 credits). This course provides the student with an understanding of the physical, social, emotional, and cognitive development of the infant and toddler with concentration on program planning in these areas of development. (3 lecture hours per week). Corequisite: READ 0309. [CB0000005222]

ECED1340. Math and Science for Young Children. (3 credits). Fundamentals of math and science concepts used in the early childhood setting as well as appropriate techniques and materials for classroom use will be presented. Problem-solving skills for young children will be emphasized. (2 lecture and 3

laboratory hours per week). Corequisite: READ 0309. [CB0000005222]

ECED2301. Early Care and Education Cooperative Education 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. (1 lecture and 20 laboratory hours per week). Corequisite: READ 0309. [CB0000005222]

ECED2302. Early Care and Education Cooperative Education 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. (1 lecture and 20 laboratory hours per week). Corequisite: READ 0309. [CB0000005222]

ECED 2303. Early Care and Education: Children With Disabilities. (3 credits). The student applies skill and knowledge of young children in an early childhood setting. The student receives practical training and experiences in the domain of children with learning disabilities under the supervision of a professional team. (1 lecture and 6 laboratory hours per week). Corequisite: READ 0309. [CB0000005222]

ECED2310. Nutrition, Health and Safety. (3 credits). This course is a study of nutrition, health, safety and activities. The course includes skills development in management of issues, guidelines, and practices in nutrition. Community health, hygiene, safety and legal implications are presented. The integration of these principles can be applied to a variety of settings. (3 lecture hours per week). Corequisite: READ 0309. [CB0000005222]

ECED2320. Child Growth and Development: Preschool to Middle Childhood. (3 credits). This course provides the student with an understanding of the physical, social, emotional, and mental development of the young child up to preadolescence, with concentration on child guidance. The course increases the student's understanding of the dynamics of behavior, including attitudes, values, and knowledge of growth patterns. (3 lecture hours per week). Corequisite: READ 0309. [CB0000005222]

ECED 2330. Children With Disabilities. (3 credits). This course is a study of children with learning disabilities. The course includes the identification, causes and characteristics of physical, cognitive and social/emotional disabilities. Environment, educational theories, legal issues and services available to children and families will be explored. (3 lecture hours per week). Corequisite: READ 0309. [CB0000005222]

ECED2420. Administration of Programs for Children I. (4 credits). This course will provide a practical application of management procedures for early care and education programs. The course includes a study of operating, supervising and evaluating programs. Content includes philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation and communication. (3 lecture and 2 laboratory hours per week). Corequisite: READ 0309. [CB0000005222]

ECED2430. Administration of Programs for Children II. (4 credits). This course will provide an in-depth study of the skills and techniques in managing early care and education programs. The course includes legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs. (3 lecture and 2 laboratory hours per week). Corequisite: READ 0309. [CB0000005222]

ECED 2440. Observation and Assessment Skills. (4 credits). This course is a study of principles and theories of child growth and development and their relationship to the observation and assessment of young children. The course will include developmental characteristics, current issues and trends, with referral and resource information. (3 lecture and 2 laboratory hours per week). Corequisite: READ 0309. [CB0000005222]

ECONOMICS

John Duke, Department Chairperson
Tim Reynolds

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

budgeting, and installment buying. (3 lecture hours per week). Corequisites: READ 0310 and ENGL 0310. [CB1904025242]

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

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

ELECTRONICS

David Cole, Department Chairperson

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

ELTE1410. Introduction to Electronic Technology. (4 credits). An introduction to the world of electronic technology, the course begins with the source of electricity and walks the student through the basic concepts of electronic circuits, numerous applications of electronics in the home and industry. The course provides the student with information about career opportunities in Computer Systems Technology and in Electronics Technology. This course also includes safety instruction in handling

hazardous materials and electronic equipment. This course is designed as an elective for non-electronics majors. (3 lecture and 3 laboratory hours per week). Prerequisite: MATH0312. Corequisites: READ 0309, ENGL 0310. [CB0000008824]

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

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

***ELTE2300. Cooperative Education in Electronics.** (3 credits). Participation in work internship for a minimum of 20 hours per week. Under the supervision of the employer and the Electronics Instructional advisor, the student receives on-the-job training related to his/her degree plan. A comprehensive treatment of individualized learning objectives on the job and at regularly scheduled meetings with the student's Electronics Instructional Advisor on career and job related topics. (1 lecture and 20 laboratory hours per week). Prerequisites: ELTE 2421, ELTE 2423. [CB0000008824]

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

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

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

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

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

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

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

ELTE2450. Advanced Electronic Circuits. (4 credits). This course includes a study of discrete and integrated circuit applications to advanced electronic systems. A background in linear and digital integrated circuits is required. (3 lecture and 3 laboratory hours per week). Prerequisite: ELTE 1440 and ELTE 2421. [CB0000008824]

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

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

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

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

**To be used as an elective.
**Capstone course.*

ENGLISH

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

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

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

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

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

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

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

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

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

ENGL2311. Technical Communication. (3 credits). Designed primarily for students working toward a four-year science or technology degree, this course stresses accurate and effective writing in formal reports and other professional communication forms. Brief attention is also given to the oral report. (3 lecture hours per week). Prerequisite: ENGL 1302. [CB2311015135]

ENGL2322. Survey of English Literature I. (3 credits). This course covers British literature from its beginning to the eighteenth century. Collateral reading and reports are required. (3 lecture hours per week). Prerequisite: ENGL 1302. [CB2308015135]

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

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

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

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

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

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

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

FRENCH

Amalia D. Parra
Department Chairperson

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

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

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

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

GEOGRAPHY

John Duke, Department Chairperson

GEOG1301. Principles of Geography. (3 credits). The course is designed to enhance student understanding of the physical and human elements that have shaped the present physical

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

GEOG 1303. World Regional Geography. (3 credits). A survey of the world's major geographic regions, with emphasis on intra-regional and inter-regional similarities and differences in climates, land and water resources, population distribution, and the extent of resource utilization. Physical and human factors that enhance, hinder, or threaten economic development and living conditions in the respective regions are also stressed. (3 lecture hours per week). Corequisites: ENGL 0310 and READ 0310. [CB4507015342]

GEOLOGY

Dick Graef, Department Chairperson
Dora Devery

GEOL 1301. Investigating the Earth, Sea and Sky. (3 credits). This is a survey course to introduce non-majors to the solid Earth, the oceans, the atmosphere, and the Earth's neighbors in space. (3 lecture hours per week).

GEOL 1303. Physical Geology. (3 credits). An introductory class designed for non-majors to study the composition, internal structure, and physical processes of the earth. (3 lecture hours per week). Prerequisite: READ 0310. [CB4007035139]

GEOL 1401. Earth Science. (4 credits). Topics covered in this course include geology, oceanography, meteorology and astronomy. The course integrates information about the earth and how it works. Emphasis is placed on the study of the structure and composition of the earth, natural hazards; such as tornadoes and hurricanes, as well as discussions about the solar system. This course is particularly well suited for students planning a career teaching in the elementary grades. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. [CB4007035139]

GEOL1403. General Geology I. (4 credits). This course provides an introduction to the study of rocks, minerals, and physical

processes that modify the surface of the earth, and it gives special attention to the practical aspects of geology in society, such as mineral, energy, and water resources, volcanism, and geologic factors that influence the environment. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. [CB4006015139]

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

GEOL1405. Environmental Geology. (4 credits). Topics covered in this course include geologic hazards, energy resources, waste disposal, air and water pollution, medical geology, environmental law as well as land use planning. The emphasis is on geologic processes and how they influence human activities. (3 lecture and 3 laboratory hours per week). Prerequisite: GEOL 1401 or Geol 1403. [CB0301025339]

GERMAN

Amalia D. Parra,
Department Chairperson

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

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

GERM2311. Intermediate German I. (3 credits). This course includes German readings, grammar, and composition based partly on a formal text and partly on selected readings. This course stresses written work and continues the oral work started in elementary German. (3

lecture and 1 laboratory hours per week). Prerequisite: GERM 1412. [CB1605015231]

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

GOVERNMENT

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

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

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

HISTORY

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

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

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

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

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

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

HIST 2341. Selected Topics in U.S. History. (3 credits). This course offers an in-depth treatment of specific areas of United States history (i.e., ethnohistory, minority studies, foreign policy, military and social history) and may be repeated for credit as topics vary. The course is an elective and will not satisfy degree requirements in United States history. (3 lecture hours per week). Corequisites: READ 0310 and ENGL 0310. [CB4508015642]

