

5. Submit to both the ADN office and ACC Registrar's office official transcripts from all colleges/universities attended. No academic course with a grade below C is accepted for transfer credit in the ADN program. Academic courses include composition/written communication, social/behavioral/biological sciences, humanities, visual/performing arts, humanities and physical education.
6. Complete pre-requisite courses, BIOL 2401, BIOL 2402 and ENGL 1301, prior to start of the nursing courses. Pre-requisite courses taken the immediate semester prior to the start of the first nursing course must be taken at ACC.
7. Students are ineligible for admission if they don't meet the above admission requirements and/or:
 - a. Transcripts reflect more than one (1) D or F in a nursing or nursing curriculum science course (BIOL 2401, 2402, 2420) taken in the past five years. The student is ineligible even if the course is repeated and the student earns an A, B, or C in the subsequent attempt.
 - b. The student is currently on suspension or academic probation from Alvin Community College or another college or university.

Selection for Admission

Admission to the program is competitive. Applicants are ranked according to their academic performance and if applicable, their ACT/SAT scores. Academic performance criteria include the number of required courses completed, GPA in those courses, and successful completion of the coursework on the first attempt. Applicants who complete the required coursework at ACC and/or are residents of the college district will receive additional consideration.

Program information:

1. BIOL 2401, 2402, 2420 and Psych 2314 must be taken within five years at the time of application. Courses completed more than five years prior to the time the student is accepted will not satisfy program requirements.
2. After the student is admitted to the program and prior to the start of the first clinical nursing course, a completed physical examination form and proof of current CPR certification in American Heart Association Class "C" CPR for Health Care Providers must be submitted to the ADN office. A specific departmental form is required for the physical.
3. The student is required to purchase a school uniform and supplies before the start of the first clinical course.
4. Each student is required to pay for standardized, computerized tests that will be administered throughout the program.

Transfer of Nursing Credits:

1. 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 a cumulative GPA of 2.0 or better on all courses being transferred into the nursing curriculum;
 - d. not currently be on suspension or academic probation from another college or university;
 - e. demonstrate competency in previously completed nursing courses prior to admission through a written examination;
 - f. must meet the criteria for admission to the ADN program at Alvin Community College.
2. Any nursing course completed more than five (5) years prior to the time the student is accepted, will not be accepted for transfer.
3. No grade below a B in any nursing course will be accepted for transfer. Only nursing courses that are equivalent to courses listed in the nursing curriculum will be considered for transfer.
4. Any nursing curriculum science, Anatomy and Physiology I and II and Microbiology or Life-Span Growth and Development course completed more than five (5) years prior to the time the student is admitted will not be accepted for transfer credit.
5. Courses accepted for transfer must be similar in content and credit to the ACC course(s).

Readmission of Former ACC ADN Students:

A student not enrolled in a nursing course for one (1) or more semesters (excluding summer), for any reason, is termed a withdrawal from the ADN Program and must apply for readmission.

1. A student who has withdrawn from the ADN Program and now wishes to reenter must:
 - a. abide by the current admission and curriculum requirements of the department;
 - b. notify the Director at least eight (8) weeks prior to the requested date of readmission and submit a readmission application;
 - c. provide the ADN Department with a completed up-to-date physical examination form (form to be supplied by ADN Department), and proof of current CPR certification (American Heart Association Health Care Provider).
2. Evidence of competency in previously completed nursing courses will be required prior to readmission. This will be accomplished through a written examination. This exam will be taken during final exam week.
3. Former students will be readmitted on a space available basis. Following a second (2nd) withdrawal from the program, a student may not be readmitted.

Progression Policies:

1. Students will abide by the current ADN admission and curriculum requirements at the time they are admitted or readmitted to the Associate Degree Nursing Program.
2. Once a student has enrolled in the ADN Program, all nursing courses and related courses must be completed in proper sequence as shown in the catalog and degree plan. The program must be completed within five (5) years of the initial acceptance.
3. No grade below a C in nursing curriculum 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 courses having a clinical component.
5. A student who received a D, F, or W in a nursing course or drops a nursing course, must, if eligible, reenroll in that course before enrolling in a subsequent nursing course.
6. A student who receives a grade of D or F in a nursing course with a related clinical component must, if eligible, reenroll in both the theory and clinical sections of that course.

7. Each semester's corequisite RNSG courses must be completed with a minimum grade of C in order to progress.
8. A student must achieve an overall GPA of 2.0 in all courses in the nursing curriculum in order to progress to the next nursing course.
9. 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 one (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 D, F, or W during the program, a student will not be readmitted. Any student not enrolled in a nursing course for one or more semesters (excluding summer) will be required to demonstrate competency in previously completed nursing courses prior to readmission by means of a written examination.
10. A student will be terminated from the ADN Program if they have received more than one (1) D or F in a Nursing, BIOL 2401, BIOL 2402 and/ or BIOL 2420 course. This includes courses which have been repeated and a passing grade (A, B or C) received in a subsequent attempt, regardless of the college or university where the initial grade (D or F) was received.

Associate Of Applied Science Nursing Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
Prerequisite Courses				
ENGL 1301	Composition & Rhetoric I	3	0	3
BIOL 2401	Anatomy and Physiology I	3	3	4
BIOL 2402	Anatomy and Physiology II	3	3	4
		<u>9</u>	<u>6</u>	<u>11</u>
FIRST YEAR				
Fall Semester				
RNSG 1215*	Health Assessment	1	2	2
RNSG 1108*	Dosage Calculations for Nursing	1	0	1
RNSG 1513	Foundations for Nursing Practice	4	3	5
RNSG 1260	Clinical Nursing: Foundations for Nursing Practice	0	6	2
PSYC 2314*	Life Span Growth & Development	3	0	3
		<u>9</u>	<u>11</u>	<u>13</u>
Spring Semester				
RNSG 1441	Common Concepts of Adult Health	3	2	4
RNSG 1561	Clinical Nursing: Common Concepts of Adult Health	0	15	5
PSYC 2301*	Microbiology	3	3	4
PHED*	General Psychology	3	0	3
		<u>6</u>	<u>20</u>	<u>13</u>
SECOND YEAR				
Summer Semester				
RNSG 2213	Mental Health Nursing	2	0	2
RNSG 1162	Clinical Nursing: Mental Health Nursing	0	3	1
BIOL 2420*	Microbiology	3	3	4
		<u>5</u>	<u>6</u>	<u>7</u>
Fall Semester				
RNSG 1443	Complex Concepts of Adult Health	3	2	4
RNSG 2563	Clinical Nursing: Complex Concepts of Adult Health	0	15	5
RNSG 2121	Management of Client Care	1	0	1
ENGL 1302*	Composition and Rhetoric II	3	0	3
PHED*	Physical Activity	0	3	1
		<u>7</u>	<u>20</u>	<u>14</u>
Spring Semester				
RNSG 1512	Nursing Care of the Childbearing & Childrearing Family	4	2	5
RNSG 2463	Clinical Nursing: Nursing Care of the Childbearing and Childrearing Family	0	12	4
RNSG 1246	Legal and Ethical Issues for Nurses	2	0	2
Elective *	Fine Arts/Humanities	3	0	3
		<u>9</u>	<u>14</u>	<u>14</u>

* may be taken prior to admission to the ADN program

Total Credits Required for A.A.S. Nursing72

Nursing Transition (LVN to RN) Program

Degree: Associate of 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: A new class will begin in May each year. Qualified applicants will be admitted according to space available. To be considered for admission to the Transition Pathway of the Associate Degree Nursing program, the applicant must:

1. make application to ACC and fulfill the admission requirements of the college;
2. make application to the ADN Program and meet all admission requirements for that program except for the ACT. The ACT is not required for transition students;
3. hold a valid license to practice vocational nursing in the State of Texas;
4. have a minimum of six (6) months of recent work experience as a licensed vocational nurse in an acute care setting or scheduled to graduate from the ACC/VN program.
5. have satisfactory completion of all the following courses: BIOL 2401, 2402, 2420; PSYC 2301, 2314; ENGL 1301; PHED activity
6. have a cumulative GPA of 2.0 or better.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
Prerequisites (Must be completed prior to enrollment in RNSG 1262 and RNSG 1417)				
ENGL 1301	Composition & Rhetoric I	3	0	3
PSYC 2301	General Psychology	3	0	3
PSYC 2314	Life-Span Growth and Development	3	0	3
BIOL 2401	Anatomy & Physiology I	3	3	4
BIOL 2402	Anatomy & Physiology II	3	3	4
BIOL 2420	Microbiology	3	3	4
PHED	Physical Activity	0	3	1
		18	12	22
3 Week Mini Semester (May)				
RNSG 1215	Health Assessment	1	2	2
		1	2	2
Summer Semester				
RNSG 1262	Clinical Nursing: Concepts of Nursing Practice for Articulating Students	0	6	2
RNSG 1417	Concepts of Nursing Practice I for Articulating Students	3	2	4
	Credit for Prior Learning	0	0	14
		3	8	20
Fall Semester				
RNSG 1443	Complex Concepts of Adult Health	3	2	4
RNSG 2121	Management of Client Care	1	0	1
RNSG 2563	Clinical Nursing: Complex Concepts of Adult Health	0	15	5
ENGL 1302	Composition & Rhetoric II	3	0	3
PHED	Physical Activity	0	3	1
		7	20	14
Spring Semester				
RNSG 1246	Legal & Ethical Issues for Nurses	2	0	2
RNSG 1512	Nursing Care of the Childbearing and Childrearing Family	4	2	5
RNSG 2463	Clinical Nursing: Nursing Care of the Childbearing and Childrearing Family	0	12	4
Elective	Visual & Performing Arts/Humanities	3	0	3
		9	14	14

Total Credits Required for A.A.S. Nursing 72

Note: Lecture, lab, and clinical hours are the number of contact hours per week in a semester.

Vocational Nursing Certificate Program

(281) 756-3636

Length: Twelve months; three semesters, 44 credit hours.

Purpose: The purpose of the ACC Vocational Nursing program 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 under the supervision of a registered nurse and/or physician. Graduates are eligible to write the National Counsel of State Boards of Nursing Licensure Exam for Practical Nurses (NCLEX-PN). Those passing this examination will be licensed to practice as a Licensed Vocational Nurse (LVN) in the State of Texas.

Accreditation: The program is accredited by the Board of Vocational Nurse Examiners of the State of Texas and the Texas Higher Education Coordinating Board.

Admission Requirements: A new class begins each Summer Session I. Enrollment is limited to 36 qualified applicants per class. To be eligible for admission to the program, each applicant must:

1. be a high school graduate or hold a certificate of equivalency (GED);
2. meet all College admission requirements;
3. submit an application with ACT or SAT scores to the Vocational Nursing department. Minimum acceptable scores are a composite ACT score of 18, or a combined SAT score of 860. Scores must be less than five (5) years old.
4. attend an information meeting with the chairperson of Vocational Nursing before registration;
5. upon registration, provide documentation of: (1) a physical examination which includes blood studies, serology, tuberculosis screening, and immunization updates in accordance with the department's immunization guidelines; and (2) current certification in American Heart Association Class "C" CPR for Healthcare Providers.
6. Individuals that have been convicted of a felony may not be licensed in the State of Texas.

Program Requirements:

1. Expenses for the entire program are approximately \$4,000. This includes ACT/SAT test fee, CPR certification requirement, all tuition and fees, malpractice insurance, books, miscellaneous supplies, uniforms, and costs related to graduation and licensure. Additional costs of health insurance and transportation are the student's responsibility.
2. A passing average of at least 75 must be attained in every course. In courses that have both a lecture and a clinical component, the student must maintain at least a 75 average in each component. An average below 75 will constitute grounds for student withdrawal from the program.
3. Maximum allowable absences is four (4) days per semester. Tardiness is defined as more than 15 minutes past the scheduled class/clinical hour. Three (3) tardies equals one absence. Excessive absences or chronic tardiness will constitute grounds for student withdrawal from the program.
4. The Vocational Nursing department reserves the right to at any time request the withdrawal or dismissal of any student whose 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 in the program.
5. Transfer and re-entry students will be admitted only as space permits, and must fulfill current admission criteria, including current physical examination, current CPR certification, and current CDC instruction. Students will be allowed to transfer into the program or re-enter the program one time only. Only courses having a letter grade of C or higher, awarded within 5 years of enrollment in the program, will apply towards the vocational nursing certificate. Transfer students must complete a minimum of 12 semester hours in the Alvin Community College Vocational Nursing program in order to graduate. Students who withdraw and later wish to re-enroll must reapply within one year from the date of withdrawal in order to finish the curriculum.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester - Summer 12 Week				
VNSG 1122	Vocational Nursing Concepts	1	0	1
VNSG 1160	Clinical - Practical Nurse I (Fundamentals)	0	5	1
VNSG 1420	Anatomy & Physiology for Allied Health	4	0	4
VNSG 1423	Basic Nursing Skills	<u>3</u>	<u>4</u>	<u>4</u>
		8	9	10
Second Semester - Fall				
VNSG 1227	Essentials of Medication Administration	1	2	2
VNSG 1330	Maternal-Neonatal Nursing	3	0	3
VNSG 1331	Pharmacology	3	0	3
VNSG 1334	Pediatrics	3	0	3
VNSG 1660	Clinical - Practical Nurse II (Maternal-Child)	<u>0</u>	<u>24</u>	<u>6</u>
		10	26	17
Third Semester - Spring				
VNSG 1136	Mental Health	1	0	1
VNSG 1219	Professional Development	2	0	2
VNSG 1238	Mental Illness	2	0	2
VNSG 1329	Medical-Surgical Nursing I	3	0	3
VNSG 1332	Medical-Surgical Nursing II	3	0	3
VNSG 1661	Clinical - Practical Nurse III (Med-Surg)	<u>0</u>	<u>24</u>	<u>6</u>
		11	24	17

Total Credits Required for Vocational Nursing Certificate44

Office Administration - Office Professional Degree Program (281) 756-3810

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate of 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 administrative assistant in an office environment. The student will gain at least eight months 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 of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
POFT 1301	Business English I	3	0	3
ACNT 1303	Introduction to Accounting I	3	1	3
POFT 1309	Administrative Procedures I	3	0	3
POFT 1429	Keyboarding and Document Formatting	3	3	4
POFT 1425	Business Math and Machine Application	3	3	4
		15	7	17
Second Semester				
Math 1314 or Math 1332	College Algebra or College Mathematics for Liberal Arts	3	0	3
POFI 1401	Computer Applications I	3	3	4
POFI 2401	Word Processing	3	3	4
POFT 2401	Document Formatting and Skillbuilding	3	3	4
		12	9	15
Third Semester				
POFI 1441	Computer Applications II	3	2	4
SPAN 2316 or SPAN 2317	Career Spanish I or Career Spanish II	3	0	3
ACNT 1311 or POFT 1380	Introduction to Computerized Accounting Cooperative Education -	3 1	1 20	3 3
POFT 2433	Administrative Assistant/Secretarial Science General Advanced Document Formatting and Skillbuilding	3 3	3 3	4 4
PHED	Physical Activity	0	3	1
		13	29	18
Fourth Semester				
POFT 1419	Records and Information Management I	3	3	4
ENGL 1301	Composition and Rhetoric I	3	0	3
POFT 2380	Cooperative Education - Admin Assistant/ Secretarial Science General	1 3	20	3 3
SOCI 2319	American Minorities	3	0	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	0	3	1
		13	26	17

Total Credits Required for A.A.S. Office Professional.....67

Office Administration- Legal Office Professional Degree Program

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

Length: Five-Semester (Two-Year) Program

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

Program Requirements: The two-year curriculum in office administration provides instruction in areas required for competence as an administrative assistant in a legal office environment. The student will gain at least eight months work experience related to this field. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate of Applied Science Degree in Office Administration.

Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
POFL 1303	Legal Office Procedures	3	0	3
POFT 1301	Business English	3	0	3
LGLA 1311	Introduction to Law	3	0	3
POFL 1305	Legal Terminology	3	0	3
PHED	Physical Activity	0	3	1
POFT 1429	Keyboarding and Document Formatting	3	3	4
		15	6	17
Second Semester				
ACNT 1303	Introduction to Accounting I	3	1	3
LGLA 1301	Legal Research & Writing	3	0	3
Math 1314 or	College Algebra or	3	0	3
Math 1332	College Mathematics for Liberal Arts			
POFI 1401	Computer Applications I	3	3	4
PHED	Physical Activity	0	3	1
POFT 2401	Document Formatting and Skillbuilding	3	3	4
		15	10	18
Summer Semester				
LGLA 1355	Family Law	3	0	3
HIST 1302 or	The United States Since 1877 or	3	0	3
GOVT 2302	American National and State Governments II			
POFT 1419	Records and Information Management I	3	3	4
		9	3	10
SECOND YEAR				
First Semester				
LGLA 1347	Civil Litigation II	3	0	3
POFI 1441	Computer Applications II	3	2	4
SPAN 2316 or	Career Spanish I or	3	0	3
SPAN 2317	Career Spanish II			
POFL 1380	Cooperative Ed – Legal Adm Asst/Secretary	1	20	3
		10	22	13
Second Semester				
LGLA 2305	Interviewing & Investigating	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
SPCH 1315	Public Speaking	3	0	3
POFL 2380	Cooperative Ed – Legal Adm Asst/Secretary	1	20	3
		10	20	12
Total Credits Required for Legal Office Professional				70

Enhanced Skills Certificate - Legal Office Professional

LGLA 2309	Real Property	3	0	3
LGLA 2303	Torts and Personal Injury Law	3	0	3
LGLA 1353	Wills, Trust, and Probate Administration	3	0	3
		9	0	9

Total Credits Required for Enhanced Skills Certificate - Legal Office Professional79

Office Administration - Medical Office Professional Degree Program

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

Length: Four-Semester (Two-Year) Program

Purpose: The Associate of 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: The two-year curriculum in office administration provides instruction in areas required for competence as an administrative assistant in a medical office environment. The student will gain at least eight months work experience related to this field. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate of Applied Science Degree in Office Administration.

Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
ACNT 1303	Introduction to Accounting I	3	1	3
ENGL 1301	Composition and Rhetoric I	3	0	3
POFM 1313	Medical Terminology I	3	0	3
POFM 1317	Medical Administrative Procedures	3	0	3
POFT 1429	Keyboarding and Document Formatting	3	3	4
PHED	Physical Activity	0	3	1
		15	7	17
Second Semester				
POFI 1401	Computer Applications I	3	3	4
POFM 2323	Medical Terminology II	3	0	3
PHED	Physical Activity	0	3	1
POFT 2401	Document Formatting and Skillbuilding	3	3	4
PSYC 2314	Life Span-Growth & Development	3	0	3
SPAN 2316 or SPAN 2317	Career Spanish I or Career Spanish II	3	0	3
		15	9	18
SECOND YEAR				
First Semester				
POFM 1333	Pharmacology for Office Personnel	3	0	3
POFM 1353	Medical Coding	3	0	3
POFT 1380	Cooperative Ed Medical Admin Assistant/Secretary	1	20	3
POFT 1419	Records and Information Management I	3	3	4
POFI 1441	Computer Applications II	3	2	4
		13	25	17
Second Semester				
MATH 1314 or MATH 1332	College Algebra or College Mathematics for Liberal Arts	3	0	3
POFT 1425	Business Math and Machine Applications	3	3	4
SPCH 1315	Public Speaking	3	0	3
POFM 2380	Cooperative Ed Medical Admin Assistant/Secretary	1	20	3
POFT 1301	Business English	3	2	3
		13	23	16

Total Credits Required for A.A.S. Medical Office Professional 68

Office Administration - Office Assistant Certificate Program

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 Office Assistant, Lawyer's Assistant, Medical Coding and Billing Specialist and Medical Transcriptionist combine instruction and classroom participation on competencies required in the office environment. Upon satisfactory completion of the one-year program, the student will be awarded a one-year certificate.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
ACNT 1303	Introduction to Accounting I	3	1	3
POFT 1301	Business English I	3	0	3
POFT 1309	Administrative Office Procedures I	3	0	3
POFT 1425	Business Math and Machine Application	3	3	4
POFT 1429	Keyboarding and Document Formatting	<u>3</u>	<u>3</u>	<u>4</u>
		15	7	17
Second Semester				
POFI 1401	Computer Applications I	3	3	4
POFI 2401	Word Processing	3	3	4
POFT 1419	Records and Information Management I	3	3	4
POFT 2401	Document Formatting and Skillbuilding	<u>3</u>	<u>3</u>	<u>4</u>
		12	12	16
Third Semester				
POFT 1382	Cooperative Ed - Gen Office/Clerical	1	20	3
SPAN 2316 or	Career Spanish I or	<u>3</u>	<u>0</u>	<u>3</u>
SPAN 2317	Career Spanish II	4	20	6

Total Credits Required for Certificate Office Assistant 39

Office Administration - Lawyer's Assistant Certificate

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
POFT 1419	Records and Information Management I	3	3	4
LGLA 1311	Introduction to Law	3	0	3
POFL 1305	Legal Terminology	3	0	3
POFT 1429	Keyboarding and Document Formatting	<u>3</u>	<u>3</u>	<u>4</u>
		12	6	14
Second Semester				
POFT 1301	Business English	3	0	3
LGLA 1301	Legal Research & Writing	3	0	3
POFL 1303	Legal Office Procedures	3	0	3
POFI 1401	Computer Applications I	3	3	4
POFT 2303	Speed and Accuracy Building	<u>3</u>	<u>1</u>	<u>3</u>
		15	4	16
Third Semester				
LGLA 2305	Interviewing & Investigating	3	0	3
LGLA 1347	Civil Litigation II	3	0	3
SPAN 2316 or	Career Spanish I or	3	0	3
SPAN 2317	Career Spanish II	<u>3</u>	<u>0</u>	<u>3</u>
POFT 1382	Cooperative Ed - Gen Office/Clerical	1	20	3
		10	20	12

Total Credits Required for Lawyer's Assistant Certificate 42

Office Administration - Medical Coding and Billing Specialist Certificate

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
POFM 1313	Medical Terminology I	3	0	3
SPAN 2316 or	Career Spanish I or	3	0	3
SPAN 2317	Career Spanish II			
POFM 1317	Medical Administrative Procedures)	3	0	3
POFT 1329	Keyboarding and Document Formatting	3	1	3
HPRS 2301	Pathophysiology	<u>3</u>	<u>0</u>	<u>3</u>
		15	1	15
Second Semester				
POFM 1353	Medical Coding	3	0	3
POFM 2323	Medical Terminology II	3	0	3
POFI 1401	Computer Applications I	3	3	4
POFM 1333	Pharmacology for Office Personnel	3	0	3
HITT 1341	Coding and Classification Systems	<u>3</u>	<u>0</u>	<u>3</u>
		15	3	16
Third Semester				
HITT 2346	Advanced Medical Coding	3	0	3
HITT 2335	Coding and Reimbursement Methodologies	3	0	3
POFM 1380	Cooperative Ed – Medical Admin Assistant	<u>1</u>	<u>20</u>	<u>3</u>
		7	20	9

Total Credits Required for Medical Coding and Billing Specialist Certificate40

Office Administration - Medical Transcriptionist Certificate

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
POFT 1301	Business English	3	0	3
POFM 1313	Medical Terminology I	3	0	3
POFT 1429	Keyboarding & Document Formatting	3	3	4
HPRS 2301	Pathophysiology	<u>3</u>	<u>0</u>	<u>3</u>
		12	3	13
Second Semester				
POFI 1401	Computer Applications I	3	3	4
POFT 2303	Speed & Accuracy Building	3	1	3
POFM 1331	Medical Transcription I	3	1	3
POFM 2323	Medical Terminology II	3	0	3
POFM 1333	Pharmacology for Office Personnel	<u>3</u>	<u>0</u>	<u>3</u>
		15	5	16
Third Semester				
POFM 2313	Medical Transcription II	3	1	3
POFM 1353 or	Medical Coding or	3	1	3
SPAN 2316 or	Career Spanish I or			
SPAN 2317	Career Spanish II			
POFI 1441	Computer Applications II	3	2	4
MRMT 1382	Cooperative Ed – Medical Transcription	<u>1</u>	<u>20</u>	<u>3</u>
		10	24	13

Total Credits Required for Medical Transcriptionist Certificate42

Process Technology Degree

(281) 756-3785

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

Length: Four Semester (Two Year) Program

Purpose: The Process Technology associate level program offers students core courses related to Process Operations that will prepare them to become process technicians in the refining, petrochemical, power generation, oil and gas production, food and other process industries. Technical knowledge and skills will be gained in areas such as operating equipment, instrumentation systems, process systems, process troubleshooting and computer applications. The associate program will take four semesters to complete. Graduates from the program will be prepared for entry level employment as process operators.

Program Requirements: In addition to the general requirements for admission to ACC, entry into the Process Technology program requires basic proficiency in English, Reading, and Math.

Associate of Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
FIRST YEAR				
First Semester				
COSC 1401	Microcomputer Applications	3	3	4
CTEC 1401	Applied Petrochemical Technology (Physics)	3	2	4
PTAC 1302	Introduction to Process Technology	2	2	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
MATH 1332 or	Contemporary Mathematics I	3	0	3
MATH 1314	College Algebra	14	10	18
Second Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
PTAC 1308	Safety, Health & Environment I	3	1	3
PTAC 1352	Process Instrumentation I	2	2	3
PTAC 2410	Process Technology I	3	2	4
SCIT 1414	Applied General Chemistry I	3	3	4
PHED	Physical Activity	0	3	1
		14	11	18
SECOND YEAR				
First Semester				
BMGT 2303	Problem Solving and Decision Making	3	0	3
PTAC 2314	Quality, Statistical Process Control & Economics	2	2	3
PTAC 2420	Process Technology II	3	2	4
PTAC 2436	Process Instrumentation II	3	2	4
SPCH 1318	Interpersonal Communications	3	0	3
		14	6	17
Second Semester				
ENGL 2311	Technical Communications	3	0	3
PTAC 2434 or	Industrial Processes	3	2	4
CTEC 2480	Cooperative Education-Process Technology	1	21	4
*PTAC 2438	Process Technology III	3	2	4
PTAC 2446	Process Troubleshooting	3	2	4
Elective	Visual & Performing Arts/Humanities	3	0	3
		13/15	6/25	18

*Capstone Course

Total Credits Required for A.A.S. Process Technology Degree71

Process Technology Certificate Program

Length: Three Semesters

Purpose: The Process Technology certificate level program is designed to prepare students for entry level jobs in the process industries. Time for completion is one-and-one-half years.

Program Requirements: A certificate student will take the following curriculum to achieve the certificate in Process Technology.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
COSC 1401	Microcomputer Applications	3	3	4
CTEC 1401	Applied Petrochemical Technology (Physics)	3	2	4
PTAC 1302	Introduction to Process Technology	2	2	3
SOCI 1301	Principles of Sociology	3	0	3
MATH 1332 or MATH 1314	Contemporary Mathematics I College Algebra	<u>3</u> 14	<u>0</u> 7	<u>3</u> 17
Second Semester				
BMGT 2303	Problem Solving and Decision Making	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PTAC 2410	Process Technology I	3	2	4
SCIT 1414	Applied General Chemistry I	<u>3</u> 12	<u>3</u> 5	<u>4</u> 14
Third Semester				
ENGL 2311	Technical Communications	3	0	3
PTAC 1308	Safety, Health and Environment I	3	1	3
PTAC 1352	Process Instrumentation I	2	2	3
*PTAC 2420	Process Technology II	<u>3</u> 11	<u>2</u> 5	<u>4</u> 13

*Capstone Course

Total Credits Required for Process Technology Certificate44

Respiratory Care Degree Program

(281) 756-3658

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

Length: 21 months

Purpose: The Respiratory Care Department offers a two-year program that prepares individuals for an allied health specialty in the clinical care and management of respiratory disorders. The graduate will possess advanced, intensive-care skills to assess, monitor and evaluate adult, pediatric and neonatal patients on mechanical ventilation. Respiratory therapists practice in a variety of settings, including intensive care units, neonatal/pediatric special care areas, general hospital floors, emergency/trauma units, extended care and rehabilitation facilities, and the home care environment. Respiratory Care courses consist of classroom, laboratory and supervised hospital experience. Graduates of the associate degree program may become Registered Respiratory Therapists (RRT) by passing the Entry Level Exam and the Advanced Practitioners Exam. Texas, along with many states, requires that respiratory care practitioners obtain a state license to practice respiratory care. The program is affiliated with several community hospitals including Ben Taub, Texas Children's, Memorial-Hermann, UTMB-Galveston and eleven other clinical affiliates.

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

Admission Requirements:

1. To be considered for admission to the respiratory care program, the applicant must:
 - a. be a high school or GED graduate.
 - b. make application to ACC and fulfill the admission requirements, including THEA.
 - c. make application to the respiratory care program.
 - d. submit official transcripts of all previous college work to ACC Registrar's 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 if taken prior to April 1, 1995 or SAT score of 870 if taken prior to April 1, 1995, or complete BIOL 2401 and ENGL 1301 with a grade no lower than a "C" prior to admission in lieu of the ACT/SAT exam.
 - g. complete a physical examination form which includes TB skin test, and immunizations upon acceptance to the program and proof of current class "CPR" certification from the American Heart Association.
 - h. 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 Registrar's 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.
 - h. Must complete a minimum of 24 semester hours at ACC in order to be considered a graduate.
4. Early entry program starts in May. Regular program begins in August.

Alternate Enrollment:

1. Alternate enrollment applies to those respiratory care personnel who are licensed and have not completed 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 program, all respiratory care courses must be completed in the proper sequence as shown in the catalog and degree plan, or must have the approval of the program director.
3. No grade below a **C** in a respiratory care or academic course will be acceptable for progression.
4. A student will be terminated from the program if clinical performance is unsatisfactory as determined by the clinical instructor and the program director. This action may be taken at any time during the semester or at the end of the semester.
5. A student who makes a **D** or **F** in any science/respiratory care course may repeat that course once in order to obtain a **C** or better.
6. A student requiring hospitalization or sustaining an injury will be required to obtain a written statement from his/her physician verifying that the health status of the student is adequate for performance in the clinical agency. A student may not be allowed to return to the clinical area if he/she must be on medications which may interfere with the ability to perform satisfactorily.
7. A student who is pregnant must present a physician's statement giving evidence of her ability to perform the work required.
8. Students must complete the program within five years after initial acceptance.

