# **Culinary Arts Certificate**

**Articulated Credit** 

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**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.

Course Number	Course Title	Credits
First Semester		
CHEF 1301	Basic Food Preparation	3
CHEF 1305	Sanitation and Safety	3
CHEF 2301	Intermediate Food Preparation	3
CHEF 2302	Saucier	3
HAMG 1324	Hospitality Human Resources Management	7. 1. 3
PSTR 1301	Fundamentals of Baking	
Second Semester		
CHEF 1291	Current Events in Culinary Arts	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		
BCIS 1305 or	Business Microcomputer Applications	3
COSC 1301	Microcomputer Applications	
*CHEF 1365	Practicum	3
Credits Required for Culinary	Arts Certificate	41

# **Culinary Arts - Culinary Management Certificate**

**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.

Course Title	Credits
Sanitation and Safety	3
	3
	3
Food Production and Planning	2
Current Events in Culinary Arts	2
	3
	3
Principles of 1 ood and beverage controls	Linguista Walnuta
Business Microcomputer Applications	3
Microcomputer Applications	
대한 사람들은 1000대로 대한 전에 대한 사람들은	3
	Sanitation and Safety Introduction to the Hospitality Industry Hospitality Human Resources Management Food Production and Planning  Current Events in Culinary Arts Nutrition for the Food Service Professional Principles of Food and Beverage Controls  Business Microcomputer Applications

2014-15 Rev: 6-5-14

# **Diagnostic Cardiovascular Sonography**

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.

- 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:
    - 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.
    - 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 the application to the Diagnostic Cardiovascular Sonography Program and meet with the program director via phone or in person OR attend a DCVS information session. Use the check list provided in the application packet to ensure all components of the
    - 8. Must have all three (3) HEPATITIS B shots to apply. Immunizations required are: Hep.B (all 3 injections), MMR, Varicella, TDaP. Shot records may be obtained from the health department. If 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.
    - 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
    - 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.

- 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.
  - 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 another college.
- 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.

# 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.

### 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 <u>not</u> 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 - Adult Echocardiography

# **Diagnostic Cardiovascular Sonography Adult Echocardiography**

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

	Course Title	Credits
Course Number	Anatomy and Physiology I	4
*+ BIOL 2401	Anatomy and Physiology II	4
* + BIOL 2402		3
* + ENGL 1301	Composition I General Physics (or any Applied Physics, 4 credits + lab)	4
** PHYS 1401 or		
* CTEC 1401	Applied Petrochemical Technology	3
* + Mathematics	Select from Mathematics Core Curriculum	3
** + Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
** † Creative Arts or	Select from Creative Arts Core Curriculum	
	Select from Language, Philosophy & Culture Core Curriculum	
** + Language, Philosophy & Culture	Introduction to Sonography	2
** Su DMSO 1210	Cardiovascular Concepts	3
** Su DSAE 2303	Basic Patient Care Skills	4
su DSAE 1407	Diagnostic Electrocardiography	3
Fa DSAE 1340	Clinical - Cardiovascular Technology	danisahi 1-
Fa CVTT 1161	Introduction to Echocardiography Techniques	3
SP DSAE 1303	Sonographic Instrumentation	3
Sp DSAE 1318	Clinical - DMST, Intro Echocardiography	3
Sp DSAE 1360	Clinical - Divisi, intro Echocardiography	4
Su DSAE 2404	Echocardiography Evaluation of Pathology I	3
Su DSAE 2361	Clinical - DMST, Echocardiography I	4
Fa DSAE 2437	Echocardiography Evaluation of Pathology II	4
Fa DSAE 2461	Clinical - DMST, Echocardiography II	3
SP DSAE 2335	Advanced Echocardiography	4
Sp DSAE 2462	Clinical - DMST Echocardiography III	
		CC

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

<sup>\*</sup> Prerequisite courses must be completed or in progress by the application deadline. Deadline is February 15th.

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

Su Course taken in the Summer.

Fa Course taken in the Fall,

Sp Course taken in the Spring.

# Diagnostic Cardiovascular Sonography Pediatric Echocardiography

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

Course Number	Course Title	Credit
*+ BIOL 2401	Anatomy and Physiology I	4
* + BIOL 2402	Anatomy and Physiology II	4
* + ENGL 1301	Composition I	3
* + PHYS 1401 <b>or</b>	General Physics (or any Applied Physics, 4 credits + lab)	4
* CTEC 1401	Applied Petrochemical Technology	
* + Mathematics	Select from Mathematics Core Curriculum	3
* + 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
Su DMSO 1210	Introduction to Sonography	2
Su DSAE 2303	Cardiovascular Concepts	3
Su DSAE 1407	Basic Patient Care Skills	4
Su DSPE 2255	Neonatal/Pediatric Patient Care Skills	2
Fa DSAE 1340	Diagnostic Electrocardiography	3
Fa CVTT 1161	Clinical - Cardiovascular Technology	1
Fa DSAE 1303	Intro to Echocardiography Techniques	3
Sp DSAE 1318	Sonographic Instrumentation	3
SP DSPE 1300	Intro to Pedi Echo Techniques	3
Sp DSPE 2360	Clinical - DMST, Intro to Pedi Echo	3
Su DSPE 2357	Echo Eval of Congenital Heart Diesease I	3
Su DSPE 2261	Clinical - DMST, Pedi Echo I	2
Fa DSPE 2349	Echo Eval of Congenital Heart Diesease II	3
Fa DSPE 2461	Clinical - DMST, Pedi Echo II	4
Sp DSPE 2359	Advanced Pedi Echocardiography	3
Sp DSPE 2462	Clinical - DMST, Pedi Echo III	4

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

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

<sup>\*\*</sup> Courses may be taken prior to acceptance. DSAE 2303 may be taken in advance of acceptance to renew expired.

Su Course taken in the Summer.

Fa Course taken in the Fall.

sp Course taken in the Spring.

# **Diagnostic Cardiovascular Sonography Pediatric Echocardiography**

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

Course Number	Course Title	Credit
*+ BIOL 2401	Anatomy and Physiology I	4
* + BIOL 2402	Anatomy and Physiology II	4
* + ENGL 1301	Composition I	3
** PHYS 1401 <b>or</b>	General Physics (or any Applied Physics, 4 credits + lab)	4
* CTEC 1401	Applied Petrochemical Technology	
* + Mathematics	Select from Mathematics Core Curriculum	3
* + Creative Arts or	Select from Creative Arts Core Curriculum	3
** + Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	Philippin
* + Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3-
Su DMSO 1210	Introduction to Sonography	2
Su DSAE 2303	Cardiovascular Concepts	3
Su DSAE 1407	Basic Patient Care Skills	4
Su DSPE 2255	Neonatal/Pediatric Patient Care Skills	2
Fa DSAE 1340	Diagnostic Electrocardiography	3
Fa CVTT 1161	Clinical - Cardiovascular Technology	1
Fa DSAE 1303	Intro to Echocardiography Techniques	3
SP DSAE 1318	Sonographic Instrumentation	3
Sp DSPE 1300	Intro to Pedi Echo Techniques	3
Sp DSPE 2360	Clinical - DMST, Intro to Pedi Echo	3
Su DSPE 2357	Echo Eval of Congenital Heart Diesease I	3
Su DSPE 2261	Clinical - DMST, Pedi Echo I	2
Fa DSPE 2349	Echo Eval of Congenital Heart Diesease II	3
Fa DSPE 2461	Clinical - DMST, Pedi Echo II	4
<b>Sp</b> DSPE 2359	Advanced Pedi Echocardiography	3
Sp DSPE 2462	Clinical - DMST, Pedi Echo III	4

<sup>\*</sup> Denotes core requirement; see page 22. Speak with Department Chair or Academic Advisor for proper course selection.

<sup>\*</sup> Pre-requisite courses <u>must</u> be completed or in progress by the application deadline. Deadline is February 15th.

<sup>\*\*</sup> Courses may be taken prior to acceptance. DSAE 2303 may be taken in advance of acceptance to renew expired.

Su Course taken in the Summer.

Fa Course taken in the Fall.

sp Course taken in the Spring.

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# Diagnostic Cardiovascular Sonography - Vascular Sonography

# **Diagnostic Cardiovascular Sonography** Vascular Sonography

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

Course Number	Course Title	Credit
*+ BIOL 2401	Anatomy and Physiology I	4
*+ BIOL 2402	Anatomy and Physiology II	4
*+ ENGL 1301	Composition I	3
** PHYS 1401 <b>or</b>	General Physics (or any Applied Physics, 4 credits + lab)	4
* CTEC 1401	Applied Petrochemical Technology	
*+ Mathematics	Select from Mathematics Core Curriculum	3
** + 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
* Su DMSO 1210	Introduction to Sonography	2
** Su DSAE 2303	Cardiovascular Concepts	3
Su DSAE 1407	Basic Patient Care Skills	4
Fa CVTT 1161	Clinical - Cardiovascular Technology	
Fa DSAE 1340	Diagnostic Electrocardiography	
Sp DSAE 1318	Sonographic Instrumentation	
Sp DSVT 1300	Principles of Vascular Technology	
Sp DSVT 1360	Clinical - DMST, Intro to Vascular	
Su DSVT 2361	Clinical - DMST, Vascular I	
Su DSVT 2430	Cerebral Vascular Evaluation of Pathology	
Fa DSVT 2418	Peripheral Vascular Evaluation of Pathology	
Fa DSVT 2461	Clinical - DMST, Vascular II	
SP DSVT 2335	Advanced Vascular Technology	
<b>SP</b> DSVT 2462	Clinical - DMST, Vascular III	

+ Denotes core requirement; see page 21. Speak with Department Chair or Academic Advisor for proper course selection.

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

<sup>\*\*</sup> Courses may be taken prior to acceptance. DSAE 2303 may be taken in advance of acceptance to renew expired.

Su Course taken in the Summer.

Fa Course taken in the Fall.

sp Course taken in the Spring.

# 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.
    - Complete the application to the Diagnostic Cardiovascular Sonography Program and meet with the program director via phone or in person OR attend a DCVS information session. 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. Shot records may be obtained from the health department. If 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.
    - 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.

- B. Transfer and non-traditional students must:

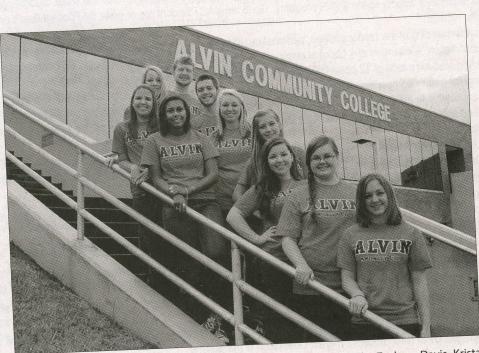
  - Have a cumulative GPA of 2.0 or higher on all courses being transferred to the DCVS program. 1. 2.
  - Provide program and Registrar's Office with official transcripts from each prior institution.
  - Provide the DCVS program with a course description or syllabus for each course being considered for transfer.
  - Not currently on suspension or academic probation from another college.
  - Credit may be awarded for support courses equivalent to these included in the DCVS program as determined by examination of the 5. syllabus of the transfer course. A grade of C or better must be achieved for transfer courses.
  - 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.
  - This option applies to those who are registered in Sonography with at least 2 years of experience
  - 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.
- Former ACC DCVS program graduates who wish to cross train:
  - Must be graduates of ACC DCVS
  - Must be registered in either Echo or Vascular
  - Must apply by October 15th 3.
  - Number of openings is dependent upon current student volume in regular programs.
  - Graduates who are registered and would like to cross-train without entering the full A.T.C. program may take the lecture and lab 4. courses in sequence. Requires advance permission from program director.

# III. Get a Head Start:

- DMSO 1210 Introduction to Sonography may be taken by any student who wishes to gain more information about the profession prior
- DSAE 2303 Cardiovascular Concepts may be taken prior to acceptance and or to renew expired Anatomy and Physiology knowledge.
- IV. Progression Policies: See A.A.S. program



ACC's Spring 2014 Student Ambassadors Erik Hollen, Kara Van Winkle, Zachary Davis, Krista Weaver, Grace Windsor, Ashlyn Turner, Kelly Vangelder, Saydi Wollney and Michelle Manuel.

# Advanced Technical Certificate Diagnostic Cardiovascular Sonography - Adult Echocardiography

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

Course Number	Course Title	Credits
** <b>Sp</b> DMSO 1210	Introduction to Sonography	2
Sp DSAE 1303	Introduction to Echocardiography Techniques	3
Sp DSAE 1318	Sonographic Instrumentation	3
Sp DSAE 1360	Clinical - DMST, Intro to Echocardiography	3
** Su DSAE 2303	Cardiovascular Concepts	3
Su DSAE 2404	Echo Evaluation of Pathology I	4
Su DSAE 2361	Clinical - DMST, Echocardiography I	3
Fa DSAE 1340	Diagnostic Electrocardiography	3
Fa DSAE 2437	Echo Evaluation of Pathology II	4
Fa DSAE 2461	Clinical - DMST, Echocardiography II	4
Sp DSAE 2335	Advanced Echocardiography	3
Sp DSAE 2462	Clinical - DMST Echocardiography III	4

Total Credits Required for Adv Technical Certificate Diagnostic Cardiovascular Sonography - Adult Echocardiography . . . . . 39

# Advanced Technical Certificate Diagnostic Cardiovascular Sonography – Pediatric Echocardiography

CAAHEP accreditation for Pediatric Echocardiography is in progress.

\* Program Pre-requisites: Associate Degree or higher in an Allied Health field (preferably Echocardiography) from an Accredited Institution and current registry in Adult Echocardiography with at least one year experience. Prior education must have included: Algebra, Physics, English, and Anatomy & Physiology.

Course Number	Course Title	Credits
Sp DSPE 1300	Introduction to Pedi Echo Techniques	3
Sp DSPE 2255	Neonatal/Pediatric Patient Care Skills	2
Sp DSPE 2360	Clinical – DMST, Intro to Pedi Echo	3
Su DSPE 2261	Clinical – DMST, Pedi Echo I	2
Su DSPE 2357	Echo Eval of Congenital Heart Disease 1	3
Fa DSPE 2349	Echo Eval of Congenital Heart Disease 2	3
Fa DSPE 2461	Clinical – DMST, Pedi Echo II	4
Sp DSPE 2359	Advanced Pedi Echocardiography	3
Sp DSPE 2462	Clinical – DMST, Pedi Echo III	4

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

Total Credits Required A.T.C. Diagnostic Cardiovascular Sonography Specialty in Pediatric Echocardiography............27

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

<sup>\*\*</sup> Courses may be taken prior to acceptance. DSAE 2303 may be taken in advance of acceptance to renew expired.

Su Course taken in the Summer.

Fa Course taken in the Fall.

Sp Course taken in the Spring.

Su Course taken in the Summer.

Fa Course taken in the Fall.

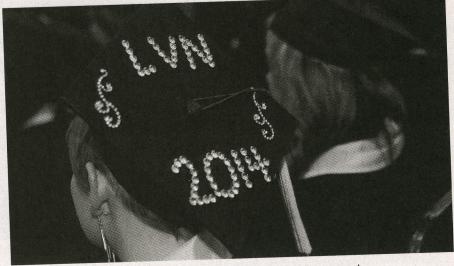
Sp Course taken in the Spring.

# Advanced Technical Certificate Diagnostic Cardiovascular Sonography -Vascular Sonography

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

Course Number	Course Title	Credits
** sp DMSO 1210	Introduction to Sonography	2
sp DSAE 1318	Sonographic Instrumentation	3
	Principles of Vascular Technology	3
s <sub>p</sub> DSVT 1300	Clinical - DMST, Intro to Vascular	3
sp DSVT 1360 ** su DSAE 2303	Cardiovascular Concepts	3
	Clinical - DMST, Vascular I	3
su DSVT 2361	Cerebral Vascular Evaluation of Pathology	4
su DSVT 2430	Diagnostic Electrocardiography	3
Fa DSAE 1340	Peripheral Vascular Evaluation of Pathology	4
Fa DSVT 2418		, 4
Fa DSVT 2461	Clinical - DMST, Vascular II	3
sp DSVT 2335	Advanced Vascular Technology	4
sp DSVT 2462	Clinical - DMST, Vascular III	

- \* Pre-requisite courses <u>must</u> be completed or in progress by the application deadline. Deadline is February 15th.
- \*\* Courses may be taken prior to acceptance. DSAE 2303 may be taken in advance of acceptance to renew expired.
- su Course taken in the Summer.
- Fa Course taken in the Fall.
- sp Course taken in the Spring.



Students celebrate their success at commencement.

# **Emergency Medical Technology Program**

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 practioners 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 Texas or National Registry certification at the EMT-Basic level 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;
- 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;

# **Emergency Medical Technology Program**

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 practioners 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.
- 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 Texas or National Registry certification at the EMT-Basic level 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:

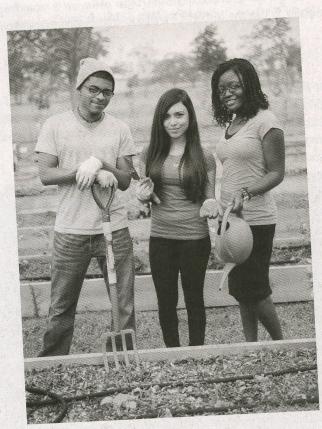
- 1. Be admitted to ACC for the EMS program (through Office of Admissions & Academic Advising);
- 2. Complete an application in the EMS office, S-108 and provide copies of any current certifications;
- Have no background or criminal history that would make the applicant ineligible to attempt the National 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;

- Purchase student liability insurance annually (subject to rate applicable at time of registration);
- 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.

# Student Accountability:

Once accepted into the AEMT/Paramedic program:

- Students are responsible for their transportation to and from the clinical facilities. 1.
- Students will abide by the EMS curriculum requirements in effect at the time they are accepted into the program.
- 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 2. be posted to the student's transcript but will result in a Course Completion NOT being issued.
- 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.
- Several Saturday departmental training and evaluation sessions are scheduled during the semester.



Students lend a helping hand in ACC's Community Garden.

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

Course Number	Course Title	C
First Semester		
EMSP 1160	Emergency Medical Technician - Basic Clinical	
EMSP 1338	Introduction to Advanced Practice	
EMSP 1501	Emergency Medical Technician - Basic	
HITT 1305	Medical Terminology	
Second Semester		
EMSP 1166	EMS Practicum I	
EMSP 1261	Paramedic Clinical I	
EMSP 1355	Trauma Management	
EMSP 1356	Patient Assessment and Airway Management	
EMSP 2338	EMS Operations	
Third Semester		
<b>+</b> BIOL 2401	Anatomy and Physiology I	
EMSP 2160	Paramedic Clinical II	
EMSP 2248	Emergency Pharmacology	
EMSP 2444	Cardiology	
Summer Semester		
<b>+</b> BIOL 2402	Anatomy and Physiology II	
EMSP 2330	Special Populations	
EMSP 2434	Medical Emergencies	
<b>+</b> ENGL 1301	Composition I	a .
Fall Semester		
*Creative Arts or	Select from Creative Arts Core Curriculum	
+Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
+Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	
EMSP 2261	Paramedic Clinical III	
EMSP 2243	Assessment Based Management	
EMSP 2166	EMS Practicum II	

<sup>&</sup>lt;sup>+</sup> Denotes core requirement; see page 22. Speak with Department Chair or Academic Advisor for proper course selection.

# Advanced Emergency Medical Technician Certificate

Course Number	Course Title	Credits
First Semester EMSP 1501 EMSP 1160	Emergency Medical Technician-Basic Emergency Medical Technician-Basic Clinical	5 1
Second Semester EMSP 1338 EMSP 1356 EMSP 1355 EMSP 1261 EMSP 1166	Introduction to Advanced Practice Patient Assessment and Airway Management Trauma Management Paramedic Clinical I EMS Practicum I	3 3 3 2 1
Total Credits Required for Cert	ificate in Advanced Emergency Medical Technician	18

# **Emergency Medical Technology Paramedic Certificate**

Course Number	Course Title	Credits
First Semester EMSP 1501 EMSP 1160	Emergency Medical Technician-Basic Emergency Medical Technician-Basic Clinical	5
Second Semester EMSP 1338 EMSP 1356 EMSP 1355 EMSP 1261 EMSP 1166	Introduction to Advanced Practice Patient Assessment and Airway Management Trauma Management Paramedic Clinical I EMS Practicum I	3 3 3 2 1
Third Semester EMSP 2444 EMSP 2248 EMSP 2338 EMSP 2160	Cardiology Emergency Pharmacology EMS Operations Paramedic Clinical II	4 2 3 1
First Semester EMSP 2434 EMSP 2261	Medical Emergencies Paramedic Clinical III	4 2
Second Semester EMSP 2330 EMSP 2243 EMSP 2166	Special Populations Assessment Based Management EMS Practicum II	3 2 1
Total Credits Required for Cert	ificate in Emergency Medical Technology Paramedic	40

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 and in mental health-mental retardation and alcohol and drug abuse. The program prepares the graduate to obtain employment in a variety of human service and mental health settings under the supervision of a professional or rehabilitation training, direct care to clients, probation, corrections, treatment for alcohol and drug dependency and psychiatric care. Students who complete the required courses and practicum will be eligible to take the licensure examination in Texas for Licensed Chemical Dependency counselor (LCDC). Upon completion of the supervised clinical training and passing the LCDC examination and meeting state ethical and legal requirements students will be licensed.

**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 Semester		
DAAC 1304	Pharmacology of Addiction	3
*DAAC 1364 <b>or</b>	Practicum Substance Abuse	
PMHS 1380	Coop Ed I - Psychiatric/Mental Health Services	3
*ENGL 1301	Composition I	3
*PSYC 2301	General Psychology	3
SCWK 1313	Introduction to Social Work	3
Second Semester		
DAAC 1311	Counseling Theories	3
DAAC 1317	Basic Counseling Skills	3
DAAC 1380 or	Coop Ed I - Alcohol/Drug Abuse Counseling	
PMHS 1381	Coop Ed II - Psychiatric/Mental Health Services	3
*ENGL 1302	Composition II	3
*SOCI 1301	Introductory Sociology	3
Elective	Select MENH Elective	3
Third Semester		
*BIOL 1406 or	General Biology I	4
*BIOL 2401	Anatomy and Physiology	
DAAC 1309	Assesments and Procedures	3
DAAC 1381 or	Coop Ed II-Alcohol/Drug Abuse Counseling	
PMHS 2380	Coop Ed III-Psychiatric/Mental Health Services	3
DAAC 2341	Counseling Alcohol & Other Drug Addictions	3
PSYC 2314	Life-Span Growth and Development	3
Fourth Semester		
DAAC 1305	Co-Occurring Disorders	3
DAAC 2306	Substance Abuse Prevention	3
DAAC 2307	Addicted Family Intervention	3
DAAC 2343	Current Issues	3
DAAC 2354	Dynamics of Group Counseling	3
<sup>+</sup> Creative Arts <b>or</b>	Select from Creative Arts Core Curriculum	3
*Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	

<sup>\*</sup> Denotes core requirement; see page 22. Speak with Department Chair or Academic Advisor for proper course selection.

<sup>\*</sup> Capstone Course

# **Human Services - Substance Abuse Counseling Certificate**

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 and Procedures	3
	DAAC 2341	Counseling Alcohol and Other Drug Addictions	3
	DAAC 2354	Dynamics of Group Counseling	3
*	DAAC 1364 or	Practicum Substance Abuse Counseling	3
	PMHS 1380	Co-Op I - Psychiatric/Mental Health Services	
		A security of the second security of the second	
	Second Semester	Constitution of the Consti	
	DAAC 1311	Counseling Theories	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	Coop Ed I - Alcohol/Drug Abuse Counseling	3
	PMHS 1381	Coop Ed II - Psychiatric/Mental Health Services Technician	
Total	Credits Required for Huma	an Service-Substance Abuse Counseling Certificate	36

<sup>\*</sup>Capstone Course



The ACC Foundation awards faculty and staff for innovative projects.

# **Industrial Design Technology**

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, commercial building 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, commercial building 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	Credit
+ Creative Arts <b>or</b>	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
+ENGL 1301	Composition I	3
+MATH 1314	College Algebra	3
*SPCH 1315 or SPCH 1318, or SPCH 2335	Public Speaking <b>or</b> Interpersonal Communication <b>or</b> Arugmentation & Debate	3
BCIS 1305 or	Business Computer Applications	3
COSC 1301	Microcomputer Applications	
DFTG 1405	Technical Drafting	4
DFTG 1409	Basic Computer-Aided Drafting	4
DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 2440	Solid Modeling and Design	4
ENTC 1423	Strength of Materials	4
TECM 1317	Technical Trigonometry	3
*DFTG Electives	Select five DFTG Electives	20

<sup>&</sup>lt;sup>+</sup> Denotes core requirement; see page 22. Speak with Department Chair or Academic Advisor for proper course selection.

STUDENTS INTERESTED IN THE INDUSTRIAL DESIGN TECHNOLOGY DEGREE WITH FOLLOWING SPECIALIZATIONS MUST COMPLETE THE COURSES LISTED IN THAT PARTICULAR DISCIPLINE.

# **Specialization in Pipe Design**

Course Number	Course Title	Credits
ARCE 1452	Structural Drafting	4
DFTG 2423	Pipe Drafting	4
DFTG 2430	Civil Drafting	4
** DFTG 2445	Advanced Pipe Drafting	4
DFTG 2457 or 2481	Advanced Tech Pipe Design & Drafting or Cooperative Education-Drafting	4

# **Specialization in Mechanical Design**

Course Number	Course Title	Credits
DFTG 1433	Mechanical Drafting	4
DFTG 1445	Parametric Modeling & Design	4
DFTG 2435 DFTG 2450	Adv Tech in Mech Des & Dftg Geometric Dimensioning and Tolerancing	4
** DFTG 2406 <b>or</b> 2481 *Capstone Course	Machine Design <b>or</b> Cooperative Education-Drafting	4

<sup>\*</sup>To obtain a certificate of specialization, 20 hours of DFTG electives must be replaced with the required courses of that particular specialization. Drafting electives available unless previously completed for general certificate: DFTG 1433, 1445, 2423, 2406,2430, 2435, 2445, 2450, 2457, 2481, ARCE 1452.

# **Industrial Design Technology Certificate**

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	redit
COSC 1301	Microcomputer Applications	3
DFTG 1405	Technical Drafting	4
DFTG 1409	Basic Computer-Aided Drafting	4
DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 2449	Solid Modeling and Design	4
* DFTG Electives	Drafting Electives	12
	trial Design Technology Certificate	 . 31

<sup>\*</sup> To obtain a certificate of specialization, 12 hours of DFTG electives must be replaced with the required courses of that particular specialization.

Drafting electives available unless previously completed for general certificate: DFTG 1433, 1445, 2423, 2406, 2430, 2435, 2445, 2450, 2457, 2481, ARCE 1452.

STUDENTS INTERESTED IN THE INDUSTRIAL DESIGN TECHNOLOGY CERTIFICATE WITH FOLLOWING SPECIALIZATIONS MUST COMPLETE THE COURSES LISTED IN THAT PARTICULAR DISCIPLINE.

# Specialization in Pipe Design

		Credits
Course Number	Course Title	4
DFTG 2423	Pipe Drafting	4
**DFTG 2445	Advanced Pipe Drafting	The Colympian St.
DFTG 2457 <b>or</b> 2481	Advanced Tech Pipe Design & Drafting or Cooperative Education-Drafting	4

# Specialization in Mechanical Design

		Credits
Course Number	Course Title	4
DFTG 1433	Mechanical Drafting	4
DFGT 1445	Parametric Modeling	4
**DFTG 2406 <b>or</b> 2481	Machine Design or Cooperative Education-Drafting	

<sup>\*\*</sup>Capstone Course

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
<sup>+</sup> Creative Arts <b>or</b>	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
* Government & Political Science	Select from Government & Political Science Core Curriculum	3
* SOCI 1301 or	Introductory Sociology	3
+ ECON 2301	Principles of Economics I	
+ ENGL 1301	Composition I	3
+ HIST 1301	The United States to 1877	3
*** * MATH 1314 or	College Algebra	3
MATH 1333	Contemporary Mathematics for Tech	
BMGT 1327	Principles of Management	3
BMGT 1345	Communication Skills for Managers	3
BMGT 2303	Problem Solving & Decision Making	3
BMGT 1382	Cooperative Education - Business Administration & Management, General I	3
BMGT 2382	Cooperative Education - Business Administration & Management, General II	3
* BMGT 2383	Cooperative Education-Business Administration & Management, General III	3
BUSG 2309	Small Business Management	3
HRPO 1311	Human Relations	3
HRPO 1391 or	Special Topics in Human Resource Management	3
MRKG 2349	Advertising & Sales Promotions	
HRPO 2301	Human Resources Management	3
* MRKG 1301	Services Marketing/Management	3
MRKG 1311	Principles of Marketing	3
*** POFI 1401 <b>or</b>	Computer Applications I	3-4
*** BCIS 1305	Business Micrcomputer Applications	
** Electives	Select College Level Courses	6-8

+ Denotes core requirement; see page 21. Speak with Department Chair or Academic Advisor for proper course selection.

<sup>\*</sup> Capstone Course

<sup>\*\*</sup> Recommended list of electives: HIST 1301, GOVT 2306, ENGL 1302, MATH 1324, Natural Sciences - 8 hours

<sup>\*\*\*</sup> Students planning to transfer to a four year university need to take BCIS 1305 and MATH 1314.

# **Management Certificate**

**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
BMGT 1327	Principles of Management	3
	Cooperative Education I - Business Administration & Management, General I	3
BMGT 1382	Problem Solving & Decision Making	3
BMGT 2303	Cooperative Education II - Business Administration & Management, General II	3
*BMGT 2382		3
BUSG 2309	Small Business Management	3
HRPO 1311	Human Relations	3
HRPO 2301	Human Resource Management	3
*MRKG 1301	Services Marketing & Management	3
MRKG 1311	Principles of Marketing	mental man Hartstein 19
** POFI 1401 <b>or</b>	Computer Applications I	3-4
**BCIS 1305	Business Microcomputer Applications	
	agement Certificate	30-31

<sup>\*</sup>Capstone Course

<sup>\*\*</sup> Students planning to transfer to a four-year university need to take BCIS 1305.