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

HORTICULTURE (ORNAMENTAL)

Steve Wheeler, Department Chairperson
Dwight Rhodes

HORT1401. Principles of Horticulture. (4 credits). This course presents the fundamental principles and practices of structure, growth, development, maintenance, and use of horticultural plants. The course outlines the commercial horticulture industry and occupational opportunities. The laboratory experience provides an introduction to growing, grounds maintenance, planting, and transplanting. (3 lecture and 3 laboratory hours per week). [CB0000005026]

HUMANITIES

Amalia D. Parra, Department Chairperson

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

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

JOURNALISM

Bill Crider, Department Chairperson

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

LEGAL ASSISTANT

Karen Barnett, Department Chairperson

LEGA1302. Introduction to Law and Legal System. (3 credits). A study of the court system of Texas, its historical background, legal practices, and court administration. Elements of the federal court system are examined. (3 lecture hours per week). Corequisites: READ 0309 and ENGL 0310. [CB0000005828]

LEGA1309. Legal Research & Writing. (3 credits). A comprehensive study of the legal system and the role of the legal assistant within the system, including ethics, the history and areas of law, and an introduction to legal research and writing. (3 lecture hours per week). Corequisites: READ 0309 and ENGL 0310. [CB0000005828]

LEGA1314. Criminal Law. (3 credits). This course will deal with the substantive law of crime and punishment. (3 lecture hours per week). Corequisites: READ 0309 and ENGL 0310. [CB0000005828]

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

LEGA 2313/2314. Cooperative Education. (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 student. An on-campus seminar will be used to discuss and evaluate the intern's achievement and progress in the program. (1 lecture and 20 lab hours per week). Corequisites: READ 0309 and ENGL 0310. [CB0000005828]

LEGA 2320. Wills, Trust, and Probate. (3 credits). A study of wills and trusts, their drafting, and the fundamental laws relating to each; the organization of probate court and analysis of estate administration. (3 lecture hours per week). Corequisites: READ 0309 and ENGL 0310. [CB0000005828]

LEGA 2331. Personal Injury Law. (3 credits). A study of the fundamentals of tort and insurance law, including intentional torts, negligence, and worker's compensation. Also considered are techniques of investigation, case management, pleading, and court procedures. (3 lecture hours per week). Corequisites: READ 0309 and ENGL 0310. [CB0000005828]

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

LEGA 2341. Texas Consumer and Property Law. (3 credits). An analysis of the principle consumer protection statutes in Texas, and a study of the fundamental principles and procedures of law related to the acquisition, control and disposition of property. (3 lecture hours per week). [CB0000005828]

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

MANAGEMENT DEVELOPMENT

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

MGMT1303. Cooperative Education I. (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 co-

op instructor. Students may receive credit from an approved full-time job. (1 lecture and 20 laboratory hours per week). [CB0000005621]

MGMT1310. Principles of Management. (3 credits). An overview of organization and human behavior within the organization, this course presents functions of management such as creating, planning, organizing, staffing, activating, and controlling. Considerable attention is given to management practices. (3 lecture hours per week). [CB0000005621]

MGMT1313. Cooperative Education II. (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 cop instructor. Students may receive credit from an approved full-time job. (1 lecture and 20 laboratory hours per week). [CB0000005621]

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

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

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

MGMT 2308. Principles of Purchasing. (3 credits). Principles of the purchasing function.

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

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

MGMT2313. Cooperative Education III. (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 cop instructor. Students may receive credit from an approved full-time job. (1 lecture and 20 laboratory hours per week). [CB0000005621]

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

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

MGMT 2321. Organizational Strategy II. (3 credits). Organizational Strategy II is the second sequence of an advanced course in management studies intended to distinguish individuals as career professionals. It involves major administrative skill segments covering financial management and operating measures, budgets, legal and regulatory controls, planning process for different levels and purposes,

methods of planning, staffing development and department organization, operating control process, developing control standards, productivity measures, changing and correcting business performance. (3 lecture hours per week). Prerequisite: MGMT 2320 or consent of instructor. [CB0000005621]

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

MGMT 2380. Organizational Behavior. (3 credits). Addresses the timeless issues related to how we live our lives at work and in other organizations. It is the study of individual and group behavior in organizational settings. Four supporting sub-themes are woven into this course: globalization, cultural diversity, technology and ethics. These themes are the challenges that individuals must face. Each theme places demands on people to grow and adjust. People must come to grips with them to maintain the health and well being of themselves and their organizations. This course is designed to equip individuals, managers and groups with the knowledge and skills needed to achieve this goal. (3 lecture hours per week). [CB0000005621]

MATHEMATICS

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

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

MATH0309. Pre-Algebra (3 credits). This course offers instruction and practice in the basic arithmetic operations, geometry, and statistics. Topics covered include operations on whole numbers, fractions, decimals, percents, descriptive statistics, and geometry. The purpose of MATH 0309 is to prepare the students

for MATH 0310. Enrollment in this course is based upon a self-perceived need to develop the skills covered or upon the college placement test. (3 lecture hours and 1 lab hour per week). [CB3201045137]

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

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

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

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

1314 or departmental approval.
[CB2701015337]

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

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

MATH1335. College Mathematics. (3 credits). Topics of this course include equations and inequalities, number theory, prime numbers, exponents, sets, number systems, functions, relations, and equivalence. Students enrolling in this course should have met or exceeded the remediation standard on the state-mandated TASP test or have passed MATH 0312 with a grade of A, B, or C. (3 lecture hours per week). Prerequisite: MATH 0312 or department approval. [CB2701015137]

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

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

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

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

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

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

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

MATH2415. Differential and Integral Calculus III. (4 credits). This course is a

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

MEDICAL LABORATORY TECHNOLOGY

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

MELT 1110. Professional Development for Medical Laboratory Technicians. (1 credit). This course is designed to strengthen the students personal and professional growth including medical ethics, effective interpersonal communications and responsibilities in the clinical laboratory and other places of employment. (1 lecture hour per week). Prerequisite: READ 0310 and ENGL 0310. [CB0000008028]

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

MELT1310. Parasitology/Mycology. (3 credits). This course includes a study of the taxonomy, morphology, and characteristics used to identify parasites and fungi. Students practice microscopic examination and identification of parasites and fungi as well as procedures to concentrate fix, stain, and preserve specimens containing parasites as well as cultivation and biochemical identification methods for fungi. The pathogenesis of parasitic and fungal diseases, epidemiology, and life cycles of parasites will be included. (2 lecture and 3 laboratory hours per week). Prerequisite: MELT 1300. [CB0000008028]

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

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

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

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

MELT2300. Serology-Immunology. (3 credits). This study of serological and immunological procedures includes flocculation, agglutination, precipitation, gel diffusion,

hemagglutination, complement fixation, fluores and EMIT. The student should be able to discuss the innate and adaptive immunity, cellular and humoral immunity, the inflammatory process, cytokines, antigens, antibodies, complement, acute immunity and other aspects of the immune mechanism and the body's reaction to foreign matter. (2 lecture and 4 laboratory hours per week). Prerequisite: MELT 1300. [CB0000008028]

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

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

MELT2330. Urinology. (3 credits). This course presents a study of urinalysis procedures including chemical tests, microscopic examination, pregnancy tests, renal function tests, and the correlation of these procedures to disease states and malfunctions. (2 lecture and 4 laboratory hours per week). Prerequisite: MELT 1300. [CB0000008028]

MELT2340. MELT Practicum. (3 credits). This course includes 480 hours of supervised work experience in a clinical laboratory and one week of review in the classroom. All other

courses in MELT Program must be completed before a Practicum can be approved. (30 clinical hours per week.) [CB0000008028]

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

MELT2412. Clinical Chemistry/ Instruments II. (4 credits). This continuation of MELT 1511 includes lecture and laboratory instruction on clinical chemistry automation, non-protein nitrogen compounds, lipids, electrolytes, minerals, liver functions, pH, blood gases, and associated calculations. The lecture portion of the course is on campus, and it includes interpretation of test results, assessment of disease processes, and evaluation of metabolism. The laboratory portion of the course is located at clinical sites to provide experience with the operation, maintenance, and troubleshooting of current clinical chemistry instruments. (3 lecture and 4 laboratory hours per week). Prerequisite: MELT 1300 and MELT 1511. [CB0000008028]