Associate of Applied Science Respiratory Care Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Year				
First Semester				
BIOL 2401	Anatomy & Physiology I	3	3	4
RSPT 1160	Clinical - Respiratory Therapy Technician	0	6	1
RSPT 1207	Cardiopulmonary Anatomy & Physiology	2	1	2
RSPT 1316	Basic Respiratory Care Procedures II	2	3	2
RSPT 1227	Respiratory Care Sciences	2	0	3
RSPT 1429*	Respiratory Care Fundamentals I	<u>3</u>	<u>3</u>	<u>4</u>
		12	16	16
Second Semester				
BIOL 2402	Anatomy & Physiology II	3	3	4
ENGL 1301	Composition & Rhetoric I	3	0	3
RSPT 1266	Practicum - Respiratory Therapy Technician I	0	16	2
RSPT 1317	Respiratory Care Pharmacology	3	0	3
RSPT 2210	Cardiopulmonary Diseases I	2	1	2
RSPT 2414	Mechanical Ventilation I	<u>3</u>	<u>2</u>	<u>4</u>
		14	22	18
Third Semester				
RSPT 1267	Practicum - Respiratory Therapy Technician II	0	15	2
RSPT 2305	Pulmonary Diagnostics	2	3	3
RSPT 2314	Mechanical Ventilation II	<u>2</u>	<u>2</u>	<u>3</u>
		4	20	8
SECOND YEAR				
First Semester				
BIOL 2420	Microbiology	3	3	4
PHED	Physical Activity	0	3	1
RSPT 1191	Special Topics in Respiratory Therapy	0	4	1
RSPT 2239	Adv Cardiac Life Support	1	4	2
RSPT 2255	Critical Care Monitoring	2	1	2
RSPT 2266	Practicum - Respiratory Therapy Technician III	0	16	2
RSPT 2310	Cardiopulmonary Disease II	<u>2</u>	<u>2</u>	<u>3</u>
		8	33	15
Second Semester				
Elective	Visual & Performing Arts/Humanities	3	0	3
PHED	Physical Activity	0	3	1
PSYC 2301	General Psychology	3	0	3
RSPT 2131	Clinical Simulations for Respiratory Care	0	2	1
RSPT 2135	Pediatric Adv Life Support	0	3	1
RSPT 2166	Practicum - Respiratory Therapy Technician V	0	8	1
RSPT 2267	Practicum - Respiratory Therapy Technician IV	0	18	2
RSPT 2353	Neonatal/Pediatric Cardiopulmonary Care	<u>3</u>	<u>0</u>	<u>3</u>
		9	34	15

Total Credits Required for A.A.S. Respiratory Care72

* Tech Prep students would take RSPT1101, Introduction to Respiratory Care, and RSPT1338, Respiratory Care Technology I, instead of RSPT1429

Course Descriptions



Take Advantage of Your Potential

Accounting

Norman Bradshaw, Department Chairperson,
Tom Branton

ACCT 2301

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). [CB5203015125]

ACCT 2302

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: ACCT2301. [CB5203015125]

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]

Anthropology

Nancey Lobb, Department Chairperson

ANTH 2346 {SOC1}2346

General 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 (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB4502015125]

Arts

Dennis LaValley, Department Chairperson

ARTS 1301

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]

ARTS 1303

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 pre-historic times through the medieval period. (3 lecture hours per week). Prerequisites: ENGL 0310 and READ 0310. [CB5007035230]

ARTS 1304

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]

ARTS 1311

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. (3 lecture & 3 lab hours per week). [CB5004015330]

ARTS 1312

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. (3 lecture & 3 lab hours per week). [CB5004015330]

ARTS 1316

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. (3 lecture & 3 lab hours per week) [CB5007055230]

ARTS 1317

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. (3 lecture & 3 lab hours per week). Prerequisite: ARTS 1316 [CB5007055230]

ARTS 2316

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. (3 lecture & 3 lab hours per week). [CB5007085230]

ARTS 2317

Painting II (3 credits)

This course is an expansion of the concepts presented in Painting I with unrestricted subject matter. In addition to scheduled class hours, students should arrange three additional hours per week to paint. (3 lecture & 3 lab hours per week). Prerequisite: ARTS 2316. [CB5007085230]

ARTS 2326

Sculpture I (3 credits)

This course provides students with experience in sculpture in clay, wood, and found object materials. Art majors are expected to take a sculpture course. Students should arrange three additional hours per week to work in sculpture. (3 lecture & 3 lab hours per week) [CB5007095126]

ARTS 2327

Sculpture II (3 credits)

This course provides students with experience in sculpture in clay, wood, and found object materials. It is an expansion of the concepts presented in Sculpture I. Students should arrange three additional hours per week to work in sculpture. (3 lecture & 3 lab hours per week) [CB5007095126]

ARTS 2333

Printmaking I (3 credits)

This course introduces students to printmaking techniques and principles. The student will explore woodcut, etching, dry point, monoprint and linocut methods. In addition to scheduled class hours students should arrange three additional hours per week to work on projects. (3 lecture & 3 lab hours per week) [CB5007105126]

ARTS 2334

Printmaking II (3 credits)

This course is an extension of Printmaking I with the inclusion of serigraphy and lithography. In addition to scheduled class hours, students should arrange three

additional hours per week to work on projects. (3 lecture & 3 lab hours per week) [CB5007105126]

ARTS 2341
Art Metals I
(3 credits)

This course explores various methods of metal fabrication with an emphasis on jewelry making. The principles of two and three dimensional design are given careful consideration. The history and contemporary trends of art metals are examined. (3 lecture & 3 lab hours per week) [CB5007135126]

ARTS 2342
Art Metals II
(3 credits)

This course is a continuation of Art Metals I. It explores metal fabrication, jewelry making, history and contemporary trends. Prerequisite: ARTS 2341. (3 lecture & 3 lab hours per week). [CB5007135126]

ARTS 2346
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. (3 lecture & 3 lab 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. (3 lecture & 3 lab hours per week) Prerequisite: ARTS 2346. [CB5007115130]

ARTS 2348
Digital Art 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. (3 lecture & 3 lab hours per week) [CB5004025126]

ARTS 2349
Digital Art 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. (3 lecture & 3 lab hours per week) [CB5004025126]

ARTS 2356
Photography I
(3 credits)

This course introduces the student to the fundamental elements of black & white techniques, knowledge of chemistry, and presentation skills with an emphasis on design, history and contemporary trends as a means

of developing an understanding of photographic aesthetics. (3 lecture & 3 lab hours per week) [CB5006055130]

ARTS 2357
Photography II
(3 credits)

This course builds upon the techniques and concepts presented in Photography I and focuses on continued development of printing and developing skills with emphasis placed on the development individual expression. (3 lecture & 3 lab hours per week) Prerequisite: ARTS 2356 [CB5005025230]

ARTS 2366
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. (3 lecture & 3 lab hours per week) [CB5007085330]

ARTS 2367
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. Prerequisite: ARTS 2366. (3 lecture & 3 lab hours per week) [CB5007085330]

ARTS 2377
Studies in Contemporary Art
(3 credits)

This course is an in-depth study of current concerns and practices in the visual arts. (1 lecture and 5 laboratory hours per week). Department chairperson approval required. [CB50070352130]

Biology

Steve Wheeler, Department Chairperson
Bill Horine, Dwight Rhodes

BIOL1308
Contemporary Biology I
(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 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. This course stresses basic biological principles relevant to plants. (3 lecture hours per week). Prerequisite: READ 0310. [CB2601015124]

BIOL1406
General Biology I
(4 credits)

An introductory survey of contemporary biology. Topics emphasized will include the chemical basis of life, structure and function of cells, energy transformations, and molecular biology and genetics. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. [CB2601015124]

BIOL 1407
General Biology II
(4 credits)

An introductory survey of current biological concepts. Emphasis will be placed on topics which include evolution, biological diversity, ecology, and comparative structure and function of organisms. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. [CB2601015124]

BIOL 2306
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: READ0310, ENGL1301 [CB0301025124]

BIOL 2401
Anatomy and Physiology I
(4 credits)

This course includes a study of the structure and function of organ system of the human body. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. [CB2607065124]

BIOL 2402
Anatomy and Physiology II
(4 credits)

This course continues the study of the structure and function of organ system of the human body. (3 lecture and 3 laboratory hours per week). Prerequisite: BIOL 2401. [CB2607065124]

BIOL 2420
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. This 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 BIOL1408, or BIOL 1409, or BIOL 2401, or BIOL 2402. [CB2605015124]

Business Administration

Norman Bradshaw, Department Chairperson

BUSI 1301 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). [CB5201015125]

BUSI 2301 Business Law I (3 credits)

This course covers the principles of law which form the legal framework for business activities. (3 lecture hours per week).

[CB2201015125]

BUSI 2302 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, and other laws affecting business. (3 lecture hours per week).

[CB2201015125]

Chemistry

William R. Bitner, Department Chairperson
Betty Graef

CHEM 1405 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]

CHEM 1407 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]

CHEM 1411 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. [CB4005015203]

CHEM 1412 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. [CB4005015203]

CHEM 2401 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]

CHEM 2423 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]

CHEM 2425 Organic Chemistry II (4 credits)

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

Child Development / Early Childhood

Sandra Horine, Department Chairperson

CDEC 1270 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. [CIP19.0708]

CDEC 1313 Curriculum Resources for Early Childhood Programs (3 credits)

A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children. The student will define developmentally appropriate practices; describe the process of child-centered curriculum development; and develop guidelines for creating developmentally appropriate indoor and outdoor learning environments. The student will apply an understanding of teacher roles in early childhood classrooms; prepare a developmentally appropriate schedule including routines and transitions; and select, plan, implement, and evaluate developmentally appropriate learning experiences for children. (3 lecture hours per week). Corequisite: READ 0309. [CIP19.0709]

CDEC 1317 Child Development Associate Training I (3 credits)

Based on the requirements for the Child Development Associate National Credential (CDA). Topics on CDA overview, general observation skills, and child growth and development overview. The four functional areas of study are creative, cognitive, physical, and communication. The student will identify methods to advance physical and intellectual competence; describe the CDA process, develop general observation skills and summarize basic child growth and development; utilize skills in writing, speaking, teamwork, time management, creative thinking, and problem solving. (3 lecture and 2 laboratory hours per week). Corequisite: READ 0309. [CIP19.0709]

CDEC 1319 Child Guidance (3 credits)

An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences. Practical application through direct participation with children. The student will summarize theories related to child guidance; explain how appropriate guidance promotes autonomy, self-discipline and life-long social skills in children; recognize the importance of families and culture in guiding children; and promote development of positive self-concept and prosocial behaviors in children. The student will apply appropriate guidance techniques to specific situations relating to children's behavior and demonstrate skills in helping children resolve conflicts. (3 lecture and 1 laboratory hour per week). Corequisite: READ 0309. [CIP19.0709]

CDEC 1321 The Infant and Toddler (3 credits)

A study of appropriate infant and toddler programs (birth to age 3), including an overview of development quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques. The student will summarize prenatal development and the birth process; discuss theories of development as they apply to infants and toddlers.

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outline growth and development of children from birth to age 3; analyze components of quality infant/toddler caregiving and elements of appropriate indoor and outdoor environments. The student will provide developmentally appropriate materials and activities and use developmentally appropriate teaching/guidance techniques. (3 lecture hours per week). Corequisite: READ 0309. [CIP19.0709]

CDEC 1356
Emergent Literacy for Early Childhood
(3 credits)

An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum. The student will define literacy and emergent literacy; analyze various theories of language development; and describe the teacher's role in promoting emergent literacy. The student will create literacy environments for children; and select and share appropriate literature with children. (2 lecture and 3 laboratory hours per week). Corequisite: READ 0309. [CIP19.0706]

CDEC 1357
Math and Science for Early Childhood
(3 credits)

An exploration of principles, methods, and materials for teaching children math and science concepts through discovery and play. The student will relate the sequence of cognitive development to the acquisition of math and science concepts and describe the scientific process and its application to the early childhood indoor and outdoor learning environments. The student will develop strategies which promote thinking and problem-solving skills in children; utilize observation and assessment as a basis for planning discovery experiences for the individual child; and create, evaluate, and/or select developmentally appropriate materials, equipment and environments to support the attainment of math and science concepts. (2 lecture and 3 laboratory hours per week). Corequisite: READ 0309. [CIP19.0709]

CDEC 1358
Creative Arts for Early Childhood
(3 credits)

An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. The student will define the creative process; describe the role of play in a child's growth and development and developmental sequences for creative arts; analyze teacher roles in enhancing creativity; describe concepts taught through the creative arts and components of creative environments. The student will plan, implement, and assess child-centered activities for music, movement, visual arts, and dramatic play. (2 lecture and 3 laboratory hours per week). Corequisite: READ 0309. [CIP19.0709]

CDEC 1359
Children With Special Needs
(3 credits)

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and

legislative issues. The student will summarize causes, incidences and characteristics of exceptionalities related to the domains of development; discuss current terminology and practices for intervention strategies; identify appropriate community resources and referrals for individual children and families; review legislation and legal mandates and their impact on practices and environments; explain the role of advocacy for children with special needs and their families. The student will use various types of materials and resources, including current technology, to support learning in all domains for all children. (3 lecture hours per week). Corequisite: READ 0309. [CIP19.0709]

CDEC 1384
Cooperative Ed. In Child Development I
(3 credits)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. The student will, as outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (1 lecture and 20 laboratory hours per week). Corequisite: READ 0309. [CIP19.0706]

CDEC 2322
Child Development Associate Training II
(3 credits)

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance. The student will explain methods to establish and maintain a safe, healthy learning environment, describe ways to support social and emotional development, and describe techniques used to provide positive guidance. The student will utilize skills in writing, speaking, problem solving, time management, and record keeping. (1 lecture and 8 laboratory hours per week). Corequisite: READ 0309. [CIP19.0709]

CDEC 2324
Child Development Associate Training III
(3 credits)

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include family, program management, and professionalism. The student will describe methods to establish positive and productive relationships with families; explain methods to ensure a well-run, purposeful program responsive to participant needs; and identify how to maintain a commitment to professionalism; utilize skills in writing, speaking, problem-solving, time management, and record

keeping. (1 lecture and 8 laboratory hours per week). Corequisite: READ 0309. [CIP19.0709]

CDEC 2384
Cooperative Ed. In Child Development II
(3 credits)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. The student will, as outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (1 lecture and 20 laboratory hours per week). Corequisite: READ 0309. [CIP19.0706]

CDEC 2426
Administration of Programs for Children I
(4 credits)

A practical application of management procedures for early child care education programs, including a study of planning, operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. The student will analyze the planning functions; evaluate the operational functions and interpret the supervisory functions of an administrator. The student will summarize the evaluation of functions in an early care and education program and explore methods of effective communication and utilize skills in speaking, writing, computation, and computer utilization. (3 lecture and 2 laboratory hours per week). Corequisite: READ 0309. [CIP19.0708]

CDEC 2428
Administration of Programs for Children II
(4 credits)

An in-depth study of the skills and techniques in managing early care and education programs, including 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. The student will discuss codes of conduct; describe communication skills needed in effectively administering an early care and education program; discuss the importance of parent education/partnerships in early care and education programs; explain the administrator's role in advocacy; describe personnel management skills necessary to administer programs; explain legal issues which impact programs; evaluate fiscal responsibilities of an administrator; and examine current technology and issues in early care and education administration. The student will utilize skills in speaking, writing, computation, and computer utilization. (3 lecture and 2 laboratory hours per week). Corequisite: READ 0309. [CIP19.0708]