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.
- Make application to the Neurodiagnostic Technology program by July 1st.
- 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.
- A negative background check and a negative drug screen are required as a condition of full acceptance into the program.
- CPR certification will be taught in HPRS 1304.
- 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.
- 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)**

281-756-5644

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

Pre-requisite Courses  +BIOL 2401	
Anatomy & Physiology I Anatomy & Physiology II PBIOL 2402 Anatomy & Physiology II Composition I HITT 1305 Addical Terminology I Select from Mathematics Core Curriculum  Fall Semester ENDT 1345 ENDT 1350 HPRS 1304 PSYC 2314  Spring Semester ENDT 2320 ENDT 1463 PSGT 1310 PSGT 1310 PSPCH 1315 or +SPCH 1318 Creative Arts or +Language, Philosophy & Culture  Anatomy & Physiology I Anatomy & Physiology II Anatomy & Ph	
*BIOL 2402  *ENGL 1301  HITT 1305  *Medical Terminology I  *Mathematics  *Applied Electronics and Instrumentation  ENDT 1345  ENDT 1350  HPRS 1304  PSYC 2314   *Spring Semester  ENDT 2320  ENDT 1463  PSGT 1310  *SPCH 1315 or  +SPCH 1318  *Creative Arts or  +Language, Philosophy & Culture  *Summer Semester  ENDT 2215  *Nerve Conduction Studies  *First transpursed in generatic Terch III  *Composition I  Medical Terminology I  Select from Mathematics Core Curriculum  Applied Electronics and Instrumentation  Electronecephalography  Basic Health Profession Skills  Electroneurodiagnostic Tech I  Electroneurodiagnostic Tech I  Electroneurodiagnostic Tech Clinical I  Neuroanatomy & Physiology  Public Speaking  Interpersonal Communications  Select from Creative Arts Core Curriculum  Select from Language, Philosophy & Culture  **Nerve Conduction Studies**  **Nerve Conduction Studies**  **First transpurediagnostic Tech III  **Nerve Conduction Studies**  **First transpurediagnostic Tech III  **Tech III  **Tech III  **Tennal Tech III  *	4
*ENGL 1301 Composition I HITT 1305 Medical Terminology I  *Mathematics Select from Mathematics Core Curriculum  Fall Semester  ENDT 1345 Applied Electronics and Instrumentation  ENDT 1350 Electroencephalography  HPRS 1304 Basic Health Profession Skills  Life Span Growth and Development  Spring Semester  ENDT 2320 ENDT 1463 Electroneurodiagnostic Tech I  ENDT 1463 PSGT 1310 Neuroanatomy & Physiology  *SPCH 1315 or  +SPCH 1315 or  +SPCH 1318 Select from Creative Arts Core Curriculum  *Creative Arts or  +Language, Philosophy & Culture  Summer Semester  ENDT 2215 Nerve Conduction Studies  Floaterneurodiagnostic Tech II  Select from Language, Philosophy & Culture	3
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PSGT 1310  *SPCH 1315 or  *SPCH 1318  *Creative Arts or  *Language, Philosophy & Culture  Summer Semester  ENDT 2215  Neuroanatomy & Physiology  Public Speaking  Interpersonal Communications  Select from Creative Arts Core Curriculum  Select from Language, Philosophy & Culture  Nerve Conduction Studies	and a second of the second of the second of
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ENDT 2463 Electroneurodiagnostic Clinical II	
Fall Semester	organismos (m. 1905) 1945: Paris Desalegrak, Grissoff (f. 1915) 1951: Trilo Dassel, Scholler, Grissoff (f. 1916)
ENDT 2210 Evoked Potentials	
ENDT 2561 Electroencephalography Clinical III	

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

# **Neurodiagnostic Technology Advanced Technical Certificate**

**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	Electroneurodiagnostic Tech Clinical I	High mass $4_{\sim}$
ENDT 2320	Electroneurodiagnostic Tech I	3
PSGT 1310	Neuroanatomy & Physiology	a de la
Summer Semester		
ENDT 2215	Nerve Conduction Studies	2
ENDT 2425	Electroneurodiagnostic Tech II	4
ENDT 2463	Electoneurodiagnostic Clinical II	4
Fall Semester		
ENDT 2210	Evoked Potentials	2
ENDT 2561	Electroencephalography Clinical III	5
dits Required for A.T.C. I	Neurodiagnostic Technology Certificate	33

Total

Pro

# 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 during the application period. Application periods are typically in February 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:

- Be fully admitted to Alvin Community College.
- 2. Submit an ADN application to the ADN department during the application period.
- 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.)
  - 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.
  - Cumulative GPA of 2.5 or better in nursing and nursing curriculum courses.
  - Receipt of at least two (2) of the three (3) immunizations for Hepatitis B or proof of Hepatitis-B immunity upon application. 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.
- Submit to the ACC Registrar's office official transcripts from all colleges/universities attended. No academic course with a grade below C is accepted 5. for transfer credit in the ADN program. Academic courses include composition/written communication, social/behavioral/biological sciences, humanities, and visual/performing arts.
- 6. 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.

# 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 grade point average in the ADN curriculum academic coursework; 3) completed BIOL 2401; and, 4) completed, or are in progress in, BIOL 2402. 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.

2014-15

Rev: 6-5-14

# Program information:

- 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 ADN department for information about the examination.
- Requirements to be completed after initial acceptance and before the start of the program include:
  - a. 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. See ADN information packet for further information about BON background check procedures. 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. 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:
    - The Texas Board of Nursing indicates in a letter that a "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
    - The ADN clinical affiliates permit the person to practice in their agency.
  - CPR Certification from American Heart Association: Basic Life Support (BLS) for Health Care Providers. b.
  - Physical examination. Form provided by the department. C.
  - 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 and varicella)
  - e. Negative tuberculin screen. (yearly)
  - f. Negative drug test.
  - g. Purchase of a school uniform and lab supplies.
  - Purchase of an i-Pad, Kindle Fire, or smart phone if the student does not have one already. The device enables access to medical and nursing information when the student is at clinical sites.
- Each student is required to pay for standardized, computerized tests that are administered throughout the program. 3.
- 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.
- 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 Enrollment Services Center by the nursing application deadline.

# **Transfer of Nursing Credits:**

- Courses accepted for transfer must be similar in content and credit to the ACC course(s). 1.
- 2. No grade below a "B" in any nursing course is accepted for transfer.
- 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.
- 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.
  - Have a written recommendation from the Dean/Director of their previous nursing program;
  - 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.

### Readmission of Former ACC ADN Students:

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

- A student who has withdrawn from the ADN program and wishes to re-enter must submit a new application at least eight (8) weeks prior to the requested date of readmission. Students wishing to re-enter the first semester must reapply during the program application period and be ranked
- 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 department for test dates.
- Re-entering students must abide by the current admission, curriculum and program requirements of the department. 3.
- Students are readmitted on a space available basis.

- 5. 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.
- 6. 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.
- 7. 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.
- 8. All courses must be completed within five (5) years of original enrollment date into the ADN program.

## Progression / Dismissal Policies:

- Students will abide by the current ADN admission, curriculum and program requirements at the time they are admitted or readmitted to the Associate Degree Nursing Program.
- 2. Once a student has enrolled in the ADN Program, all nursing courses and related courses must be completed in proper sequence as shown in the catalog and degree plan. The program must be completed within five (5) years of the initial acceptance.
- 3. No grade below a C in nursing curriculum science and nursing courses will be acceptable for progression.
- 4. In order to receive a grade of C, a minimum grade of 75% must be attained in each nursing course.
- 5. Once enrolled in the ADN program, a student who receives a D, F, or W in a nursing course or drops a nursing course, must, if eligible, re-enroll in that course before enrolling in a subsequent nursing course.
- 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. 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 3) Non-enrollment in a nursing course for one (1) or more semesters (excluding summer).
- 10. A student will be readmitted only once to the program. Following a second D, F, or break in enrollment during the program, a student is ineligible for readmission. Students may petition for re-admission when a withdrawal from an RNSG course occurs due to 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.
- 11. Consideration for readmission will be on an individual basis and as space permits. A student not enrolled in a nursing course for one or more semesters (excluding summer) will be required to demonstrate competency in previously completed nursing courses prior to readmission. Refer to section "Readmission of Former ACC ADN Students".
- 12. A student will be terminated from the ADN Program if they have received more than one (1) D or F in a nursing course, and/or in BIOL 2401, BIOL 2402 and/or BIOL 2420. 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 re-enrollment if they have not posted a previous D, F, or W.
- 13. Co-Requisite courses must be completed for a student to progress to the next semester.
- 14. A student may be dismissed from the program for demonstration of unprofessional and unsafe behaviors as described in the Texas Administration 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.
- 15. 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.
- 16. Notification by the BON that a student has been involved in criminal activity may result in temporary withdrawal or termination from the ADN program.

# Nursing

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

The following courses have been adopted by the THECB as a Field of Study Curriculum in Nursing: BIOL 2401, BIOL 2402, BIOL 2420, CHEM (4 credits with lab), HECO 1322, PSYC 2301, PSYC 2314, and MATH 1342, RNSG 1441, RNSG 1443, RNSG 1512, RNSG 1513, and RNSG 2213.

Course Number	Course Title	Cre
Semester One		Orc
^ * + BIOL 2401	Anatomy & Physiology I	
* PSYC 2314	Life-Span Growth & Development	3
*RNSG 1108	Dosage Calculations for Nursing	
* RNSG 1215	Health Assessment	
RNSG 1260	Clinical: Foundations for Nursing Practice	2
> RNSG 1513	Foundations for Nursing Practice	2
Semester Two		
^ * + BIOL 2402	Anatomy & Physiology II	
* + PSYC 2301	General Psychology	4
> RNSG 1441	Common Concents of Adult II - III	3
RNSG 1561	Common Concepts of Adult Health	4
	Clinical: Common Concepts of Adult Health	5
Summer ***		
* BIOL 2420	Microbiology	Sarder of
RNSG 1162	Clinical: Mental Health Nursing	4
* RNSG 2213	Mental Health Nursing	1 2
Semester Three		
* + ENGL 1301	Composition	
* † Creative Arts or	Composition I	3
* + Language Dhilana L. O. O. II	Select from Creative Arts Core Curriculum	3
* + Language, Philosophy & Culture > ** RNSG 1512	Select from Language, Philosophy & Culture Core Curriculum	
RNSG 2121	Nursing Care of Childbearing & Childrearing Family	5
** RNSG 2463	Management of Client Care	1
KNOG 2403	Clinical: Nursing Care of Childbearing & Childrearing Family	4
Semester Four		
* <sup>†</sup> ENGL 1302 <b>or</b> ENGL 2311	Composition II or Technical Communication	3
RNSG 1246	Legal and Ethical January for N	
> ** RNSG 1443	Legal and Ethical Issues for Nurses	2
** RNSG 2563	Complex Concepts of Adult Health	4
	Clinical: Complex Concepts of Adult Health	5

<sup>†</sup> Denotes core requirement; see page 22. Speak with Department Chair or Academic Advisor for proper course selection. > Field of Study Curriculum course.

May be taken prior to admission to the ADN program.

<sup>\*\*</sup> Taught both Fall and Spring; students may be assigned to either set of course in Fall or Spring.

<sup>\*\*\*</sup> Summer courses are taken after Semester One for Spring admits.

A Priority admission for applicants who:

<sup>1)</sup> achieved high standardized test scores,

<sup>2)</sup> earned a high grade point average in the ADN curriculum academic coursework,

<sup>3)</sup> completed BIOL 2401, and

<sup>4)</sup> completed or are in progress in BIOL 2402.

# **Nursing Transition (LVN-to-ADN)**

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

Apply to Alvin Community College and fulfill the admission requirements of the college.

Apply to the ADN Program during an application period and meet admission and program requirements for that program.

Hold a license to practice vocational nursing in the State of Texas by the nursing application deadline, or be scheduled to graduate from the

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.

Complete prerequisite courses before the start of the nursing program.

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; and course the ADN curriculum courses at ACC 5) hold a Bachelor's or higher degree from an accordined college or university. 6) reside in the ACC 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	Credit
Pre-Requisite Courses		12/14
+ 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	4
4-Week Mini Semester (May)	THE MEST SHEET STORE SHEET OF STREET STORE S	2
** RNSG 1215	Health Assessment	2
Summer Semester	C. M Destina for Articulating Students	2
RNSG 1262	Clinical Nursing: Concepts of Nurse Practice for Articulating Students	4
RNSG 1417	Concepts of Nursing Practice I for Articulating	5
Credit for Prior Learning	RNSG 1513	4
	RNSG 1441	5
	RNSG 1561	3
Fall Semester	Lawat Ethical Joogga for Nursos	2
RNSG 1246	Legal Ethical Issues for Nurses	4
*** RNSG 1443	Complex Concepts of Adult Health	5
*** RNSG 2563	Clinical Nursing: Complex Concepts of Adult	3
* + ENGL 1302	Composition II	
Spring Semester *** RNSG 1512	Nursing Care of the Childbearing and Childrearing Family	5
	Management of Client Care	1
RNSG 2121	Clinical: Nursing Care of Childbearing and Childrearing Family	4
*** RNSG 2463	Select from Visual & Performing Arts or Humanities Core Curriculum	3
+ Visual & Perf Arts / Humanities	Select from visual & Ferrorming Alto of Frankalianos Solio Garrisana	
		70

+ Denotes core requirement; see page 21. Speak with Department Chair or Academic Advisor for proper course selection.......

\* Must be completed prior to enrollment in RNSG 1262 and RNSG 1417

May be taken prior to admission to the ADN program.

RNSG 1443 / 2563 and RNSG 1512 / 2463 are taught both Fall and Spring semesters. Students may be assigned either set of courses in the Fall or Spring semester.

**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 the 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 potient sofety. 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

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 4, 2015. 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. Complete and submit an online LVN application during application period (September 11th – November 6, 2014). Applications will not be accepted after November 6, 2014. You may access the application form, beginning September 11, 2014, @ www.alvincollege.edu/LVN.

Attend a Vocational Nursing applicant meeting. The meetings will be held on 6 dates from mid-September through early November 2014. 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.

"Academic Policies & Postulations" scatter of this catalog.

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.

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, and Learning Styles & Personality Profile. VN applicants and your combine section scores from different HESI exams. If an applicant wishes to repeat the entire exam, or repeat specific sections, at least deadline. If the exam is taken at ACC, the VN department automatically receives a score report. If the exam is taken elsewhere, you must receive the exam scores no later than the application deadline. 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

- 1. Live in-district for Alvin Community College. To determine if you reside within the district, contact the Enrollment Services Center @ 281-756-
- 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:
 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.

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. 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.

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.

Requirements that must be completed after conditional acceptance in order to become fully accepted:

Note: These requirements must be met by the program orientation date of Thursday, May 14, 2015 (date subject to change). If these steps are not completed by the orientation meeting date, the student may not take their seat in the class. The meeting will be held at 10 am in Building S-Room 157. You will be mailed, in your acceptance packet, instructions on how to complete the following steps.

Be fully admitted to the college.
Attend the VN Program orientation for the class of 2015-2016 (see date above).
Have healthcare provider complete, sign, and date a "Statement of Fitness", VN department will provide the form.
Pay for/arrange for and complete two criminal background checks. Results of background checks must be deemed as satisfactory according to 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. The first background check is done by a private firm and is required by clinical affiliates. The second 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, those on parole 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.

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

- Obtain CPR certification from the American Heart Association, it must be for Basic Life Support (BLS) for Healthcare Providers.
  - Up-to-date immunizations or proof of immunity measles mumps, <u>rubella (titer required)</u>, tetanus, diphtheria, pertussis, <u>varicella (titer required)</u>, all 3 injections of the Hepatitis B vaccine series, seasonal flu.
  - Negative TB skin test or CXR.
- Pay for lab supplies.

2.

Order and pay for VN uniforms on program orientation day.

### **Transfer Students / Readmission Students**

- 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.
- testing in order to be admitted.

  ACC ADN students who wish to join the LVN 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. ACC ADN students who wish to enter 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.

  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.

  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. 3.
- 5. withdrawal from the program.
- 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 admitstal as space permits. Evidence of competency in previously complete on the program. The student must pass 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:**

- 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.
- Students must attain a "C" or better in all required courses. An average of 75% is the lowest score accepted as a "C". 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. 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 - Practical Nurse I		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 - Practical Nurse II		6
	Spring Semester			
	VNSG 1219	Professional Development		2
	VNSG 1226	Geriatrics		2
	VNSG 1230	Maternal-Neonatal Nursing		2
	VNSG 1234	Pediatrics		2
	VNSG 1301	Mental Health & Mental Illness		3
	VNSG 1661	Clinical - Practical Nurse III		6
	VIVO 1001	The second secon	no arioù și fin'	the on lath
Total	Credits Required for Vocati	onal Nursing Certificate		44

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 in an office environment. The student will gain at least eight months work experience related to this field. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate in Applied Science Degree in Office Administration.

# Associate of Applied Science Degree Program

Course Number	Course Title	Credit
First Semester	reneral de la companya de la compan La companya de la co	
POFI 1401	Computer Applications I	4
POFT 1300	Career Exploration & Planning	3
POFT 1309	Administrative Office Procedures I	3
POFT 1319	Records Management I	3
POFT 1429	Beginning Keyboarding II (Word)	4
Second Semester		
ACNT 1303	Introduction to Accounting (QuickBooks)	3
BMGT 1345	Communication Skills for Managers	3
POFI 1341	Computer Applications II (Adobe Acrobat, Publisher, SAP)	3
POFT 1382	Co-Op- General Office Occupations & Clerical Services	3
POFT 2401	Intermediate Keyboarding (Word)	4
Third Semester		
POFI 1449	Spreadsheets (Excel)	4
POFT 1325	Business Math Using Technology	3
*POFT 2382	Co-Op-General Office Occupations & Clerical Services	3
Emphasis Choices:	Select two courses from Emphasis Choices:	6
Executive Emphasis	ACNT 1311 Intro to Comp Acct, & POFI 2350 Databases, or POFI 2301 Word Processing	
Legal Emphasis	POFL 1305 Legal Terminology & POFI 2301 Word Processing	
Medical Emphasis	HITT 1305 Medical Terminology I & POFM 1317 Medical Administrative Support	
Fourth Semester	The many thinks of the first in the support of the first in the support of the su	
<b>+</b> ENGL 1301	Composition I	3
MATH 1333 or 1314	Contemporary Math for Tech or College Algebra	3
*SPCH 1315 <b>or</b> 1318	Public Speaking or Interpersonal Communications	3
*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

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

<sup>\*\*</sup>Course description is under the Management department.

# Office Administration - Office Assistant Certificate

**Articulated Credit** 

Course Numb	per Course Title	Credits
First Semester	Legisland mis representatives the state of the second of t	enii za denii ar
POFI 1401	Computer Applications I	4
POFT 1300	Career Exploration & Planning	3
POFT 1309	Administrative Office Procedures I	3
POFT 1319	Records Management I	3
POFT 1429	Beginning Keyboarding II (Word)	4
Second Semes		
ACNT 1303	Introduction to Accounting (QuickBooks)	3
BMGT 1345	Communication Skills for Managers	3
POFI 1341	Computer Applications II (Adobe Acrobat, Publisher, SAP)	3
*POFT 1382	Co-Op-General Office Occupations & Clerical Services	3
POFT 2401	Intermediate Keyboarding (Word)	4
atal Credits Required f	or Office Assistant Certificate Program	33

<sup>\*</sup>Capstone course.

# Office Administration – Administrative Support Certificate

Course Number	Course Title	Credits
First Semester		
POFI 1401	Computer Applications I	4
POFT 1300	Career Exploration & Planning	3
POFT 1309	Administrative Office Procedures I	3
POFT 1319	Records Management I	3
POFT 1429	Beginning Keyboarding II (Word)	4
Second Semester		3
ACNT 1303	Introduction to Accounting (QuickBooks)	3
* BMGT 1345	Communication Skills for Managers	3
POFI 1341	Computer Applications II (Adobe Acrobat, Publisher, SAP)	3
POFT 1382	Co-Op- General Office Occupations & Clerical Services	3
POFT 2401	Intermediate Keyboarding (Word)	
Third Semester		4
POFI 1449	Spreadsheets (Excel)	3
POFT 1325	Business Math Using Technology	3
* POFT 2382	Co-Op-General Office Occupations & Clerical Services	6
Emphasis Electives	Select Two Courses from Emphasis Elective List:	0
	ACNT 1311 Intro to Computerized Accounting (QuickBooks)	
	POFI 2350 Databases (Access)	
	POFI 2301 Word Processing (Word)	
	POFL 1305 Legal Terminology	
	HITT 1305 Medical Terminology	
	POFM 1317 Medical Administrative Support (Medisoft)	

<sup>\*</sup>Capstone course.

<sup>\*\*</sup>Course description is under the Management department.

# 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 or industry, including banks, title companies, insurance firms, and governmental agencies.

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). An internship provides the opportunity for students to make a practical application of their classroom education.

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	Cre
First Semester		
+ ENGL 1301	Composition I	0
Fa LGLA 1301	Legal Research & Writing	3
LGLA 1311	Introduction to Law	3
LGLA 1345	Civil Litigation	3
Fa LGLA 1353	Wills, Trust and Probate Administration	3
Second Semester		
Sp LGLA 1355	Family Law	
Fa LGLA 2303	Torts and Personal Injury	3
LGLA 2305	Interviewing and Investigating	3
Sp LGLA 2313	Criminal Law & Procedure	3
POFI 1301	Computer Applications I	3
Third Semester	The state of the s	
+ Creative Arts or	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	J
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	
LGLA 1359	Immigration Law	3
* LGLA 1380	Cooperative Ed - Paralegal	3
LGLA 2311	Business Organizations	3
Fourth Semester		
LGLA 1351	Contracts	
LGLA 2323	Intellectual Property	3
* LGLA 2381	Cooperative Ed - Paralegal	3
* Mathematics or	Select from Mathematics Core Curriculum	3
+ Natural Sciences	Select from Natural Sciences Core Curriculum	3
* SPCH 1315 <b>or</b>	Public Speaking	0
+ SPCH 1318	Interpersonal Communication	3
Commenced Company and the		
edits Required for A.A.S. Paralega	l Degree	0.0

- + Denotes core requirement; see page 21. Speak with Department Chair or Academic Advisor for proper course selection.
- Capstone Course
- Fa Course offered Fall only.
- sp Course offered Spring only.

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.

# **Paralegal Certificate**

The Paralegal Certificate program is a great option for individuals who have an associate or four year degree from an accredited college or university. 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	Credit
First Semester		3
+ ENGL 1301	Composition I	3
Fa LGLA 1301	Legal Research & Writing	3
LGLA 1345	Civil Litigation	3
Fa LGLA 1353	Wills, Trust, and Probate Administration	3
LGLA 2303	Torts and Personal Injury	consist named hi
Second Semester		3
Sp LGLA 1355	Family Law	3
* LGLA 1380	Cooperative Ed - Paralegal	3
LGLA 2305	Interviewing & Investigating	3
Sp LGLA 2313	Criminal Law & Procedure	
POFI 1301	Computer Applications I	
Third Semester	AMOUNT TO A TOTAL AND A STATE OF THE STATE O	
LGLA 1351	Contracts	
LGLA 1359	Immigration Law	
LGLA 2311	Business Organizations	
LGLA 2323	Intellectual Property	
* LGLA 2381	Cooperative Ed - Paralegal	
	ertificate	esika an Reale.

<sup>+</sup>Denotes core requirement; see page 21. Speak with Department Chair or Academic Advisor for proper course selection.

<sup>\*</sup> 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.

Fa Course offered Fall only.

sp Course offered Spring only.

# **Pharmacy Technician Certificate**

**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:** Students must have a High School Diploma or GED. Upon entering the program students will complete a criminal background check and immunization certification before entering the Practicum (Field Experience). You may not have any felonies in the last 5 years or any drug related charges.

Course Number	Course Title	Credits
First Semester		
PHRA 1205	Drug Classification	2
PHRA 1301	Introduction to Pharmacy	
PHRA 1309	Pharmaceutical Mathematics I	3
PHRA 1313	Community Pharmacy Practice	3 11
PHRA 1315	Pharmacy Terminology	3
Second Semester		3
PHRA 1349	Institutional Pharmacy Practice	4
PHRA 1441	Pharmacy Drug Therapy & Treatment	4
PHRA 1445	Compounding, Sterile Preparations & Aseptic Techniques	4
PHRA 2262	Clinical - Pharmacy Technician	2
Seedita Baquirod for Phan	macy Technician Certificate	27



In-house pharmacy technician training is an important part of ACC's program.

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

Purpose: Polysomnographic (PSG) Technology is an allied health specialty for the diagnosis and freatment 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. make an application to Alvin Community College and fulfill the admission requirements.
- b. make an application to the Polysomnography program by November 1, 2014.
- c. submit official transcripts from other colleges attended with application.
- complete pre-requisites before January start date.
- interview with the Program Director
- complete a physical examination which includes TB skin test and immunizations upon acceptance to the program.
- g. not currently be on suspension or academic probation.
- h. have current CPR certification AHA Health Care Provider (will be taught in HPRS 1310).
- as condition of full acceptance into the program, a student must have a negative criminal background check and a clear drug screen.
- Students must 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
- 2. Polysomnography professional with at least two (2) years full-time experience in the field will have the opportunity to challenge polysomnography
- 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**

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

Course Number	Course Title	Credits
Pre-requisites		4
* +BIOL 2401	Anatomy & Physiology I	
* +BIOL 2402	Anatomy & Physiology II	4
* +ENGL 1301	Composition I	
Spring Semester	s based and set realizations to both collection of the statement of the statement	3
HPRS 1304	Basic Health Profession Skills	
PSGT 1205	Neurophysiology of Sleep	2
PSGT 1310	Neuroanatomy & Physiology	3
PSGT 1340	Sleep Disorders	4
PSGT 1400	Polysomnography I	4
Summer Semester		2
PSGT 1260	Polysomnography Clinical I	2
PSGT 2205	Sleep Scoring & Staging	3
RSPT 1310	Respiratory Care Procedures	Appleading to
Fall Semester	an indicate state of the state	4
PSGT 2411	Polysomnography II	6
PSGT 2660	Polysomnography Clinical II	2
RSPT 2239	Advanced Cardiac Life Support	3
*Social & Behavioral Sciences	Select from Social & Behavorial Sciences Core Curriculum	
Spring Semester	epocational Atlanta in the Hotel College	1
PSGT 1191	Special Topics	2
PSGT 2250	Infant and Pediatric Polysomnography	6
PSGT 2661	Polysomnography Clinicial III	3
*Creative Arts or	Select from Creative Arts Core Curriculum	
*Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
Total Credits Required for A.A.S. Polysomnogra	phy	60

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

<sup>\*</sup>Pre-requisite courses must be completed before January start date.

### **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		o. Jane
PSGT 1205	Neurophysiology of Sleep	
PSGT 1310	Neuroanatomy & Physiology	2
PSGT 1340	Sleep Disorders	3
PSGT 1400	Polysomnography I	3
	The state of the s	4
Summer Semester		
PSGT 1260	Polysomnography Clinical I	0
PSGT 2205	Sleep Scoring & Staging	2
* RSPT 1310	Respiratory Care Procedures	2
	1 1, -	3
Fall Semester		
PSGT 2411	Polysomnography II	
PSGT 2660	Polysomnography Clinical II	4
RSPT 2239	Advanced Cardiac Life Support	6
	Navanced Cardiac Life Support	2
Spring Semester		
PSGT 1191	Special Topics	
PSGT 2250	Infant and Pediatric Polysomnography	1
PSGT 2661		2
	Polysomnography Clinical III	6

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

Total

### **Process Technology**

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	Credit
*Creative Arts <b>or</b>	Select from Creative Arts Core Curriculum	3
*Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
*Social & Behavioral Sciences	Select from Social & Behavioral Science Core Curriculum	3
*ENGL 1301	Composition I	3
*MATH 1332 <b>or</b>	Contemporary Mathematics I	3
†MATH 1314 <b>or</b>	College Algebra	
MATH 1333	Contemporary Math for Tech	
*SPCH 1315 <b>or</b>	Public Speaking	3
+SPCH 1318	Interpersonal Communications	
CTEC 1401	Applied Petrochemical Technology (Physics)	4
PTAC 1302	Introduction to Process Technology	3
PTAC 1308	Safety, Health, and Environmnet	3
PTAC 1332	Process Instrumentation I	3
PTAC 1410	Process Technology I (Equipment)	4
PTAC 1454 <b>or</b>	Industrial Processes	4
**CTEC 2480	Internship-Process Technology	
PTAC 2314	Quality, Statistical Process Control & Economics	3
PTAC 2420	Process Technology II (Systems)	4
PTAC 2436	Process Instrumentation II	4
*PTAC 2438	Process Technology III (Operations)	4
PTAC 2446	Process Troubleshooting	4
SCIT 1414	Applied General Chemistry	4
TECM 1303	Technical Calculations	3

\* Denotes core requirement; see page 19. Speak with Department Chair or Academic Advisor for proper course selection.

Review courses that require pre-requisites (see page 126)

<sup>\*</sup> Capstone Course - Can not be substituted.

<sup>\*\*</sup> Requires Department Chair approval.

# **Process Technology Certificate**

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
CTEC 1401	Applied Petrochemical Technology (Physics)	4
PTAC 1302	Introduction to Process Technology	3
PTAC 1308	Safety, Health and Environment in the Process Industry	3
PTAC 1332	Process Instrumentation I	3
PTAC 1410	Process Technology I (Equipment)	4
PTAC 2314	Quality, Statistical Process Control & Economics	3
*PTAC 2420	Process Technology II (Systems)	4
PTAC 2438	Process Technology III (Operations)	4
PTAC 2446	Process Troubleshooting	4
SCIT 1414	Applied General Chemistry	4
Total Credits Required for Process Tech	nnology Certificate	36

<sup>\*</sup> Capstone Course - Can not be substituted.

Review courses that require pre-requisites (see page 126)



The ACC Process Technology Department received a \$1,000 grant and a donation of safety equipment from the Lyondell Chemical Company.

### **Respiratory Care**

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 is fully accredited by the Committee 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.
- 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.
- Program begins in August. 4.

### **Alternate Enrollment:**

- Alternate enrollment applies to those respiratory care personnel who are licensed and have not completed the associate degree. 1.
- 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.
- 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.
- No grade below a C in a respiratory care or academic course will be acceptable for progression.
- 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.
- 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.
- 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.
- A student who is pregnant must present a physician's statement giving evidence of her ability to perform the work required.
- Students must complete the program within four years after initial acceptance.

281-756-5660

## **Respiratory Care**

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

Course Number	Course Title	Crea
Prerequisites		
<b>+</b> BIOL 2401	Anatomy & Physiology I	
<b>+</b> BIOL 2402	Anatomy & Physiology II	4
<b>+</b> ENGL 1301	Composition I	4
	Composition	3
First Semester		
RSPT 1166	Practicum-Respiratory Care Therapist	
RSPT 1207	Cardiopulmonary Anatomy & Physiology	1
RSPT 1331	Basic Respiratory Care Fundamentals II	2
RSPT 1325	Respiratory Care Sciences	3
RSPT 1429		3
	Respiratory Care Fundamentals I	4
Second Semester		
Creative Arts or	Select from Creative Arts Core Curriculum	
Language, Philosophy & Culture	Select from Languago, Philosophy 8, 0, 11	3
RSPT 1266	Select from Language, Philosophy & Culture Core Curriculum	
RSPT 2317	Practicum-Respiratory Care Therapist I	2
RSPT 2310	Respiratory Care Pharmacology	3
RSPT 2414	Cardiopulmonary Diseases I	3
A CAPTURE PLANT	Mechanical Ventilation I	4
Third Semester		
RSPT 1267	Practicum-Respiratory Care Therapist II	2
RSPT 2305	Pulmonary Diagnostics	
RSPT 2314	Mechanical Ventilation II	3
Fourth Semester		
BIOL 2420	Microbiology	
RSPT 2239		4
RSPT 2355	Advanced Cardiac Life Support	2
RSPT 2266	Critical Care Monitoring	3
RSPT 2210	Practicum-Respiratory Care Therapist III	2
	Cardiopulmonary Disease II	2
ifth Semester		
ocial & Behavioral Sciences	Select from Social & Behavioral Science Core Curriculum	
SPT 1191	Special Topics in Respiratory Therapy	3
SPT 2131	Simulations for Respiratory Care	1
SPT 2267	Practicum-Respiratory Care Therapist IV	1
SPT 2166	Practicum-Respiratory Core There is a second of the second	2
SPT 2453	Practicum-Respiratory Care Therapist V	1 -
	Neonatal/Pediatric Cardiopulmonary Care	4

<sup>&</sup>lt;sup>+</sup> Denotes core requirement; see page 21. Speak with Department Chair or Academic Advisor for proper course selection.