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

MENTAL HEALTH

G. E. Carrier, Department Chairperson

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

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

MENH 1310. Drug Use and Abuse. (3 credits). A study of the use and abuse of drugs in today's society. Physiological, sociological, and psychological effects are addressed. Appropriate for substance abuse counselor training. (3 lecture hours per week). [CB0000008029]

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

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

MENH1331. Cooperative Education I. (3 credits). A supervised internship in a human service or substance abuse treatment agency. The experience will be primarily student observations and recordings of events in an assigned agency, such as treatment, meetings, and counseling sessions. Student will be expected to participate in treatment of clients as directed by agency and instructors. Student must have an approved work station and approval of the department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000008029]

MENH1332. Cooperative Education II. (3 credits). A continuation of MENH 1321 with more emphasis on an active participation in treatment programs, i.e., carrying a small case load and working with team leader or counseling in groups. The student must have an approved work station and approval of the department chairperson. (1 lecture and 20 laboratory hours per week). Prerequisite: MENH 1321. [CB0000008029]

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

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

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

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

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

MENH2313. Laws and Standards Affecting Mental Health. (3 credits). A view of professional and legal issues as they impact health care professionals (substance abuse counselors). Liability issues, client rights, client confidentiality, record keeping, professional code of

conduct, and counselor ethics are addressed. (3 lecture hours per week). [CB0000008029]

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

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

MENH2333. Cooperative Education III. (3 credits). A continuation of MENH 1322 with additional training in the implementation of the basic principles of psychiatric/residential care. Outpatient treatment modalities under supervision will be introduced. The student must have an approved work station and approval of the department chairperson. (1 lecture and 20 laboratory hours per week). Prerequisite: MENH 1322. [CB0000008029]

MENH2334. Special Problems. (3 credits). This course is designed for students seeking advanced training by working on special problems unique to mental health, social work or substance abuse treatment. The course requirements will integrate academic subject matter with applied learning opportunities designed to satisfy experience and subject criteria necessary for state licensure. (Licensure requirements are unique and may vary by agency. Students are encouraged to contact their respective licensure boards for requirements.) 3 lecture hours per week. Prerequisite: MENH 2333. [CB0000008029]

MENH2340. Professional Issues in Human Services. (3 credits). The opportunity to develop professional identity, including self-awareness and commitment to values and ethics of the profession, including areas of support available to promote professional growth and self-evaluation. (3 lecture hours per week). [CB0000008029]

MUSIC

Doris Burbank, Department Chairperson
Jerry Perkins

GENERAL MUSIC

MUSII152. Contemporary Church Music. (1 credit). This class will survey contemporary materials available and determine the areas of concentration most beneficial to the group. Considerations will include small and large ensembles, solo work, and the preparation and utilization of instrumental/vocal backgrounds for performances. Possibilities exist for radio/TV productions and also for public performances. (4 laboratory hours per week). [CB5009035830]

MUSII166. Woodwind Class. (1 credit). This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on flute, oboe, clarinet, bassoon, saxophone, and piccolo. (1 lecture and 2 laboratory hours per week). [CB5009035130]

MUSII168. Brass Class. (1 credit). This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on trumpet, French horn, trombone, and tuba. (1 lecture and 2 laboratory hours per week). [CB5009035130]

MUSII181. Class Piano. (1 credit). Class Piano, a course designed for students with little or no previous experience, provides a study of basic techniques, scales, chords, and basic repertoire. (1 lecture and 1 laboratory hours per week). [CB5009075130]

MUSII182. Class Piano. (1 credit). This Class Piano course for beginners continues the study of basic techniques, scales, chords, and basic repertoire. (1 lecture and 1 laboratory hours per week). [CB5009075130]

MUSII183. Voice Class. (1 credit). This laboratory class, designed for students with no previous voice training, provides instruction in breathing, tone production, and diction. (1 lecture and 2 laboratory hours per week). [CB5009085130]

MUSII188[1170]. Percussion Class. (1 credit). This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on snare

drum, tympani, xylophone, cymbals, and other percussion instruments. (1 lecture and 2 laboratory hours per week). [CB5009035130]

MUSII192[1179]. Guitar Class. (1 credit). This course, designed for beginning guitar students, provides a study of basic techniques, chords, and basic repertoire. (1 lecture and 2 laboratory hours per week). [CB5009035130]

MUSII211. Music Theory. (2 credits). This course continues the study of the fundamentals of musicianship, including scales, intervals, diatonic triads, inversions, written and keyboard harmony, and dominant seventh chords and inversions. (3 lecture hours per week). Prerequisite: READ 0310. [CB5009045130]

MUSII212. Music Theory. (2 credits). This course continues the study of scales, intervals, diatonic triads, inversions, written and keyboard harmony, and dominant seventh chords and inversions. (3 lecture hours per week). Prerequisite: READ 0310. [CB5009045130]

MUSII216. Ear Training and Sight-Singing. (2 credits). This required course for music majors is the first part of a four-semester presentation of basic aural, visual, and vocal experiences in dictation and in sight-singing. (3 laboratory hours per week). Corequisite: MUSI 1311. [CB5009045630]

MUSII217. Ear Training and Sight-Singing. (2 credits). This required course for music majors is the second part of a four-semester presentation of basic aural, visual, and vocal experiences in dictation and sight-singing. (3 laboratory hours per week). Corequisite: MUSI 1312. [CB5009045630]

MUSII263. Improvisation. (2 credits). This course presents the techniques of improvising music through the analysis of melodic motives, chordal construction, and sequencing, and it applies this analysis to traditional and contemporary materials. (1 lecture and 2 laboratory hours per week). [CB5009036530]

MUSI301. Introduction to Music. (3 credits). This course familiarizes the student with the meaning of musical notation through the study of scales, chords, and rhythm. The course meets the needs of elementary education majors and other students who wish to gain a working knowledge of music. It is beneficial, but not required, for the student to also enroll in Class Piano. (3 lecture hours per week). Corequisite: READ 0310. [CB5009045530]

MUSI306. Music Appreciation. (3 credits). This general survey course provides the student

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

MUSI308. Survey of Music Literature I. (3 credits). This course is a study of instrumental and vocal music forms. It includes representative compositions from sacred and secular music. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB5009025230]

MUSI309. Survey of Music Literature II. (3 credits). This course continues the study of instrumental and vocal music forms. It includes representative compositions from sacred and secular music. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB5009025230]

MUSI310. History of Rock/ Jazz. (3 credits). This course consists of discussion and listening experiences reflecting the development of jazz music and its impact on American culture. The course traces the music from its African roots through ragtime, blues, the big-band swing era, be-bop, cool jazz, and free jazz. (3 lecture hours per week). Corequisite: READ 0310. [CB5009025330]

MUSI386. Composition. (3 credits). This course provides instruction in music composition in small forms for simple media in both traditional and contemporary electronic styles. (3 lecture hours per week). [CB5009045330]

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

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

MUSI2211. Music Theory. (2 credits). This course continues the study begun in MUSI 1311 and MUSI 1312 with advanced aural and written study and with emphasis on chromatic harmony, harmonic analysis, and twentieth-century techniques. (3 lecture hours per week). Prerequisite: MUSI 1312. [CB5009045230]

MUSI2212. Music Theory. (2 credits). This course continues the study begun in MUSI 1311, MUSI 1312, and MUSI 2312 with

advanced aural and written study and with emphasis on chromatic harmony, harmonic analysis, and twentieth-century techniques. (3 lecture hours per week). Prerequisite: MUSI 2311. [CB5009045230]

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

MUSI2217. Ear Training and Sight-Singing. (2 credits). This required course for music majors is the last part of a four-semester presentation of basic aural, visual, and vocal experiences in dictation and sight-singing. (3 laboratory hours per week). Prerequisite: MUSI 2216. Corequisite: MUSI 2312. [CB5009045730]

ENSEMBLES

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

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

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

MUSI1141,2141. Concert Choir. (1 credit each). This course can be repeated for credit. This organization rehearses and performs traditional and contemporary choral literature. In addition to local concerts, the group participates in campus activities and makes several concert tours to other cities. In order to obtain credit, members must attend all called

rehearsals and public performances. (5 laboratory rehearsal hours per week). [CB5009035730]

MUSI1143,2143. College Singers. (1 credit each). This course can be repeated for credit. This organization is limited in membership. Students are selected through auditions from the membership of the College choir. The student must have previous experience in choral music, a member in good standing of the concert choir, ability to sight-read, and instructor approval. (4 laboratory rehearsal hours per week). [CB5009035830]

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

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

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

APPLIED MUSIC

[All Applied Music Courses Are Under CB5009035430]

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

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

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

MUAP1261,1262. Applied Music - Guitar. (2 credits each). These courses provide one hour of individual instruction a week in guitar. (1

lecture and 4 laboratory practice hours per week).