EDUC 1301**Schools and Society
(3 credits)**

This course will examine the history, structure, culture, curriculum, issues and current models within the public school. Career opportunities and personal commitment to the teaching profession will be emphasized. Field observation in communities and schools will be required. Prerequisite: READ 0310, Corequisite: ENGL 1301. [CB1301015109]

TECA 1303**Family and The Community
(3 credits)**

A study of the relationship between the child, family, community, and educators, including a study of parent education and involvement, family and community lifestyles, child abuse, and current family life issues. The student will examine literature on parenting styles and effective parenting techniques; discuss issues relating to families and communities and literature relating to diverse cultures and lifestyles; summarize ways to communicate and interact with parents and families. Recognize signs of abuse and neglect and describe ways to work effectively with abused and neglected children. (3 lecture hours per week). Corequisite: READ 0310. [CB1907015109]

TECA 1311**Introduction to Early Childhood Education
(3 credits)**

An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues. The student will discuss the contributions of key historical and contemporary theorists to the field of early childhood education, explain the features of a developmentally appropriate program for young children, define development and define each of the four basic developmental areas, describe the types of early childhood programs, and analyze future trends and issues of the early childhood profession. The student will demonstrate an understanding of the characteristics and developmental stages of an early childhood professional. (3 lecture hours per week). Corequisite: READ 0310 [CB1907085109]

TECA 1318**Nutrition, Health and Safety
(3 credits)**

A study of nutrition, health, and safety including community health, universal health precautions, and legal implications. Practical application of these principles in a variety of settings. The student will analyze principles of nutrition, evaluate nutrition assessment, and examine regulatory requirements for nutrition; describe community health problems, universal health precautions, legal implications regarding health and analyze environmental and personal hygiene; describe principles of safety as they relate to children, evaluate regulations regarding child safety, safety procedures and children's environments for safety. The student will demonstrate skills in computation, record keeping, referrals and resources as they apply to nutrition, health, and safety. (3 lecture hours per week). Corequisite: READ 0310. [CB1907085209]

Communications

*Cathy Forsythe, Department Chairperson
William C. Lewis, Mark Moss*

COMM 1335**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 the radio and TV equipment. The course also covers radio and television programming, cable TV, and new electronic media. (3 lecture hours per week). [CB0904035226]

COMM 1336**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 lab hours per week). Corequisite: READ 0310 [CB0907010079]

COMM 1337**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 station. (2 lecture and 3 lab hours per week). Corequisite: READ 1310 [CB0907010079]

COMM 2303**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 lab hours per week). Corequisite: READ 0310 [CB1002025106]

COMM 2311**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 [CB 0904015706]

COMM2314**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 lab hours per week). [CB0907010079]

COMM 2331**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 0130 [CB0907015406]

MRKG 1313**Public Relations
(3 credits)**

Exploration of theories, techniques, and processes of public relations including means of influencing methods of building good will, analysis of media, obtaining publicity, and implementation of public relations programs. (3 Lecture hours per week). [CIP521401]

MUSC 1327**Audio Engineering I
(3 credits)**

An overview of the modern recording studio and related personnel. Topics include basic studio electronics and acoustic principles, waveform analysis, microphone concepts and miking techniques, studio set up and signal flow, recording console theory, signal processing concepts, tape machine principles and operation, and an overview of mixing and editing. (2 lecture and 4 lab hours per week). [CIP10.0199]

MUSC 2427**Audio Engineering II
(4 credits)**

A continuation of Audio Engineering I with emphasis on implementation of the techniques and theories of the recording process. Topics include applications on microphones, the audio console, the multitrack tape recorder and signal processing devices in recording session environments. (2 lecture and 4 lab hours per week) [CIP10.0199]

MUSC 2447**Audio Engineering III
(4 credits)**

Presentation of advanced procedures and techniques utilized in recording and manipulating audio information. Topics include advanced computer-based console automation, hard disk based digital audio editing, nonlinear digital multitrack recording and advanced engineering project completions. (2 lecture hours and 4 lab hours per week) [CIP10.0199]

RTVB 1301**Broadcast News Writing
(3 credits)**

Instruction in the writing and organization of news copy. Topics include proper style and format used for broadcast news scripts, organization of newscasts, use of Teleprompters and computerized news editing systems. Students will experience the creation of newscasts for live, on-air broadcasts. (2 lecture and 4 lab hours per week) [CIP09.0701]

RTVB 1317**Survey of Electronic Media
(3 credits)**

A survey of the broadcast and cable industry. Topics include the history of the broadcast and cable industries, operation of radio and TV stations, cable facilities, programming practices of radio stations and FCC organization and regulatory activity. Also includes career opportunities in broadcasting and cable and the impact of the new media. Historical lessons from the various media forms will be analyzed. (3 Lecture hours per week) [CIP09.0701]

RTVB 1325**TV Studio Production
(3 credits)**

A study of basic television production as it applies to live and taped studio programming. Topics include studio camera operation, television audio and television directing with an emphasis on underlying principles of video technology. The course will examine the essential elements necessary for editing videotape. (2 lecture and 4 lab hours per week) [CIP09.0701]

RTVB 1329**Writing for Electronic Media
(3 credits)**

An introduction to the writing of commercials, public service announcements, promos, news documentaries, and other broadcast and film materials. Emphasis on the format and style of each type of writing and development of a professional writing style. (2 lecture and 4 lab hours per week) [CIP09.0701]

RTVB 1355**Radio and Television Announcing
(3 credits)**

An introduction to radio and TV announcing emphasizing the development of skills including voice quality, articulation, enunciation, and pronunciation. Topics include typical announcing types such as news, sports, commercial and disc jockey and a survey of the fields of radio and TV announcing. (2 lecture and 4 lab hours per week) [CIP09.0701]

RTVB 1380, 1381, 2380, 2381**Cooperative Education - Radio/TV Broadcasting
(3 credits)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture and 20 lab hours per week) [CIP09.0701]

RTVB 1391**Special Topics in Radio and Television
Broadcasting
(3 credits)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant

to the professional development of the student. (2 lecture and 4 lab hours per week) [CIP09.0701]

RTVB 1409**Audio/Radio Production I
(4 credits)**

An introduction to the concepts and techniques of sound productions including mixing, recording, and editing techniques. (2 lecture and 6 lab hours per week) [CIP09.0701]

RTVB 1421**TV Field Production
(4 credits)**

A study of the pre-production, production and post-production techniques involved in field television production. Elements include field camera setup and operation, field audio, television directing, and in-camera or basic continuity editing with an emphasis on underlying principles of video technology. Basic videotape editing will be utilized in the construction of news-style video packages. Non-linear editing concepts and applications will be examined. (2 lecture and 6 lab hours per week) [CIP09.0701]

RTVB 1445**Broadcast Engineering
(4 credits)**

Instruction in the basics of engineering video productions including the basic alignment/adjustment of cameras, test equipment, storage devices, and other studio equipment. Also includes basic system design and construction and digital standards for broadcast, cable, satellite, and network distribution. (3 lecture hours and 3 lab hours per week) [CIP10.0104]

RTVB 2335**TV Production Workshop I
(3 credits)**

Study of advanced application and design of video productions in location or studio shoots with real deadlines and quality control restrictions. Students will produce programming for KACC-TV. (2 lecture and 4 lab hours per week) [CIP09.0701]

RTVB 2339**Broadcast Sales
(3 credits)**

Instruction in sales methods, audience measurement, demographics, station promotion, advertising and public relations. (2 lecture and 4 lab hours per week) [CIP09.0701]

RTVB 2431**Audio Radio Production III
(4 credits)**

Presentation of advanced concepts in audio/radio recording and editing. Topics include digital editing, sound processing systems, and multi-track mixdown recording techniques. (2 lecture and 6 lab hours per week) [CIP09.0701]

COMPUTER SCIENCE

Gerald Pullen, Department Chair
Thomas Magliolo, Richard Melvin

It is the responsibility of all students taking a computer science internet course(s) to contact their instructor(s) at the beginning of the semester.

In the COSC 1401, internet course, it is necessary for students to use the same textbook and software version that is being used at Alvin Community College Computer Science Department. This allows students to locate correct assignments and examples. Internet students taking a computer science course have access to the computer laboratories when space is available.

In internet programming courses, it is recommended that students use the same software that is used at ACC. The student accepts the responsibility of installing the necessary software and creating the necessary files. Internet students taking a computer science programming course have access to the laboratories when space is available.

BCIS 1405**Business Computer Applications
(4 credits)**

This course contains an overview of computer concepts, computer vocabulary, and microcomputer applications. The course requires the use of a microcomputer (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CB5212025227]

BCIS 1420**Introductory C Programming
(4 credits)**

Introduction to business programming techniques. Includes structured programming methods, designing customized software applications, testing documentation, input specification, and report generation. (3 lecture and 3 lab hours per week). Prerequisite: READ 0309 and MATH 0310. [CB52120225227]

BCIS 1431**Programming in Visual Basic
(4 credits)**

Introduction to business programming techniques. Includes structured programming methods, designing customized software applications, testing documentation, input specification, and report generation. (3 lecture and 3 lab hours per week). Prerequisite: READ 0309 and MATH 0310. [CB52120225227]

BCIS 2431**Advanced Programming Visual Basic
(4 credits)**

Further applications of business programming techniques. Advanced topics may include varied file access techniques, system profiles and security, control language programming, data validation program design and testing, and other topics not normally covered in an introductory information systems programming course. (3 lecture and 3 lab hours per week). Prerequisite: READ 0309, MATH 1314 and BCIS 1341 [CB52120225227]

COSC 1401
Microcomputer Applications
(4 credits)

This course contains an overview of computer concepts, computer vocabulary, and microcomputer applications. The course requires the use of a microcomputer. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CB1101015227]

COSC 1415
Fundamentals of Programming - Java
(4 credits)

Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and MATH 0310. [CB52120225227]

COSC 1418
Pascal Programming
(4 credits)

Introduction to computer programming using Pascal. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input-output devices, and files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and MATH 0309 [CB1102015227]

COSC 1420
Computer Programming -- C++
(4 credits)

Emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data, input/output devices, and files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309, COSC 1418 or equivalent, MATH 0312. Corequisite: MATH 1314 [CB1102015227]

COSC 1430
Computer Programming
(4 credits)

Introduction to computer programming in various programming languages. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and MATH 0310. [CB1102015227]

COSC 2315
Data Structures
(3 credits)

This course is an introduction to data structures and algorithm development. Topics include: arrays, records, linked list, stacks, queues, binary trees, sorting, and searching. (3 lecture hours per week). Prerequisite: READ 0309 and ITSE1410. [CB1102015327]

COSC 2420
Advanced Computer Programming - C++
(4 credits)

Topics include object-oriented programming, dynamic memory allocation, classes, function overloading, inheritance, polymorphism, streams, templates, exception handling. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and COSC 1420. [CB1102015327]

IMED 1416
Web Page Design 1
(4 credits)

Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers. (3 lecture and 3 laboratory hours per week) Prerequisite: READ 0309 [CIP10.0101]

ITMC 1301
MS Windows 2000 Network and Operating System Essentials
(3 credits)

This course provides an introduction to the Microsoft Windows 2000 operating system and to the networking technologies it supports. It includes skills for administering and setting up security in a Windows 2000 network and skills for examining and troubleshooting TCP/IP and the net. (2 lecture and 2 laboratory hours per week). Prerequisite COSC 1401 and Corequisite ITNW 1325. [CIP52.1204]

ITMC 1319
Installing and Administering Microsoft Windows 2000 Server Operating Systems
(3 credits)

An introduction to Microsoft Windows server operating system in a single domain environment. Topics include basic installation, configuration tasks, and day-to-day administration tasks in a Windows based network. (2 lecture and 2 laboratory hours per week). Prerequisite ITNW 1321 or ITNW 1325. [CIP52.1204]

ITMC 1341
Implementing MS Windows 2000 Professional and Server
(3 credits)

This course provides students with the knowledge and skills necessary to install and configure Windows 2000 Professional on stand-alone computers, and on client computers that are part of a workgroup or domain. In addition, this course provides the skill and knowledge necessary to install and configure Windows 2000 Server to create file and print servers. (2 lecture and 2 laboratory hours per week). Prerequisite ITMC 1301. [CIP52.1202]

ITMC 1342
Implementing MS Windows 2000 Network Infrastructure
(3 credits)

This course provides students with the skills necessary for configuring, installing, managing and supporting a network infrastructure that uses the Windows 2000 server family of products. Skills covered include automating IP address assignment using DHCP, implementing name resolution using DNS and WINS, configuring and supporting remote access to a network, configuring network security using public key infrastructure, integrating the network services in Windows 2000, and deploying Windows 2000 Professional using remote installation services. (2 lecture and 2 laboratory hours per week). Prerequisite ITMC 1341. [CIP52.1204]

ITMC 1343
Implementing and Administering MS Windows 2000 Directory Services
(3 credits)

This course provides students with the knowledge and skills necessary to install, configure, and administer the Windows 2000 Active Directory service. This course also focuses on implementing Group Policy, and understanding the Group Policy tasks required to centrally manage users and computers. Skills covered also include configuring the DNS server service to support Active Directory, creating and administering user accounts and group resources, delegating and administrative control of Active Directory objects, managing replication of Active Directory, and maintaining and restoring the database of Active Directory. (2 lecture and 2 laboratory hours per week). Prerequisite ITMC 1342 [CIP52.1204]

ITMC 2331
Designing Microsoft Windows 2000 Directory Services Infrastructure
(3 credits)

This course provides students with the knowledge and skills necessary to design a Microsoft Windows 2000 directory services infrastructure. Strategies are presented to assist the student in identifying the information technology needs of an organization, so the student may then design the Active Directory structure that meets those needs. Specific skills include design of a naming strategy for Active Directory, design of a schema policy, design of Active Directory to support Group Policies, design of an Active Directory domain, design of a multiple domain structure, and design of an Active Directory infrastructure. (2 lecture and 2 laboratory hours per week). Prerequisite ITMC 1343. [CIP52.1204]

ITMC 2332
Designing a Microsoft Windows 2000 Networking Service Infrastructure
(3 credits)

This course provides students with the knowledge and skills necessary to create a networking services infrastructure design that supports the required network applications. Topics covered include DHCP, OSPF, RIP, and Internet Group Management Protocol. Skills covered include design of a networking services foundation, designing Internet connectivity solutions, designing extranet connectivity solutions, design and creation of an integrated network services infrastructure, and design of networking services to support applications. (2 lecture and 2 laboratory hours per week). Prerequisite ITMC 1343. [CIP52.1204]

ITMC 2333
Designing a Secure Microsoft Windows 2000 Network
(3 credits)

This course provides students with the knowledge and skills necessary to design a security framework for small, medium and enterprise networks using Microsoft Windows 2000 technologies. Specific skills include providing secure access to local network users, providing secure access to remote users and remote offices, providing secure access between private and public networks, and providing secure access to partners. (2 lecture and 2 laboratory hours per week). Prerequisite ITMC 1343. [CIP52.1204]

ITMC 2371**Managing a Microsoft Windows 2000 Network
(3 credits)**

This course is designed to teach strategies for Microsoft Windows 2000 network management to individuals who desire to learn about this topic as well as those who wish a review course for the Microsoft Certification Exam #70-218. (2 lecture and 2 laboratory hours per week). Prerequisite: ITMC 1342. [CIP52.1204]