## **Pre and Co Requisites**

"P" indicates courses which must have been passed prior to enrollment in the selected course. In the case of DIRW/DIRR 0310 or MATH 0310, the student must have passed at least the 0309 level course or must have passed the 0309 level on the TSI or an alternate test.

"C" indicates courses which, if not already passed, must be taken concurrently with the selected course. DIRW/DIRR and MATH co requisites are not required if the placement test or applicable courses have been passed.

ACCT			CDEC 1384		P-DIRW/DIRR 0310 or ENGL 0310 &	EDUC (Chil	Id Development / Early Childhood)
	P-ACCT 2301	2426	P-DIRW/DIRR 0310 or ENGL 0310 &		READ 0310, and CRTR 1404		-DIRW/DIRR 0310 or ENGL 0310 &
2302	P-ACC1 2301		READ 0310		P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310, and CRTR 1312		EAD 0310 -EDUC 1301
	Office Administration)	2428	P-DIRW/DIRR 0310 or ENGL 0310 &		P-CRTR 2401 & CRTR 1308		
1311	P-ACNT 1303		READ 0310		P-CRTR 1314, CRTR 1404		nergency Medical Technology)
ANTH	MANUAL COLOR DE LA	CHEF	(Culinary Arts)		P-CRTR 2403		-EMSP 1501
2301	P-DIRW/DIRR 0310 or ENGL 0310 &	1291	P-DIRW/DIRR 0310 or READ 0310		P-CRTR 1346		:-EMSP 1160
77	READ 0310	1301	P-DIRW/DIRR 0310 or READ 0310, &		P-CRTR 1314, CRTR 2311	All courses	require departmental approval.
2302	P-DIRW/DIRR 0310 or ENGL 0310 &	4000	C-CHEF1305	2381	P-CRTR 2403, 1314	ENDT (Ne	eurodiagnostic Technology)
	READ 0310	1302	P-CHEF 1301 C-CHEF 1301	2401	P-CRTR 1406		P-ENDT 1345, ENDT 1350;
2346	P-DIRW/DIRR 0310 or ENGL 0310 &	1305	P-CHEF 1301		P-CRTR 2401		C-ENDT 2320
	READ 0310	1341	P-CHEF 1301	2435	P-CRTR 2403		P-ENDT 1345, ENDT 1350
2351	P-DIRW/DIRR 0310 or ENGL 0310 &	1345	P-CHEF 1301	CVTT (E	Diagnostic Cardiovascular Sonography)		P-ENDT 1345, ENDT 1350
	READ 0310	1364	P-CHEF 1301	1161	C-DSAE 1340		P-ENDT 1345, ENDT 1350 P-ENDT 1463; C-ENDT 2463
ARCE (	(Industrial Design Technology)	1365	P-CHEF 1301	2000	Language Contraction Abuse		P-ENDT 1463; C-ENDT 2425
1452	P-DFTG 2419	2301	P-CHEF 1301	Counselin	Human Services/Substance Abuse		P-ENDT 1463, ENDT 2463
	。 第16章 对自己的关系。第16章 第16章	2302	P-CHEF 1301	1380	P-DAAC 1364	2001 1	All others require dept. approval.
ARTS	P-DIRW/DIRR 0310 or ENGL 0310 &	CHEM		1381	P-DAAC 1380		All others require dops approva
1301	READ 0310	1405	P-DIRW/DIRR 0310 or READ 0310	100		ENGL	
1303	P-DIRW/DIRR 0310 or ENGL 0310 &	1407	P-CHEM 1405	The second second second	DIRR (Academic Foundations)		P-DIRW/DIRR 0310 or ENGL 0310 &
1303	READ 0310	1411	P-MATH 1314, CHEM 1405	0309	P-NCBW 0100 & NCBR 0200 P-DIRW/DIRR 0309 or ENGL 0309 &		READ 0310
1304	P-DIRW/DIRR 0310 or ENGL 0310 &		recommended	0310	READ 0309		P-ENGL 1301
	READ 0310	1412	P-CHEM 1411	80.85	VEVD 0909		P-ENGL 1302 P-ENGL 1301
1317	P-ARTS 1316	2423	P-CHEM 1412	DFTG (	Industrial Design Technology)		P-ENGL 1301 P-ENGL 1302
2317	P-ARTS 2316	2425	P-CHEM 2423	1405	P-DFTG 1409		P-ENGL 1302
2327	P-ARTS 2326	CHIN	(Chinese)	1409	P-BCIS 1305 or COSC 1301 or as		P-ENGL 1302
2334	P-ARTS 2333		partmental online placement test)	1433	a Corequisite with dept. approval P-DFTG 1445		P-ENGL 1302
2342	P-ARTS 2341	1412	P-CHIN 1411, with a C or higher	2406	P-DFTG 1443		P-ENGL 1302
2347	P-ARTS 2346	2311	P-CHIN 1412, with a C or higher	2419	P-DFTG 1409		P-ENGL 1302
2349	P-ARTS 2348	2312	P-CHIN 2311, with a C or higher	2423	P-DFTG 2419		
2357	P-ARTS 2356	OICA	(Criminal Justica)	2430	P-DFTG 1409;C-DFTG 2419	ENGR (	Physics) P-MATH1314 or equivalent academic
2367	P-ARTS 2366	2323	(Criminal Justice) P-CJSA 1308	2435	P-DFTG 1433		preparation
BCIS		2323	P-CJSA 2323	2440	P-DFTG 1409 P-DFTG 2423		
1305	P-DIRW/DIRR 0309 or READ 0309	2332	F-000A 2020	2445	P-DFTG 1433	ENTC (I	ndustrial Design Technology)
1405	P-DIRW/DIRR 0309 or READ 0309	COM		n Parket	ACT ATTEMPT OF THE PARTY OF THE	1423	P-TECM 1317
1420	P- NCBM 0200 or MATH 0309 and	1319	P-COMM 1318 or ARTS 2356	2457	P-DFTG 2423	FREN (o	or departmental online placement test)
4445	BCIS 1305 or COSC 1301 or COSC			DRAM		1412	P-FREN 1411, with a C or higher
1415	P- NCBM 0200 or MATH 0309 and	cos		1310	P-DIRW/DIRR 0309 or READ 0309	2311	P-FREN 1412, with a C or higher
1431	BCIS 1305 or COSC 1301 or COSC	1301	P-DIRW/DIRR 0309 or READ 0309	1330	P-DIRW/DIRR 0309 or READ 0309	2312	P-FREN 2311, with a C or higher
1415	POIG 1000 01 0000 1001 01 0000	1401	P-DIRW/DIRR 0309 or READ 0309	1341	P-DIRW/DIRR 0309 or READ 0309		(O. J. L. ftina Tashaalogu)
2431	P-BCIS 1431or ITSE 1431	1415	P-DIRW/DIRR 0309 or READ 0309	1351	P-DIRW/DIRR 0309 or READ 0309		(Computer Information Technology)
		1420	P-NCBM 0200 or MATH 0309, and BCIS	2331	P-DIRW/DIRR 0309 or READ 0309	1436	P-NCBM 0200 or MATH 0309 P-GAME 1436
BIOL	P-DIRW/DIRR 0310 or READ 0310		1405 or COSC 1301 or COSC 1415	2336	P-DIRW/DIRR 0309 or READ 0309	2409	P-GAIVIE 1430
1308 1309	P-DIRW/DIRR 0310 or READ 0310	1430	P-BCIS 1420 or 1431 or COSC 1420 or	2361	P-DIRW/DIRR 0309 or ENGL 0309 &	GEOG	
1406	P-DIRW/DIRR 0310 or READ 0310	1424	1436 or 1437 or ITSE 1407 or 1422 or		READ 0309 P-DIRW/DIRR 0309 or ENGL 0309 &	1301	P-DIRW/DIRR 0310 or ENGL 0310 &
1407	P-DIRW/DIRR 0310 or READ 0310	1431		2362	READ 0309	1	READ 0310
2306	P-DIRW/DIRR 0310 or READ 0310	1430	1405 or COSC 1301 or COSC 1415	2366	P-DIRW/DIRR 0309 or READ 0309	1302	P-DIRW/DIRR 0310 or ENGL 0310 &
2401	P-DIRW/DIRR 0310 or READ 0310	1437	1000	2367	P-DRAM 2366		READ 0310
2402	P-BIOL 2401		1405 or COSC 1301 or COSC 1415			1303	P-DIRW/DIRR 0310 or ENGL 0310 &
2420	이 나를 잃었다. 하다 가게 되었다면 하다 하나 하는 사람들이 되었다면 하다 하는데 그렇게 되었다면 하다 하는데 그렇게 그렇다.	231			(Diagnostic Cardiovascular Sonography)		READ 0310
		140		1303	C-DSAE 1360	GEOL	
1345	T (Management) P-DIRW/DIRR 0309 or ENGL 0309	242	P-COSC 1420 or 1437 or ITSE 1407	1360	C-DSAE 1303, 1318	1301	P-DIRW/DIRR 0310 or READ 0310
1382		242	P-BCIS 1420 or 1431 or COSC 1420 or 1436 or 1437 or ITSE 1407 or 1422 or	2335	P-DSAE 2437; C-DSAE 2462 P-DSAE 1360; C-DSAE 2404	1303	P-DIRW/DIRR 0310 or READ 0310
2382		143		2361	P-DSAE 1303; C-DSAE 2361	1401	P-DIRW/DIRR 0310 or READ 0310
2383		243		2404	P-DSAE 2404; C-DSAE 2461	1403	P-DIRW/DIRR 0310 or READ 0310
		243	1436 or 1437 or ITSE 1407 or 1422 or	2437	P-DSAE 2404, C-DSAE 2407 P-DSAE 2361; C-DSAE 2437	1404	P-GEOL 1403
BUSI		143		2462	P-DSAE 2461; C-DSAE 2335	1405	P-DIRW/DIRR 0310 or READ 0310
2301	READ 0309	CR	FR (Court Reporting)			1445	P-DIRW/DIRR 0310 or READ 0310, and
		120	20 TO 10	DSVI		4447	MATH 0311 or 0312 P-DIRW/DIRR 0310 or READ 0310, and
	C (Child Development / Early Childhood)	130		1300	C-DSVT 1360, DSAE 1318	1447	MATH 0311 or 0312
1313			READ 0310	1360	C- DSVT 1300		
1317		130		2335	P-DSVT 2430; C-DSVT 2462	GERM	
1319		131		2361	P-DSVT 1360; C-DSVT 2430 P-DSVT 1300; C-DSVT 2461	1412	P-GERM 1411, with a C or higher
1321			READ 0310	2418	P-DSVT 1300; C-DSVT 2361	2311	P-GERM 1412, with a C or higher
1356		134		2430 2461	P-DSVT 2361; C-DSVT 2418	2312	P-GERM 2311, with a C or higher
1358	DEAD 0010	135		2461	P-DSVT 2461; C-DSVT 2335	GOVT	
1359 1384		13				2305	P-DIRW/DIRR 0310 or ENGL 0310 &
1364	and 6hrs of CDEC	140		ECO			READ 0310
2307			READ 0310	2301		2306	P-DIRW/DIRR 0310 or ENGL 0310 &
2322		14		1000	READ 0310		READ 0310
2324	DEAD 0040	22	READ 0310, and CRTR 1404  P-CRTR 2401	2302			
		22	3D P-LKIK /4UI	THE RESERVE TO SERVE THE PARTY OF THE PARTY	READ 0310	THE RESERVE OF THE PARTY OF THE	

### **Pre and Co Requisites**

"P" indicates courses which must have been passed prior to enrollment in the selected course. In the case of DIRW/DIRR 0310 or MATH 0310, the student must have passed at least the 0309 level course or must have passed the 0309 level on the TSI or an alternate test.

"C" indicates courses which, if not already passed, must be taken concurrently with the selected course. DIRW/DIRR and MATH co requisites are not required if the placement test or applicable courses have been passed.

		CALL STANDARD OF THE STANDARD STANDARD STANDARD		
ACCT		CDEC 1384	2306 P-DIRW/DIRR 0310 or ENGL 0310 &	EDUC (Child Development / Early Childhood)
2302	P-ACCT 2301	2426 P-DIRW/DIRR 0310 or ENGL 0310 &	READ 0310, and CRTR 1404	1301 P-DIRW/DIRR 0310 or ENGL 0310 &
2302	F-ACC1 2301	READ 0310	2311 P-DIRW/DIRR 0310 or ENGL 0310 &	READ 0310
ACNT (	Office Administration)	2428 P-DIRW/DIRR 0310 or ENGL 0310 &	READ 0310, and CRTR 1312	2301 P-EDUC 1301
1311	P-ACNT 1303	READ 0310	2312 P-CRTR 2401 & CRTR 1308	EMSP (Emergency Medical Technology)
ANITH		CHEF (Culinary Arts)	2313 P-CRTR 1314, CRTR 1404	1160 C-EMSP 1501
ANTH 2301	P-DIRW/DIRR 0310 or ENGL 0310 &	1291 P-DIRW/DIRR 0310 or READ 0310	2331 P-CRTR 2403	1501 C-EMSP 1160
2301	READ 0310	1301 P-DIRW/DIRR 0310 or READ 0310, &	2333 P-CRTR 1346	All courses require departmental approval.
2302	P-DIRW/DIRR 0310 or ENGL 0310 &	C-CHEF1305	2380 P-CRTR 1314, CRTR 2311	All courses require departmental approval.
2002	READ 0310	1302 P-CHEF 1301	2381 P-CRTR 2403, 1314	ENDT (Neurodiagnostic Technology)
2346	P-DIRW/DIRR 0310 or ENGL 0310 &	1305 C-CHEF 1301	2401 P-CRTR 1406	1463 P-ENDT 1345, ENDT 1350;
2010	READ 0310	1310 P-CHEF 1301	2403 P-CRTR 2401	C-ENDT 2320
2351	P-DIRW/DIRR 0310 or ENGL 0310 &	1341 P-CHEF 1301	2435 P-CRTR 2403	2210 P-ENDT 1345, ENDT 1350
2001	READ 0310	1345 P-CHEF 1301	CVTT (Diagnostic Cardiovascular Sonography)	2215 P-ENDT 1345, ENDT 1350
		1364 P-CHEF 1301	1161 C-DSAE 1340	2320 P-ENDT 1345, ENDT 1350
	(Industrial Design Technology)	1365 P-CHEF 1301	BAAC (III C i  C-t-t Ab	2425 P-ENDT 1463; C-ENDT 2463
1452	P-DFTG 2419	2301 P-CHEF 1301	DAAC (Human Services/Substance Abuse Counseling)	2463 P-ENDT 1463; C-ENDT 2425
ARTS		2302 P-CHEF 1301	1380 P-DAAC 1364	2561 P-ENDT 1463, ENDT 2463
1301	P-DIRW/DIRR 0310 or ENGL 0310 &	CHEM	1381 P-DAAC 1380	All others require dept. approval.
	READ 0310	1405 P-DIRW/DIRR 0310 or READ 0310	1001 1-DAAO 1000	ENGL
1303	P-DIRW/DIRR 0310 or ENGL 0310 &	1407 P-CHEM 1405	DIRW / DIRR (Academic Foundations)	1301 P-DIRW/DIRR 0310 or ENGL 0310 &
	READ 0310	1411 P-MATH 1314, CHEM 1405	0309 P-NCBW 0100 & NCBR 0200	READ 0310
1304	P-DIRW/DIRR 0310 or ENGL 0310 &	recommended	0310 P-DIRW/DIRR 0309 or ENGL 0309 &	1302 P-ENGL 1301
	READ 0310	1412 P-CHEM 1411	READ 0309	2307 P-ENGL 1302
1317	P-ARTS 1316	2423 P-CHEM 1412	DFTG (Industrial Design Technology)	2311 P-ENGL 1301
2317	P-ARTS 2316	2425 P-CHEM 2423	1405 P-DFTG 1409	2322 P-ENGL 1302
2327	P-ARTS 2326	CHIN (Chinese)	1409 P-BCIS 1305 or COSC 1301 or as	2323 P-ENGL 1302
2334	P-ARTS 2333	(or departmental online placement test)	a Corequisite with dept. approval	2327 P-ENGL 1302
2342	P-ARTS 2341	1412 P-CHIN 1411, with a C or higher	1433 P-DFTG 1445	2328 P-ENGL 1302
2347	P-ARTS 2346	2311 P-CHIN 1412, with a C or higher	2406 P-DFTG 1433	2332 P-ENGL 1302
2349	P-ARTS 2348	2312 P-CHIN 2311, with a C or higher	2419 P-DFTG 1409 2423 P-DFTG 2419	2333 P-ENGL 1302
2357	P-ARTS 2356		2430 P-DFTG 1409;C-DFTG 2419	ENGR (Physics)
2367	P-ARTS 2366	CJSA (Criminal Justice)	2435 P-DFTG 1433	1201 P-MATH1314 or equivalent academic
BCIS		2323 P-CJSA 1308	2440 P-DFTG 1409	preparation
1305	P-DIRW/DIRR 0309 or READ 0309	2332 P-CJSA 2323	2445 P-DFTG 2423	FNTO (Industrial Design Technology)
1405	P-DIRW/DIRR 0309 or READ 0309	COMM	2450 P-DFTG 1433	ENTC (Industrial Design Technology)
1420	P- NCBM 0200 or MATH 0309 and	1319 P-COMM 1318 or ARTS 2356	2457 P-DFTG 2423	1423 P-TECM 1317
	BCIS 1305 or COSC 1301 or COSC		A CONTRACTOR AND	FREN (or departmental online placement test)
1415			DRAM	1412 P-FREN 1411, with a C or higher
1431	P- NCBM 0200 or MATH 0309 and	COSC	1310 P-DIRW/DIRR 0309 or READ 0309	2311 P-FREN 1412, with a C or higher
4445	BCIS 1305 or COSC 1301 or COSC	1301 P-DIRW/DIRR 0309 or READ 0309	1330 P-DIRW/DIRR 0309 or READ 0309	2312 P-FREN 2311, with a C or higher
1415	D DOIO 4404 ITOE 4404	1401 P-DIRW/DIRR 0309 or READ 0309	1341 P-DIRW/DIRR 0309 or READ 0309	CAME (Computer Information Technology)
2431	P-BCIS 1431or ITSE 1431	1415 P-DIRW/DIRR 0309 or READ 0309	1351 P-DIRW/DIRR 0309 or READ 0309	GAME (Computer Information Technology)
BIOL		1420 P-NCBM 0200 or MATH 0309, and BCIS 1405 or COSC 1301 or COSC 1415	2331 P-DIRW/DIRR 0309 or READ 0309 2336 P-DIRW/DIRR 0309 or READ 0309	1436 P-NCBM 0200 or MATH 0309 2409 P-GAME 1436
1308	P-DIRW/DIRR 0310 or READ 0310	1430 P-BCIS 1420 or 1431 or COSC 1420 or	2361 P-DIRW/DIRR 0309 or ENGL 0309 &	2409 P-GAME 1436
1309	P-DIRW/DIRR 0310 or READ 0310	1436 or 1437 or ITSE 1407 or 1422 or	READ 0309	GEOG TO THE PARTY OF THE PARTY
1406	P-DIRW/DIRR 0310 or READ 0310	1431	2362 P-DIRW/DIRR 0309 or ENGL 0309 &	1301 P-DIRW/DIRR 0310 or ENGL 0310 &
1407	P-DIRW/DIRR 0310 or READ 0310	1436 P-NCBM 0200 or MATH 0309, and BCIS	READ 0309	READ 0310
2306	P-DIRW/DIRR 0310 or READ 0310	1405 or COSC 1301 or COSC 1415	2366 P-DIRW/DIRR 0309 or READ 0309	1302 P-DIRW/DIRR 0310 or ENGL 0310 &
2401	P-DIRW/DIRR 0310 or READ 0310	1437 P-NCBM 0200 or MATH 0309, and BCIS	2367 P-DRAM 2366	READ 0310
2402	P-BIOL 2401	1405 or COSC 1301 or COSC 1415		1303 P-DIRW/DIRR 0310 or ENGL 0310 &
2420	P-BIOL 1406 or 1407 or 2401 or 2402	2315 P-COSC 1420, COSC 1437 or ITSE	DSAE (Diagnostic Cardiovascular Sonography)	READ 0310
BMGT	(Management)	1407	1303 C-DSAE 1360	GEOL
1345	P-DIRW/DIRR 0309 or ENGL 0309	2420 P-COSC 1420 or 1437 or ITSE 1407	1360 C-DSAE 1303, 1318	1301 P-DIRW/DIRR 0310 or READ 0310
1382	P-Dept. approval	2425 P-BCIS 1420 or 1431 or COSC 1420 or 1436 or 1437 or ITSE 1407 or 1422 or	2335 P-DSAE 2437; C-DSAE 2462	1303 P-DIRW/DIRR 0310 or READ 0310
2382	P-Dept. approval	1431	2361 P-DSAE 1360; C-DSAE 2404	1401 P-DIRW/DIRR 0310 or READ 0310
2383	P-Dept. approval	2436 P-BCIS 1420 or 1431 or COSC 1420 or	2404 P-DSAE 1303; C-DSAE 2361	1403 P-DIRW/DIRR 0310 or READ 0310
BUSI		1436 or 1437 or ITSE 1407 or 1422 or	2437 P-DSAE 2404; C-DSAE 2461	1404 P-GEOL 1403
2301	P-DIRW/DIRR 0309 or ENGL 0309 &	1431	2461 P-DSAE 2361; C-DSAE 2437	1405 P-DIRW/DIRR 0310 or READ 0310
2001	READ 0309	CRTR (Court Reporting)	2462 P-DSAE 2461; C-DSAE 2335	1445 P-DIRW/DIRR 0310 or READ 0310, and
		1207 P-CRTR 1404	DSVT (Diagnostic Cardiovascular Sonography)	MATH 0311 or 0312
	(Child Development / Early Childhood)	1302 P-DIRW/DIRR 0310 or ENGL 0310 &	1300 C-DSVT 1360, DSAE 1318	1447 P-DIRW/DIRR 0310 or READ 0310, and
1313	P-DIRW/DIRR 0310 or READ 0310	READ 0310	1360 C- DSVT 1300	MATH 0311 or 0312
1317	P-DIRW/DIRR 0310 or READ 0310	1308 P-CRTR 1314, 1406	2335 P-DSVT 2430; C-DSVT 2462	GERM (or departmental online placement test)
1319	P-DIRW/DIRR 0310 or READ 0310	1312 P-DIRW/DIRR 0310 or ENGL 0310 &	2361 P-DSVT 1360; C-DSVT 2430	1412 P-GERM 1411, with a C or higher
1321	P-DIRW/DIRR 0310 or READ 0310	READ 0310	2418 P-DSVT 1300; C-DSVT 2461	2311 P-GERM 1412, with a C or higher
1356 1358	P-DIRW/DIRR 0310 or READ 0310 P-DIRW/DIRR 0310 or READ 0310	1346 P-CRTR 2401	2430 P-DSVT 1300; C-DSVT 2361	2312 P-GERM 2311, with a C or higher
1358	P-DIRW/DIRR 0310 or READ 0310 P-DIRW/DIRR 0310 or READ 0310	1357 P-CRTR 1404	2461 P-DSVT 2361; C-DSVT 2418	
1384	P-DIRW/DIRR 0310 or READ 0310 P-DIRW/DIRR 0310 or READ 0310	1359 P-CRTR 1406	2462 P-DSVT 2461; C-DSVT 2335	GOVT
1304	and 6hrs of CDEC	1404 P-DIRW/DIRR 0310 or ENGL 0310 &	ECON	2305 P-DIRW/DIRR 0310 or ENGL 0310 &
2307	P-DIRW/DIRR 0310 or READ 0310	. READ 0310	2301 P-DIRW/DIRR 0310 or ENGL 0310 &	READ 0310 2306 P-DIRW/DIRR 0310 or ENGL 0310 &
2322	P-DIRW/DIRR 0310 or READ 0310	1406 P-DIRW/DIRR 0310 or ENGL 0310 &	READ 0310	READ 0310
2324	P-DIRW/DIRR 0310 or READ 0310	READ 0310, and CRTR 1404	2302 P-DIRW/DIRR 0310 or ENGL 0310 &	112/10/00/10
2384	P-DIRW/DIRR 0310 or ENGL 0310, &	2236 P-CRTR 2401	READ 0310	The second of th

1321	(Culinary Arts) P-DIRW/DIRR 0310 or READ 0310	LGLA (Paralegal)  1301 P-DIRW/DIRR 0310 or ENGL 0340	PHIL	Program
1324	P-DIRW/DIRR 0310 or READ 0310	READ 0310	DEAD 0010 01 ENGL 0310 &	1 2 1001 01 1(100
HECO 1322	(Nutrition) P-BIOL 2401	1311 P-DIRW/DIRR 0310 or ENGL 0310 READ 0310	&   1304 P-DIRW/DIRR 0310 or ENGL 0310 &	
HIST	1 -DIOL 2401	1345 P-DIRW/DIRR 0310 or ENGL 0310	& 2303 P-DIRW/DIRR 0310 or ENGL 0310 &	& 1417
1301	P-DIRW/DIRR 0310 or ENGL 0310 &	READ 0310 P-DIRW/DIRR 0310 or ENGL 0310	READ 0310	All other courses require dept. app
1302	READ 0310	READ 0310	DIRTY 03 10 01 ENGL 0310 &	RSPT (Respiratory Care) 1207 P-DIRW/DIRR 0309 or READ 0309
1002	P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	READ 0310	& PHRA (Pharmacy Technician)	1325 P-DIRW/DIRR 0309 or READ 0309
2301	P-DIRW/DIRR 0310 or ENGL 0310 &	1355 P-DIRW/DIRR 0310 or ENGL 0310 8 READ 0310	§ 1304 P-PHRA 1301, PHRA 1309, & PHRA	All other courses require dept. appr
2311	READ 0310 P-DIRW/DIRR 0310 or ENGL 0310 &	1359 P-DIRW/DIRR 0310 or ENGL 0310 8	1441 3 2262 P-PHRA 1313	RSTO (Culinary Arts)  2301 P-DIRW/DIRR 0310 or PEAD 0346
2312	READ 0310	READ 0310  1380 P-DIRW/DIRR 0310 or ENGL 0310 8	Service Consideration and the service of the servic	2301 P-DIRW/DIRR 0310 or READ 0310 BCIS 1305 or COSC 1301
2312	P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	READ 0310	1301 P-MATH 0312, and DIRW/DIRR 0310	RTVB (Communications)
2321	P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	2303 P-DIRW/DIRR 0310 or ENGL 0310 8 READ 0310	1401 P-MATH 2412 or Departmental	2340 P-RTVB 1301 or COMM 2311
	P-DIRW/DIRR 0310 or ENGL 0310 &	2305 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	Approval, and DIRW/DIRR 0310 or READ 0310	SGNL (Sign Language) (or with departmental approval)
	READ 0310 P-DIRW/DIRR 0310 or ENGL 0310 &	2311 P-DIRW/DIRR 0310 or ENGL 0310 &	1402 P-PHYS 1401	1302 P-SGNL 1301 with C or better
	READ 0310	READ 0310 2313 P-DIRW/DIRR 0310 or ENGL 0310 &	2425 P-DIRW/DIRR 0310 or READ 0310 0	P-SGNL 1302 with C or better
2327	P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	READ 0310	2426 P-PHYS 2425, and DIRW/DIRR 0310 or	
2328	P-DIRW/DIRR 0310 or ENGL 0310 &	2323 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	READ 0310	1301 P-DIRW/DIRR 0310 or ENGL 0310
	READ 0310 P-DIRW/DIRR 0310 or ENGL 0310 &	2381 P-DIRW/DIRR 0310 or ENGL 0310 &	PMHS (Human Services/Substance Abuse Counseling)	READ 0310
F	READ 0310	READ 0310	1381 P-DAAC 1380	1306 P-DIRW/DIRR 0310 or ENGL 0310 8
HUMA	DIDIMOLOS	0310 P-NCBM 0200 or MATH 0309 or	2380 P-DAAC 1381	READ 0310
r	P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	required score on placement test	POFI (Office Administration)	READ 0310
1302 P	P-DIRW/DIRR 0310 or ENGL 0310 &	P-NCBM 0200 or MATH 0309 or required score on placement test,	1341 P-POFI 1301 or POFI 1401 1449 P-POFI 1301 or POFI 1401 or	2306 P-DIRW/DIRR 0310 or ENGL 0310 8 READ 0310
	READ 0310	DIRW/DIRR 0310 or READ 0310	departmental approval	2319 P-DIRW/DIRR 0310 or ENGL 0310 &
1217 P	linary Arts) P-DIRW/DIRR 0310 or READ 0310	or TSI standard. 0312 P-MATH 0310 or required score on	2301 P-POFI 1301 or POFI 1401 2350 P-POFI 1301 or POFI 1401	READ 0310  2326 P-DIRW/DIRR 0310 or ENGL 0310 &
1318 P	-DIRW/DIRR 0310 or READ 0310	placement test.	DOEM (OSS: A L L L L	READ 0310
	HEF-1301	P-MATH 0312, and DIRW/DIRR 0310 c READ 0310 with a C or better or	or 1317 Computer Literacy required	2336 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310
MED (Con 415 P-	nputer Information Technology) -DIRW/DIRR 0309 or READ 0309	the TSI standard.	POFT (Office Administration)	2340 P-DIRW/DIRR 0310 or ENGL 0310 &
	nputer Information Technology)	P-MATH 0312, and DIRW/DIRR 0310 o READ 0310 with a C or better or	r 2401 P-POFT 1429	READ 0310  P-DIRW/DIRR 0310 or ENGL 0310 &
301 P-	ITMT 1302	the TSI standard.	<b>PSGT</b> 1191 P-PSGT 2411	READ 0310
	ITMT 1302 ITMT 2301 or ITMT 2302	1325 P-MATH 1314 or 1324 1332 P-MATH 0311 or MATH 0312 and	1260 P-PSGT 1400	SPAN (or departmental online placement test)
351 P-I	ITMT 2301 or ITMT 2302	DIRW/DIRR 0310 or READ 0310 with a	2205 P-PSGT 1400 2250 P-PSGT 2411	2289 Departmental approval
356 P-I	ITMT 1302	1333 P-MATH 0310 or MATH 0311 and	2411 P-PSGT 1400	2311 P-SPAN 1412 with a C or higher
NW (Com	nputer Information Technology)	DIRW/DIRR 0310 or READ 0310 w/a C	2660 P-PSGT 1260; C-PSGT-2411 2661 P-PSGT 2660	2312 P-SPAN 2311 with a C or higher 2313 Departmental approval.
13 P-1	TMT 1302 TNW 1358	or better or TSI standard.  1342 P-MATH 0311 or MATH 0312	All other courses require dept. approval.	2315 Departmental approval
53 P-I	TMT 1302	1350 P-MATH 1314	PSTR (Culinary Arts)	2389 Departmental approval
	TMT 1302 TMT 1302	2318 P-MATH 2413 or Departmental approval	1301 P-DIRW/DIRR 0310 or READ 0310; C-CHEF 1301	1315 P-DIRW/DIRR 0310 or READ 0310
		P-MATH 2414 or Departmental approval	PSYC PSYC	1318 P-DIRW/DIRR 0310 or ENGL 0310 &
19 P-D	outer Information Technology) IIRW/DIRR 0309 or READ 0309	2412 P-MATH 1314 or Departmental approval 2413 P-MATH 2412 or Departmental approval	2301 P-DIRW/DIRR 0310 or ENGL 0310 &	READ 0310 1321 P-DIRW/DIRR 0310 or READ 0310
E (Comp	uter Information Technology)	2414 P-MATH 2413	READ 0310	2335 P-DIRW/DIRR 0310 or READ 0310
)/ P-N	CBM 0200 or MATH 0309 and	2415 P-MATH 2414	READ 0310	2341 P-DIRW/DIRR 0310 or READ 0310
1415		MRKG (Management) 1301 P-MRKG 1311	2306 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	TECA (Child Development / Early Childhood) 1303 P - DIRW/DIRR 0310 or ENGL 0310
2 P- N	ICBM 0200 or MATH 0309, BCIS	2349 P-MRKG 1311	2307 P-DIRW/DIRR 0310 or ENGL 0310 &	and READ 0310
1 P-N	5, or COSC 1301 or COSC 1415 CBM 0200 or MATH 0309 and	MUSI	READ 0310 2308 P-DIRW/DIRR 0310 or ENGL 0310 &	1311 P – DIRW/DIRR 0310 or ENGL 0310 and READ 0310
BCIS	6 1305 or COSC 1301 or COSC1 415 SE 2409	1211 P-DIRW/DIRR 0310 or READ 0310; and C-MUSI 1216	READ 0310	1318 P – DIRW/DIRR 0310 or ENGL 0310
1 P-NC	CBM 0200 or MATH 0309 and BCIS	1212 P-DIRW/DIRR 0310 or READ 0310.	READ 0310	and READ 0310 1354 P – DIRW/DIRR 0310 or ENGL 0310
1405	or COSC 1301 or COSC 1415	and MUSI 1211; and C-MUSI 1217 1216 C-MUSI 1211	2315 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	and READ 0310
5 gro	courses required from the following ups: (BCIS 1420 or COSC 1436	1217 P-MUSI 1216; C-MUSI 1212	2316 P-DIRW/DIRR 0310 or ENGL 0310 &	TECM (Industrial Design Technology) 1317 P-MATH 1314
or ITS	SE 1422) or (BCIS 1431 or ITSE 1431) OSC 1420 or 1437 or ITSE 1407)	1290 P-MUSI 1211 & 1303; MUSI 1181 or MUAP 1269	READ 0310 2317 P-PSYC 2301, MATH 0311 or MATH	VNSG
or (CC	OSC 1430 or 2436 or ITSF 2417)	1303 P-DIRW/DIRR 0309 or READ 0309	0312	All courses require departmental approval.
or (IM	IED 2415 or ITSE 2402)	1306 P-DIRW/DIRR 0309 or READ 0309	2010 F-DIRWIDIRR 0310 or ENGL 0310 &	Revised: 5-27-14
P-DIR	RW/DIRR 0309 or READ 0309 RW/DIRR 0309 or READ 0309	READ 0310	2389 P-DIRW/DIRR 0310 or ENGL 0310 &	. W. 1000. 0-27-14
P-DIR	W/DIRR 0309 or READ 0309	1309 P-DIRW/DIRR 0310 or ENGL 0310 & READ 0310	READ 0310	
or 143	S 1420 or 1431 or COSC 1420 6 or 1437 or ITSE 1407	1310 P-DIRW/DIRR 0309 or READ 0309	PTAC (Process Technology) 1410 P-PTAC 1302	
or 142	2 or 1431	2211 P-MUSI 1212; C-MUSI 2216	1454 P-PTAC 2420	
	S 1431 or ITSE 1431	2212 P-MUSI 2211; C-MUSI 2217 2216 P-MUSI 1217; C-MUSI 2211	2420 P-PTAC 1410 2436 P-PTAC 1332	
(Comput	rer Information Technology) W/DIRR 0309 or READ 0309	2217 P-MUSI 2216; C-MUSI 2212	2438 P-PTAC 1332, PTAC 2420	
		PHED (Sports & Human Performance)	2446 P-PTAC 2420	
(~ompute	311	1306 P-DIRW/DIRR 0309 or READ 0309 1338 P-DIRW/DIRR 0309 or READ 0309	RNSG (Nursing - ADN) 1108 P-MATH 0310 or MATH 0311	
P-ITMT				

2014-15 Rev: 6-5-14

# **Course Descriptions**

### **Academic Foundations** -

Lynda Vern, Department Chairperson Margaret Ellen Birdwell, Elizabeth Hall

NOTE: Non-Course-Based sections, offer students small group or individualized help with language. NCBR 0200 and NCBW 0100, are offered for students who test below the developmental education cutoff level in Reading and/or English. These options provide help with developing Reading and Writing skills. Upon successful completion of these classes, students may register for the appropriate DIRW/DIRR class. 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.

