Business Administration (CIP 52.0101) 281-756-3812

Associate of Science Degree Program (A.S.) with a Field of Study in Business

Purpose: This degree plan is designed to meet the needs of students who major in Business and transfer to a four-year college/university. It was approved by the Texas Higher Education Coordinating Board with the intention that transferring students shall not be required to repeat courses transferred as part of the field of study curriculum. Receiving institutions are not required to accept a grade below "C" in transfer and may require additional lower-division courses that may be necessary for specific degree programs.

The following courses have been adopted by theTHECB as a Field of Study Curriculum in Business: ECON 2301 and 2302, MATH 1325, BCIS 1305, SPCH 1315 or SPCH 1321 (one speech course only), ACCT 2301 and 2302.

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester		
+ American History	Select from American History Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ ENGL 1301	Composition I	3
+ PSYC 1300	Learning Framework	3
Second Semester		
+ ENGL 1302	Composition II	3
+ MATH 1324	Finite Math	3
> BCIS 1305	Business Computer Applications	3
+ Creative Arts **or** + Language, Philosophy & Culture	Select from Creative Arts Core Curriculum **or** Select from Language, Philosophy & Culture Core Curriculum	3
Summer Semesters		
BUSI 1301 **or** Elective	Business Principles **or** Select Academic College Level Course	3
+ American History	Select from American History Core Curriculum	3
SECOND YEAR		
First Semester		
> + ECON 2301	Principles of Macroeconomics	3
> ACCT 2301	Principles of Financial Accounting	3
+ Government/Political Science	Select from Government/Political Science Core Curriculum	3
BUSI 2301	Business Law	3
Second Semester		
> ACCT 2302	Principles of Managerial Accounting	3
> + ECON 2302	Principles of Microeconomics	3
> + MATH 1325	Business Calculus	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
Summer Semesters		
+ Government/Political Science	Select from Government/Political Science Core Curriculum	3
> + SPCH 1315	Public Speaking	3

Total Minimum Credits Required for Business Administration Degree 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

> Field of Study Curriculum, see page 22.

Communications - Radio/TV Broadcasting (CIP 09.0701)

281-756-3767

Associate of Science Degree Program (A.S.) with a Field of Study in Communication

Purpose: The degree is designed to meet the needs of students who plan to transfer to a four year college or university.

Program Requirements: Upon satisfactory completion of this curriculum, the student will be awarded the Associate of Science Degree with a major in Communication - Radio/TV Broadcasting

	Course Number	*Course Title*	*Credits*
	FIRST YEAR		
	First Semester		
	COMM 1336	Video Production I	3
	COMM 2311	Media Writing	3
+	ENGL 1301	Composition I	3
> +	COMM 1307	Introduction to Mass Communication	3
	Second Semester		
+	American History	Select from American History Core Curriculum	3
	COMM 1337	Video Production II	3
	COMM 1318	Photography I	3
+	ENGL 1302	Composition II	3
	Summer Semesters		
+	Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
	COMM Elective	Select COMM Electives from Course List Below	3
	SECOND YEAR		
	First Semester		
+	American History	Select from American History Core Curriculum	3
+	Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+	GOVT 2305	Federal Government	3
	COMM 2303	Audio Production	3
	Second Semester		
+	Mathematics	Select from Mathematics Core Curriculum	3
> +	COMM 2366	Introduction to Cinema	3
+	Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+	SPCH	Select a SPCH from Component Area Options Core Curriculum - Group A	3
	Summer Semesters		
+	Component Area Options	Select from Component Area Options Core Curriculum - Group B	3
+	GOVT 2306	Texas Government	3

Total Minimum Credits Required for Communication/Radio & Television Broadcasting Degree 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

> Field of Study Curriculum, see page 22.

Communication Elective List

>COMM 1319	Photography II
>COMM 2324	Practicum in Electronic Media
>COMM 2327	Introduction to Advertising
>COMM 2331	Radio/Television Announcing
>COMM 2332	Radio/Television News

Computer Information Technology - Computer Information Systems (CIP 11.0201)

281-756-3822

Associate of Science Degree Program (A.S.)

Purpose: This is a recommended course of study for students who plan to pursue a baccalaureate degree or higher in Computer Information Systems, Digital Gaming & Simulation, Information Technology, Management Information Systems, Game Development, Computer Science, Digital Media, Computer Engineering Technology, Electrical Engineering, Graphic Communications, and other computer technology fields. Students should identify early the institution to which they intend to transfer for specific requirements. Transferability of courses is determined by the receiving institution.

Program Requirements: Upon completion of the two-year curriculum, with an overall grade point average of 2.0 for all computer courses attempted, the student will be awarded the Associate of Science Degree with a major in Computer Information Systems.

Course Number	*Course Title*	*Credits*
First Semester		
†PSYC 1300	Learning Framework	3
BCIS 1305	Business Computer Applications	3
ITSE 1331	Introduction to Visual Basic Programming	3
†ENGL 1301	Composition I	3
†MATH 1314	College Algebra	3
Second Semester		
COSC 1436	Programming Fundamentals I - C++	4
†ENGL 1302	Composition II	3
†American History	Select from American History Core Curriculum	3
†Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
†Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
Third Semester		
COSC 1437	Programming Fundamentals II - JAVA	4
†American History	Select from American History Core Curriculum	3
†Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
†GOVT 2305	Federal Government	3
†Creative Arts	Select from Creative Arts Core Curriculum	3
Fourth Semester		
*COSC 2436	Programming Fundamentals III - Oracle	4
†GOVT 2306	Texas Government	3
†Social & Behavioral Sciences	Select from Social & Behavorial Sciences Core Curriculum	3
†SPCH 1315	Public Speaking	3

Total Minimum Credits Required for AS Computer Information Systems Degree **60**

† Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
* Capstone Course
This degree has a 2+2 agreement with other universities.

Health Science (CIP 51.0000)

Associate of Science Degree Program (A.S.)

This is a recommended course of study for students who plan to pursue a baccalaureate degree in nursing or other allied health field. It does not prepare students for direct entry into a health related career field. Students should identify early the institution to which they intend to transfer for specific requirements. Transferability of courses is determined by the receiving institution.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
BIOL 1322 **or** HECO 1322	Nutrition & Diet Therapy	3
+ ENGL 1301	Composition I	3
+ Mathematics	Select from Mathematics Core Curriculum	3
+ PSYC 1300	Learning Framework	3
Second Semester		
+ CHEM 1405 or 1411	Introductory Chemistry I or General Chemistry I	4
+ ENGL 1302	Composition II	3
+ American History	Select from American History Core Curriculum	3
+ SOCI 1301	Introduction to Sociology	3
Summer Semesters		
+ American History	Select from American History Core Curriculum	3
+ Component Area Options-Group A	SPCH 1315-Public Speaking Recommended	3
SECOND YEAR		
First Semester		
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ BIOL 2401	Anatomy and Physiology I	4
+ PSYC 2301	General Psychology	3
+ GOVT 2305	Federal Government	3
Second Semester		
+ BIOL 2402	Anatomy and Physiology II	4
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
PSYC 2314	Lifespan Growth & Development	3
+ GOVT 2306	Texas Government	3
Summer Semesters		
Elective	Select Life & Physical Science Course	3

Total Minimum Credits Required for Health Science Degree. 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

Mathematics (CIP 27.0101)

281-756-3707

Associate of Science Degree Program (A.S.)

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+ MATH 1314	College Algebra	3
+ ENGL 1301	Composition I	3
+ American History	Select from American History Core Curriculum	3
+ PSYC 1300	Learning Framework	3
Second Semester		
+ MATH 2412	Pre-Calculus Math	4
+ ENGL 1302	Composition II	3
+ American History	Select from American History Core Curriculum	3
+ GOVT 2305	Federal Government	3
Summer Terms		
+ Social & Behavioral Sciences	Select from Social & Behavorial Sciences Core Curriculum	3
Elective	Select from Academic College Level Course(s)	3
SECOND YEAR		
First Semester		
+ MATH 2413	Calculus I	4
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	3
+ GOVT 2306	Texas Government	3
+ Component Area Options	Select from Component Area Options Group A Core Curriculum	3
Second Semester		
+ MATH 2414	Calculus II	4
+ Life & Physical Sciences	Select from Life & Physical Sciences Co.re Curriculum	3
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
Summer Terms		
Electives	Choose Academic College Level Course(s)	3

Total Minimum Credits Required for Mathematics Degree 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

Physical Science (CIP 40.0101)

281-756-5669

Associate of Science Degree Program (A.S.)

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
*+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum (based on major)	3
+ ENGL 1301	Composition I	3
+ MATH 2412	Pre-Calculus Math	4
+ PSYC 1300	Learning Framework	3
Second Semester		
*+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum (based on major)	3
+ ENGL 1302	Composition II	3
+ American History	Select from American History Core Curriculum (Recommend HIST 1301)	3
+ MATH 2413	Calculus I	4
Summer Semesters		
+ American History	Select from American History Core Curriculum (Recommend HIST 1302)	3
+ Component Area Options Group A	Select from Component Area Options Group A (Recommend SPCH 1315)	3
SECOND YEAR		
First Semester		
+ CHEM 1411	General Chemistry I	4
MATH 2414	Calculus II	4
+ Social & Behavioral Sciences	Select from Social & Behavorial Sciences Core Curriculum	3
+ GOVT 2305	Federal Government	3
Second Semester		
+ CHEM 1412	General Chemistry II	4
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3
+ Creative Arts	Select from Creative Arts Core Curriculum	3
+ GOVT 2306	Texas Government	3
Summer Semesters		
+ Elective	Select Academic College Level Course	1

Total Minimum Credits Required for Physical Science Degree 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

* Chemistry majors should take CHEM 2423 and CHEM 2425 or PHYS 2425.
Geology majors should take GEOL 1403 and GEOL 1404.
Physics majors should take PHYS 2425 and PHYS 2426.

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Associate of Applied Science Degree Programs

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

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

Communications-Radio/TV Broadcasting
Computer Information Technology
Computer Information Technology - Computer Networking
Court Reporting
Criminal Justice - Law Enforcement & Police Administration
Culinary Arts
Diagnostic Cardiovascular Sonography-Adult Echocardiography
Diagnostic Cardiovascular Sonography-Pediatric Echocardiography
Diagnostic Cardiovascular Sonography - Vascular Sonography
Emergency Medical Technology
Human Services - Substance Abuse Counseling
Industrial Design Technology
Management
Neurodiagnostic Technology
Nursing ADN
Nursing Transition (LVN to ADN)
Office Administration- Administrative Assistant
Paralegal
Pharmacy Technician
Polysomnography - Sleep Medicine
Process Technology
Respiratory Care

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

Capstone Experience: The capstone is a learning experience which results in a consolidation of a student's educational experience and certifies mastery of entry-level workplace competencies. The Capstone experience should occur in the last semester of the student's educational program.

Advanced Technical Certificate Programs

*Associate of Applied Science Degree in an Allied Health Program required prior to earning these certificates.

*Diagnostic Cardiovascular Sonography-Adult Echocardiography
*Diagnostic Cardiovascular Sonography- Pediatric Echocardiography
*Diagnostic Cardiovascular Sonography-Vascular Sonography
*Neurodiagnostic Technology
*Polysomnography - Sleep Medicine

Certificate Programs

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

Child Development/Early Childhood
Child Development/Early Childhood Administration
Communications-Radio/TV Broadcasting
Computer Information Technology
Computer Information Technology - Networking
Court Reporting
Court Reporting Scopist
Criminal Justice - Basic Law Enforcement
Criminal Justice - Crime Scene Technician
Culinary Arts
Culinary Arts - Culinary Management
Emergency Medical Technician Paramedic
Emergency Medical Technician Advanced
Human Services - Substance Abuse Counseling
Industrial Design Technology
Intraoperative Neurophysiologic Monitoring
Management
Office Administration - Administrative Support
Office Administration - Office Assistant
Paralegal
Pharmacy Technician
Process Technology
Vocational Nursing

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

Child Development / Early Childhood Certificate (CIP 19.0706) 281-756-3643

Articulated Credit

Purpose: The curriculum in child development and early childhood prepares individuals for careers in childcare centers, pre-school programs and related occupations. Training is given to develop professional competence in the area of child development and early childhood.

Program Requirements: Students will complete a criminal background check upon enrollment in child development/early childhood courses.

Course Number	*Course Title*	*Credits*
First Semester		
CDEC 1311	Educating the Young Child	3
CDEC/TECA 1303	Family, School and Community	3
CDEC 1313	Curriculum Resources for Early Childhood	3
Elective	Select from CDEC or TECA courses	3
Second Semester		
CDEC 1319	Child Guidance	3
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 2307	Math & Science for Early Childhood	3
Elective	Select from CDEC or TECA courses	3
Summer Terms		
* CDEC 1384	Cooperative Ed. in Child Development I	3
Elective	Select from CDEC or TECA courses	3

Total Credits Required for Child Development/Early Childhood Certificate 30

*Capstone course.

Child Development / Early Childhood Administration Certificate (CIP 19.0706) 281-756-3643

Purpose: The Administrative Certificate is designed for career oriented persons working in the early childhood field.

Course Number	*Course Title*	*Credits*
First Semester		
CDEC 2426	Administration of Program for Children I	4
Elective	Select from CDEC or TECA courses	6
Second Semester		
* CDEC 2428	Administration of Program for Children II	4
CDEC 1319	Child Guidance	3
Elective	Select from: BUSI, BMGT, BUSG, or ACNT	3

Total Credits Required for Certificate of Child Development/Early Childhood Administration 20

*Capstone Course

Communications - Radio/TV Broadcasting (CIP 09.0701)

281-756-3767

Associate of Applied Science Degree (A.A.S.) - Articulated Credit

Purpose: The program is designed to prepare the student for careers in the field of broadcast communications with specific study in broadcasting and digital media, audio and video production.

Program Requirements: Upon satisfactory completion of this curriculum, the student will be awarded the Associate of Applied Science Degree with a major in Radio/TV Broadcasting.

The listing below may serve as a guideline to curriculum completion. The student is encouraged to meet with the Department Chair or Academic Advisor for proper course selection that considers the student's career and academic goals.

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester		
+COMM 1307	Introduction to Mass Communication	3
+ENGL 1301	Composition I	3
RTVB 1301	Broadcast News Writing	3
RTVB 1325	TV Studio Production	3
Second Semester		
+SPCH 1315 or 1318 or 2335	Public Speaking **or** Interpersonal Communication **or** Argumentation & Debate	3
COMM 1318	Photography I	3
RTVB 1321	TV Field Production	3
RTVB 1380	Cooperative Education-Radio/TV Broadcasting	3
Summer Semesters		
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
RTVB or COMM Elective	Select Elective from RTVB or COMM Course Rubric	3
SECOND YEAR		
First Semester		
+Mathematics	Select from Mathematics Core Curriculum	3
RTVB 1309	Audio/Radio Production I	3
RTVB 2337	TV Production Workshop	3
RTVB 1355	Radio and Television Announcing	3
Second Semester		
+American History	Select from American History Core Curriculum	3
+COMM 2366	Introduction to Cinema	3
RTVB 2331	Audio/Radio Production III	3
*RTVB 2340	Portfolio Development	3
Summer Semesters		
RTVB 2380	Cooperative Education-Radio/TV Broadcasting	3
RTVB or COMM Elective	Select Elective from RTVB or COMM Courses	3

Total Credits Required for Communications-Radio/TV Broadcasting Degree 60

+Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
*Capstone Course

Communications - Radio/TV Broadcasting Certificate (CIP 09.0701)

281-756-3767

Articulated Credit

Purpose: Program prepares the student for entry into occupations in radio and television broadcasting, digital media, audio or video production. Completion of this program also enhances the effectiveness of those presently employed in the field of communications.

Program Requirements: Upon satisfactory completion of this curriculum, the student will be awarded a Radio/TV Broadcasting Certficate.

The listing below may serve as a guideline to curriculum completion. The student is encouraged to meet with the Department Chair or Academic Advisor for proper course selection that considers the student's career and academic goals.

Course Number	*Course Title*	*Credits*
First Semester		
+ COMM 1307	Introduction to Mass Communication	3
RTVB 1301	Broadcast News Writing	3
RTVB 1309	Audio/Radio Production I	3
RTVB 1325	TV Studio Production	3
Second Semester		
RTVB 1321	TV Field Production	3
RTVB 1380	Cooperative Education-Radio/TV Broadcasting	3
RTVB 2331	Audio Radio Production III	3
RTVB 2340	Portfolio Development	3
Summer Semesters		
RTVB or COMM Elective	Select from RTVB or COMM Courses	3
* RTVB 2380	Cooperative Education-Radio/TV Broadcasting	3

Total Credits Required for Communications-Radio/TV Broadcasting Certificate. 30

+ Denotes core requirement.

*Capstone course requirement.

Computer Information Technology (CIP 11.0201) 281-756-3783

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Purpose: The Computer Information Technology program is designed primarily for students seeking a certificate or associate of applied science (A.A.S.) degree. The computer information technology curriculum prepares graduates for employment with organizations that use computers to process, manage, and communicate information. Emphasis is placed on the use of computer languages in the solution of business and scientific problems, design and development of Web pages, desktop computer hardware and software support, installation and maintenance of networks, and database design.

Program Requirements: Upon completion of the two-year curriculum, with an overall grade point average of 2.0 for all computer courses attempted, the student will be awarded the Associate of Applied Science Degree with a major in Computer Information Technology.

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester		
+ PSYC 1300	Learning Framework	3
BCIS 1305	Business Computer Applications	3
ITSE 1331	Introduction to Visual BASIC Programming	3
+ ENGL 1301	Composition I	3
ITNW 1313	Computer Virtualization	3
Second Semester		
COSC 1436	Programming Fundamentals I - C++	4
+ Life & Physical Sciences	Life & Physical Sciences Core Curriculum	3
ITNW 1358	Network+	3
+ MATH 1314	College Algebra	3
ITMT 1302	Windows Seven Configuration	3
SECOND YEAR		
First Semester		
COSC 1437	Programming Fundamentals II - JAVA	4
ITNW 1325	Fundamentals of Networking	3
IMED 2415	Web Design	4
+ Creative Arts **or**	Select from Creative Arts Core Curriculum **or**	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
Second Semester		
* COSC 2436	Programming Fundamentals III - Oracle	4
ITSW 1404	Introduction to Spreadsheets	4
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
ITSE 2409	Database Programming	4

Minimum Total Credits Required for A.A.S. Computer Information Technology Degree.....60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
*Capstone Course

This plan provides courses for preparation for the following certifications:
CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)
Microsoft Certified IT Professional (MCITP) Certification (ITMT 1302)

*****This degree has a 2+2 agreement with other universities.*****

Computer Information Technology - Computer Networking (CIP 11.0201) 281-756-3669

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Purpose: The Computer Information Technology Networking program is designed to prepare students for careers in many areas of LAN/WAN administration and design. ACC is a Charter member of the Microsoft IT Academy Program and thus holds a leveraged position for success in a variety of career opportunities (e.g. installing, managing and maintaining Microsoft servers and networks worldwide). This A.A.S. program focuses on these Microsoft certifications: **(MTA) "Microsoft Technology Associate", "(MSCA) "Microsoft Certified Solutions Associate"**. Program graduates will be prepared for other, vender neutral, certifications, as well. Such as CompTIA's "Network+", "A+", and "Security+". All industry certifications are awarded after passing their proprietary exams which are administered by authorized testing centers. Alvin College has a classroom lab, on the main campus, dedicated exclusively to the Network Administrator/Professional/Technician curriculums.

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
ITNW 1358	Network+	3
ITMT 1302	Windows Seven Configuration	3
BCIS 1305	Business Computer Applications	3
ITNW 1325	Fundamentals of Networking	3
ITMT 2351	Windows Server 2008 Administrator	3
Second Semester		
ITMT 2301	Win Srv 2008 Ntwrk Infrastructure Config.	3
ITSY 1342	Information Technology Security (Security+)	3
+Creative Arts **or**	Select from Creative Arts Core Curriculum	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
ITMT 2302	Windows Server 2008 AD Configuration	3
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
SECOND YEAR		
First Semester		
ITNW 1313	Computer Virtualization	3
ENGL 1301	Composition I	3
+Component Area Options	Select from Component Area Option Core Curriculum	3
ITNW 2321	Networking with TCP/IP	3
MATH 1333	Contemporary Mathematics for Tech	3
Second Semester		
ITMT 2356	Windows Server 2008: Enterprise Administrator	3
ITNW 1353	Supporting Network Server Infrastructure	3
*ITMT 2322	Windows Server 2008 Application Platform Config.	3
ITNW 1354	Implementing and Supporting Services	3
+ENGL 1302	Composition II	3

Minimum Total Credits Required for A.A.S of Computer Networking Degree 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

* Capstone Course

Computer Elective List:

ITSE 1331 Introduction to Visual Basic Programming
COSC 1436 Programming Fundamentals I-C++
COSC 1437 Prog Fundamentals II - JAVA
COSC 2436 Prog Fundamentals III - Oracle
IMED 2415 Web Design
or ITSC 1419 Internet / Web Page Development

ITSE 2409 Database Programming
ITSW 1404 Introduction to Spreadsheets
GAME 1436 Introduction to 3D Gaming Modeling
ITSC 1305 Introduction to PC Operating Systems
ITSC 1325 Personal Computer Hardware

Computer Information Technology Certificate (CIP 11.0201) 281-756-3822

Articulated Credit

Purpose: The Certificate of the Computer Information Technology program is designed primarily for students seeking employment with organizations that use computers to process, manage, and communicate information. Emphasis is placed on the use of computer languages in the solution of business and scientific problems, design and development of Web pages, desktop computer hardware and software support, and installation and maintenance of networks.

Program Requirements: Upon satisfactory completion of the two-semester curriculum, with an overall 2.0 grade point average for all computer courses attempted, the student will be awarded the Certificate in Computer Information Technology.

Course Number	*Course Title*	*Credits*
First Semester		
BCIS 1305	Business Computer Applications	3
ITSE 1331	Introduction to Visual Basic Programming	3
ITNW 1358	Network+	3
ITMT 1302	Windows Seven Configuration	3
Second Semester		
* COSC 1436	Programming Fundamentals I - C++ Programming	4
IMED 2415	Web Design	4
ITNW 1325	Fundamentals of Networking	3
Elective	Select from the Computer Elective list below.	6

Total Credits Required for Computer Information Technology Certificate 29

Computer Elective List:

COSC 1437 Programming Fundamentals II - JAVA
ITSE 2431 Advanced C++ Programming
COSC 2436 Programming Fundamentals III - Oracle
ITSE 2409 Database Programming
ITSW 1404 Introduction to Spreadsheets
GAME 1436 Introduction to 3D Gaming Modeling
GAME 2409 Video Game Art II
ITNW 1313 Computer Virtualization
ITSC 1305 Introduction to PC Operating Systems
ITSC 1325 Personal Computer Hardware

* Capstone Course

This plan provides courses for preparation for the following certifications:

CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)
Microsoft Certified IT Professional (MCITP) Certification (ITMT 1302)

Computer Information Technology - Computer Networking Certificate 281-756-3669

(CIP 11.0201)

Articulated Credit

Course Number	Course Title	Credits
First Semester		
ITNW 1358	Network+	3
ITMT 1302	Windows Seven Configuration	3
BCIS 1305	Business Computer Applications	3
ITNW 1325	Fundamentals of Networking	3
Second Semester		
*ITMT 2351	Windows Server 2008 Administrator	3
ITMT 2301	Windows Server 2008 Network Infrastructure Config.	3
ITMT 2302	Windows Server 2008 AD Configuration	3

Total Credits Required for Computer Information Technology Computer Networking Certificate 21

* Capstone Course

This plan provides courses for preparation for the following certifications:

CompTIA Network+ Certification (ITNW 1358 and ITNW 1325)
Microsoft Certified IT Professional (MCITP) Certification (ITMT 1302)

Court Reporting

281-756-3757

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

Purpose: The Associate in Applied Science Degree curriculum in Court Reporting prepares students for job entry positions in court reporting and for positions related to court reporting, e.g., scoping and captioning. This curriculum meets a need which exists due to the greatly expanding Gulf Coast area, the increasing demand for qualified court reporters and captioning/CART providers throughout the nation, and the lack of institutions to provide the necessary training.

Program Description: The curriculum is two years. However, the machine shorthand courses are offered in such a way as to allow students to progress at their own individual rates. Maximum use of live dictation exists in the program, and dictation is provided through MyBlackboard on the ACC website for home practice. Accommodations are made for students to secure credit for work previously accomplished through the credit-by-examination procedure.

Program Objectives: The objective of the curriculum is for the student to attain the machine shorthand speed of 225 words per minute on testimony, 200 words per minute on jury charge, and 180 words per minute on literary material equivalent to standards of the National Court Reporters Association and the Texas Court Reporters Certification Board. Accompanying objectives are the attainment of the Court Reporting Scopist Certificate.

Program Requirements:

1. To be considered for admission to the Associate Degree Court Reporting Program, the applicant must:
   a. be a high school or GED graduate;
   b. make application to ACC and fulfill the admission requirements of the College;
   c. fill out a Court Reporting application and return it to the Chairperson of the Court Reporting Department;
   d. have a personal interview with the Court Reporting Department Chairperson or his/her designee to develop a degree plan and secure a beginning schedule;
   e. submit official copies of transcripts of all previous high school and college work to the ACC Records Office.

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

2. Any student who has accumulated the equivalent of any five full days absence in any subject may be dropped from the course. Students withdrawing from the program for reasons other than academic problems will be considered for readmission on an individual basis. All CRTR students will be limited to two semesters of CRTR 1304 (Machine Shorthand I). Students who do not complete all requirements for this course, including three 40 wpm five-minute tests with a grade above a D, within this time frame may be redirected to another program. Grades will be issued on the following basis:

A	90 – 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 or less

No grade below a C (70%) in any CRTR English class, including CRTR 1312, CRTR 2311, will be accepted for progression. A grade of D or below will not be accepted for advancement in machine shorthand classes.

3. Transfer students:
   a. must provide the ACC Records Office with official transcripts for each institution attended and request evaluation by the Graduation Advisor and the Court Reporting Department Chairperson.
   b. may apply for credit by examination by testing in the following areas: Legal Terminology, Medical Reporting, Reporting Communications I, Machine Shorthand courses.

4. The Court Reporting Department will assist all graduates of the program in obtaining employment.

5. Advancement in the machine shorthand courses involves utilization and development of skills, which may be more difficult for some individuals; therefore, successful completion of these courses may require more than the two years outlined in the degree plan.

Court Reporting (CIP 22.0303)

281-756-3757

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

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
+ Creative Arts **or**	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
CRTR 1202	Law and Legal Terminology	2
CRTR 1312	Court Reporting Communications I	3
CRTR 1304	Machine Shorthand I - Theory	3
Second Semester		
CRTR 1207	Machine Shorthand Speedbuilding (60-80)	2
CRTR 1214	Court Reporting Technology I	2
CRTR 1306	Machine Shorthand II (60-80-100)	3
CRTR 2206	Medical Court Reporting	2
CRTR 2311	Reporting Communications II	3
Third Semester		
+ Social & Behaviorial Sciences	Select from Social & Behaviorial Sciences Core Curriculum	3
CRTR 1208	Realtime Court Reporting I	2
CRTR 1257	Literary/Jury Charge Dictation I (100-120)	2
CRTR 2301	Intermediate Machine Shorthand (120-140)	3
SECOND YEAR		
First Semester		
+ Government/Political Science	Select from Goverment/Political Science Core Curriculum	3
CRTR 1259	Literary/Jury Charge Dictation II (140-160)	2
CRTR 2217	Technical Dictation	2
CRTR 2303	Advanced Machine Shorthand (160-180)	3
CRTR 2312	Court Reporting Procedures	3
Second Semester		
+ Mathematics **or**	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	
CRTR 2231	Court Reporter Certification Preparation (CSR/RPR)	2
CRTR 2335	Accelerated Machine Shorthand (200-225)	3
Third Semester		
* CRTR 2381	Cooperative Education - Court Reporting/Court Reporter	3
+ SPCH 1318	Interpersonal Communications	3

Total Credits Required A.A.S. Court Reporting 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
* Capstone Course

1. The student shall pass three five-minute tests with a minimum of 95% accuracy at each of the following speeds: 200 words per minute jury charge and 180 words per minute literary. The student shall pass two five-minute testimony tests with a minimum of 95% accuracy and two five-minute tests with a minimum of 97.8% accuracy.. These tests will include the following:
   - One 180 wpm five-minute literary test with no more than 20 errors - 97.8%
   - One 180 wpm five-minute testimony test with no more than 20 errors - 97.8%
   - One 200 wpm five-minute jury charge test with no more than 25 errors - 97.5%
   - One 200 wpm five-minute testimony test with no more than 25 errors - 97.5%
   - Two 225 wpm five-minute testimony tests with no more than 25 errors - 97.8%
   - Two mock CSR exams. EACH exam consists of the following:
   - One 180 wpm five-minute literary test with no more than 45 errors - 95%
   - One 200 wpm five-minute jury charge test with no more than 50 errors - 95%
   - One 225 wpm five-minute testimony test with no more than 56 errors - 95%
2. Each student shall complete an internship (CRTR 2381) with a court reporter. Students are encouraged to utilize the dictation created by the faculty for home practice and skill building during free periods and before and after school.

Court Reporting Enhanced Skills Certificate (Captioning) 281-756-3757

(CIP 22.0303)

Purpose: The captioning enhanced skills certificate prepares the student seeking the A.A.S. degree in court reporting to also work in the captioning arena: off-line and on-line captioning and also realtime translation of meetings, seminars, conferences, and classroom realtime translation.

Course Number	*Course Title*	*Credits*
CRTR 1346	Captioning Reporting I	3
CRTR 2333	Captioning Reporting II	3

Total Credits Required for Court Reporting Enhanced Skills Certificate 6

Court Reporting Certificate (CIP 22.0303)

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

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

Note: The A.A.S. program requirements also apply to the certificate program in Court Reporting.

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester		
CRTR 1202	Law and Legal Terminology	2
CRTR 1304	Machine Shorthand I - Theory	3
CRTR 1312	Court Reporting Communications I	3
Second Semester		
CRTR 1207	Machine Shorthand Speedbuilding (60-80)	2
CRTR 1214	Court Reporting Technology I	2
CRTR 1306	Machine Shorthand II (60-80-100)	3
CRTR 2206	Medical Court Reporting	2
CRTR 2311	Court Reporting Communications II	3
Third Semester		
CRTR 1208	Realtime Court Reporting I	2
CRTR 1257	Literary/Jury Charge Dictation I (100-120)	2
CRTR 2301	Intermediate Machine Shorthand (120-140)	3
SECOND YEAR		
First Semester		
CRTR 1259	Literary/Jury Charge Dictation II (140-160)	2
CRTR 2217	Technical Dictation	2
CRTR 2312	Court Reporting Procedures	3
CRTR 2303	Advanced Machine Shorthand (160-180)	3
Second Semester		
CRTR 2231	Court Reporter Certification Preparation (CSR/RPR)	2
CRTR 2335	Accelerated Machine Shorthand (200-225)	3
Third Semester		
*CRTR 2381	Cooperative Education-Court Reporting/Court Reporter	3

Total Credits Required for Court Reporting Certificate 45

*Capstone Course

Court Reporting Scopist Certificate

281-756-3757

(CIP 22.0303)

Purpose: The Court Reporting Scopist Certificate prepares the student for full-time employment immediately in a specialized business occupation. This course provides a job outlet for those students who desire to work in the court reporting field, but do not desire to become a court reporter, or who find they must secure employment within a shorter time.

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

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester		
CRTR 1202	Law and Legal Terminology	2
CRTR 1214	Court Reporting Technology I	2
CRTR 1304	Machine Shorthand I - Theory	3
CRTR 1312	Court Reporting Communications I	3
Second Semester		
CRTR 2206	Medical Court Reporting	2
CRTR 2311	Court Reporting Communications II	3
CRTR 2313 **or** CRTR 1208	Court Reporting Technology II (Scopist) **or** Realtime Court Reporting I	2
Third Semester		
* CRTR 2380 **or** * CRTR 2301	Cooperative Education-Court Reporting/Court Reporter (Scopist) **or** Intermediate Machine Shorthand (120-140)	3

Total Credits Required for Court Reporting Scopist Certificate 20

*Capstone Course

2016-17
Rev: 05-30-16

Criminal Justice (CIP 43.0107)

281-756-3779

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

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

Admission Requirements:

1. General requirements for admission to the College.

Program Requirements:

1. Complete ACC graduation requirements (see Table of Contents, Academic Policies and Regulations).
2. Complete a minimum of 60 approved credit hours.