ITNW 1321**Introduction to Networking
(3 credits)**

Introduction to the fundamentals, basic concepts, and terminology of networks. Topics include the access and use of the Internet and networking hardware and software, including current developments in networking. (2 lecture and 2 laboratory hours per week). [CIP52.1204]

ITNW 1325**Fundamentals of Networking
(3 credits)**

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. (2 lecture and 2 laboratory hours per week). [CIP52.1204]

ITNW 2321**Networking with TCP/IP
(3 credits)**

Set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems. Configure IP addressing and routing; design and implement a domain name server; implement static and dynamic IP addressing; explain subnets and supernets; and use network management utilities to manage and troubleshoot IP networks. (2 lecture and 2 laboratory hours per week). Prerequisite: ITNW 1321 or ITNW 1325. [CIP52.1204]

ITSE 1407**Introduction to C++ Programming
(4 credits)**

Introduction to computer programming using C++. Emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CIP11.0201]

ITSE 1410**Pascal Programming
(4 credits)**

Introduction to computer programming using Pascal. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input-output devices, and files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CIP11.0201]

ITSE 1411**Web Page Programming
(4 credits)**

Instruction in Internet Web page programming and related graphic design issues including mark-up languages, Web sites, Internet access software, and interactive topics. May include use of HTML, CGI, JAVA, JAVASCRIPT, OR ASP. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 [CIP11.0201]

ITSE 1422**Introduction to C Programming
(4 credits)**

Introduction to programming using C. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CIP11.0201]

ITSE 1431**Introduction to Visual BASIC Programming
(4 credits)**

Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CIP11.0201]

ITSE 1491**Special Topics in Computer Programming
(4 credits)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CIP11.0201]

ITSE 2387**Internship - Computer Programming
(3 credits)**

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. (20 laboratory hours per week). Prerequisite: READ 0309 and at least 3 computer programming languages from ITSE 1410, ITSE 1422, COSC 1420, ITSE 1431 or ITSE 2417. [CIP11.0201]

ITSE 2402**Intermediate Web Programming
(4 credits)**

Intermediate applications for web authoring. Topics may include server side include (SSI), Perl, HTML, Java, Javascript, and/or ASP. (3 lecture and 2 laboratory hours per week). Prerequisite: ITSE 1411. [CIP11.0201]

ITSE 2409**Database Programming
(4 credits)**

Application development using database programming techniques emphasizing database structures, modeling, and database access. (3 lecture and 3 laboratory hours per week). Prerequisite: COSC 1401. [CIP11.0201]

ITSE 2413**Web Authoring
(4 credits)**

Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CIP11.0201]

ITSE 2417**JAVA Programming
(4 credits)**

Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and (ITSE1422 or ITSE1410 or COSC1418). [CIP11.0201]

ITSE 2449**Advanced Visual BASIC Programming
(4 credits)**

Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and ITSE 1431. [CIP11.0201]

ITSY 1300**Fundamentals of Information Security
(3 credits)**

Basic information security goals of availability, integrity, accuracy, and confidentiality are studied. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed. (3 lecture hours per week) [CIP111003]

ITSY 1342**Information Technology Security
(3 credits)**

Basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed. (2 lecture and 2 laboratory hours per week) Prerequisite: ITNW 1321 or ITNW 1325. [CIP111003]

Court Reporting

Bill Cranford, Department Chairperson
Karen Downey, Micki Kincaide, Laura Noulles, Robin McCartney, Jim Preston, Roland Scott

CRTR 1213

Reporting Orientation (2 credits)

Overview of reporting procedures, including introduction to official and realtime reporting through observation of practicing reporters. Guest speakers will address topics such as judicial reporting, captioning, and CART services. (2 lecture and 1 laboratory hour per week). [CIP520405]

CRTR 1302

Law and Legal Terminology (3 credits)

Instruction in civil law, criminal law, the judicial system (discovery trial and appellate process), methods of researching legal citations, and the legal terms used in the reporting profession. (3 lecture hours per week). Prerequisite: READ 0310. [CIP52.0405]

CRTR 1308

Realtime Reporting I (3 credits)

Development of skills necessary for writing conflict-free theory and dictation practice using computer-aided technology and instructional interaction. Emphasis will be placed on writing techniques to ensure a conflict-free system of machine writing by drill and dictation of geographical matter, names in current events and history, number inputting, along with methods of preparing transcripts. (2 lecture and 3 laboratory hours per week). Prerequisites: CRTR 1406 and CRTR 1314. [CIP52.0405]

CRTR 1310

Realtime Reporting II (3 credits)

Continued development of skills necessary for writing conflict-free theory and dictation practice using computer-aided technology and instructional interaction. Extensive instruction in dictionary building for realtime, captioning, and CART. (2 lecture and 3 laboratory hours per week). [CIP520405]

CRTR 1312

Reporting Communications I (3 credits)

Study of basic rules of English grammar and spelling, punctuation, capitalization and proofreading skills as they apply to the production of transcripts of the spoken word in the reporting field. (2 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. [CIP52.0405]

CRTR 1314

Reporting Technology I (3 credits)

Introduction to computer-aided transcription terminology and systems based on computer-compatible theory. The course includes lectures, dictation, and practical applications of word processing, videotaping, and computer-aided transcription, including proofreading of rough drafts and production of the finished transcript. (2 lecture and 3 laboratory hours per week). Prerequisites: CRTR 1406. [CIP52.0405]

CRTR 1346

Captioning Reporting I (3 credits)

Introduction to realtime/caption production procedures with transcription of materials produced in proper form. Topics include specialized vocabulary (legal, medical, media, education, etc.), utilizing realtime/caption equipment, the psychology for writing realtime, and the procedures for operation of realtime/captioning software and hardware (2 lecture and 3 laboratory hours per week.) Prerequisite: CRTR 2401. [CIP52.0405]

CRTR 1404

Machine Shorthand I (4 credits)

Instruction in general principles of conflict-free machine shorthand theory and skill building through readback of dictation notes, machine practice, and transcription. (2 lecture and 8 laboratory hours per week). Prerequisite: READ 0310. [CIP52.0405]

CRTR 1406

Machine Shorthand II (4 credits)

Continued development of conflict-free shorthand skills through readback of dictation notes, machine practice and transcription. The student's objective is to pass tests at 60 wpm, 80 wpm, and 100 wpm. (2 lecture and 8 laboratory hours per week). Prerequisites: CRTR 1404. [CIP52.0405]

CRTR 1455

Dictation Speedbuilding (4 credits)

Development of conflict-free machine writing skills. This includes the development of vocabulary and skill building through concentrated emphasis through live dictation and the transcription of machine shorthand notes. The student's objective is to pass tests at 80 wpm. Emphasis is placed on production of transcripts, including daily, supervised transcription practice. This course is for students enrolled in the Scopist Certificate Program. (2 lecture and 8 laboratory hours per week). Prerequisite: CRTR 1404. [CIP52.0405]

CRTR 2306

Medical Reporting (3 credits)

Orientation to medical terms and anatomy as needed in the reporting profession. Topics include medical reporting transcription techniques and production of machine shorthand medical transcripts. Lectures, study guides, tests, and exercises designed to ensure the student's knowledge of the components in building a medical vocabulary and the application thereof. (3 lecture hours per week). Prerequisite: CRTR 1404. [CIP52.0405]

CRTR 2311

Reporting Communications II (3 credits)

In-depth coverage of grammar, spelling, punctuation, capitalization, vocabulary and proofreading skills necessary to produce reporting and/or spoken word documents. The student is given dictation for transcribing and is tutored in voice and speech patterns while reading notes aloud. (2 lecture hours and 3 laboratory hours per week). Prerequisites: CRTR 1312. [CIP52.0405]

CRTR 2315

Reporting and Office Procedures (3 credits)

Instruction in the duties and responsibilities of the freelance reporter including the preparation of depositions. Techniques of billing, basic bookkeeping, tax rules pertaining to the reporter are covered. Each student will prepare a personal resume and emphasis will be placed on attending mock depositions and producing saleable transcripts thereof. (2 lecture and 3 laboratory hours per week). Prerequisite: CRTR 2401. [CIP52.0405]

CRTR 2331

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

Preparation for taking the Texas CSR and the RPR examinations through the use of mock examinations. (2 lecture and 3 laboratory hours per week). Prerequisites: CRTR 2403 and CRTR 2343. [CIP52.0405]

CRTR 2343

Simulated Courtroom Proceedings (3 credits)

Instruction in the role of the reporter in a courtroom environment. Emphasis on writing multiple-voice testimony and the production of transcripts utilizing realtime technology. (2 lecture and 3 laboratory hours per week). Prerequisites: CRTR 2401 and CRTR 1314. [CIP52.0405]

CRTR 2380

Cooperative Education - Court Reporter (3 credits)

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course is designed for students pursuing the Court Reporting Scopist Certificate. The student will gain experience in scoping transcripts for reporters, general office procedures utilized in reporting firms, and the methods used in binding and preparing the final transcript for delivery. (1 lecture and 20 laboratory hours per week). Prerequisite: CRTR 1314, CRTR 2311. [CIP52.0405]

CRTR 2381

Cooperative Education - Court Reporter (3 credits)

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institutional and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. The student may begin the cooperative upon completion of all 180 wpm requirements, and the student will achieve a minimum of 40 actual writing hours with a court reporter on job assignments. The

student will produce a saleable transcript of no less than 50 pages (unpaid work). A journal will be kept by the student recounting his/her experiences on the job. The student will keep a record of actual machine writing hours. (1 lecture and 20 laboratory hours per week). Prerequisites: CRTR 2403 and CRTR 1314. [CIP52.0405]

CRTR 2401

Intermediate Machine Shorthand (4 credits)

Continued development of conflict-free machine shorthand skills through readback of dictation notes, machine practice and transcription. The student's objective is to pass dictated tests at 120 and 140 wpm. (2 lecture and 8 laboratory hours per week). Prerequisite: CRTR 1406. [CIP52.0405]

CRTR 2403

Advanced Machine Shorthand (4 credits)

In-depth coverage of conflict-free shorthand theory and continued skill building through readback of dictation notes, machine practice, and transcription. The student's objective is to pass tests at 160 and 180 wpm. (2 lecture and 8 laboratory hours per week). Prerequisite: CRTR 2401. [CIP52.0405]

CRTR 2435

Accelerated Machine Shorthand (4 credits)

Mastery of high-speed dictation including readback of dictation notes, machine practice and transcription. The student's objective is to pass dictated tests at 200 and 225 wpm. (2 lecture and 8 laboratory hours per week). Prerequisite: CRTR 2403. [CIP52.0405]

Criminal Justice

Maurice Cook, Department Chairperson
Jeff Gambrell

CJCR 1300

Basic Jail Course (3 credits)

Provides instruction in human relations, observation, evaluation of prisoners, booking procedures, classification, mug shots, fingerprinting, strip searches, meals, medical services, visitation, inmates rights and privileges, detention areas, key, knife and tool control, disturbances, riots, fire procedures and release procedures. Taught in accordance with the current TCLEOSE instructor guides provided by the Commission for course #1005. (3 lecture hours per week). [CIP53.0102]

CJCR 1304

Probation and Parole (3 credits)

A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines. (3 lecture hours per week). [CIP43.0102]

CJCR 2325

Legal Aspects of Corrections (3 credits)

A study of the operation, management, and legal issues affecting corrections. analysis of constitutional issues involving rights of the convicted, as well as civil liability of correctional agencies and staff. (3 lecture hours per week). [CIP43.0102]

CJLE 1506

Basic Peace Officer I (5 credits)

This course is one of a series of courses taught in the Police Academy. The course provides instruction and participation in U.S. & Texas Constitution & Bill of Rights, Penal Code, Use of Force, Traffic Law & Accident Investigation, Code of Criminal Procedure, Juvenile Issues - Texas Family Code, Professionalism & Ethics. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

CJLE 1512

Basic Peace Officer II (5 credits)

This course is one in a series of courses taught in the Police Academy. The course provides instruction and participation in Arrest, Search & Seizure, Patrol Procedures, Civil Process & Liability, Field Note Taking, Texas Alcoholic Beverage Code, Emergency Communications, Family Violence, MHMR. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

CJLE 1518

Basic Peace Officer III (5 credits)

This course is one in a series of courses taught in the Police Academy. The course provides instruction and participation in Fitness & Wellness, Multiculturalism, History of Policing, Criminal Justice System, Drugs, Stress Management, Hazardous Materials Awareness, Victims of Crime, Problem Solving, Professional Policing Approaches, Criminal Investigation. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

CJLE 1524

Basic Peace Officer IV (5 credits)

This course is one in a series of courses taught in the Police Academy. The course provides instruction and participation in Mechanics of Arrest, Emergency Medical Assistance, Professional Police Driving. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

CJLE 1211

Basic Peace Officer V (2 credits)

This course is one in a series of courses taught in the Police Academy. The course provides instruction and participation in Basic Firearms Training. (1 lecture hour / 2 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. [CIP43.0107]

CJLE 2345

Vice and Narcotics Investigation (3 credits)

Study of various classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs and investigative techniques; and identify proper interaction procedures and techniques. (3 lecture hours per week). [CIP43.0107]

CJLE 2420

Texas Peace Officer Procedures (4 credits)

Study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, notetaking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate's or Bachelor's Degree with approval of the department chair. (3 lecture and 4 laboratory hours per week). [CIP43.0107]

CJLE 2421

Texas Peace Officer Law (4 credits)

Study of laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate's or Bachelor's Degree and approval of the department chair. (3 lecture and 4 laboratory hours per week). [CIP43.0107]

CJLE 2522

Texas Peace Officer Skills (5 credits)

Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate's or Bachelor's Degree and approval of the department chair. (3 lecture and 5 laboratory hours per week). [CIP43.0107]

CJSA 1308

Criminalistics I (3 credits)

Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis. (3 lecture hours per week). [CIP43.0104]

CJSA 1325

Criminology (3 credits)

This course examines the cases, treatment and prevention of crime and delinquency. Students will

and application of prior knowledge and skills to the understanding and evaluation of peripheral vascular diseases utilizing non-invasive vascular techniques. Emphasis will be placed on venous and arterial diseases of the extremities. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 1300, Corequisite: DSVT 2361. [CIP51.0910]

DSVT 2430
Vascular Technology Evaluation of Pathology II (Vasc II)
(4 Credits)

This course is a continuation of Vascular Technology Evaluation of Pathology I with emphasis on recognition, evaluation and quantification of cerebrovascular diseases and interventions utilizing duplex ultrasonography, transcranial doppler, and non-imaging techniques used to evaluate the cerebrovascular circulation. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 2418, Corequisite: DSVT 2461. [CIP51.0910]

DSVT 2461
Clinical – DMST, Vascular Technology II
(4 Credits)

This course will provide additional clinical education, training, experience, and direct patient care. It will include instruction, supervision, and evaluation of students in the field of peripheral non-invasive vascular technology. Emphasis will be placed on recognition and evaluation of pathology, broadening and improving existing skills. (16 clinical hours per week) Prerequisite: DSVT 2361, Corequisite: DSVT 2430. [CIP51.0910]

DSVT 2462
Clinical – DMST, Vascular Technology III
(4 Credits)

This course will provide advanced clinical education, training, experience, and patient care. It will include instruction, supervision, and evaluation of students in the field of non-invasive vascular technology. Emphasis will be placed on improving identification and quantification of pathology, accuracy, speed and proficiency of student's skills. (16 clinical hours per week) Prerequisite: DSVT 2461, Corequisite: DSVT 1391. [CIP51.0910]