### NCBR 0200 Non-Course-Based Reading (2 credits)

NCBR 0200 focuses on the development of reading and higher order thinking skills necessary for college readiness. In small group settings, students read, discuss, and write about a central text as they also learn correct grammatical structures and expand their knowledge of Edited American English.

(1.5 lecture and .5 lab hours per week) [CB32.0108.6112]

### NCBW 0100 Non-Course-Based Writing

(1 credit)

In small-group or individual settings, NCBW 0100 develops fundamental writing skills such as idea generation, drafting, organization, and revision. Writing style and the utilization of Edited American English is emphasized as students write text to prepare them for writing in future college courses. (1 lecture hour per week) [CB32.0108.6212]

### NCCI 0101 Writing for Non-Native Speakers (1 credit)

NCCI 0101 focuses on American academic rhetorical struture, American academic cultural expectations, student-specific English grammar and language patterns, and complementing ENGL 1301 instruction. NCCI is designed specifically for international students and non-native speakers who enter ENGL 1301. It is only open to ENGL 1301 students who need help acclimating to American academic culture, essay structure, and grammar requirements. NCCI is a Non-Course Based ESOL class. (1 lecture hour per week) [CB32.0108.6312]

### NCCN 0101 ESOL Self Paced Study (1 credit)

Combines technology-based instruction with tutorials to allow students to improve their specific English difficuluties. (1 lecture hour per week) [CB32.0108.6412]

#### **ESOL 0301**

# Basic English for Speakers of Other Languages (3 credits)

Focus on increasing English fluency from basic to mid-intermediate levels, with an emphasis on speaking and listening. Blends classroom instruction and computer-based instruction. (3 lecture & 1 lab hour per week). [CB32.0108.5512]

#### **ESOL 0302**

# Intermediate English for Speakers of Other Languages

(3 credits)

Focus on increasing English fluency from midintermediate 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]

NOTE: Developmental Integrated Reading and Writing skills are taught in DIRW/DIRR 0309 and DIRW/DIRR 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.

### DIRW/DIRR 0309

# Developmental Integrated Reading & Writing I (3 credits)

DIRW/DIRR 0309 is an introductory course designed to prepare students for success in completing reading and writing assignments in college classes. Therefore, this course emphasizes critical reading and academic writing skills by integrating the teaching of the two disciplines. (3 lecture, 1 lab hour per week and academic coaching.) Prerequisite: NCBW 0100 & NCBR 0200. [CB32.0108.6012]

### DIRW/DIRR 0310

# Developmental Integrated Reading & Writing II (3 credits)

DIRW/DIRR 0310 is the higher level Integrated Reading and Writing course. It combines the teaching of reading and writing skills that students need to perform effectively in college courses. The focus of the course is on the ability to read college-level material critically and to develop writing skills appropriate for written assignments in college classes. (3 lecture, 1 lab hour per week and academic coaching.) Prerequisite: DIRW/DIRR 0309 or ENGL 0309 & READ 0309. [CB32.0108.6012]

### Accounting

Norman Bradshaw, Department Chairperson Tom Branton

### ACCT 2301 Financial Accounting

(3 credits)

This course concentrates on accounting for merchandise operations, proprietorships, partnerships, negotiable instruments, specialized books of original entry, and the voucher system, including emphasis on the financial aspects of accounting. (3 lecture and 1 lab hours per week). [CB5203015104]

### ACCT 2302 Managerial Accounting (3 credits)

This course provides a study of partnerships corporations, cost accounting, assets, theory, and interpretation of financial statements, with special emphasis on the managerial aspects of accounting. (3 lecture and 1 lab hours per week). Prerequisite: ACCT 2301. [CB5203015104]

### **Agriculture**

Dwight Rhodes, Department Chairperson

### AGRI 1307 Fundamentals of Crop Production (3 credits)

This course presents a scientific approach to commonly grown field crops by exploring their importance, value, use, characteristics, classification, distribution, climatic and soil requirements, production, storage, improvement, and seed technology. (3 lecture hours per week). [CB01.1102.5101]

### AGRI 1319 Animal Husbandry (3 credits)

This basic course acquaints the student with the production systems, basic facility requirements, and markets for various types and breeds of livestock. The course also presents basic phases of feeding, breeding, disease control, and production of livestock. (3 lecture hours per week). [CB01.0901.5101]

### **American Sign Language** –

Amalia D. Parra, Department Chairperson

### SGNL 1301 Beginning American Sign Language I (3 credits)

Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired. (3 lecture and 1 lab hour per week) [CB16.1603.5113]

#### **SGNL 1302**

# Beginning American Sign Language II (3 credits)

Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired. Prerequisite: SGNL1301 with minimum grade of C or Departmental approval.

(3 lecture and 1 lab hour per week)

[CB 16.1603.5113]

### **SGNL 2301**

# Intermediate American Sign Language I (3 credits)

Review and application of conversational skills in American Sign Language; interpreting from signing to voice as well as from voice to signing. Introduction to American Sign Language literature and folklore. Prerequisite: SGNL 1302 with minimum grade of C or Departmental approval. (3 lecture and 1 lab hour per week) [CB 16.1603.5213]

### **SGNL 2302**

# Intermediate American Sign Language II (3 credits)

Review and application of conversational skills in American Sign Language; interpreting from signing to voice as well as from voice to signing. Introduction to American Sign Language literature and folklore. Prerequisite: SGNL 2301 with minimum grade of C or Departmental approval.(3 lecture and 1 lab hour per week) [CB 16.1603.5213]

### Anthropology -

Traci Elliott, Department Chairperson

### ANTH 2301 Physical Anthropology (3 credits)

This course provides an overview of human origins and biocultural adaptations. It also introduces methods and theory in the excavation and interpretation of material remains of past cultures. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.0301.5125]

### ANTH 2302 Introduction of Archeology (3 credits)

This course is a study of human history which describes the major cultural developments in humanity's past and explores the methods used by archeologists to retrieve, process and analyze material remains of past cultures. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.0301.5125]

### ANTH 2346 General Anthropology (3credits)

This course follows the principles of physical and cultural anthropology, this course analyzes the cultures of prehistoric and existing preliterate people and the impact of modern western culture (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.0201.5125]

### ANTH 2351 Cultural Anthropology

### (3 credits)

This course provides a survey of cultures around the world in order to explain the key concepts, methods and theories used in the study of cultural diversity, social institutions, linguistics, and cultural change among world peoples. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.0201.5325]

### Arts

Dennis LaValley, Department Chairperson Carlos Ordonez

### ARTS 1301 Art Appreciation (3 credits)

This general course in Art Appreciation is open to all college students. It includes critical evaluation of selected works of painting, sculpture, architecture, and industrial design and a study of the principles of design from a layman's standpoint and of art in relation to everyday life. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB50.0703.5126]

### ARTS 1303 Art History I (3 credits)

This course includes a critical and analytical study of the great historical works of art in architecture, sculpture, painting, and the minor arts from prehistoric times through the medieval period. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB50.0703.5226]

### ARTS 1304 Art History II (3 credits)

This course provides a critical and analytical study of the great historical works of art in architecture, sculpture, painting, and the minor arts from the medieval period to contemporary art. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB50.0703.5226]

### ARTS 1311 Design I (3 credits)

This course familiarizes the student with the basic elements and fundamentals of two-dimensional design and their application to works of art. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week). [CB50.0401.5326]

### ARTS 1312 Design II (3 credits)

This course provides the student with a knowledge of the application of design principles to three-dimensional work. In addition to scheduled class

hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week). [CB50.0401.5326]

### ARTS 1316 Drawing I (3 credits)

This beginning course investigates a variety of media, techniques, and subjects and explores descriptive and perceptual possibilities of drawing. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week) [CB50.0705.5226]

### ARTS 1317 Drawing II (3 credits)

This course is an expansion of the concepts presented in Drawing I, and it stresses the expressive and conceptual aspects of drawing in various media. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week). Prerequisite: ARTS 1316 [CB50.0705.5226]

### ARTS 2316 Painting I (3 credits)

This course explores the potentials of various painting media with stress on color and composition. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week). [CB50.0708.5226]

### ARTS 2317 Painting II (3 credits)

This course is an expansion of the concepts presented in Painting I with unrestricted subject matter. In addition to scheduled class hours, students should arrange three additional hours per week to paint. (3 lecture & 3 lab hours per week). Prerequisite: ARTS 2316. [CB50.0708.5226]

### ARTS 2326 Sculpture I (3 credits)

This course provides students with experience in sculpture in clay, wood, and found object materials. Art majors are expected to take a sculpture course. Students should arrange three additional hours per week to work in sculpture.(3 lecture & 3 lab hours per week) [CB50.0709.5126]

### ARTS 2327 Sculpture II (3 credits)

This course provides students with experience in sculpture in clay, wood, and found object materials. It is an expansion of the concepts presented in Sculpture I. Students should arrange three additional hours per week to work in sculpture. Prerequisite: ARTS 2326 (3 lecture & 3 lab hours per week) [CB50.0709.5126]

### ARTS 2333 Printmaking I (3 credits)

This course introduces students to printmaking techniques and principles. The student will explore woodcut, etching, dry point, monoprint and linocut

methods. In addition to scheduled class hours, students should arrange three additional hours per week to work on projects. (3 lecture & 3 lab hours per week) [CB50.0710.5126]

### ARTS 2334 Printmaking II (3 credits)

This course is an extension of Printmaking I with the inclusion of serigraphy and lithography. In addition to scheduled class hours, students should arrange three additional hours per week to work on projects. Prerequisite: ARTS 2333 (3 lecture & 3 lab hours per week) [CB50.0710.5126]

### ARTS 2341 Jewelry & Arts Metal I (3 credits)

This course explores various methods of metal fabrication with an emphasis on jewelry making. The principles of two and three dimensional design are given careful consideration. The history and contemporary trends of art metals are examined. (3 lecture & 3 lab hours per week) [CB50.0713.5126]

### ARTS 2342 Jewelry & Arts Metal II (3 credits)

This course is a continuation of Art Metals I. It explores metal fabrication, jewelry making, history and contemporary trends. Prerequisite: ARTS 2341. (3 lecture & 3 lab hours per week). [CB50.0713.5126]

### ARTS 2346 Ceramics I (3 credits)

This course includes an introduction to hand building processes and glaze application. Students learn to use the potter's wheel with emphasis on individual expression. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week) [CB50.0711.5126]

### ARTS 2347 Ceramics II (3 credits)

This course includes the combining of hand building and wheel thrown objects. Students learn the techniques of section pottery throwing. In addition to glaze application and kiln firing, Raku pottery will be introduced. Students should arrange at least three additional hours per week. (3 lecture & 3 lab hours per week) Prerequisite: ARTS 2346. [CB50.0711.5126]ARTS 2348

### ARTS 2348 Digital Art I (3 credits)

This course includes an introduction to the processes and techniques of advertising art. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week) [CB50.0402.5226]

### ARTS 2349 Digital Art II (3 credits)

This course is an advanced study of advertising art and production. In addition to scheduled

class hours, students should arrange three additional hours per week to work on art projects. Prerequisite: ARTS 2348 (3 lecture & 3 lab hours per week) [CB50.0402.5226]

### ARTS 2356 Photography I (3 credits)

Introductory class designed to learn basic control of a camera. This includes digital and film cameras. This covers, composition, technical aspects and concepts for creating successful photographs. History of photgraphy, film processing, darkroom printing, digital manipulation, file management and porfolio presentation is taught. Film cameras provided. (3 lecture & 3 lab hours per week) [CB50.0605.5126]

### ARTS 2357 Photography II (3 credits)

This course builds upon the techniques and concepts presented in Photography I and focuses on continued development of printing and developing skills with emphasis placed on the development individual expression. (3 lecture & 3 lab hours per week) Prerequisite: ARTS 2356 [CB50.0605.5226]

### ARTS 2366 Watercolor I (3 credits)

Students explore the watercolor medium as a means of artistic expression through interpretation of still life, landscape, and figure subjects. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (3 lecture & 3 lab hours per week) [CB50.0708.5326]

### ARTS 2367 Watercolor II (3 credits)

This course presents a deeper exploration in the field of the watercolor medium as a means of artistic expression through interpretation of still life, landscape, figure, and non-objective approaches. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. Prerequisite: ARTS 2366.(3 lecture & 3 lab hours per week) [CB50.0708.5326]

### Astronomy -

Dora Devery, Department Chairperson Joseph Mills

### ASTR 1403 Planetary Astronomy (4 credits)

Introductory planetary astronomy course which includes basic material on the history of astronomy, physics of planetary motion, the nature of light, operation of telescopes, formation of solar system, terrestrial planets, Jovian planets, Kuiper Belt objects, comets, and asteroids. Lab includes observing the stars, nebulae, galaxies, planets, and a variety of exercises in observational astronomy. (3 lecture and 3 lab hours per week) [CB40.0201.5103]

### ASTR 1404 Stellar & Galactic Astronomy (4 credits)

An introductory course that will concentrate on the origin, life and fate of the stars, star clusters, galaxies, and cosmology. An appropriate lab program will include lab experiments, telescope observations, field trips, and Internet research. This is a course for non-science majors who need natural science credit or anyone interested in the study of the universe. (3 lecture and 3 lab hours per week) [CB40.0201.5203]

### Biology

Dwight Rhodes, Department Chairperson Jerrod Butcher, 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 live, cells, structure, function and reproduction. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CB26.0101.5103]

### BIOL1309 Biology for Non-Science Majors II (3 credits)

This course will provide a survey of biological principles with an emphasis on evolution, ecology, plant and animal diversity, and physiology. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CB26.0101.5103]

### BIOL1406 Biology for Majors I (4 credits)

Fundamental principles for living organisms will be studied, including physical and chemical properties for 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: DIRW/DIRR 0310 or READ 0310. [CB26.0101.5103]

### BIOL 1407 Biology for 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: DIRW/DIRR 0310 or READ 0310. [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: DIRW/DIRR 0310 or READ 0310 [CB03.0103.5101]

### BIOL 2401 Anatomy and Physiology I (4 credits)

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be integrated or specialized. (3 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CB26.0707.5103]

### BIOL 2402 Anatomy and Physiology II (4 credits)

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be integrated or specialized. It is recommended that a student receive a grade of a "C" or better in Biology 2401 before taking this course. (3 lecture and 3 lab hours per week). Prerequisite: BIOL 2401. [CB26.0707.5103]

### BIOL 2420 Basic Microbiology (4 credits)

This one-semester course in microbiology stresses the principles and applications of microbial activity, with emphasis given to the bacterial types. This course stresses the role of micro-organisms in disease, ecology, sanitation, industry, and public health as well as considering sterilization techniques, pure culture techniques, and other aspects of microbial control. Basic Microbiology is recommended for students in biology, pre-med, pre-dental, nursing, and related medical fields. (3 lecture and 3 lab hours per week). Prerequisites: Either BIOL1406 or BIOL 1407, or BIOL 2401, or BIOL 2402. [CB26.0503.5103]

### **Business Administration** –

Norman Bradshaw, Department Chairperson

### BUSI 1301 Introduction to Business (3 credits)

An overview of the American system of free enterprise, this course concentrates on business and its environment, organization and management of the enterprise, management of human resources, production, marketing, and finance. Primary emphasis is placed on the way American businesses work, what they can do well, and what they do poorly. (3 lecture hours per week). [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. (3 lecture hours per week). [CB 19.0401.5109]

### BUSI 2301 Business Law (3 credits)

An exploration of the role of law in business and society, including government regulation of business, legal reasoning, business organizations, anti-trust and employment law. Prerequisites: DIRW/DIRR 0309 or ENGL 0309 & READ 0309. (3 lecture hours per week). [CB22.0101.5124]

(3 lecture flours per week). [CB22.0101.3124]

### Chemistry -

Dora Devery, Department Chairperson Betty Graef, 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: DIRW/DIRR 0310 or READ 0310. [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)

Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs. This course covers general principles and theories of elementary organic chemistry, with special emphasis on characteristics, structures, preparation, reactions, and nomenclature of hydrocarbons, alkyl halides, alcohols, and ethers. The student is introduced to micro-scale lab techniques. 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)

Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs. This course covers general principles and theories of elementary organic chemistry, with special emphasis on characteristics, structures, preparation, reactions, and nomenclature of aldehydes, ketones, carboxylic acids, and amines. This course also covers stereochemistry and some elementary concepts in biochemistry. Microscale lab techniques are utilized. It is recommended that a student receive a grade of a "C" or better in CHEM 2423 before taking this course. (3 lecture and 4 lab hours per week). Prerequisite: CHEM 2423. [CB40.0504.5203]

# Child Development / Early Childhood —

Jeanine M. Wilburn, Department Chairperson

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

A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children. The student will define developmentally appropriate practices; describe the process of child-centered curriculum development; and develop guidelines for creating developmentally appropriate indoor and outdoor learning environments. The student will apply an understanding of teacher roles in early childhood classrooms; prepare a developmentally appropriate schedule including routines and transitions; and select, plan, implement, and evaluate developmentally appropriate learning experiences for children. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CIP19.0709]

### CDEC 1317 Child Development Associate Training I (3 credits)

Based on the requirements for the Child Development Associate National Credential (CDA).

Topics on CDA overview, general observation skills, and child growth and development overview. The four functional areas of study are creative, cognitive, physical, and communication. The student will identify methods to advance physical and intellectual competence; describe the CDA process, develop general observation skills and summarize basic child growth and development; utilize skills in writing, speaking, teamwork, time management, creative thinking, and problem solving. (3 lecture and 2 lab hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CIP19.0709]

### CDEC 1319 Child Guidance (3 credits)

An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences. Practical application through direct participation with children. The student will summarize theories related to child guidance; explain how appropriate guidance promotes autonomy, self-discipline and life-long social skills in children; recognize the importance of families and culture in guiding children; and promote development of positive self-concept and prosocial behaviors in children. The student will apply appropriate guidance techniques to specific situations relating to children's behaviors and demonstrate skills in helping children resolve conflicts. (3 lecture and 1 lab hour per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP19.0709]

### CDEC 1321 The Infant and Toddler (3 credits)

A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques. The student will summarize prenatal development and the birth process; discuss theories of development as they apply to infants and toddlers; outline growth and development of children from birth to age 3; analyze components of quality infant/ toddler caregiving and elements of appropriate indoor and outdoor environments. The student will provide developmentally appropriate materials and activities and use developmentally appropriate teaching/guidance techniques. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP19.0709]

### CDEC 1356 Emergent Literacy for Early Childhood (3 credits)

An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum. The student will define literacy and emergent literacy; analyze various theories of language development; and describe the teacher's

role in promoting emergent literacy. The student will create literacy environments for children; and select and share appropriate literature with children. (2 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP19.0706]

### CDEC 1358 Creative Arts for Early Childhood (3 credits)

An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through processoriented experiences to support divergent thinking. The student will define the creative process; describe the role of play in a child's growth and development and developmental sequences for creative arts; analyze teacher roles in enhancing creativity; describe concepts taught through the creative arts and components of creative environments. The student will plan, implement, and assess child-centered activities for music, movement, visual arts, and dramatic play. (2 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [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, processes, the advocacy role, and legislative issues. The student will summarize causes, incidences and characteristics of exceptionalities related to the domains of development; discuss current terminology and practices for intervention strategies; identify appropriate community resources and referrals for individual children and families; review legislation and legal mandates and their impact on practices and environments; explain the role of advocacy for children with special needs and their families. The student will use various types of materials and resources, including current technology, to support learning in all domains for all children. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP19.0709]

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

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. The student will, as outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/ industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (1 lecture and 20 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310 and 6 hours of CDEC [CIP19.0706]

# CDEC 2307 Math and Science for Early Childhood (3 credits)

An exploration of principles, methods, and materials for teaching children math and science concepts through discovery and play. The student will relate the sequence of cognitive development to the acquisition of math and science concepts and describe the scientific process and its application to the early childhood indoor and outdoor learning environments. The student will develop strategies which promote thinking and problem-solving skills in children; utilize observation and assessment as a basis for planning discovery experiences for the individual child; and create, evaluate, and/or select developmentally appropriate materials, equipment and environments to support the attainment of math and science concepts. (2 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP19.0709]

### CDEC 2322 Child Development Associate Training II (3 credits)

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance. The student will explain methods to establish and maintain a safe, healthy learning environment, describe ways to support social and emotional development, and describe techniques used to provide positive guidance. The student will utilize skills in writing, speaking, problem solving, time management, and record keeping. (1 lecture and 5 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP19.0709]

### CDEC 2324 Child Development Associate Training III (3 credits)

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include family, program management, and professionalism. The student will describe methods to establish positive and productive relationships with families; explain methods to ensure a well-run, purposeful program responsive to participant needs; and identify how to maintain a commitment to professionalism; utilize skills in writing, speaking, problem-solving, time management, and record keeping. (1 lecture and 5 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP19.0709]

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

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of

the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. The student will, as outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (1 lecture and 20 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310, CDEC 1384. [CIP19.0706]

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

A practical application of management procedures for early child care education programs, including a study of planning, operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. The student will analyze the planning functions; evaluate the operational functions and interpret the supervisory functions of an administrator. The student will summarize the evaluation of functions in an early care and education program and explore methods of effective communication and utilize skills in speaking, writing, computation, and computer utilization. (3 lecture and 2 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP19.0708]

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

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs. The student will discuss codes of conduct; describe communication skills needed in effectively administering an early care and education program; discuss the importance of parent education/partnerships in early care and education programs; explain the administrator's role in advocacy; describe personnel management skills necessary to administer programs; explain legal issues which impact programs; evaluate fiscal responsibilities of an administrator; and examine current technology and issues in early care and education administration. The student will utilize skills in speaking, writing, computation, and computer utilization. (3 lecture and 2 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310 [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 activities in P-12 schools. (3 lecture and 1 lab hour per week) Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB1301015109]

### EDUC 2301 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 activities, which must be with special populations in P-12 schools. (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 education and involvement, family and community lifestyles, child abuse, and current family life issues; course content is aligned as applicable with State Board for Educator Certification Pedagogy and Prefessional Responsibilities standards. Requires students to participate in field experiences of 16 hours with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 field experience hour per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [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 is aligned as applicable with State Board for Educator Certification Pedagogy and Prefessional Responsibilities standards. Requires students to participate in field experiences of 16 hours with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 field experience hour per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [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. Focus on local and national standards and legal implications of relevant policies and regulations; course content is aligned as applicable with State Board for Educator Certification Pedagogy and Prefessional Responsibilities standards. Requires students to participate in field experiences of 16 hours with children from infancy through age 12 in a variety of settings with varied and diverse populations. (3 lecture and 1 field experience hour per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [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: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB13.1202.5209]

### Chinese

Amalia D. Parra, Department Chairperson

NOTE: Students cannot enroll in any Language Program (Second Language or Heritage Language) if they have not taken the Foreign Language Placement Exam required in each track. Failure to comply with this requirement may result in being dropped from the class. Based on performance on the placement exam, students may be placed in CHIN 1412, 2311 or 2312, and may earn up to 11 credit hours in Chinese.

### CHIN 1411 Beginning Chinese I (4 credits)

This course provides fundamental skills in listening comprehension, speaking, reading, and writing. It includes basic vocabulary, grammatical structures, and culture. Prerequisite: Placement Exam within a semester prior to enrollment. (3 lecture & 2 lab hours per week) [CB 16.0301.5113]

### CHIN 1412 Beginning Chinese II (4 credits)

This course provides fundamental skills in listening comprehension, speaking, reading, and writing. It includes basic vocabulary, grammatical structures, and culture. (3 lecture & 2 lab hours per week) Prerequisite: Successful completion of CHIN 1411 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. [CB 16.0301.5113]

### CHIN 2311 Intermediate Chinese 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. (3 lecture & 1 lab hour per week) Prerequisite: Successful completion of CHIN 1412 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. [CB 16.0301.5213]

### CHIN 2312 Intermediate Chinese 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. (3 lecture & 1 lab hour per week) Prerequisite: Successful completion of CHIN 2311 with a minimum grade of C in the 12 months prior to enrollment or by Placement Exam immediately prior to enrollment. [CB 16.0301.5213]

### **Communications**

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

### COMM 1307 Introduction to Mass Communication (3 credits)

Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences. (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. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. 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 and an introduction to DSLR technology in video applications. Photographic equipment provided. (2 lecture and 4 lab hours per week). Prerequisite: COMM 1318 or ARTS 2356. [CIP 50.0605.5226]

### COMM 1336 Television Production I (3 credits)

Practical experience in the operation of television studio and control room equipment, including both pre- and post-production needs. Includes live and taped studio program content, studio camera

operation, and television audio. Emphasizes television producing and directing utilizing underlying principles of video technology. (2 lecture and 4 lab hours per week). [CB10.0202.5206]

#### COMM 1337 Television Production II

(3 credits)

This course continues practical experience in the operation of television studio and field equipment, including both pre- and post-production needs. 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). [CB10.0202.52 06]

### **COMM 2303**

### **Audio/Radio Production**

(3 credits)

Concepts and techniques of sound production, including the coordinating and directing processes. Hands-on experience with equipment, sound sources, and direction of talent. (2 lecture and 2 lab hours per week) [CB10.0202.51 06]

### **COMM 2311**

# News Gathering & Writing I (3credits)

Fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner. (2 lecture and 4 lab hours hours per week) [CB09.0401.57 06]

#### **COMM 2326**

## 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 marketing theory and strategy, copy writing, 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. Preparation for opportunities in announcing employment in news, sports, commercial, voice talent, disk jockey, radio and TV. (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)

Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art. (2 lecture and 2 lab hours per week). [CB50.0602.51 26]

#### **RTVB 1150**

### Radio Experience I

(1 credit)

Lab 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 and organization of news copy. Topics include proper style and format used for broadcast news scripts, organization of newscasts, use of computerized news editing systems. (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. Includes live and taped studio program content, studio camera operation, and television audio. Emphasizes television producing and directing utilizing underlying principles of video technology. (2 lecture and 4 lab hours per week) [CIP09.0701]

### RTVB 1329 Scriptwriting

(3 credits)

Writing of commercials, public service announcements, promos, news documentaries, and other broadcast and film materials. Emphasis on

the format and style of each type of writing and development of a professional writing style. (2 lecture and 4 lab hours per week) [CIP09.0701]

# RTVB 1355 Radio and Television Announcing (3 credits)

Radio and TV announcing skills such as voice quality, articulation, enunciation, and pronunciation. Preparation for opportunities in announcing employment in news, sports, commercial, voice talent, and disk jockey and radio and TV. (2 lecture and 4 lab hours per week) [CIP09.0701]

## RTVB 1380,1381, 2380, 2381

# Cooperative Education – Radio and Television (3 credits)

Radio and TV announcing skills such as voice quality, articulation, enunciation, and pronunciation. Preparation for opportunities in announcing employment in news, sports, commercial, voice talent, and disk jockey and radio and TV. (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, including digital editing, sound processing systems, and multitrack mix down recording techniques. (2 lecture and 4 lab hours per week) [CIP09.0701]

### **RTVB 2337**

# TV Production Workshop I (3 credits)

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

#### **RTVB 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 6 lab hours per week) Prerequisite: RTVB 1301 or COMM 2311 [CIP 09.0701]

# Computer Information Technology

Thomas Magliolo, Department Chair 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 <u>BCIS 1305 or COSC 1301</u>. 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 <u>internet programming</u> 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)

Overview of computer terminology - hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases relating to the business environment. Current issues such as the effect of computers on society, and the history and use of computers in business and educational fields of study. The course is not intended to count toward a student's major field of study in business or computer science. (2 lecture and 4 lab hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CIP 11.0202.5204]

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

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and businessoriented utilization of the Internet. (3 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CIP 11.0202.5404]

### BCIS 1420 Introductory C Programming (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. Corequisite: BCIS 1305 or COSC 1301 or COSC 1415. [CIP 11.0202.5204]

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

Introduction to business programming techniques. Includes structured programming methods, designing customized software applications, testing documentation, input specification, and report generation. (3 lecture and 3 lab hours per week). Prerequisite: NCBM 0200 or MATH 0309. Corequisite: BCIS 1305 or COSC 1301 or COSC 1415. [CIP 11.0202.5404]

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

Further applications of business programming techniques. Advanced topics may include varied file access techniques, system profiles and security, control language programming, data validation program design and testing, and other topics not normally covered in an introductory information systems programming course. (3 lecture and 3 lab hours per week). Prerequisites: BCIS 1431 or ITSE 1431. [CIP 11.0202.5304]

### COSC 1301 Microcomputer Applications (3 credits)

Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a sltudent's major field of study in business or computer science. (2 lecture and 4 lab hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CIP 11.0101.5107]

### COSC 1401 Microcomputer Applications (4 credits)

Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a sltudent's major field of study in business or computer science. (3 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CIP 11.0101.5107]

#### **COSC 1415**

## Fundamentals of Programming

Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files. (3 lecture and 3 lab hours per week. Prerequisite: DIRW/DIRR 0309 or READ 0309. [CIP 11.0201.5207]

### 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. [CIP 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. [CIP 11.0201.5207]

#### **COSC 1436**

# Programming Fundamentals I - C Programming (4 credits)

This course introduces the fundamental concepts of structured programming, and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. This course may use instructional examples and assignments from various programming languages, including but not limited to C, C++, C#, and/or Java. COSC 1436 or any higher level COSC course will meet the core curriculum and/or Associate in Arts or Associate in Sciences requirement. (This course is included in the Field of Study Curriculum for Computer Science.) (3 lecture and 3 lab hours per week) Prerequisite: NCBM 0200 or MATH 0309, and BCIS 1305 or COSC 1301 or 1415. [CIP 11.0201.5507]

#### **COSC 1437**

## Programming Fundamentals II - C++ (4 credits)

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. This course may use instructional examples and assignments from various programming languages, including but not limited to C, C++, C#, and/or Java. COSC 1437 or any higher level COSC course will meet the core curriculum and/or Associate in Arts or Associate in Sciences requirement. (This course is included in the Field of Study Curriculum for Computer Science.) (3 lecture and 3 lab hours per week). Prerequisite: NCBM 0200 or MATH 0309, and BCIS 1305 or COSC 1301 or 1415. [CIP 11.0201.5607]

### 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. [CIP 11.0201.5307]

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

Further applications of programming techniques in the "C++" programming language. 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 and 3 lab hours per week). Prerequisite: COSC 1420 or 1437 or ITSE 1407. [CIP 11.0201.5307]

#### **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. [CIP 11.0201.5407]

# COSC 2436 Programming Fundamentals III - JAVA (4 credits)

Further applications of programming techniques, introducing 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. This course may use instructional examples and assignments from various programming languages, including but not limited to C, C++, C#, and/or Java. COSC 2436 or any higher level COSC course will meet the core curriculum and/or Associate in Arts or Associate in Sciences requirement. (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. [CIP 11.0201.5707]

### **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) . Prerequisite: NCBM 0200 or MATH 0309. [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) Prerequisite: DIRW/DIRR 0309 or READ 0309 [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)

Acourse 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). Prerequisite ITMT 2301 or ITMT 2302. [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,

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 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 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. Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310.