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

Course Number	*Course Title*	*Credits*
Fall Semester		
* CRIJ 1301	Introduction to Criminal Justice	3
* CRIJ 1306	Court Systems and Practices	3
* CRIJ 1307	Crime in America	3
CRIJ 2301 **or**	Community Resources in Corrections **or**	3
CJCR 1304	Probation and Parole	
+ Speech	Select 3 hours from SPCH 1315, 1318 or 2335	3
Spring Semester		
* CRIJ 2313	Correctional Systems and Practices	3
* CRIJ 2314	Criminal Investigation	3
Elective Group 2	Select 3 hours from Elective Group 2 below	3
+ ENGL 1301	Composition I	3
+ Social & Behavorial Science	Select from Social & Behavorial Science Core Curriculum	3
Fall Semester		
Elective Group 2	Select 12 hours from Elective Group 2 below	12
+ Mathematics **or**	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from LIfe & Physical Sciences Core Curriculum	
Spring Semester		
** CRIJ 2328	Police Systems and Practices	3
Elective Group 1	Select 9 hours from Elective Group 1 below	9
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	3

Elective Group 1

CRIJ 1310	Fundamentals of Criminal Law
CRIJ 1313	Juvenile Justice System
CRIJ 2323	Legal Aspects of Law Enforcement
CJLE 1518	Basic Peace Officer III (Police Academy)
** CJLE 1524	Basic Peace Officer IV (Police Academy)

Elective Group 2

BCIS 1305 **or**	Business Computer Applications **or**
CJLE 1211	Basic Firearms (Police Academy)
CJLE 1327	Interviewing and Report Writing from Criminal Justice Professions
CJLE 1506	Basic Peace Officer I (Police Academy)
CJLE 1512	Basic Peace Officer II (Police Academy)
CJLE 2345	Vice and Narcotics Investigation
CJSA 1308	Criminalistics I
CJSA 2323	Criminalistics II
CJSA 2332	Criminalistics III
** CJSA 2364	Practicum - Criminal Justice/Safety Studies
CJSA 2365	Practicum - Criminal Justice/Safety Studies

Total Credits Required for Criminal Justice Degree 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
* Articulated credit from an approved and successfully completed high school program may substitute for this class.
** Capstone Course

Criminal Justice - Crime Scene Technician Certificate (CIP 43.0111)

281-756-3779

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

Program Requirements: A certificate student takes twenty seven (27-33) hours of prescribed courses. Upon successful completion of the approved course work, the student will be awarded a Crime Scene Certificate.

Course Number	Course Title	Credits
First Semester		
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
CJSA 1308 **or** CRIJ 2314	Criminalistics I **or** Criminal Investigation	3
Second Semester		
CRIJ 1310 **or** CJLE 1506	Fundamentals of Criminal Law Basic Peace Officer I (Police Academy)	3
CRIJ 2323 **or** CJLE 1512	Legal Aspects of Law Enforcement Basic Peace Officer II (Police Academy)	3
CJSA 2323	Criminalistics II	3
Third Semester		
CRIJ 2328 **or** CJLE 1518	Police Systems and Practices Basic Peace Officer III (Police Academy)	3
CRIJ/CJLE/CJSA Elective		3
** CJSA 2332	Criminalistics III	3

Total Credits Required for Crime Scene Technician Certificate 27

**Capstone Course

2016-17
Rev: 05-30-16

Criminal Justice - Basic Law Enforcement Academy Certificate (CIP 43.0107) 281-756-3780 Police Academy

Length: Approximately 19 weeks - The day academy is conducted and completed during each of the regular semesters (fall and spring). Classes are conducted between 7:30 am and 5:30 pm, Monday through Friday; however, Police Driving and other skills classes may be conducted occasionally on weekends or at night. The night academy classes are 6 pm to 10 pm, Monday thru Friday, however some classes may occasionally be conducted on weekends.

Purpose: The Alvin Community College Law Enforcement Academy train women and men for a career in Law Enforcement. The course curriculum is designed so the student can meet the testing objectives of the Texas Commission on Law Enforcement (TCOLE) and be certified to take the TCOLE licensing examination. In addition, students will earn a total of 22 credit hours. The Academy has graduated over 100 classes during the last 3 decades.

Accreditation: The Alvin Community College-Law Enforcement Academy is an approved training academy by the Texas Commission on Law Enforcement.

Admission Requirements: To be eligible for the program the student must:

1. Be a high school graduate or hold a certificate of equivalency (GED);
2. Be a U.S. Citizen;
3. Be 21 years of age at the time of completion of the course or seek special approval from the Academy Director;
4. Successfully pass a Vocabulary and Reading Comprehension proficiency exam prior to the enrollment process;
5. Provide a valid Texas Driver's license;
6. Provide a Birth Certificate;
7. Provide a high school diploma/GED + college transcripts (if applicable);
8. Agree to purchase and wear the prescribed academy uniform;
9. Complete TCOLE L-2 (Declaration Medical Condition) and TCOLE L-3 (Declaration of Psychological and Emotional Health);
10. Accurately complete a personal history statement;
11. Sign required waiver forms as presented by the college;
12. Abide by the rules of the Academy and Administrative orders;
13. Pay special fees associated with the Academy courses;
14. Meet the minimum standards for licensing as required by TCOLE (Texas Administrative Code 217.1) which are applicable to a training environment.

The following is a summary of the standards and should any conflict occur between the summarized standards and the TCOLE standards, then the TCOLE standards will govern: (TCOLE rules are subject to change without notice)

a. Be 21 years of age prior to being commissioned.
b. Be fingerprinted and pay the necessary fees
c. Not be on probation for any offense above a class "C" misdemeanor.
d. No convictions in past 10 years for misdemeanor offenses above a Class "C".
e. No felony convictions.
f. No convictions or served no probation for offenses relating to the responsibilities of the office as a peace officer.
g. Be of good moral character.
h. Prior military must have honorable discharge.
i. Be a U.S. citizen.

Special Registration Requirements:
Since this course is governed by the TCOLE rules the following special conditions apply:

1. No late registration-all special conditions to registration must be completed prior to the first class meeting.
2. The student must attend an orientation prior to the start of the academy.

Course Requirements:

Day Academy students must enroll in Basic Peace Officer I, II, III, and IV and the Basic Firearms course in the same semester to attend the Academy and these courses are available only to those attending the Academy. The student must successfully complete the entire series to receive credit in any of the courses and their licensing endorsement. Night Academy students must meet the same requirements as the Day Academy students, but have the Fall and Spring semester to complete the series.

Special Fees charged by the college:

1. Ammunition/Range Fee $475.00
2. Driving Fee $15.00
3. CPR Card Fee $5.00
4. TCOLE Exam Fee $25.00
5. Required Supply Fee $30.00

Purchases expected by the student:

1. Required uniforms and related supplies.
2. Required books.
3. PE clothes, shoes.
4. General supplies.

Course Number	*Course Title*	*Credits*
CJLE 1506	Basic Peace Officer I	5
CJLE 1512	Basic Peace Officer II	5
CJLE 1518	Basic Peace Officer III	5
**CJLE 1524	Basic Peace Officer IV	5
CJLE 1211	Basic Firearms	2

Total Credits Required for Basic Law Enforcement Academy Certificate.....22

**Capstone Course

Culinary Arts (CIP 12.0503) 281-756-3949

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Purpose: The culinary arts program prepares individuals for a wide variety of entry level positions in the food service industry. This program provides all of the educational components required for certification through the American Culinary Federation. The objective of the program is to give students an array of culinary and management skills that are utilized in today's food service industry.

Program Requirements: The culinary arts curriculum contains a core of eight culinary arts classes, seven management classes, two semesters of practicum and general education classes from the common core curriculum. All students are expected to handle and process a variety of flesh based protein items during their education. During the first and second semester, students are required to enroll in all of the classes listed. Exceptions require prior approval from the program director. It is strongly suggested that prospective students visit with the program director prior to enrolling.

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester		
CHEF 1301	Basic Food Preparation	3
CHEF 1205	Sanitation and Safety	2
CHEF 2201	Intermediate Food Preparation	2
CHEF 2302	Saucier	3
HAMG 1324	Hospitality Human Resources Management	3
PSTR 1301	Fundamentals of Baking	3
Second Semester		
CHEF 1291	Special Topics in Culinary Arts/Chef Training	2
CHEF 1302	Principles of Healthy Cuisine	3
CHEF 1310	Garde Manger	3
CHEF 1341	American Regional Cuisine	3
CHEF 1345	International Cuisine	3
IFWA 1318	Nutrition for the Food Service Professional	3
Third Semester (summer)		
BCIS 1305	Business Computer Applications	3
CHEF 1264	Practicum (or Field Experience) Culinary Arts/Chef Training	2
CHEF 1291	Current Events in Culinary Arts	2
SECOND YEAR		
First Semester		
+ENGL 1301	Composition I	3
HAMG 1321	Introduction to the Hospitality Industry	3
IFWA 1217	Food Production and Planning	2
+Mathematics **or**	Select from Mathematics **or**	3
+Life & Physical Sciences **or**	Life & Physical Sciences Core Curriculum	
MATH 1332	Contemporary Mathematics	
Second Semester		
+Creative Arts **or**	Select from Creative Arts Core Curriculum	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
*CHEF 1265	Practicum (or Field Experience) Culinary Arts/Chef Training	2
RSTO 2301	Principles of Food and Beverage Controls	3

Total Credits Required for A.A.S. Culinary Arts Degree 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

*Capstone Course

Culinary Arts Certificate (CIP 12.0503)

Articulated Credit

Purpose: The one-year certificate in culinary arts prepares students for entry level positions in the food service industry. This certificate can lead to certification through the American Culinary Federation. The objective of the program is to give the student basic culinary and management skills that are utilized in today's food service industry.

Program Requirements: The program includes 24 hours of culinary arts classes, 11 hours of management classes, a computer science class and a semester long practicum. All students are expected to handle and process a variety of flesh based protein items during their education. During the first and second semester, students are required to enroll in all of the classes listed. Exceptions require prior approval from the program director. It is strongly suggested that prospective students visit with the program director prior to enrolling.

Course Number	*Course Title*	*Credits*
First Semester		
CHEF 1301	Basic Food Preparation	3
CHEF 1205	Sanitation and Safety	2
CHEF 2201	Intermediate Food Preparation	2
CHEF 2302	Saucier	3
HAMG 1324	Hospitality Human Resources Management	3
PSTR 1301	Fundamentals of Baking	3
Second Semester		
CHEF 1302	Principles of Healthy Cuisine	3
CHEF 1310	Garde Manger	3
CHEF 1341	American Regional Cuisine	3
CHEF 1345	International Cuisine	3
IFWA 1318	Nutrition for the Food Service Professional	3
Third Semester (Summer)		
POFI 1301	Computer Applications I	3
*CHEF 1264	Practicum (or Field Experience) Culinary Arts/Chef Training	2
CHEF 1291	Current Events in Culinary Arts	2
	Total Credits Required for Culinary Arts Certificate	38

*Capstone Course

Culinary Arts - Culinary Management Certificate (CIP 12.0503)

Purpose: To provide students with basic management skills utilized in today's food service industry. This certificate is designed to complement the culinary arts certificate and can lead to certification through the American Culinary Federation. The objective is to prepare students for entry level kitchen management positions.

Program Requirements: The certificate program includes 19 hours of culinary management classes, a computer science class and a semester long practicum. It is strongly suggested that prospective students visit with the program director prior to enrolling.

Course Number	*Course Title*	*Credits*
First Semester		
CHEF 1205	Sanitation and Safety	2
HAMG 1321	Introduction to the Hospitality Industry	3
HAMG 1324	Hospitality Human Resources Management	3
IFWA 1217	Food Production and Planning	2
Second Semester		
CHEF 1291	Current Events in Culinary Arts/Chef Training	2
IFWA 1318	Nutrition for the Food Service Professional	3
POFI 1301	Computer Applications I	3
RSTO 2301	Principles of Food and Beverage Controls	3
Third Semester (Summer)		
*CHEF 1265	Practicum (or Field Experience) Culinary Arts/Chef Training	2
	Total Credits Required for Culinary Management Certificate	23

*Capstone Course

Diagnostic Cardiovascular Sonography

281-756-5650

Associate of Applied Science Degree Program(A.A.S.) - Articulated Credit
(In either Adult Echocardiography or Vascular Sonography, or Pediatric Echocardiography)

Purpose: The Diagnostic Cardiovascular Sonography Program offers a two-year curriculum to prepare individuals for an allied health career in Adult Echocardiography, Pediatric Echocardiography, or Vascular Sonography which are branches of Diagnostic Medical Sonography. Upon graduation, students will possess the skills necessary to perform ultrasound and related diagnostic exams of the heart and blood vessels. Echocardiographers and Vascular Sonographers practice in a variety of settings including hospitals, diagnostic centers, doctors' offices, contract services, self-employment, sales, education, and research. The Diagnostic Cardiovascular Sonography core curriculum consists of classroom, lab, and clinical instruction on subjects including basic healthcare skills, professional issues, medical terminology, ethics, cardiovascular anatomy and physiology, hemodynamics, pathophysiology, pharmacology, electrocardiography, ultrasound physics, echocardiographic techniques and vascular diagnostic techniques. The program has many clinical affiliations around the greater Houston - Galveston area. Graduates of the program earn their credentials by taking the national registry exam offered by the American Registry of Diagnostic Medical Sonographers (ARDMS) or Cardiovascular Credentialing International (CCI).

This program is accredited through the Joint Review Committee for Diagnostic Medical Sonography (JRC-DMS) which is under the umbrella of the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL 33756, Tel: 727-210-2350. All three specialty tracks and both degree options are accredited.

I. **Admission Requirements: Application Deadline February 15 - Please call DCVS department to obtain an official packet.**

A. To be considered for admission to the Diagnostic Cardiovascular Sonography Program, the applicant must:

1. Be a high school or GED graduate.
2. Apply to ACC and fulfill the college admission requirements, including the TSI Assessment.
3. Submit official transcripts of all previous college work to both the Program and the Admissions/Registrar's Office.
4. Complete all pre-requisites with a grade of C or better including: ENGL 1301, BIOL 2401, BIOL 2402, MATH Core, PHYS 1401 (or any 4 credit college level or applied Physics can be accepted, including CTEC 1401).
5. Take the ACT or SAT. (This is required for ALL AAS DCVS Applicants regardless of previous college or degree level.) Score a minimum composite score of at least 19 on the ACT or combined math and verbal of 900 on the SAT. Test scores must be within 5 years of the time of application. The optional writing portion is not required and does not count towards the score. Submit official score report (sealed) to the registrar or directly to the DCVS program. Go to www.ACTStudent.org or www. SATCollegeBoard.org to register. We do NOT require the HESSE.
6. Demonstrate understanding of the responsibilities, personal qualities, duties and skills required of the profession by completing a professional observation. A minimum of 4 hours of observation in Adult Echocardiography, Pediatric Echocardiography, and Vascular Sonography is required for a total of 12 observatory hours. (Adult Echo - 4 hrs, Pedi Echo - 4 hrs, Non-Invasive Vascular - 4 hrs) See observation form for details on how to schedule the observation hours. These are required at the time of application.
7. Complete and submit the application to the Diagnostic Cardiovascular Sonography Program and attend one of the mandatory DCVS information sessions. See the Webpage for dates and registration. Use the check list provided in the application packet to ensure all components of the requirements are met.
8. **Must have all three (3) HEPATITIS B shots to apply. Immunizations required are: Hep.B (all 3 injections), MMR, Varicella, TDaP. If records are not available then updated immunizations or titer tests are required to show immunity. History of disease is NOT accepted.**
9. Not currently on suspension or academic probation from ACC or any other college or dismissal or failure from any other sonography program.
10. Submit two reference forms. References must be professional or academic, current, and sealed. See required form in application packet for instructions.
11. Complete the personal statement.
12. Include a current photo. May be from a copy of driver's license, passport photo or current student ID with photo.
13. Upon acceptance, pass a criminal background check and drug screen.
14. Upon acceptance, complete a physical examination including chest x-ray or TB skin test, vision test, and verification of immunization status.
15. Complete the AHA (American Heart Association only) Healthcare provider course for CPR prior to July.
16. Once accepted, attendance at New Student Program Orientation is mandatory.
17. Full acceptance is contingent upon: complete application with all requirements met, attendance at the mandatory new student orientation, successful completion of criminal background check, drug screen and physical exam.
18. Timeline: February - Applications Due, March - Acceptance Packets are sent, April - Criminal Background Checks, Physical Exam & Mandatory Orientation, June - Start Program

B. Anatomy and physiology should have been taken within the past 5 years to satisfy the degree requirements. If your A&P is expired please take DSAE 2303 Cardiovascular Concepts prior to acceptance. DSAE 2303 is an internet course offered every semester.

C. If students are in progress with all or some of the prerequisites during the spring semester they are allowed to apply; however, you must:
   1. Have your professor send an email as of February 15th indicating your progress/status in that pre-requisite to jmurphy@alvincollege.edu.
   2. Those in progress will be accepted on contingency if space permits after those who are completed with all the pre-requisites.

D. Transfer and non-traditional students must:
   1. Meet the above criteria.
   2. Have a cumulative GPA of 2.0 or higher on all courses being transferred to the DCVS program.
   3. Provide program and Registrar's Office with official transcripts from each prior institution.
   4. Provide the DCVS program with a course description or syllabus for each course being considered for transfer.
   5. Not currently on suspension or academic probation from any college or sonography program.
   6. Credit may be awarded for support courses equivalent to these included in the DCVS program as determined by examination of the syllabus of the transfer course. A grade of C or better must be achieved for transfer courses.
   7. Transfer students must complete a minimum of 24 credit hours at ACC to be awarded a Degree from this institution.

II. Alternate Enrollment:

A. Practicing Echocardiographers and Vascular Sonographers who wish to earn their degree.
   1. This option applies to those who are registered in Adult Echocardiography or Vascular Sonography with at least 2 years of experience and would like to earn their Associate Degree. Requires advance permission from program director.
   2. DCVS program courses may be challenged in sequence. Credit is awarded by examination or self-study and distance education. Admission requirements, pre-requisites and academic courses are still required.

B. Practicing Echocardiographers and Vascular Sonographers who wish to take courses for refresher or registry exam review.
   1. This option is available to all Echo and Vascular sonographers with advanced permission from program director.
   2. These students may register as an audit to sit in on any course offered through the DCVS Program for refresher or registry review on a space available basis. Contact the program Director for more information.

III. Get a Head Start:

A. DMSO 1210 - Introduction to Sonography may be taken by any student who wishes to gain more information about the profession **prior** to being accepted into the program. DMSO 1210 is an internet course offered every semester.

B. DSAE 2303 - Cardiovascular Concepts may be taken prior to acceptance and or to renew expired Anatomy and Physiology knowledge. DSAE 2303 is an internet course offered every semester.

IV. Progression Policies:

A. Students will abide by the admission and curriculum requirements of the Diagnostic Cardiovascular Sonography department at the time they are admitted or re-admitted to the program.

B. Once a student is enrolled in the program, all core courses must be completed in the proper sequence as shown in the catalog degree plan, or must have prior approval of the program director.

C. A grade of C or better is required in all core and academic courses for progression. Passing score for all DCVS courses is 77.

D. A student may be terminated from the program if clinical or class/lab performance is unsatisfactory as determined by the instructor and the program director. This action may be taken at any time during the program.

E. A student who makes a D or F in any DCVS, core or academic course may repeat that course once in order to obtain a satisfactory grade of C or better. If the failing course is one of the DCVS program core courses, the student may have to sit out for a year until that course is offered again depending on pre and co-requisites for that course. A maximum of two attempts at any course will be allowed. If a student fails the second attempt they will be unable to continue in the program and they are **not** eligible for re-admission.

F. Any student requiring hospitalization, pregnant, or injured will be required to obtain written documentation from his/her physician verifying the health status of the student before returning to class, lab, or clinical. A student may not be allowed to return to clinical if taking medication or if health status may interfere with the ability to perform satisfactorily.

G. Students have five years to complete the program after initial acceptance.

H. If a student does not complete all DCVS courses and academic courses within 5 years, they will be dropped from the program.

I. Those students are eligible to re-apply. If accepted they must start completely over and repeat all DCVS courses from the beginning in sequence and complete them on time in the usual 2 year time period.

Diagnostic Cardiovascular Sonography 281-756-5650

Adult Echocardiography (CIP 51.0910)

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Course Number	*Course Title*	*Credits*
Program Pre-requisites - Must be completed or in progress in order to apply.		
*+ BIOL 2401	Anatomy and Physiology I	4
*+ BIOL 2402	Anatomy and Physiology II	4
*+ ENGL 1301	Composition I	3
*+ PHYS 1401 **or**	College Physics I (or PHYS 1410, PHYS 1415, SCIT 1420) **or**)	4
* CTEC 1401	Applied Petrochemical Technology	
*+ Mathematics	Select from Mathematics Core Curriculum	3
FIRST YEAR		
First Semester (Summer 11 weeks)		
HPRS 1304	Basic Health Profession Skills	3
** DMSO 1210	Introduction to Sonography	2
** DSAE 2303	Cardiovascular Concepts	3
Second Semester (Fall 16 weeks)		
**+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
DSAE 1340	Diagnostic Electrocardiography	3
CVTT 1161	Clinical - Cardiovascular Technology	1
Third Semester (Spring 16 weeks)		
DMSO 1342	Intermediate Ultrasound Physics	3
DSAE 1303	Introduction to Echocardiography Techniques	3
DSAE 1360	Clinical - DMST Intro to Echo	3
SECOND YEAR		
First Semester (Summer 11 weeks)		
DSAE 2304	Echocardiography Evaluation of Pathology I	3
DSAE 2361	Clinical - DMST Echo I	3
Language, Philosophy & Culture **or** Creative Arts	Select from Language, Philosophy & Culture Core Curriculum **or** Select from Creative Arts Core Curriculum	3
Second Semester (Fall 16 weeks)		
DSAE 2337	Echocardiography Evaluation of Pathology II	3
DSAE 2461	Clinical - DMST Echo II	4
Third Semester (Spring 16 weeks)		
DSAE 2335	Advanced Echocardiography	3
Δ DSAE 2462	Clinical - DMST Echo III	4

(Consider DSPE 1300 or DSVT 1300 for cross-training (Introduction to Pedi Echo Tech or Principles of Vascular Tech.)

Total Credits Required for A.A.S. Diagnostic Cardiovascular Sonography - Adult Echocardiography 65

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

*Prerequisite courses must be completed or in progress by the application deadline. Deadline is February 15th.

ΔCapstone Course

**These courses may be taken prior to acceptance. DSAE 2303 may be taken in advance of acceptance to renew expired A&P credits.

281-756-5650

Diagnostic Cardiovascular Sonography
Pediatric Echocardiography (CIP 51.0910)

Associate of Applied Science Degree (A.A.S.) - Articulated Credit

Course Number	*Course Title*	*Credits*
Program Pre-requisites - Must be completed or in progress in order to apply.		
*+ BIOL 2401	Anatomy and Physiology I	4
*+ BIOL 2402	Anatomy and Physiology II	4
*+ ENGL 1301	Composition I	3
*+ PHYS 1401 **or**	College Physics I (or PHYS 1410, PHYS 1415, SCIT 1420) **or**)	4
* CTEC 1401	Applied Petrochemical Technology	3
*+ Mathematics	Select from Mathematics Core Curriculum	
FIRST YEAR		
First Semester (Summer 11 weeks)		
HPRS 1304	Basic Health Profession Skills	3
DSPE 2255	Neonatal/Pediatric Patient Care Skills	2
** DMSO 1210	Introduction to Sonography	2
** DSAE 2303	Cardiovascular Concepts	3
Second Semester (Fall 16 weeks)		
**+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
DSAE 1303	Intro to Echocardiography Techniques	3
DSAE 1340	Diagnostic Electrocardiography	3
CVTT 1161	Clinical - Cardiovascular Technology	1
Third Semester (Spring 16 weeks)		
DMSO 1342	Intermediate Ultrasound Physics	3
DSPE 1300	Intro to Pedi Echo Techniques	3
DSPE 1265	Practicum - DMST, Intro to Pedi Echo	2
SECOND YEAR		
Fourth Semester (Summer 11 weeks)		
Language, Philosophy & Culture **or** Creative Arts	Select from Language, Philosophy & Culture Core Curriculum **or** Select from Creative Arts Core Curriculum	3
DSPE 2257	Echo Eval of Congenital Heart Diesease I	2
DSPE 2261	Clinical - DMST Pediatric Echo I	2
Fifth Semester (Fall 16 weeks)		
DSPE 2249	Echo Eval of Congenital Heart Disease II	2
DSPE 2461	Clinical - DMST Pediatric Echo II	4
Sixth Semester (Spring 16 weeks)		
DSPE 2259	Advanced Pediatric Echocardiography	2
Δ DSPE 2462	Clinical - DMST Pediatric Echo III	4
Total Credits Required for A.A.S. Diagnostic Cardiovascular Sonography - Pediatric Echocardiography.		65

Δ Capstone Course

\+ Denotes core requirement; see page 22. Speak with Department Chair or Academic Advisor for proper course selection.

* Pre-requisite courses **must** be completed or in progress by the application deadline. Deadline is February 15th.

** Courses may be taken prior to acceptance.

NOTE: DSAE 2303 may be taken in advance of acceptance to renew expired A&P credits.

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Vascular Sonography (CIP 51.0910)

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Course Number	*Course Title*	*Credits*
Program Pre-requisites - Must be completed or in progress in order to apply.		
*+ BIOL 2401	Anatomy and Physiology I	4
*+ BIOL 2402	Anatomy and Physiology II	4
*+ ENGL 1301	Composition I	3
*+ PHYS 1401 **or**	College Physics I (or PHYS 1410, PHYS 1415, SCIT 1420) **or)**	4
* CTEC 1401	Applied Petrochemical Technology	
*+ Mathematics	Select from Mathematics Core Curriculum	3
FIRST YEAR		
First Semester (Summer 11 weeks)		
HPRS 1304	Basic Health Profession Skills	3
** DMSO 1210	Introduction to Sonography	2
** DSAE 2303	Cardiovascular Concepts	3
Second Semester (Fall 16 weeks)		
**+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
DSAE 1340	Diagnostic Electrocardiography	3
CVTT 1161	Clinical - Cardiovascular Technology	1
Third Semester (Spring 16 weeks)		
DMSO 1342	Intermediate Ultrasound Physics	3
DSVT 1300	Principles of Vascular Technology	3
DSVT 1360	Clinical - DMST Introduction to Vascular	3
SECOND YEAR		
Fourth Semester (Summer 11 weeks)		
DSVT 2330	Cerebral Vascular Evaluation	3
DSVT 2361	Clinical - DMST Vascular I	3
Language, Philosophy & Culture **or** Creative Arts	Select from Language, Philosophy & Culture Core Curriculum **or** Select from Creative Arts Core Curriculum	3
Fifth Semester (Fall 16 weeks)		
DSVT 2318	Peripheral Vascular Evaluation	3
DSVT 2461	Clinical - DMST Vascular II	4
Sixth Semester (Spring 16 weeks)		
DSVT 2335	Advanced Vascular Technology	3
Δ DSVT 2462	Clinical - DMST Vascular III	4

Consider DSAE 1303 for cross training (Introduction to Adult Echo)

Total Credits Required for A.A.S. Diagnostic Cardiovascular Sonography - Vascular Sonography 65

Δ Capstone Course

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

* Pre-requisite courses **must** be completed or in progress by the application deadline. Deadline is February 15th.

** Courses may be taken prior to acceptance.

NOTE: DSAE 2303 may be taken in advance of acceptance to renew expired A&P credits.

281-756-5650

Diagnostic Cardiovascular Sonography
Advanced Technical Certificate

Degree: Advanced Technical Certificate Degree in either Adult Echocardiography, Pediatric Echocardiography, or Vascular Sonography

Purpose: The Diagnostic Cardiovascular Sonography Program offers a one and a half year curriculum to prepare those who already have a degree in an allied healthcare related field for a career in Adult Echocardiography, Pediatric Echocardiography, or Vascular Sonography which are branches of Diagnostic Medical Sonography. **This is not an entry-level certificate. It is above and beyond the healthcare degree the student already has.** Upon graduation, students will possess the skills necessary to perform ultrasound and related diagnostic exams of the heart and blood vessels. Echocardiographers and Vascular Sonographers practice in a variety of settings including hospitals, diagnostic centers, doctors' offices, contract services, self-employment, sales, education, and research. The Advanced Technical Certificate Program is a condensed version of the A.A.S. option taking into account the student's prior experience and training in allied healthcare. This program utilizes the same clinical sites all around the greater Houston - Galveston area. Graduates of this program may also earn their credentials by taking the national registry exam offered by the American Registry of Diagnostic Medical Sonographers (ARDMS) or Cardiovascular Credentialing International (CCI).

This program is accredited through the Joint Review Committee for Diagnostic Medical Sonography (JRC-DMS) which is under the umbrella of the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL 33756, Tel: 727-210-2350. All three specialty tracks and both degree options are accredited.

I. Admission Requirements: Application Deadline October 15 - Please call DCVS department to obtain an official packet.

A. To be considered for admission to the Diagnostic Cardiovascular Sonography Program in the Advanced Technical Certificate option, the applicant must:

1. Be a high school or GED graduate.
2. Have an Associate degree or higher in an allied healthcare related field from an accredited institution with demonstration of program pre-requisites of: ENGL 1301, BIOL 2401, BIOL 2402, MATH 1314, PHYS 1401 or Allied Health Physics course. A&P credits must be within the past 5 years. If you're A&P is expired take DSAE 2303 Cardiovascular Concepts prior to enrollment in the program (Offered every semester).
3. Apply to ACC and fulfill the college admission requirements.
4. Submit official transcripts of all previous college work to both the Program and the Admissions/Registrar's Office.
5. Must have a current professional credential such as RN, RT, RRT, or RDMS (RDCS or RCS for pediatric echocardiography). Submit copy of current credential cards. If you do not have a current professional credential, you must take the ACT or SAT. Score a minimum composite score of at least 19 on the ACT or combined math and verbal of 900 on the SAT. Test scores must be within 5 years of the time of application. The optional writing portion is not required and does not count towards the score. Submit official score report (sealed) to the registrar or directly to the DCVS program. Go to www.ACTStudent.org or www. SATCollegeBoard.org to register. We do NOT require the HESSE.
6. Demonstrate understanding of the responsibilities, personal qualities, duties and skills required of the profession by completing a professional observation. A minimum of 4 hours of observation in Adult Echocardiography, Pediatric Echocardiography, and Vascular Sonography is required for a total of 12 observatory hours. (Adult Echo - 4 hrs, Pedi Echo - 4 hrs, Non-Invasive Vascular - 4 hrs) See observation form for details on how to schedule the observation hours. These are required at the time of application.
7. Complete and submit the application to the Diagnostic Cardiovascular Sonography Program and attend one of the mandatory DCVS information sessions. See the Webpage for dates and registration. Use the check list provided in the application packet to ensure all components of the requirements are met.
8. **Must have all three (3) HEPATITIS B shots to apply. Immunizations required are: Hep.B (all 3 injections), MMR, Varicella, TDaP. If records are not available then updated immunizations or titer tests are required to show immunity. History of disease is NOT accepted.**
9. Not currently on suspension or academic probation from ACC or any other college or dismissal or failure from any other sonography program.
10. Submit two reference forms. References must be professional or academic, current, and sealed. See required form in application packet for instructions.
11. Complete the personal statement.
12. Include a current photo. May be from a copy of driver's license, passport photo or current student ID with photo.
13. Upon acceptance, pass a criminal background check and drug screen.
14. Upon acceptance, complete a physical examination including chest x-ray or TB skin test, vision test, and verification of immunization status.
15. Complete the AHA (American Heart Association only) Healthcare provider course for CPR prior to October and submit copy of card.
16. Once accepted attendance at New Student Program Orientation is mandatory.
17. Full acceptance is contingent upon: complete application with all requirements met, attendance at the mandatory new student orientation, successful completion of criminal background check, drug screen and physical exam.
18. Timeline: October - Applications Due, November - Acceptance Packets are sent, Criminal Background Checks and Physical Exam is completed, December - Mandatory Orientation, January - Start Program.

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B. Transfer and non-traditional students must:

1. Meet the above criteria.
2. Have a cumulative GPA of 2.0 or higher on all courses being transferred to the DCVS program.
3. Provide program and Registrar's Office with official transcripts from each prior institution.
4. Provide the DCVS program with a course description or syllabus for each course being considered for transfer.
5. Not currently on suspension or academic probation from any college or sonography program.
6. Credit may be awarded for support courses equivalent to these included in the DCVS program as determined by examination of the syllabus of the transfer course. A grade of C or better must be achieved for transfer courses.
7. Transfer students must complete a minimum of 12 credit hours at ACC to be awarded a Certificate from this institution.

II. Alternate Enrollment:

A. Practicing Echocardiographers and Vascular Sonographers who wish to earn an Advanced Certificate.

1. This option applies to those who are registered in Sonography with at least 2 years of experience and would like to earn the Advanced Certificate.
2. DCVS program courses may be challenged in sequence. Credit is awarded by examination or self-study. Admission requirements and pre-requisites are still required. Requires advance permission from program director.

B. Former ACC DCVS program graduates who wish to cross train:

1. Must be graduates of ACC - DCVS
2. Must be registered in either Echo or Vascular
3. Must apply by October 15th
4. Number of openings is dependent upon current student volume in regular programs.
5. Graduates who are registered and would like to cross-train without entering the full A.T.C. program may take the lecture and lab courses in sequence on a space available basis. Contact the program Director for more information. Requires advance permission from program director.

III. Get a Head Start:

A. DMSO 1210 - Introduction to Sonography may be taken by any student who wishes to gain more information about the profession prior to being accepted into the program.

B. DSAE 2303 - Cardiovascular Concepts may be taken prior to acceptance and or to renew expired Anatomy and Physiology knowledge.

C. DSAE 1340 - Diagnostic Electrocardiography may be taken prior to acceptance to lighten load during program.

IV. Progression Policies: See A.A.S. program

Advanced Technical Certificate Diagnostic Cardiovascular Sonography - Adult Echocardiography (CIP 51.0910)

*** Program Pre-requisites:** Associate Degree or higher in an Allied Health field from an Accredited Institution. Prior education must have included: *Algebra, Physics, English, Anatomy & Physiology I & II. Must hold a professional credential.

Course Number	*Course Title*	*Credits*
First Semester (Spring 16 week)		
** DMSO 1210	Introduction to Sonography	2
DMSO 1342	Intermediate Ultrasound Physics	3
DSAE 1303	Introduction to Echocardiography Techniques	3
DSAE 1360	Clinical - DMST Intro to Echo	3
Second Semester (Summer 11 week)		
** DSAE 2303	Cardiovascular Concepts	3
DSAE 2304	Echo Evaluation of Pathology I	3
DSAE 2361	Clinical - DMST Echo I	3
Third Semester (Fall 16 week)		
** DSAE 1340	Diagnostic Electrocardiography	3
DSAE 2337	Echo Evaluation of Pathology II	3
** DSAE 2461	Clinical - DMST Echo II	4
Fourth Semester (Spring 16 week)		
DSAE 2335	Advanced Echocardiography	3
Δ** DSAE 2462	Clinical - DMST Echo III	4

Total Credits Required for Adv Technical Certificate Diagnostic Cardiovascular Sonography - Adult Echocardiography 37

Δ Capstone Course

* Pre-requisite courses **must** be completed or in progress by the application deadline. Deadline is October 15th.