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

MUAP1281,1282. Applied Music - Voice. (2 credits each). These courses provide one hour of individual instruction per week. (1 lecture and 4 laboratory practice hours per week).

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

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

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

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

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

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

NURSING

*Betty Oliver, Director
Patricia Aulds, Minerva Clampper, Sally Durand, Sharon Hightower, Susan Priest, Miriam Villageliu, Jean Withrow*

ADN - ASSOCIATE DEGREE NURSING

All ADN courses under [CB000008021]

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

NURS1310. Psychiatric Nursing. (3 credits). 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. (2 lecture and 6 clinical hours per week). Prerequisite: NURS 1750 or NURS 1400.

NURS1400. Nursing Transition. (4 credits). This transition course is designed for the licensed vocational nurse (LVN) who wishes to have an option to challenge examinations. The course is designed to assess and evaluate the LVN's theory base in nursing content and nursing skills. Emphasis is placed on role transition as well as the incorporation of selected content from both Introduction to Nursing (NURS 1800) and Medical/Surgical Nursing I (NURS 1900). (2 lecture and 6 laboratory/clinical hours per week). Prerequisites: BIOL 2402, PSYC 2314, PSYC 2308, ENGL 1301.

NURS1750. Medical-Surgical Nursing I. (7 credits). This course familiarizes the student with the more common medical and surgical conditions for which patients are hospitalized. It emphasizes the biological, psychological, and social components of each patient's situation. The student utilizes the nursing process in the management of patient care. (4 lecture and 16 clinical hours per week). Prerequisite:

NURS 1800, PSYC 2301. Corequisites: BIOL 2402, PSYC 2314.

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

NURS2200. Professional Development. (2 credits). This course is designed to offer the student of nursing a better understanding of the nursing profession as it relates to the health care delivery system. The content includes historical, contemporary, and future issues in nursing; legal responsibilities; professional behavior and ethics; professional organizations; opportunities and employment responsibilities in nursing; and concepts of management. (1 lecture and 2 laboratory hours per week). Prerequisite: NURS 1310.

NURS2401. Maternal Nursing. (4 credits). 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. (2 lecture and 7 laboratory hours per week). Prerequisite: NURS 1310.

NURS2411. Child Health Nursing. (4 credits). 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. (2 lecture and 7 clinical hours per week). Prerequisite: NURS 1310.

NURS2700. Medical-Surgical Nursing II. (7 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 1310. Corequisite: ENGL 1302.

NURSING

*Judy Siefert, Department Chairperson
Glo Ann Cole*

VN - VOCATIONAL NURSING

All VOCN courses under [CB0000007821]

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

VOCN1210. Math for Drug Administration. (2 credits). Calculation of drug dosages using common formulas and mathematical functions are presented. A review of basic mathematical skills, the principles and techniques of drug administration, drug forms and routes are included. Clinical application of skills is addressed in laboratory simulations, team and/or total patient care assignments. (2 lecture hours per week).

VOCN1401. 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. (4 lecture hours per week; taught 12-week Summer session only).

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

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

VOCN1910. Fundamentals of Vocational Nursing. (9 credits). This course introduces vocational nursing concepts and basic nursing care skills. Topics include ethical/legal aspects of health care delivery, basic microbiology, nutrition, the nursing process, principles and procedures in patient care, an introduction in drug administration, and gerontology. The sequence of study proceeds from simple to complex and in the order of the human basic needs hierarchy. The goals and objectives of this course are to initiate cognitive, psychomotor, and affective behavior consistent with the role of the vocational nurse. Clinical experiences include simulated laboratory settings and long-term and/or acute care facilities. (8 lecture and 5 laboratory hours per week).

VOCN1902. Maternal-Child Nursing. (10 credits). This course is a study of normal obstetrics, neonatology, and pediatrics. A family centered approach using the nursing process in nursing care planning, treatment, drug therapy, nutrition, and growth and development will be studied. Common complications and health problems of the prenatal, labor and delivery, postpartum, neonatal, and child to adolescent growth cycles will be considered. Clinical experiences will include prenatal public health settings, perinatal hospitalized settings, the hospitalized neonate and pediatric patient, plus child care, clinic, or seminar/workshop participation. (6 lecture and 24 clinical laboratory hours per week). Prerequisites: VOCN 1401, VOCN 1910.

VOCN1912. Advanced Medical Surgical Nursing. (10 credits). This course utilizes the nursing process in nursing care planning for health deviations of the adult and the geriatric. Preventative, therapeutic, and rehabilitative aspects of care are included for continuity of care. Physical, psychological, spiritual/social, and learning needs of patients are studied on a systems approach. A variety of settings provide clinical experience, i.e. acute care, long term, rehabilitative, ancillary and community/home health services. Students participate in seminars/workshops and tours of area health care agencies. Medication administration will include team medication and/or TPC assignments. (6 lecture and 24 clinical laboratory hours per week). Prerequisites: VOCN 1401, VOCN 1910.

NUTRITION

*Betty Oliver, Director
Sally Durand*

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

OFFICE ADMINISTRATION

*Crystal Brittingham, Department
Chairperson
Catherine Finley*

OFAD1301. Keyboarding. (3 credits). This course is structured for individualized learning. The course emphasizes building touch keyboarding skills, speed, and basic production with the use of word processing software. (3 lecture and 1 laboratory hours per week). [CB0000005825]

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

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

OFAD 1351[OFAD 1350]. Office Technology. (3 credits). This course is designed to familiarize students with current office technology, such as the scanner, copier, fax, electronic calculator, computer, transcriber, and electronic filing system. The course includes data entry activities on the microcomputer and applications of basic arithmetic skills

to the operation of electronic calculators using ten-key touch. (2 lecture and 3 laboratory hours per week). [CB0000005825]

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

OFAD1400. Records Management. (4 credits). Basic course providing instruction in the alphabetic, subject, numeric, and geographic methods of filing. This course also includes an introduction to microcomputer data base programs and an electronic filing system. (3 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD1410. Abbreviated Writing. (4 credits). This course is an alphabetic writing system. The course emphasizes theory, speed, dictation, and transcription. (3 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD 1423 [OFAD 1322]. Document Processing I. (4 credits). The course familiarizes students with the computer keyboard and builds skills essential to obtain employment in an office occupation. The course emphasizes integrating correct keyboarding and word processing techniques used to create letters, tables, memos, and reports. (3 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD 1424 [OFAD 1322]. Document Processing II. (4 credits). The course continues the student's development of keyboarding and word processing skills through the creation of documents requiring higher level word processing features and faster keyboarding input. Prerequisite: 40 words per minute or department chairman approval and basic word processing skills. (3 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD1440. Office Procedures. (4 credits). This study of office occupations and office professional's duties includes topics such as handling of mail, telephone techniques, decision making, time management, listening skills, planning meetings, prioritizing, and human relations. This course is taught in a team environment. Prerequisite: Basic word processing skills or OFAD 2341 or 2342 and OFAD 1324 or 40 words per minute. (3 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD1441. Medical Office Procedures. (4 credits). The study of the duties of the office professional in a medical office. Topics discussed include handling of mail, telephone techniques, decision making, time management, listening skills, planning meetings, prioritizing, and human relations. This course is taught in a team environment. Prerequisite: Computer literate and READ 0310. (3 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD1443. Legal Office Procedures. (4 credits). The study of the duties of the office professional in a legal office. Topics discussed include handling of mail, telephone techniques, decision making, time management, listening skills, planning meetings, prioritizing, and human relations. This course is taught in a team environment. Prerequisite: Basic word processing skills or OFAD 2341 or 2342 and OFAD 1324 or 40 wpm. (3 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD1471. Medical Terminology and Transcription. (4 credits). A study of roots, suffixes, and prefixes of medical terminology to develop and 11,000 word medical vocabulary for the medical office professional. The vocabulary will be used in transcribing medical dictation. Prerequisite: Basic word processing skills, (OFAD 2341) and OFAD 1324 or 40 wpm. (3 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD 1472. Medical Terminology and Coding. (4 credits). A study of the organ systems of the human body and introduction into the coding procedures used in the medical field. Prerequisite: OFAD 1371. (3 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD1476 [OFAD 1375]. Legal Terminology and Transcription. (4 credits). Course objectives are to insure comprehension of meanings, procedures, and applications of legal terminology. Emphasis is placed on providing a learning experience in machine transcription of legal dictation in a simulated legal office, which includes punctuation of legal correspondence and legal documents. Prerequisite: Basic word processing skills (OFAD 1323) and 40 wpm. (OFAD 2341). (3 lecture and 2 laboratory hours per week). [CB0000005825]