(2 lecture and 4 lab hours per week / 3 lecture and 4 lab hours per week) [CIP 11.0101]

### 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: DIRW/DIRR 0309 or READ 0309. [CIP 11.0104]

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

Introduction to computer programming using C++. Emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 lecture and 3 lab hours per week). Prerequisite: NCBM 0200 or MATH 0309, and BCIS 1305 or COSC 1301 or 1415. [CIP 11.0201]

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

Introduction to programming using C. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 lecture and 3 lab hours per week). Prerequisite: NCBM 0200 or MATH 0309, and BCIS 1305 or COSC 1301 or 1415. [CIP 11.0201]

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

Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 lecture and 3 lab hours per week). Prerequisite: NCBM 0200 or MATH 0309, and BCIS 1305 or COSC 1301 or 1415. [CIP 11.0201]

### ITSE 1445 Introduction to Oracle SQL (4 credits)

An introduction to the design and creation of relational databases using Oracle. topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL). (3 hours lecture and 3 lab hours per week). Prerequisite: ITSE 2409. [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 or 1415.

[CIP 11.0201]

### 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: 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: 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: DIRW/DIRR 0309 or READ 0309. [CIP11.0801]

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

Introduction to JAVA programming with objectorientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets. (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. [CIP 11.0201]

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

Further applications of programming techniques Topics include file using Visual BASIC. access methods, data structures and modular programming, program testing and documentation. (3 lecture and 3 lab hours per week). Prerequisite: BCIS 1431 or ITSE 1431. [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: 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** -

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

### **CRTR 1207** Machine Shorthand Speedbuilding (60-80) (2 credits)

Continued development of realtime shorthand skills through readback, machine practice, and transcription. this course is designed to be repeated to meet program standards. (2 lecture and 1 lab hours per week) Prerequisite: CRTR 1404 [CIP22.0303]

### **CRTR 1302** Law and Legal Terminology (3 credits)

Instruction in civil law, criminal law, the judicial system (discovery trial and appellate process), methods of researching legal citations, and the legal terms used in the reporting profession. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP22.0303]

### **CRTR 1308** Realtime Reporting I (3 credits)

Development of skills necessary for writing conflictfree theory and dictation practice using computeraided technology and instructional interaction. Emphasis will be placed on writing techniques to ensure a conflict-free system of machine writing by drill and dictation of geographical matter, names in current events and history, number inputting, along with methods of preparing transcripts. (2 lecture and 3 lab hours per week). Prerequisites: CRTR 1314, CRTR 1406. [CIP22.0303]

### **CRTR 1312** Reporting Communications I (3 credits)

Study of basic rules of English grammar and spelling, punctuation, capitalization and proofreading skills as they apply to the production of transcripts of the spoken word in the reporting field. (2 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP22.0303]

### **CRTR 1314** Reporting Technology I (3 credits)

Introduction to computer-aided transcription terminology and systems based on computercompatible theory. The course includes lectures, dictation, and practical applications of word processing, videotaping, and computer-aided transcription, including proofreading of rough drafts and production of the finished transcript. (2 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP22.0303]

### **CRTR 1346** Captioning Reporting I (3 credits)

Introduction to realtime/caption production procedures with transcription of materials produced in proper form. Topics include specialized vocabulary (legal, medical, media, education, etc.), utilizing realtime/caption equipment, the psychology for writing realtime, and the procedures for operation of realtime/captioning software and hardware (2 lecture and 3 lab hours per week.) Prerequisite: CRTR 2401. [CIP22.0303]

### **CRTR 1357** Literary/Jury Charge Dictation I (100-120) (3 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. (2 lecture and 3 lab hours per week.) Prerequisite: CRTR 1404. [CIP22.0303]

### **CRTR 1359** Literary/Jury Charge Dictation II (140-160) (3 credits)

Continued skill development necessary for speed and accuracy in writing and transcribing literary/ jury charge dictation. (2 lecture and 3 lab hours per week.) Prerequisite: CRTR 1406. [CIP22.0303]

### **CRTR 1404** Machine Shorthand I (4 credits)

Instruction in general principles of conflict-free machine shorthand theory and skill building through readback of dictation notes, machine practice, and transcription. (2 lecture and 8 lab hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310 [CIP22.0303]

### **CRTR 1406** Machine Shorthand II (60-80-100) (4 credits)

Continued development of conflict-free shorthand skills through readback of dictation notes, machine practice and transcription. The student's objective is to pass tests at 60 wpm, 80 wpm, and 100 wpm. (2 lecture and 8 lab hours per week). Prerequisites: CRTR 1404, DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP22.0303]

### **CRTR 2236**

# Accelerated Machine Shorthand II (180-200-225)

Continuation of skill development and mastery of high-speed dictation including readback, machine practice and transcript production. this course may be repeated multiple times until machine shorthand standards are met. (2 lecture and 3 lab hours per week.) Prerequisite: CRTR 2401. [CIP22.0303]

### CRTR 2306 Medical Reporting (3 credits)

Orientation to medical terms and anatomy as needed in the reporting profession. Topics include medical reporting transcription techniques and production of machine shorthand medical transcripts. Lectures, study guides, tests, and exercises designed to ensure the student's knowledge of the components in building a medical vocabulary and the application thereof. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310, CRTR 1404, [CIP22.0303]

### CRTR 2311 Reporting Communications II (3 credits)

In-depth coverage of grammar, spelling, punctuation, capitalization, vocabulary and proofreading skills necessary to produce reporting and/or spoken word documents. The student is given dictation for transcribing and is tutored in voice and speech patterns while reading notes aloud. (2 lecture hours and 3 lab hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310, 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 2401 and CRTR 1308. [CIP22.0303]

# CRTR 2313 Reporting Technology II (Scopist) (3 credits)

Instruction in the operation, maintenance, and assembly of a computer-aided real-time transcription system, including the computer functions necessary for transcript production. (2 lecture hours and 3 lab hours per week). Prerequisites: CRTR 1404, CRTR 1314 [CIP22.0303]

#### **CRTR 2331**

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

Preparation for taking the Texas CSR and the RPR examinations through the use of mock examinations. (2 lecture and 3 lab hours per week). Prerequisites: CRTR 2403. [CIP22.0303]

### CRTR 2333 Captioning Reporting II (3 credits)

In-depth presentation of realtime/caption production procedures with transcription of materials produced in proper form. Topics include the techniques utilized in reporting for 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 2380**

# Cooperative Education - Scopist (3 credits)

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course is designed for students pursuing the Court Reporting Scopist Certificate. The student will gain experience in scoping transcripts for reporters, general office procedures utilized in reporting firms, and the methods used in binding and preparing the final transcript for delivery. (1 lecture and 20 lab hours per week). Prerequisite: CRTR 1314, CRTR 2311. [CIP22.0303]

### CRTR 2381 Cooperative Education - Court Reporter (3 credits)

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institutional and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. The student may begin the cooperative upon completion of all 180 wpm requirements, and the student will achieve a minimum of 40 actual writing hours with a court reporter on job assignments. The student will produce a saleable transcript of no less than 50 pages (unpaid work). A journal will be kept by the student recounting his/her experiences on the job. The student will keep a record of actual machine writing hours. (1 lecture and 20 lab hours per week). Prerequisites: CRTR 2403 and CRTR 1314. [CIP22.0303]

#### **CRTR 2401**

# Intermediate Machine Shorthand (120-140) (4 credits)

Continued development of conflict-free machine shorthand skills through readback of dictation notes, machine practice and transcription. The student's objective is to pass dictated tests at 120 and 140 wpm. (2 lecture and 8 lab hours per week). Prerequisite: CRTR 1406. [CIP22.0303]

### **CRTR 2403**

# Advanced Machine Shorthand (160-180) (4 credits)

In-depth coverage of conflict-free shorthand theory and continued skill building through readback of dictation notes, machine practice, and transcription. The student's objective is to pass tests at 160 and 180 wpm. (2 lecture and 8 lab hours per week). Prerequisite: CRTR 2401. [CIP22.0303]

### **CRTR 2435**

# Accelerated Machine Shorthand (200-225) (4 credits)

Mastery of high-speed dictation including readback of dictation notes, machine practice and transcription. The student's objective is to pass dictated tests at 200 and 225 wpm. (2 lecture and 8 lab hours per week). Prerequisite: CRTR 2403. [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 in; 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 Peace Office V (2 credits)

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

### CJLE 1506 Basic Peace Officer I (5 credits)

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

### CJLE 1512 Basic Peace Officer II (5 credits)

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

### CJLE 1518 Basic Peace Officer III (5 credits)

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

# CJLE 1524 Basic Peace Officer IV (5 credits)

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

### CJLE 2345 Vice and Narcotics Investigation (3 credits)

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

### CJLE 2420 Texas Peace Officer Procedures (4 credits)

Study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, notetaking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. This is a TCOLE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate's or Bachelor's Degree with approval of the department chair. (3 lecture and 4 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. This is a TCOLE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate's or Bachelor's Degree and approval of the department chair. (3 lecture and 4 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 (TCOLE) learning objectives pertinent to a law enforcement career. This class is the capstone course of TCOLE Course 1011 (3 lecture hours and 4 lab hours per week) [CIP43.0107]

### CJLE 2522 Texas Peace Officer Skills (5 credits)

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

This course examines the cases, treatment and prevention of crime and delinquency. Students will analyze the various aspects of deviant behavior, criminological and methodological, relative to the social sciences. (3 lecture hours per week).

### [CIP43.0104]

#### **CJSA 1342**

# Criminal Investigation (3 credits)Tech Prep/Dual Credit only

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)

A 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 TCOLE 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 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 (or Field Experience) - Criminal Justice Studies, Law Enforcement (3 credits)

Practical general training and experiences in the workplace. The College, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. 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)

History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of the criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections. (3 lecture hours per week). [CB4301045124]

### CRIJ 1306 Court Systems and Practices (3 credits)

The judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release, grand juries; adjudication process, types and rules of evidence, and sentencing. (3 lecture hours per week). [CB2201015424]

### CRIJ 1307 Crime in America (3 credits)

This course explores American crime problems in a historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime. (3 lecture hours per week). [CB45.0401.5225]

**CRIJ 1310** 

## **Fundamentals of Criminal Law**

(3 credits)

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A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility. (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)

Corrections in the criminal justice system, organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; 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).

[CB43.0104.55524]

### **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)

The police profession; organization of law enforcement systems; the police role; police discretion; ethics, police-community interaction, current and future issues. (3 lecture hours per week). [CB43.0104.5724]

## Culinary Arts

Leslie Bartosh, Department Chairperson

### **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). Prerequisite: DIRW/DIRR 0310 or READ 0310. [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). Prerequisite: DIRW/DIRR 0310 or READ 0310. Corequisite: CHEF 1305. [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 1364** 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. (30 practicum 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 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 2301 Intermediate Food Preparation (3 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). Prerequisite: DIRW/DIRR 0310 or READ 0310 [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). Prerequisite: DIRW/DIRR 0310 or READ 0310. [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). Prerequisite: DIRW/DIRR 0310 or READ 0310. [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). Prerequisite: DIRW/DIRR 0310 or READ 0310. [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). Prerequisite: DIRW/DIRR 0310 or READ 0310. 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: DIRW/DIRR 0310 or READ 0310, and BCIS 1305 or COSC 1301. [CIP12.0504]

# Diagnostic Cardiovascular Sonography ————

Jessica Murphy, Department Chairperson Suzanne Poston

#### **CVTT 1161**

## Clinical - Cardiovascular Technology

A method of instruction providing detailed education, training, work-based experience, and direct patient care generally at a clinical site in the specialty of electrodiagnostics. Specific learning objectives related to ECG, stress testing, and holter monitoring will be met. Students will be instructed, supervised, and evaluated at the clinical site. (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)

This course is an introduction to the profession of Sonography and the role of the technologists. Emphasis will be placed on medical terminology ethical/legal issues, oral and written communication, management, professional issues related to registry, accreditation, sonography

organizations, and the history of ultrasound and the branches of Diagnostic Medical Sonography. (2 lecture hours per week). [CIP51.0910]

### **DSAE 1303**

# Introduction to Echocardiography Techniques (Echo I)

(3 Credits)

The purpose of this course is to introduce to scanning techniques and procedures with handson experience in the lab setting. Emphasis will be placed on the sonographic explanation of the normal adult heart by performing a basic scan protocol to include two-dimensional, M-Mode, and Doppler along with the standard measurements for each modality. (2 lecture and 4 lab hours per week) Corequisite: DSAE 1360. [CIP51.0910]

### DSAE 1318 Sonographic Instrumentation (3 credits)

The purpose of this course is to provide an overview of basic acoustical physics, properties of ultrasound, interaction of ultrasound with tissue, transducers, Doppler, instrumentation, image display, artifacts, quality assurance, bioeffects and safety of ultrasound. (2 lecture and 2 lab hours per week)

[CIP51.0910]

# DSAE 1340 Diagnostic Electrocardiography (3 credits)

A course of study related to electrocardiography procedures such as Electrocardiography (ECG), Stress testing, and Holter monitoring. Emphasis will be placed on performing and interpreting procedures, arrhythmia recognition, cardiovascular pharmacology concepts and treatment methods. Additional topics may also include patient assessment skills, vital signs, history, and clinical monitoring. (2 lecture and 4 lab hours per week) [CIP51.0910]

### DSAE 1360 Clinical– DMST, Introduction to Echocardiography (3 credits)

This course is an introductory clinical for learning basic echocardiography skills. Students will observe, assist, and begin to gain handson experience in clinical. Emphasis will be placed on instrumentation, transducer handling, patient positioning, image orientation, and identification of anatomic structures found in basic echocardiographic views. (16 clinical hours per week) Corequisite: DSAE 1303, DSAE 1318. [CIP51.0910]

### DSAE 1407 Basic Patient Care Skills (4 credits)

This course presents an overview of basic health and patient care concepts. Topics in this course may include personal/patient safety, infection control, patient monitoring, vital signs, assessment, physical exam, history, and patient transport. (3 lecture and 2 lab hours per week) [CIP51.0910]

#### **DSAE 2303**

### Cardiovascular Concepts

(this course may be taken in advance or to renew expired A&P prior to acceptance) (3 credits)

This course offers a detailed study of anatomy, physiology, and pathophysiology of the cardiovascular system. Focus will be on cardiac and vascular structural anatomy, relationships, electrical innervation, embryology, and hemodynamics of the heart and vascular system. Pathophysiology concepts are also covered including the etiology, pathology, signs and symptoms, risk factors, and treatment of cardiovascular disease. (3 lecture and 1 lab hours per week). [CIP51.0910]

### DSAE 2335 Advanced Echocardiography (3 credits)

This course will cover topics in the ever-changing world of diagnostic cardiac sonography. Potential topics may include transesophageal echo, stress echo, 3D echo, tissue and doppler harmonics, power doppler, tissue doppler, digital echo, contrast echo, intra-operative and intra-cardiac echo. Students will attend conferences and local society meetings as well as review current journals and prepare for the registry examination. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 2437 Corequisite: DSAE 2462. [CIP51.0910]

### DSAE 2361 Clinical – DMST, Echocardiography I (3 credits)

The purpose of this course is to provide education, training, work-based experience and direct patient care, generally at a clinical site. This will include instruction, supervision, and evaluation of students in the field of echocardiography. 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 2404 [CIP51.0910]

### **DSAE 2404**

# Echocardiographic Evaluation of Pathology I (Echo II) (4 credits)

The purpose of this course is to emphasize the methods for evaluating adult acquired cardiac pathologies. Topics may include cardiovascular pathophysiology, quantitative measurements, and the application of 2D, Mmode, and Doppler to evaluate for abnormalities. Emphasis will be placed on valvular heart disease, endocarditis, ischemic heart disease, systemic and pulmonary hypertension, pericardial disease, and cardiomyopathy. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 1303 Corequisite: DSAE 2361. [CIP51.0910]

#### **DSAE 2437**

# Echocardiographic Evaluation of Pathology II (Echo III) (4 credits)

This course is a continuation of Echocardiographic Evaluation of Pathology I with emphasis on

cardiac disease. Topics may include congenital heart disease, diseases of the aorta and great vessels, cardiac missiles, masses, and myxomas, arrhythmias' effect on echo findings and other syndromes and diseases relevant to echocardiography with continued emphasis on quantitative measurements and calculations used during 2D, Mmode, and doppler to evaluate for these diseases. (2 lecture and 4 lab hours per week) Prerequisite: DSAE 2404, Corequisite: DSAE 2461. [CIP51.0910]

### DSAE 2461 Clinical – DMST, Echocardiography II (4 credits)

This course is to provide additional clinical education, training, experience, and direct patient care. It will include instruction, supervision and evaluation of students in the field of echocardiography. 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 2437 [CIP51.0910]

### DSAE 2462 Clinical – DMST, Echocardiography III (4 credits)

This course will provide advanced clinical education, training, experience, and patient care. It will include instruction, supervision, and evaluation of students in the field of echocardiography. 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 1300 Introduction to Pediatric Echocardiography Techniques (3 Credits)

The purpose of this course is to introduce pediatric echocardiography scanning techniques and procedures with hands-on experience in the lab setting. Emphasis will be placed on the sonographic explanation of the neonatal/pediatric heart by performing a basic scan protocol to include two-dimensional, M-Mode, Doppler, and standard measurements. Topics will also include segmental approach to congenital heart disease, situs determination, recognition of septation defects and physiology of persistent fetal circulation. (2 lecture and 4 lab hours per week) Prerequisite: acceptance into program [CIP51.0910]

### DSPE 2255 Neonatal/Pediatric Patient Care Skills (2 Credits)

This course presents an overview of neonatal and pediatric patient care concepts. Topics in this course may include age appropriate care, patient safety, infection control, patient monitoring, vital signs, assessment, physical exam, thermal regulation, sedation, CPR, PALS, and NRP. (1 lecture and 3 lab hours per week)

[CIP 51.0910]

### Drama -

C. Jay Burton, Department Chairperson

### DRAM 1120, 1220 Theatre Practicum I (1, 2 credits)

This course is an activities course in which the student participates in theater productions either as an actor or crew member. (4 or 6 lab hours per week). [CB50.0506.5326]

### DRAM 1121, 1221 Theatre Practicum II (1, 2 credits)

This course is an activities course in which the student participates in theater productions either as an actor or crew member. (4 or 6 lab hours per week). [CB50.0506.5326]

### **DRAM 1310** Introduction to Theater (3 credits)

This course is the study of the principles of drama and the development of the Theater as an art as evidenced through study of areas of productions past and present. (3 lecture and 2 lab hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CB50.0501.5126]

### **DRAM 1330** Stagecraft I (3 credits)

This course is a study of the basics for working in the areas of construction, properties, and sets. (2 lecture and 4 lab hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CB50.0502.5126]

### **DRAM 1341** Stage Makeup (3 credits)

This course provides a survey of the reasons for stage makeup and the types of makeup available. It includes principles for defining makeup for characters in a play and intensive practical application. (2 lecture and 4 lab hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CB50.0502.5226]

### **DRAM 1351** Acting I (3 credits)

This course is a study of the basic techniques of acting. Included in the course are relaxation, concentration, objectives and intentions, scene work, and improvisional acting. (2 lecture and 4 lab hours per week). Prerequisites: DIRW/DIRR 0309 or READ 0309. [CB50.0506.5126]

### **DRAM 1352** Acting II (3 credits)

This course is a study of script analysis, character analysis, characterization, and situation. (2 lecture and 4 lab hours per week). [CB50.0506.5126]

### **DRAM 2120**

### Theatre Practicum III

(1 credit)

This course is an activities course in which the student participates in Theater productions either as actor or crew member. (6 lab hours per week). [CB50.0506.5326]

### **DRAM 2121** Theatre Practicum IV (1 credits)

This course is an activities course in which the student participates in Theater productions either as actor or crew member. (6 lab hours per week). [CB50.0506.5326]

### **DRAM 2331** Stagecraft II (3 credits)

This course is a study of the basic concepts of stage lighting, including principles and practice. The course also presents the basic principles of lighting design. (3 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CB50.0502.5126]

### **DRAM 2336** Voice for the Theatre (3 credits)

This course is a study of the necessary development of the voice for use for the stage. The course includes voice development, placement, projection, and diction. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CB50.0506.5226]

### **DRAM 2361** History of the Theatre I (3 credits)

This course is an historical investigation of the theatre and dramatic literature from ancient Greece through 1800. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0309 or ENGL 0309 & READ 0309. [CB50.0505.5126]

### **DRAM 2362** History of the Theatre II (3 credits)

This course is an historical investigation of the theatre and dramatic literature from 1800 to the present. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0309 or ENGL 0309 & READ 0309. [CB50.0505.5126]

### **DRAM 2366**

### **Development of the Motion Picture** (3 credits)

Emphasis in this course is on the analysis of the visual and aural aspects of selected motion pictures. Dramatic aspects of narrative firms, historical growth, and sociological impact of film as an art will also be studied. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0309 or READ 0309 [CB50.0602.5126]

# **DRAM 2367**

Development of the Motion Picture II (3 credits)

This course will provide the opportunity for students to continue their study of narrative film as an art form. In this is a project-oriented

course students will develop their cinematic ideas in a practical fashion. Emphasis will be on storytelling, including the communication of ideas and emotion, using live-action film and video. (3 lecture hours per week).

Prerequisites: DRAM 2366. [CB50.0602.5126]

### **Economics**

Kevin Jefferies, Department Chairperson Tim Reynolds, Gregory Roof

### **ECON 2301** Principles of Economics I (3 credits)

An introduction to the macro-economics of a modern industrial society. This course is an analysis of economic aggregates: inflation, unemployment, economic growth, and the distribution of income (including current policies and problems). The course presents problems of fiscal and monetary policy and places primary emphasis on critical understanding of the economy's ability to meet the needs of its people participating as workers, consumers, and citizens. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.0601.5125]

### **ECON 2302** Principles of Economics II (3 credits)

An introduction to the micro-economics of a modern industrial society. This course provides a study of supply-demand relationships, economics of the firm and resource allocation (price and output determination, pure competition, monopolistic competition, oligopoly, and monopoly), economic problems (business, agriculture, labor, etc.), and international economic relations. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.0601.5125]

### **Emergency Medical** Technology -

Douglas Stevenson, Department Chairperson Patty Stemmer, Instructor David Suffian, MD Medical Director

### **EMSP 1160** Emergency Medical Technician Basic - Clinical (1 credit)

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

### **EMSP 1166 EMS Practicum I** (1 credit)

A course of instruction that provides detailed education, training, and work-based experience in various ambulance services. All EMS practicum experiences are unpaid external learning experiences. (7 hours per week external

experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160. Co-Requisite: Enrollment in EMSP 1338, EMSP 1355, EMSP 1356, EMSP 1261. [CIP51.0904]

### EMSP 1261

### Paramedic Clinical I

(2 credits)

A course of instruction that provides detailed education, training, and work-based experience in the hospital clinical areas. Clinical experiences are unpaid external learning experiences. (1 lecture hours & 6 lab hours per week) Prerequisite: Completion of EMSP 1501/ EMSP 1160. Co-Requisite: Enrollment in EMSP 1338, EMSP 1356, EMSP 1355, EMSP 1166. [CIP51.0904]

#### **EMSP 1338**

# Introduction to Advanced Practice (3 credits)

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

### EMSP 1355 Trauma Management (3 credits)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. (2 hours of lecture and 3 hour of lab per week). Prerequisite: Completion of EMSP 1501, & 1160. Co-Requisite: Enrollment in EMSP 1338, 1356, 1261, & 1166. [CIP51.0904]

#### **EMSP 1356**

# Patient Assessment and Airway Management (3 credits)

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

### EMSP 1391 Special Topics in EMS (3 credits)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 hours lecture, and 2 hours lab per week). [CIP51.0904]
EMSP 1501

# Emegency Medical Technician - Basic (5 credits)

Introduction to the level of Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized service. (5 lecture and

6 lab hours per week). Co-Requisites: American Heart Association or Red Cross CPR certification. Enrollment in EMSP 1160. [CIP51.0904]

### EMSP 2160 Paramedic Clinical II

(1 credit)

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

### EMSP 2166 Paramedic Practicum II (1 credit)

A course of instruction that provides detailed education, training, and work-based experience in the pre-hospital area. Clinical experiences are unpaid external learning experiences. (9 hours per week external experience). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP2338/ EMSP 2160/ EMSP 2434/ EMSP 2261. Co-Requisite: Enrollment in EMSP 2330/ EMSP 2243. [CIP51.0904]

#### **EMSP 2243**

## Assessment Based Management (2 credits)

The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive, assessment-based patient care management. (1 hour of lecture and 3 hours of lab per week). Prerequisite: Completion of EMSP 1501, 1160, 1338, 1356, 1355, 1261, 1166, 2444, 2248, 2338, 2160, 2434, 2261. Co-Requisite: Enrollment in EMSP 2330 & 2166. [CIP51.0904]

### EMSP 2248 Emergency Pharmacology

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

### EMSP 2261 Paramedic Clinical III (2 credits)

A course of instruction that provides detailed education, training, and work-based experience in the hospital areas specializing in the care of patients with medical emergencies.. Clinical experiences are unpaid external learning experiences. (1 lecture hour & 8 clinical hours per week) Prerequisite: Completion of EMSP 1501/ EMSP 1356/ EMSP 1356/ EMSP 1355/

EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP2338/ EMSP 2160. Co-Requisite: Enrollment in EMSP 2434. [CIP51.0904]

### **EMSP 2300**

# Methods of Teaching - Emergency Medical Services

(3 credits)

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

### EMSP 2330 Special Populations (3 credits)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in non-traditional populations. (2 hours of lecture and 2 hours of lab per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP 2338/EMSP 2160/ EMSP 2434/ EMSP 2261. Co-Requisite: EMSP 2243/ EMSP 2166. [CIP51.0904]

### EMSP 2338 EMS Operations (3 credits)

A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. (3 hours of lecture per week). Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/EMSP 1261/ EMSP 1166. Co-Requisite: EMSP 2444, EMSP 2248, EMSP 2160. [CIP51.0904]

### EMSP 2352 EMS Research

(3 credits)

Primary and/or secondary research in current and emerging issues in EMS. Basic research principles, scientific inquiry, and interpretation of professional literature are emphasized. (3 hours of lecture per week). [CIP51.0904]

### EMSP 2359 EMS Supervision/ Management (3 credits)

Instruction, literary review, group discussions, and case study on topics pertinent to the emergency medical service (EMS) supervisor or manager. (3 lecture and 1 lab hour per week). [CIP51.0904]

### EMSP 2434 Medical Emergencies (4 credits)

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

### EMSP 2444 Cardiology (4 credits)

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

### EMSP 2458 Critical Care Paramedic (4 credits)

Prepares healthcare personnel to function as members of a critical care transport team. (lecture and 6 lab hours per week).. Prerequisite: Completion of EMSP 1501/ EMSP 1160/ EMSP 1338/ EMSP 1356/ EMSP 1355/ EMSP 1261/ EMSP 1166/ EMSP 2444/ EMSP 2248/ EMSP2338/ EMSP 2160/ EMSP 2434/ EMSP 2261/ EMSP 2330/ EMSP 2243/ EMSP 2166 Or current Texas State Department of Health Services Paramedic certification or Paramedic Licensure. [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, Lacie Luciano

**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: DIRW/DIRR 0310 or ENGL 0310 & READ 0310 or passing score on THEA or equivalent test. [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 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)

Designed for students interested in writing poetry, fiction, or nonfiction, this humanities elective course presents a study of literary techniques in contemporary published examples, but it emphasizes writing and revising original works. (3 lecture hours per week). Prerequisite: ENGL 1302. [CB23.1302.5112]

### ENGL 2311 Technical Communication (3 credits)

Designed primarily for students working toward a four-year science or technology degree, this course stresses accurate and effective writing in formal reports and other professional communication forms. Brief attention is also given to the oral report. (3 lecture hours per week). Prerequisite: ENGL 1301 [CB23.1303.5112]