** Courses may be taken prior to acceptance. DSAE 2303 may be taken in advance of acceptance to renew expired A&P credits.

Advanced Technical Certificate Diagnostic Cardiovascular Sonography – Pediatric Echocardiography (CIP 51.0910)

*** Program Pre-requisites:** Associate Degree or higher in an Allied Health field from an Accredited Institution and current registry in Adult Echocardiography is required. Prior education must have included: *Algebra, Physics, English, Anatomy & Physiology I & II. Must hold a professional credential.

Course Number	*Course Title*	*Credits*
First Semester (Spring 16 week)		
DSPE 2255	Neonatal/Pediatric Patient Care Skills	2
DSPE 1300	Introduction to Pedi Echo Techniques	3
DSPE 1265	Practicum – DMST, Intro to Pedi Echo	2
Second Semester (Summer 11 week)		
DSPE 2257	Echo Eval of Congenital Heart Disease 1	2
DSPE 2261	Clinical - DMST Pediatric Echo I	2
Third Semester (Fall 16 week)		
DSPE 2249	Echo Eval of Congenital Heart Disease 2	2
DSPE 2461	Clinical - DMST Pediatric Echo II	4
Fourth Semester (Spring 16 week)		
DSPE 2259	Advanced Pedi Echocardiography	2
Δ DSPE 2462	Clinical - DMST Pediatric Echo III	4

Total Credits Required A.T.C. Diagnostic Cardiovascular Sonography Specialty in Pediatric Echocardiography. 23

Δ Capstone Course

* Pre-requisite courses **must** be completed or in progress by the application deadline. Deadline is October 15th.

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Advanced Technical Certificate Diagnostic Cardiovascular Sonography - Vascular Sonography (CIP 51.0910)

*** Program Pre-requisites:** Associate Degree or higher in an Allied Health Field from an Accredited Institution. Prior education must have included: *Algebra, Physics, English, Anatomy & Physiology I & II. Must hold a professional credential.

Course Number	*Course Title*	*Credits*
First Semester (Spring 16 week)		
** DMSO 1210	Introduction to Sonography	2
DMSO 1342	Intermediate Ultrasound Physics	3
DSVT 1300	Principles of Vascular Technology	3
DSVT 1360	Clinical - DMST Introduction to Vascular	3
Second Semester (Summer 11 week)		
** DSAE 2303	Cardiovascular Concepts	3
DSVT 2330	Cerebral Vascular Evaluation of Pathology	3
DSVT 2361	Clinical - DMST Vascular I	3
Third Semester (Fall 16 week)		
** DSAE 1340	Diagnostic Electrocardiography	3
DSVT 2318	Peripheral Vascular Evaluation of Pathology	3
DSVT 2461	Clinical - DMST Vascular II	4
Fourth Semester (Spring 16 week)		
DSVT 2335	Advanced Vascular Technology	3
Δ DSVT 2462	Clinical - DMST Vascular III	4

Total Credits Required for Adv Technical Certificate Diagnostic Cardiovascular Sonography - Vascular Sonography 37

Δ Capstone Course

* Pre-requisite courses **must** be completed or in progress by the application deadline. Deadline is October 15th.

** Courses may be taken prior to acceptance. DSAE 2303 may be taken in advance of acceptance to renew expired A&P credits.

Emergency Medical Technology Program

281-756-5610

Associate of Applied Science Degree Program (A.A.S.)
Certificates: Advanced EMT, EMT Paramedic

Purpose: The Emergency Medical Technology (EMT) curriculum includes a combination of class lectures, skills training and clinical training in hospital and ambulance settings. This program meets Texas Department of State Health Services (TDSHS) requirements for certification eligibility, and successful students may take the National Registry of Emergency Medical Technicians Registration Examination for Certification. Students must meet departmental standards to take the NREMT examinations. A fee is charged by the NREMT for certification examinations. There may also be additional charges for clinical and internship experiences. The Paramedic level of training is the highest in the EMS program and is designed for EMS practitioners in the 911 and non-emergency treatment and transport areas, hospital emergency department and other specialty areas, as well as industrial facilities and includes extensive instruction in patient assessment, emergency pharmacology, cardiology, advanced airway management and medical emergencies. The Advanced EMT is the intermediate level of instruction and includes advanced airway management and IV therapy. These skills are designed to successfully manage the trauma patient as well the stable medical patient by 911 and non-emergency transport providers, as well as advanced first responders in the Fire Department, Law Enforcement and Industrial Rescue Squad personnel. The EMT-Basic program is designed for persons in the emergency health care field, such as ambulance personnel, safety engineers, industrial nurses, rescue squad workers, child care personnel, policemen and firemen, as well as anyone who supervises or is responsible for the safety and well-being of a number of people, . The Department of Emergency Medical Technology adheres to the curricula set forth by the U.S. Department of Transportation, the Texas State Department of Health Services, the American Heart Association, and the International Trauma Life Support Association.

Components of the curriculum include current treatment modalities including Advanced Cardiac Life Support, Basic Trauma Life Support, and advanced pediatric medical and trauma management.

Alvin Community College currently has an approved Letter of Review Self-Study Report (LSSR). A Letter of Review is NOT a CAAHEP accreditation status, it is a status granted by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

Student Objectives:

1. Demonstrate the knowledge base and skills necessary for pre-hospital emergency medical care and management.
2. Utilize the knowledge and skills principles to provide emergency medical care in the pre-hospital setting.
3. Utilize communication skills to establish and maintain effective interpersonal relationships in the aspects of emergency medical care.
4. Assume responsibility for continuing education to maintain professional education and competency.
5. Assume legal, ethical, and professional accountability.
6. Participate as a member of the emergency medical services community in providing pre-hospital care, development, and education.
7. Successfully pass the Texas State Department of Health Services registry examination for certification in the field of emergency medical services.

Advanced EMT / Paramedic Program Requirements:

Students holding current Texas or National Registry certification at the EMT-Basic level certification may be admitted according to space available each semester in either the Paramedic or Advanced EMT programs. Students holding Texas or National Registry certification at the Advanced EMT level may be admitted, according to space available each semester, in the Paramedic program. The AEMT/ Paramedic program accepts new students each Fall and Spring semesters. To be considered for admission to the EMS AEMT or Paramedic program, applicants must:

1. Be admitted to ACC for the EMS program (through Office of Admissions & Academic Advising);
2. Complete an application in the EMS office, S-108 and provide copies of any current certifications;
3. Have no background or criminal history that would make the applicant ineligible to attempt the National Registry exam upon successful completion of the program.
   Note: Applicants convicted of a felony and/or misdemeanor offense may or may not be eligible to write the state attempt the NR exam.
4. Be 18 years-of-age or older;
5. Possess a high school diploma or GED;
6. Pay the Texas Department of State Health Services registry application fees and all other associated fees;
7. Purchase appropriate clinical attire and equipment;

8. Purchase student liability insurance annually (subject to rate applicable at time of registration);
9. Complete a physical examination which includes TB skin test and document required immunizations upon enrollment in the program;
10. Have current CPR certification for healthcare professionals accredited by an education entity accepted by National Registry, dated within one year prior to the course starting date;
11. Students must submit information and successfully pass a criminal background check.
12. Students must successfully pass a 12 panel drug screen upon entering the EMS program.
13. Applicants to the ACC EMS program must complete an ACC Allied Health physical and immunizations as listed on the current ACC Allied Health Physical Form.
14. All applicants must attend an ACC EMS program information session held once a month by contacting the ACC EMS Administrative Assistant at (281)756-5625 prior to being accepted into the program.
15. Any Advanced EMT student transferring into the ACC Paramedic program may apply if their NAEMT EMT Advanced Certification is within two years of the starting date of the paramedic class.
16. Any Advanced EMT student transferring into the ACC Paramedic program may apply if they meet one of the following criteria:
    a) Their NREMT EMT Advanced Certification is within two years of the starting date of the paramedic class.
    b) Their NREMT Advanced Texas EMT Intermediate certificate is more than two years old but they have completed an Advanced EMT Refresher Course (taught through the ACC Continuing Education Department).

Student Accountability:

Once accepted into the AEMT/Paramedic program:

1. Students are responsible for their transportation to and from the clinical facilities.
2. Students will abide by the EMS curriculum requirements in effect at the time they are accepted into the program.
3. All EMS courses must be completed with a grade of "B" or better to receive a Course Completion. Any grade below a "B" in any EMS class will be posted to the student's transcript but will result in a Course Completion NOT being issued.
4. Students must complete the program within one year for EMT and Advanced EMT certifications after initial acceptance. Paramedic students must complete within two years after initial acceptance.
5. Several Saturday departmental training and evaluation sessions are scheduled during the semester.

Emergency Medical Technology (CIP 51.0904)

281-756-5610

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

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
EMSP 1160	Clinical - Emergency Medical Technician - Basic	1
EMSP 1501	Emergency Medical Technician - Basic	5
HITT 1305	Medical Terminology	3
Second Semester		
EMSP 1166	Practicum I - EMT Paramedic	1
EMSP 1261	Clinical I - EMT Paramedic	2
EMSP 1355	Trauma Management	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1338	Introduction to Advanced Practice	3
Third Semester		
Mini 1		
EMSP 2206	Emergency Pharmacology	2
EMSP 2160	Clinical II - EMT Paramedic	1
EMSP 2444	Cardiology	4
Mini 2		
EMSP 2434	Medical Emergencies	4
EMSP 2330	Special Populations	3
EMSP 2261	Clinical III - EMT Paramedic	2
SECOND YEAR		
First Semester		
**EMSP 2166	Practicum II - EMT Paramedic	1
EMSP 2243	Assessment Based Management	2
EMSP 2305	EMS Operations	3
+BIOL 2401	Anatomy and Physiology I	4
Second Semester		
+Language, Philosophy & Culture **or**	Select from Language, Philosophy & Culture Core Curriculum or	3
+Creative Arts	Select from Creative Arts Core Curriculum	3
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+ENGL 1301	Composition I	4
+BIOL 2402	Anatomy and Physiology II	

Total Credits Required for A.A.S. Emergency Medical Technology Degree 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

** Capstone Course

Emergency Medical Technician Advanced Certificate (CIP 51.0904) 281-756-5610

Course Number	Course Title	Credits
First Semester		
EMSP 1160	Clinical Emergency Medical Technician - Basic	5
EMSP 1501	Emergency Medical Technician - Basic	1
Second Semester		
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1261	Clinical I - EMT Paramedic	2
**EMSP 1166	Practicum I - EMT Paramedic	1

Total Credits Required for Certificate in Advanced Emergency Medical Technician 18

Emergency Medical Technology Paramedic Certificate (CIP 51.0904) 281-756-5610

Course Number	Course Title	Credits
FIRST YEAR		
First Semester		
EMSP 1501	Emergency Medical Technician-Basic	5
EMSP 1160	Clinical - Emergency Medical Technician-Basic	1
Second Semester		
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1261	Clinical I - EMT Paramedic	2
EMSP 1166	Practicum I - EMT Paramedic	1
Third Semester		
EMSP 2444	Cardiology	4
EMSP 2206	Emergency Pharmacology	2
EMSP 2305	EMS Operations	3
EMSP 2160	Clinical II - EMT Paramedic	1
SECOND YEAR		
First Semester		
EMSP 2434	Medical Emergencies	4
EMSP 2261	Clinical III - EMT Paramedic	2
Second Semester		
EMSP 2330	Special Populations	3
EMSP 2243	Assessment Based Management	2
**EMSP 2166	Practicum II - EMT Paramedic	1

Total Credits Required for Certificate in Emergency Medical Technology Paramedic 40

** Capstone Course

Human Services - Substance Abuse Counseling (CIP 51.1502) 281-756-3652

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

Purpose: The Associate of Applied Science Degree curriculum in Human Services-Substance Abuse Counseling provides theory, skills and knowledge used in the field of chemical dependency counseling, mental health and mental retardation. This program prepares graduates to work in human services, mental health and addiction counseling under supervision until completion of licensure requirements. Under clinical supervision, the substance abuse counseling student will conduct intake, assessment, treatment planning, individual and group counseling, work with state probation and correction officials supervising offenders, and provide direct client care. Students who work with individuals who have co-occurring illnesses (addiction and mental health) will consult and coordinate treatment with appropriate mental health professionals.

After completing required courses and practicum the student will be eligible to take the LCDC (Licensed Chemical Dependency Counselor) licensure examination. Passing this examination, meeting state ethical and legal requirements and completing additional hours of supervised clinical training, the student is eligible to be licensed as a Licensed Chemical Dependency Counselor in the State of Texas.

Program requirements: In addition to general requirements for admission to the college, entry into Human Services-Substance Abuse Counseling requires an interview with the Human Service-Substance Abuse Counseling Department.

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester		
DAAC 1304	Pharmacology of Addiction	3
DAAC 1317	Basic Counseling Skills	3
DAAC 1364 **or**	Practicum Substance Abuse	3
PMHS 1380	Coop Ed I - Psychiatric/Mental Health Services	
DAAC 2343	Current Issues	3
SCWK 1313	Introduction to Social Work	3
Second Semester		
DAAC 1305	Co-Occurring Disorders	3
DAAC 1309	Assesments of Substance-Related and Addictive Disorders	3
DAAC 1311	Counseling Theories	3
DAAC 1380 **or**	Coop Ed I - Substance Abuse/Additiction Counseling	3
PMHS 1381	Coop Ed II - Psychiatric/Mental Health Services	
Elective	Select DAAC, PMHS or SCWK Elective	3
Summer Semesters		
DAAC 2354	Dynamics of Group Counseling	3
SECOND YEAR		
First Semester		
+ENGL 1301	Composition I	3
DAAC 2306	Substance Abuse Prevention	3
DAAC 2307	Addicted Family Intervention	3
DAAC 1381 **or**	Coop Ed II-Substance Abuse/Addiction Counseling	3
PMHS 2380	Coop Ed III-Psychiatric/Mental Health Services	
*DAAC 2341	Counseling Alcohol & Other Drug Addictions	3
Second Semester		
+ENGL 1302	Composition II	3
+Mathematics **or**	Select from Mathematics **or**	3
Life & Physical Science	Life & Physical Science Core Curriculum	
+Creative Arts **or**	Select from Creative Arts Core Curriculum	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+PSYC 2301	General Psychology	3

Total Credits Required for A.A.S. Human Service-Substance Abuse Counseling 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

* Capstone Course

2016-17
Rev: 05-30-16

Human Services - Substance Abuse Counseling Certificate (CIP 51.1501) 281-756-3652

Purpose: The one-year program prepares the student to meet the foundation educational and practicum requirements for licensure eligibility as Licensed Chemical Dependency Counselor (LCDC) by the Texas Department of State Health Services.

Program Requirements: In addition to the general requirements for admission to the college, entry into Human Services-Substance Abuse Counseling Program requires a personal interview with the Human Services-Substance Abuse Counseling Department Chairman.

Course Number	*Course Title*	*Credits*
First Semester		
SCWK 1313	Introduction to Social Work	3
DAAC 1304	Pharmacology of Addiction	3
DAAC 1309	Assessment of Substance-Related and Addictive Disorders	3
DAAC 1311	Counseling Theories	3
DAAC 2354	Dynamics of Group Counseling	3
DAAC 1364 **or**	Practicum Substance Abuse Counseling	3
PMHS 1380	Coopertive Ed I - Psychiatric/Mental Health Services	
Second Semester		
*DAAC 2341	Counseling Alcohol and Other Drug Addictions	3
DAAC 2343	Current Issues	3
DAAC 1305	Co-Occurring Disorders	3
DAAC 1391	Special Topics in Psychiatric/Mental Health Services	3
DAAC 2307	Addicted Family Intervention	3
DAAC 1380 **or**	Coopertive Ed I - Substance Abuse/Addiction Counseling	3
PMHS 1381	Coopertive Ed II - Psychiatric/Mental Health Services Technician	

Total Credits Required for Human Service-Substance Abuse Counseling Certificate 36

*Capstone Course

Industrial Design Technology (CIP 15.1301) 281-756-3784

Associate of Applied Science Degree Program (A.A.S.) – Articulated Credit

Purpose: The ACC Industrial Design Technology program provides extensive hands-on training. Courses within the program includes basic principles of engineering drafting and design and advanced specialized training in piping and mechanical design. Students may choose a general Industrial Design Technology degree to study the various disciplines that ACC has to offer. Also available are specialization degrees in Industrial Design Technology for piping and mechanical design. This well-rounded education provides students with many opportunities and the necessary qualifications as entry-level designers.

Program Requirements: Students of the Industrial Design Technology program require problem solving and critical thinking, manual dexterity, artistic interest, technical drawing skills, craftsmanship, computing skills, self-discipline, and conceptual vision.

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester		
POFI 1204	Computer Fundamentals	2
+Creative Arts **or**	Select from Creative Arts Core Curriculum	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+MATH 1314	College Algebra	3
Second Semester		
DFTG 1409	Basic Computer-Aided Drafting	4
TECM 1317	Technical Trigonometry	3
+SPCH 1315 **or** SPCH 1318, **or** SPCH 2335	Public Speaking **or** Interpersonal Communication **or** Argumentation & Debate	3
+ENGL 1301	Composition I	3
Summer Semesters		
DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 1405	Technical Drafting	4
^DFTG Specialization **or** DFTG 2481	Select from Mechanical, Piping, or General Specialization or Cooperative Education-Drafting	4
SECOND YEAR		
First Semester		
^ DFTG Specialization	Select from Mechanical, Piping, or General Specialization	8
ENTC 1423	Strength of Materials	4
Second Semester		
^DFTG Specialization **or** DFTG 2481	Select from Mechanical, Piping, or General Specialization or Cooperative Education-Drafting	4
^ DFTG Specialization	Select from Mechanical, Piping, or General Specialization	4
DFTG 2440	Solid Modeling and Design	4

Total Credits Required for Industrial Design Technology Degree 60

^ Students must complete 20 credit hours in either the Mechanical, Piping, or General areas of specialization

Mechanical Specialization
DFTG 1455 - Parametric Modeling & Design
DFTG 1433 - Mechanical Drafting
**DFTG 2450 - Geometric Dimensioning & Tolerancing
DFTG 2406 - Machine Design
DFTG 2435 - Advanced Technologies in Mechanical Drafting & Design

Piping Specialization
DFTG 2457 - Advanced Tech Pipe Design & Drafting
DFTG 2423 - Pipe Drafting
ARCE 1452 - Structural Drafting
**DFTG 2445 - Advanced Pipe Drafting
DFTG 2430 - Civil Drafting

General Specialization
DFTG 2423 - Pipe Drafting
**DFTG 2445 - Advanced Pipe Drafting
DFTG 1433 - Mechanical Drafting
DFTG 1455 - Parametric Modeling & Design
**DFTG 1455 - Machine Design

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

**Capstone Course

Industrial Design Technology Certificate (CIP 15.1301)

281-756-3784

Articulated Credit

Purpose: The one-year program prepares the student for entry into the design and drafting occupation.
Program Requirements: A minimum of 32 hours is required for this certificate.

Course Number	*Course Title*	*Credits*
Summer Semester		
POFI 1204	Computer Fundamentals	2
DFTG 1409	Basic Computer-Aided Drafting	4
^DFTG Specialization **or**	Select from Mechanical, Piping or General Specialization or	4
DFTG 2481	Cooperative Education-Drafting	
First Semester		
DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 1405	Technical Drafting	4
^ DFTG Specialization	Select from Mechanical, Piping or General Specialization	4
Second Semester		
^DFTG Specialization **or**	Select from Mechanical, Piping or General Specialization or	4
DFTG 2481	Cooperative Education-Drafting	
DFTG 2440	Solid Modeling and Design	4

Total Credits Required for Industrial Design Technology Certificate. 30

^ Students must complete 12 credit hours in either the Mechanical, Piping, or General areas of specialization

Mechanical Specialization
DFTG 1455 - Parametric Modeling & Design
DFTG 1433 - Mechanical Drafting
**DFTG 2406 - Machine Design

Piping Specialization
DFTG 2457 - Advanced Tech Pipe Design & Drafting
DFTG 2423 - Pipe Drafting
**DFTG 2445 - Advanced Pipe Drafting

General Specialization
DFTG 2423 - Pipe Drafting
**DFTG 1433 - Mechanical Drafting
DFTG 1455 - Parametric Modeling & Design

**Capstone Course

Management (CIP 52.0201)

281-756-3812

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Purpose: The management development program prepares individuals for career occupations in the field of general management development. The objective of the program is to develop management skills and allow the student a chance to utilize these skills at an approved work station.

Program Requirements: The management development curriculum contains a core of required courses including nine (9) management/human resources courses, three semesters of cooperative education, general education courses, and a recommended list of electives. **Must contact Department Chair prior to registering for Cooperative Education courses.**

(This degree may be attained completely on-line)

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester		
BMGT 1327	Principles of Management	3
+ HIST 1301	The United States History I	3
BMGT 2303	Problem Solving & Decision Making	3
+ ENGL 1301	Composition I	3
Second Semester		
HRPO 1311	Human Relations	3
BMGT 1382	Cooperative Education - Business Administration & Management, General I	3
** + MATH 1314 **or**	College Algebra	3
MATH 1333	Contemporary Mathematics for Tech	
MRKG 1311	Principles of Marketing	3
Summer Semester		
BMGT 1305	Communications in Management	3
BUSG 2309	Small Business Management	3
SECOND YEAR		
First Semester		
+ Creative Arts **or**	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
BMGT 2382	Cooperative Education - Business Administration & Management, General II	3
+ Government/Political Science	Select from Government/Political Science Core Curriculum	3
** POFI 1301 **or**	Computer Applications I	3
** BCIS 1305	Business Computer Applications	
Second Semester		
+ SOCI 1301	Introduction to Sociology	3
HRPO 2301	Human Resources Management	3
* MRKG 1391	Special Topics in Marketing and Marketing Management	3
BMGT 2383	Cooperative Education-Business Administration & Management, General III	3
Summer Semester		
HRPO 1391	Special Topics in Human Resource Management	3
MRKG 2349	Advertising & Sales Promotions	3

Total Credits Required for A.A.S. Management Degree 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

* Capstone Course

** Students planning to transfer to a four year university need to take BCIS 1305 and MATH 1314.

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Management Certificate (CIP 52.0201) 281-756-3812

Articulated Credit

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

Program Requirement: A certificate student takes 12 hours of management courses and 3 hours of cooperative education in the first semester. In the second semester, the certificate student takes another cooperative education, and twelve hours of management/human resources and marketing courses. **Must contact Department Chair prior to registering for Cooperative Education courses.**

(This degree may be attained completely on-line.)

Course Number	Course Title	Credits
First Semester		
BMGT 1327	Principles of Management	3
BMGT 1382	Cooperative Education - Business Administration & Management, General I	3
BMGT 2303	Problem Solving & Decision Making	3
MRKG 1311	Principles of Marketing	3
Second Semester		
HRPO 1311	Human Relations	3
BUSG 2309	Small Business Management	3
*MRKG 1391	Special Topics in Marketing and Marketing Management	3
BMGT 2382	Cooperative Education - Business Administration & Management, General II	3
Summer Semester		
POFI 1301 **or	Computer Applications I	3
**BCIS 1305	Business Computer Applications	
HRPO 2301	Human Resource Management	3

Total Credits Required for Management Certificate 30

*Capstone Course

**Students planning to transfer to a four-year university need to take BCIS 1305.

Neurodiagnostic Technology

281-756-5644

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Purpose: Neurodiagnostic Technology is an allied health specialty for recording electrical activity arising from the brain, spinal cord, peripheral nerves, somatosensory or motor nerve systems using a variety of techniques and instruments. The NDT technologist works with patients of all ages in a variety of settings including: hospitals, out-patient clinics physician offices, epilepsy monitoring units, operating rooms and research facilities.

The Neurodiagnostic Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the committee on Accreditation for Education in Neurodiagnostic Technology (www.coa-ndt.org).

Admission Requirements:

To be considered for admission to the Neurodiagnostic Technology program, the applicant must:

a. Make application to Alvin Community College and fulfill the admission requirements.
b. Make application to the Neurodiagnostic Technology program by July 1st.
c. Submit official transcripts from other colleges attended with application.
d. Complete physical examination form which includes TB skin test and immunizations upon acceptance to the program.
e. Not currently be on suspension or academic probation.
f. A negative background check and a negative drug screen are required as a condition of full acceptance into the program.
g. CPR certification will be taught in HPRS 1304.
h. Personal health insurance is required (Student Health Insurance is available through ACC. Insurance form is available in S108.)

Advanced Standing

1. Advanced standing applies to those Electroneurodiagnostics personnel who have work experience and have not completed the associate degree program.
2. Electroneurodiagnostics professional with at least two (2) years full-time experience in the field will have the opportunity to challenge Neurodiagnostic Technology courses.
3. These courses must be challenged in sequence unless permission is otherwise granted.

Progression Policy

1. The NDT students will abide by the admission and curriculum requirements of the NDT Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the NDT Program, all NDT 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 NDT or academic course will be acceptable.
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. In the event a student is asked to leave a clinical affiliate, and not return, the student may not continue progressive courses utilizing that facility. If the clinical affiliate is utilized in future courses, the student will be terminated from the program.
6. Only two (2) attempts in any science/math or any NDT course will be permitted. An attempt is defined as a course in which a grade of D or F is recorded on the transcript.
7. 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 my not be allowed to return to the clinical area if he/she must be on medications which may interfere with his/her ability to perform satisfactorily.
8. A student who is pregnant **must** present a physician's statement giving evidence of her ability to perform the required work.
9. Students must complete the program within four (4) years after initial acceptance.

Neurodiagnostic Technology (NDT) (CIP 51.0903) 281-756-5644

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

Course Number	*Course Title*	*Credits*
Pre-requisite Courses		
+BIOL 2401	Anatomy & Physiology I	4
+BIOL 2402	Anatomy & Physiology II	4
+ENGL 1301	Composition I	3
+Mathematics	Select from Mathematics Core Curriculum	3
First Semester (Fall)		
ENDT 1345	Applied Electronics and Instrumentation	3
ENDT 1350	Electroencephalography	3
HPRS 1304	Basic Health Profession Skills	3
ENDT 1310	Neuroanatomy & Physiology	3
Second Semester (Spring)		
ENDT 2320	Electroneurodiagnostic Tech I	3
ENDT 1463	Clinical I - Electroneurodiagnostic Technology	4
PSYC 2314	Life-Span Growth and Development	3
+SPCH 1318	Interpersonal Communications	3
+Creative Arts **or**	Select from Creative Arts **or**	3
Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
Third Semester (Summer)		
ENDT 2215	Nerve Conduction Studies	2
ENDT 2425	Electroneurodiagnostic Tech II	4
ENDT 2463	Clinical II - Electroneurodiagnostic Technology	4
Fourth Semester (Fall)		
ENDT 2210	Evoked Potentials	2
*ENDT 2661	Clinical III - Electroencephalography	6

Total Credits Required for A.A.S. Neurodiagnostic Technology Degree 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
* Capstone Course

Neurodiagnostic Technology Advanced Technical Certificate (CIP 51.0903)

Purpose: Neurodiagnostic Technology is an allied health specialty for recording electrical activity arising from the brain, spinal cord, peripheral nerves, somatosensory or motor nerve systems using a variety of techniques and instruments.

The NDT technologist works with patients of all ages in a variety of settings including: hospitals, out-patient clinics physician offices, epilepsy monitoring units, operating rooms and research facilities.

Admission Requirements:

To be considered for admission to the Neurodiagnostic Technology program, the applicant must:

a. Make application to Alvin Community College and fulfill the admission requirements.
b. Make application to the Neurodiagnostic Technology program by July 1st.
c. Hold an Associate Degree in a health-related field.
d. Submit official transcripts from where above degree was granted.
e. Submit appropriate state licensure and/or credentials from one of the disciplines in (c) above.
f. Complete physical examination and immunization form which includes TB skin test and immunizations upon acceptance into the program.
g. Not currently be on suspension or academic probation.
h. Current CPR certification – AHA Health Care Provider.
i. A negative background check and negative drug screen are required as a condition of full acceptance into the program.
j. Personal Health insurance is required (Insurance form is available in S108)

Course Number	*Course Title*	*Credits*
Fall Semester		
ENDT 1345	Applied Electronics and Instrumentation	3
ENDT 1350	Electroencephalography	3
Spring Semester		
ENDT 1463	Clinical I - Electroneurodiagnostic Technology	4
ENDT 2320	Electroneurodiagnostic Tech I	3
ENDT 1310	Neuroanatomy & Physiology	3
Summer Semester		
ENDT 2215	Nerve Conduction Studies	2
ENDT 2425	Electroneurodiagnostic Tech II	4
ENDT 2463	Clinical II - Electoneurodiagnostic Technology	4
Fall Semester		
ENDT 2210	Evoked Potentials	2
*ENDT 2661	Clinical III - Electroencephalography	6

Total Credits Required for A.T.C. Neurodiagnostic Technology Certificate 34

* Capstone Course

2016-17
Rev: 05-30-1

Intraoperative Neurophysiologic Monitoring Certificate (CIP 51.0903) 281-756-5644

Purpose: Intraoperative Neurophysiologic Monitoring (IONM) is an allied health specialty for recording electrical activity arising from the brain, spinal cord, peripheral nerves, somatosensory, or motor nerve systems during various surgeries using a variety of techniques and instruments. The IONM technologist works with patients of all ages in the surgical setting of the hospitals.

Program/Admission Requirements:

To be considered for admission to the Intraoperative Neurophysiologic Monitoring (IONM) certificate program, the applicant must:

a. Make application to Alvin Community College and fulfill the admission requirements.
b. Make application to the Intraoperative Neurophysiologic Monitoring (IONM) certificate program by December 1st.
c. Hold a registry in Electroencephalography (EEG) or Evoked Potentials (EP) or an Associate Degree.
d. Submit official transcripts from where above degree was granted.
e. Submit appropriate registry credentials from one of the disciplines in (C) above.
f. Complete a physical examination and immunization upon acceptance..
g. Not currently be on suspension or academic probation.
h. Possess a current CPR certification – AHA Health Care Provider.
i. Agree to a background check conducted as a condition of full acceptance in the Intraoperative Neurophysiologic Monitoring (IONM) certificate program.
j. Have completed BIOL 2401 with a grade no lower than a C prior to admission and must have completed the course within the last 5 years.

Course Number	*Course Title*	*Credits*
Prerequisite		
BIOL 2401	Anatomy & Physiology I	4
First Semester (Spring)		
IONM 1570	Intro to IONM Topics	5
ENDT 1310	Neuroanatomy Physiology	3
ENDT 2210	Evoked Potentials	2
Second Semester (Summer)		
IONM 1270	Modalities for Spine Surgery	2
IONM 1572	Clinical I - IONM	5
IONM 2270	Modalities in Specialty Procedures	2
ENDT 2215	Nerve Conduction Studies	2
Third Semester (Fall)		
*IONM 2570	Clinical II - IONM	5
ENDT 1345	Applied Electronics & Instrumentation	3
ENDT 1350	Electroencephalography	3

Total Credits Required for Intraoperative Neurophysiologic Monitoring Certificate.....36

* Capstone Course

Nursing

281-756-5630

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

Purpose: The program seeks to prepare graduates who are critical thinkers and competent practitioners. As Associate Degree Nursing (ADN) graduates, they will practice within the defined roles and competencies of the Associate Degree nurse. In response to community and societal needs, they will be prepared to care for individuals and families in structured settings. Courses are presented according to their content and effectiveness toward successful fulfillment of state board competencies.

At the successful completion of a minimum of two (2) academic years and all program requirements, the graduate is qualified to make application to write the National Council Licensure Exam for Registered Nurses (NCLEX-RN).

The program is approved by the Texas Board of Nursing (BON) and accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). The mission of the BON is to protect and promote the welfare of the people of Texas by ensuring that each person holding a license as a nurse in the State of Texas is competent to practice safely. The ACEN is recognized by the U.S. Department of Education as the national accrediting body for all types of nursing education programs.

Texas Board of Nursing (BON)
333 Guadalupe #3-460
Austin, TX 78701
512-305-7400
www.bon.state.tx.us

ACEN
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404-975-5000
www.acenursing.org

A person who has been convicted of or received deferred adjudication for anything other than a minor traffic violation, has been diagnosed with mental illness, or has a history of substance abuse, should contact the Texas Board of Nursing for licensure eligibility criteria. Individuals with felonies are ineligible for admission to the ADN Program.