OFAD 2315, 2316 [OFAD 2311, 2312]. Cooperative Education I and II. (3 credits). Students work in a qualifying firm 20 hours per week in an office situation where they receive practical training and experience compatible

with their career objective. Students will also be required to attend a one-hour lecture on campus with the internship instructor. Students may receive credit from an approved full-time job. (1 lecture and 20 laboratory hours per week). [CB0000005825]

OFAD 2323. Typewriting III. (3 credits). This course is for Court Reporting majors. The course is designed to build speed and accuracy on five-minute timed writings to meet the Court Reporting Department's criteria for students to keyboard 60WPM with five or less errors. (2 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD 2410. Selected Topics. (4 credits). The course content will be selected topics in office technologies. Prerequisite: Approval of department chairperson. (3 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD 2424 [OFAD 2323]. Document Processing III. (4 credits). This advanced keyboarding and word processing course places emphasis on production output in an office atmosphere with additional training given in written and oral communication. Prerequisite: OFAD 1324, OFAD 1331, OFAD 2341 and OFAD 2342. (3 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD2441. Word Processing I. (4 credits). This course will provide students with beginning through advanced features of a current word processing software program used by industry. Prerequisite: 40 wpm or approval of the department chairman. (3 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD2442. Word Processing II. (4 credits). This course will provide students with beginning through advanced features of a current word processing software program used by industry. Prerequisite: 40 wpm or approval of the department chairman. (3 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD2443. Word Processing III. (4 credits). This course will introduce students to practical applications of spreadsheet, data base, and graphics. (3 lecture and 3 laboratory hours per week). [CB0000005824]

OFAD 2444. Word Processing IV. (4 credits). This course will provide students with beginning features of current word processing software programs used by industry. Prerequisite: 40 wpm or approval of the department chairman. (3 lecture and 3 laboratory hours per week). [CB0000005825]

OFAD 2445. Word Processing V. (4 credits). This course will provide students with advanced features of current software programs used by industry. Prerequisite: 40 wpm or approval of the department chairman and OFAD 2344. (3 lecture and 3 laboratory hours per week). [CB0000005825]

ORIENTATION

Sponsored by the Counseling Center

Instructors: Gwendolyn Burgess, James Ray Couser, Eileen Cross, Kennon Henry, Irene Montoya, Diana Stiles, Pat Street

ORIE0100. College Adjustment. (1 credit). This course is designed to equip students with many of the basic skills necessary for a successful academic career. Students are given an opportunity for self-assessment regarding strengths, limitations, skills, and interests. New strategies for study and approaches to self-management are offered as content of this course. There are special sections for students with disabilities, international students, and JTPA students. (Developmental credit only.) [CB3201015325]

SPORTS AND HUMAN PERFORMANCE

(formerly called Physical Education)

Dr. Don Childs, Department Chairperson/Athletic Director

Bryan Alexander, Gary Coffman, Bonny Johnson, Erika Eriksson

ACTIVITY COURSES

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

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

PHED1101, PHED1111. Individual and Dual Sports - Badminton. (1 credit). This

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

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

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

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

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

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

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

PHED1108, PHED1118. Individual and Dual Sports - Adaptive Physical Activity. (1 credit). This course is for students who, for medical reasons, need individual attention concerning their physical activity. Activities will be varied according to individual needs as determined by instructor, student, and student's

physician. The course may be repeated once for credit. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

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

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

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

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

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

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

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

PHED1128. Fundamentals of Movement - Jazz. (1 credit). This course provides instruction and participation in jazz, and it includes a brief study of the history and philosophy of the

dance. (3 laboratory hours per week). [CB3601085128]

PHED1129. Fundamentals of Movement - Tap. (1 credit). This course provides instruction and participation in tap dancing, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours of instruction and participation per week). [CB3601085128]

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

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

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

PHED1138, PHED 1148. Powerwalking. (1 credit). This course provides instruction and participation in powerwalking in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

PHED1139, PHED 1149. Golf. (1 credit). This course provides instruction and participation in golf in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 laboratory hours of class instruction and participation per week). [CB3601085128]

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

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

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

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

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

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

ADVANCED SPORTS -

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

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

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

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

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

THEORY COURSES

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

hours per week). Corequisite: READ 0309. [CB3105015228]

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

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

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

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

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

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

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

PHED 1346. Drug Use and Abuse. (3 credits). A study of the use and abuse of drugs in

today's society. Emphasizes the physiological, sociological and psychological factors. (3 lecture hours per week). Corequisite: READ 0309. [CB5103015228]

PHILOSOPHY

John Duke, Department Chairperson

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

PHYSICS

Dick Graef, Department Chairperson

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

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

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

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

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

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

PSYCHOLOGY

John Duke, Department Chairperson
Mike Eernisse, Nancey Lobb

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

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

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

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

PSYC2317. Statistical Methods in Psychology. (3 credits). This course explores such topics as measures of central tendency and variability, statistical inference, and correlation and regression. (3 lecture hours per week). Prerequisites: PSYC 2301, MATH 0310. [CB429995240]

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

READING

Lynda Vern, Department Chairperson

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

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

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

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

standard. (3 lecture hours per week). Prerequisite: READ0310. [CB3201085235]

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

REAL ESTATE

REAL1301. Principles of Real Estate. (3 credits). This beginning course in real estate fundamentals and principles explores the development of real estate in Texas and introduces the study of ownership appraisal, law, practices, financing, land and location values, transfers, trends, regulations, and economic effects. (3 lecture hours per week). [CB5215015125]

RESPIRATORY CARE

*Diane Flatland, Department
Chairperson Perry Bush*

All RESC courses are under [CB000008025]

RESC 1120. Introduction to Practicum. (1 credit). This is an introductory course to the hospital setting. Students will be able to observe and perform the skills taught in adjoining courses. Also included is certification as a BCLS provider, body mechanics, and assessment of vital signs. (8 laboratory hours per week). Corequisites: RESC 1400, 1411.

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

RESC1212. Practicum 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 1400, 1411, 1120. Corequisites: RESC 1312, RESC 1412.

RESC 1315. Pulmonary Diagnostics. (3 credits). This course includes theories and techniques involved in pulmonary function testing. Pulmonary exercise testing, metabolic studies, oximetry, transcutaneous monitoring and capnography will also be discussed. (2 lecture and 2 laboratory hours per week). Prerequisite: RESC 1400.

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

RESC1312. Respiratory Pathophysiology (3 credits). Medical problems are discussed from an etiological, symptomatic, diagnostic, therapeutic, and prognostic point of view. Topics include obstructive and restrictive diseases, neuromuscular and CNS diseases, cardiac failure, etc. (3 lecture hours per week). Prerequisite: RESC 1300. Corequisites: RESC 1212, RESC 1412.

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

RESC1400. Introduction to Respiratory Care. (4 credits). This introductory course is designed to acquaint students with the responsibilities of the respiratory care practitioner as a member of the health care team. The course includes instruction and practice in basic procedures pertaining to medical gas administration, humidity and aerosol therapy, and nursing skills. Application of these procedures are performed in the laboratory and clinical area under supervision. (3 lecture and 2 laboratory hours per week). Corequisite: RESC 1120, 1411.

RESC1411. Respiratory Care Procedures I. (4 credits). This in-depth study of basic respiratory care concepts, theories, and techniques emphasizes IPPB therapy, airway management, suctioning, chest physical therapy, and incentive spirometry. Applications of these procedures are performed in the laboratory and clinical area under supervision. (3 lecture and 2 laboratory hours per week). Corequisites: RESC 1120, 1400. Prerequisite: RESC 1300.