### ENGL 2322 Survey of English Literature I (3 credits)

This course covers British literature from its beginning to the eighteenth century. Collateral reading and reports are required. (3 lecture hours per week). Prerequisite: ENGL 1302, [CB23.1404.5112]

### ENGL 2323 Survey of English Literature II (3 credits)

As a continuation of ENGL 2322, this course is a study of British literature from the Romantic Period to the present. Collateral reading and reports are required. (3 lecture hours per week). Prerequisite: ENGL 1302. [CB23.1404.5112]

### ENGL 2327 Survey of American Literature I (3 credits)

Selected significant works of American Literature from the pre-colonial era through 1865. (3 lecture hours per week) Prerequisite: ENGL 1302 [CB 23.1402.5112]

#### **ENGL 2328**

# Survey of American Literature II (3 credits)

Selected significant works of American Literature from 1865 to the present. (3 lecture hours per week)
Prerequisite: ENGL 1302 [CB 23.1402.5112]

### ENGL 2332 Survey of Literature I (3 credits)

Readings in world masterpieces dating from ancient times to the eighteenth century provide topics for various kinds of written analysis. Collateral reading and reports are required. (3 lecture hours per week). Prerequisite: ENGL 1302. [CB16.0104.5213]

### ENGL 2333 Survey of Literature II (3 credits)

This course is a continuation of ENGL 2332. World literature ranging from seventeenth-century Europe to twentieth-century America is the subject area of reading and writing assignments. Collateral reading and reports are required. (3 lecture hours per week). Prerequisite: ENGL 1302. [CB16.0104.5213]

### French

Amalia D. Parra, Department Chairperson

NOTE: Students cannot enroll in any Language Program (Second Language or Heritage Language) if they have not taken the Foreign Language Placement Exam required in each track. Failure to comply with this requirement may result in being dropped from the class. 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. Prerequisite: Placement Exam within a semester prior to enrollment. (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)

This course is designed to enhance student understanding of the physical and human elements that have shaped the present physical environments and cultures of the world. Emphasis is placed on scientific principles and explanations underlying the distribution of tectonic activities and landforms, elements and factors of local and world climates, population, economic activities, cultures, urban landscapes, and political systems. The important role of maps in geography is also discussed. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.0701.5125]

### **GEOG 1302 Cultural 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: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [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: DIRW/DIRR 0310 or ENGL 0310 & READ 0310 [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** Investigating the Earth, Sea and Sky (3 credits)

This is a survey course to introduce non-majors to the solid Earth, the oceans, the atmosphere, and the Earth's neighbors in space. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CB40.0601.5103]

### **GEOL 1303 Essentials of Physical Geology** (3 credits)

An introductory class designed for non-majors to study the composition, internal structure, and physical processes of the earth. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CB40.0601.5403]

### **GEOL 1401 Earth Science** (4 credits)

Survey of geology, meteorology, oceanography, and astronomy. The course focuses on the study of the operation of Earth's geologic systems and the interactions among the atmosphere, the geosphere, and the hydrosphere, including meteorology and oceanography. Emphasis is on classifying earth materials, differentiating the types of plate boundaries, measuring atmospheric processes that affect weather and climate, describing the composition and motion of ocean water, as well as comparing properties and motions of objects in the solar system. (3 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CB40.0601.5103]

### **GEOL 1403 Physical Geology**

(4 credits)

Introduction to the study of earth materials and processes that have modified and shaped the surface and interior of Earth over time. The course emphasizes identification of minerals and rocks, utilizing topographic maps to identify landforms, differentiating the types of plate boundaries and their associated features, identifying basic structural features on maps, block diagrams and cross sections and inferring how they were created, and describing the interaction of humans

with Earth (e.g., resource development or hazard assessment). (3 lecture and 3 lab hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [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. Topics covered in the course include: palte tectonics, determining sequence of events, and the identification of fossils. Special emphasis is placed on the study of sedimentary rocks and geologic maps. (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: DIRW/DIRR 0310 or READ 0310. [CB03.0103.5301]

### **GEOL 1445** Oceanography (4 credits)

This course is an online lab science course (both lecture and lab are offered online). It is designed to introduce students to the physical, geological, and chemical characteristics of the Earth's oceans. Topics covered include: plate tectonics and ocean basin formation, topographic features of the ocean floors, properties of ocean water, as well as tides, waves, and ocean currents. This course also looks at the interaction between marine organisms and the marine environment as well as the interaction between land and sea and the interaction between the atmosphere and the sea. (3 lecture & 3 lab hours per week) Prerequisite: DIRW/DIRR 0310 or READ 0310, and MATH 0311 or 0312. [CB40.0601.5103]

### **GEOL 1447** Meteorology (4 credits)

The study of the atmosphere and weather are the focus of this online, lab science course (both lecture and lab are offered online). Topics include: composition and structure of the atmosphere, solar and terrestrial radiation, air pressure, humidity, clouds, precipitation, thunderstorms, tornadoes, hurricanes, and climate change. (3 lecture & 3 lab hours per week) Prerequisite: DIRW/DIRR 0310 or READ 0310, and MATH 0311 or 0312. [CB40.0601.5103]

### German

Amalia D. Parra, Department Chairperson

NOTE: Students cannot enroll in any Language Program (Second Language or Heritage Language) if they have not taken the Foreign Language Placement Exam Exam required in each track. Failure to comply with this requirement may result in being dropped from the class. Based on performance on the placement exam, students may be placed in GERM 1412, 2311 or 2312, and may earn up to 11 credit hours in German.

### GERM 1411 Elementary German I (4 credits)

This course provides fundamental skills in listening comprehension, speaking, reading, and writing. It includes basic vocabulary, grammatical structures, and culture. Prerequisite: Placement Exam within a semester prior to enrollment. (3 lecture and 2 lab hours per week) [CB16.0501.5113]

### GERM 1412 Elementary German 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 GERM 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) [CB16.0501.5113]

### GERM 2311 Intermediate German 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 GERM 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) [CB 16.0501.5213]

### GERM 2312 Intermediate German 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 GERM 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) [CB16.0501.5213]

## Government -

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

### GOVT 2305 American Government (3 credits)

This course is an introduction to American government. The course includes a discussion of the 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: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 45.1002.5125]

### GOVT 2306 Texás State & Local Government (3 credits)

This course is an introduction to Texas state and local government. The course includes discussion of the 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: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 45.1002.5125]

### History

Christopher Chance, Department Chairperson John Duke, Johanna Hume, Marjorie Nash

### HIST 1301 The United States to 1877 (3 credits)

This course surveys United States history from colonial origins through reconstruction, including exploration and colonization of the new world, the American Revolution, westward expansion, the Civil War, and reconstruction. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB 54.0102.5125]

### HIST 1302 The United States Since 1877 (3 credits)

This course surveys United States history from 1877 to the present. Topics include big business, big labor, the United States as a world power, the Great Depression, and the Cold War. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB 54.0102.5125]

### HIST 2301 Texas History (3 credits)

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

This course surveys the primary political, social, intellectual, and religious developments of near eastern and western human societies with emphasis on the Mesopotamian, Egyptian, Greek, and Roman civilizations; the development of Judaism, Christianity, and Islam; the Byzantine empire; feudalism in eastern and western Europe; the Renaissance and the Reformation; national monarchies and state building in the early modern period; and the Scientific Revolution. Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. (3 lecture hours per week) [CB 54.0101.5425]

### HIST 2312 Western Civilization II (3 credits)

This course surveys the primary political, social, intellectual, and religious developments in western human societies from the 17th century to the 20th century. Particular emphasis will be placed on the trans-Atlantic world, absolutism and state building, the Enlightenment, the period of revolutions, ideology, the rise of nation-states, and the wars of the 20th century. DIRW/DIRR 0310 or ENGL 0310 & READ 0310. (3 lecture hours per week) [CB 54.0101.5425]

### HIST 2313 History of England I (3 credits)

Survey of the political, social, economic, military, cultural, and intellectual development of England from prehistory to 1603. (3 lecture hours per week) [CB 54.0101.5425]

### HIST 2314 History of England II (3 credits)

Survey of the political, social, economic, military, cultural, and intellectual development of England from prehistory to 1603 to the present. (3 lecture hours per week) [CB 54.0101.5425]

### HIST 2321 World Civilizations I (3 credits)

A survey of the political, social, cultural, intellectual, diplomatic, technological, and economic development of civilizations in Africa, Asia, Europe and the New World to 1500. Particular attention is given to intersections between cultures along with a comparative analysis of their unique historical trajectories. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310 [CB54.0101.5325]

#### **HIST 2322**

### **World Civilizations II**

(3 credits)

A survey of the political, social, cultural, intellectual, diplomatic, technological, and economic development of civilizations in Africa, Asia, Europe and the New World from the 16th to the 20th centuries. Particular emphasis is placed on the rise of the nation-state and the West as a hegemonic power and its impact on the balance of civilization. (3 lecture hours per week). Prerequisites: DIRW/ DIRR 0310 or ENGL 0310 & READ 0310. [CB 54.0101.5325]

### **HIST 2323 Eastern Civilizations** (3 credits)

This course presents a survey of the ancient, medieval, and modern history of Asian, African, and European cultures. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310 [CB 54.0101.5325]

### **HIST 2327** Mexican-American History I (3 credits)

This course presents a survey of the historical, economic, and cultural development of Mexican-Americans/Chicanos/as to 1918. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310 [CB 05.0203.5225]

### **HIST 2328** Mexican-American History II (3 credits)

This course presents a survey of the historical, economic, and cultural development of Mexican-Americans/Chicanos/as from 1900 to the present. (3 lecture hours per week). Prerequisites: DIRW/ DIRR 0310 or ENGL 0310 & READ 0310 [CB 05.0203.5225]

### **HIST 2381 African American History** (3 credits)

This course presents a survey of the historical, economic, and cultural development of minority groups in America. The course may include African-American, Asian-American, and Native-American issues. Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310 [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. (3 lecture hours per week) [CB 45.0101.5125]

### Horticulture

Dwight Rhodes, Department Chairperson

### **HORT 1401 Principles of Horticulture**

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**

Amalia D. Parra, 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. This course explores the Ancient world through the Middle Ages. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB 24.0103.5112]

### **HUMA1302** 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. This course explores the Renaissance through the twentieth century. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [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

### **CMSW 1341**

#### **Behavior Modification and Cognitive Disorder** (3 credits)

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

### DAAC 1304 (see also SOCI 2340) Pharmacology of Addiction (3 credits)

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

### **DAAC 1305 Co-occurring Disorders** (3 credits)

Provides students with an understanding of co-occurring psychiatric and substance abuse disorders and their impact on the individual, family, and community. The course includes an integrated approach to address the issues accompanying the illness.(3 lecture hours per week) [CIP: 51.1501]

### **DAAC 1309** Assessment Skill of Alcohol and Other Drug Addictions

(3 credits)

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

### **DAAC 1311 Counseling Theories** (3 credits)

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

### **DAAC 1317 Basic Counseling Skills** (3 credits)

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

### **DAAC 1319**

### Introduction to Alcohol and Other Drug Addictions

(3 credits)

Causes and consequences of addiction as they relate to the individual, family, community, and society are discussed. Response alternatives

regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented. (3 lecture hours per week) [CIP51.1501]

## **DAAC 1364**

### Practicum Substance Abuse/Addiction Counseling

(3 credits)

Practical, general workplace training supported by an individualized learning plan developed by the state, college, employer and student. The student will apply concepts and skills associated with substance abuse counseling in a licensed treatment facility. (21 practicum hours per week) [CIP: 51.1501]

### **DAAC 1380**

### Cooperative Education I - Alcohol/Drug Abuse Counseling

(3 credits)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 lab hours per week) Prerequisite: DAAC 1364. [CIP51.1501]

### **DAAC 1381**

### Cooperative Education II - Alcohol/Drug Abuse Counseling

(3 credits)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 lab hours per week) Prerequisite: DAAC 1380 [CIP51.1501]

### **DAAC 1391**

### Special Topics in Alcohol/Drug Abuse Counseling

(3 credits)

This course is a review of the requirements for licensure in addiction counseling examination. The course is also used to work on topics in the area of mental health or addiction studies - example: research/projects/field work. (3 lecture hours per week) [CIP51.1501]

### **DAAC 2306 Substance Abuse Prevention** (3 credits)

This course focuses on aspects of substance abuse prevention from a public health model. We will identify risk and evidence based prevention strategies within a cultural context, include

resources for prevention planning and programs. (3 lecture hours per week) [CIP: 51.1501]

### **DAAC 2307 Addicted Family Intervention**

(3 credits)

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

### **DAAC 2341**

### Counseling Alcohol and Other Drug Addictions (3 credits)

Special skills and techniques in the application of counseling skills for the Alcohol and Other Drug (AOD) client. Development and utilization of advanced treatment planning and management. Includes confidentiality and ethical issues. The course will use the format of the oral licensure process to prepare students for licensure. (3 lecture hours per week) [CIP51.1501]

### **DAAC 2343**

### **Current Issues**

(3 credits)

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

### **DAAC 2354**

### **Dynamics of Group Counseling**

(3 credits)

Exploration of group counseling skills, techniques, and stages of group development. (3 lecture hours per week) [CIP 51.1501]

### Cooperative Education III - Alcohol/Drug Abuse Counseling

(3 credits)

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

#### **PMHS 1381**

### Cooperative Education II - Psychiatric/Mental **Health Services Technician**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 lab hours per week) Prerequisite: DAAC 1380. [CIP51.1502]

### **PMHS 1391**

### Special Topics in Psychiatric/Mental Health Services Technician

(3 credits)

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

### **PMHS 2380**

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

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objective guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture hour and 20 lab hours per week) Prerequisite: DAAC 1381 [CIP51.1502]

#### **RECT 1301**

### Introduction to Therapeutic Recreation (3 credits)

Introduction to the value, history, philosophy, terminology, process, and outcomes of therapeutic recreation. Emphasis on identification of client

groups, leisure activities, application of therapeutic recreation in various human services settings, and professional development and career opportunities. (3 lecture hours per week) [CIP51.2309

### 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. We will examine why individuals enter the helping professions, apply the code of ethics to case work skills, evaluate the impact of social service delivery, discus case management related to the needs of a culturally diverse society, identify community resources to meet various client needs and learn the role of advocacy for individuals who cannot advocate for themselves. (3 lecture hours per week)[CIP: 44.0701]

### SCWK 1321 Orientation to Social Services (3 credits)

Introduction to the basic concepts of social welfare, insurance, and service programs and practices. Topics include historical development, social and legal as well as clinical issues in the helping professions. Methods of treatment and services will be discussed for addicted persons and persons with mental illness or mental retardation. (Equates to PMHS 1301) (3 lecture hours per week) [CIP44.0701]

# 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: BCIS 1305 or COSC 1301 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 2419 [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. (2 lecture and 6 lab hours per week). [CIP15.1306]

### DFTG 2406 Machine Design (4 Credits)

Theory and practice of design. Projects in problemsolving, 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 and DFTG 2440. [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 (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 [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 2419. [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 1433 (2 lecture and 6 lab hours per week) [CIP15.1306]

#### **DFTG 2457**

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### 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 2445 (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. 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 6 lab hours per week) [CIP15.1301]

### **ENTC 1423** Strength of Materials (4 credits)

Introduces the relationship between externally applied forces and internally induced stresses and the resulting deformations in structural members. Identify the principles of force and load; and calculate and measure the stresses and loads on structures. 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

### **BMGT 1327 Principles of Management** (3 credits)

The concepts, terminology, principles, theory, and issues that are the substance of the practice of management are examined. The student will explain the various theories and processes of management including its functions; identify roles of leadership in business; and recognize elements of the communication process and the guidelines for organizational design. (3 lecture hours per week). [CIP52.0201]

## **BMGT 1345** Communication Skills for Managers

Comprehensive study of communication skills for managers. Includes techniques in reading, writing, listening, and speaking. Emphasizes clear, consise written and verbal/non-berbal communication. Also covers skills for time management. End of Course Outcomes: Create and edit business letters, memos, reports, electronic mail, and presentations; apply time management and active listening skills; and demonstrate clear, concise written and verbal/non-verbal communication. (3 lecture hours & 1 lab hour per week). Prerequisite: DIRW/DIRR 0309 or ENGL 0309. [CIP 52.0201]

## **BMGT 1382** Cooperative Education-Business Administration and Management, General I

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. 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 such as small group discussions, case studies, and the use of other managerial decision aids. Skills and attitudes will be built around a series of critical questions. These critical questions provide a structure for critical thinking that support a continual, ongoing search for better opinions, decisions, or judgments. (3 lecture hours per week). [CIP52.0201]

### **BMGT 2382**

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

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

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Contact Dept. Chair prior to registering. (1 lecture and 20 lab hours per week.) [CIP52.0201]

### **BUSG 2309 Small Business Management** (3 credits)

A course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.(3 lecture hours per week). [CIP52.0703]

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

# HRPO 2301

# Human Resources Management

(3 credits)

Behavioral and legal approaches to the management of human resources in organizations. The student will describe and explain the development of human resources management; evaluate current methods of job analysis, recruitment, selection, training/development, performance appraisal, promotion, and separation; discuss management's ethical, socially responsible, and legally required actions; assess methods of compensation and benefits planning; and examine the role of strategic human resource planning in support of organizational mission and objectives. (3 lecture hours per week). [CIP52.1001]

# HRPO 2307 Organizational Behavior (3 credits)

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

# MRKG 1301 Services Marketing/Management (3 Credits)

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)

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

[CIP52.1401]

# **MRKG 2349**

# Advertising & Sales Promotions of Selling

Introduction of techniques to create excellent customer service by utilizing Integrated Marketing Communications, Advertising appeals, and promotional concepts. (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, Tammi Lansford, 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 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)

Topics of this course include graphing linear equations, solving systems of equations, laws of exponents, radicals, solving quadratic equations, and functions. The purpose of MATH 0312 is to prepare students for MATH 1314, 1332, or 1342. Students enrolling in this course must meet the intermediate algebra standard on the placement test or have passed MATH 0310 with a grade of A, B, or C. 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: MATH 0312, and DIRW/DIRR 0310 or READ 0310 with a C or better or the TSI standard in Reading. [CB27.0101.5419]

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

This course is designed for business, economics, management, and finance students. The course begins with a review of linear equations and functions followed by a study of matrices, inequalities and linear programming, quadratic functions, exponential and logarithmic functions, mathematics of finance, and concludes with a study of probability. Applications in business and economics will be emphasized (3 lecture hours per week). Prerequisite: MATH 0312, and DIRW/DIRR 0310 or READ 0310 with a C or better or the TSI standard in Reading. [CB27.0301.5219]

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

This course is designed for business, economics, management, and finance students. The course includes a study of derivatives, higher order derivatives, indefinite integrals, definite integrals, and functions of two or more variables. Applications in business and economics will be emphasized. (3 lecture hours per week). Prerequisite: MATH 1314 or MATH 1324. [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. Prerequisite: MATH 0312 or MATH 0311 with a grade of A,B, or C or meeting the college algebra standard on a placement test and DIRW/DIRR 0310 or READ 0310 with a C or better or the TSI standard in Reading. (3 lecture hours per week). [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: MATH 0310 or 0311 with a C or higher or the equivalent on the college placement exam and DIRW/DIRR 0310 or ENGL 0310 & READ 0310 with a C or better or the TSI standard in Reading. (3 lecture hours per week). [CB27.0101.5119]

# MATH 1342 Elementary Statistical Methods (3 credits)

This course includes such topics as permutations and combinations, probability, testing hypotheses, sample theory, parameter estimation, frequency functions, and correlation and regression. (3 lecture hours per week). Prerequisites: MATH 0312 or MATH 0311. [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.

# [CB2701015619]

# MATH 1351 Fundamentals of Mathematics II (3 credits)

This course is designed specifically for students who seek teacher certification. Topics and concepts in this course include concepts of geometry, probability, and statistics, as well as applications of algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 or MATH 1350 or equivalent. [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. Graphing calculators (TI-83, TI-84 or comparable models) are required. (4 lecture hours per week). Prerequisite: MATH 1314 or departmental approval. [CB2701015819]

# MATH 2413 Calculus I (4 credits)

This course is designed to meet the needs of mathematics, engineering, and science students. Topics included in this course are vectors and vector operations, limits, continuity, differentation and integration of algebraic and transcendental functions, with applications such as optimization, curve sketching, and finding area under a curve. Students enrolling in this course should have previously taken two years of high school algebra, a course in plane trigonometry, and a course in analytic geometry, or passed MATH 1314 and MATH 2412. (4 lecture hours per week). Prerequisites: MATH 2412 or departmental approval. [CB27.0101.5919]

# MATH 2414 Calculus II (4 credits)

This course is a continuation of MATH 2413. Topics include differentiation and integration of hyperbolic and inverse trigonometric functions, techniques of intergration, sequences and series, and applications such as the area between curves. (4 lecture hours per week). Prerequisites: MATH 2413 or equivalent course. [CB27.0101.6019]

# MATH 2415 Calculus III (4 credits)

This course is a continuation of MATH 2414. Topics covered include vector-valued functions, functions of several variables, partial differentiation, multiple integrals, vector fields, line integrals, Green's Theorem, Stoke's Theorem, and the Divergence Theorem. (4 lecture hours per week). Prerequisite: MATH 2414 or equivalent course. [CB27.0101.6119]

# Music -

Kevin Moody, Department Chairperson David Griffith

# GENERAL MUSIC

# MUSI 1158 Opera Workshop (1 credit)

This course provides practical experience for the singing actor in the integration of music, acting, and staging of portions of operas. (1 lecture and 2 lab hours per week). [CB50.0908.5226]

# MUSI 1159/2159 Musical Theater I and II (1 credit)

This course can be repeated for credit. This course stresses the study and performance of works selected from the music Theater repertoire. (1 lecture and 4 lab hours per week). [CB50.0903.6126]

# MUSI 1166 Woodwind Class (1 credit)

This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on flute, oboe, clarinet, bassoon, saxophone, and piccolo. (1 lecture and 2 lab hours per week). [CB50.0903.5126]

# MUSI 1181 Class Piano I (1 credit)

This course is designed for students with little or no previous keyboard experience and provides a study of basic technique, scales, chords, and repertoire. (1 lecture and 1 lab hour per week). [CB50.0907.5126]

# MUSI 1182 Class Piano II (1 credit)

This Class piano course for beginners continues the study of basic techniques, scales, chords, and basic repertoire. (1 lecture and 1 lab hour per week). [CB50.0907.5126]

# MUSI 1183 Voice Class (1 credit)

This lab class, designed for students with no previous voice training, provides instruction in breathing, tone production, and diction. (1 lecture and 2 lab hours per week). [CB50.0908.5126]

# MUSI 1186, 1187 Composition I, and II (1 credit)

Individual instruction in music composition. Composing in small forms for simple forms for simple media in both traditional styles and styles of the student's choice. (1 lecture hour per week). [CB50.0904.5326]

# MUSI 1188 Percussion Class (1 credit)

This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on snare drum, tympani, xylophone, cymbals, and other percussion instruments. (1 lecture and 2 lab hours per week). [CB50.0903.5126]

# MUSI 1192 Guitar Class (1 credit)

This course, designed for beginning guitar students, provides a study of basic techniques, chords, and basic repertoire. (1 lecture and 2 lab hours per week). [CB50.0911.5126]

# MUSI 1211 Music Theory I (2 credits)

This course provides a review of musical rudiments, harmony and voice-leading through submediant and mediant chords, figured bass, cadences and phrase structure, basic analysis, and elementary composition. (2 lecture & 1 lab hour per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. Corequisite: MUSI 1216 [CB50.0904.5126]

# MUSI 1212 Music Theory II (2 credits)

This course studies harmony and voice-leading through modal mixture, secondary dominants and modulation, periodic structures, and further analysis and composition. (2 lecture & 1 lab hour per week). Prerequisite: DIRW/DIRR 0310 or READ 0310 and MUSI 1211. Corequisite: MUSI 1217 [CB50.0904.5126]

# MUSI 1216 Sight Singing & Ear Training I (2 credits)

This required course for music majors is the first of a four-semester presentation of basic aural, visual, and vocal exercises in dictation and in sight-singing. (2 lecture & 1 lab hour per week). Corequisite: MUSI 1211. [CB50.0904.5626]

# MUSI 1217 Sight Singing & Ear Training II (2 credits)

This required course for music majors is the second of a four-semester presentation of basic aural, visual, and vocal exercises in dictation and sight-singing. (2 lecture & 1 lab hour per week). Prerequisite: MUSI 1216. Corequisite: MUSI 1212. [CB50.0904.5626]

# MUSI 1263 Improvisation (2 credits)

This course presents the techniques of improvising music through the analysis of melodic motives,

chordal construction, and sequencing, and it applies this analysis to traditional and contemporary materials. (1 lecture and 2 lab hours per week). [CB50.0903.6526]

# MUSI 1290 Electronic Music I (2 credits)

Introduction and overview of computer hardwareand software used in the notation, arrangement, composition, performance, and teaching of music. Topics include MIDI and USB instruments and devices, music printing/publishing software, accompanying and sequencing software, smart phone and tablet applications. Prerequisites: MUSI 1211 & 1303, and MUSI 1181 or MUAP 1269. (2 lecture & 1 lab hour per week). [CB50.0904.5826]

# MUSI 1303 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. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CB50.0904.5526]

# MUSI 1306 Music Appreciation (3 credits)

What is music? Where does it come from? What did music sound like 2000 years ago? Who was Beethoven and why should I care? Take this course and find out. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0309 or READ 0309 . [CB50.0902.5126]

# MUSI 1308 Survey of Music Literature I (3 credits)

This course is a study of instrumental and vocal music forms. It includes representative compositions from sacred and secular music. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB50.0902.5226]

# MUSI 1309 Survey of Music Literature II (3 credits)

This course is a survey of western classical music from Beethoven through the present. This music history course is open to non-majors. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310 [CB50.0902.5226]

# MUSI 1310 American Music (3 credits)

The Beatles, Elvis, The Rolling Stones, from Rag Time to Hip-Hop: How did all this get started? You'll find out if you take this class. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309 [CB50.0902.5326]

# MUSI 1386 Composition (3 credits)

This course provides instruction in music composition in small forms for simple media in both traditional and contemporary electronic styles. (3 lecture hours per week). [CB50.0904.5326]

# MUSI 2186, 2187 Composition III, and IV

(1 credit)
Individual instruction in music composition.
Composing in small forms for simple forms for simple media in both traditional styles and styles of the student's choice. (1 lecture hour per week).

# MUSI 2181 Class Piano III

[CB50.0904.5326]

(1 credit)

This class piano course is for students who have taken 1 year of piano and is a continuation of basic techniques. (1 lecture and 1 lab hour per week). [CB50.0907.5126]

# MUSI 2182 Class Piano IV (1 credit)

This class piano course is for students who have taken 3 semesters of class piano and is a continuation of basic techniques. (1 lecture and 1 lab hour per week) [CB50.0907.5126]

# MUSI 2211 Music Theory III (2 credits)

This course studies harmony and voice-leading through linear chords, the Neapolitan and augmented sixths, advanced modulation, ninth chords, binary form, more advanced modulation and composition.(2 lecture & 1 lab hour per week). Prerequisite: MUSI 1212, Corequisite: MUSI 2216. [CB50.0904.5226]

# MUSI 2212 Music Theory IV (2 credits)

This course studies compositional practices of the twentieth century and later, through analysis and composition exercises. (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)

This required course for music majors is the third of a four-semester presentation of basic aural, visual, and vocal exercises in dictation and sight-singing. (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)

This required course for music majors is the fourth of a four-semester presentation of basic aural, visual, and vocal exercises in dictation and sight-singing. (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 course can be repeated for credit. This organization rehearses and performs contemporary jazz and rock music as well as standard big band literature. Performances include concerts and participation in area festivals. membership is open to all College students by approval of the instructor. (4 lab rehearsal hours per week). [CB50.0903.5526]

MUEN 1122, 1123, 2122, 2123 Concert Band

(1 credit each)

This course can be repeated for credit. This concert group of brass, woodwind, and contemporary works for wind ensembles. (5 lab rehearsal hours per week). [CB50.0903.5526]

MUEN 1135, 2135 Jazz Lab (1 credit each)

This course can be repeated for credit. This organization performs for many special occasions on and off campus. Music includes small band jazzrock with emphasis on individual improvisation. Membership is open to all College students by approval of the instructor. (3 lab hours per week). [CB50.0903.5626]

# MUEN 1141, 1142, 2141, 2142 Concert Choir (1 credit each)

This course can be repeated for credit. This organization rehearses and performs traditional and contemporary choral literature. In addition to local concerts, the group participates in campus activities. In order to obtain credit, members must attend all called rehearsals and public performances. (5 lab rehearsal hours per week). [CB50.0903.5726]

# MUEN 1143, 1144, 2143, 2144 College Singers (1 credit each)

This course can be repeated for credit. This organization is limited in membership. Students are selected through auditions from the membership of the College choir. The student must have previous experience in choral music, a member in good standing of the concert choir, ability to sight-read, and instructor approval. (4 lab rehearsal hours per week). [CB50.0903.5726]

MUEN 1151, 1152, 2151, 2152 Chamber Singers (1 credit)

This course can be repeated for credit. Membership is open to all students on the basis of audition/conference with the director. Students are also expected to enroll in Concert Choir. (4 lab 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)

An overview of the modern recording studio and related personnel. Tomics include basic studio electronics and acoustic principles, waveform analysis, microphone concepts and miking techniques, studio set up and signal flow, recording console theory, signal processing concepts, tape machine principles and operation and an overview of mixing and editing. (2 lecture and 4 lab hours per week). [CB 10.0203]

MUSC 2427 Audio Engineering II (4 credits)

A continuation of Audio Engineering I with emphasis on implementation of the techniques and theories of the recording process. Topics include applications on microphones, the audio console, the multitrack tape recorder and signal processing devices in recording sessions environments. (2 lecture and 4 lab hours per week). Prerequisites: MUSC 1327. [CB 10.0203]

# MUSC 2447 Audio Engineering III

Presentation of advanced procedures and techniques utilized in recording and manipulating audio information. Topics include advanced computer based console automation, hard disk based digital audio editing, nonlinear digital multitrack recording and advanced engineering project completions. (2 lecture and 4 lab hours per week). [CB 10.0203]

# **Neurodiagnostic** Technology (NDT)

Angelina Klaproth, Department Chairperson

# **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** Electroneurodiagnostics Clinical I (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 & simulators. Includes recording

evoked potentials from volunteers & observing the effect of different variables. Emphasizes somatosensory, visual & brainstem auditory evoked responses & provides practical application & 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 & single-fiber electromyography & methods designed for reaching less accessible regions of the nervous system. (2 lecture hours per week) Prerequisites: ENDT 1345, ENDT 1350, & ENDT 2210. [CIP 51.0903]

# **ENDT 2320**

# Electroneurodiagnostics Technology I (3 credits)

This course is designed to teach normal and abnormal pattern recognition both awake and asleep for each age range and level of consciousness, seizure manifestations, classifications and EEG correlates. (ACNS) minimum technical standards for pediatric encephalography will also be covered. (2 lecture hours & 2 lab hours per week) Prerequisites: ENDT 1350 & ENDT 1345. [CIP 51.0903]

# **ENDT 2425**

# Electroneurodiagnostics Technology II (4 credits)

This course si 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**

# Electroneurodiagnostics Clinical 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. (14 clinical hours per week) Prerequisites: ENDT 1463 Corequisite: ENDT 2425. [CIP 51.0903]

# **ENDT 2561** Electroneurodiagnostics Clinical III

# (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. (30 clinical hours per week) Prerequisites: ENDT 1463, ENDT 2463. [CIP 51.0903]

# Nursing (Associate Degree)

Debra Fontenot, Director Joey Guidry, Sheetal Patel, Kristin Elsner, Mary Alice Estes, Tana Haftner-Burton, Sharon Hightower, Janet Joost, Christy Scales, Wendy Stewart, Ashley White

# **RNSG 1108 Dosage Calculations for Nursing** (1 credit)

Read, interpret, and solve dosage calculation problems. This course emphasizes critical thinking skills and techniques needed to accurately and safely calculate medication dosages. (1 lecture hour per week) Prerequisite: MATH 0310 or MATH 0311. [CIP 51.3801]

# **RNSG 1162 Clinical Nursing: Mental Health Nursing** (1 credit)

A health-related work-based learning experience in a mental health setting that enables the student to apply professional nursing theory, skills, and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. (3 lab hours per week). Prerequisite: RNSG 1513, 1215, 1108. Corequisite: RNSG 2213 [CIP 51.3801]

# **RNSG 1215 Health Assessment** (2 credits)

Development of skills and techniques required for a comprehensive nursing health assessment within a legal/ ethical framework. (1 lecture and 2 lab hours per week). Prerequisite: BIOL 2401 or admission to the ADN Program. [CIP 51.3801]

# **RNSG 1246** Legal and Ethical Issues for Nurses (2 credits)

Study of the laws and regulations related to the provision of safe and effective professional nursing care within the roles of the of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Content includes confidentiality, the Nursing Practice Act, professional boundaries, ethics, and health care legislation. (2 lecture hours per week). Prerequisite: RNSG 1441 & 1561 or RNSG 1262 & 1417. [CIP 51.3801]

# **RNSG 1260**

# Clinical Nursing: Foundations for Nursing **Practice**

(2 credits)

A health related work-based learning experience that introduces the student in the application of nursing theory, skills and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. Clinical experiences allow

the student opportunities to begin utilizing nursing skills in caring for adults and family. Clinical education is an unpaid learning experience. Concurrent theory enrollment in RNSG 1513 is required. (6 lab hours per week) Prerequisites: Admission into the ADN Program. Corequisites: PSYC 2314, BIOL 2401,RNSG 1513, RNSG 1215, RNSG 1108.