Admission Requirements:
A new class begins each fall and spring semester. Applications are available at www.alvincollege.edu/adn during the application period. Application periods are typically in March and September. Refer to the website for the specific dates of each application period. Qualified applicants are admitted according to space available. To be considered for admission to the Associate Degree Nursing (ADN) Program, the applicant must:

1. Be fully admitted to Alvin Community College.
2. Submit an ADN application to the ADN department during the application period.
3. Submit, by the application deadline, proof to the ADN department of having met the following minimum admission standards:
   a. HESI A2 test score of 75 or higher on the cumulative and a 75 or higher on the Reading section. The following HESI A2 sections must be taken: Math, Reading Comprehension, Vocabulary and General Knowledge, Grammar, and Anatomy and Physiology. Section scores may be combined from more than one HESI A2 test. All HESI A2 section scores must be less than or equal to 5 years old as of the ADN application deadline. ADN applicants may repeat individual HESI-A2 sections. For any two HESI sections repeated less than 30 days apart, the earlier section score is counted and the latter section score is not used, regardless of which section score is the highest. For any two HESI A2 sections repeated 30 or more days apart, the highest section score is counted.
   (The ADN department does not accept HESI A2 score reports from students. HESI A2 score reports are automatically available to the ADN department if the HESI A2 is taken at Alvin Community College. If the HESI A2 is taken elsewhere, the applicant must pay a fee to Elsevier to have the official score report sent to the ADN department.)
   b. TSI (Texas Success Initiative) requirement satisfied as determined by ACC's testing and placement policies. Transfer students must meet the transfer institution's TSI requirements if not enrolled at ACC.
   c. Cumulative GPA of 2.5 or better in nursing and nursing curriculum courses.
   d. Receipt of at least two (2) of the three (3) immunizations for Hepatitis B or proof of Hepatitis-B immunity by application deadline. The series of three (3) immunizations must be completed by the start date of the program
4. Attend one of the mandatory ADN Applicant meetings discussing specific program policies and requirements held during the application period.
5. Submit to the 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, and visual/performing arts. Do not submit college transcripts to the nursing office.
6. Have completed or be in-progress in taking the prerequisite courses of BIOL 2401, BIOL 2402, PSYC 2301, and ENGL 1301.
7. Students are ineligible for admission if at the time of application transcripts reflect more than one (1) D or F in a nursing or nursing curriculum science course (BIOL 2401, 2402, and 2420) taken within five years of the application deadline. The student is ineligible even if the course is repeated and the student earns an A, B, or C in the subsequent attempt.
8. A student is ineligible for admission to the ACC nursing program if he/she has been dismissed for unprofessional or unethical conduct while previously enrolled in a health occupation program.

Selection for Admission
Admission to the ADN program is competitive. After the application deadline, applicants are ranked primarily according to the number of completed courses in the ADN curriculum, the GPA of those courses, and HESI A2 test scores. Priority admission is given to applicants who: 1) achieved high standardized test scores (HESI A2); 2) earned a high GPA in the ADN curriculum academic coursework; 3) completed, or are in progress in, BIOL 2420. Additional consideration is given to applicants who: 1) complete ADN curriculum courses without repeating or withdrawing from courses in the last five years from

the application deadline; 2) complete ADN curriculum courses at ACC; 3) hold a Bachelor's or higher degree from an accredited college or university; and, 4) reside in the ACC tax district.

Program information:

1. BIOL 2401, 2402, and 2420 must be taken within five years of application deadline. BIOL courses completed more than five years prior to the application deadline must be repeated or the student may demonstrate competency through a written examination. Contact the Testing Center for information about the examination.
2. Requirements to be completed after initial acceptance and before the start of the program include:
   a. Complete the prerequisite courses of BIOL 2401, BIOL 2402, PSYC 2301, and ENGL 1301.
   b. Complete two criminal background checks. A social security number is required and will be verified during the background checks. The first is a DPS/FBI background check that the Texas Board of Nursing requires on all accepted nursing students. The second background check is done by a private firm and is required by clinical affiliates. A satisfactory criminal background check as determined by the requirements of the Texas BON and clinical affiliates is required for final admission into the ADN program. See ADN application packet for further information about BON background check procedures. Individuals with felonies are ineligible for admission. A person with a criminal history other than a felony may be eligible to be considered for admission if:
      i. The Texas Board of Nursing indicates in a letter that a petition for "Declaratory Order" (D.O.) was received and the individual is eligible to apply to take the licensure examination. The BON website, www.bon.state.tx.us, contains eligibility questions and the petition for the declaratory order. And,
      ii. The ADN clinical affiliates permit the person to practice in their agency.
   c. CPR Certification from American Heart Association: Basic Life Support (BLS) for Health Care Providers.
   d. Physical examination. Form provided by the department.
   e. Up-to-date immunizations as required by the Texas Department of Health and Clinical Affiliates. (measles, mumps, rubella, tetanus, diphtheria, pertussis, varicella, hepatitis "B" series of 3 immunizations, seasonal flu; positive titers are required for rubella, varicella and hepatitis B)
   f. Negative tuberculin screen. (yearly)
   g. Negative drug test.
   h. Purchase of a school uniform and lab supplies.
   i. Purchase of an i-Pad, Kindle Fire, or tablet if the student does not have one already. The device enables access to medical and nursing information and use of electronic health record documentation when the student is at clinical sites.
3. Each student is required to pay for standardized, computerized tests that are administered throughout the program.
4. Students attend various clinical sites in the Houston/Galveston region throughout the program. Clinical times/days vary each semester and include weekend and evening hours.
5. Applicants with credits from institutions outside the United States must have their foreign transcripts evaluated by one of the approved companies listed in the Evaluation of Credit from Foreign Institutions section of the College Catalog. The ADN department will use the evaluation company's report when assessing the applicant's foreign credits and grades. The applicant must submit the original evaluation report to either the ADN department or the Admissions Office by the nursing application deadline.

Transfer of Nursing Credits:

1. Courses accepted for transfer must be similar in content and credit to the ACC course(s).
2. No grade below a "B" in any nursing course is accepted for transfer.
3. Students must demonstrate competency through an examination in nursing content for courses without a clinical component that were completed more than three (3) years prior to the time of application.
4. Transfer applicants who, in the last 3 years, were enrolled in a professional nursing program and attempted/completed nursing course(s) with clinical component(s), are considered for admission on a space available basis. Applicants must:
   a. Apply and meet the criteria for admission to the ADN program at ACC during an application period.
   b. Have a written recommendation from the Dean/Director of their previous nursing program.
   c. Demonstrate competency in previously completed nursing courses prior to admission through a written examination and a clinical skills competency demonstration. The tests will be administered once per semester and evaluated by a faculty review committee. Contact the department for test dates.

Progression / Dismissal Policies:

1. Students will abide by the current ADN admission, curriculum and program requirements at the time they are admitted 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 course.

5. Once enrolled in the ADN program, it is expected that enrollment is continuous. Students with a break in enrollment must apply for readmission. A break in enrollment includes: 1) Receipt of a grade of D, F, or W in a nursing course requiring a repeat of the course, 2) Withdrawal from a nursing course with a clinical component, and/or 3) Non-enrollment in a nursing course for one (1) or more semesters (excluding summer).
6. A student who withdraws from a nursing course with a related clinical component must withdraw from the corresponding course.
7. A student who receives a grade of D or F in a nursing course with a related clinical component will be assigned the grade of "R" in the corresponding course. The student must, if eligible, re-enroll in both the theory and clinical sections of that course. Each semester's co-requisite 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 will be terminated from the ADN Program if he/she has received more than one (1) D or F in a nursing 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. The student is ineligible even if the course is repeated and the student earns an A, B, or C in the subsequent attempt. A student currently enrolled in the second year of the program who receives more than one D, F, or W in a single semester is eligible to be considered for readmission if he/she has not posted a previous D, F, or W.
10. Co-Requisite courses must be completed for a student to progress to the next semester.
11. A student may be dismissed from the program for demonstration of unprofessional and unsafe behaviors as described in the Texas Administrative Code 215.8. When dismissed, an "F" will be assigned to the RNSG course where the behavior occurred. A "W" will be assigned to any other RNSG courses taken concurrently.
12. A student may be dismissed from the program for academic dishonesty. When dismissed, an "F" will be assigned to the RNSG course where the behavior occurred. A "W" will be assigned to any other RNSG courses taken concurrently.
13. Notification by the BON that a student has been involved in criminal activity may result in temporary withdrawal or termination from the ADN program.

Readmission: Students may be readmitted to the ADN Program ONCE after withdrawal or failure of a course.

1. Once enrolled in the ADN program, a students who receives a D, F, or W in a nursing course or drops a nursing course, must, if eligible apply for readmission.
2. Students are readmitted on a space available basis, and on the student's compliance with conditions/requirements established by the Director. These requirements may include remediation in academic course work, repeat of nursing course(s) previously taken, or documentation of recovery from illness. Inability to meet the readmission stipulations may be grounds for denial or permanent dismissal from the program.
3. Students applying for readmission must apply in writing to the Director at least 14 days prior to the semester in which readmission is desired. Include the following information: Date of withdrawal from the Program; primary reason(s) for withdrawal from the Program; understanding of the requirements for readmission at the time of withdrawal; ways in which recommendations at the time of withdrawal have been completed; and what has been done to improve chances for successful completion.
4. A student who has withdrawn from the ADN program during the first semester must reapply during the program application period and be ranked with that applicant pool.
5. Evidence of competency in previously completed nursing courses will be required prior to readmission. This will be accomplished through an examination and a clinical skills competency demonstration. Tests will be administered once per semester and evaluated by a faculty review committee. Contact the Director for test dates.
6. Re-entering students must abide by the current admission, curriculum and program requirements of the department.
7. Following a second (2nd) withdrawal from the program, a student will not be readmitted. Students may petition for re-admission when a withdrawal occurs because of a catastrophic event. The student must have had a passing grade in the RNSG course at the time of withdrawal. Petition will be considered by a faculty review committee.
8. The department reserves the right to deny readmission to a student who discontinued the program due to academic dishonesty or exhibited unsafe and/or unprofessional behavior. The decision to deny or accept readmission will be made by a faculty review committee.
9. Students who are unsuccessful in a professional nursing program and subsequently complete a vocational nursing program are eligible to apply to the LVN-ADN Transition track. Eligibility penalties for the "D's, F's or W's" earned in nursing courses while previously enrolled in the professional nursing program are eliminated for these students.
10. All courses must be completed within five (5) years of original enrollment date into the ADN program.
11. Students re-entering the program following the curriculum change that was implemented Fall 2015 will be required to follow the new curriculum.

Nursing (ADN) (CIP 51.3801)

281-756-5630

Associate of Applied Science Degree Program (A.A.S.)
with a Field of Study Curriculum in Nursing

The following courses have been adopted by theTHECB as a Field of Study Curriculum in Nursing: BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, and PSYC 2314.

	Course Number	*Course Title*	*Credits*
	Prerequisites		
^ +	BIOL 2401	Anatomy & Physiology I	4
^ +	BIOL 2402	Anatomy & Physiology II	4
+	ENGL 1301	Composition I	3
^ +	PSYC 2301	General Psychology	3
	First Semester		
** +	PSYC 2314	Life-Span Growth & Development	3
	RNSG 1219	Integrated Nursing Skills I	2
	RNSG 1260	Clinical I RN	2
	RNSG 1523	Introduction to Professional Nursing for Integrated Programs	5
	Second Semester		
** +	BIOL 2420	Microbiology for Non-Science Majors	4
	RNSG 2504	Integrated Care of the Patient with Common Health Care Needs	5
	RNSG 1129	Integrated Nursing Skills II	1
	RNSG 1461	Clinical II RN	4
	Third Semester		
	RNSG 2514	Integrated Care of the Patient with Complex Health Care Needs	5
	RNSG 2462	Clinical III RN	4
** +	Creative Arts **or**	Select from Creative Arts Core Curriculum	3
** +	Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
	Fourth Semester		
	RNSG 2435	Integrated Patient Care Management	4
*	RNSG 2463	Clinical IV RN	4

Total Credits Required for A.A.S. Nursing 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
* Capstone Course
^ Field of Study Curriculum course.
** May be taken prior to admission to the ADN program.

Priority admission for applicants who:
1) achieved high standardized test scores,
2) earned a high grade point average in the ADN curriculum academic coursework, and
3) completed or are in progress in BIOL 2420.

Nursing Transition (LVN-to-ADN) (CIP 51.3801)

281-756-5630

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

Purpose: The transition program is to provide a pathway from Licensed Vocational Nurse (LVN) to Associate Degree Nursing (ADN). The program seeks to prepare graduates who are critical thinkers and competent practitioners. As Associate Degree Nursing graduates, they will practice within the defined roles and competencies of the Associate Degree nurse. In response to community and societal needs, they will be prepared to care for individuals and families in structured settings. Courses are presented according to their content and effectiveness toward successful fulfillment of state board competencies.

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 June 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. Apply to Alvin Community College and fulfill the admission requirements of the college.
2. Apply to the ADN Program during an application period and meet admission and program requirements for that program.
3. Hold a license to practice vocational nursing in the State of Texas by the nursing application deadline, or be scheduled to graduate from the ACC/VN program.
4. Have recent work experience, preferably in an acute care setting, as a licensed vocational nurse, or:
   a. scheduled to graduate from the ACC/VN program.
   b. graduated within one year from a state approved vocational nursing program.
5. Complete prerequisite courses before the start of the nursing program.
6. Have a cumulative GPA of 2.5 or better in nursing and nursing curriculum courses.

Selection for Admission: Admission to the LVN-to-ADN program is competitive. After the application deadline, applicants are ranked primarily according to the number of completed courses in the ADN curriculum, the GPA of those courses, and HESI A2 test scores. Priority admission is given to applicants who: 1) achieved high standardized test scores (HESI A2); 2) earned a high grade point average in the ADN curriculum academic coursework; 3) complete ADN curriculum courses without repeating or withdrawing from courses in the last five years from the application deadline; 4) complete ADN curriculum courses at ACC; 5) hold a Bachelor's or higher degree from an accredited college or university; 6) reside in the ACC tax district; and, 7) have acute-care work experience.

	Course Number	*Course Title*	*Credits*
	Prerequisites		
+	ENGL 1301	Composition I	3
+	PSYC 2301	General Psychology	3
*	PSYC 2314	Life-Span Growth & Development	3
+	BIOL 2401	Anatomy & Physiology I	4
+	BIOL 2402	Anatomy & Physiology II	4
	BIOL 2420	Microbiology for Non-Science Majors	4
	First Semester		
	RNSG 1240	Professional Nursing Skills for Articulating Students	2
	RNSG 1262	Clinical I - RN Transition	2
	RNSG 1327	Transition to Professional Nursing	3
	Credit for Prior Learning	RNSG 1219, RNSG 1523, RNSG 2504	12
	Second Semester		
	RNSG 2514	Integrated Care of the Patient with Complex Health Care Needs	5
	RNSG 2462	Clinical III - RN	4
* +	Creative Arts **or**	Select from Creative Arts Core Curriculum **or**	3
* +	Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
	Third Semester		
	RNSG 2463	Clinical IV RN	4
	RNSG 2435	Integrated Patient Care Management	4

Total Credits Required for A.A.S. Nursing Transition 60

\+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
* May be taken prior to admission to the ADN program.

2016-17
Rev: 05-30-16

Vocational Nursing Certificate (CIP 51.1613.) 281-756-5630

Articulated Credit

Purpose: The purpose of the Alvin Community College Vocational Nursing Program (ACC VN Program or VN Program) is to provide a Texas Board of Nursing (BON) approved educational curriculum designed to prepare students to be eligible to write the National Council of State Boards of Nursing Licensure Exam for Practical Nurses (NCLEX-PN), after the student has successfully completed the VN program. Those passing this examination will become licensed to practice Vocational Nursing in the State of Texas. The program delivers the instruction necessary for the LVN to function, at an entry level, in the following roles: as a member of the profession, as a provider of patient centered care, as a patient safety advocate, and as a member of the healthcare team. LVN practice is a directed scope of practice. VN licensure enables the nurse to care for clients with predictable health care needs in a variety of healthcare settings while under the supervision of a registered nurse, advance practice registered nurse, physician's assistant, physician, dentist or podiatrist.

Accreditation: The program is fully approved by the Texas Board of Nursing (BON). The stated mission of the BON is to protect and promote the welfare and safety of the people of Texas by ensuring that each person holding a license as a nurse in the State of Texas is competent to practice safely.

Procedure for Program Application for Conditional Admission: A new class begins each Summer Session I. The first class that you may apply for begins June, 2017. Enrollment is limited to 30-50 qualified applicants per class. The number of students accepted will depend upon instructor and clinical site availability. To be considered for conditional admission to the ACC VN program, the applicant MUST complete the following steps by the application deadline, the steps do not have to be completed in the order in which they are listed:

1. Be fully admitted to the college, then submit a completed online VN application at www.alvincollege.edu/LVN during application period. See the VN website for exact dates of application period. Applications may be accessed on the website on the first day of the application period and will not be accepted after the close of the application period.
2. Attend a Vocational Nursing applicant meeting. Check the VN website for meeting location, dates, and times. The last meeting is conducted on the application deadline date. All required application documents should be turned in at an applicant meeting. CHILDREN ARE NOT ALLOWED TO ATTEND.
3. Provide official proof of high school level education. If you need information regarding evaluation of foreign credits, please refer to the "Academic Policies & Regulations" section of this catalog.
4. Submit HESI A2 exam scores to the VN department. It is required that applicants take the following sections of the exam: Math, Reading, Comprehension, Vocabulary & General Knowledge, Grammar, Anatomy & Physiology. VN applicants may combine section scores from different HESI exams. If an applicant wishes to repeat the entire exam, or repeat specific sections, at least 30 days must elapse prior to retesting. HESI A2 scores for all required test sections must be less than five years old as of the application deadline. If the exam is taken at ACC, the VN department automatically receives a score report. If the exam is taken elsewhere, you must have the results sent directly to the ACC VN department, and it may take up to 2 weeks for us to receive them. Plan accordingly, we MUST receive the exam scores no later than the application deadline.
5. Submit proof of Hepatitis-B (HBV) vaccine injection #1, or proof of HBV immunity.

Selection for Admission: Admission to the VN program is competitive. There are no prerequisite courses for the VN program. After the application deadline, applicants are ranked according to their HESI-A2 exam scores. Applicants must achieve a reading comprehension score of 70% or better and a composite score of 65% or better. Additional admission preference is given to applicants achieving the required HESI exam scores if they:

1. Live in-district for Alvin Community College. To determine if you reside within the district, contact the Admissions Office @ 281-756-3531.
2. Have completed Biology 2401 Anatomy & Physiology I and Biology 2402 Anatomy & Physiology II by the application deadline. The grade attained in each course must be a "C" or better, and must be no more than 5 years old as of the application deadline.

Program Information:

1. The total cost for the VN Program is approximately $5,800 for students living in-district and approximately $7,600 for students living out-of-district. This includes all tuition and fees, HESI A2 fee, required CPR certification, malpractice insurance, books, miscellaneous supplies, uniforms, plus costs related to graduation and licensure. The cost of personal health insurance and transportation are the student's responsibility. Note: Costs are subject to change without notice.
2. The VN program reserves the right to dismiss, at any time, any student. The reasons for dismissal include, but are not limited to, the infractions listed in BON rule # 214.8. The VN Program adheres to ACC Academic Dishonesty & Integrity policies and procedures.
3. The program consists of both academic courses and associated clinical learning experiences as required by the BON. The student must demonstrate the ability to meet the course objectives identified in each academic course plus the learning and skill performance objectives identified for each required clinical practice area in order to progress in the program.
4. The ACC VN program is affiliated with a variety of healthcare facilities in order to provide the clinical experiences required by the BON. The days and shifts available for clinical vary from facility to facility. Clinical assignments can be in any geographical area in Brazoria County or the counties surrounding it. Clinical hours can be scheduled for any hour on any day of the week.
5. Requirements that must be completed **after** conditional acceptance in order to become fully accepted:
   Note: These requirements **must be met by the date listed in the packet sent to accepted students**. The acceptance packet will include instructions on how to complete the following steps.
   a. Attend the VN Program orientation for the class of 2017-2018 (date and time TBA).
   b. Have healthcare provider complete, sign, and date a "Statement of Fitness", VN department will provide the form.
   c. Pay for/arrange for and complete two criminal background checks. Results of background checks must be deemed as satisfactory according to VN Program policy, the requirements of VN clinical affiliates, and must meet the eligibility criteria, as determined by the BON, that will allow graduated students to write for the NCLEX-PN. A social security number is required and will be verified during the background checks. One of the background checks is done by a private firm and is required by clinical affiliates. The other is a DPS/FBI background check that the Texas Board of Nursing requires for all nursing students. See VN information packet for further information about BON background check procedures.
   Note: Persons convicted of a felony offense, those who have received deferred adjudication for a felony offense, and those appealing a felony conviction, are not eligible for admission to the ACC VN Program. The ACC VN program defines the term "conviction" as BON rule 213.1.12 does. This policy is applicable even if a prospective student has filed a "Petition for Declaratory Order" with the BON and received BON consent to sit for the NCLEX-PN after graduation from an approved VN program.
   d. Pay for and submit a urine drug screen. This is done on program orientation day, the screen must be negative in order to maintain your accepted student status.
   e. Obtain CPR certification from the American Heart Association, it **must** be for Basic Life Support (BLS) for Healthcare Providers.

f. Provide proof of the following:
   a. Up-to-date immunizations or proof of immunity – measles mumps, rubella (titer required), tetanus, diphtheria, pertussis (pertussis booster required after age 18), varicella (titer required), all 3 injections of the Hepatitis B vaccine series, seasonal flu.
   b. Negative TB skin test or CXR.
g. Pay for lab supplies.
h. Order and pay for VN uniforms on program orientation day.

Transfer Students / Readmission Students

1. Applicants from ADN or VN programs not affiliated with ACC are considered new students. They must apply during the application period, and they must meet & abide by the current VN admission, curriculum, and program requirements. Courses from other ADN or VN programs will be evaluated for transfer on an individual basis by the VN Department Chair. The courses must be no older than 2 years as of the application date. Evidence of competency in previously completed nursing courses will be required before the courses are accepted for transfer. This will be accomplished by a written exam and a clinical skills competency demonstration. The student must pass the competency testing in order to be admitted.
2. ACC ADN students who wish to join the VN program may apply. If the student must enter VN program in the first semester, they must apply to the program along with all other applicants. They must meet & abide by the current VN admission, curriculum, and program requirements.
3. ACC ADN students who wish to enter the VN program in the Fall Semester will be placed on a wait list after filling out an application. The students will be admitted on a space available basis, if they meet & abide by the current VN admission, curriculum, and program requirements. Evidence of competency in previously completed nursing courses will be required before the courses are accepted. This will be accomplished by a written exam and a clinical skills competency demonstration. The student must pass the competency testing in order to be admitted.
4. ACC VN students who fail to complete the program in the first semester and wish to make a second attempt must reapply to the program. They must meet & abide by the current VN admission, curriculum, and program requirements.
5. Students are allowed two attempts, maximum, to complete the program. The second attempt must be made within 1 year of the previous withdrawal from the program.
6. ACC VN students who complete the Summer Semester successfully, but fail to complete the Fall Semester may return for one further attempt. The second attempt must be made within 1 year of the previous withdrawal from the program. They must complete a new program application, and must meet & abide by the current VN admission, curriculum, and program requirements. The students will then be placed on a wait list and admitted as space permits. Evidence of competency in previously completed nursing courses will be required before the courses are accepted. This will be accomplished by a written exam and a clinical skills competency demonstration. The student must pass the competency testing in order to be admitted.

The ACC VN program does not readmit VN students, or accept students from other nursing programs if they:

- failed clinically, or;
- were dismissed for professional behavior issues, or;
- committed acts of academic dishonesty

Progression and Dismissal Policies:

1. Once a student has entered the VN program, all nursing courses and related courses must be completed in the sequence shown in the VN curriculum.
2. Students must attain a "C" or better in all required courses. An average of 75% is the lowest score accepted as a "C".
3. In classes that have both a classroom and clinical component, the student must attain a 75 % or greater average in both components. If a student receives a grade of less than 75% average in either component, the student cannot continue either course. The student must withdraw from the program and, if eligible, reapply to the program within the required time-frame.
4. The maximum allowable number of absences in Summer Semester (11 week) is two per academic course, and one total for clinical. The maximum allowable absences in the Fall and Spring Semesters (sixteen weeks each) is three per academic course and two total for clinical. Tardy is defined as more than 15 minutes late. Three instances of being tardy to a class or clinical equals one absence in that class or clinical.

Course Number	*Course Title*	*Credits*
Summer Semester		
VNSG 1122	Vocational Nursing Concepts	1
VNSG 1160	Clinical I - Vocational Nurse	1
VNSG 1227	Essentials of Medication Administration	2
VNSG 1420	Anatomy & Physiology for Allied Health	4
VNSG 1423	Basic Nursing Skills	4
Fall Semester		
VNSG 1329	Medical-Surgical Nursing I	3
VNSG 1331	Pharmacology	3
VNSG 1332	Medical-Surgical Nursing II	3
VNSG 1660	Clinical II - Vocational Nurse	6
Spring Semester		
VNSG 1219	Leadership & Professional Development	2
VNSG 1226	Gerontology	2
VNSG 1230	Maternal-Neonatal Nursing	2
VNSG 1234	Pediatrics	2
VNSG 1301	Mental Health & Mental Illness	3
*VNSG 1661	Clinical III - Vocational Nurse	6

Total Credits Required for Vocational Nursing Certificate 44

* Capstone Course

2016-17
Rev: 05-30-16

Office Administration – Administrative Assistant (CIP 52.0402) 281-756-3822

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

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 or an office manager.. 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 in addition to the Administrative Support Certificate and the Office Assistant Certificate.

Associate of Applied Science Degree Program

Course Number	*Course Title*	*Credits*
AM - Semester 1 (Fall 2016)		
PSYC 1300	Learning Framework	3
POFT 1309	Business Office Procedures I	3
POFT 1329	Beginning Keyboarding (Word)	3
POFT 1319	Records Management I	3
POFI 1301	Computer Applications I (Microsoft Office)	3
		15
Second Semester		
POFT 1325	Business Math Using Technology	3
POFI 2301	Word Processing (Word)	3
**BMGT 1305	Communications in Management	3
POFI 1341	Computer Applications II (Adobe Acrobat, Visio, Publisher, SAP)	3
ACNT 1303	Introduction to Accounting	3
		15
Third Semester		
POFI 1349	Spreadsheets (Excel)	3
Emphasis Electives:	Select one course from Emphasis Electives:	3
ACNT 1311 **or**	Intro to Computerized Accounting (QuickBooks)	
HITT 1305 **or**	Medical Terminology I	
POFL 1340	Legal Office Procedures II	
*POFT 1382	Co-Op- General Office Occupations & Clerical Services	3
+MATH 1314	College Algebra	3
+ENGL 1301	Composition I	3
		15
Fourth Semester		
Emphasis Electives:	Select one course from Emphasis Electives:	3
*BMGT 1327 **or**	Principles of Management	
*POFM 1317 **or**	Medical Administrative Support	
***LGLA 1345	Civil Litigation	
*POFT 2382	Co-Op-General Office Occupations & Clerical Services	3
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
+Creative Arts **or**	Select from Creative Arts Core Curriculum	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
POFT 1300	Career Exploration & Planning	3
		15

Total Credits Required for AAS Office Administration-Administrative Assistant 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
*Capstone course.
**Course description is under the Management department.
***Course description is under the Paralegal department.

Business Office Management Emphasis - ACNT 1311 Intro to Computerized Acct, BMGT 1327 Principles of Management
Medical Office Management Emphasis - HITT 1305 Medical Terminology, POFM 1317 Medical Administrative Support
Legal Office Management Emphasis - POFL 1340 Legal Office Procedures II, LGLA 1345 Civil Litigation

Office Administration – Office Assistant Certificate (CIP 52.0408)

Articulated Credit

Course Number	Course Title	Credits
First Semester		
POFT 1309	Business Office Procedures	3
POFT 1329	Beginning Keyboarding (Word)	3
POFT 1319	Records Management I	3
POFI 1301	Computer Applications I (Microsoft Office)	3
ACNT 1303	Introduction to Accounting (QuickBooks)	3
		15
Second Semester		
POFI 2301	Word Processing (Word)	3
**BMGT 1305	Communications in Management	3
POFI 1341	Computer Applications II (Adobe Acrobat, Publisher, SAP, Visio)	3
*POFT 1382	Co-op - General Office Occupations & Clerical Services	3
POFT 1300	Career Exploration & Planning	3
		15

Total Credits Required for Office Assistant Certificate Program 30

*Capstone course.

**Course description is under the Management department.

Office Administration – Administrative Support Certificate (CIP 52.0401)

Course Number	Course Title	Credits
First Semester		
POFT 1309	Business Office Procedures	3
POFT 1329	Beginning Keyboarding (Word)	3
POFT 1319	Records Management I	3
POFI 1301	Computer Applications I (Microsoft Office)	3
ACNT 1303	Introduction to Accounting (QuickBooks)	3
		15
Second Semester		
POFI 2301	Word Processing (Word)	3
POFT 1325	Business Math Using Technology	3
POFI 1341	Computer Applications II (Adobe Acrobat, Publisher, SAP, Visio)	3
Emphasis Electives	Select One Course from Emphasis Elective List:	3
ACNT 1311 **or**	Intro to Computerized Accounting (QuickBooks)	
HITT 1305 **or**	Medical Terminology	
POFL 1340	Legal Office Procedures II	
POFT 1382	Co-op - General Office Occupations & Clerical Services	3
		15
Third Semester		
** BMGT 1305	Communications in Management	3
POFI 1349	Spreadsheets (Excel)	3
Emphasis Electives	Select One Course from Emphasis Elective List:	3
*BMGT 1327 **or**	Principles of Management	
*POFM 1317 **or**	Medical Administrative Support	
*** LGLA 1345	Civil Litigation	
* POFT 2382	Co-Op-General Office Occupations & Clerical Services	3
POFT 1300	Career Exploration & Planning	3
		15

Total Credits Required for Administrative Support Certificate Program 45

*Capstone course.

**Course description is under the Management department.

***Course description is under the Paralegal department.

Business Office Management Emphasis - ACNT 1311 Intro to Computerized Acct, BMGT 1327 Principles of Management
Medical Office Management Emphasis - HITT 1305 Medical Terminology, POFM 1317 Medical Administrative Support
Legal Office Management Emphasis - POFL 1340 Legal Office Procedures II, LGLA 1345 Civil Litigation

Paralegal (CIP 22.0302)

281-756-3642

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Purpose: The Associate of Applied Science Degree for Paralegal is designed to prepare the successful student for a career as a Paralegal. In this program, the student gains knowledge of legal and court procedures in rendering a variety of legal services, including research, case management, drafting of documents, client interviews, and law firm operations. The need for persons to assist the legal profession has expanded greatly with population increases and the growing demand for legal services. The qualified Paralegal may find employment with law firms, business and industry, including banks, title companies, insurance firms, governmental agencies, petrochemical companies, etc.

Attorneys generally set high standards of character and education for Paralegals. Paralegals must be responsible and mature individuals thoroughly conversant in legal terminology and procedures. The curriculum consists of Paralegal courses, plus a two semester co-op (internship). A co-op course provides the students with the opportunity to further increase their knowledge and skill levels needed for employment in the legal field.

Courses for the Paralegal program do not need to be taken in the order shown on this page. Please use the semester schedules as a guideline and / or contact the department chair for assistance with choosing courses.

Associate of Applied Science Degree Program

	Course Number	*Course Title*	*Credits*
	First Semester		
+	ENGL 1301	Composition I	3
	LGLA 1301	Legal Research & Writing	3
	LGLA 1311	Introduction to Law	3
	LGLA 2303	Torts and Personal Injury Law	3
	LGLA 1353	Wills, Trust and Probate Administration	3
	Second Semester		
	LGLA 1355	Family Law	3
	LGLA 1345	Civil Litigation	3
	LGLA 2305	Interviewing and Investigating	3
	LGLA 2313	Criminal Law & Procedure	3
	POFI 1301	Computer Applications I	3
	Third Semester		
+	Creative Arts **or**	Select from Creative Arts Core Curriculum **or**	3
+	Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+	Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
	LGLA 1359	Immigration Law	3
	LGLA 1380	Cooperative Ed I - Paralegal	3
	LGLA 2311	Business Organizations	3
	Fourth Semester		
	LGLA 1351	Contracts Law	3
	LGLA 2323	Intellectual Property	3
*	LGLA 2381	Cooperative Ed II - Paralegal	3
+	Mathematics **or**	Select from Mathematics Core Curriculum **or**	3
+	Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	
+	SPCH 1315 **or**	Public Speaking **or**	3
+	SPCH 1318	Interpersonal Communication	

Total Credits Required for A.A.S. Paralegal Degree 60

\+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
* Capstone Course

If a student registers for a co-op course (internship), the student must have a co-op site arranged prior to the first day of the semester class.

2016-17
Rev: 05-30-16

Paralegal Certificate (CIP 22.0302)

281-756-3642

The Paralegal Certificate program is designed for individuals who would like to obtain their paralegal education and enter the job market as quickly as possible. This program is a great option for individuals who presently have an associate or bachelor's degree, from an accredited college, in a different field of study. Courses for the Paralegal program do not need to be taken in the order shown on this page. Please use the semester schedules as a guideline and/or contact the department chair for assistance with choosing courses.

	Course Number	Course Title	Credits
	First Semester		
+	ENGL 1301	Composition I	3
	LGLA 1301	Legal Research & Writing	3
	LGLA 2305	Interviewing & Investigating	3
	LGLA 1353	Wills, Trust, and Probate Administration	3
	LGLA 2303	Torts and Personal Injury Law	3
	Second Semester		
	LGLA 1355	Family Law	3
	LGLA 1380	Cooperative Ed I - Paralegal	3
	LGLA 1345	Civil Litigation	3
	LGLA 2313	Criminal Law & Procedure	3
	POFI 1301	Computer Applications I	3
	Third Semester		
	LGLA 1351	Contracts Law	3
	LGLA 1359	Immigration Law	3
	LGLA 2311	Business Organizations	3
	LGLA 2323	Intellectual Property	3
*	LGLA 2381	Cooperative Ed II - Paralegal	3

Total Credits Required for Paralegal Certificate 45

+Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

* Capstone course. If a student registers for a co-op course (internship), the student must have a co-op site arranged prior to the first day of the semester class.