SCIT 1420
Physics for Allied Health
(4 credits)

An introduction to physics with emphasis on applications to health related fields of study. Topics include forces, motion, work and energy, fluids, heat, electricity and magnetism, wave motion, sound, electromagnetic radiation, and nuclear radiation. (4 lecture hours and 2 lab hours per week.) [CIP40.8081]

Drafting Technology

David Goza, Department Chairperson

TECM 1303
Technical Mathematics
(3 credits)

A review of mathematical functions including fractions,

decimals, proportions, perimeters, areas, volumes of geometric figures, and certain algebraic/trigonometric functions, as required by specific businesses and industries for successful on-the-job performance. Students will learn to calculate area and volume geometric figures; calculate triangular objects using trigonometry; transpose algebraic formulas to seek and solve unknown; and use ratios and proportions to solve business and industrial applications. (2 lecture and 2 laboratory hours per week). [CIP27.0301]

DFTG1313
Drafting for Specific Occupations
(3 credits)

Blueprint Reading. Discussions of theory and practice with drafting methods and the terminology required for non-drafting majors to prepare working drawings in their occupational fields. A course for those who desire a knowledge of basic blueprint reading and construction drawings. (3 lecture and 1 laboratory hour per week). [CIP48.0101]

DFTG 1405
Technical Drafting
(4 credits)

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape description, projection methods, geometric construction, sections, auxiliary views and reproduction processes. (2 lecture and 4 laboratory hours per week). [CIP48.0101]

DFTG 1409
Basic Computer Aided Drafting
(4 credits)

AutoCAD. An introduction to basic computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects; adding text and dimensions; using layers; coordinating systems; and print/plot to scale. (2 lecture and 4 laboratory hours per week). [CIP48.0101]

DFTG 1417
Architectural Drafting-Residential
(4 credits)

Architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods. (2 lecture and 4 laboratory hours per week). Prerequisite: DFTG 2419 [CIP48.0102]

DFTG 1419
Fundamentals of Computer-Aided Drafting
(4 credits)

PRO/Engineer. The fundamentals of computer aided-drafting using an alternative computer-aided drafting program. Emphasis is placed on drawing set-up; creating and modifying geometry; storing and retrieving predefined shapes, placing, rotating, and scaling objects; adding text and dimensions, using layers and coordinating systems; as well as using input and output devices. (2 lecture and 4 laboratory hours per week). [CIP48.0101]

DFTG 1433
Mechanical Drafting
(4 credits)

An intermediate course covering detail drawings with proper dimensioning and tolerances, use of sectioning techniques, common fasteners, isometric and oblique drawings, including bill of materials. (2 lecture and 4 laboratory hours per week). Prerequisite: DFTG 1405 [CIP48.0105]

DFTG 2410
Structural Drafting
(4 credits)

Discussion of detail drawing of structural shapes for fabrication with emphasis on framed and seated connectors and beam and column detailing. Designed to meet the standards of American Institute of Steel Construction, including units on concrete detailing conforming to American Concrete Institute standards. (2 lecture and 4 laboratory hours per week). Prerequisite: DFTG 2419 [CIP48.0101]

DFTG 2419
Intermediate Computer-Aided Drafting
(4 credits)

AutoCAD. A continuation of practices and techniques used in basic computer-aided drafting emphasizing advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, construction of 3 dimensional drawings, interfacing 2d and 3d environments and extracting data. (2 lecture and 6 laboratory hours per week). Prerequisite: DFTG 1409 [CIP48.0101]

DFTG 2423
Pipe Drafting
(4 credits)

A study of pipe fittings, symbols, specifications and their applications to a piping process system. This application will be demonstrated through the creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. (2 lecture and 4 laboratory hours per week). Prerequisite: DFTG 1405 [CIP48.0101]

DFTG 2432
Advanced Computer-Aided Drafting
(4 credits)

AutoCAD. Exploration of the use of the customization for drawing production enhancement and the principles of data manipulation. Presentation of advanced application such as three-dimensional objects creation and linking graphic entities to external nongraphic data. (2 lecture and 6 laboratory hours per week). Prerequisite: DFTG 2419 [CIP48.0101]

DFTG 2440
Solid Modeling/Design
(4 credits)

Autodesk Inventor Series. A computer-aided modeling course. Development of three dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. (2 lecture and 4 laboratory hours per week). Prerequisite: DFTG 2432 [CIP48.0101]

DFTG 2448
Plane Surveying
(4 credits)

Plane surveying includes use of surveying instruments, basic measuring procedures, vertical and horizontal control, and traverse closure. Students will learn the

use of surveying terminology and become familiar with the history of land ownership in Texas; surveying equipment and field books, and making surveying calculations. (2 lecture and 4 laboratory hours per week). [CIP15.1301]

DFTG 2481

Cooperative Education-Drafting (4 credits)

Career related activities encountered in the student's area of specialization are offered through an individualized agreement. Under the supervision of the college and the employer, the student combines class-room learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture and 21 laboratory hours per week). [CIP48.0101]

Drama

C. Jay Burton, Department Chairperson

DRAM 1220

Rehearsal and Performance (2 credits)

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

DRAM 1221

Rehearsal and Performance (2 credits)

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

DRAM 1310

Introduction to the Theater Arts (3 credits)

This course is the study of the principles of drama and the development of the Theater 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]

DRAM 1322

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 Theater (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]

DRAM 1341

Stage Makeup (3 credits)

This course provides a survey of the reasons for stage makeup and the types of makeup available. It includes principles for defining makeup for characters in a play and intensive practical application. (2 lecture and 4 laboratory hours per week). Corequisites: READ 0310 and ENGL 0301. [CB5005025230]

DRAM 1351

Introduction to Acting (3 credits)

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

DRAM 1352

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]

DRAM 2120

Rehearsal and Performance (1 credit)

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

DRAM 2121

Rehearsal and Performance (1 credits)

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

DRAM 2331

Intermediate Technical Theater (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]

DRAM 2336

Theater 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]

DRAM 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 hours lecture and discussion and a 2-hour laboratory viewing session with discussion per week). Prerequisites: READ 0310 and ENGL 0310. [CB5006025130]

Economics

Kevin Jefferies, Department Chairperson
Tim Reynolds, Gregory Roof

ECON 2301

Principles of Economics I (3 credits)

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

ECON 2302

Principles of Economics II (3 credits)

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

Electronics

Ike Coffman, Department Chairperson

CETT 1403

D.C. Circuits (4 credits)

This course is a study of direct current electricity that examines the relationships between voltage, current and resistance. The student learns the basic concepts of electricity and magnetism and studies circuit analysis using Ohm's Law, Kirchoff's Laws and special methods of analysis including Network Theorems. The student is also introduced to the Digital Multimeter (DMM), scientific calculator, computer based circuit simulation and the resistor color code with its electronic symbol. (3 lecture and 3 lab hours per week). Corequisites: MATH 1314 [CIP15.0301]

CETT 1405

A.C. Circuits (4 credits)

This course introduces alternating current and analyzes its effect on passive electronic components such as capacitors, inductors and transformers. Studies

include series and parallel AC circuits, phasors, capacitive and inductive networks and resonance. Students are also introduced to the oscilloscope, where they learn to analyze and troubleshoot circuits using real-time waveforms. (3 lecture and 3 laboratory hours per week). Prerequisite: CETT 1403. Corequisite: MATH 1316. [CIP15.0301]

CETT 1425
Digital Fundamentals
(4 credits)

This course introduces the student to digital electronics. It covers number systems, binary mathematics, truth tables, logic gates, combinational circuits, timing diagrams, flip-flops and counters. Analysis is done through Boolean algebra incorporating DeMorgans theorem and Karnaugh maps. Students are encouraged to tackle design problems using simulation software in the lab in addition to hands-on prototyping and troubleshooting. (3 lecture and 3 laboratory hours per week). [CIP15.0301]

CETT 1429
Solid State Devices
(4 credits)

This course is an introduction to active semiconductor devices such as diodes, bipolar and field effect transistors and thyristors including other special purpose devices. The student studies the internal construction of each device including static and dynamic electrical characteristics and gets a chance to see the device in action in various circuit configurations. (3 lecture and 3 laboratory hours per week). Prerequisite: CETT 1403. [CIP15.0301]

CETT 1431
Technical Programming
(4 credits)

Introduction to a high level programming language such as BASIC, PASCAL, or "C." Topics include structured programming and problem solving as they apply to technical applications. (3 lecture and 3 lab hours per week). Prerequisite: CETT 1425. [CIP15.0301]

CETT 1449
Digital Systems
(4 credits)

A course in electronics covering digital systems. Emphasis on application and troubleshooting digital systems using counters, registers, code converters, multiplexers, analog-to-digital-to-analog circuits, and large-scale integrated circuits. (3 lecture and 3 lab hours per week). Prerequisite: CETT 1425. [CIP15.0301]

CETT 1457
Linear Integrated Circuits
(4 credits)

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

regulators. (3 lecture and 3 laboratory hours per week). Prerequisite: CETT 1429. [CIP15.0301]

CETT 2488
Internship-Computer Engineering Technology
(4 credits)

Under the supervision of the employer and the Electronics Instructional Advisor, the student receives on the job training in his or her area of specialization through a cooperative agreement between the college, employer and the student. The student gets a chance to combine classroom learning with work experience to master concepts and skills involving tools, materials, equipment and procedures associated with the particular occupation in the industry. (20 internship hours per week) [CIP15.0301]

CPMT 1403
Introduction to Computer Technology
(4 credits)

This is a fundamental computer course that provides information on procedures to properly utilize computer hardware and software. The student will become familiarized with the terminology and various acronyms associated with computers and the computer industry. The course also informs the student about the wide variety of career opportunities available in Computer Technology. (3 lecture and 3 laboratory hours per week). [CIP15.0402]

CPMT 1411
Introduction to Computer Maintenance
(4 credits)

This course is an introduction to the various components that make up a microcomputer system. The student will identify and learn the operation of the individual modules and assemble and connect them to create a complete microcomputer system. In addition, the student will also learn the evolution of the microprocessor and microprocessor bus systems. (3 lecture and 3 laboratory hours per week). [CIP15.0402]

CPMT 2433
Computer Integration
(4 credits)

An advanced course in integration of computer hardware, software, and applications. Student will examine the architecture of modern microprocessors and microcomputer systems. Introduction to design and analysis for specialized applications. (3 lecture and 3 laboratory hours per week). Prerequisites: CETT 1425, CPMT 1411. [CIP15.0402]

CPMT 2437
Microcomputer Interfacing
(4 credits)

Emphasizes the hardware aspects of microprocessor and microcomputer interfacing. Utilization of machine language programming to communicate with digital circuits and other commonly used external devices. (3 lecture and 3 laboratory hours per week). Prerequisite: CETT 1425, CPMT 1411. [CIP15.0402]

CPMT 2445
Computer System Troubleshooting
(4 credits)

This course teaches the principles and practices involved in troubleshooting hardware and software problems in computer systems. The student will be aided by advanced diagnostic test programs and specialized test equipment that can give information on a specific troubleshooting technique to use. (3 lecture and 3 laboratory hours per week). Prerequisite: CETT 1425, CPMT 1411. [CIP15.0402]

EECT 2439
Communications Circuits
(4 credits)

This course is an introduction to basic communication theory with emphasis on data communication. Common demodulation and modulation techniques with its associated circuitry will be studied. (3 lecture and 3 laboratory hours per week). Prerequisite: CETT 1425. [CIP15.0303]

ELMT 2433
Industrial Electronics
(4 credits)

This course is a study of devices, circuits and systems used in automated manufacturing and process control. The student will explore the basic elements used for interfacing between mechanical and electronic inputs and outputs in process control. The course will also demonstrate how software programming can alter system operation. (3 lecture and 3 laboratory hours per week). [CIP15.0403]

INTC 1452
Analog Electronic Instrumentation I
(4 credits)

This course is an introduction to basic measurement theory and the electronic concepts associated with measuring instruments. The student learns the design and use of instrumentation calibrators and calibration circuits used for servicing and calibration of temperature, flow-rate, pressure, light and a multitude of other varieties of transducers. (3 lecture and 3 laboratory hours per week). [CIP15.0404]

INTC 1453
Analog Electronic Instrumentation II
(4 credits)

This course is a study of analog electronic controllers and complete electronic instrumentation systems. Topics covered include testing of discrete components, basic power supplies, amplifiers, oscillators and printed circuit board testing. The student will also get hands-on experience repairing and calibrating transmitters, recorders and controllers. (3 lecture and 3 laboratory hours per week). Prerequisite: INTC 1452. [CIP15.0404]

INTC 2436
Instrumentation and Installation
(4 credits)

This is an advanced course that integrates material from INTC 1452 and INTC 1453 to design, size, install, connect and start up a small pilot plant. The student will learn how to tune controller loops and analyze process response, lay out process and control

specifications, draw wiring and piping diagrams and assemble, align and calibrate instruments. (3 lecture and 3 laboratory hours per week). Prerequisite: INTC1453. [CIP15.0404]

Emergency Medical Technology

Douglas Stevenson, Department Chairperson
David Suffian, MD Medical Director

EMSP 1160

Emergency Medical Technician Basic - Clinical (1 credit)

A course of instruction that provides detailed education, training, and work-based experience in the hospital and ambulance arena. Clinical experiences are unpaid external learning experiences. (6 hours per week external experience). Co-Requisites: American Heart Association or Red Cross CPR certification. Enrollment in EMSP 1501. [CIP51.0904]

EMSP 1166

EMS Practicum I (1 credit)

A course of instruction that provides detailed education, training, and work-based experience in various ambulance services. All EMS practicum experiences are unpaid external learning experiences. (7 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160. Co-Requisite: Enrollment in EMSP 1338, EMSP 1355, EMSP 1356, EMSP 1261. [CIP51.0904]

EMSP 1208

Emergency Vehicle Operations (2 credits)

Instruction, demonstration, and driving range practice to prepare drivers of emergency vehicles to operate their vehicles safely in the emergency and non-emergency mode. (1 hour per week lecture and 2 hours per week laboratory). [CIP51.0904]

EMSP 1209

Emergency Medical Dispatching (2 credits)

Study of the principles and procedures used in emergency medical dispatching. Emphasis on general principles of information exchange and communication theory including various types of emergency medical services communication services and their operating principles and procedures. (2 hours of lecture per week). [CIP51.0904]

EMSP 1261

Paramedic Clinical I (2 credits)

A course of instruction that provides detailed education, training, and work-based experience in the hospital clinical areas. Clinical experiences are unpaid external learning experiences. (8 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160. Co-Requisite: Enrollment in EMSP 1338, EMSP 1356, EMSP 1355, EMSP 1166. [CIP51.0904]

EMSP 1338

Introduction to Advanced Practice (3 credits)

An exploration of the foundations necessary for mastery of the advanced topics or prehospital care. (3 hours of lecture and 1 hour of laboratory hours per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160. Co-Requisite: Enrollment in EMSP 1356, EMSP 1355, EMSP 1261, EMSP 1166. [CIP51.0904]

EMSP 1355

Trauma Management (3 credits)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. (3 hours of lecture and 1 hour of laboratory per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160. Co-Requisite: Enrollment in EMSP 1338, EMSP 1356, EMSP 1261, EMSP 1166. [CIP51.0904]