[CIP 51.3801]

#### **RNSG 1262**

# Clinical Nursing: Concepts of Nursing Practice I for Articulating Students (2 credits)

A health related work-based learning experience that introduces the vocational nurse in the application of nursing theory, skills and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. Concurrent theory enrollment is required in RNSG 1417. (6 lab hours per week) Prerequisites: Admission into the ADN Program, RNSG 1215, BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, PSYC 2314, ENGL 1301. Corequisite: RNSG 1417. [CIP 51. 3801]

#### **RNSG 1417**

# Concepts of Nursing Practice I for Articulating Students

(4 credits)

Provides the articulating vocational nurse the opportunity to examine the role of the professional nurse; application of a systematic problem solving process and critical thinking skills which includes a focus on the adult population in selected settings; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. Roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession are introduced. Concurrent clinical enrollment is required in RNSG 1262. (3 lecture and 2 lab hours per week) Prerequisites: Admission into the ADN Program, RNSG 1215, BIOL 2401, BIOL 2402, BIOL 2420. PSYC 2301, PSYC 2314, and ENGL 1301. Corequisite: RNSG 1262. [CIP 51.3801]

# RNSG 1441 Common Concepts of Adult Health (4 credits)

Basic integration of the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Study of the common concepts of caring for adult patients and families with medical-surgical health care needs related to body systems, emphasizing knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Concurrent clinical enrollment is required in RNSG 1561. (3 lecture and 2 lab hours per week). Prerequisites: RNSG 1513, RNSG 1215, RNSG 1108. Corequisites: BIOL 2402, PSYC 2301, RNSG 1561. [CIP 51.3801]

# **RNSG 1443**

# Complex Concepts of Adult Health (4 credits)

Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession in the care of adult patients and families with complex medical-surgical health care needs associated with body systems. Emphasis is on complex knowledge, judgments, skills, and professional values within a legal/ethical framework. Concurrent clinical enrollment is required in RNSG 2563. (3 lecture and 2 lab hours per week) Prerequisites: BIOL 2420; and either RNSG 2213, 1441 or RNSG 1417. Corequisite: RNSG 2563. [CIP 51.3801]

#### **RNSG 1512**

# Nursing Care of the Childbearing and Childrearing Family (5 credits)

Study of the concepts related to the provision of nursing care for childbearing and childrearing families; application of systematic problem solving processes and critical thinking skills, including a focus on the childbearing family during perinatal periods and the childrearing family from birth to adolescence; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. Analysis and synthesis of knowledge and skills are based upon normal and abnormal assessment findings. Pharmacological and nutritional concepts related to the nursing care of the childbearing and childrearing family are incorporated throughout the course. Concurrent clinical enrollment is required in RNSG 2463. (4 lecture and 2 lab hours per week.) Prerequisites: RNSG 1417 and BIOL 2420, or RNSG 1441. Corequisite: RNSG 2463. [CIP51.3801]

# RNSG 1513 Foundations for Nursing Practice (5 credits)

Introduction to the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Content includes fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision-making and critical thinking. mechanisms of disease and the needs and problems that can arise are discussed and how the nursing process helps manage the patient through these issues.. Emphasis on knowledge, judgment, skills and professional values within a legal/ ethical framework. Concurrent clinical enrollment in RNSG 1260 is required. (4 lecture and 3 lab hours per week) Prerequisites: Admission into the ADN Program. Corequisites: BIOL 2401, PSYC 2314, RNSG 1215, RNSG 1108, RNSG 1260. [CIP 51.3801]

# **RNSG 1561**

# Clinical Nursing: Common Concepts of Adult Health

(5 credits)

A health related work-based learning experience in medical/surgical settings that enables the student to apply professional nursing theory, skills and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. Concurrent theory enrollment is required in RNSG 1441. (15 lab hours per week) Prerequisites: RNSG 1513, RNSG 1215, RNSG 1108. Corequisites: BIOL 2402, PSYC 2301, RNSG 1441. [CIP 51.3801]

# RNSG 2121 Management of Client Care (1 credit)

Exploration of leadership and management principles applicable to the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Includes application of knowledge, judgment, skills and professional values within a legal/ethical framework. (1 lecture hour per week). Prerequisites: RNSG 1441 & 1561 or RNSG 1262 & 1417. [CIP 51.3801]

# RNSG 2213 Mental Health Nursing (2 credits)

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of patients and their families within the roles of the of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Concurrent clinical enrollment in RNSG 1162 is required. (2 lecture hours per week) Prerequisites: RNSG 1513, 1215, 1108, PSYC 2301. Corequisite: RNSG 1162.

# **RNSG 2463**

# Clinical Nursing: Nursing of the Childbearing and Childrearing Family (4 credits)

A health related work-based learning experience in speciality maternity and pediatric settings that enables the student to apply nursing theory, skills, and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by the clinical professional. Concurrent theory enrollment is required in RNSG 1512. (12 lab hours per week) Corequisite: RNSG 1512. [CIP 51.3801]

#### **RNSG 2563**

Clinical Nursing: Complex Concepts of Adult Health

(5 credits)

A health-related work-based learning experience in medical/surgical settings that enables the student to apply advanced nursing theory, skills, and concepts within the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team and member of the profession. Direct supervision is provided by clinical professional(s). Concurrent theory enrollment is required in RNSG 1443. (15 lab hours per week). Prerequisite: RNSG 2213 or RNSG 1417. Corequisite: RNSG 1443. [CIP 51.3801]

# Nursing — (Vocational)

Melinda Wallace, Department Chairperson

# **VNSG 1122**

# Vocational Nursing Concepts

(1 credit)

Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. Learning Outcomes: The student will discuss the personal adjustments essential to the development of the vocational nurse; identify the role of the licensed vocational nurse; and discuss the legal and ethical responsibilities in vocational nursing practice. (1 lecture hour per week). [CIP 51.3901]

# VNSG 1160 Clinical - Practical Nurse I (1 credit)

A health related work-based experience, that enables the student to apply specialized occupational theory, skills, and concepts. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experience. Learning Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry, and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. (8 clinical hours per week). Corequisite: VNSG 1423. [CIP 51.3901]

# VNSG 1219

# Professional Development

(2 credits)

Study of the importance of professional growth. Topics include the role of the licensed voæational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. Learning Outcomes: The student will describe the role of the licensed vocational nurse in multi-disciplinary settings inclusive of basic principles of leadership and management; discuss the role of professional organizations and regulatory agencies; and identify criteria and appropriate resources for continuing education. (2 lecture hours per week). [CIP 51.3901]

# VNSG 1226 Geriatrics (2 credits)

Overview of the normal physical, psychological, and cultural aspects of the aging process. Addresses common disease processes of aging and explores attitudes towards care of the elderly. Topics include but are not limited to introduction to aging; the aging adult; geriatric mental health; sexuality and aging; pain management; geriatric medications; assisting the dying client and family; hospice care. Learning Outcomes: the student will describe the aspects of aging; discuss disease processes associated with aging; and identify perceptions related to care of the older adult. (2 lecture hours per week). Corequisite: VNSG 1661. [CIP 51.3901]

# **VNSG 1227**

# Essentials of Medication Administration (2 credits)

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement. Lab required. Learning Outcomes: The student will demonstrate accurate dosage calculation; discuss the principles of medication administration safety; and identify the elements of accurate documentation of medication administration. (1 lecture and 2 lab hours per week). [CIP 51.3901]

# VNSG 1230 Maternal - Neonatal Nursing (2 credits)

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the focused assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. Learning Outcomes: The student will discuss human reproduction and fetal development as related to the normal aspects of childbearing; identify common complications of the mother and newborn during prenatal, antenatal, and postnatal periods; and relate characteristics of the normal newborn and associated nursing interventions to meet identified health care needs utilizing the nursing process. (2 lecture hours per week).

Corequisite: VNSG 1661. [CIP 51.3901]

# VNSG 1234 Pediatrics (2 credits)

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and development needs utilizing the nursing process. Learning Outcomes: The student will identify safety principles related to childcare; discuss primary nursing care of the pediatric patient and family during the health and disease; and apply concepts of growth and development to the care of pediatric patients utilizing the nursing process. (2 lecture hours per week). Corequisite: VNSG 1661. [CIP 51.3901]

# VNSG 1301 Mental Health and Mental Illness (3 credits)

Study of personality development, human needs, common mental mechanisms, and factors influencing mental health and mental illness. Includes common mental disorders and related therapy. Learning Outcomes: The student will identify the characteristics of mental health; identify common mental illness and maladaptive behaviors; describe trends in psychotherapeutic treatment; discuss the application of therapeutic communication skills; and assist in the formulation of a plan of care for the individual with mental illness or maladaptive behavior. (3 lecture hours per week). {CIP 51.3901}

# VNSG 1329 Medical Surgical Nursing I (3 credits)

Application of the nursing process to the care of adult and geriatric patients experiencing respiratory, cardiovascular, gastrointestinal, genitourinary, and musculoskeletal, medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized. Learning Outcomes: The student will identify components of the health-illness continuum; identify prevalent respiratory, gastrointestinal, genitourinary, musculoskeletal, and dermatological medical surgical conditions affecting the adult and gerian and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions. (3 lecture hours per week). Corequisite: VNSG 1660.

# [CIP 51.3901]

# VNSG 1331 Pharmacology

(3 credits)

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. Learning Outcomes: The student will identify properties, effects, and principles of pharmacotherapeutic agents; and list common nursing interventions associated with the various pharmacotherapeutic agents. (4 lecture hours per week). [CIP 51.3901]

# VNSG 1332 Medical - Surgical Nursing II (3 credits)

Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult and geriatric patients experiencing cardiovascular, neurosensory, endocrine, and oncological medical-

surgical conditions in the health-illness continuum. Includes a variety of health care settings. Learning Outcomes: The student will identify the components of the health-illness continuum; identify prevalent cardiovascular, neurosensory, endocrine, and oncological medical surgical conditions affecting the adult and gerian and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions. (3 lecture hours per week). Corequisite: VNSG 1660. [CIP 51.3901]

# VNSG 1420 Anatomy & Physiology for Allied Health (4 credits)

Introduction to the normal structure and function of the body including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Learning Outcomes: The student will identify the structure of each of the major body systems; describe the function of each of the major body systems; and discuss the interrelationship of systems in maintaining homeostasis. (4 lecture hours per week). [CIP 51.3901]

# VNSG 1423 Basic Nursing Skills (4 credits)

Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. Lab required. Learning Outcomes: The student will demonstrate competency in basic nursing skills; identify the steps in the nursing process and how each relates to nursing care; and discuss the delivery of basic nursing skills in a variety of health care setting. (3 lecture and 4 lab hours per week). Corequisite: VNSG 1160. [CIP 51.3901]

# VNSG 1660 Clinical - Practical Nurse II (6 credits)

Ahealth related work-based experience that enables the student to apply specialized occupation theory skills, and concepts. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experience. Learning Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry, and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. (24 clinical hours per week). Corequisites: VNSG 1329 and VNSG 1332. [CIP 51.3901].

# VNSG 1661 Clinical - Practical Nurse III (6 credits)

Ahealth related work-based experience that enables the student to apply specialized occupation theory

skills and concepts. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experience. Learning Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry, and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. (24 clinical hours per week). Corequisites: VNSG 1226 and, VNSG 1230, and VNSG 1234. [CIP 51.3901]

# Nutrition

Debra Fontenot, Department Chariperson

#### **HECO 1322**

**Nutrition & Diet Therapy** 

\* The classroom course is only offered in the fall Semester. The internet course is offered both fall and spring semesters.

(3 credits)

Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. (3 lecture hours per week). Prerequisite: BIOL 2401. [CIP19.0501.5109]

# Office Administration

Dianna Smith, Department Chairperson Crystal Price

It is the responsibility of all students taking Office Administration internet course(s) to contact their instructor(s) by the third class day through MyBlackboard.

Students are required to use the same text books and software version used by the Office Administration Department. This allows students to locate correct assignments and examples. Internet students have access to the computer labs in D211 when space is available.

# ACNT 1303 Introduction to Accounting I (3 credits)

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (2 lecture and 3 lab hours per week).

[CIP 52.0302]

# ACNT 1311 Introduction to Computerized Accounting (3 credits)

Introduction to utililizing the computer and maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. (2 lecture and 3 lab hours per week). Prerequisite: ACNT 1303. [CIP 52.0302]

# 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.(2 lecture and 3 lab hours per week). [CIP 51.0707]

# POFI 1301 Computer Applications I (3 credits) For Non-OFAD Majors

Overview of computer office applications using Microsoft Office 2013 including current terminology and technology. Introduction to computer hardware, software applications, and procedures. (2 lecture and 3 lab hour per week) [CIP 52.0407]

# POFI 1341 Computer Applications II (3 credits)

Continued study of current computer terminology and technology. Advanced skill development in computer software applications and procedures. End-of-Course Outcomes: Apply advanced skills to produce documents using Visio, Adobe Acrobat, Publisher. Prerequisite: POFI 1301 or POFI 1401. (2 lecture and 3 lab hours per week). [CIP 52.0407]

# POFI 1401 Computer Applications I For OFAD & MGMT Majors (4 credits)

Overview of computer office applications using Microsoft Office 2013 including current terminology and technology. Introduction to computer hardware, software applications, and procedures. (3 lecture and 3 lab hours per week) [CIP 52.0407]

# POFI 1449 Spreadsheets (4 credits)

Spreadsheet software Microsoft Excel 2013 for business applications. Prerequisite: POFI 1301 or POFI 1401 or departmental approval. (3 lecture and 3 lab hours per week) [CIP 52.0407]

# POFI 2301 Word Processing (3 credits)

Word processing software Microsoft Word 2013 focusing on business applications. Prerequisite: POFI 1301 or POFI 1401. (2 lecture and 3 lab hours per week).

[CIP 52.0407]

# **POFI 2350**

# Databases (Access)

(3 credits)

In-depth instruction of database applications using Microsoft Access 2013. Prerequisite: POFI 1301 or POFI 1401. (2 lecture and 3 lab hours per week). [CIP 52.0407]

# **POFL1305 Legal Terminology** (3 credits)

This course presents an overview of the areas of law and legal professions, including spelling, pronunciation, and definition of legal terms. (2 lecture and 3 lab hours per week). [CIP 22.0301]

# **POFM 1317**

# **Medical Administrative Support**

(3 credits)

Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing collecting, and third party reimbursement. Prerequisite: Computer Literacy required. (2 lecture and 3 lab hours per week). [CIP 51.0716]

# **POFT 1300** Career Exploration & Planning (3 credits)

An introduction to career exploration, educational planning, and job searching. The student will have the opportunity to identify career options and aptitudes; explain the nature of the career decisionmaking process and itsongoingapplication; develop a resume and cover letter; demonstrate interviewing skills; and describe follow-up procedures. (2 lecture & 3 lab hour per week). [CIP 52.0401]

# **POFT 1301 Business English**

(3 credits)

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. (2 lecture and 3 lab hours per week). [CIP 52.0501]

# **POFT 1309**

# Administrative Office Procedures I (3 credits)

Study of current office procedures, duties, and responsibilities applicable to an office environment. (2 lecture and 3 lab hours per week) [CIP 52.0401]

# **POFT 1319** Records & Information Management I (3 credits)

Introduction to basic records information management filing systems including manual and electronic filing. (2 lecture and 3 lab hours per week). [CIP 52.0401]

# **POFT 1325 Business Math Using Technology** (3 credits)

Skill development in business math problem-solving using electronic technology. (2 lecture & 3 lab hour per week). [CIP 52.0408]

# **POFT 1329**

# Beginning Keyboarding I

(3 credits)

For Non-OFAD Majors

Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatiing basic documents. (2 lecture and 3 lab hours per week) [CIP 52.0408]

# POFT 1382, 2382

# Cooperative Education - Office Occupations and Clerical Services

(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) [CIP 52.0408]

# **POFT 1425**

# **Business Math & Machine Applications** (4 credits)

Business Math problem-solving skills using office technology. (3 lecture & 3 lab hours per week). [CIP 52.0408]

# **POFT 1429**

# **Beginning Keyboarding II**

(4 credits)

Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. (3 lecture and 3 lab hours per week). [CIP 52.0408]

# **POFT 2401** Intermediate Keyboarding (4 credits)

A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents. Prerequisite: POFT 1429. (3 lecture and 3 lab hours per week). [CIP 52.0408]

# Paralegal -

Karen Barnett, Department Chairperson

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

This course provides a working knowledge of fundamentals of effective legal research and writing. Topics include law library techniques, computer assisted legal research, briefs, and legal memoranda. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

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

This course provides an overview of the law and the legal system. Topics include legal concepts, procedures, terminology and current issues in law. (3 lecture hours per week). Prerequisites: DIRW/ DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

# **LGLA 1345 Civil Litigation** (3 credits)

This course presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes the paralegal's role in the civil litigation process. (3 lecture hours per week). Prerequisites: DIRW/ DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

# **LGLA 1351 Contract Law** (3 credits)

This course presents fundamental concepts of contract law with emphasis on the paralegal's role. Topics include formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code. The student will learn to define and properly use contract law terminology; locate, describe and analyze sources of law relating to contract law; understand the ethical obligations of the paralegal and draft documents commonly used in contract law. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

### **LGLA 1353**

# Wills, Trusts, and Probate Administration (3 credits)

This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

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

This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parentchild relationship. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

# **LGLA 1359 Immigration Law** (3 credits)

This course presents fundamental concepts of immigration law with emphasis on the paralegal's role. Topics include substantive and procedural law related to immigration history, removal proceedings, naturalization and citzenship. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

# LGLA 1380, LGLA 2381

# Cooperative Education (Internship) - Paralegal (3 credits)

The objective of the cooperative education course is to combine the student's classroom learning with work experience. Students must contact the department chair well in advance of taking this course, to arrange a co-op (internship) site. Students should be aware that a co-op (internship) is typically an unpaid experience. (1 lecture & 20 lab hours per week Fall & Spring semester; 25 lab hours per week, Summer semester) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

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

This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

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

This course presents techniques used to locate, gather, document and manage case information. The emphasis is on developing the paralegal's interviewing and investigative skills as well as ethical considerations related to the paralegal's role. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

# **LGLA 2311 Business Organizations** (3 credits)

This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations and other emerging business entities. The student will learn terminology related to business organizations, the formation and termination of businesses and how to draft documents related to business entities. (3 lecture hours per week) Prerequisites: Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

# **LGLA 2313 Criminal Law and Procedure**

(3 credits)

This course introduces the criminal justice system including procedures from arrest to final disposition, principles of federal and state law, and the preparation of pleadings and motions. (3 lecture hours per week.) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

# **LGLA 2323** Intellectual Property (3 credits)

This course presents the fundamentals of intellectual property law, including creation, procurement, preparation, and filing documents related to patents, copyrights, trademarks, and processes of intellectual property litigation with emphasis on the paralegal's role. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CIP 22.0302]

# Pharmacy Technician -

Rhonda Boone, Department Chairperson

# **PHRA 1205 Drug Classification** (2 credits)

This course provides an introduction to the study of disease processes, pharmaceutical drugs abbreviations, classifications, dosages, actions in the body, and routes of administration. (2 lecture hours per week). [CIP 51.0805]

# **PHRA 1291 Special Topics for Pharmacy Technicians** (2 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. (2 lecture hours per week). [CIP 51.0805]

# **PHRA 1301** Introduction to Pharmacy (3 credits)

This course provides an overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources and safety techniques. (3 lecture hours per week). [CIP 51.0805]

# **PHRA 1304**

# Pharmacotherapy & Disease Process (3 credits)

A study of the disease state and therapeutic properties of drugs used in pharmaceutical therapy. (3 lecture hours per week). Prerequisites: PHRA 1301, PHRA 1309, PHRA 1441. [CIP 51.0805]

# **PHRA 1309** Pharmaceutical Mathematics I (3 credits)

This course includes reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. It will cover conversion of measurements within the apothecary. avoirdupois, and metric systems with emphasis on the metric system of weight and volume. Topics include ratio and proportion, percentage. dilution and concentration, milliequivalents. units, intravenous flow rates, and solving dosage problems. (3 lecture hours per week). 51.0805]

# **PHRA 1313 Community Pharmacy Practice** (3 credits)

This course introduces the skills necessary to process, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. It is designed to train individuals in supply, inventory, and data

entry. It also includes customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input, editing, and legal parameters. (2 lecture and 3 lab hours per week). [CIP 51.0805]

# **PHRA 1315 Pharmacy Terminology** (3 credits)

This course provides a study of word origins and structure through the introduction of prefixes. suffixes, and root words as it relates to a pharmaceutical setting. It focuses on translation and recognition of commonly used pharmacy abbreviations. (3 lecture hours per week). [CIP 51.0805]

# **PHRA 1349** Institutional Pharmacy Practice (3 credits)

This course is an exploration of the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution systems, unit dose cart fills, quality assurance, drug storage, and inventory control. (2 lecture and 3 lab hours per week). [CIP 51.0805]

# PHRA 1441

# **Pharmacy Drug Therapy and Treatment** (4 credits)

This course is the study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. It provides detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities. (3 lecture and 2 lab hours per week). [CIP 51.0805]

# **PHRA 1445** Compounding, Sterile Preparations, & Aseptic **Techniques**

(4 credits)

This course is a study of sterile products, legal and regulatory guidelines, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products, and safe handling of antineoplastic drugs. (2 lecture and 4 lab hours per week). [CIP 51.0805]

# **PHRA 2262** Clinical - Pharmacy Technician

(2 credits)

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (10 clinical hours per week). Prerequisites: PHRA 1313. [CIP 51.0805]

# Philosophy -

Christopher Chance, Department Chairperson Marjorie Nash

# PHIL1301 Introduction to Philosophy (3 credits)

A survey course designed to introduce students to some of the more important problems in philosophy and with the methods used to deal with them. Readings from both ancient and modern philosophers will be included. (Three lecture hours per week) Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB38.0101.5112]

# PHIL 1304 Introduction to World Religions (3 credits)

A comparative study of various world religions including Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism and Taoism (Daoism), Sikhism, Jainism, and Shinto. (3 lecture hours per week) Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB38.0201.5212]

# PHIL 2303 Introduction to Logic (3 credits)

This course will explore the nature and methods of clear and critical thinking and correct reasoning such as deduction, induction, scientific reasoning and fallacies. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB38.0101.5212]

# PHIL 2306 Introduction to Ethics (3 credits)

A philosophical reflection to the basic principles and applications of the moral life in traditional and contemporary views concerning the nature of goodness, happiness, duty and freedom. (3 lecture hours per week) Prerequisite: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB38.0101.5312]

# Physics —

Dora Devery, Department Chairperson Joseph Mills

# ENGR 1201 Introduction to Engineering (2 credits)

An introduction to the engineering profession with emphasis on technical communication and team-based engineering design. (1 lecture hour & 3 lab hours per week) Prerequisite: MATH 1314 or equivalent academic preparation. [CIP 14.0101.5110]

# PHYS 1301 Essentials of College Physics (3 credits)

This is a survey course for non-majors to study mechanics, heat, electricity, magnetism, light, and nuclear physics. **Note**: Some mechanical engineering programs will accept the course ENGR 1201 for transfer credit and as applicable to the engineering major, while others will accept the

course for transfer credit only. The student is advised to check with the school to which he or she wants to transfer for specific applicability of this course to the engineering major. (3 lecture hours per week) Prerequisite: MATH 0312 and DIRW/DIRR 0310 or READ 0310. [CB 40.0801.5303]

# PHYS 1401 College Physics I (4 credits)

This introductory course continues the study of mechanics, heat, electricity, magnetism, light, and nuclear physics. (3 lecture and 3 lab hours per week). Prerequisite: MATH 2412, DIRW/DIRR 0310 or READ 0310. [CB40.0801.5303]

# PHYS 1402 College Physics II (4 credits)

This introductory course continues the study of mechanics, heat, electricity, magnetism, light, and nuclear physics. It is recommended that a student receive a grade of a "C" or better in PHYS 1401 before taking this course. (3 lecture and 3 lab hours per week). Prerequisite: PHYS 1401.

# PHYS 1403 Planetary Astronomy

[CB40.0801.5303]

(4 credits)

Introductory planetary astronomy course which includes basic material on the history of astronomy, physics of planetary motion, the nature of light, operation of telescopes, formation of solar system, terrestrial planets, Jovian planets, Kuiper Belt objects, comets, and asteroids. Lab includes observing the stars, nebulae, galaxies, planets, and a variety of exercises in observational astronomy. (3 lecture and 3 lab hours per week) [CB 40.0201.5103]

# PHYS 1404 Stellar & Galactic Astronomy (4 credits)

An introductory course that will concentrate on the origin, life and fate of the stars, star clusters, galaxies, and cosmology. An appropriate lab program will include lab experiments, telescope observations, field trips, and Internet research. This is a course for non-science majors who need natural science credit or anyone interested in the study of the universe. (3 lecture and 3 lab hours per week) [CB40.0201.5203]

# PHYS 2425 University Physics I (4 credits)

This course is designed primarily to meet the needs of the pre-engineering student or physics major. Problem solving techniques with the use of calculus re developed in the topics of vectors, kinematics, forces, work and energy, momentum, torque, angular momentum, simple harmonic motion, gravity, properties of solids and fluids, heat and thermodynamics. (3 lecture and 3 lab hours per week). Prerequisites: DIRW/DIRR 0310 or READ 0310, and MATH 2413. [CB 40.0101.5403]

# PHYS 2426 University Physics II (4 credits)

A continuation of PHYS 2425. The topics covered are vibration and mechanical waves, sound electrostatics, electricity, dc and ac circuits, magnetism and electromagnetism, light, optics, lenses and mirrors, relativity and some quantum physics. It is recommended that a student receive a grade of a "C" or better in PHYS 2425 before taking this course. (3 lecture and 3 lab hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310, and PHYS 2425. [CB 40.0101.5703]

# Polysomnography - Sleep Medicine

Georgette Goodwill, Department Chairperson Daniel Glaze, MD, Medical Director

# 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. (2 lecture and 2 lab hours per week). [CIP 51.0000]

# PSGT 1191 Special Topics in Polysomnography (1 credit)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the field of polysomnography and relevant to the professional development of the student. (2 lab hours per week). Prerequisite: PSGT 2411. [CIP 51.0903]

# PSGT 1205 Neurophysiology of Sleep (2 credits)

This course is an introduction to the history of sleep medicine and the different stages of sleep. Emphasis is on associated wave patterns and collection and utilization of sleep histories. Requires departmental approval. (2 lecture hours per week) [CIP 51.0903]

# PSGT 1260 Polysomnography Clinical 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. (12 clinical hours per week) Prerequisite: PSGT-1400. [CIP 51.0903]

# PSGT 1310 Neuroanatomy and Physiology (3 credits)

This course is a study of the anatomy of the human central nervous system. The student will also be introduced to cardiopulmonary structures and function as well as ECG interpretation. Requires departmental approval. (3 lecture hours per week) [CIP 51.0903]

# PSGT 1340 Sleep Disorders (3 credits)

A discussion of disorders that affect sleep including insomnias, circadian rhythm disorders, narcolepsy, sleep disordered breathing, movement and neuromuscular disorders, and medical and psychiatric disorders. Requires departmental approval. (2 lecture & 2 lab hours per week)
[CIP 51.0903]

# PSGT 1400 Polysomnography I (4 credits)

This course is designed to provide both didactic and lab training for entry-level personnel in the basics of polysomnographic technology. Students will become familiar with terminology, instrumentation setup and calibration, patient safety and infection control, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions related to polysomnography technology. Requires departmental approval. (2 lecture and 5 lab hours per week). [CIP 51.0903]

# PSGT 2205 Sleep Scoring & Staging (2 credits)

This course provides the student with the skill to score and stage sleep studies: prepare comprehensive sleep records; identify effects of medication, age, gender, sleep/wake schedules and sleep habits and other relevant factors. Evaluate pertinent parameters in sleep disorder studies. Prerequisite: PSGT 1400. (4 lab hours per week) [CIP 51.0903]

# PSGT 2250 Infant and Pediatric Polysomnography (2 credit)

This course is an introduction to the sleep patterns of the infant and pediatric population. the student will be provided with opportunities to perform a pediatric study. (2 lecture hours per week). Prerequisite: PSGT 2411. [CIP 51.0903]

# PSGT 2411 Polysomnography II (4 credits)

Development of skills for sleep scoring and staging. Consideration of medication effects, age, gender, sleep/wake schedules, changes in sleep habits ,and other pertinent factors. Students will evaluate parameters such as total record time, total sleep time, sleep efficiency, total wake time, wake after sleep onset, wake after sleep offset, sleep latency, REM latency, stage 1-3, REM sleep, awakenings. arousals, EEG, sleep disordered breathing, leg movements, and cardiac patterns. To include current practices in polysomnography. Including the use of specialized equipment used to record and monitor various physiological parameters involved with sleep testing. Emphasizes sleep disorders, theory of testing and treatment procedures, and analysis of Polysomnography data. This will include calculating the sleep efficiency, sleep onset, and sleep time in REM and non REM. Students will be evaluated on their ability to calculate and analyze gain, sensitivity,

filter setting used to acquire a diagnostic exam. (2 lecture and 5 lab hours). Prerequisite: PSGT 1400. [CIP 51.0903]