RESC1412. Respiratory Care Procedures II. (4 credits). Designed to introduce the student to

the design, function, and operation of volume-cycled ventilators, this course emphasizes assisted and controlled ventilation and the use of special procedures (IMV, CPAP, etc.). Blood gas interpretation, including arterial blood gas sampling techniques and analysis, is also discussed. (3 lecture and 2 laboratory hours per week). Prerequisites: RESC 1300, RESC 1411. Corequisite: RESC 1212.

RESC2201. Seminar in Respiratory Care. (2 credits). This course will include presentation of patient case studies in a panel discussion format, demonstration and evaluation of new ventilators on the market today, home care equipment troubleshooting, and patient assessment in the home. Student must have completed all previous Respiratory Care courses or have permission of program director. (2 lecture hours per week).

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

RESC2205. Clinical Management and Education. (2 credits). This introduction to the managerial aspects of the Respiratory Care Department includes budgeting, scheduling, and staffing. It also covers in-service education, behavioral objectives, and teaching and testing strategies. (1 lecture and 3 laboratory hours per week; Summer session: 1 lecture and 4 laboratory hours per week).

RESC2212. Practicum II. (2 credits). This course provides the student with the opportunity to apply skills necessary for managing and monitoring the patient-ventilator system in the intensive care setting. It includes attending physician rounds, presentation of patient assessments and a respiratory care plan. (15 laboratory hours per week; 12-week summer session: 20 laboratory) Prerequisites: RESC 1412, RESC 1212.

RESC2223. Practicum III. (2 credits). In this course the student applies all respiratory concepts related to patient care to demonstrate experience as a practicing therapist with the correlation of advanced clinical and technological concepts. Includes AHA advanced cardiac life support program (\$100 fee). The student will also rotate through specialty areas

pertaining to cardiopulmonary care. (18 laboratory hours per week). Prerequisites: RESC 2212, 2112.

RESC2224. Practicum IV. (2 credits). This in-depth exposure to respiratory care and ventilator management emphasizes neonatal and pediatric therapy. Case studies and follow-ups are presented. Also, a continuation of specialty areas pertaining to cardiopulmonary care will be included. (20 laboratory hours per week). Prerequisites: RESC 1412, 2223.

RESC2309. Neonatal and Pediatric Respiratory Care. (3 credits). This course explores the care of the pediatric patient with cardiopulmonary disease. Cardiopulmonary anatomy and physiology, fetal development, diseases, and equipment and therapeutic techniques used in treating these diseases are covered. (3 lecture hours per week). Prerequisite: RESC 2310, RESC 2320. Corequisite: RESC 2224.

RESC2310. Advanced Pathophysiology. (3 credits). This course includes an in-depth study of various diseases and disorders related to the cardiopulmonary system. Advanced diagnostic techniques including chest radiography and electrocardiography are also discussed. (3 lecture hours per week). Prerequisites: RESC 1312, 1315. Corequisites: RESC 2313, RESC 2320.

RESC2320. Advanced Intensive Care Procedures. (3 credits). This course is designed to familiarize the student with techniques used clinically to assess a patient both subjectively and objectively. It also introduces the student to invasive monitoring systems used in the critical care setting such as Swan-Ganz catheterization, CVP and arterial lines, intracranial pressure monitoring, chest drainage, and counterpulsation. (3 lecture hours per week). Prerequisites: RESC 1312, RESC1412, 1315. Corequisite: RESC 2223.

RETAIL

MANAGEMENT & MARKETING

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

activities. (3 lecture hours per week).
[CB0000005623]

RETL 1301. Salesmanship.(3 credits). The selling of goods and ideas is the focus of this course. Buying motives, sales psychology, customer service, and sales techniques are studied. (3 lecture hours per week). [CB0000005623]

RETL 1303. Cooperative Education I. (3 credits). 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 co-op instructor. Students may receive credit from an approved full-time job. The student must have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000005623]

RETL 1313. Cooperative Education II. (3 credits). 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 co-op instructor. Students may receive credit from an approved full-time job. The student must have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000005623]

RETL 1320. Buying and Merchandising. (3 credits). This course includes a study of the fundamental concepts in the buying and merchandising of retail 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 retail merchandise, and responsibilities of buyers are covered. (3 lecture hours per week). [CB0000005623]

RETL 1330. Merchandise Planning Procedures. (3 credits). This course is designed to prepare career-oriented students for employment at such entry level merchandising positions in retail organizations as assistant buyer, assistant manager, or merchandising clerical. Topics include merchandising profit, merchandising planning, purchase orders, markdowns, markups, inventory control, and computerized merchandising operations. (3 lecture hours per week). [CB0000005623]

RETL 2313. Cooperative Education III. (3 credits). 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 co-op instructor. Students may receive credit from an approved full-time job. The student must have the approval of the department chairperson. (1 lecture and 20 laboratory hours per week). [CB0000005623]

RETL 2350. Textiles. (3 credits). This study of fibers, yarns, weaves, designs, and finishes emphasizes information applicable to the selection and performance of textiles normally used in apparel. (3 lecture hours per week). [CB0000005623]

RETL 2361. Visual Merchandising and Sales Promotion. (3 credits). This course introduces concepts and skills essential to effectively promote fashion merchandise. Experience will be gained in principles and elements of design, color, props, lighting, sign layout, themes and sources. A study of sales promotion activities and fashion advertising is also included. (3 lecture hours per week). [CB0000005623]

RETL 2375. Principles of Retailing. (3 credits). This course provides students with an overview of retailing and retail functions. Topics include channels of distribution, organization, retail employment selecting, and supervising and training workers. This course includes buying and pricing merchandise, store layout, maintenance, and service and credit policies. (3 lecture hours per week). [CB0000005623]

RETL 2376. Principles of Marketing (3 credits). The fundamental marketing concepts and functions are analyzed and interpreted within the framework of the economic, competitive, social and legal environments. Integration of the various marketing activities by means of sound management decisions, formulation of plans and policies as to the product, price, market research, sales promotion and advertising, distribution channels and sales, statistics, accounting and sales records. (3 lecture hours per week). [CB0000005623]

RETL 2386. International Retail Management. (3 credits). Studies the process for researching the sources of supply, both domestically and internationally, in the retail and related industries. Students gain knowledge in preparation techniques for international and domestic sourcing. Foreign trade terminology is used. Emphasizes the impact on the U.S.

economy of a potential broadening of the scope of U.S. apparel exports for retailing in foreign countries. Studies administrative techniques for the successful buying and management of the financial, legal, and logistical aspects of exporting. (3 lecture hours per week).

[CB0000005623]

RETL 2396. Merchandise Planning Procedures II. (3 credits). A retail merchandising course in which the students gain knowledge and hands-on experience with various retail computer programs. The students will implement the information learned from Merchandise Planning Procedures I into an actual computerized buying simulation program. (3 lecture hours per week). Prerequisite: RETL 1330. [CB0000005623]

SOCIOLOGY

John Duke, Department Chairperson
Mike Eernisse, Nancy Lobb

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

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

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

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

SPANISH

Amalia D. Parra, Department Chairperson

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

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

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

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

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

SPAN2312. Intermediate Spanish II. (3 credits). This course is a continuation of the study introduced in SPAN 2311, and it emphasizes

fluent usage of oral and written Spanish. (3 lecture and 1 laboratory hours per week). Prerequisite: SPAN 1412. [CB1609055231]

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

SPEECH

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

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

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

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

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

SPCH2341. Oral Interpretation. (3 credits). This course presents the study of platform interpretation of literature. The course emphasizes improvement in voice, pronunciation, and

enunciation for interpreting lyric poetry, narrative prose and poetry, the descriptive essay, the monologue, and dramatic scenes. This course is particularly recommended for English and elementary majors. (3 lecture hours per week). Prerequisite: READ 0310. [CB2310015735]

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

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

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

CERTIFICATE PROGRAMS

(Less Than 12 Months)

Automotive Technology
Computer Science
Horticulture (Ornamental)
Welding

*AUTOMOTIVE TECHNOLOGY

Charles Graham, Terry Hanlon

All AUTO courses are under [CB0000006422]

AUTO1590. Basic Automotive. (5 credits). The course acquaints the student with service trade information, use and care of shop equipment and tools, standard transmission, brakes, clutches, rear axle, drive line principles, and a limited application of automotive shop practice. (3 lecture and 6 laboratory hours per week).