EMSP 1356

Patient Assessment and Airway Management (3 credits)

A detailed study of the knowledge and skills required to reach competency in performing patient assessment and airway management. (2 hours of lecture and 3 hours of laboratory per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160. Co-Requisite: Enrollment in EMSP 1338, EMSP 1355, EMSP 1261, EMSP 1166. [CIP51.0904]

EMSP 1391

Special Topics in EMS (3 credits)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 hours lecture, and 2 hours laboratory per week). [CIP51.0904]

EMSP 1501

Emergency Medical Technician - Basic (5 credits)

Introduction to the level of Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized service. (4 lecture and 4 laboratory hours per week). Co-Requisites: American Heart Association or Red Cross CPR certification. Enrollment in EMSP 1160. [CIP51.0904]

EMSP 2160

Paramedic Clinical II (1 credit)

A course of instruction that provides detailed education, training, and work-based experience in the hospital emphasizing cardiovascular care. Clinical experiences are unpaid external learning experiences. (6 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166. Co-Requisite: Enrollment in EMSP 2248, EMSP 2338, EMSP 2444. [CIP51.0904]

EMSP 2166

Paramedic Practicum II (1 credit)

A course of instruction that provides detailed education, training, and work-based experience in the pre-hospital area. Clinical experiences are unpaid external learning experiences. (7 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP2338/ EMSP 2160/ EMSP 2434/ EMSP 2261. Co-Requisite: Enrollment in EMSP 2330/ EMSP 2243. [CIP51.0904]

EMSP 2243

Assessment Based Management (2 credits)

The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive, assessment-based patient care management. (1 hour of lecture and 3 hours of laboratory per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP2338/ EMSP 2160/ EMSP 2434/ EMSP 2261. Co-Requisite: Enrollment in EMSP 2330/ EMSP 2166. [CIP51.0904]

EMSP 2248

Emergency Pharmacology (2 credits)

A comprehensive course covering all aspects of the utilization of medications in treating emergency situations. Course is designed to complement Cardiology, Special Populations, and Medical Emergency courses. (2 hours of lecture hours and 1 hour of laboratory per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166. Co-Requisite: Enrollment in EMSP 2444, EMSP 2338, EMSP 2160. [CIP51.0904]

EMSP 2261

Paramedic Clinical III (2 credits)

A course of instruction that provides detailed education, training, and work-based experience in the hospital areas specializing in the care of patients with medical emergencies. Clinical experiences are unpaid external learning experiences. (9 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP2338/ EMSP 2160. Co-Requisite: Enrollment in EMSP 2434. [CIP51.0904]

EMSP 2300

Methods of Teaching - Emergency Medical Services (3 credits)

Instruction in teaching methodology for instructors of emergency medical services. (3 hours of lecture per week). Sponsorship by a Texas Department of Health EMS Coordinator required. [CIP51.0904]

EMSP 2330

Special Populations (3 credits)

A detailed study of the knowledge and skills necessary to reach competence in the assessment

and management of ill or injured patients in non-traditional populations. (2 hours of lecture and 2 hours of laboratory per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP2338/ EMSP 2160/ EMSP 2434/ EMSP 2261. Co-Requisite: Enrollment in EMSP 2243/ EMSP 2166. [CIP51.0904]

EMSP 2338
EMS Operations
(3 credits)

A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. (2 hours of lecture and 2 hours of laboratory per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166. Co-Requisite: Enrollment in EMSP 2444, EMSP 2248, EMSP 2160. [CIP51.0904]

EMSP 2345
EMS Supervision/ Management
(3 credits)

Instruction, literary review, group discussions, and case study on topics pertinent to the emergency medical service (EMS) supervisor or manager. (2 hours of lecture, and 4 hours of laboratory per week). [CIP51.0904]

EMSP 2352
EMS Research
(3 credits)

Primary and/or secondary research in current and emerging issues in EMS. Basic research principles, scientific inquiry, and interpretation of professional literature are emphasized. (2 hours of lecture, and 2 hours of laboratory per week). [CIP51.0904]

EMSP 2358
Critical Care Paramedic
(3 credits)

Prepares paramedics and nurses to function as a critical care transport team. (2 hours of lecture and, 2 hours of laboratory). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP2338/ EMSP 2160/ EMSP 2434/ EMSP 2261/ EMSP 2330/ EMSP 2243/ EMSP 2166 Or current Texas Department of Health Paramedic certification or Paramedic Licensure. [CIP51.0904]

EMSP 2434
Medical Emergencies
(4 credits)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. (3 hours of lecture and 3 hours of laboratory per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP2338/ EMSP 2160. Co-Requisite: Enrollment in EMSP 2261 [CIP51.0904]

EMSP 2444
Cardiology
(4 credits)

A detailed study of the knowledge and skills necessary

to reach competence in the assessment and management of patients with cardiac emergencies. (3 hours of lecture and 3 hours of laboratory and per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166. Co-Requisite: Enrollment in EMSP 2248, EMSP 2338, EMSP 2160. [CIP51.0904]

HITT 1305
Medical Terminology
(3 credits)

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. (3 lecture hours per week). [CIP51.0707]

HPRS 2301
Pathophysiology
(3 credits)

Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. Prerequisite: READ 0310 (3 lecture hours per week) [CIP51.9999]

English

Bea Hugetz, Department Chairperson
Mike Bass, Gilbert Benton, James Creel, Dickie Fox, Rick Faulkner

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

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

ENGL 0309
Developmental Writing I
(3 credits)

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

ENGL 0310
Developmental Writing II
(3 credits)

Extensive practice in writing paragraphs and short papers follows a review of grammar. (3 lecture hours and 1 laboratory hour per week). [CB3201085335]

ENGL 1301
Composition I
(3 credits)

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

ENGL 1302
Composition 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.

ENGL 2307
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]

ENGL 2311
Technical Communication
(3 credits)

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

ENGL 2322
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]

ENGL 2323
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]

ENGL 2326
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]

ENGL 2332**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]

ENGL 2333**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**ESOL 0300****Reading and Vocabulary for Non-Native Speakers
(3 credits)**

Develop reading fluency and vocabulary in speakers of languages other than English and prepares them to function in an English speaking society. (3 lecture hours per week). [CB3201085635]

ESOL 0306**Oral Communication
(3 credits)**

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

French

Amalia D. Parra, Department Chairperson

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

FREN 1411**Elementary French I
(4 credits)**

This course provides the fundamental skills in listening, speaking, reading, and writing French. It includes basic vocabulary, grammatical structures, and an introduction to French culture. (3 lecture and 2 laboratory hours per week). [CB1609015131]

FREN 1412**Elementary French II
(4 credits)**

This course provides the fundamental skills in listening, speaking, reading, and writing French. It includes basic vocabulary, grammatical structures,

and further study of French culture. (3 lecture and 2 laboratory hours per week). Prerequisite: FREN 1411 with grade of C or above or an appropriate placement test. [CB1609015131]

FREN 2311**Intermediate French
(3 credits)**

This course offers the opportunity to develop listening, speaking, reading, and writing skills in French through conversation, vocabulary acquisition, reading, composition, and culture. It includes a grammar review and further study of the French culture. (3 lecture and 1 laboratory hours per week). Prerequisite: FREN 1412 or an appropriate placement test. [CB1609015231]

FREN 2312**Intermediate French II
(3 credits)**

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

Geography

John Duke, Department Chairperson

GEOG 1301**Physical Geography
(3 credits)**

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

GEOG 1303**World Regional Geography
(3 credits)**

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

Geology

*Dick Graef, Department Chairperson
Dora Devery*

GEO 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). [CB4007035139]

GEO 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. [CB0301025339]

GEO 1305**Environmental Geology
(3 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 hours per week). Prerequisite: READ 0310. [CB4007035139]

GEO 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]

GEO 1403**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]

GEO 1404**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: READ 0310. [CB400601539]

German

Amalia D. Parra, Department Chairperson

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

GERM 1411 Elementary German I (4 credits)

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

GERM 1412 Elementary German II (4 credits)

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

GERM 2311 Intermediate German I (3 credits)

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

GERM 2312 Intermediate German II (3 credits)

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

Government

Kevin Jefferies, Department Chairperson
Tim Reynolds, Gregory Roof

GOVT 2301 American National & State Governments I (3 credits)

This course surveys the origin and development of the federal system and includes an analysis of the federal constitution and various state constitutions, particularly the Texas constitution. The course focuses on federal, state and interstate relations, Texas state

government, and citizenship in a modern democratic society. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB4510025142]

GOVT 2302 American National and State Governments II (3 credits)

The primary focus of this course is the federal system. Particular emphasis is placed on national issues and the executive, judicial and legislative branches of the federal government. The course also surveys the functions and services of the federal system and those of the various state governments, including the Texas state government. Prerequisites: READ 0310 and ENGL 0310. [CB4510025142]

History

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

HIST 1301 The United States to 1877 (3 credits)

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

HIST 1302 The United States Since 1877 (3 credits)

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

HIST 2301 Texas History (3 credits)

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

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

HIST 2311 (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). Prerequisites: READ 0310 and ENGL 0310. [CB4508015442]

HIST 2312 (2322) Western Civilization Since 1660 (3 credits)

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

HIST 2341 Selected Topics in U.S. History (3 credits)

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

Horticulture

Steve Wheeler, Department Chairperson
Dwight Rhodes

HORT 1401 Principles of Horticulture (4 credits)

This course presents the fundamental principles and practices of structure, growth, development, maintenance, and use of horticultural plants. The course outlines the commercial horticulture industry and occupational opportunities. The laboratory experience provides an introduction to growing, grounds maintenance, planting, and transplanting. (3 lecture and 3 laboratory hours per week). [CB0106015121]

Humanities

Amalia D. Parra, Department Chairperson

HUMA 1301 Introduction to Humanities I (3 credits)

This course is an interdisciplinary, multi-media study of the cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society. This course examines Ancient and Medieval thought and culture through works from Mesopotamia, Egypt, the early Greeks, the Roman Empire, Judaism, Christianity, Islam, the Byzantine Empire, and the Middle Ages. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB2401035142]

HUMA1302**Introduction to Humanities II
(3 credits)**

This course is an interdisciplinary, multimedia study of the cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society. This semester focuses on works from the Renaissance, the Reformation and counter-Reformation, the Baroque world, the age of Reason and Neoclassicism, the Romantic era, and the twentieth century. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB2401035142]

Journalism

Bea Hugetz, Department Chairperson

JOUR 1120**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

LGLA 1301**Legal Research & Writing
(3 credits)**

This course provides a working knowledge of fundamentals of effective legal research and writing. Topics include law library techniques, computer assisted legal research, briefs, and legal memoranda. (3 lecture hours per week). Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]

LGLA 1311**Introduction to Law
(3 credits)**

This course provides an overview of the law and the legal system. Topics include legal concepts, procedures, terminology and current issues in law. (3 lecture hours per week). Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]

LGLA 1346**Civil Litigation I
(3 credits)**

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Civil Litigation I covers litigation from the pre-trial stage to the post-trial phase. Federal law will be emphasized in this course. Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]

LGLA 1347**Civil Litigation II
(3 credits)**

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Civil Litigation II covers litigation from the pre-trial stage to the post-trial phase. State law will

be emphasized in this course. Civil Litigation I does **not** need to be taken in advance. Prerequisite: LGLA 1346. Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]

LGLA 1349**Constitutional Law
(3 credits)**

This course provides an overview of the United States Constitution and its articles, amendments, and judicial interpretations. Topics include separation of powers, checks and balances, governmental structures and process, and individual rights in relation to government. (3 lecture hours per week) [CIP22.0302]

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

This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role. (3 lecture hours per week). Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]

LGLA 1355**Family Law
(3 credits)**

This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship. (3 lecture hours per week). Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]

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

The objective of the cooperative education course is to combine the student's classroom learning with work experience. This is accomplished through the cooperation of the instructor, employer and student. The instructor or department chair can usually assist students in obtaining a **non-paying** internship for this course. If this assistance is required, it is necessary to contact the department chair in advance of beginning the course, so an internship can be arranged. However, if the student requires a paid internship, they are responsible for obtaining such a position themselves, as these are very limited. It is helpful to contact the department chair to determine possible job listings. (1 lecture and 20 lab hours per week). Prerequisites: READ 0309, ENGL 0309. [CIP22.0302]

LGLA 2239**Certified Legal Assistant Review
(2 credits)**

This course provides a review of the mandatory and optional topics covered in the Certified Legal Assistant Examination administered by the National Association of Legal Assistants. **In order to sit for the CLA exam, you must have at least 60 college credit hours with 15 hours of legal courses. You should check the NALA website to view their guidelines. (www.nala.org)** (2 lecture hours) [CIP22.0302]

LGLA 2303**Torts and Personal Injury law
(3 credits)**

This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability. (3 lecture hours per week). Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]

LGLA 2305**Interviewing and Investigating
(3 credits)**

Study and development of paralegal skills of interviewing and investigating including communication skills, conducting client and witness interviews, preparation of witness statements, formulating a plan of investigation, techniques for locating persons, conducting investigations in public and private records, locating and working with experts, the rules of evidence as they relate to interviewing and investigating, proper handling of documents and other physical evidence, conducting formal discovery in civil and criminal proceedings and the ethical and professional responsibilities of the practitioner and legal assistant in interviewing and investigative work. (3 lecture hours per week) [CIP22.0302]

LGLA 2307**Law Office Management
(3 credits)**

This course presents the fundamentals of law office management and organization including basic principles and structure of management, administrative and substantive systems in the law office, and law practice technology. (3 lecture hours per week). Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]

LGLA 2309**Real Property
(3 credits)**

This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents. (3 lecture hours per week). Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]

LGLA 2313**Criminal Law and Procedure
(3 credits)**

This course introduces the criminal justice system including procedures from arrest to final disposition, principles of federal and state law, and the preparation of pleadings and motions. (3 lecture hours per week.) Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]

Management Development

Rochelle R. Brunson, Department Chairperson

BMGT 1301

Supervision (3 credits)

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

[CIP52.0201]

BMGT 1303

Principles of Management (3 credits)

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

[CIP52.0201]

BMGT 1313

Principles of Purchasing (3 credits)

The purchasing process as it relates to such topics as inventory control, prices determination, vendor selection, negotiation techniques, and ethical issues. The student will describe the purchasing function as it relates to other departments within the company and identify the basic concepts used in purchasing decisions. (3 lecture hours per week). [CIP52.0202]

BMGT 1341

Strategic Management (3 credits)

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

[CIP52.0201]

BMGT 1382

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

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

[CIP52.0201]

BMGT 1391

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

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Learning outcomes/objectives are determined by local occupational need and business industry trends. (3 lecture hours per week). [CIP52.0201]

BMGT 2303

Problem Solving and Decision Making (3 credits)

Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids. Skills and attitudes will be built around a series of critical questions. These critical questions provide a structure for critical thinking that support a continual, ongoing search for better opinions, decisions, or judgments. (3 lecture hours per week). [CIP52.0201]

BMGT 2311

Management of Change (3 credits)

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

[CIP52.0201]

BMGT 2382

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

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

[CIP52.0201]

BMGT 2383

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

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

student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture and 20 laboratory hours per week.)