2016-17
Rev: 05-30-16

Pharmacy Technician (CIP 51.0805)

281-756-3805

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Purpose: The Pharmacy Technician Program offers a 2 year curriculum to prepare individuals for an allied health career working in a pharmacy. The program prepares you to take the Pharmacy Technician Certification Exam. Once certified, you will be able to work in retail pharmacies, hospital pharmacies, and mail order pharmacies. The 2 year curriculum provides courses in Management allowing you to gain knowledge needed to move into management.

Program Requirements:

1. Have a high school diploma or GED.
2. Apply to Alvin Community College and fulfill the admission requirements.
3. Not currently on suspension or academic probation at any college.
4. Interview with the Department Chair of the program.
5. All students are required to make a C or greater for all pharmacy technician courses.
6. A background check will be conducted by the State of Texas Pharmacy Board when applying for "technician in training" status. You must not have any felonies (in the last 5 years) or drug convictions.
7. A drug test is required for clinical rotation.
8. Current immunizations required for clinical rotation.
9. CPR certification required for clinical rotation.

Course Number	*Course Title*	*Credits*
First Semester		
+ENGL 1301	Composition I	3
PHRA 1301	Introduction to Pharmacy	3
PHRA 1315	Pharmacy Terminology	3
+SPCH	Select SPCH course from Component Area Options Core Curriculum	3
Second Semester		
BMGT 1327	Principles of Management	3
HRPO 1311	Human Relations	3
PHRA 1305	Drug Classification	3
PHRA 1309	Pharmaceutical Mathematics I	3
PHRA 1313	Community Pharmacy Practice	3
Third Semester		
+CHEM 1405	Introductory to Chemistry	4
PHRA 1304	Pharmacy Therapy and Disease Process	3
PHRA 1349	Institutional Pharmacy Practice	3
Fourth Semester		
HRPO 2301	Human Resource Management	3
PHRA 1441	Pharmacy Drug Therapy & Treatment	4
PHRA 1345	Compounding, Sterile Preparations & Aseptic Techniques	3
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
Fifth Semester		
+Creative Arts or +Language, Philosophy & Culture	Select from Creative Arts Core Curriculum or Select from Language, Philosophy & Culture Core Curriculum	3
MRKG 1311	Principles of Marketing	3
PHRA 1291	Special Topics for Pharmacy Technicians	2
*PHRA 2262	Clinical - Pharmacy Technician	2

Total Credits Required for A.A.S. Pharmacy Technician Degree 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
* Capstone Course

Pharmacy Technician Certificate (CIP 51.0805) 281-756-3805

Purpose: The Pharmacy Technician Certificate is designed to prepare career oriented persons to take the Pharmacy Technician Certification Exam and enter the field of Pharmacy.

Program Requirements:

1. Have a high school diploma or GED.
2. Apply to Alvin Community College and fulfill the admission requirements.
3. Not currently on suspension or academic probation at any college.
4. Interview with the Department Chair of the program.
5. All students are required to make a C or greater for all pharmacy technician courses.
6. A background check will be conducted by the State of Texas Pharmacy Board when applying for "technician in training" status. You must not have any felonies (in the last 5 years) or drug convictions.
7. A drug test is required for clinical rotation.
8. Current immunizations required for clinical rotation.
9. CPR certification required for clinical rotation.

Course Number	Course Title	*Credits*
First Semester		
PHRA 1305	Drug Classification	3
PHRA 1301	Introduction to Pharmacy	3
PHRA 1309	Pharmaceutical Mathematics I	3
PHRA 1313	Community Pharmacy Practice	3
PHRA 1315	Pharmacy Terminology	3
Second Semester		
PHRA 1349	Institutional Pharmacy Practice	3
PHRA 1304	Pharmacy,Therapy & Disease Process	3
PHRA 1345	Compounding, Sterile Preparations	3
* PHRA 2262	Clinical - Pharmacy Technician	2

Total Credits Required for Pharmacy Technician Certificate 26

* Capstone Course

2016-17
Rev: 05-30-16

Polysomnography - Sleep Medicine 281-756-5655

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Purpose: Polysomnographic (PSG) Technology is an allied health specialty for the diagnosis and treatment of disorders of sleep and daytime alertness. The range of the sleep disorders is varied but includes common disorders such as narcolepsy, sleep apnea, insomnias, and many others. PSG technologists operate a variety of sophisticated electronic monitoring devices, which record brain activity (EEG), muscle and eye movement, respiration, blood oxygen and other physiological events. Technologists are also involved in evaluation of various treatment methods.

PSG technologists are employed in Sleep Disorders Centers, which can be located in medical centers, hospitals, or clinic/office settings. PSG program offers a degree that includes lectures, lab experience on campus, clinical experience at accredited sleep centers, and physician lectures. A major emphasis of the program is to prepare technologists for Board Registration by the Board of Registered Polysomnographic Technologists (BRPT).

The program is fully accredited by the Committee on Accreditation for Polysomnographic Technologists Education (CoA-PSG), One Westbrook Corporate Center, Suite 920, Westchester, IL 60154, and the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 E. Wacker Dr., Suite 1970, Chicago, IL 60601-2208, www.caahep.org.

Admission Requirements

To be considered for admission to the Polysomnography program, the applicant must:

a. be a high school or GED graduate.
b. make an application to Alvin Community College and fulfill the admission requirements.
c. make an application to the Polysomnography program.
d. submit official transcripts of all previous college work to ACC Enrollment Services Center.
e. demonstrate an understanding of the responsibilities, duties and technical standards for the Polysomnography profession..
f. have completed the HESI A2 Entrance Exam and complete BIOL 2401, BIOL 2402, and ENGL 1301 with a grade no lower than a "C" before the January start date.
g. interview with the Program Director
h. complete a physical examination which includes TB skin test and immunizations upon acceptance to the program.
i. not currently be on suspension or academic probation.
j. have current CPR certification - AHA Health Care Provider (will be taught in HPRS 1310).
k. must have a negative criminal background check and a clear drug screen as condition of full acceptance into the program.
l. have proof of medical health insurance.

Progression Policy

1. The Polysomnography students will abide by the admission and curriculum requirements of the Polysomnography Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the Polysomnography Program, all Polysomnography 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 Polysomnography or academic course will be acceptable.
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. In the event a student is asked to leave a clinical affiliate, and not return, the student may not continue progressive courses utilizing that facility. If the clinical affiliate is utilized in future courses, the student will be terminated from the program.
6. Only two (2) attempts in any science/math or any Polysomnography course will be permitted. An attempt is defined as a course in which a grade of D or F is recorded on the transcript.
7. 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 my not be allowed to return to the clinical area if he/she must be on medications which may interfere with his/her ability to perform satisfactorily.
8. A student who is pregnant **must** present a physician's statement giving evidence of her ability to perform the required work.
9. Students must complete the program within three (3) years after initial acceptance.

Advanced Standing

1. **Advanced standing applies to those Polysomnography** personnel who have work experience and have not completed the associate degree program.
2. Polysomnography professional with at least two (2) years full-time experience in the field will have the opportunity to challenge polysomnography courses.
3. These courses must be challenged in sequence unless permission is otherwise granted.
4. Not all Polysomnography courses may be challenged. For each credit hour granted by examination, a credit must be taken on this campus.

Polysomnography - Sleep Medicine (CIP 51.0903)

281-756-5655

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

Course Number	*Course Title*	*Credits*
Pre-requisites		
* +BIOL 2401	Anatomy & Physiology I	4
* +BIOL 2402	Anatomy & Physiology II	4
* +ENGL 1301	Composition I	3
First Semester (Spring)		
HPRS 1304	Basic Health Profession Skills	3
PSGT 1205	Neurophysiology of Sleep	2
PSGT 1310	Neuroanatomy & Physiology	3
PSGT 1340	Sleep Disorders	3
PSGT 1400	Polysomnography I	4
Second Semester (Summer)		
PSGT 1260	Clinical I - Polysomnography	2
PSGT 2205	Sleep Scoring & Staging	2
RSPT 1310	Respiratory Care Procedures I	3
Third Semester (Fall)		
PSGT 2411	Polysomnography II	4
PSGT 2660	Clinical II - Polysomnography	6
RSPT 2239	Advanced Cardiac Life Support	2
+Social & Behavioral Sciences	Select from Social & Behavorial Sciences Core Curriculum	3
Fourth Semester (Spring)		
PSGT 1191	Special Topics in ENDT	1
PSGT 2250	Infant and Pediatric Polysomnography	2
**PSGT 2661	Clinical III - Polysomnography	6
+Creative Arts **or**	Select from Creative Arts Core Curriculum	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	

Total Credits Required for A.A.S. Polysomnography 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
* Pre-requisite courses must be completed before January start date.
** Capstone Course

Polysomnography - Advanced Technical Certificate (CIP 51.0903) 281-756-5655

Purpose

Polysomnographic (PSG) Technology is an allied health specialty for the diagnosis and treatment of disorders of sleep and daytime alertness. The range of sleep disorders is varied but includes common disorders such as narcolepsy, sleep apnea, insomnias, and many others. PSG technologists operate a variety of sophisticated electronic monitoring devices, which record brain activity (EEG), muscle and eye movement, respiration, blood oxygen and other physiological events. Technologists are also involved in evaluation of various treatment methods. PSG technologists are employed in Sleep Disorders Centers, which can be located in medical centers, hospitals, or clinic/office settings. PSG program offers a certificate that includes lectures, lab experience on campus, clinical experience at accredited sleep centers, and physician lectures. A major emphasis of the program is to prepare technologists for Board Registration by the Board of Registered Polysomnographic Technologists (BRPT.)

Admission Requirements

To be considered for admission to the Polysomnography program, the applicant must:

a. make an application to Alvin Community College and fulfill the admission requirements.
b. make an application to the Polysomnography program.
c. have an Associate Degree in a Health Care field.
d. submit official transcripts from college where above degree was granted.
e. submit appropriate state licensure and/or credentials.
f. interview with the Program Director
g. complete a physical examination which includes TB skin test and immunizations upon acceptance to the program.
h. not currently be on suspension or academic probation.
i. have current CPR certification - AHA Health Care Provider.
j. have a negative criminal background check and a clear drug screen as a condition of full acceptance into the program.
k. must have proof of medical health insurance

	Course Number	*Course Title*	*Credits*
	Spring Semester		
	PSGT 1205	Neurophysiology of Sleep	2
	PSGT 1310	Neuroanatomy & Physiology	3
	PSGT 1340	Sleep Disorders	3
	PSGT 1400	Polysomnography I	4
	Summer Semester		
	PSGT 1260	Clinical I - Polysomnography	2
	PSGT 2205	Sleep Scoring & Staging	2
*	RSPT 1310	Respiratory Care Procedures	3
	Fall Semester		
	PSGT 2411	Polysomnography II	4
	PSGT 2660	Clinical II - Polysomnography	6
	RSPT 2239	Advanced Cardiac Life Support	2
	Spring Semester		
	PSGT 1191	Special Topics in ENDT	1
	PSGT 2250	Infant and Pediatric Polysomnography	2
**	PSGT 2661	Clinical III - Polysomnography	6

Total Credits Required for Advanced Technical Certificate in Polysomnography 40

*Student must take RSPT 1310 (Respiratory Care Procedures) if he/she is not a Registered Respiratory Therapist

**Capston Course.

Process Technology (CIP 41.0301)

281-756-3785

Associate of Applied Science Degree Program (A.A.S.) - Articulated Credit

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 technicians.

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.

Course Number	*Course Title*	*Credits*
FIRST YEAR		
First Semester		
*** PTAC 1302	Introduction to Process Technology	3
PTAC 1308	Safety, Health, and Environmnet	3
+ MATH 1332 **or**	Contemporary Mathematics I	3
+ MATH 1314 **or**	College Algebra	
MATH 1333	Contemporary Math for Tech	
+ ENGL 1301	Composition I	3
Second Semester		
SCIT 1414	Applied General Chemistry	4
*** PTAC 1310	Process Technology I (Equipment)	3
PTAC 1332	Process Instrumentation I	3
+ Social & Behavioral Sciences	Select from Social & Behavioral Science Core Curriculum	3
Summer Semester		
*** PTAC 2420	Process Technology II (Systems)	4
CTEC 1401	Applied Petrochemical Technology (Physics)	4
*** PTAC 2436	Process Instrumentation II	4
+ Creative Arts **or**	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
SECOND YEAR		
First Semester		
*** PTAC 2446	Process Troubleshooting	4
*** PTAC 1354 **or**	Industrial Processes	3
** CTEC 2380	Cooperative Ed-Process Technology	
***> PTAC 2438	Process Technology III (Operations)	4
PTAC 2314	Quality, Statistical Process Control & Economics	3
Second Semester		
+ SPCH 1315 **or**	Public Speaking	3
+ SPCH 1318	Interpersonal Communications	
TECM 1303	Technical Calculations	3

Total Credits Required for A.A.S. Process Technology Degree 60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
> Capstone Course - Can not be substituted.
** Requires Department Chair approval.
*** Denotes a series of Pre-Requisite Process Technology Courses. A grade of "D" is not considered a passing grade and the course should be retaken.

2016-17
Rev: 05-30-16

Process Technology Certificate (CIP 41.0301)

281-756-3785

Purpose: The Process Technology certificate level program is designed to prepare students for entry level trainee 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*	*Credits*
First Semester		
*** PTAC 1302	Introduction to Process Technology	3
PTAC 1308	Safety, Health and Environment in the Process Industry	3
Second Semester		
SCIT 1414	Applied General Chemistry	4
*** PTAC 1310	Process Technology I (Equipment)	3
PTAC 1332	Process Instrumentation I	3
Summer (Third) Semester		
*** > PTAC 2420	Process Technology II (Systems)	4
CTEC 1401	Applied Petrochemical Technology (Physics)	4
Fourth Semester		
*** PTAC 2446	Process Troubleshooting	4
*** PTAC 2438	Process Technology III (Operations)	4
PTAC 2314	Quality, Statistical Process Control & Economics	3

Total Credits Required for Process Technology Certificate 35

> Capstone Course - Can not be substituted.

*** Denotes a series of Pre-Requisite Process Technology Courses. A grade of "D" is not considered a passing grade and the course should be retaken.

Respiratory Care

281-756-5661

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

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, lab and supervised hospital experience. Graduates of the associate degree program may become Registered Respiratory Therapists (RRT) by passing the Therapist Multiple-Choice Examination and the Clinical Simulation Examination. Texas 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, Methodist, St Luke's Episcopal Hospital, and eleven other clinical affiliates. The program (CoARC #200307) is fully accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Rd., Bedford, TX 76021-4244, 817-283-2835, www.coarc.com.

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. have completed the HESI A2 Entrance Exam and complete BIOL 2401, BIOL 2402 and ENGL 1301 with a grade no lower than a "C" prior to admission. Biology grades and test scores must be within 5 years of the time of application.
   g. complete a physical examination form which includes TB skin test, and immunizations upon acceptance to the program.
   h. as a condition of full acceptance into the program, a student must have a negative criminal background check and a clear drug screen.
   i. personal health insurance is required.
   j. a current CPR card is not required prior to acceptance. A CPR course will be taught in RSPT 1429.
   k. 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 Respiratory Care Department with a description and/or syllabus of each respiratory course being considered for transfer. .
   d. Must complete a minimum of 18 semester hours at ACC in order to be considered a graduate.
4. 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 four years after initial acceptance.

Respiratory Care (CIP 51.0908)

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

281-756-5661

Course Number	Course Title	Credits
Prerequisites		
+BIOL 2401	Anatomy & Physiology I	4
+BIOL 2402	Anatomy & Physiology II	4
+ENGL 1301	Composition I	3
FIRST YEAR		
Fall Semester		
RSPT 1166	Practicum-Respiratory Care Therapist	1
RSPT 1207	Cardiopulmonary Anatomy & Physiology	2
RSPT 1331	Basic Respiratory Care Fundamentals II	3
RSPT 1225	Respiratory Care Sciences	2
RSPT 1429	Respiratory Care Fundamentals I	4
Spring Semester		
+Creative Arts **or**	Select from Creative Arts Core Curriculum **or**	3
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
RSPT 1266	Practicum I - Respiratory Care Therapist	2
RSPT 2217	Respiratory Care Pharmacology	2
RSPT 2310	Cardiopulmonary Disease	3
RSPT 2414	Mechanical Ventilation I	4
Summer Semester		
RSPT 1262	Clinical II - Respiratory Care Therapist	2
RSPT 2305	Pulmonary Diagnostics	3
RSPT 2314	Mechanical Ventilation II	3
SECOND YEAR		
Fall Semester		
RSPT 2355	Critical Care Monitoring	3
RSPT 2266	Practicum III - Respiratory Care Therapist	2
RSPT 2453	Neonatal/Pediatric Cardiopulmonary Care	4
BIOL 2420	Microbiology for Non-Science Majors	4
Spring Semester		
*RSPT 2131	Simulations in Respiratory Care	1
RSPT 2267	Practicum IV - Respiratory Care Therapist	2
RSPT 2166	Practicum V - Respiratory Care Therapist	1
RSPT 1191	Special Topics in Respiratory Therapy	1
+Social & Behavioral Sciences	Select from Social & Behavioral Science Core Curriculum	3

Total Credits Required for A.A.S. Respiratory Care 66

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.
* Capstone Course

Course Descriptions

Academic Foundations

Patricia Konovalov, Department Chairperson
Margaret Ellen Birdwell, Elizabeth Hall

NOTE: Non-Course-Based sections offer students small group or individualized help with language. *These options provide help with developing Reading and Writing skills. Students who are not required to take Non-Course-Based classes may elect to take them to improve their Reading and Writing skills. NCCI 0101 provides specialized help to bilingual students currently enrolled in ENGL 1301.*

NOTE: Developmental Integrated Reading and Writing skills are taught in INRW 0309 / INRW 0310. *These courses benefit students needing additional preparation for college-level work and those desiring only to improve their reading and writing abilities. One or all of the 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.*

INRW 0309
Developmental Integrated Reading & Writing I
(3 credits)
INRW 0309 is an introductory course that prepares students for college success through the integration of critical reading and academic writing skills. (3 lecture and 1 lab hours per week and academic coaching). Prerequisite: Appropriate TSI test scores. **[CB32.0108.5912]**

INRW 0310
Developmental Integrated Reading & Writing II
(3 credits)
INRW 0310 is the more advanced course that prepares students for college success through the integration of critical reading and academic writing skills. (3 lecture, 1 lab hour per week and academic coaching). Successful completion of this course fulfills TSI requirements for reading and/or writing. Prerequisite: INRW 0309 or appropriate TSI test scores. **[CB32.0108.5912]**

NCCI 0101
Writing for Non-Native Speakers
(1 credit)
Focuses on strategies and techniques of writing and composition. Open only to non-native speakers. NCCI is a companion non-course based option to ENGL 1301 and ENGL 1302 for international students and non-native speakers. Topics include American academic rhetorical structure, cultural expectations, student-specific English grammar and language patterns, as well as supporting ENGL 1301 instruction. NCCI is a Non-Course Based ESOL class. (1 lecture hour per week). **[CB32.0108.6312]**

NCCN 0101
ESOL Self Paced Study
(1 credit)
Develops listening and speaking skills in speakers of languages other than English and prepares them to function in educational, vocational and/or personal English-speaking contexts. Combines technology-based instruction with tutorials to help students pursue personal goals. (1 lecture hour per week) .**[CB32.0108.6412]**

NCRW 0200
Non-Course Basic Reading and Writing
(2 credit)
Features the integration of critical reading and academic writing skills. Small group, project-based instruction to improve literacy skills, build confidence and expand knowledge of the English language. (2 lecture hours per week.). **[CB32.0108.6912]**

ESOL 0301
ESOL Oral Communication
(3 credits)
Develops listening and speaking skills in speakers of languages other than English and prepares them to function in educational, vocational and/or personal English-speaking contexts. Focus on increasing English fluency from basic to mid-intermediate levels. Blends classroom instruction and computer-based instruction. (3 lecture & 1 lab hour per week). **[CB32.0108.5512]**

ESOL 0302
ESOL Reading and Vocabulary
(3 credits)
Develops English reading proficiency and vocabulary for academic, career, or personal purposes in speakers of languages other than English and prepares them to function in a multicultural, multilingual society. Focus on increasing English fluency from mid-intermediate to advanced levels, with an emphasis on preparation for academic classes. Blends classroom instruction and computer-based instruction. (3 lecture & 1 lab hour per week). **[CB32.0108.5612]**

Accounting

Susan Weatherford Department Chairperson

ACCT 2301
Principles of Financial Accounting
(3 credits)
This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). Prerequisite: Meet TSI college-readieness standard for Mathematics; or equivalent. (3 lecture and 1 lab hours per week). **[CB5203015104]**

ACCT 2302
Principles of Managerial Accounting
(3 credits)
This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. (3 lecture and 1 lab hours per week). Prerequisite: ACCT 2301. **[CB5203015104]**

Anthropology

Traci Elliott, Department Chairperson

ANTH 2301
Physical Anthropology
(3 credits)
The study of human origins and bio-cultural adaptations. Topics may include primatology, genetics, human variation, forensics, health,

and ethics in the discipline.(3 lecture hours per week) Prerequisites: TSI Met. **[CB45.0301.5125]**

ANTH 2302
Introduction to Archeology
(3 credits)
The study of the human past through material remains. The course includes a discussion of methods and theories relevant to archeological inquiry. Topics may include the adoption of agriculture, response to environmental change, the emergence of complex societies, and ethics in the discipline. (3 lecture hours per week) Prerequisites: TSI Met. **[CB45.0301.5125]**

ANTH 2346
General Anthropology
(3 credits)
The study of human beings, their antecedents, related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, their applications, and ethics in the discipline. (3 lecture hours per week) Prerequisites: TSI Met. **[CB45.0201.5125]**

ANTH 2351
Cultural Anthropology
(3 credits)
The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups, and ethics in the discipline. (3 lecture hours per week) Prerequisites: TSI Met. **[CB45.0201.5325]**

Arts

Dennis LaValley, Department Chairperson
Carlos Ordonez

ARTS 1301
Art Appreciation
(3 credits)
A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. (3 lecture hours per week). Prerequisites: TSI Met. **[CB50.0703.5126]**

ARTS 1303
Art History I
(3 credits)
A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. (3 lecture hours per week). Prerequisites: TSI Met. **[CB50.0703.5226]**

ARTS 1304
Art History II
(3 credits)
A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. (3 lecture hours per week). Prerequisites: TSI Met. **[CB50.0703.5226]**

ARTS 1311
Design I
(3 credits)
An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design. (3 lecture & 3 lab hours per week). **[CB50.0401.5326]**

ARTS 1312
Design II
(3 credits)
An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design. (3 lecture & 3 lab hours per week). **[CB50.0401.5326]**

ARTS 1316
Drawing I
(3 credits)
A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. (3 lecture & 3 lab hours per week) **[CB50.0705.5226]**

ARTS 1317
Drawing II
(3 credits)
A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. (3 lecture & 3 lab hours per week). Prerequisite: ARTS 1316 **[CB50.0705.5226]**

ARTS 2316
Painting I
(3 credits)
Exploration of ideas using painting media and techniques. (3 lecture & 3 lab hours per week). **[CB50.0708.5226]**

ARTS 2317
Painting II
(3 credits)
Exploration of ideas using painting media and techniques. (3 lecture & 3 lab hours per week). Prerequisite: ARTS 2316. **[CB50.0708.5226]**

ARTS 2326
Sculpture I
(3 credits)
Exploration of ideas using sculpture media and techniques. (3 lecture & 3 lab hours per week) **[CB50.0709.5126]**

ARTS 2341
Arts Metal I
(3 credits)
Exploration of ideas using basic techniques in jewelry and metal construction. (3 lecture & 3 lab hours per week) **[CB50.0713.5126]**

ARTS 2346
Ceramics I
(3 credits)
Exploration of ideas using basic ceramic processes. (3 lecture & 3 lab hours per week) **[CB50.0711.5126]**

ARTS 2347
Ceramics II
(3 credits)
Exploration of ideas using basic ceramic processes. (3 lecture & 3 lab hours per week) Prerequisite: ARTS 2346. **[CB50.0711.5126]**

ARTS 2348
Digital Art I
(3 credits)
Studio art courses that explore the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts. (3 lecture & 3 lab hours per week) **[CB50.0402.5226]**

ARTS 2356
Photography I
(3 credits)
Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. (3 lecture & 3 lab hours per week) **[CB50.0605.5126]**

ARTS 2357
Photography II
(3 credits)
Extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process. (3 lecture & 3 lab hours per week) Prerequisite: ARTS 2356 **[CB50.0605.5126]**

ARTS 2366
Watercolor I
(3 credits)
Exploration of ideas using water-based painting media and techniques. (3 lecture & 3 lab hours per week) **[CB50.0708.5326]**

Astronomy

Dora Devery, Department Chairperson
Joseph Mills

ASTR 1403
Stars and Galaxies
(4 credits)
Study of stars, galaxies, and the universe outside our solar system. Cross-listed as PHYS 1403. (3 lecture and 3 lab hours per week) **[CB40.0201.5103]**

ASTR 1404
Solar System
(4 credits)
Study of the sun and its solar system, including its origin. Cross-listed as PHYS 1404. (3 lecture and 3 lab hours per week) **[CB40.0201.5203]**

Biology

Dwight Rhodes, Department Chairperson
John Matula, Tommy Dan Morgan,
Stephanie Havemann

BIOL1308
Biology for Non-Science Majors I
(3 credits)
Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function and reproduction. (3 lecture hours per week). Prerequisite: TSI Met. **[CB26.0101.5103]**

BIOL1309
Biology for Non-Science Majors II
(3 credits)
Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. (3 lecture hours per week). Prerequisite: TSI Met. **[CB26.0101.5103]**

BIOL1322
Nutrition & Diet Therapy
(3 credits)
This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. (3 lecture hours per week). Cross-listed with HECO 1322. **[CB19.0501.5109]**

BIOL1406
Biology for Science Majors I
(4 credits)
Fundamental principles for living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. (3 lecture and 3 lab hours per week). Prerequisite: TSI Met. **[CB26.0101.5103]**

BIOL 1407
Biology for Science Majors II
(4 credits)
The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. (3 lecture and 3 lab hours per week). Prerequisite: TSI Met. **[CB26.0101.5103]**

BIOL 2306
Environmental Biology
(3 credits)
Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. (3 lecture hours per week). Prerequisite: TSI Met **[CB03.0103.5101]**

BIOL 2401
Anatomy and Physiology I
(4 credits)
Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. (3 lecture and 3 lab hours per week). Prerequisite: TSI Met. **[CB26.0707.5103]**

BIOL 2402
Anatomy and Physiology II
(4 credits)
Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. (3 lecture and 3 lab hours per week). Prerequisite: BIOL 2401. **[CB26.0707.5103]**

BIOL 2420
Microbiology for Non-Science Majors
(4 credits)
This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. (3 lecture and 3 lab hours per week). Prerequisites: Either BIOL1406 or BIOL 1407, or BIOL 2401, or BIOL 2402. **[CB26.0503.5103]**

Business Administration

BUSI 1301
Business Principles
(3 credits)
This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life. (3 lecture hours per week). **[CB52.0101.5104]**

BUSI 1307
Personal Finance
(3 credits)
Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans. (Cross-listed as HECO 1307) NOTE: This course is not part of the business field of study and may not transfer toward a degree in business. (3 lecture hours per week). **[CB 19.0401.5109]**

BUSI 2301
Business Law
(3 credits)
The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law,

intellectual property, and business law in the global context. (3 lecture hours per week) Prerequisites: INRW 0309, INRW 0309, DIRW/DIRR 0309 or ENGL 0309 & READ 0309. . **[CB22.0101.5124]**

Chemistry

Dora Devery, Department Chairperson
Brian Berger, Esther Kempen

CHEM 1405
Introductory Chemistry I
(4 credits)
Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. (3 lecture and 3 lab hours per week). Prerequisite: TSI Met. **[CB40.0501.5103]**

CHEM 1411
General Chemistry I
(4 credits)
Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases and an introduction to thermodynamics and descriptive chemistry. It is recommended to have had previous coursework in chemistry within the last five years; at least high schol chemistry or CHEM 1405. (3 lecture and 3 lab hours per week). Prerequisites: MATH 1314. **[CB40.0501.5403]**

CHEM 1412
General Chemistry II
(4 credits)
Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. It is recommended that a student receive a grade of a "C" or better in CHEM 1411 before taking this course. (3 lecture and 3 lab hours per week) Prerequisite: CHEM 1411. **[CB40.0501.5703]**

CHEM 2423
Organic Chemistry I
(4 credits)
Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. It is recommended that a student receive a grade of a "C" or better in CHEM 1412 before taking this course. (3 lecture and 4 lab hours per week). Prerequisite: CHEM 1412. **[CB40.0504.5203]**

CHEM 2425
Organic Chemistry II
(4 credits)
Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. It is recommended that a student receive a grade of "C" or better in BHEM 2423 before taking this course. (3 lecture and 4 lab hours per week). Prerequisite: CHEM 2423. **[CB40.0504.5203]**

Child Development / Education

Jeanine M. Wilburn, Department Chairperson

CDEC 1303
Family, School and Community
(3 credits)
Study of the child, family, community, and school. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 lab hours per week). **[CIP19.0706]**

CDEC 1311
Educating the Young Child
(3 credits)
An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 lab hours per week). **[CIP19.0706]**

CDEC 1313
Curriculum Resources for Early Childhood Programs
(3 credits)
A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight. The student will define developmentally appropriate practices; describe the process of child-centered curriculum development; develop guidelines for creating learning environments; describe 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). **[CIP19.0709]**

CDEC 1317
Child Development Associate Training I
(3 credits)
Based on the requirements for the Child Development Associate credential (CDA). Topics include CDA overview, observation skills, and child growth and development. 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 observation skills and summarize child growth and development; and utilize skills in writing, speaking, teamwork, time management, creative thinking, and problem solving. (3 lecture and 1 lab hours per week). **[CIP19.0709]**

CDEC 1318
Wellness of the Young Child
(3 credits)
Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 lab hours per week). **[CIP19.0706]**

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. The student will describe theories related to child guidance; explain how guidance promotes autonomy, self-discipline, and pro-social skills; identify familial and cultural influences on child guidance; and apply guidance techniques. (3 lecture hours per week). **[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 routines, learning 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; outline growth and development of children from birth to age 3; analyze components of teacher/child interactions and positive guidance techniques; design learning environments; and select materials and activities for infants and toddlers. (3 lecture hours per week). **[CIP19.0709]**

CDEC 1354
Child Growth and Development
(3 credits)
Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. (3 lecture hours per week). **[CIP19.0706]**

CDEC 1356
Emergent Literacy for Early Childhood
(3 credits)
An exploration of principles, methods, and materials for teaching language and literacy through a play-based integrated curriculum to children from birth through age eight. The student will define literacy and emergent literacy; analyze theories of language development; describe the teacher's role in promoting emergent literacy; and create literacy environments and experiences for children. (3 lecture and 1 lab hours per week). **[CIP19.0706]**

CDEC 1358
Creative Arts for Early Childhood
(3 credits)
An exploration of principles, methods, and materials for teaching music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking for children birth through age eight. The student will define the creative process; describe developmental sequences of creative arts; analyze teacher roles in enhancing creativity; describe concepts taught through the creative arts; identify components of creative environments; and assess creative arts activities. (3 lecture and 1 lab hours per week). **[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; identify legislation and legal mandates and their impact on practices and environments; explain the role of advocacy for children with special needs and their families; and identify materials and resources, including current technology, to support learning in all domains for each and every child. (3 lecture hours per week). **[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. 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 lab hours per week). Prerequisite: 6 hours of CDEC **[CIP19.0706]**

CDEC 2307
Math and Science for Early Childhood
(3 credits)
Exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play. The student will align the sequence of cognitive development to the acquisition of math and science concepts; explain the scientific process and its application to early care and education environments; develop strategies which promote critical thinking and problem-solving skills in children; plan discovery experiences using observation and assessment; and evaluate developmentally appropriate materials, equipment, and environments to support the attainment of math and science concepts and skills. (3 lecture and 1 lab hours per week). **[CIP19.0709]**

CDEC 2322
Child Development Associate Training II
(3 credits)
A continuation of the study of the requirements for the Child Development Associate 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; describe techniques used to provide positive guidance; and utilize skills in writing, speaking, problem-solving, time management, and record keeping. (2 lecture and 4 lab hours per week). **[CIP19.0709]**

CDEC 2324
Child Development Associate Training III
(3 credits)
Continuation of the requirements for the Child Development Associate credential (CDA). The three functional areas of study include family, program management and professionalism. Describe methods to establish positive and productive relationships with families; explain methods to ensure a well-run, purposeful program responsive to participant needs; identify how to maintain a commitment to professionalism; and utilize skills in writing, speaking, problem-solving, time management, and record keeping. (2 lecture and 4 lab hours per week). **[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. 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 lab hours per week). Prerequisite: CDEC 1384. **[CIP19.0706]**

CDEC 2426
Administration of Programs for Children I
(4 credits)
Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Student will develop an initial operational plan; identify the functions of an administrator; and evaluate an early care and education program. (3 lecture and 2 lab hours per week). **[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, technical applications in programs and planning parent education/ partnerships. Student will discuss codes of ethical conduct; explain the administrator's role in advocacy; describe interpersonal management skills; explain legal issues; and evaluate parent involvement strategies. (3 lecture and 2 lab hours per week). **[CIP19.0708]**

EDUC 1301
Introduction to the Teaching Profession
(3 credits)
An enriched integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and includes 16 hours of field-experience in P-12 schools. (3 lecture and 1 lab hour per week) Prerequisite: TSI Met. **[CB13.0101.5109]**

EDUC 2301
Introduction to Special Populations
(3 credits)
An enriched integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic, and academic diversity and equity with an emphasis on factors that facilitate learning; provides students with opportunities to participate in early field observations of P-12 special populations; should be aligned as applicable with State Board for Educator Certification Pedagogy. and Prefessional Responsibilities standards; and includes 16 hours of field-based in P-12 classrooms with special populations. (3 lecture & 1 lab hour per week). Prerequisite: EDUC 1301. **[CB13.1001.5109]**