AUTO1591. Internal Combustion Engine. (5 credits). In this introduction to the gasoline internal combustion engine, students learn technique and skill in inspection, repairing and overhauling of engine components, valve timing, and the use of special tools and equipment. (3 lecture and 6 laboratory hours per week).

AUTO1592. Automotive Electricity and Ignition System. (5 credits). An introduction to the fundamentals of electricity as applied to the automotive vehicle, this course includes classroom theory and laboratory practices of

magnetic principles of electricity, functions of the diode and transistor, the storage battery, D.C. and A.C. charging systems, generators and alternators, and complete wiring systems. (3 lecture and 6 laboratory hours per week).

AUTO1593. Carburetion and Fuel Systems. (5 credits). This course includes a study of fuels and their applications, requirements, and effect on carburetion. Students disassemble, clean, overhaul, reassemble, and adjust various types of carburetors. (3 lecture and 6 laboratory hours per week).

AUTO1594. Automotive and Truck Chassis. (5 credits). This course includes a study of designs, construction, and frame alignment fundamentals of the vehicle chassis. Classroom theory and laboratory practices include front end alignment, shock absorbers, springs, steering mechanism, wheel balancing, and power steering. (3 lecture and 6 laboratory hours per week).

*COMPUTER SCIENCE

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

All CSCI courses are under [CB0000006021]

CSCI1590. Introduction to Computers. (5 credits). This course is an overview of the basic concepts of computer information processing. The functional characteristics of digital computers and their capabilities and limitations are discussed, and the application of computers in business, industry, and society is explored. (3 lecture and 7 laboratory hours per week).

CSCI1591. Micro-Computer Programming à BASIC. (5 credits). This course on the fundamental concepts of BASIC programming language as applied to micro-computers includes problem solving, application, graphics, and other programming techniques applicable to micro-computers. (3 lecture and 7 laboratory hours per week).

CSCI1592. Computer Programming (PASCAL). (5 credits). This introductory course in structured programming using the PASCAL language emphasizes algorithm design, flowcharting, and syntax of the language. Business applications are used to introduce problem-solving techniques. (3 lecture and 7 laboratory hours per week).

CSCI1593. Introduction to Database Structures. (5 credits). This introductory course in database processing using the PASCAL

language explores algorithms for sorting, searching, joining, and displaying information from a group of related files. Emphasis is placed on database structure, data integrity, and user functionality. (3 lecture and 7 laboratory hours per week).

CSCI1594. Data Base Systems. (5 credits). In this introduction to data-based management systems, data organization and structure, and data-base design, the student uses a query language for business applications. (3 lecture and 7 laboratory hours per week).

*HORTICULTURE (ORNAMENTAL)

Dwight Rhodes

All HORT courses are under [CB0000005026]

HORT1590. Principles of Horticulture. (5 credits). This course presents fundamental principles and practices of structure, growth, development, maintenance, and use of horticultural plants. The course outlines the commercial horticulture industry and occupational opportunities. The laboratory experience provides an introduction to growing, grounds maintenance, planting, transplanting, and plant maintenance. (3 lecture and 6 laboratory hours per week).

HORT1591. Plant Materials for Landscape Use. (5 credits). This course provides a study of ornamental trees, shrubs, vines, and ground covers for landscape use, and it emphasizes their identification, characteristics, adaptability, use, and maintenance. Students use basic concepts and practices in preparing landscape plans. (3 lecture and 6 laboratory hours per week).

HORT1592. Plant Propagation. (5 credits). This course provides the student with theoretical consideration and practical experiences in producing horticultural plants by sexual and asexual methods. It includes laboratory exercises in cutting, layering, division, growing from seeds, budding, and grafting. (3 lecture and 6 laboratory hours per week).

HORT1593. Chemical Control of Weeds, Plants, Diseases, and Pests. (5 credits). This course covers the identification, cause, and control of common weeds, plant diseases, and pests, and it includes a study of equipment for their prevention and control. (3 lecture and 6 laboratory hours per week).

HORT1594. Vegetable Crops. (5 credits). This course is a study of vegetable production, and it includes factors that affect production of important fresh market and processing



Students can earn a certificate in ACC's new Petrochemical Process Technology Program in two semesters.

vegetables in different areas of the United States. (3 lecture and 6 laboratory hours per week).

*WELDING

Gary Church

All WELD courses are under [CB0000006245]

WELD1590. Welding Processes and Safety. (5 credits). This course includes theory and practice in techniques of oxy-acetylene welding and cutting, layout and preparation of commonly used joints, servicing and regulation of oxy-acetylene equipment, basic shop practices, basic welding machine theory, and set up procedures of the electrical arc welding machine. This course also includes an introduction to shop and job safety. (3 lecture and 6 laboratory hours per week).

WELD1591. Arc Welding (Plate I). (5 credits). This course teaches students to do metal cutting with oxygen and acetylene equipment. The course includes a study of the theory of plate welding, and students learn plate welding in three positions: flat, vertical up, and horizontal. (3 lecture and 6 laboratory hours per week).

WELD1592. Arc Welding (Plate II). (5 credits). In this course on the advanced theory of plate welding, students learn plate welding in

five positions: flat, vertical up, horizontal, vertical down, and overhead. The course also covers Root and Face Bend tests for qualifications of plate welders and advanced theory and troubleshooting procedures for electronic arc welding machines. (3 lecture and 6 laboratory hours per week).

WELD1593. Pipe Welding I. (5 credits). This course includes such topics as the theory of pipe welding, cutting and beveling pipe with oxygen and acetylene equipment, and pipe welding in two positions: rolling and horizontal. (3 lecture and 6 laboratory hours per week).

WELD1594. Pipe Welding II. (5 credits). This course covers advanced theory of pipe welding. Students learn pipe welding in four positions: rolling, horizontal, downhill, and overhead. (3 lecture and 6 laboratory hours per week).

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

CONTINUING EDUCATION PROGRAM

PURPOSE

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

GENERAL INFORMATION

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

Tuition and fees for noncredit classes are established by the Alvin Community College Board of Trustees. Noncredit instruction includes lecture, laboratory, field exercises, workshops, seminars, and conferences.

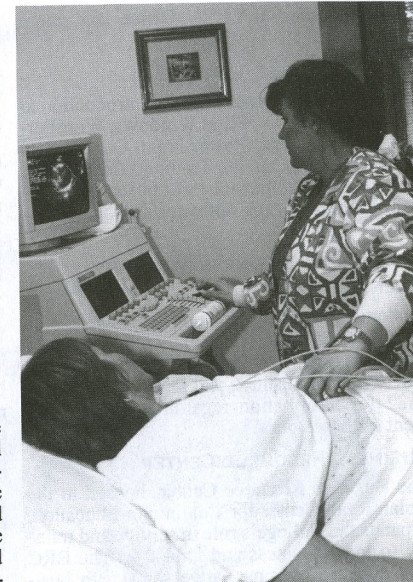
Persons who have program and course ideas should contact the Associate Dean of Continuing Education at 388-4682.

CONTINUING EDUCATION AND ADULT NONCREDIT COURSE DESCRIPTIONS

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

HEALTH & MEDICINE

Massage Refresher, Nurse Refresher, Medication Aide, Emergency Medical Technician (Basic & Intermediate), Nurse Aide, Home Health Aide, Nursing Home Activity Director are included in this noncredit allied health curriculum. Call 388-4681 for information.



The Cardiovascular Non-Invasive Diagnostic Technology program is a new addition to the Continuing Education curriculum.

JOB TRAINING

Vocational courses are offered to assist the student in job readiness, attainment and/or upgrading of skills for beginning or changing a career. Also offered are courses for professionals who are required to develop and maintain specific levels of training for continued certification. Professional training includes licensed professional counselors, teachers and hazardous waste managers. Child Care, Health and Medical, Business and Management, Gerontology, Law Enforcement, Microcomputer Repair, Petrochemical Operator Training, Office Occupations, and Business & Industry are a few of the noncredit training areas. The most recent addition to the area of job training is the 300-hour Massage Therapy Program.

SENIOR ADULTS

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

388-4685, the ACCESS Office for more information.

MICROCOMPUTER TRAINING

A partial list of courses includes Introduction to Microcomputer, DOS and Windows, WordPerfect, Excel, Access, Power Point, Quattro Pro, and Microcomputer Job Training. Courses can be customized at the request of business and industry entities, using software appropriate for specific jobs.