[CIP52.0201]

BUSG 2309

Small Business Management (3 credits)

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

[CIP52.0701]

HRPO 1311

Human Relations (3 credits)

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. (3 lecture hours per week). [CIP52.1003]

HRPO1391

Special Topics in Human Resources Management (3 credits)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Learning outcomes/objectives are determined by local occupational need and business and industry needs. (3 lecture hours per week). [CIP52.1001]

HRPO 2301

Human Resources Management (3 credits)

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

[CIP52.1001]

HRPO 2307

Organizational Behavior (3 credits)

The analysis and application of organizational theory, group dynamics, motivations theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. Experiences in managing and resolving organizational problems as well as team dynamics, team building strategies and cultural diversity will be examined. (3 lecture hours per week.) [CIP52.1003]

IBUS 2341**International Comparative Management
(3 credits)**

This course covers a study of cross-cultural comparisons of management and communications processes. Emphasis on cultural geographic distinctions and antecedents that affect individual, group, and organizational behavior. Topics include sociocultural demographic, economic, technological, and political-legal environment of cluster countries and their relationship to organizational communication and decision making. (3 lecture hours per week). [CIP52.1101]

MRKG 1302**Principles of Retailing
(3 credits)**

Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing. (3 lecture hours) [CIP52.1401]

MRKG 1311**Principles of Marketing
(3 credits)**

This course is an introduction to basic marketing functions, identification of consumer and organizational needs, explanation of economic, psychological, sociological, and global issues, and description and analysis of the importance of marketing research. The student will identify the marketing mix components in relation to market segmentation and interpret market research data to forecast industry trends and meet customer demands. (3 lecture hours per week). [CIP52.1401]

MRKG 2333**Principles of Selling
(3 credits)**

This course serves as an introduction to the selling process and its application to all forms of sales. Identification of all the elements of the communication process between buyers and sellers in business and examination of the legal regulations and ethical issues of business which affect salespeople. The student will define the selling process and its application to all forms of sales, identify the elements of the communications process between buyers and sellers in business; and examine ethical issues and legal restrictions of American business which affect salespeople. (3 lecture hours per week). [CIP08.0706]

**Marine Robotics
Technology**

Ike Coffman, Department Chairperson

HYDR 1445**Hydraulics and Pneumatics.
(4 credits)**

This class will be based upon requirements outlined by the National Fluid Power Association, heavily focused on content developed by the Fluid Power Educational Foundation. Fluid power crosses over several disciplines including physics, mathematics,

and mechanics. There will be an emphasis on hands-on, including the design and construction of a hydraulic circuit, with the introduction to the various standards used in the fluid power industry. Appropriate symbols and language are introduced, circuit analysis and component selection are performed, and control systems and power transmission will be covered. (3 lecture and 3 laboratory hours per week) [CIP15.1103]

ELMT 2441**Electromechanical systems
(4 credits)**

This class incorporates the sum of knowledge developed over the entire program, integrating aspects of electronics, hydraulics, mechanics, and robotics to create and control electromechanical devices. Again, there will be an emphasis on hands-on, with the design, construction, and operation of a complex electromechanical device. By necessity, there will be a focus on robotics. A major component of this class will involve programming and control of the device or vehicle. PLC's and programmable logic will be used extensively. Students will build some type of robotic vehicle or device, then program the device to go through a series of operations independent of human control. The device will incorporate sensing and decision making features to complete a task. (3 lecture and 3 laboratory hours per week) [CIP15.0403]

MRTC 1471**Introduction to Marine Technology.
(4 credits)**

Here we introduce marine concepts, such as buoyancy, ballast, hydrodynamics, and other aspects of the marine environment such as corrosion. Safety is presented here as a central theme. This class concentrates on physics and physical characteristics of the ocean environment. Pressure, density, and structural characteristics of vehicles are included. We use this class to incorporate any industry specific topics or concerns, things that industry describes as important. (3 lecture and 3 laboratory hours per week) [CIP15.0303]

MRTC 2472**Introduction to Submersible Technology
(4 credits)**

This class builds an ROV to complete a specific mission, and using this building process as a frame work are instructed on various properties and principles of underwater vehicles, propulsion, navigation, operation, instrumentation, communication, and other aspects. The mission should require some type of actuator or mechanical device to complete. A lot of hands-on in this class, with lecture and theory specifically geared to principles involved in underwater operation. As in the previous class, we continue to present and develop information and training that industry wants. (3 lecture and 3 laboratory hours per week) [CIP15.0303]

MRTC 2473**Marine Operations & Safety
(4 credits)**

This class is designed to be an internship, where students spend time working with and for local

marine companies. Students will undergo a pre-internship safety orientation that involves hazard communications, OSHA requirements, HAZMAT and MSDS training, and offshore safety. Students are given exposure to actual working conditions, and develop a better understanding of whatever knowledge and skills are required to work in this field. This on the job training is supplemented with classroom instruction by industry professionals. (3 lecture and 3 laboratory hours per week) [CIP15.0303]

Mathematics

*Bette Nelson, Department Chairperson
James Boler, Jennifer Hopkins, Tammi Lansford,
Deanna Dick, Charles Kilgore, James LaGrone*

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, or by the ACC Developmental Education Plan, for students whose scores on placement tests fall below established cutoff levels.

MATH 0309**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]

MATH 0310**Developmental Mathematics - Algebra
(3 credits)**

This course includes a study of signed numbers, linear equations and inequalities, applications, polynomial, and rational expression operations and equations. The purpose of MATH 0310 is to prepare students for MATH 0312. Students enrolling in this course must meet the developmental algebra standard on the placement test or have passed MATH 0309 with a grade of A, B, or C. (3 lecture hours and 1 lab hour per week). [CB3201045137]

MATH 0312**Developmental Mathematics - Intermediate
Algebra
(3 credits)**

Topics of this course include graphing linear equations, solving systems of equations, laws of exponents, radicals, solving quadratic equations, and functions. The purpose of MATH 0312 is to prepare students for MATH 1314. Students enrolling in this course must meet the intermediate algebra standard on the placement test or have passed MATH 0310 with a grade of A, B, or C. (3 lecture hours per week). [CB3201045237]

MATH 1314**College Algebra
(3 credits)**

This course includes a review of the fundamental concepts of intermediate algebra, followed by a more intensive study of algebraic equations and inequalities, functions and graphs, graphs and zeros of polynomial functions, rational functions and conic sections, exponential and logarithmic functions, systems of equations, matrices and the binomial theorem. Graphing calculators (TI-83 or comparable models) are required. Students enrolling in this course must meet the college algebra standard on the placement test or have passed MATH 0312 with a grade of A, B, or C. (3 lecture hours per week). [CB2701015437]

MATH 1316**Plane Trigonometry
(3 credits)**

This course covers a review of algebraic operations, trigonometric functions, trigonometric identities and equations, applications of trigonometry, exponential and logarithmic functions, and analytic geometry. Graphing calculators (TI-83 or comparable models) are required. (3 lecture hours per week). Prerequisite: MATH 1314 or departmental approval. [CB2701015337]

MATH 1324**Mathematics for Business & Social Science I
(3 credits)**

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

MATH 1325**Mathematics for Business & Social Science II
(3 credits)**

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

MATH 1332**Contemporary Mathematics I
(3 credits)**

This course is designed for liberal arts, humanities and human/social sciences. It is not intended for mathematics, science, engineering, or business majors. The course emphasizes an appreciation of the art, history, beauty, and application of mathematics. Topics include sets, logic, number theory, measurement, geometric concepts, and an introduction to probability and statistics. Prerequisite: MATH 0312 with a grade of A,B, or C or meeting the college algebra standard on a placement test. (3 lecture hours per week). [CB2701015137]

MATH 1342**Elementary Statistical Methods
(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]

MATH 1348**Analytic Geometry
(3 credits)**

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

MATH 1350**Fundamentals of Mathematics I
(3 credits)**

This course is designed specifically for students who seek teacher certification. Topics and concepts in this course include concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, real, and real number systems with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 or equivalent or higher level math. [CB2701015619]

MATH 1351**Fundamentals of Mathematics II
(3 credits)**

This course is designed specifically for students who seek teacher certification. Topics and concepts in this course include concepts of geometry, probability, and statistics, as well as applications of algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 or MATH 1350 or equivalent. [CB2701015619]

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]

MATH 2320**Differential Equations
(3 credits)**

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

MATH 2412**Pre-Calculus Math
(4 credits)**

This course covers a review of algebraic operations, trigonometric functions, trigonometric identities and equations, applications of trigonometry, exponential and logarithmic functions, and analytic geometry. Graphing calculators (TI-83 or comparable models) are required. (4 lecture hours per week). Prerequisite: MATH 1314 or departmental approval. [CB2701015819]

MATH 2413**Calculus I
(4 credits)**

This course is designed to meet the needs of mathematics, engineering, and science students. Topics included in this course are vectors and vector operations, limits, continuity, differentiation and integration of algebraic and transcendental functions, with applications such as optimization, curve sketching, and finding area under a curve. Students enrolling in this course should have previously taken two years of high school algebra, a course in plane trigonometry, and a course in analytic geometry, or passed MATH 1314, MATH 1316, and MATH 1348 or MATH 1314 and MATH 2412. (4 lecture hours per week). Prerequisites: MATH 1316 or MATH 2412 or departmental approval. [CB2701015937]

MATH 2414**Calculus II
(4 credits)**

This course is a continuation of MATH 2413. Topics include differentiation and integration of hyperbolic and inverse trigonometric functions, techniques of integration, sequences and series, and applications such as the area between curves. (4 lecture hours per week). Prerequisites: MATH 2413 or equivalent course. [CB2701015937]

MATH 2415**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 equivalent course. [CB2701015937]

Mental Health

G. E. Carrier, Department Chairperson

CMSW 1341

Behavior Modification and Cognitive Disorder (3 credits)

In depth study of the theories and principles of the behavioral science and skill development in the methods of modifying and controlling behavior. Clinical and personal settings. Emphasis on techniques as managing self behavior. Topics include stimulus controls, shaping, relaxation training, reinforcement scheduling and taken economics. (3 lecture hours per week) (3 lecture and 3 laboratory hours per week) [CIP51.1503]

DAAC 1304

Pharmacology of Addiction (3 credits)

Psychological, physiological, and sociological effects of mood altering substances and behaviors and their implications for the addiction process are discussed. Emphasis is placed on pharmacological effects of tolerance, dependency/withdrawal, cross addiction, and drug interaction. (3 lecture hours per week) [CIP51.1501]

DAAC 1307

Addicted Family Intervention (3 credits)

An introduction to the family as a dynamic system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. Discuss the impact of mood altering substances and behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective. (3 lecture hours per week) [CIP51.1501]

DAAC 1309

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

Examines procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems, and needs which will be used in the development of a treatment plan. Prepares the student to appropriately explain assessment results and individual rights to clients. (3 lecture hours per week) [CIP51.1501]

DAAC 1311

Counseling Theories (3 credits)

An introduction to major theories of various treatment modalities including Reality Therapy, Psycho-dynamic, Grief Therapy, Client Centered Therapy, Rational Emotive Therapy, cognitive-behavioral approaches such as life skills training, behavior modification, and the introduction to experiential therapies as they relate to detoxification, residential, outpatient, and extended treatment. (3 lecture hours per week) [CIP51.1501]

DAAC 1314

Dynamics of Group Counseling (3 credits)

An introduction to the patterns and dynamics of group interactions across the life span. Focus includes group therapy, structure, types, stages, development, leadership, therapeutic factors, the

impact of groups on the individual, group growth, and behavior. Effective group facilitation skills and techniques used to address special population issues and needs are covered. Effective case management and record keeping are addressed. (3 lecture hours per week) [CIP51.1501]

DAAC 1317

Basic Counseling Skills (3 credits)

This course is designed to facilitate development of the basic communication skills necessary to develop an effective helping relationship with clients. Includes the utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramifications of attitudes and feelings; consideration of alternative solutions; and decision making. (3 lecture hours per week) [CIP51.1501]

DAAC 1319

Introduction to Alcohol and Other Drug Addictions (3 credits)

Causes and consequences of addiction as they relate to the individual, family, community, and society are discussed. Response alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented. (3 lecture hours per week) [CIP51.1501]

DAAC 1341

Counseling Alcohol and Other Drug Addictions (3 credits)

This course will focus on special skills and techniques in the application of counseling skills for the Alcohol and Other Drug (AOD) client. Design and utilization of treatment planning using a treatment team approach will be introduced. Confidentiality and ethical issues will be reviewed and practiced. (3 lecture hours per week) [CIP51.1501]

DAAC 1343

Current Issues (3 credits)

A study of issues that impact addiction counseling. Special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling will be investigated. (3 lecture hours per week) [CIP51.1501]

DAAC 1380

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

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) [CIP51.1501]

DAAC 1381

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

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) [CIP51.1501]

DAAC 1391

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

This course is an exploration of the impact an alcoholic or chemical abuser has on the life of their children. Psychosocial development and behavior patterns indicative of adults who are children of alcoholics will be examined. (3 lecture hours per week) [CIP51.1501]

DAAC 2380

Cooperative Education III - Alcohol/Drug Abuse Counseling (3 credits)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) [CIP51.1501]

GERS 1301

Introduction to Gerontology (3 credits)

Overview of the social, psychological, and biological changes that accompany aging and an overview of the implications of these changes for the individual, as well as for the larger society. (3 lecture hours per week) [CIP30.1101]

PMHS 1301

Introduction to Mental Health and Retardation (3 credits)

A brief survey of the historical development of social services. Emphasis on current needs, practices, and projected changes. Topics include psychoanalytic theories related to mental retardation, psychotherapy and retarded children, and special problems faced by mentally retarded. We will examine why individuals enter the helping professions. (3 lecture hours per week) [CIP51.1502]

PMHS 1380

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

Career related activities encountered in the student's

area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) [CIP51.1502]

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

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) [CIP51.1502]

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

This course will examine the management of psychological technicians and review the duties of training required. A variety of mental health settings, such as mental retardation, mental illness and dual diagnosis units will be discussed. Residential and non-residential settings will be reviewed in terms of training requirements and employment opportunities. (3 lecture hours per week) [CIP51.1502]

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

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 laboratory hours per week) [CIP51.1502]

RECT 1301
Introduction to Therapeutic Recreation
(3 credits)

Introduction to the value, history, philosophy, terminology, process, and outcomes of therapeutic recreation. Emphasis on identification of client groups, leisure activities, application of therapeutic recreation in various human services settings, and professional development and career opportunities. (3 lecture hours per week) [CIP51.2309]

Music

Kevin Moody, Department Chairperson
 David Griffith

GENERAL MUSIC

MUSI 1166
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]

MUSI 1168
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]

MUSI 1181
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]

MUSI 1182
Class Piano
(1 credit)

This Class piano course for beginners continues the study of basic techniques, scales, chords, and basic repertoire. (1 lecture and 1 laboratory hours per week). [CB5009085130]

MUSI 1183
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]

MUSI 1188 [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]

MUSI 1192 [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]

MUSI 1211
Music Theory
(2 credits)

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

MUSI 1212
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]

MUSI 1216
Ear Training and Sight-Singing
(2 credits)

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

MUSI 1217
Ear Training and Sight-Singing
(2 credits)

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

MUSI 1263
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]

MUSI 1301
Introduction to Music
(3 credits)

This course is an introduction to the elements of music including notation, rhythm, melody, scales, keys, and chords. 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). Prerequisite: READ 0309. [CB5009045526]

MUSI 1306
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). Prerequisites: READ 0309. [CB5009025126]