TECA 1303
Family, School and Community
(3 credits)
A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. The course includes a minimum of 16 hours of field experiences. (3 lecture and 1 field experience hour per week). Prerequisite: TSI Met. **[CB13.0101.5209]**

TECA 1311
Educating Young Children
(3 credits)
An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; and the course includes a minimum of 16 hours of field experiences. (3 lecture and 1 field experience hour per week). Prerequisite: TSI Met. **[CB13.1202.5109]**

TECA 1318
Wellness of the Young Child
(3 credits)
A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth to age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences. (3 lecture and 1 field experience hour per week). Prerequisite: TSI Met. **[CB13.01015309]**

TECA 1354
Child Growth and Development
(3 credits)
A study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. (3 lecture hours per week). Corequisite: TSI Met. **[CB13.1202.5209]**

Communications

William C. Lewis, Department Chairperson
Mark Moss, Jason Nichols

COMM 1307
Introduction to Mass Communication
(3 credits)
Survey of basic content and structural elements of mass media and their functions and influences on society. (3 lecture hours per week). **[CB09.0102.51 06]**

COMM 1318 Photography I
3 credits
(Cross-listed as ARTS 2356)
Introduction to the basics of photography, including techniques and equipment operation. Photographic equipment provided. (2 lecture and 4 lab hours per week).
[CIP 50.0605.5126]

COMM 1319 Photography II
3 credits
(Cross-listed as ARTS 2357)
This course extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process. An introduction to DSLR technology in video

applications will be included. Photographic equipment provided. (2 lecture and 4 lab hours per week). Prerequisite: COMM 1318 or ARTS 2356. **[CIP 50.0605.5226]**

COMM 1336
Video Production I
(3 credits)
Practical experience in the operation of studio and control room equipment, including both pre- and post-production needs. (2 lecture and 4 lab hours per week). **[CB10.0202.5206]**

COMM 1337
Video Production II
(3 credits)
Practical experience in the operation of television studio, control room equipment and field production equipment and includes both pre- and post-production needs.
(2 lecture and 4 lab hours per week).
[CB10.0202.52 06]

COMM 2303
Audio Production
(3 credits)
Practical experience in the operation of audio equipment, including both pre- and post-production needs. (2 lecture and 2 lab hours per week) **[CB10.0202.51 06]**

COMM 2311
Media Writing
(3 credits)
Fundamentals of writing for the mass media. Includes instruction in professional methods and techniques for gathering, processing, and delivering content. (2 lecture and 4 lab hours hours per week) **[CB09.0401.57 06]**

COMM 2324
Practicum in Electronic Media
3 credits
Lecture and lab instruction and participation. (1 lecture and 5 lab hours per week)
[CIP 09.0701.5306]

COMM 2327
Introduction to Advertising
(3 credits)
Fundamentals of advertising including theory and strategy, copywriting, design, and selection of media. (3 lecture hours per week). **[CIP 09.0903.51 06]**

COMM 2331
Radio/Television Announcing
(3 credits)
Principles of announcing: study of voice, diction, pronunciation, and delivery. Experience in various types of announcing. Study of phonetics is recommended. (3 lecture hours per week). **[CB 09.0701.54 06]**

COMM 2332
Radio/Television News
(3 credits)
Preparation and analysis of news styles for the electronic media. (2 lecture and 4 lab hours per week) **[CB09.0402.52 06]**

COMM 2366
Introduction to Cinema
(3 credits)
Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. (2 lecture and 4 lab hours per week).
[CB50.0602.51 26]

RTVB 1150
Radio Experience I
(1 credit)
Laboratory experience in radio operation and announcing by broadcasting on a radio station. (4 lab hours per week).
[CIP 09.0701]

RTVB 1250
Radio Experience I
(2 Credits)
Lab experience in radio operation and announcing by broadcasting on a radio station. (1 lecture & 2 lab hours per week)
[CIP 09.0701]

RTVB 1301
Broadcast News Writing
(3 credits)
Instruction in the writing of news copy for broadcast. (2 lecture and 4 lab hours per week). **[CIP09.0701]**

RTVB 1309
Audio/Radio Production I
(3 credits)
Concepts and techniques of sound production including basic recording, mixing, and editing techniques. (2 lecture and 2 lab hours per week) **[CIP09.0701]**

RTVB 1321
TV Field Production
(3 credits)
Pre-production, production, and post-production process involved in field television production. Topics 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. (2 lecture and 4 lab hours per week) **[CIP09.0701]**

RTVB 1325
TV Studio Production
(3 credits)
Basic television production planning and techniques including video, audio and lighting equipment commonly used in a studio. (2 lecture and 4 lab hours per week)
[CIP09.0701]

RTVB 1329
Scriptwriting
(3 credits)
Writing scripts for film and electronic media. Emphasizes format and style for commercials, public service announcements, promos, news, and documentaries. (2 lecture and 4 lab hours per week) **[CIP09.0701]**

RTVB 1355
Radio and Television Announcing
(3 credits)
Radio and television announcing skills such as voice quality, articulation, enunciation, and pronunciation. Includes preparation for on air and voice over positions. (2 lecture and 4 lab hours per week) **[CIP09.0701]**

RTVB 1380,1381, 2380, 2381
Cooperative Education – Radio and Television
(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. (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 2250
Radio Experience II
(2 credits)
Advanced lab experience in radio operation and announcing by broadcasting on a radio station. (4 lab hours per week).
[CIP 09.0701]

RTVB 2331
Audio/Radio Production III
(3 credits)
Advanced concepts in audio/radio recording and editing. Includes digital editing, sound processing systems, and multi-track mix-down recording techniques. (2 lecture and 4 lab hours per week) **[CIP09.0701]**

RTVB 2337
TV Production Workshop I
(3 credits)
Design and production of video content for location or studio shoots adhering to deadline and quality control restrictions. (2 lecture and 4 lab hours per week) **[CIP09.0701]**

RTVB 2340
Portfolio Development
(3 credits)
Preparation and presentation of a portfolio suitable for employment in the media industry. This course is intended to be taken in the last semester. (1 lecture and 7 lab hours per week) Prerequisite: RTVB 1301 or COMM 2311 **[CIP 09.0701]**

Computer Information Technology

Dianna Smith, Department Chairperson
Cathy LeBouef, Richard Melvin

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

In the BCIS 1305 or COSC 1301, Internet course, it is necessary for students to use the same textbook and software version that is being used at Alvin Community College Computer Information Technology Department. This allows students to locate correct assignments and examples. Internet students taking a computer 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 programming course have access to the laboratories when space is available.

BCIS 1305
Business Computer Applications
(3 credits)
Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. (2 lecture and 4 lab hours per week). **[CB 11.0202.5204]**

BCIS 1405
Business Computer Applications
(4 credits)
Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. (3 lecture and 3 lab hours per week). **[CIB11.0202.5404]**

COSC 1301
Introduction to Computing
(3 credits)
Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. (2 lecture and 4 lab hours per week).
[CB 11.0101.5107]

COSC 1420
Computer Programming -- C++
(4 credits)
Introduces the fundamental concepts of structured programming in the "C++" language. Topics include data types; control structures; functions, structures, arrays, pointers, pointer arithmetic, unions, and files; the mechanics of running, testing, and debugging programs; introduction to programming; and introduction to the historical and social context of computing. (3 lecture and 3 lab hours per week). Prerequisite: NCBM 0200 or MATH 0309, and BCIS 1305 or COSC 1301 or COSC 1415. **[CB 11.0201.5207]**

COSC 1430
Computer Programming - JAVA
(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 systax, data and file structures, input/output devices, and disks/files. (3 lecture and 3 lab hours per week). Prerequisite: BCIS 1420 or 1431, or COSC 1420 or 1436 or 1437 or ITSE 1407 or 1422 or 1431. **[CB11.0201.5207]**

COSC 1436
Programming Fundamentals I - C++
(4 credits)
Introduces the fundamental concepts of structured programming using C++ and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, datatypes, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course is included into the Field of Study Curriculum for Computer Science. (3 lecture and 3 lab hours per week) Prerequisite: BCIS 1305 or COSC 1301 or 1415. **[CB11.0201.5507]**

COSC 1437
Programming Fundamentals II - JAVA
(4 credits)
This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design using JAVA. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. (3 lecture and 3 lab hours per week). Prerequisite: COSC 1436 **[CB11.0201.5607]**

COSC 2315
Data Structures
(3 credits)
Further applications of programming techniques. Topics may include file access methods, data structures and modular programming, program testing and documentation, and other topics not normally covered in an introductory computer programming course. (3 lecture hours per week). Prerequisite: COSC 1420 or COSC 1437 or ITSE 1407. **[CB11.0201.5307]**

COSC 2425
Computer Organization and Machine Language
(4 credits)
Basic computer organization; machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines, and program linkages. (3 lecture and 3 lab hours per week). Prerequisite: BCIS 1420 or 1431 or COSC 1420 or 1436 or 1437 or ITSE 1407 or 1422 or 1431. **[CB11.0201.5407]**

COSC 2436
Programming Fundamentals III - Oracle
(4 credits)
Further applications of programming techniques, introduction the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis. (3 lecture and 3 lab hours per week) Prerequisite: COSC 1437. **[CB11.0201.5707]**

GAME 1436
Introduction to 3-D Game Modeling
(4 credits)
Architectural spaces and modeling in a real-time game editor. Includes techniques for building, texturing, and lighting a game level to function in real-time. (3 lecture and 3 lab hours per week) . **[CIP 10.0304]**

GAME 2409
Video Game Art II
(4 credits)
A study of industry-used, game-art techniques and its applications of game art assets. Utilizes tools and advanced techniques in the creation of assets for a game engine. 2D and 3D graphics, sound, and animation. Includes object-oriented design of games, discrete event simulation and state machines, management of game time, and game Graphical User Interface implementation. (3 lecture and 3 lab hours per week). Prerequisite: GAME 1436. **[CIP 10.0304]**

IMED 2415
Web Design
(4 credits)
A study of mark-up language advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites according to accessibility standards, cultural appearance, and legal issues. (3 lecture and 3 lab hours per week) **[CIP 11.0801]**

ITMT 1302
Windows Seven Configuration
(3 credits)
A study of Windows Seven operating system; installation, configuration, and troubleshooting; file management; users accounts and permissions;security features; network connectivity; setup of external devices; optimization and customization; and deployment of application, with hand-on experience. (2 lecture and 2 lab hours per week). **[CIP 11.0901]**

ITMT 2301
Windows Server 2008 Network Infrastructure Configuration
(3 credits)
A course in Windows Server 2008 networking infrastructure to include installation, configuration, and troubleshooting of Internet Protocol (IP) addressing, network services and security. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1302. **[CIP 11.0901]**

ITMT 2302
Windows Server 2008 Active Directory Configuration
(3 credits)
A study of Active Directory Service on Windows Server 2008. Concepts of resource management within an enterprise network environment. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1302. **[CIP 11.0901]**

ITMT 2322
Windows Server 2008 Applications Infrastructure Configuration
(3 credits)
A course in the installation, configuring, maintaining, and troubleshooting of an Internet Information Services (IIS) 7.0 web server and Terminal Services in Windows Server 2008. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 2301 or ITMT 2302. **[CIP 11.0901]**

ITMT 2351
Windows Server 2008: Server Administrator
(3 credits)
Knowledge and skills for the entry-level server administrator or information technology (IT) professional to implement, monitor and maintain Windows Server 2008 servers. (2 lecture & 2 lab hours per week). **[CIP 11.0901]**

ITMT 2356
Windows Server 2008: Enterprise Administrator
(3 credits)
A capstone course in the design of Windwos Server 2008 Enterprise Network Infrastructure that meets business and technical IT requirements for network services. (2 lecture & 2 lab hours per week). Prerequisite: ITMT 2302. **[CIP 11.0901]**

ITNW 1313
Computer Virtualization
(3 credits)
Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1302. **[CIP 11.0901]**

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 lab hours per week). Prerequisite: ITNW-1358. **[CIP 11.1002]**

ITNW 1353
Supporting Network Server Infrastructure
(3 credits)
Installing, configuring, managing, and suporting a network infrastructure. Install and configure DHCP, DNS, remote access, network security using public key infrastructure; integrate network services; and deploy operating systems using remote installation services. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1302. **[CIP 11.0901]**

ITNW 1354
Implementing and Supporting Servers
(3 credits)
Configure peripherals and devices; set up servers; configure directory replication; manage licensing; create and manage system policies and profiles; administer remote servers and disk resources; create and share resources; implement fault- tolerance; configure servers for interoperability; install and configure Remote Access Service (RAS); and identify and monitor performance bottlenecks and resolve configuration problems. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1302. **[CIP 11.0901]**

ITNW 1358
Network+
(3 credits)
Prepares individuals for a career as a Network Engineer in the Information Technology support industry. Includes the various responsibilities and tasks required for service engineer to successfully perform in a specific environment. Prepares individuals to pass the Computing Technology Industry Association (CompTIA) Network+ certification exam. (2 lecture & 2 lab hours per week). **[CIP 11.0901]**

ITNW 2321
Networking with TCP/IP
(3credits)
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 troubleshoop IP networks. (2 lecture and 2 lab hours per week). Prerequisite: ITMT 1302. **[CIP 11.0901]**

ITSC 1301/1401
Introduction to Computers
(3 credits/4 credits)
Identify the components of a computer system; use common applications; explain the impact of computers on society; identify computer careers; identify fundamental programming structures; identify ethical use of computers; and use basic operating system functions. (2 lecture and 4 lab hours per week / 3 lecture and 4 lab hours per week) Prerequisite: TSI Met. **[CIP 11.0101]**

ITSC 1305
Introduction to PC Operating Systems
(3 credits)
Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. (2 lecture and 2 lab hours per week). **[CIP 11.0101]**

ITSC 1325
Personal Computer Hardware
(3 credits)
Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. (2 lecture and 2 lab hours per week) **[CIP 47.0104]**

ITSC 1419
Internet/Web Page Development
(4 credits)
Instruction in the use of Internet concepts and the introduction to web page design and development. (3 lecture and 3 lab hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. **[CIP 11.0104]**

ITSE 1331
Introduction to Visual BASIC Programming
(3 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. (2 lecture and 4 lab hours per week). Prerequisite: NCBM 0200 or MATH 0309, and BCIS 1305 or COSC 1301 or 1415. **[CIP 11.0201]**

ITSE 1491
Special Topics in Computer Programming – Computer Programming
(4 credits)
This course is an introduction to computer programming. (3 lecture and 3 lab hours per week). Prerequisite: NCBM 0200 or MATH 0309, and BCIS 1305 or COSC 1301. **[CIP 11.0201]**

ITSE 2349
Advanced Visual BASIC Programming
(3 credits)
Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation. (2 lecture and 4 lab hours per week). Prerequisite: ITSE 1331. **[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 lab hours per week). Prerequisite: At least 3 of the following: (BCIS 1420 or COSC 1436 or ITSE 1422) or (BCIS 1431 or ITSE 1431) or (COSC 1420 or COSC 1437 or ITSE 1407) or (COSC 1430 or COSC 2436 or ITSE 2417) or (IMED 2415 or ITSE 2402). **[CIP 11.0201]**

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 lab hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. **[CIP11.0801]**

ITSE 2409
Database Programming
(4 credits)
Application development using database programming techniques emphasizing database structures, modeling, and database access. (3 lecture and 3 lab hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. **[CIP11.0802]**

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 lab hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. **[CIP11.0801]**

ITSE 2431
Advanced C++ Programming
(4 credits)
Further application of C++ programming techniques including file access, abstract data structures, class inheritance, and other advanced techniques. Develop well documented programs containing complex data structures, incorporate complex input/out file handling techniques; create classes and objects in programs; and incorporate advanced C++ techniques. (3 lecture and 3 lab hours per week). Prequisite: COSC 1420, COSC 1437, or ITSE 1407. **[CIP11.0201]**

ITSW 1404
Introduction to Spreadsheets
(4 credits)
This course is an instruction in the concepts, procedures, and application of electronic spreadsheets. This course will identify spreadsheet terminology and concepts; create formulas and functions; use formatting features; and generate charts, graphs, and reports. (3 lecture and 3 lab hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. **[CIP11.0301]**

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 lab hours per week). Prerequisite: ITMT 2301 or ITMT 2302. **[CIP11.1003]**

Court Reporting

Micki Kincaide, Department Chairperson
Karen Downey, Robin McCartney, Roland Scott, Sheila Skidmore

CRTR 1202
Law and Legal Terminology
(2 credits)
Instruction in civil and criminal judicial systems (discovery, trial and appellate processes), and the legal terms used in court reporting. (1 lecture and 4 lab hours per week). Prerequisite: TSI Met. **[CIP22.0303]**

CRTR 1207
Machine Shorthand Speedbuilding (60-80)
(2 credits)
Continued development of real-time shorthand skills through read-back, machine practice, and transcription. This course is designed to be repeated to meet program standards. (1 lecture and 4 lab hours per week) Prerequisite: CRTR 1304 **[CIP22.0303]**

CRTR 1208
Realtime Court Reporting I
(2 credits)
Development of computer and machine shorthand skills necessary for writing real-time for production of projects and assignments. (1 lecture and 4 lab hours per week). Prerequisites: CRTR 1214, CRTR 1306. **[CIP22.0303]**

CRTR 1214
Court Reporting Technology I
(2 credits)
Introduction to computer-aided transcription 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. (1 lecture and 4 lab hours per week). Prerequisite: TSI Met. **[CIP22.0303]**

CRTR 1257
Literary/Jury Charge Dictation I (100-120)
(2 credits)
Skills necessary to develop speed and accuracy in writing and transcribing literary/jury charge dictation. This course is designed to be repeated to meet program standards. The student's objective is to pass dictated tests at 100 and 120 wpm. (1 lecture and 4 lab hours per week.) Prerequisite: CRTR 1304. **[CIP22.0303]**

CRTR 1259
Literary/Jury Charge Dictation II (140-160)
(2 credits)
Continued skill development necessary for speed and accuracy in writing and transcribing literary/jury charge dictation. (1 lecture and 4 lab hours per week.) Prerequisite: CRTR 1306 **[CIP22.0303]**

CRTR 1304
Machine Shorthand I (Theory)
(3 credits)
Instruction in general principles of real-time machine shorthand theory and skill building through read-back of dictation notes, machine practice, and transcription This course is designed to be repeated to meet program standards. (1 lecture and 8 lab hours per week). Prerequisite: TSI Met **[CIP22.0303]**

CRTR 1306
Machine Shorthand II (60-80-100)
(3 credits)
Continued development of real-time shorthand skills through read-back, machine practice and transcription. This course is designed to be repeated to meet program standards. The student's objective is to pass tests at 60 wpm, 80 wpm, and 100 wpm. (1 lecture and 8 lab hours per week). Prerequisites: CRTR 1304, TSI Met. **[CIP22.0303]**

CRTR 1312
Court Reporting Communications I
(3 credits)
Study of the basic rules of English grammar, spelling, punctuation, capitalization, and proofreading skills as they apply to the court reporting (2 lecture and 3 lab hours per week). Prerequisite: TSI Met. **[CIP22.0303]**

CRTR 1346
Captioning Reporting I
(3 credits)
Introduction to real-time/captioning procedures. Topics include specialized vocabulary (legal, medical, media, education, etc.), utilizing real-time/caption equipment, the psychology for writing real-time, and the procedures for operation of real-time/captioning software and hardware. (2 lecture and 3 lab hours per week.) Prerequisite: CRTR 2301. **[CIP22.0303]**

CRTR 2206
Medical Court Reporting
(2 credits)
Introduction to medical terms and anatomy in court reporting. 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. (1 lecture and 4 lab hours per week). Prerequisite: TSI Met, CRTR 1304 **[CIP22.0303]**

CRTR 2217
Technical Dictation
(2 credits)
Skill development in writing and researching medical and technical material. (1 lecture and 4 lab hours per week). Prerequisite: CRTR 2301. **[CIP22.0303]**

CRTR 2231
Court Reporter Certification Preparation (CSR/RPR)
(2 credits)
Preparation for taking the Texas Certified Shorthand Reporter and the Registered Professional Reporter examinations through the use of mock examinations. This course is designed to be repeated. (1 lecture and 4 lab hours per week). Prerequisites: CRTR 2303. **[CIP22.03033**

CRTR 2301
Intermediate Machine Shorthand (120-140)
(3 credits)
Continued development of real-time machine shorthand skills through read-back, machine practice, and transcription. This course is designed to be repeated multiple times to meet program standards. The student's objective is to pass dictated tests at 120 and 140 wpm. (1 lecture and 8 lab hours per week). Prerequisite: CRTR 1306. **[CIP22.0303]**

CRTR 2303
Advanced Machine Shorthand (160-180)
(3 credits)
In-depth coverage of real-time machine shorthand theory and continued skill building through read-back machine practice, and transcript production. This course may be repeated multiple times until machine shorthand standards are met. The student's objective is to pass tests at 160 and 180 wpm. (1 lecture and 8 lab hours per week). Prerequisite: CRTR 2301. **[CIP22.0303]**

CRTR 2311
Court Reporting Communications II
(3 credits)
In-depth coverage of grammar, spelling, punctuation, capitalization, vocabulary and proofreading skills necessary to produce transcripts. The student is given unedited copy to edit and proof read. (2 lecture hours and 3 lab hours per week). Prerequisites: TSI Met, CRTR 1312. **[CIP22.0303]**

CRTR 2312
Court Reporting Procedures
(3 credits)
Instruction in the role of the court reporter in court proceedings and/or depositions. (2 lecture and 3 lab hours per week.) Prerequisite: CRTR 2301 and CRTR 1208. **[CIP22.0303]**

CRTR 2313
Court Reporting Technology II (Scopist)
(3 credits)
Instruction in the operation, maintenance, and assembly of a computer-aided transcription system, including the computer functions necessary for transcript production. (2 lecture hours and 3 lab hours per week). Prerequisites: CRTR 1304, CRTR 1214 **[CIP22.0303]**

CRTR 2333
Captioning Reporting II
(3 credits)
In-depth study of real-time/captioning. Topics include the techniques utilized in writing seminars, conferences, and conventions and in the broadcast environments. Emphasis is placed on off-line and on-line captioning. The course includes extensive supervised community interaction. (2 lecture and 3 lab hours per week). Prerequisite: CRTR 1346. **[CIP22.0303]**

CRTR 2335
Accelerated Machine Shorthand (200-225)
(3 credits)
Mastery of high-speed dictation including read-back, machine practice, and transcription. This course may be repeated multiple times until machine shorthand standards are met. The student's objective is to pass dictated tests at 200 and 225 wpm. (1 lecture and 8 lab hours per week.) Prerequisite: CRTR 2303. **[CIP22.0303]**

CRTR 2380
Cooperative Education - Court Reporting/ Court Reporter (Scopist)
(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. 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 lab hours per week). Prerequisite: CRTR 1214, CRTR 2311. **[CIP22.0303]**

CRTR 2381
Cooperative Education - Court Reportint/ Court Reporter
(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 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 lab hours per week). Prerequisites: CRTR 2303 and CRTR 1214. **[CIP22.0303]**

Criminal Justice

Craig Fos, Department Chairperson
Jeff Gambrell

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). **[CIP43.0113]**

CJCR 2324
Community Resources in Corrections
(3 credits) Tech Prep/Dual Credit only
An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. (3 lecture hours per week). **[CIP43.0102]**

CJLE 1211
Basic Firearms
(2 credits)
Firearm safety, cleaning and care techniques, proper shooting principles, and firearm proficiency. This course was designed to be repeated multiple times if content varies. (1 lecture hour / 2 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. **[CIP43.0107]**

CJLE 1327
Interviewing & Report Writing for Crim. Justice
(3 credits)
Instruction and skill development in interviewing, note-taking, and report writing in the criminal justice context. Development of skills to conduct investigations by interviewing witnesses, victims, and suspects properly. Organization of information regarding incidents into effective written reports. (3 lecture hours per week) **[CIP43.0107]**

CJLE 1506
Basic Peace Officer I
(5 credits)
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. (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)
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. (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)
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. (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)
Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. (3 lecture hours / 6 lab hours) Prerequisites: Approval from Department Chair and enrollment in the Police Academy. **[CIP43.0107]**

CJLE 2345
Vice and Narcotics Investigation
(3 credits)
Classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes,

fraud, gangs, and investigative techniques. Includes proper interdiction 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, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. Partially satisfies Texas Commission on Law Enforcement Course #1011. Requires the approval of the Dept. Chair. (3 lecture and 4 lab 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. Partially satisfies Texas Commission on Law Enforcement (TCLE) Course #1011. Requires the approval of the Dept. Chair. (3 lecture and 4 lab hours per week). **[CIP43.0107]**

CJLE 2424
Texas Peace Office Capstone
(4 credits)
Recently identified current events, skills, knowledge, and/or attitudes and behaviors that are components of the Texas Commission on Law Enforcement learning objectives pertinent to a law enforcement career. This class is the capstone course of Texas Commission on Law Enforcement Course #1011. (3 lecture hours and 4 lab 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 (Tech Prep/Dual Credit Only)
Criminology
(3 credits)
Current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of prevention, systems of punishment, and rehabilitation. (3 lecture hours per week).
[CIP43.0104]

CJSA 1342 (Tech Prep/Dual Credit only)
Criminal Investigation
(3 credits)
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. (3 lecture hours per week).
[CIP 43.0104]

CJSA 1351
Use of Force
(3 credits)
Study of the use of force including introduction to and statutory authority for the use of force, force options, deadly force, and related legal issues. Fulfills the Texas Commission on Law Enforcement Use of Force Intermediate Certificate requirement. (3 lecture hours per week). **[CIP43.0104]**

CJSA 2323
Criminalistics II
(3 credits)
Theory and practice of crime scene investigation. Topics include report writing, blood and other body fluids, document examination, etchings, casts and molds, glass fractures, use of microscope, and firearms identification. (2 lecture and 4 lab hours per week). Prerequisite: CJSA 1308 or CRIJ 2314 or Instructor Approval. **[CIP43.0104]**

CJSA 2332
Criminalistics III
(3 credits)
A study of the practical aspects of criminalistics procedures. Topics include crime scene investigation, collecting and preserving evidence, and testifying in court. (2 lecture and 4 lab hours per week). Prerequisite: CJSA 2323 or Instructor Approval. **[CIP43.0104]**

CJSA 2364, CJSA 2365
Practicum - Criminal Justice/Safety Studies
(3 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Student may enroll in only one practicum course per semester. (21 external hours per week). **[CIP43.0104]**

CRIJ 1301
Introduction to Criminal Justice
(3 credits)
This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes. (3 lecture hours per week). **[CB43.0104.5124]**

CRIJ 1306
Court Systems and Practices
(3 credits)
This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law. (3 lecture hours per week). **[CB22.0101.5424]**

CRIJ 1307
Crime in America
(3 credits)
American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime. (3 lecture hours per week). **[CB45.0401.5225]**

CRIJ 1310
Fundamentals of Criminal Law
(3 credits)
This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability. (3 lecture hours per week). **[CB22.0101.5324]**

CRIJ 1313
Juvenile Justice System
(3 credits)
A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. (3 lecture hours per week).
[CB43.0104.5224]

CRIJ 2301
Community Resources in Corrections
(3 credits)
An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. (3 lecture hours per week).
[CB43.0104.5324]

CRIJ 2313
Correctional Systems and Practices
(3 credits)
This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues. (3 lecture hours per week). **[CB43.0104.5424]**

CRIJ 2314
Criminal Investigation
(3 credits)
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. (3 lecture hours per week). **[CB43.0104.5524]**

CRIJ 2323
Legal Aspects of Law Enforcement
(3 credits)
Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability. (3 lecture hours per week).**[CB43.0104.5624]**

CRIJ 2328
Police Systems and Practices
(3 credits)
This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority. (3 lecture hours per week). **[CB43.0104.5724]**

Culinary Arts

Leslie Bartosh, Department Chairperson

***Offered only for Texas Dept. of Criminal Justice students.**

CHEF 1205
Sanitation and Safety
(2 Credits)
A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards. Topics include: causes of and prevention procedures for food-borne illness, intoxication, and infection; good personal hygiene and safe food handling procedures; food storage and refrigeration techniques; sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal; Occupational Safety and Health Administration (OSHA) requirements and effective workplace safety programs. The student has the opportunity to earn the ServSafe Certificate through this course. (2 lecture hours per week). Corequisite: CHEF 1301 **[CIP12.0503]**

CHEF 1264
Practicum - Culinary Arts/Chef Training
(2 Credits)
Practical, general workplace training supported
by an individualized learning plan developed by the employer, college, and student. (21-30 practicum hours per week). Prerequisite: CHEF 1301 **[CIP12.0503]**

CHEF 1265
Practicum
(2 Credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. 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. (21-30 practicum hours per week). Prerequisite: CHEF 1301. **[CIP12.0503]**

CHEF 1291
Current Events in Culinary Arts
(2 Credits)
Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Topics include sustainable agriculture, aquaculture, current events affecting food safety and career exploration. (2 lecture hours per week). **[CIP12.0503]**

CHEF 1301
Basic Food Preparation
(3 Credits)
A study of the fundamental principles of food preparation and cookery to include the Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. Knife skills, proper tool and equipment use, dry and moist heat cookery, stock and sauce production are among the topics covered. (1 lecture and 4 lab hours per week). Corequisite: CHEF 1205. **[CIP12.0503]**

CHEF 1302
Principles of Healthy Cuisine
(3 Credits)
Introduction to the principles of planning, preparation, and presentation of nutritionally balanced meals. Adaptation of basic cooking techniques to lower the fat and caloric content. Alternative methods and ingredients will be used to achieve a healthier cooking style. Students will modify recipes and substitute ingredients to reduce calories, sugar, fat, and sodium. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. **[CIP 12.0503]**

CHEF 1305**
Sanitation and Safety
(3 Credits)
A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards. Topics include: causes of and prevention procedures for food-borne illness, intoxication, and infection; good personal hygiene and safe food handling procedures; food storage and refrigeration techniques; sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal; Occupational Safety and Health Administration (OSHA) requirements and effective workplace safety programs. The student has the opportunity to earn the ServSafe Certificate through this course. (3 lecture hours per week). Corequisite: CHEF 1301 **[CIP12.0503]**

CHEF 1310
Garde Manger
(3 Credits)
A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods. Topics will include hot and cold hors d'oeuvres, canapés, salads, basic charcuterie skills, and the preparation of forcemeat items. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. **[CIP12.0503]**

CHEF 1341
American Regional Cuisine
(3 Credits)
A study of the development of regional cuisine's in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize, and build a portfolio of recipe strategies and production systems. The importance of the immigration phenomena in shaping America's cuisine will be examined

as students prepare regional specialties. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. **[CIP12.0503]**

CHEF 1345
International Cuisine
(3 Credits)
The study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and other regions of the world. The cuisines of Latin America, France, Spain, the Middle East, Germany, Eastern Europe and Asia are explored in this class. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. **[CIP12.0503]**

CHEF 1365**
Practicum
(3 Credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. 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. (22.5 practicum hours per week). Prerequisite: CHEF 1301. **[CIP12.0503]**

CHEF 1400**
Professional Cooking and Meal Service
(4 Credits)
Technical aspects of food preparation in the commercial kitchen. This will be accomplished by preparing and serving meals according to a production schedule. Emphasis on team work, professionalism, guest relations and table service. (2 lecture and 4 lab hours per week) **[CIP12.0503]**

CHEF 1401**
Basic Food Preparation
(4 credits)
A study of the fundamental principles of food preparation and cookery to include the Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. Knife skills, proper tool and equipment use, dry and moist heat cookery, stock and sauce production are among the topics covered. (2 lecture and 4 lab hours per week). Prerequisite: TSI Met. Corequisite: CHEF 1405. **[CIP12.0503]**

CHEF 1440**
Meat Preparation and Cooking
(4 Credits)
Study of the preparation, storage, and cooking techniques for beef, pork, lamb, poultry, seafood, and game. Includes moist heat and dry heat preparation methods as related to both classical and modern methods of preparation of dishes. (3 lecture and 3 lab hours per week) **[CIP12.0503]**

CHEF 1464**
Practicum - Culinary Arts/Chef Training
(4 Credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (28 practicum hours per week). **[CIP12.0503]**

CHEF 2201
Intermediate Food Preparation
(2 Credits)
Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. Topics include: product identification, sandwich and salad cookery, breakfast cookery and the utilization of convenience products. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. **[CIP12.0503]**

CHEF 2302
Saucier
(3 Credits)
Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods. Topics include: the usage and storage of stocks and sauces, emulsions, thickening agents, compound butters, dessert sauces, relishes, chutneys, compotes, vinaigrettes. (1 lecture and 4 lab hours per week). Prerequisite: CHEF 1301. **[CIP12.0503]**

HAMG 1321
Introduction to the Hospitality Industry
(3 Credits)
Explain the elements of the hospitality industry; discuss current issues facing food service; discuss current guest needs; and explain general hotel/motel operations. Explain and discuss the role of service in the hospitality industry. (3 lecture hours per week). **[CIP52.0901]**

HAMG 1324
Hospitality Human Resources Management
(3 Credits)
A study of the principles and procedures of managing people in the hospitality workplace. Topics include a systematic approach to human resources planning and implementation as it applies to the hospitality industry; including the procedures involved in making hiring decisions; training and federal laws related to employment. (3 lecture hours per week). **[CIP52.0901]**

IFWA 1210/1310**
Nutrition and Menu Planning
(2 Credits/3 credits)
Application of principles of nutrition in planning menus for the food service industry. (2 lecture & 1 lab hour per week / 3 lecture hours per week)
[CIP 12.0508]