CUSTOMIZED BUSINESS AND INDUSTRY TRAINING

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

BUSINESS RESOURCE CENTER

The Business Resource Center, housed in the Nolan Ryan Center for Continuing Education, expands the College's role in service and training to local business and industry. The BRC will enhance training partnerships with business and industry, providing opportunities for workers to upgrade skills through ongoing and new programs, both credit and noncredit. It will also provide support for area small businesses through classes, workshops, seminars, and information and resource referrals.

SPECIAL INTEREST

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

YOUTH

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

ABE/GED/ESL PROGRAM

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

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

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

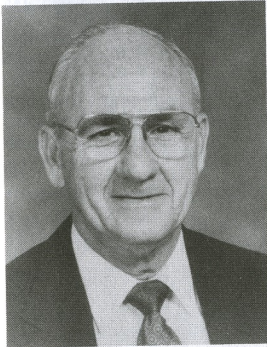
English as a Second Language (ESL) offers non-English speaking adults an opportunity to develop an understanding of the spoken language or to improve existing language skills. Classes are on five (5) levels of difficulty.

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



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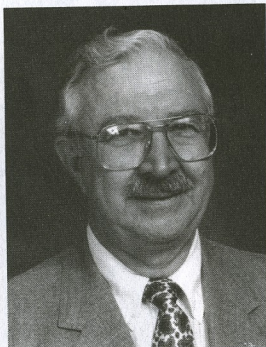
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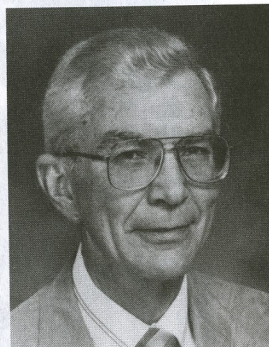
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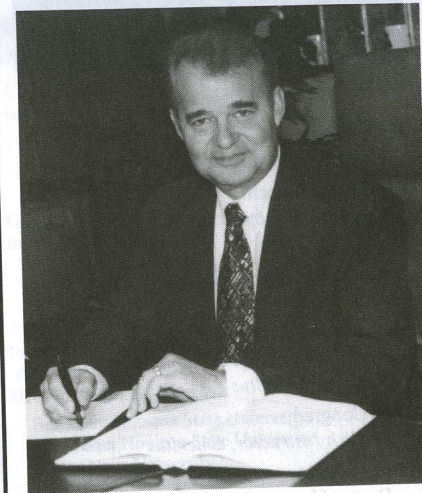
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M.A., University of Houston-Clear Lake



University of Arkansas
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INDEXES

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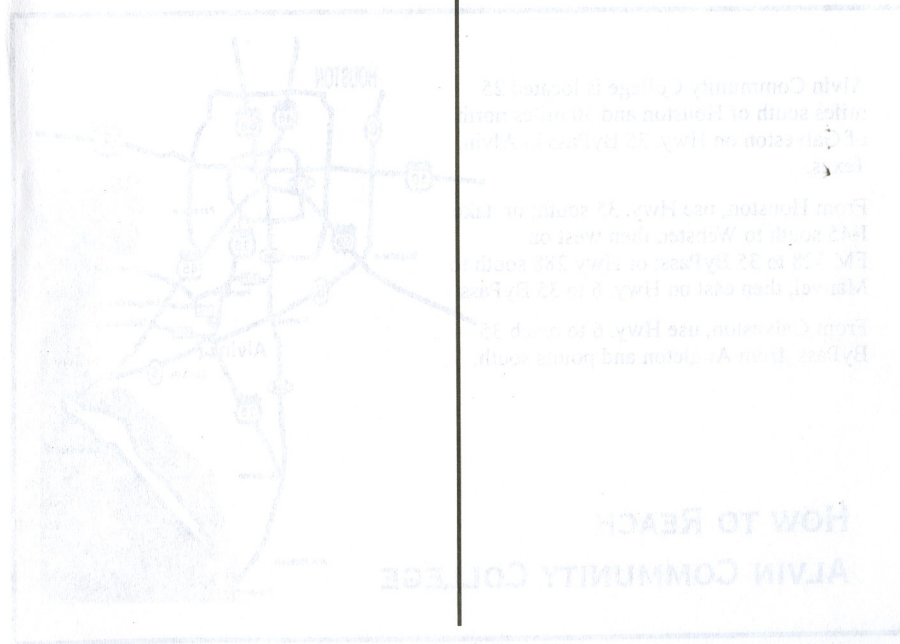
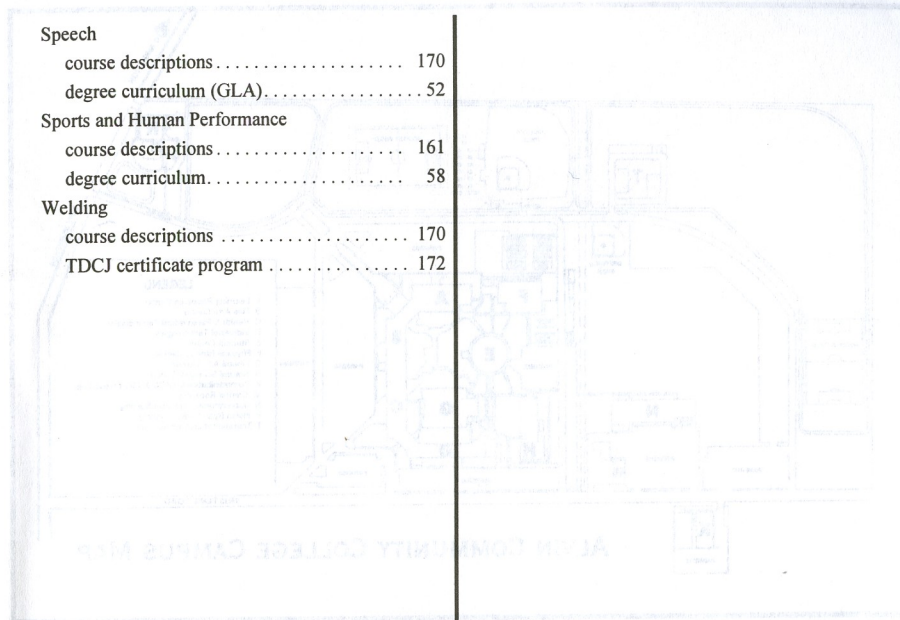
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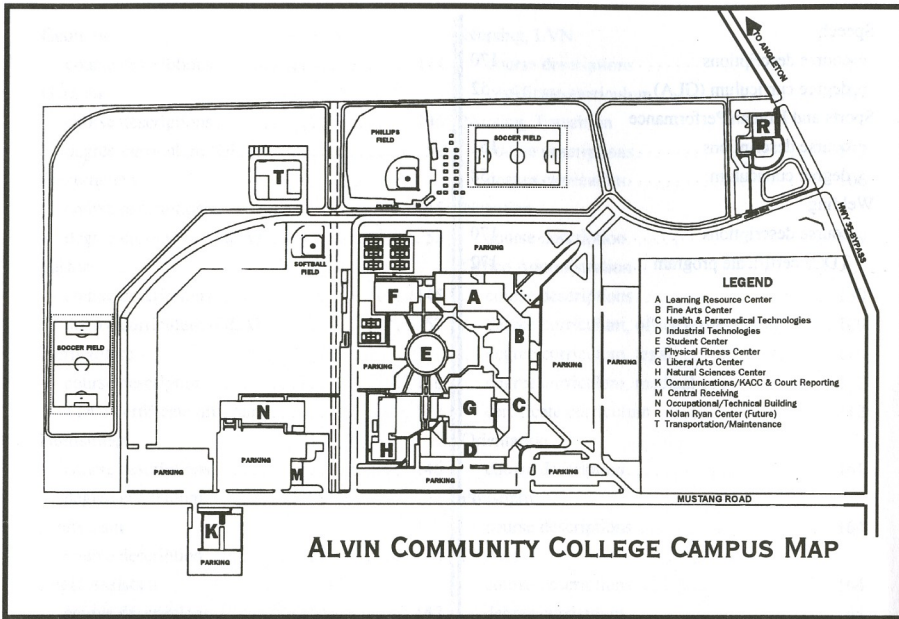
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Alvin Community College is located 25 miles south of Houston and 30 miles north of Galveston on Hwy. 35 ByPass in Alvin, Texas.

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

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

HOW TO REACH ALVIN COMMUNITY COLLEGE