IFWA 1217
Food Production and Planning
(2 Credits)
Skill development in basic mathematical operations and study of their applications in the food service industry. Topics include percentages, weights and measures, ratio and proportion, weights and measures conversions, determination of portion costs for menu items and complete menus, portion control, and the increase and decrease of standard recipes. (2 lecture hours per week). **[CIP12.0508]**

IFWA 1305**
Food Service Equipment & Planning
(3 credits)
A study of various types of food service equipment and the planning of equipment layout for product flow and efficient operation. (3 lecture hours per week) Prerequisite: CHEF 1301. **[CIP 12.0508]**

IFWA 1318
Nutrition for the Food Service Professional
(3 Credits)
An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques. (3 lecture hours per week). **[CIP12.0508]**

IFWA 1527**
Food Preparation II
(5 Credits)
Continuation of the fundamental principles of food preparation. Emphasis on preparation of food items such as meats, poultry and fish. (2 lecture and 4 lab hours per week)
[CIP 12.0508]

IFWA 2446**
Quantity Procedures
(4 Credits)
Exploration of the theory and application of quantity procedures for the operation of commercial, institutional, and industrial food services. Emphasis on quantity cookery and distribution. (4 lecture hours per week)
[CIP 12.0508]

PSTR 1301
Fundamentals of Baking
(3 Credits)
The Fundamentals of baking including yeast dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, kitchen safety, formula conversions, functions of ingredients, and the evaluation of baked products. (1 lecture and 4 lab hours per week). Corequisite: CHEF 1301
[CIP12.0501]

RSTO 2301
Principles of Food and Beverage Controls
(3 Credits)
A study of financial principles and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures. (3 lecture hours per week). Prerequisite: BCIS 1305 or POFI 1301. **[CIP12.0504]**

Diagnostic Cardiovascular Sonography

Jessica Murphy, Department Chairperson
Suzanne Poston

CVTT 1161
Clinical - Cardiovascular Technology
(1 Credit)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on ECG, Stress Testing, Holter monitoring and patient care. (6 clinical hours per week). Corequisite: DSAE 1340.
[CIP51.0901]

DMSO 1210
Introduction to Sonography
(Any student who would like to explore the profession of Sonography may take this course)
(2 credits)
An introduction to the profession of sonography and the role of the sonographer. Emphasis on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations and history of the profession. (2 lecture hours per week). **[CIP51.0910]**

DMSO 1342
Intermediate Ultrasound Physics
(3 credits)
Continuation of Basic Ultrasound Physics. Includes interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects, and image artifacts. May introduce methods of Doppler flow analysis. (2 lecture and 2 lab hours per week). **[CIP51.0910]**

DSAE 1303
Introduction to Echocardiography Techniques
(3 Credits)
An introduction to scanning techniques and procedures with hands-on experience in a lab setting. Emphasis is placed on the sonographic evaluation of the normal adult heart. This course will introduce the basic scan protocol including two-dimensional, M-Mode, and Doppler.(2 lecture and 4 lab hours per week) Corequisite: DSAE 1360.
[CIP51.0910]

DSAE 1340
Diagnostic Electrocardiography
(3 credits)
Cardiac testing including the techniques and interpretation of patient physical assessment. Covers electrocardiography, stress testing, Holter monitoring, vital signs, and cardiovascular pharmacology. (2 lecture and 4 lab hours per week) **[CIP51.0910]**

DSAE 1360
Clinical - DMST Intro to Echo
(3 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on instrumentation, transducer handling, patient positioning, image orientation, and identification of anatomic structures found in basic echocardiographic views. (18 clinical hours per week) Corequisite: DSAE 1303. **[CIP51.0910]**

DSAE 2303
Cardiovascular Concepts
(this course may be taken in advance or to renew expired A&P prior to acceptance)
(3 credits)
Anatomy, physiology, and pathophysiology of the cardiovascular system. Focuses on cardiac and vascular structural anatomy and relationships, electrical innervation, embryology, and hemodynamics of the heart and vascular system. Includes pathophysiology, etiology, pathology, signs, symptoms, risk factors, and treatment of cardiovascular diseases. (3 lecture and 1 lab hours per week). **[CIP51.0910]**

DSAE 2304
Echocardiographic Evaluation of Pathology I
(3 credits)
Adult acquired cardiac pathologies. Topics include cardiovascular pathophysiology, quantitative measurements, and the application of 2-D, M-Mode and Doppler. Recognition of the sonographic appearances of cardiovascular disease is stressed. Emphasis will be placed on valvular, myocardial, hypertensive, and pericardial disease. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 1303 Corequisite: DSAE 2361. **[CIP51.0910]**

DSAE 2335
Advanced Echocardiography
(3 credits)
Advanced echocardiographic procedures. Topics include stress echo, related diagnostic imaging, and related noninvasive cardiac testing. Topics may include trans esophageal echo, stress echo, 3D/4D echo, Strain Imaging, Vector Imaging, Dysynchrony and CRT, digital echo, contrast echo, intra-operative and intra-cardiac echo. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 2337 Corequisite: DSAE 2462. **[CIP51.0910]**

DSAE 2337
Echocardiographic Evaluation of Pathology II
(3 credits)
A continuation of Echocardiographic Evaluation of Pathology I with emphasis on cardiac disease. A discussion of quantitative measurements and application of 2-D, M-Mode, Doppler and recognition of the sonographic appearances of cardiac disease is stressed. Topics may include congenital heart disease, diseases of the aorta and great vessels, cardiac masses and trauma and additional syndromes and diseases relevant to echocardiography. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 2304, Corequisite: DSAE 2461.
[CIP51.09103]

DSAE 2361
Clinical - DMST Echo I
(3 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be on gaining hands-on experience to develop scanning ability for the evaluation of the normal adult echocardiogram utilizing a standard scan protocol. (12 clinical hours per week) Prerequisite: DSAE 1360, Corequisite: DSAE 2304 **[CIP51.0910]**

DSAE 2461
Clinical - DMST Echo II
(4 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be on broadening and improving existing skills, recognition, evaluation and measurements of acquired heart disease. (24 clinical hours per week) Prerequisite: DSAE 2361, Corequisite: DSAE 2337 **[CIP51.0910]**

DSAE 2462
Clinical - DMST Echo III
(4 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on recognition and quantification of pathology, improving accuracy, speed and proficiency of the student's skills. (24 clinical hours per week) Prerequisite: DSAE 2461, Corequisite: DSAE 2335 **[CIP51.0910]**

DSPE 1265
Practicum - DMST, Intro to Pedi Echo
(2 Credits)
Practical general workplace training supported by an individualized learning plan developed by the employer, college, and students. Emphasis will placed on instrumentation, scanning skills, image orientation and patient care. Corequisite: DSPE 1300. (18 clinical hours per week) **[CIP51.0910]**

DSPE 1300
Introduction to Pediatric Echocardiography Techniques
(3 Credits)
Introduction to pediatric echocardiography techniques and procedures. Emphasis is placed on the sonographic appearance of the normal neonatal and pediatric heart. Basic scan protocol to include 2D, M-mode, Doppler and standard measurements. Emphasis will be placed on recognition of septation defects and persistent fetal circulation. (2 lecture and 4 lab hours per week) Prerequisite: acceptance into program Corequisite: DSPE 1265. **[CIP51.0910]**

DSPE 2249
Echocardiographic Evaluation of Congenital Heart Disease II
(2 Credits)
This course is a continuation of Echocardiographic Evaluation of Congenital Heart Disease I. Topics will include anomalies of the following: great vessels, ventricles (ie: hypoplasia), and extra cardiac structures. In addition, echo evaluation of post operative repairs and defects shall be included with continued emphasis on quantitative measurements and calculations used during 2D, M-Mode, and Doppler. (1 lecture and 4 lab hours per week) Prerequisite: DSPE 2257, Corequisite: DSPE 2461 **[CIP51.0910]**

DSPE 2255
Neonatal/Pediatric Patient Care Skills
(2 Credits)
Overview of neonatal and pediatric patient care. Includes age appropriate care, patient safety, infection control, patient monitoring, vital signs, assessment, physical examination, thermal regulation, sedation, and neonatal and infant emergency care. (1 lecture and 3 lab hours per week)
[CIP 51.0910]

DSPE 2257
Echocardiographic Evaluation of Congenital Heart Disease I
(2 Credits)
Methods of evaluating congenital heart disease including physiology and hemodynamics of each of the following: aorta, arch, aortic valve, tetralogy of Fallot, pulmonic valve atresia, tricuspid valve, Ebstein's, and pulmonary veins. The evaluation will also include pathophysiology, quantitative measurements and the application of echo techniques. (1 lecture and 4 lab hours per week) Prerequisite: DSPE 1300, Corequisite DSPE 2261 **[CIP51.0910]**

DSPE 2259
Advanced Pediatric Echocardiography
(2 Credits)
Specialized techniques in pediatric echocardiography including transesophageal echocardiography, fetal echocardiography, acquired cardiac pathology and additional rare anomalies. (1 lecture and 4 lab hours per week) Prerequisite DSPE 2249 Corequisite DSPE 2462. **[CIP51.0910]**

DSPE 2261
Clinical - DMST Pediatric Echo I
(2 Credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be on gaining hands-on experience to develop scanning ability for the evaluation of the abnormal pediatric echocardiogram utilizing a standard scan protocol. (12 clinical hours per week) Prerequisite: DSPE 1265, Corequisite DSPE 2257 **[CIP51.0910]**

DSPE 2461
Clinical - DMST Pediatric Echo II
(4 Credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be on broadening and improving existing skills, recognition, evaluation, and quantification of congenital heart disease. (24 clinical hours per week) Prerequisite: DSPE 2261 **[CIP51.0910]**

DSPE 2462
Clinical - DMST Pediatric Echo III
(4 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on recognition and quantification of pathology, improving accuracy, speed and proficiency of the students' skills. (24 clinical hours per week). Prerequiste: DSPE 2461 **[CIP51.0910]**

DSVT 1300
Principles of Vascular Technology
(3 credits)
Introduction to non-invasive vascular technology modalities. Includes 2D imaging, Doppler, plethysmography, and segmental pressures. Emphasis on performing basic venous and arterial imaging and non-imaging exams and Carotid Duplex scanning. (2 lecture and 4 lab hours per week) Corequisite: DSVT 1360, **[CIP51.0910]**

DSVT 1360
Clinical - DMST Introduction to Vascular
(3 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided

by the clinical professional. Emphasis will be on instrumentation, patient positioning, transducer handling, image orientation, and identification of anatomic structures and waveforms. (18 clinical hours per week) Corequisite: DSVT 1300. **[CIP51.0910]**

DSVT 2318
Peripheral Vascular Evaluation
(3 credits)
Application of peripheral non-invasive vascular technology for the evaluation and quantification of peripheral vascular diseases. Modalities include venous and arterial duplex and physiologic testing. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 2330. Corequisite: DSVT 2461. **[CIP51.0910]**

DSVT 2330
Cerebral Vascular Evaluation
(3 credits)
Non-invasive technology for the evaluation and quantification of cerebrovascular disease. Modalities include carotid duplex, periorbital Doppler, and transcranial Doppler. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 1300, Corequisite: DSVT 2361. **[CIP51.0910]**

DSVT 2335
Advanced Vascular Technology
(3 credits)
Non-invasive vascular concepts. Includes harmonics, contrast, power Doppler, digital intraoperative, intravascular, abdominal vascular, graft surveillance, vascular interventions, and research. Emphasizes extensive review of case studies, technical reporting, preliminary interpretation, and registry review. Other topics will include arterial stiffness, vascular contrast, mapping and guided procedures. (2 lecture and 4 lab hours per week) Prerequisite: DSVT 2318 Corequisite: DSVT 2462. **[CIP51.0910]**

DSVT 2361
Clinical - DMST Vascular I
(3 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on hands-on experience to develop peripheral non-invasive vascular techniques used to evaluate the appearance of normal exams utilizing a standard scan protocol. (12 clinical hours per week) Prerequisite: DSVT 1360, Corequisite: DSVT 2330. **[CIP51.0910]**

DSVT 2461
Clinical - DMST Vascular II
(4 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on recognition and evaluation of pathology, broadening and improving existing skills. (24 clinical hours per week). Prerequisite DSVT 2361; Corequisite: DSVT 2318. **[CIP51.0910]**

DSVT 2462
Clinical - DMST Vascular III
(4 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis will be placed on improving identification and quantification of pathology, accuracy, speed and proficiency of student's skills. (24 clinical hours per week). Prerequisite DSVT 2461; Corequisite: DSVT 2335. **[CIP51.0910]**

HPRS 1304
Basic Health Profession Skills
(3 credits)
A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods. Emphasis will be placed on hospital skills and assessment. (2 lecture and 3 lab hours per week). **[CIP51.0000]**

Drama

C. Jay Burton, Department Chairperson

DRAM 1120
Theater Practicum I
(1 credit)
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. (4 lab hours per week). **[CB50.0506.5326]**

DRAM 1121
Theater Practicum II
(1 credit)
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. (4 lab hours per week). **[CB50.0506.5326]**

DRAM 1310
Introduction to Theater
(3 credits)
Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required. (3 lecture and 2 lab hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. **[CB50.0501.5126]**

DRAM 1322
Stage Movement
(3 credits)
Principles, practices, and exercises in body techniques and stage movement; emphasis on character movement and body control. (1 lecture and 2 lab hours per week). **[CB50.0506.5426]**

DRAM 1330
Stagecraft I
(3 credits)
Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management. (3 lecture and 3 lab hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. **[CB50.0502.5126]**

DRAM 1341
Makeup
(3 credits)
Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application. (2 lecture and 4 lab hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. **[CB50.0502.5226]**

DRAM 1351
Acting I
(3 credits)
An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination. (3 lecture and 3 lab hours per week). Prerequisites: INRW 0309, DIRW/DIRR 0309 or READ 0309. **[CB50.0506.5126]**

DRAM 1352
Acting II
(3 credits)
Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development

of the actor's instrument: voice, body and imagination. (3 lecture and 3 lab hours per week). **[CB50.0506.5126]**

DRAM 2120
Theater Practicum III
(1 credit)
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. (6 lab hours per week). **[CB50.0506.5326]**

DRAM 2121
Theater Practicum IV
(1 credits)
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. (6 lab hours per week). **[CB50.0506.5326]**

DRAM 2331
Stagecraft II
(3 credits)
Continued study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound and theatrical management. (3 lecture and 3 lab hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. **[CB50.0502.5126]**

DRAM 2336
Voice for the Theater
(3 credits)
Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities. (3 lecture hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. **[CB50.0506.5226]**

DRAM 2361
History of the Theater I
(3 credits)
Study of the history of the theater from primitive times through the Renaissance. (3 lecture hours per week). Prerequisites: INRW 0309, INRW 0309, DIRW/DIRR 0309 or ENGL 0309 & READ 0309. **[CB50.0505.5126]**

DRAM 2362
History of the Theater II
(3 credits)
Study of the history of the theater from the Renaissance through today. (3 lecture hours per week). Prerequisites: INRW 0309, DIRW/DIRR 0309 or ENGL 0309 & READ 0309. **[CB50.0505.5126]**

DRAM 2366
Introduction to Cinema
(3 credits)
Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. (3 lecture hours per week). Prerequisites: INRW 0309, DIRW/DIRR 0309 or READ 0309 **[CB50.0602.5126]**

Economics

Elizabeth McLane, Department Chairperson
Kevin Jefferies, Tim Reynolds, Gregory Roof

ECON 2301
Principles of Macroeconomics
(3 credits)
An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy. (3 lecture hours per week). Prerequisites: TSI Met. **[CB45.0601.5125]**

ECON 2302
Principles of Microeconomics II
(3 credits)
Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. (3 lecture hours per week). Prerequisites: TSI Met. **[CB45.0601.5125]**

Emergency Medical Technology

Douglas Stevenson, Department Chairperson
Patty Stemmer, Instructor
Tracey Antill, DO, FACEP Medical Director

EMSP 1160
Clinical - Emergency Medical Technician Basic
(1 credit)
A health-related work-based learning experience that enables the student to apply specialized EMT occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (6 hours per week external experience). Co-Requisites: Enrollment in EMSP 1501. **[CIP51.0904]**

EMSP 1166
Practicum I - EMT Paramedic
(1 credit)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student for the Advanced EMT student. (7 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160, Texas EMT Certification. Co-Requisite: Enrollment in EMSP 1338, EMSP 1355, EMSP 1356, EMSP 1261. **[CIP51.0904]**

EMSP 1261
Clinical I - EMT Paramedic
(2 credits)
A health-related work-based learning experience that enables the student to apply specialized paramedic occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (7 lab hours per week) Prerequisite: Completion of EMSP 1501/ EMSP 1160, Texas EMT certification. Co-Requisite: Enrollment in EMSP 1338, EMSP 1355, EMSP 1356, EMSP 1166. **[CIP51.0904]**

EMSP 1338
Introduction to Advanced Practice
(3 credits)
Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and other paramedic related topics. (3 lecture hours per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160, Texas EMT certification. Co-Requisite: Enrollment in EMSP 1355, EMSP 1356, EMSP 1261, EMSP 1166. **[CIP51.0904]**

EMSP 1355
Trauma Management
(3 credits)
Knowledge and skills in the assessment and management of patients with traumatic injuries.(2 hours of lecture and 3 hour of lab per week). Prerequisite: Completion of EMSP 1501, & 1160, Texas EMT certification. Co-Requisite: Enrollment in EMSP 1338, 1356, 1261, & 1166. **[CIP51.0904]**

EMSP 1356
Patient Assessment and Airway Management
(3 credits)
Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation. (2 hours of lecture and 3 hours of lab per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160, Texas EMT certification. Co-Requisite:

Enrollment in EMSP 1338, EMSP 1355, EMSP 1261, EMSP 1166. **[CIP51.0904]**

EMSP 1501
Emegency Medical Technician - Basic
(5 credits)
Preparation for certification as an Emergency Medical Technician (EMT). (5 lecture and 6 lab hours per week). Pre-requisites: Immunizations, program application. Co-Requisites: Enrollment in EMSP 1160. **[CIP51.0904]**

EMSP 2160
Clinical II - EMT Paramedic
(1 credit)
A health-related work-based learning experience that enables the student to apply specialized cardiovascular theory, skills, and concepts. Direct supervision is provided by the clinical professional. (6 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160, Texas EMT certification. Co-Requisite: Enrollment in EMSP 2206, EMSP 2305, EMSP 2444. **[CIP51.0904]**

EMSP 2166
Practicum II - EMT Paramedic
(1 credit)
Final paramedic capstone training supported by an individualized learning plan developed by the employer, college, and student. (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/ EMSP 2160/ EMSP 2434/ EMSP 2261. Co-Requisite: Enrollment in EMSP 2243. **[CIP51.0904]**

EMSP 2206
Emergency Pharmacology
(2 credits)
A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages as applied to the Paramedic. (2 hours of lecture hours and 1 hour of lab per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160 Texas EMT Intermediate certification. Co-Requisite: Enrollment in EMSP 2160, 2305, 2444. **[CIP51.0904]**

EMSP 2243
Assessment Based Management
(2 credits)
A summative experience covering comprehensive, assessment-based patient care management for the paramedic level using case study reviews of student pediatric, geriatric, medical and trauma patients. (1 hour of lecture and 3 hours of lab per week). Prerequisite: Completion of EMSP 1501, 1160, 1338, 1356, 1355, 1261, 1166, 2206, 2305, 2330, 2444, 2160, 2434, 2261. Co-Requisite: Enrollment in EMSP 2166. **[CIP51.0904]**

EMSP 2261
Clinical III - EMT Paramedic
(2 credits)
A clinical-based learning experience that enables the student to apply specialized theory, skills, and concepts to medical, pediatric, geriatric, obstetrical, and psychiatric patients in the clinical hospital setting. Direct supervision is provided by the clinical professional. Pre-requisites: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1355/ EMSP 1356/ EMSP 1261/ EMSP 1166/ EMSP 2305/ EMSP 2444/ EMSP 2206/ EMSP 2160/ EMSP 2434 and EMSP 2330. Texas EMT Intermediate certification. Co-requisite: Enrollment in EMSP 2243 (9 Lab hours per week) .**[CIP51.0904]**

EMSP 2300
Methods of Teaching - Emergency Medical Services
(3 credits)
This class combines lecture and internet training that focuses on instructional preparation, presentation, and evaluation, also essential knowledge, skills, and practices required to provide quality EMS educational programs applicable to the adult learner. (16 hrs. Classroom Instruction, 8 hrs, Instructor Candidate Internship, 24 hrs. Internet). (3 Lecture Hours Per Week) Prerequisite: Current Texas EMS certification. **[CIP51.0904]**

EMSP 2305
EMS Operations
(3 credits)
Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents. The hybrid course combines 25 hours of internet course work on the internet with 23 hours of lecture and lab training. Prerequisite: Completion of EMSP 1501 and 1160. Texas EMT certification. Corequisite: Enrollment in EMSP 2160, 2206 and 2444. **[CIP51.0904]**

EMSP 2330
Special Populations
(3 credits)
Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics as applied to the Paramedic. (2 hours of lecture and 2 hours of lab per week). Prerequisite: Texas EMT Intermediate certification. Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/EMSP 1261/ EMSP 1166/ EMSP 2305 /EMSP 2444/ EMSP 2206/ EMSP 2160. Co-Requisite: EMSP 2243. **[CIP51.0904]**

EMSP 2434
Medical Emergencies
(4 credits)
Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics as applied to the Paramedic. (3 hours of lecture and 3 hours of lab per week). Prerequisite: Texas EMT Intermediate certification. Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/EMSP 1261/ EMSP 1166/ EMSP 2206/ EMSP 2305/ EMSP 2444/ EMSP 2160. Co-Requisite: Enrollment in EMSP 2330 **[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 lab and per week). Prerequisite: Texas EMT Intermediate certification. Completion of EMSP 1501/ EMSP 1160. Co-Requisite: EMSP 2206, EMSP 2305, EMSP 2160. **[CIP51.0904]**

HITT 1305
Medical Terminology I
(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]**

English

Thomas Parker, Department Chairperson
Charley Bevill, Margaret Ellen Birdwell, Bea Hugetz, Linda Matteson, Leigh Ann Moore, Haley Collins, Keith Vyvial

***NOTE:** Developmental English classes are now listed under Academic Foundations.*

ENGL 1301
Composition I
(3 credits)
Intensive study of and practice in writing process, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. (3 lecture hours per week). Prerequisite: TSI Met. **[CB23.1301.5112]**

ENGL 1302
Composition II
(3 credits)
Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. (3 lecture hours per week). Prerequisite: ENGL 1301 or its equivalent. **[CB23.1301.5112]**

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 2327 or 2328 Under appropriate circumstances, ENGL 2311 may be allowed as one of the two required sophomore courses.

ENGL 2307
Creative Writing
(3 credits)
Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. (3 lecture hours per week). Prerequisite: ENGL 1301. **[CB23.1302.5112]**

ENGL 2311
Technical & Business Writing
(3 credits)
Intensive study of in practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedure, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. (3 lecture hours per week). Prerequisite: ENGL 1301 **[CB23.1303.5112]**

ENGL 2322
British Literature I
(3 credits)
A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. (3 lecture hours per week). Prerequisite: ENGL 1301. **[CB23.1404.5112]**

ENGL 2323
British Literature II
(3 credits)
A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. (3 lecture hours per week). Prerequisite: ENGL 1301. **[CB23.1404.5112]**

ENGL 2327
American Literature I
(3 credits)
A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. (3 lecture hours per week) Prerequisite: ENGL 1301 **[CB 23.1402.5112]**

ENGL 2328
American Literature II
(3 credits)
A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. (3 lecture hours per week) Prerequisite: ENGL 1301 **[CB 23.1402.5112]**

ENGL 2332
World Literature I
(3 credits)
A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. (3 lecture hours per week). Prerequisite: ENGL 1301. **[CB16.0104.5213]**

ENGL 2333
World Literature II
(3 credits)
A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. (3 lecture hours per week). Prerequisite: ENGL 1302. **[CB16.0104.5213]**

French

Saul Olivares, Department Chairperson

NOTE: Students cannot enroll in courses higher than 1411 in any language program (Second Language or Heritage Language) if they have not taken the previous sequenced course with a minimum grade of C in the 12 months prior enrollment OR placed via the Language Placement Exam required in each track immediately prior to enrollment. Failure to comply with this requirement may result in being dropped from the class at any time. Based on performance on the placement exam, students may be placed in FREN 1412, 2311, or 2312, and may earn up to 11 credit hours.

FREN 1411
Beginning French I
(4 credits)
This course provides fundamental skills in listening comprehension, speaking, reading, and writing. It includes basic vocabulary, grammatical structures, and culture. (3 lecture and 2 lab hours per week). **[CB16.0901.5113]**

FREN 1412
Beginning French II
(4 credits)
This course provides fundamental skills in listening comprehension, speaking, reading, and writing. It includes basic vocabulary, grammatical structures, and

culture. Prerequisite: Successful completion of FREN 1411 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 2 lab hours per week). **[CB 16.0901.5113]**

FREN 2311
Intermediate French I
(3 credits)
This course provides a review and application of skills in listening comprehension, speaking, reading, and writing. It emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: Successful completion of FREN 1412 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 1 lab hour per week) **[CB16.0901.5213]**

FREN 2312
Intermediate French II
(3 credits)
This course provides a review and application of skills in listening comprehension, speaking, reading, and writing. It emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: Successful completion of FREN 2311 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 1 lab hour per week) **[CB16.0901.5213**

Geography

Christopher Chance, Department Chairperson
Johanna Hume

GEOG 1301
Physical Geography
(3 credits)
Survey of geology, meteorology, oceanography, and astronomy. (3 lecture hours per week). Prerequisites: TSI Met. **[CB45.0701.5125]**

GEOG 1302
Human Geography
(3 credits)
Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living, and map concepts. The semester emphasizes cultural geography. (3 lecture hours per week). Prerequisites: TSI Met. **[CIP 45.0701.5125]**

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: TSI Met **[CB45.0701.5325]**

GEOG 2389
Academic Cooperative
(3 credits)
An instructional program designed to integrate on-campus study with practical hands-on experience in geography. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. (3 lecture hours per week) **[45.0101.5125]**

Geology

Dora Devery, Department Chairperson

GEOL 1301
Earth Sciences for Non-Science Majors I
(3 credits)
Offered only for Texas Dept. of Criminal Justice students.
Survey of geology, meteorology, oceanography, and astronomy. (3 lecture hours per week). Prerequisite: TSI Met. **[CB40.0601.5103]**

GEOL 1303
Physical Geology
(3 credits)
Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. (3 lecture hours per week). Prerequisite: TSI Met. **[CB40.0601.5403]**

GEOL 1401
Earth Science for Non-Science Majors I
(4 credits)
Survey of geology, meteorology, oceanography, and astronomy. (3 lecture and 3 lab hours per week). Prerequisite: TSI Met. **[CB40.0601.5103]**

GEOL 1403
Physical Geology
(4 credits)
Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. (3 lecture and 3 lab hours per week). Prerequisite: TSI Met. **[CB40.0601.5403]**

GEOL 1404
Historical Geology
(4 credits)
A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. (3 lecture & 3 lab hours per week) Prerequisite: GEOL 1403. **[CB40.0601.5403]**

GEOL 1405
Environmental Science
(4 credits)
A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. (3 lecture and 3 lab hours per week). Prerequisite: TSI Met. **[CB03.0103.5301]**

GEOL 1445
Oceanography
(4 credits)
Survey of oceanography and related sciences. (3 lecture & 3 lab hours per week) Prerequisite: TSI Met, and MATH 0312. **[CB40.0601.5103]**

GEOL 1447
Meteorology
(4 credits)
Survey of meteorology and related sciences. (3 lecture & 3 lab hours per week) Prerequisite: TSI Met, and MATH 0312. **[CB40.0601.5103]**

Government

Elizabeth McLane, Department Chairperson
Kevin Jefferies, Tim Reynolds, Gregory Roof

GOVT 2305
Federal Government
(3 credits)
Origin and development of the U.S. Constitution, structure and powers of the

culture. Prerequisite: Successful completion of FREN 1411 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 2 lab hours per week). **[CB 16.0901.5113]**

FREN 2311
Intermediate French I
(3 credits)
This course provides a review and application of skills in listening comprehension, speaking, reading, and writing. It emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: Successful completion of FREN 1412 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 1 lab hour per week) **[CB16.0901.5213]**

FREN 2312
Intermediate French II
(3 credits)
This course provides a review and application of skills in listening comprehension, speaking, reading, and writing. It emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: Successful completion of FREN 2311 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. (3 lecture and 1 lab hour per week) **[CB16.0901.5213**

Geography

Christopher Chance, Department Chairperson
Johanna Hume

GEOG 1301
Physical Geography
(3 credits)
Survey of geology, meteorology, oceanography, and astronomy. (3 lecture hours per week). Prerequisites: TSI Met. **[CB45.0701.5125]**

GEOG 1302
Human Geography
(3 credits)
Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living, and map concepts. The semester emphasizes cultural geography. (3 lecture hours per week). Prerequisites: TSI Met. **[CIP 45.0701.5125]**

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: TSI Met **[CB45.0701.5325]**

GEOG 2389
Academic Cooperative
(3 credits)
An instructional program designed to integrate on-campus study with practical hands-on experience in geography. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. (3 lecture hours per week) **[45.0101.5125]**

Geology

Dora Devery, Department Chairperson

GEOL 1301
Earth Sciences for Non-Science Majors I
(3 credits)
Offered only for Texas Dept. of Criminal Justice students.
Survey of geology, meteorology, oceanography, and astronomy. (3 lecture hours per week). Prerequisite: TSI Met. **[CB40.0601.5103]**

GEOL 1303
Physical Geology
(3 credits)
Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. (3 lecture hours per week). Prerequisite: TSI Met. **[CB40.0601.5403]**

GEOL 1401
Earth Science for Non-Science Majors I
(4 credits)
Survey of geology, meteorology, oceanography, and astronomy. (3 lecture and 3 lab hours per week). Prerequisite: TSI Met. **[CB40.0601.5103]**

GEOL 1403
Physical Geology
(4 credits)
Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. (3 lecture and 3 lab hours per week). Prerequisite: TSI Met. **[CB40.0601.5403]**

GEOL 1404
Historical Geology
(4 credits)
A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. (3 lecture & 3 lab hours per week) Prerequisite: GEOL 1403. **[CB40.0601.5403]**

GEOL 1405
Environmental Science
(4 credits)
A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. (3 lecture and 3 lab hours per week). Prerequisite: TSI Met. **[CB03.0103.5301]**

GEOL 1445
Oceanography
(4 credits)
Survey of oceanography and related sciences. (3 lecture & 3 lab hours per week) Prerequisite: TSI Met, and MATH 0312. **[CB40.0601.5103]**

GEOL 1447
Meteorology
(4 credits)
Survey of meteorology and related sciences. (3 lecture & 3 lab hours per week) Prerequisite: TSI Met, and MATH 0312. **[CB40.0601.5103]**

Government

Elizabeth McLane, Department Chairperson
Kevin Jefferies, Tim Reynolds, Gregory Roof

GOVT 2305
Federal Government
(3 credits)
Origin and development of the U.S. Constitution, structure and powers of the

national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. (3 lecture hours per week). Prerequisites: TSI Met. **[CIP 45.1002.5125]**

GOVT 2306
Texas Government
(3 credits)
Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. (3 lecture hours per week). Prerequisites: TSI Met.
[CIP 45.1002.5125]

History

Christopher Chance, Department Chairperson
John Duke, Johanna Hume

HIST 1301
United States History I
(3 credits)
A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. (3 lecture hours per week). Prerequisites: TSI Met. **[CB 54.0102.5125]**

HIST 1302
United States History II
(3 credits)
A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. (3 lecture hours per week). Prerequisites: TSI Met. **[CB 54.0102.5125]**

HIST 2301
Texas History
(3 credits)
A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas. (3 lecture hours per week). Prerequisites: TSI Met. **[CB 54.0102.5225]**
**Texas law stipulates that three hours in Texas history may be applied toward satisfying the United States history requirement.*

HIST 2311
Western Civilization I
(3 credits)
A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations. (3 lecture hours per week) Prerequisites: TSI Met. **[CB 54.0101.5425]**

HIST 2312
Western Civilization II
(3 credits)
A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism. (3 lecture hours per week) Prerequisites: TSI Met. **[CB 54.0101.5425]**

HIST 2321
World Civilizations I
(3 credits)
A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange. (3 lecture hours per week). Prerequisites: TSI Met **[CB54.0101.5325]**

HIST 2322
World Civilizations II
(3 credits)
A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange. (3 lecture hours per week). Prerequisites: TSI Met. **[CB 54.0101.5325]**

HIST 2327
Mexican-American History I
(3 credits)
Historical, economic, social, and cultural development of Mexican-Americans/Chicanos/as to 1918. (3 lecture hours per week). Prerequisites: TSI Met **[CB 05.0203.5225]**

HIST 2328
Mexican-American History II
(3 credits)
Historical, economic, social, and cultural development of Mexican-Americans/Chicanos/as. (3 lecture hours per week). Prerequisites: TSI Met **[CB 05.0203.5225]**

HIST 2381
African American History
(3 credits)
Historical, economic, social, and cultural development of minority groups. May include African-American, Mexican American, Asian American, and Native American issues. (3 lecture hours per week) Prerequisites: TSI Met **[CB 45.1101.5325]**

HIST 2389
Academic Cooperative
(3 credits)
An instructional program designed to integrate on-campus study with practical hands-on experience in history. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. (3 lecture hours per week)
[CB 45.0101.5125]

Horticulture

Dwight Rhodes, Department Chairperson

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 lab experience provides an introduction to growing, grounds maintenance, planting, and transplanting. (3 lecture and 3 lab hours per week). **[CB 01.0601.5101]**

Humanities

C. Jay Burton, Department Chairperson

HUMA 1301
Introduction to Humanities I
(3 credits)
This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. (3 lecture hours per week). Prerequisites: TSI Met. **[CB 24.0103.5112]**

HUMA 1302
Introduction to Humanities II
(3 credits)
This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. (3 lecture hours per week). Prerequisites: TSI Met. **[CB24.0103.5112]**

HUMA 1305
Introduction to Mexican-American Studies
(3 credits)
This interdisciplinary survey examines the different cultural, artistic, economic, historical, political, and social aspects of the Mexican-American/Chicano/a communities. It also covers issues such as dispossession, immigration, transnationalism, and other topics that have shaped the Mexican-American experience. (3 lecture hours per week) **[CB 05.0203.5125]**

Human Services - Substance Abuse Counseling

G. E. Carrier, Department Chairperson

DAAC 1304 (see also SOCI 2340)
Pharmacology of Addiction
(3 credits)
Emphasizes pharmacological effects of addiction, tolerance, dependence, cross addiction, drug interaction, withdrawal, and recovery. Describes the psychological and physiological effects of substance use and behaviors. (3 lecture hours per week) **[CIP51.1501]**

DAAC 1305
Co-occurring Disorders
(3 credits)
Provides students with an overview of co-occurring psychiatric and substance use disorders and their impact on the individual, family, and community. Includes an integrated approach to address the issues accompanying the illness. (3 lecture hours per week) **[CIP: 51.1501]**

DAAC 1309
Assessment of Substance-Related and Addictive Disorders
(3 credits)
Exploration of procedures and tools used to identify substance-related and addictive disorders and assess a client's problems, strengths, deficits, and needs. (3 lecture hours per week) **[CIP51.1501]**

DAAC 1311
Counseling Theories
(3 credits)
An examination of major theories and current treatment modalities used in the field of counseling. (3 lecture hours per week) **[CIP51.1501]**

DAAC 1317
Basic Counseling Skills
(3 credits)
An overview and application of the basic counseling skills. (3 lecture hours per week) **[CIP51.1501]**

DAAC 1364
Practicum Substance Abuse/Addiction Counseling
(3 credits)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (21 practicum hours per week) **[CIP: 51.1501]**

DAAC 1380
Cooperative Education I - Substance Abuse/Addiction Counseling
(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. (1 lecture hour and 20 lab hours per week) Prerequisite: DAAC 1364. **[CIP51.1501]**

DAAC 1381
Cooperative Education II - Substance Abuse/Addiction Counseling
(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 (1 lecture hour and 20 lab hours per week) Prerequisite: DAAC 1380 **[CIP51.1501]**

DAAC 1391
Special Topics in Alcohol/Drug Abuse Counseling
(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. This course was designed to be repeated multiple times to improve student proficiency. (3 lecture hours per week) **[CIP51.1501]**

DAAC 2306
Substance Abuse Prevention
(3 credits)
Examination of substance use disorder prevention. (3 lecture hours per week) **[CIP: 51.1501]**

DAAC 2307
Addicted Family Intervention
(3 credits)
Examination of family systems focusing on the effects of addiction and recovery. (3 lecture hours per week) **[CIP51.1501]**

DAAC 2341
Counseling Alcohol and Other Drug Addictions
(3 credits)
Advanced examination of knowledge, skills, attitudes, techniques, confidentiality and ethical guidelines applied in the counseling, treatment, prevention, and recovery of substance use disorders. (3 lecture hours per week) **[CIP51.1501]**

DAAC 2343
Current Issues
(3 credits)
Examination of current issues related to substance use and addictive disorders. (3 lecture hours per week) **[CIP51.1501]**

DAAC 2354
Dynamics of Group Counseling
(3 credits)
Exploration of group counseling skills, techniques, stages of group development, and confidentiality and ethics. (3 lecture hours per week) **[CIP 51.1501]**

DAAC 2380
Cooperative Education III - Substance Abuse /Addiction Counseling
(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. (1 lecture hour and 20 lab 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 1380
Cooperative Education I - Psychiatric/ Mental Health Services Technician
(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. (1 lecture hour and 20 lab 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 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. (1 lecture hour and 20 lab hours per week) Prerequisite: DAAC 1380. **[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 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 (1 lecture hour and 20 lab hours per week) Prerequisite: DAAC 1381 **[CIP51.1502]**

SCWK 1313
Introduction to Social Work
(3 credits)
An overview of the social work profession and introduction to the terms, concepts, people, and critical events that have shaped the profession. (3 lecture hours per week) **[CIP: 44.0701]**

Industrial Design Technology

James Langley, Department Chairperson
Lupe Gonzales

ARCE 1452
Structural Drafting
(4 Credits)
A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems; Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute. Identify components of structural systems; use reference materials; produce drawings for concrete, wood, and steel framing systems; draw design details and connections for framing components; and draw column and beam details for manufacture and assembly utilizing various fastening methods. (2 lecture and 6 lab hours per week) Prerequisites: DFTG 2419 **[CIP04.0901]**

DFTG 1405
Technical Drafting
(4 credits)
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views. Create technical sketches, geometric constructions, orthographic projections, pictorial/sectional views, and dimensioned drawings. (2 lecture and 6 lab hours per week) Prerequisites: DFTG 1409. **[CIP15.1301]**

DFTG 1409
Basic Computer Aided Drafting
(4 credits)
An introduction to 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, coordinate systems, and plot/print to scale. Identify terminology and basic functions used with CAD software; use CAD hardware and software to create, display, and plot/print working drawings. (2 lecture and 6 lab hours per week) Prerequisite: POFI 1204 or as corequisite with dept. approval. **[CIP15.1302]**

DFTG 1433
Mechanical Drafting
(4 credits)
Study of mechanical drawings using dimensioning and tolerances, sectioning techniques, orthographic projection, and pictorial drawings. Develop a set of working drawings including assembly, detail, and pictorial. (2 lecture and 6 lab hours per week) Prerequisite: DFTG 1445 **[CIP15.1306]**

DFTG 1445
Parametric Modeling and Design
(4 credits)
Parametric-based design software for 3D design and drafting. Use parametric modeling techniques to create rendered assemblies, orthographic drawings, auxiliary views, and details from 3-dimensional models. Prerequisite: POFI 1204 or as corequisite with dept. approval. (2 lecture and 6 lab hours per week). **[CIP15.1306]**

DFTG 2406
Machine Design
(4 Credits)
Theory and practice of design. Projects in problem-solving, including press fit, bolted and welded joints, and transmission components. Utilize the steps used in the design process, terminology, and mechanical processes to produce drawings. (2 lecture and 6 lab hours per week). Prerequisite: DFTG 1433. **[CIP15.1306]**

DFTG 2419
Intermediate Computer-Aided Drafting
(4 credits)
AutoCAD. A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D. Produce 2D and 3D drawings, pictorial drawings; use external referencing of multiple drawings to construct a composite drawing, and import and extract data utilizing attributes. (2 lecture and 6 lab hours per week) Prerequisites: DFTG 1409. **[CIP15.1302]**

DFTG 2423
Pipe Drafting
(4 credits)
A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. Create drawings of foundations, structural supports, and

process equipment; identify symbols and research specifications; generate a bill of material list; use charts and standards; generate isometric drawings; and calculate measurements for pipe fittings. (2 lecture and 6 lab hours per week) Prerequisites: DFTG 2419 or as corequisite with dept. approval. **[CIP15.1302]**

DFTG 2430
Civil Drafting
(4 credits)
In-depth study of drafting methods and principles used in civil engineering. Interpret field notes; develop documents for a civil project; analyze and layout drainage and utilities infrastructure; and perform related calculations. (2 lecture and 6 lab hours per week). Prerequisites: DFTG 1409 Co requites: DFTG 2419. **[CIP15.1304]**

DFTG 2435
Advanced Technologies in Mechanical Design & Drafting
(4 credits)
Use parametric-based software for mechanical design for advanced modeling and analysis. Create advanced surfaces, patterns, and sketched features; create simulations of loads and constraints; review and interpret static and thermal analysis; create tables; and customize user interface. (2 lecture and 6 lab hours per week). Prerequisite: DFTG 1433, DFTG 1445. **[CIP15.1306]**

DFTG 2440
Solid Modeling/Design
(4 credits)
AutoCAD. A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three dimensionalmodels in design work. Create three-dimensional solid model objects; and generate pictorial and orthographic drawings. (2 lecture and 6 lab hours per week). Prerequisite: DFTG 1409 **[CIP15.1302]**

DFTG 2445
Advanced Pipe Drafting
(4 Credits)
A continuation of pipe drafting concepts building on the basic principles acquired in pipe drafting. Compile a comprehensive set of construction documents from engineering notes and process flow diagrams; solve design implementation problems; apply appropriate codes and standards; document the implementation of a comprehensive industrial plan; create details for cost effective implementation; and integrate appropriate instrumentation and industrial devices. (2 lecture and 6 lab hours per week). Prerequisite: DFTG 2423 **[CIP15.1302]**

DFTG 2450
Geometric Dimensioning and Tolerancing
(4 credits)
Geometric dimensioning and tolerancing, according to standards, application of various geometric dimensions and tolerances to production drawings. Apply tolerance, feature control frame, feature of size, datums, form, orientation, location, runout, and profile controls between various parts. Prerequisite: DFTG 1445. Corequisite: DFTG 1433. (2 lecture and 6 lab hours per week) **[CIP15.1306]**

DFTG 2457
Advanced Technologies in Pipe Design & Drafting
(4 credits)
Advanced design and production techniques using specialized process plant based design software. Use pipe design software; dimension and annotate pipe drawings; reference materials; apply pipe drafting design methods and standards; develop 2D and 3D drawings; and develop flow diagrams and P&IDs. Prerequisite: DFTG 1445 (2 lecture and 6 lab hours per week) **[CIP15.1302]**

DFTG 2481
Cooperative Education
(4 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. 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 21 lab hours per week) **[CIP15.1301]**

ENTC 1423
Strength of Materials
(4 credits)
Study of the relationship between externally applied forces and internally induced stresses and the resulting deformations in structural members. Identify the principles behind moments of interim and explain the relationship between that principle and the shape's cross-sectional geometry and reference axis; and calculate the torsional shearing stress on a solid round shaft subjected to various torques and horsepower requirements. Prerequisite: TECM 1317 (2 lecture and 6 lab hours per week). **[CIP15.0000]**

TECM 1317
Technical Trigonometry
(3 Credits)
Triangular measurements and calculations used in
technical/industrial applications. Calculate right triangles and oblique triangles; convert between polar and rectangular vectors; add and subtract vectors; and analyze sine and cosine waveforms used in technical/ industrial applications. (2 lecture and 2 lab hours per week) Prerequisite: Math 1314. **[CIP27.0301]**

Management

Susan Weatherford, Department Chairperson
Lisa Akheituame

BMGT 1305
Communication Skills in Management
(3 credits)
Basic theory and processes of communication skills necessary for the management of an organization's workforce. A comprehensive study of communications skills for managers. Includes techniques in reading, writing, listening, and speaking. Emphasizes clear, concise written and verbal/non-verbal communication. Also covers skills for time management. (3 lecture hours & 1 lab hour per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or ENGL 0309. **[CIP 52.0201]**

BMGT 1327
Principles of Management
(3 credits)
The concepts, terminology, principles, theories, and issues in the field of management. 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 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 an individualized 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. Contact Dept. Chair prior to registering. (1 lecture and 20 lab 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 using managerial decision tools. 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 judgment . (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 an individualized 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. Contact Dept. Chair prior to registering. (1 lecture and 20 lab 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 an individualized 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. Contact Dept. Chair prior to registering. (1 lecture and 20 lab hours per week.) **[CIP52.0201]**

BUSG 2309
Small Business Management
(3 credits)
A study of the concepts and skills necessary for starting and operating a small business including planning, organizing, staffing, managing, financing, marketing, and accounting functions. (3 lecture hours per week). **[CIP52.0703]**

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]**

HRPO 1391
Special Topics in Human Resources Management
(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. This course was designed to be repeated multiple times to improve student proficiency. (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, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. (3 lecture hours per week). **[CIP52.1003]**

MRKG 1391
Special Topics in Marketing and Marketing Management
(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. This course was designed to be repeated multiple times to improve student proficiency. This course examines the characteristics of the service domain which today is the dominate industry in the United States. The planning, organization, production and marketing of quality services will be the focus of the course. It is designed to help develop an understanding of the unique marketing needs and management challenges faced by service organizations through examining customer interactions and perceptions to service experiences. (3 lecture hours per week). Prerequisite: MRKG 1311
[CIP 52.1401]

MRKG 1311
Principles of Marketing
(3 credits)
Offered Spring Semester Only
This course is an introduction to basic marketing functions, identification of consumer and organizational needs, explanation of environmental, 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)
Offered Fall Semester Only
Overview of the selling process. Identification of the elements of the communication process between buyers and sellers. Examination of the legal and ethical issues of organizations which affect salespeople. (3 lecture hours per week). **[CIP 52.1401]**

MRKG 2349
Advertising & Sales Promotions
(3 credits)
Integrated marketing communications. Includes advertising principles and practices. Emphasizes multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints. (3 lecture hours per week). Prerequisite: MRKG-1311. **[CIP52.1401]**

Mathematics

Jennifer Hopkins, Department Chairperson
Ralph Best, James Boler, Deanna Dick, Robin Harbour, Charles Kilgore, Bette Nelson, Sosina Peterson

NOTE: The basics of arithmetic and algebra are taught in MATH 0310, MATH 0311, 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.

NCBM 0200
Non-Course Based Mathematics
(2 credits)
This course includes topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real number systems. (1.5 lecture hours and 1/2 lab hour per week). **[CB32.0104.5319]**

MATH 0309
Pre-Algebra
(3 credits)
This course offers instruction and practice in basic arithmetic operations, geometry, and statistics. Topics covered include operations on whole numbers, fractions, decimals, percents, descriptive statistics, geometry, and a study of signed numbers. 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). **[CB32.0104.5119]**

MATH 0310
Developmental Mathematics - Algebra
(3 credits)
This course includes 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. Prerequisite: NCBM 0200 or MATH 0309. (3 lecture hours and 1 lab hour per week). **[CB32.0104.5119]**

MATH 0311
PreStatistics
(3 credits)
Development of mathematical reasoning and problem-solving abilities with an emphasis on preparation for a course in Statistics. Includes concepts from algebra, a number systems, probability, and use of formulas. The purpose of MATH 0311 is to prepare students for MATH 1342 or MATH 1332. Students enrolling in this course must meet the developmental algebra standard on the placement test. Prerequisite: NCBM 0200 or MATH 0309. (3 lecture hours and 1 lab hour per week). **[CB32.0104.5119]**

MATH 0312
Developmental Mathematics - Intermediate Algebra
(3 credits)
A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Student 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. Prerequisite: MATH 0310. (3 lecture hours per week). **[CB32.0104.5219]**

MATH 1314
College Algebra
(3 credits)
In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Graphing calculators (TI-83, TI-84 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). Prerequisite: TSI Met in Math. **[CB27.0101.5419]**

MATH 1324
Finite Math
(3 credits)
This course covers interest, annuities, and the mathematics of finance, systems of linear equations, matrices, linear inequalities, linear programming, the simplex method, set theory, counting techniques, combinatorics, and probability (including expected value). Additionally, the application of common algebraic functions including polynomial, exponential, logarithmic, and rational functions to problems in business, economics, life and social sciences is addressed. (3 lecture hours per week). Prerequisite: TSI Met in Math **[CB27.0301.5219]**

MATH 1325
Business Calculus
(3 credits)
This course is designed for business, economics, management, and finance students. The course includes a study of derivatives, higher order derivatives, indefinite integrals, definite integrals, and functions of two or more variables. Applications in business and economics will be emphasized. (3 lecture hours per week). Prerequisite: MATH 1314 or MATH 1324. **[CB27.0301.5319]**

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, elementary education or business majors. The course emphasizes an appreciation of the art, history, beauty, and application of mathematics. Topics may include sets, logic, number theory, measurement, geometric concepts, and an introduction to probability and statistics. (3 lecture hours per week). Prerequisite: TSI Met in Math **[CB27.0101.5119]**

MATH 1333
Contemporary Mathematics for Tech
(3 credits)
This course provides a broad background in principles and applications of mathematics found in the technical and vocational degree programs. Topics will include: a survey of equations, a survey of relations and functions, probability and statistics, and applications. This course will satisfy the math requirements of the Associate of Applied Science, but does not satisfy the math requirements of the Associate of Arts, The Associate of Science, or the Associate of Arts in Teaching degree. Prerequisite: TSI Met in Math. (3 lecture hours per week). **[CB27.0101.5119]**

MATH 1342
Elementary Statistical Methods
(3 credits)
This course includes collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended. (3 lecture hours per week). Prerequisites: TSI Met in Math. **[CB27.0501.5119]**

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, and real number systems with an emphasis on problem solving and critical thinking. (3 lecture hours per week) Prerequisite: MATH 1314 or equivalent or higher level math. **[CB27.0101.5619]**

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. (3 lecture hours per week) Prerequisite: MATH 1314 or MATH 1350 or equivalent. **[CB27.0101.5719]**

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 or departmental approval. **[CB27.0101.6319]**

MATH 2320
Differential Equations
(3 credits)
This course covers Ordinary Differential Equations and Applications. Included are First Order Equations, Linear Homogeneous Equations with Constant Coefficients, Undetermined Coefficients and Variation of Parameters, and Power Series Methods. The Laplace Transform is used to solve Initial Value Problems. Eigenvalues and Eigenvectors are introduced in order to solve Systems of Linear Differential Equations. Fourier Series are introduced. (3 lecture hours per week). Prerequisite: MATH 2414 or departmental approval. **[CB27.0101.6419]**

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. (4 lecture hours per week). Prerequisite: MATH 1314 or departmental approval. **[CB27.0101.5819]**

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 limits and continuity, the Fundamental Theorem of Calculus, definition of the derivative of a function and techniques of differentiation, applications of the derivative to maximizing or minimizing functions, the chain rule, the mean value theorem, rate of change problems, curve sketching, definite and indefinite integration of algebraic, trigonometric, and transcendental functions with an application to calculation of areas. (4 lecture hours per week). Prerequisites: MATH 2412 or departmental approval. **[CB27.0101.5919]**

MATH 2414
Calculus II
(4 credits)
This course includes differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; power series; and improper integrals. (4 lecture hours per week). Prerequisites: MATH 2413 or equivalent course. **[CB27.0101.6019]**

MATH 2415
Calculus III
(4 credits)
This course includes advanced topics in calculus, including vectors and vector-valued functions, vector fields, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; line integrals and applications including Green's Theorem, the Divergence Theorem, and Stokes' Theorem. (4 lecture hours per week). Prerequisite: MATH 2414 or equivalent course. **[CB27.0101.6119]**

Music

Kevin Moody, Department Chairperson
David Griffith

General Music

MUSI 1181
Class Piano I
(1 credit)
Class instruction in the fundamentals of keyboard technique for beginning piano students. (1 lecture and 1 lab hour per week). **[CB50.0907.5126]**

MUSI 1182
Class Piano II
(1 credit)
Class instruction in the fundamentals of keyboard technique for beginning piano students. (1 lecture and 1 lab hour per week). **[CB50.0907.5126]**

MUSI 1183
Voice Class
(1 credit)
Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice training. (1 lecture and 2 lab hours per week). **[CB50.0908.5126]**

MUSI 1188
Percussion Class
(1 credit)
Class instruction in the fundamentals techniques of playing and teaching percussion instruments. (1 lecture and 2 lab hours per week). **[CB50.0903.5126]**

MUSI 1192
Guitar Class
(1 credit)
Class instruction in the fundamental techniques of playing guitar. (1 lecture and 2 lab hours per week). **[CB50.0911.5126]**

MUSI 1211
Music Theory I
(2 credits)
Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard. (2 lecture & 1 lab hour per week). Prerequisite: TSI Met. Corequisite: MUSI 1216 **[CB50.0904.5126]**

MUSI 1212
Music Theory II
(2 credits)
Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard. (2 lecture & 1 lab hour per week). Prerequisite: TSI Met and MUSI 1211. Corequisite: MUSI 1217 **[CB50.0904.5126]**

MUSI 1216
Sight Singing & Ear Training I
(2 credits)
Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony.(2 lecture & 1 lab hour per week). Corequisite: MUSI 1211. **[CB50.0904.5626]**

MUSI 1217
Sight Singing & Ear Training II
(2 credits)
Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony. (2 lecture & 1 lab hour per week). Prerequisite: MUSI 1216. Corequisite: MUSI 1212. **[CB50.0904.5626]**

MUSI 1301
Fundamentals of Music
(3 credits)
Introduction to the basic elements of music theory for non-music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. (Does not apply to a music major degree.) (3 lecture hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309. **[CB50.0904.5526]**

MUSI 1306
Music Appreciation
(3 credits)
Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.) (3 lecture hours per week). Prerequisites: INRW 0309, DIRW/DIRR 0309 or READ 0309 . **[CB50.0902.5126]**

MUSI 1307
Music Literature
(3 credits)
Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. (3 lecture hours per week). Prerequisites: INRW 0310, DIRW/DIRR 0310 or ENGL/READ 0310 . **[CB50.0902.5126]**

MUSI 1308
Music Literature I
(3 credits)
Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. (3 lecture hours per week). Prerequisites: INRW 0310, DIRW/DIRR 0310 or ENGL/READ 0310 . **[CB50.0902.5226]**

MUSI 1309
Music Literature II
(3 credits)
Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. (3 lecture hours per week). Prerequisites: INRW/ 0310, DIRW/DIRR 0310 or ENGL/READ 0310 . **[CB50.0902.5226]**

MUSI 1310
American Music
(3 credits)
General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music. (3 lecture hours per week). Prerequisite: INRW 0309, DIRW/DIRR 0309 or READ 0309 **[CB50.0902.5326]**

MUSI 2181
Class Piano III
(1 credit)
Class instruction in the fundamentals of keyboard technique for beginning piano students. (1 lecture and 1 lab hour per week). **[CB50.0907.5126]**

MUSI 2182
Class Piano IV
(1 credit)
Class instruction in the fundamentals of keyboard technique for beginning piano students. (1 lecture and 1 lab hour per week) **[CB50.0907.5126]**

MUSI 2211
Music Theory III
(2 credits)
Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. (2 lecture & 1 lab hour per week). Prerequisite: MUSI 1212, Corequisite: MUSI 2216. **[CB50.0904.5226]**

MUSI 2212
Music Theory IV
(2 credits)
Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. (2 lecture & 1 lab hour per week). Prerequisite: MUSI 2211. Corequisite: MUSI 2217 **[CB50.0904.5226]**

MUSI 2216
Sight Singing & Ear Training III
(2 credits)
Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. (2 lecture & 1 lab hour per week). Prerequisite: MUSI 1217. Corequisite: MUSI 2211. **[CB50.0904.5726]**

MUSI 2217
Sight Singing & Ear Training IV
(2 credits)
Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. (2 lecture & 1 lab hour per week). Prerequisite: MUSI 2216. Corequisite: MUSI 2212. **[CB50.0904.5726]**

ENSEMBLES

MUEN 1125, 1126, 2125, 2126
Jazz Band
(1 credit each)
This small instrumental ensemble rehearses and performs standard and contemporary jazz and rock music. Membership is open to all students by approval of the instructor. This course can be repeated for credit. (4 rehearsal hours per week). **[CB50.0903.5526]**

MUEN 1122, 1123, 2122, 2123
Concert Band
(1 credit each)
This large instrumental ensemble rehearses and performs standard and contemorary wind ensemble literature. This course can be repeated for credit. (4 rehearsal hours per week). **[CB50.0903.5526]**

MUEN 1135, 2135
Jazz Lab
(1 credit each)
This small instrumental ensemble rehearses and performs standard and contemporary combo literature. This course can be repeated for credit. (3 hours per week). **[CB50.0903.5626]**

MUEN 1141, 1142, 2141, 2142
Concert Choir
(1 credit each)
This large vocal ensemble rehearses and performs traditional and contemporary choral literature. This course can be repeated for credit. (4 rehearsal hours per week). **[CB50.0903.5726]**

MUEN 1144, 2144
Musical Theater
(1 credit each)
This course can be repeated for credit. This course stresses the study and performance of works selected from the musical theater repertoire. (4 rehearsal hours per week). **[CB50.0903.5726]**

MUEN 1151, 1152, 2151, 2152
Chamber Singers
(1 credit)
This small vocal ensemble rehearses and performs traditional and contemporary chamber choir literature. Membership is available to all students by audition. Students are expected to also enroll in Concert Choir. This course can be repeated for credit. (4 rehearsal hours per week). **[CB50.0903.5826]**

Applied Music

All applied music courses are under [CB50.0903.5426]

MUAP 1217, 1218
Applied Music Woodwind
(2 credits each)
These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, or saxophone. (2 lecture hours per week).

MUAP 1237, 1238
Applied Music Brass
(2 credits each)
These courses provide one hour of individual instruction per week in trumpet, trombone, French horn or tuba. (2 lecture hours per week).

MUAP 1257, 1258
Applied Music Percussion
(2 credits each)
These courses provide one hour of individual instruction a week in the use of percussion instruments. (2 lecture hours per week).

MUAP 1261, 1262
Applied Music Guitar
(2 credits each)
These courses provide one hour of individual instruction a week in guitar. (2 lecture hours per week).

MUAP 1269, 1270
Applied Music Piano
(2 credits each)
These courses provide one hour of individual instruction a week in piano. (2 lecture hours per week).

MUAP 1281, 1282
Applied Music Voice
(2 credits each)
These courses provide one hour of individual instruction per week in voice. (2 lecture hours per week).

MUAP 2217, 2218
Applied Music Woodwind
(2 credits each)
These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, or saxophone. (2 lecture hours per week).

MUAP 2237, 2238
Applied Music Brass
(2 credits each)
These courses provide one hour of individual instruction per week in trumpet, trombone, French horn or tuba. (2 lecture hours per week).

MUAP 2257, 2258
Applied Music Percussion
(2 credits each)
These courses provide one hour of individual instruction per week in percussion instruments. (2 lecture hours per week).

MUAP 2261, 2262
Applied Music Guitar
(2 credits each)
These courses provide on hour of individual instruction per week in guitar. (2 lecture hours per week).

MUAP 2269, 2270
Applied Music Piano
(2 credits each)
These courses provide one hour of individual instruction per week in piano. (2 lecture hours per week).

MUAP 2281, 2282
Applied Music Voice
(2 credits each)
These courses provide one hour of individual instruction per week in voice. (2 lecture hours per week).

Recording

MUSC 1327
Audio Engineering I
(3 credits)
Overview of the recording studio. Includes basic studio electronics and acoustic principles, waveform properties, microphone concepts and placement techniques, studio set up and signal flow, console theory, signal processing concepts, multi-track principles and operation, and an overview of mixing and editing (2 lecture and 4 lab hours per week). **[CB 10.0203]**

MUSC 2427
Audio Engineering II
(4 credits)
Implementation of the recording process, including microphones, audio console, multi-track recorder, and signal processing devices. (2 lecture and 4 lab hours per week). Prerequisites: MUSC 1327.
[CB 10.0203]

MUSC 2447
Audio Engineering III
(4 credits)
Advanced practice of procedures and techniques in recording and manipulating audio. Includes digital audio editing, advanced recording techniques, and advanced engineering projects. (2 lecture and 4 lab hours per week). **[CB 10.0203]**

Neurodiagnostic Technology (NDT)

Angelia Klaproth, Department Chairperson

ENDT 1310
Neuroanatomy & Physiology - EEG
(3 credits)
Basic neuroanatomy and physiology. Includes neurologic history, neurologic exam, and diagnostic tools applied to the study of various neurologic disorders. Requires departmental approval. (3 lecture hours per week)
[CIP 51.0903]

ENDT 1345
Applied Electronics & Instrumentation
(3 credits)
Theory & application of electrical concepts, recording techniques, data analysis, and descriptions. Includes electronics & instrumentation associated with the conventional electroencephalograph such as the power supply, contribution of electrodes, differential amplifier concepts, filters (low frequency, high frequency and 60-Hz filters), the writer unit, electrical output, electrical safety, and standards for clinical electroencephalographs. Also covers ambulatory monitoring & digital electroencephalography. Requires departmental approval. (2 lecture hours & 2 lab hours per week)
[CIP 51.0903]

ENDT 1350
Electroencephalography
(3 credits)
The field of electroencephalography (EEG) and its use in medicine & surgery. Emphasizes patient hookup, taking histories, careful handling of the patient, and reviewing normal and abnormal brainwaves, identifying artifacts, EEG instrumentation, pattern recognition, and sleep recordings. Includes examination of EEG findings in neurological disease and introduces special EEG procedures. Requires departmental approval. (2 lecture hours & 2 lab hours per week) **[CIP 51.0903]**

ENDT 1463
Clinical I - Electroneurodiagnostics Technology
(4 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (20 clinical hours per week) Prerequisites: ENDT 1345, ENDT 1350, Corequisite: ENDT 2320. **[CIP 51.0903]**

ENDT 2210
Evoked Potentials
(2 credits)
Evoked potentials (EP) instrumentation, EP history, signal averaging, statistics, A/D converter, amplifiers, filters, and stimulators. Includes recording evoked potentials from volunteers and observing the effect of different variables. Emphasizes somatosensory, visual and brainstem auditory evoked responses, and practical application and evaluation of EP data. (2 lecture hours per week) Prerequisites: ENDT 1345, ENDT 1350. **[CIP 51.0903]**

ENDT 2215
Nerve Conduction Studies
(2 credits)
Electrodiagnostics, principles of nerve conduction studies, and methods designed to assess neuromuscular transmission. Includes conventional and single-fiber electromyography and methods designed for reaching less accessible regions of the nervous system. (2 lecture hours per week) Prerequisites: ENDT 1345, ENDT 1350. **[CIP 51.0903]**

ENDT 2320
Electroneurodiagnostics Technology I
(3 credits)
Electroneurodiagnostics and normal functional neuroanatomy and physiology. Explores abnormal functional neuroanatomy and physiological conditions and correlates. Includes an examination of electroencephalographic sign of cerebral disorders, the study of specific neurological disease entities, and the integration of electroencephalography patterns for cerebral disorders and diagnosis. (2 lecture hours & 2 lab hours per week) Prerequisites: ENDT 1350 & ENDT 1345. **[CIP 51.0903]**

ENDT 2425
Electroneurodiagnostics Technology II
(4 credits)
Electroneurodiagnostics and normal and abnormal functional neuroanatomy and physiology. This course is designed to further explore and introduce specific neurological disease processes and integrate electroencephalographic patterns for these processes. Identifies abnormal functional neuroanatomy & physiological conditions and electroencephalographic correlates. (3 lecture & 2 lab hours per week) Prerequisites: ENDT 1463 Corequisites: ENDT 2463. **[CIP 51.0903]**

ENDT 2463
Clinical II - Electroneurodiagnostics Technology
(4 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (20 clinical hours per week) Prerequisites: ENDT 1463 Corequisite: ENDT 2425. **[CIP 51.0903]**

ENDT 2661
Clinical III - Electroencephalography
(6 credits)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (30 clinical hours per week) Prerequisites: ENDT 1463, ENDT 2463. **[CIP 51.0903]**

IONM 1270
Modalities for Spine Surgery
(2 credits)
A comprehensive course covering all aspects of spinal cord surgeries. Introduces a review of basic spine anatomy and clinical indications for spine surgery, such as, spinal deformities, stabilization, tumor removal and decompression. Detailed review of instrumentation and recording modalities, signal averaging, statistics, A/D converter, amplifiers, filters, and stimulators as it applies to the environment of operating room. (2 lecture hours per week). Prerequisites: ENDT 1310 ENDT 1345, IONM 1570; Corequisites: ENDT 2210, ENDT 1350, IONM 1572. **[CIP 51.0903]**

IONM 1570
Introduction to IONM Topics
(5 credits)
Introduction to IONM is a course that will explore the field of intraoperative neurophysiologic monitoring and give students an opportunity to learn the basics of neuroprotection in the operating room, including evoked potential, nerve conduction and electromyography testing modalities. The course will also cover basic patient care skills, medical terminology, and anesthesia topics. (3 lecture and 6 lab hours per week). Prerequisite: BIOL 2401, Corequisite: ENDT 1310. **[CIP 51.0903]**

IONM 1572
Clinical I - IONM
(5 credits)
A health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.(16 clinical hours per week). Prerequisite: IONM 1570, ENDT 1310, ENDT 1345, Corequisites: IONM 1270, ENDT 2210, ENDT 1350. **[CIP 51.0903]**

IONM 2270
Modalities in Specialty Procedures
(2 credits)
Includes an in depth review of neurosurgical, cardiovascular and epilepsy surgeries and the types of neurophysiologic monitoring used to ensure neuroprotection during critical stages of the surgery. A review of instrumentation components and settings. Details of each type of surgery and properly identifying critical points with emphasis on expected response, anesthesia, and troubleshooting techniques during such critical points. (2 lecture hours per week). Prerequisites: IONM 1270, IONM 1572, ENDT 2210, ENDT 1350, Corequisites: ENDT 2215, IONM 2570. **[CIP 51.0903]**

IONM 2570
Clinical II - IONM
(5 credits)
A health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (24 clinical hours per week). Prerequisites: IONM 1270, IONM 1572, ENDT 2210, ENDT 1350, Corequisites: IONM 2270, ENDT 2215. **[CIP 51.0903]**

Nursing
(Associate Degree)

Debra Fontenot, Director
MeKonnen Birru, Kristin Elsner, Mary Alice Estes, Tana Haftner-Burton, Janet Joost, Christy Scales, Wendy Stewart, Catina West, Ashley White, Jocelyn Wiltz

RNSG 1129
Integrated Nursing Skills II
(1 credit)
Study of the concepts and principles necessary to perform intermediate or advanced nursing skills for care of diverse patients across the lifespan. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. (3 lab hours per week). Prerequisite: RNSG 1219. **[CIP 51.3801]**