# PSGT 2660 Polysomnography Clinical II (6 credits)

This course provides the student with patient contact in a sleep lab. The student will have the opportunity to observe, perform (under supervision), and evaluate sleep studies. (24 clinical hours per week) Prerequisite: PSGT 1260, Corequisite: PSGT 2411. [CIP 51.0903]

# PSGT 2661 Polysomnography Clinical III (6 credits)

This course provides the student with patient contact in a sleep lab. The student will have the opportunity to observe, perform (under supervision), and evaluate sleep studies. (24 clinical hours per week) Prerequisite: PSGT 2660. [CIP 51.0903]

# **Process Technology-**

Curtis Crabtree, Department Chairperson

# CTEC 1401 Applied Petrochemical Technology (Physics) (4 credits)

This course teaches students the basic principles of physics and their application in process facilities. Included are: fundamental units of measurement related to length, time, mass, pressure, temperature, flow, and level. The properties of solids, liquids, gases, and flowing fluids are reviewed with emphasis placed on how these properties relate to the operation of process equipment. Students are introduced to the gas laws, principles of heat transfer, sensible and latent heat electricity and magnetism. (3 lecture hours, 2 lab hours per week). [CIP 410301]

# CTEC 2480 Cooperative Education - Process Technology (4 credits)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. This course may be substituted for PTAC 1454. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education is a paid company intership learning experience. Availability of this course depends on available positions in the industry. (1 lecture hour, 21 co-op hours per week). (See syllabus for prerequisites.) [CIP 410301]

# PTAC 1302 Introduction to Process Technology (3 credits)

An introduction to process operations in refineries and chemical plants. The course includes: industry terminology, process technician duties,

responsibilities, equipment, and expectations; plant organizations; review of applied mathematics; applied physics; applied chemistry; plant process and utility systems; maintenance expectations for process technicians; communication skills; quality statistics, economics, and problem solving. A discussion of physical and mental requirements of the process technician, family, and career considerations is included. (3 lecture hours, 1 lab hour per week). [CIP 410301]

# PTAC 1308 Safety, Health, and Environment in the Process Industry (3 credits)

This course focuses on the fire triangle, firefighting for process technicians; hazards of air, steam, water, electricity, light hydrocarbons, operating hazards, properties of hazardous materials, personal protective equipment, engineering and administrative controls, testing equipment; and regulatory review—Federal, state, local. (3 lecture hours, 1 lab hour per week) [CIP 410301]

# PTAC 1332 Process Instrumentation I (3 credits)

This course introduces students to the instruments in the primary process control loops including temperature, pressure, flow level, analyzer, pH and conductivity, piping and instrument diagrams and symbols. This course focuses on analog and digital control system, distributive control and process logic control, manual, auto, cascade, split range, ratio, feedback and feed forward control. Students will trace and understanding the control systems on several training units and a series of Simtronics process control simulators that requires students to complete off hours simulator lab assignments. (3 lecture & 1 lab hour per week) [CIP 410301]

# PTAC 1410 Process Technology I (Equipment) (4 credits)

This course reviews the fundamentals and operating considerations of process equipment and processes including: valves, piping, vessels, positive displacement and centrifugal pumps, positive displacement and centrifugal compressors, steam turbines, motors, and heat transfer. This course develops theory as well as mechanics of plant equipment. Prerequisite: PTAC 1302. (3 lecture hours, 2 lab hours per week) [CIP 410301]

# PTAC 1454 Industrial Processes (4 credits)

This course examines the types of processes employed in petroleum refining and chemical operations. Included are crude distillation, coking, fluid catalytic cracking, hydrocracking, desulfurization, reforming, alkylation, polymerization, treating, olefin production, and many other common processes. (3 lecture hours, 2 lab hours per week) Prerequisite: PTAC 2420. [CIP 410301]

# PTAC 2314 Quality (including SPC and Economics) (3 credits)

Students are taught advanced quality techniques

employed by industry to remain competitive in today's global economy. The widespread use of statistical techniques is stressed. Students learn principles of data handling, plotting, flow charting, histograms, standard deviation, control charts, cause and effect diagrams, etc. Principles of economics, as they affect unit, plant and corporate realizations are explored to give the student a foundation in the factors which affect business profitability. Team activities are a fundamental part of this course. This course is only offered on-line via MyBlackboard. Access to high-speed Internet is recommended. (2 lecture hours, 2 lab hours per week) [CIP410301]

# PTAC 2420 Process Technology II (Systems) (4 credits)

This course reviews the unit operations employed in the refining and chemical industry including: distillation; absorption; adsorption; reactions; refrigeration; cooling systems, utilities, and auxiliary systems. (3 lecture hours, 2 lab hours per week) Prerequisite: PTAC 1410. [CIP410301]

# PTAC 2436 Process Instrumentation II (4 credits)

This course continues with Simtronics simulations practices and hands on operation on several training modules. Course topics include process and instrumentation loop tracking and memorizations, position management, signal transmission and communication, automatic controls, safety instrumented systems and instrument and control applications. Students will get practical experience in the operations of distributive control using Emerson DeltaV. (3 lecture hours, 2 lab hours per week) Prerequisites: PTAC 1332. [CIP410301]

# PTAC 2438 Process Technology III (Operations) (4 credits)

This course will review process plant operations with emphasis on the elements of effective operations, routine technician duties, startups, shutdowns, emergency and non-routine operations, procedure writing, team and communications skills, process economic considerations, and commissioning new and revamped process facilities. Students work with operating process model and tour the college cogen/refrigeration facility. (3 lecture hours, 2 lab hours per week) Prerequisites: PTAC 1332 & 2420. [CIP410301]

# PTAC 2446 Process Troubleshooting (4 credits)

This course introduces students to different types of troubleshooting techniques and describes how these methods are used to solve problems in various process operations. Teams of students are given field problems which they approach from both a technical and practical viewpoint. The text includes specific problems which are presented in a comprehensive and easy to understand style. (3 lecture hours, 2 lab hours per week) Prerequisite: PTAC 2420 [CIP410301]

# SCIT 1414 Applied General Chemistry (4 credits)

Industrial chemistry introduces students to the fundamentals of chemistry, particularly as they apply to process system operations. Topics covered include atomic structure, elements, compounds, mixtures, equations, material balances, inorganic and organic process reactions. Particular emphasis is placed on hydrocarbon chemistry—the many families that are found in crude oil and natural gas. Included are typical process reactions such as alkylation, hydrogenation, polymerization, olefins production, etc. (3 lecture hours, 3 lab hours per week) [CIP400501]

# TECM 1303 Technical Calculations (3 credits)

Specific mathematical calculations required by business and industry; Includes whole numbers, fractions, mixed numbers, decimals, percents, ratios, and proportions. Also covers converting to different units of measure (standard and/or metric). Solve business/industry problems using addition, subtraction, multiplication, and division; convert between whole numbers, fractions, mixed numbers, and decimals; perform calculations involving percents, ratios, and proportions; and convert numbers to different units of measurement (standard and/or metric). (3 lecture and 1 lab hour per week) [CIP27.0301]

# Psychology -

Traci Elliott, Department Chairperson Tonya Reid Creel, Nancey Lobb, Jean Raniseski

# PSYC 1300 Learning Strategies (3 credits)

This course provides an introduction to basic learning theories and strategies. Emphasis will be placed on identifying individual learning styles and developing the necessary skills for college success. (3 lecture hours per week). [CB42.2701.5125]

# PSYC 2301 General Psychology (3 credits)

This course gives students a broad overview of the field and introduces them to fundamental theories of behavior. Emphasis will be placed on experimental research; cognitive, social and emotional development; neuroscience; sensation and perception; motivation; and identity. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB42.0101.5125]

# PSYC 2306 Human Sexuality (3 credits)

This course involves the study of psychological, sociological, and physiological aspects of human sexuality. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB 42.0101.5325]

# PSYC 2307 Adolescent Psychology (3 credits)

This course explores physical, cognitive, social, and emotional factors that impact adolescent development. Emphasis will be placed on the transition between adolescence and early adulthood. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB42.2703.5125]

# PSYC 2308 Child Growth and Development (3 credits)

This course explores physical, cognitive, social, and emotional development from conception through middle childhood. Emphasis will be placed on factors which influence children's growth and development. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB42.2703.5125]

# PSYC 2314 Life-Span Growth & Development (3 credits)

This course provides an overview of physical, cognitive, social, and emotional development from conception through death. Emphasis will be placed on factors that impact each stage of life. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB42.2703.5125]

# PSYC 2315 Psychology of Adjustment (3 credits)

This course is a study of the processes involved in adaptation of individuals to their personal and social environments. Emphasis will be placed on the principles of behavior which underlie positive and healthy adjustment to everyday life. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB42.0101.5625]

# PSYC 2316 Psychology of Personality (3 credits)

This course investigates complex determinants of personality. Emphasis will be placed on the main theories and assessments of personality. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB42.0101.5725]

# PSYC 2317 Statistical Methods in Psychology (3 credits)

This course introduces students to measurements and formulas psychologists use to explain human behavior. Emphasis will be placed on measures of central tendency and variability, statistical inference, correlation, and regression. (3 lecture hours per week) Prerequisites: PSYC 2301 and MATH 0311 or MATH 0312. [CB42.0101.5225]

# PSYC 2319 Social Psychology (3 credits)

This course involves the study of individual behavior within the social environment. Emphasis will be placed on conformity, obedience, group

influence, attitude formation and change, and interpersonal relationships. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB42.2707.5125]

# **PSYC 2389 Academic Cooperative** (3 credits)

This course is an instructional program designed to integrate on-campus study with practical, hands-on experience in psychology. It may involve seminars. and individual projects with specific goals and objectives in the study of human behavior and/or social institutions. (2 lecture & 3 co-op hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.0101.5125]

# Reading

Developmental Reading classes are now listed under Academic Foundations.

# **Respiratory Care**

Diane Flatland, Department Chairperson Norma Lahart-Cloyd, Marby McKinney Luigi Terminella, MD, Medical Director

# **RSPT 1166**

# **Practicum - Respiratory Care Therapist** (1 credit)

This is an introductory course to the hospital setting. Students will be able to observe and perform the skills taught in adjoining courses. (8 lab per week) [CIP 51.0908]

# **RSPT 1191 Special Topics in Respiratory Care** (Management) 1 credit

This course introduces the students to current issues facing the Profession of Respiratory Care. In addition the activities of the three major professional sponsors - the AARC, the NBRC and the Co ARC are discussed. Students will select current issues from the professional literature and develop presentations covering the topics of accreditation, credentialing, management, education, and clinical practice.

(4 lab hours per week). [CIP 51.0908]

# **RSPT 1207**

# Cardiopulmonary Anatomy and Physiology (2 credits)

This course is designed to introduce the student to the physiology of the cardiovascular, renal, and pulmonary systems. The student also be comes acquainted with the terminology used in respiratory physiology. (2 lecture and 1 lab hour per week) Prerequisite: DIRW/DIRR 0309 or READ 0309. [CIP51.0908]

# **RSPT 1266** Respiratory Care Practicum I (2 credit)

This course gives students the opportunity to. perform and to demonstrate clinically the knowledge gained in parallel courses. Setups, operation, and troubleshooting involved with the more sophisticated equipment are also included. (20 lab hours per week) Requires departmental approval.[CIP51.0908]

# **RSPT 1267 Respiratory Care Clinical II** (2 credits)

This course provides the student with the opportunity to apply skills necessary for managing and monitoring the patient-ventilator system in the intensive care setting. It includes attending physician rounds, presentation of patient assessments and respiratory care plan. (11 lab hours per week). Requires departmental approval. [CIP51.0908]

# **RSPT 1310** Respiratory Care Procedures I (3 credits)

An in-depth study of basic respiratory concepts, theories and techniques needed in the education of the polysomnography student. Application of these procedures are instructed and performed in the lab and in the clinical area under supervision. (2 lecture and 2 lab hours per week) [51.0908]

# **RSPT 1325 Respiratory Care Sciences** (3 credits)

Provides an introduction to basic sciences and mathematics needed in respiratory care. Topics covered include scientific measurement, chemistry, basic math, physics, and computer applications. (3 lecture hours per week) Prerequisite: DIRW/DIRR 0309 or READ 0309.

[CIP51.0908]

# **RSPT 1331** Respiratory Care Fundamentals II

Provides a foundation for the development of knowledge and skills for respiratory care including lung expansion therapy, postural drainage and percussion, artificial airways, manual resuscitation devices and suctioning. (2 lecture and 3 lab hours per week) Requires departmental approval. [CIP51.0908]

# **RSPT 1429** Respiratory Care Fundamentals I (4 credits)

Provides a foundation for the development of knowledge and skills for respiratory care including history, medical terms/symbols, medical/legal, infection control, vital signs, physical assessment, medical gas therapy, oxygen analyzers, and humidify/aerosol therapy. Application of these procedures are performed in the lab under supervision. (3 lecture and 2 lab hours per week) Requires departmental approval. [CIP51.0908]

# **RSPT 2131**

# Clinical Simulations for Respiratory Care (1 credit)

The theory and history of clinical simulation examinations. Topics include the construction types, scoring, and mechanics of taking the exam along with practice in taking computerized simulations, and basic concepts of computer usage. (2 lab hours per week) Prerequisites: All previous respiratory care courses or permission of the Chairperson. [CIP51.0908]

# **RSPT 2166** Respiratory Care Practicum V (1 credit)

This course is designed for the student to rotate through specialty areas including the pulmonary function lab, hyperbaric medicine, sleep studies, emergency room, bronchoscopy, intubation, and EKG rotations. (8 lab hours per week). Requires departmental approval. [CIP51.0908]

# **RSPT 2210** Cardiopulmonary Diseases II (2 credits)

A discussion of pathogenesis, pathology, radiological diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases. (2 lecture and 1 lab hour per week) Requires departmental approval. [CIP51.0908]

# **RSPT 2239** Advanced Cardiac Life Support (2 credits)

A comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the adult. Strategies for managing and stabilizing the cardiopulmonary arrested patient will be included. Recognizing and interpreting EKG and their treatment, IV insertion and phlebotomy will be emphasized. (1 lecture and 4 lab hours per week) Requires departmental approval. [CIP51.0908]

# **RSPT 2266 Respiratory Care Practicum III** (2 credits)

In this course the student applies all respiratory concepts related to patient care to demonstrate experience as a practicing therapist with the correlation of advanced clinical and technological concepts. (16 lab hours per week) Requires departmental approval. [CIP51.0908]

# **RSPT 2267 Respiratory Care Practicum IV** (2 credits)

This in-depth exposure to respiratory care and ventilator management with emphasis on neonatal and pediatric therapy. Case studies and follow-ups are presented. (18 lab hours per week) Requires departmental approval. [CIP51.0908]

# **RSPT 2305 Pulmonary Diagnostics** (3 credits)

The theories and techniques involved in pulmonary function testing diagnostics with emphasis on

blood gas theory and analysis, quality control, oximetry, and capnography. (2 lecture and 2 lab hours per week) Requires departmental approval. [CIP51.0908]

# RSPT 2310 Cardiopulmonary Disease I (3 credits)

A discussion of pathogenesis, pathology, radiological diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases. (2 lecture and 2 lab hours per week) Requires departmental approval. [CIP51.0908]

# RSPT 2314 Mechanical Ventilation II (3 credits)

This course is a continuation of mechanical ventilation designed to provide the student with the opportunity to set up, operate, and troubleshoot various volume ventilators on the market today. Emphasis will be placed on building skills needed to work with volume and pressure ventilators. (2 lecture and 2 lab hours per week) Requires departmental approval. [CIP51.0908]

# RSPT 2317 Respiratory Care Pharmacology (3 credits)

A study of pharmacological principles/practices of drugs which affect the cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and interaction of the autonomic nervous system. (3 lecture hours per week) Requires departmental approval. [CIP51.0908]

# RSPT 2453 Neonatal/Pediatric Cardiopulmonary Care

This course explores the care of the pediatric patient with cardiopulmonary disease. cardiopulmonary anatomy and physiology, fetal development, diseases, and equipment and therapeutic techniques used in treating these diseases are covered. Also included in this course is a PALS certification course and a NRP certification course. (3 lecture & 2 lab hours per week) Requires departmental approval.

# RSPT 2355 Critical Care Monitoring (3 credits)

[CIP51.0908]

This course is designed to familiarize the student with techniques used clinically to assess a patient both subjectively and objectively. It also introduces the student to invasive monitoring systems used in the critical care setting such as Swan-Ganz catherization, CVP and arterial lines, intracranial pressure monitoring, chest drainage, and counterpulsation. (3 lecture hours per week) Requires departmental approval. [CIP51.0908]

# RSPT 2414 Mechanical Ventilation I (4 credits)

Preparation to conduct the therapeutic procedures to achieve adequate, spontaneous, and artificial ventilation with emphasis on ventilator classification, methods, principles, and operational

characteristics. Also included are the indications, complications, and physiologic effects/principles of mechanical ventilation. (3 lecture and 2 lab hours per week) Requires departmental approval. [CIP51.0908]

# ROTC Air Force (Reserve Officer Training Corps)

Admissions & Academic Advising Office

# AFSC 1201, 1202 Foundations of the USAF I, II (2 Credits) (1-1)

Overall roles and missions of the USAF; career fields available. Emphasis on military customs and courtesies, appearance standards, core values, written and personal communication. Introduction to American military history. (1 lecture and 2 lab hours per week) [CIP 28.0101.0099]

# AFSC 2201, 2202 Evolution of Air Power I, II (2 credits) (1-1)

Key historical events and milestones in the development of air power as a primary instrument of United States national security. Core values and competencies of leaders in the United States Air Force. Tenets of leadership and ethics. (1 lecture and 2 lab hours per week) [CIP 28.0101.0099]

# Sociology -

Traci Elliott, Department Chairperson Gerald Crane, Jean Raniseski

# SOCI 1301 Introductory Sociology (3 credits)

This course presents a scientific examination of human social life, the unique social order of groups, and the products of living in society. Emphasis will be placed on social interaction patterns, group processes, and established institutions. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.1101.51 25]

# SOCI 1306 Social Problems (3 credits)

This course includes scientific examination of conditions that are disruptive to society today, those seen as problematic for society as a whole, and those that represent violations of the norms in society. Emphasis will be placed on population, poverty, social minorities, mass society, delinquency, crime, drugs, sexual deviance, disorganization of family, education, and religion. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.1101.5225]

# SOCI 2301 Marriage and the Family (3 credits)

This course is a sociological examination of marriage and family life. Emphasis will be

placed on issues associated with courtship, mate selection, marriage adjustment, and parenting in modern American society. (3 lecture hours per week) Prerequisitites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.1101.5425]

# SOCI 2306 Human Sexuality (3 credits)

This course involves the study of psychological, sociological, and physiological aspects of human sexuality. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB42.0101.5325]

# SOCI 2319 Minority Studies (3 credits)

This course provides an introduction to multicultural and multi-ethnic diversity within the United States. Emphasis will be placed on the patterns of discrimination, prejudice, educational and healthcare disparities, and crime. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.1101.53 25]

# SOCI 2326 Social Psychology (3 credits)

This course involves the study of individual behavior within the social environment. Emphasis will be placed on conformity, obedience, group influence, attitude formation and change, and interpersonal relationships. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB42.2707.5125]

# SOCI 2336 Criminology (3 credits)

This course includes current theories and empirical research pertaining to crime and criminal behavior. Emphasis will be placed on its causes, methods of prevention, systems of punishment, and rehabilitation. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.0401.5125]

# SOCI 2340 Drug Use & Abuse (3 credits)

This course involves the study of the use and abuse of drugs in today's society. It will include physiological, sociological, and psychological factors. (3 lecture hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB51.1504.52 16]

# SOCI 2389 Academic Cooperative (3 credits)

This course is part of an instructional program designed to integrate on-campus study with practical, hands-on experience in sociology. It may involve seminars and independent projects with specific goals and objectives for the study of human behavior and institutions. (2 lecture & 3 co-op hours per week) Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB45.0101.5125]

# Spanish

Amalia D. Parra, Department Chairperson Saul Olivares

NOTE: Students cannot enroll in any Language Program (Second Language or Heritage Language) if they have not taken the Foreign Language Placement Exam required in each track. Failure to comply with this requirement may result in being dropped from the class. Based on performance on the placement exam, students may be placed in SPAN 1412, 2311, 2312, 2313, or 2315, and may earn up to 11 credit hours.

# SPAN 1300 Beginning Spanish Conversation I\* (3 credits)

This course provides basic practice in comprehension and production of spoken Spanish. (3 lecture hours per week). [CB16.0905.5413]

# SPAN 1411 Beginning Spanish I\* (4 credits)

This course provides basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. Prerequisite: Placement Exam within a semester prior to enrollment. (3 lecture and 2 lab hours per week). [CB16.0905.5113]

# SPAN 1412 Beginning Spanish II\* (4 credits)

This course provides continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at a high beginner to low intermediate level. Prerequisite: Successful completion of SPAN 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). [CB16.0905.5113]

# SPAN 2311 Intermediate Spanish I\* (3 credits)

This course consolidates skills acquired at the introductory (beginning) level. It provides further development of proficiency in listening, speaking, reading and writing. It emphasizes comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: Successful completion of SPAN 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 hour per week). [CB16.0905.5213]

#### SPAN 2312 Intermediate Spanish II\* (3 credits)

This course continues the consolidation of skills acquired at the introductory (beginning) level. It provides further development of proficiency in listening, speaking, reading and writing. It emphasizes comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: Successful completion of SPAN 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 hours per week). [CB16.0905.5213]

#### **SPAN 2313**

# Spanish for Native/Heritage Speakers I\* (3 credits)

This course builds upon existing oral proficiencies of heritage speakers of Spanish. It enhances proficiencies in the home-based language by developing a full range of registers including public speaking and formal written discourse. It emphasizes comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: Departmental approval or by Placement Exam immediatley prior to enrollment. (3 lecture hours and 1 lab hour per week) [CB16.0905.5213]

# SPAN 2315 Spanish for Native/Heritage Speakers II\* (3 credits)

This course builds upon existing oral proficiencies of heritage speakers of Spanish. It enhances proficiencies in the home-based language by developing a full range of registers including public speaking and formal written discourse. It emphasizes comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: Departmental approval or by placement Exam immediately prior to enrollment. (3 lecture hours and 1 lab hour per week). [CB16.0905.5213]

# SPAN 2289, 2389 Academic Cooperative (2, 3 credits)

This instructional program is designed to integrate on-campus study with practical hands-on experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of Spanish language and literature. (2 or 3 lecture hours and 12 or 20 practicum hours per week). Prerequisite: Departmental approval. [CB 24.0103.5212]

# Speech -

Earnest Burnett, Department Chairperson Sara Mangat, Bill Waggoner

# SPCH 1315 Public Speaking (3 credits)

This course concentrates on the methods of organization and the techniques of delivery of the platform speech, with emphasis on explanation and persuasion. The course includes a study of group methods of problem solving and parliamentary procedures. The student must have the approval of the department chairperson. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CB23.1304.5312]

# SPCH 1318 Interpersonal Communication (3 credits)

This course presents theory, examples, and participation in exercises in order to improve effective one-to-one and small group communication. (3 lecture hours per week). Prerequisites: DIRW/DIRR 0310 or ENGL 0310 & READ 0310. [CB23.1304.5412]

# SPCH 1321 Business Speaking (3 credits)

Theory and practice of communication as applied to business and professional situations. The course will analyze trends in business communication and provide practical application of selected methods. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CB23.1304.5212]

# SPCH 2335 Argumentation and Debate. (3 credits)

Theory and practice in argumentation and debate including analysis, reasoning, organization, strategy, and refutation. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310 [CB23.1304.5912]

# SPCH 2341 Oral Interpretation (3 credits)

This course presents the study of platform interpretation of literature. The course emphasizes improvement in voice, pronunciation, and inunciation for interpreting lyric poetry, narrative prose and poetry, the descriptive essay monologue, and dramatic scenes. This course is particularly recommended for English and elementary majors. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0310 or READ 0310. [CB23.1304.5712]

# Sports and Human Performance

Bonny Johnson, Department Chairperson Bryan Alexander, Don Childs, Gary Coffman, Jason Schreiber

# **ACTIVITY COURSES**

Students are strongly advised to research the transferability of repeated course before enrollment. Any course in the ranges 1100-1150 and 2100-2150 are under [CB36.0108.5123]

# PHED 1100, 1110 Individual and Dual Sports - Tennis (1 credit)

This course provides instruction and participation in tennis in order to develop the student's fitness, skills, knowledge, and appreciation.(3 lab hours per week).

# PHED 1102, 1112 Individual and Dual Sports - Karate (1 credit)

This course provides instruction and participation in karate in order to develop the student's fitness, skills, knowledge, and appreciation. (3 lab hours per week).

# PHED 1103, 1113 Individual and Dual Sports-Racquetball (1 credit)

This course provides instruction and participation in racquetball in order to develop the student's fitness, skills, knowledge, and appreciation. (3 lab hours per week).

# PHED 1106, 1116

# Individual and Dual Sports - Jogging (1 credit)

This course provides instruction and participation in jogging in order develop the student's fitness. skills, knowledge, and appreciation. (3 lab hours per week).

# PHED 1108, 1118 Individual and Dual Sports - Adaptive **Physical Activity**

(1 credit)

This course is for students who, for medical reasons, need individual attention concerning their physical activity. Activities will be varied according to individual needs as determined by instructor, student, and student's physician. This course may be repeated once for credit. (3 lab hours per week).

# PHED 1109, 1119 Individual and Dual Sports - Defensive Measures for Women

(1 credit)

This course provides instruction and participation in the areas of crime victimization, basic defensive measures, firearms familiarization and related laws. (3 lab hours per week).

# PHED 1120, 1121

Volleyball

(1 credit)

This course consists of instruction and participation in both beginning and advanced volleyball. (3 lab hours per week).

# PHED 1122, 1123, 2122, 2123 **Physical Fitness and Weight Training** (1 credit)

This course includes a study of basic fundamental skills and techniques of an overload, strength, and conditioning program. (3 lab hours per week)

# PHED 1124, 1130

# **Fundamentals of Movement - Aerobic Dance** (1 credit)

This course provides instruction and participation in aerobic dance, and it includes a brief study of the history and philosophy of the dance. (3 lab hours per week).

# PHED 1132, 1133

**Bowling** 

(1 credit)

This course meets the needs of both the beginning and the advanced bowler. After a four-week instruction period, a class league forms with students receiving experience in league etiquette, procedures, scoring, etc. (3 lab hours per week).

# PHED 1134, 1136 **Aerobic Exercise**

(1 credit)

This course consists of a planned program of exercise to provide a condition of fitness and figure improvement through increased cardio-vascular activity and large muscle exercise. (3 lab hours per week).

# PHED 1135, 1137 Hi-Lo/Step/Cardio Dance (1 credit)

This course consists of a planned program that utilizes Hi-Lo Aerobics, Step Aerobics and Cardio-Dance in an effort to provide improvement in overall aerobic fitness through increased cardio respiratory activity and large muscle exercise. (3 lab hours per week).

# PHED 1138, 1148, 2138, 2148 **Fitness Walking**

This course provides instruction and participation in powerwalking in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 lab hours per week)

# PHED 1139, 1149

Golf

(1 credit)

This course provides instruction and participation in golf in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 lab hours per week)

# PHED 1140, 2140

**Pilates** 

(1 credit)

This course consists of a planned program that uses the Pilates method in an effort to improve the individual's core strength. This unique method of body conditioning will strengthen and tone muscles, improve posture and provide better flexibility and balance.(3 lab hours per week).

# **PHED 1145**

Horsemanship

(1 credit)

This course is for students who are interested in learning more about the art of riding, handling, training and caring for horses. (3 lab hours per week)

# PHED 1146, 2146

# Cardio Kickboxing - Individual and Dual Sports (1 credit)

This course provides instruction and participation in kickboxing in order to develop the student's fitness skills, knowledge and appreciation (3 lab hours per week).

# PHED 1147, 1157

Basketball

(1 credit)

This course consists of instruction and participation in both beginning and advanced basketball. (3 lab hours per week).

# PHED 1150, 2150

# Individual and Dual Sports - Fitness & Wellness (1 credit)

This course provides instruction and participation in

a complete lifetime fitness program to achieve total well being. (3 lab hours per week).

# PHED 1151

# Individual and Dual Sports - Scuba Diving (1 credit)

This course provides instruction and participation in scuba diving in order to develop the student's fitness, skills, knowledge, and appreciation. (3 lab hours per week). {CB36.0108.5423}

# **PHED 1152**

Individual and Dual Sports

- Advanced Scuba Diving

(1 credit)

This course provides instruction and participation in advanced scuba diving in order to develop the student's fitness, skills, knowledge, and appreciation. (3 lab hours per week). [CB36.0108.5423]

# PHED 2108, PHED 2109 Stretch, Tone and Sculpt

(1 credit)

This course consists of a planned program of toning and conditioning exercises that incorporate resistance in an effort to improve muscular strength, endurance and flexibility. (3 lab hours per week).

# PHED 2110, 2111

**Boot Camp** 

(1 credit)

Boot camp fitness workouts include, but are not limited to, cardiovascular conditioning, speed, endurance, partner resistance, and different types of strength training. This course also includes fitness group challenges, kickboxing, medicine ball drills, obstacle course, and other core strength training. All activities are structured so that you can choose the appropriate intensity for your fitness level. (3 lab hours per week).

# PHED 2113, 2115

Dance

(1 credit)

Ballroom - This course includes the basic steps for popular European, Latin, and American ballroom dances. The history of ballroom dance and the relationships between dance styles and other cultures are also studied. (3 lab hours per week).

Hip Hop - This course provides instruction and participation in hip hop, and also includes a brief study of the history and philosophy of dance. (3 lab hours per week).

Jazz - This course provides instruction and participation in jazz and also includes a brief study of the history and philosophy of dance. (3 lab hours per week).

Latin Club Dance - This course provides instruction and participation in learning Salsa patterns, Bachata Merengue, Cha Cha, Rumba, and Mambo as well as exploring the music and rhythm of each dance. (3 lab hours per week).

# **ADVANCED SPORTS**

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

# PHED 2100, 2101, 2117, 2118 Advanced Baseball (1 credit each)

These courses are for advanced baseball players. (3 lab hours per week).

# PHED 2102, 2103, 2119, 2120 Advanced Fast-Pitch Softball (1 credit each)

These courses are for advanced fast-pitch softball players. (3 lab hours per week).

# THEORY COURSES

# **PHED 1301**

# Introduction to Physical Fitness & Sport (3 credits)

Designed for professional orientation in sports and human performances, health, and recreation, and includes a brief history and study of the philosophy and modern trends of health and human performance, teacher qualification, vocational opportunities, and skill testing. (3 lecture hours per week). [CB31.0501.5223]

#### **PHED 1304**

# Personal Community Health I (3 credits)

This course investigates the principles of practices in relation to personal and community health. (3 lecture hours per week). [CB51.1504.5116]

# **PHED 1305**

# Personal Community Health II (3 credits)

This course investigates the principles of practices in relation to personal and community health. (3 lecture hours per week). [CB51.1504.5116]

# PHED 1306 First Aid

# (3 credits)

Theory and practice used in the standard and advanced courses of the American Red Cross in first aid and home and farm safety. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CB51.1504.5316]

# PHED 1308 Sports Officiating I

(3 credits)

This course provides instruction in rules, interpretation, and mechanics of officiating selected sports. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CB31.0101.5123]

# PHED 1309

# Sports Officiating II

(3 credits)

This course provides instruction in rules, interpretation, and mechanics of officiating selected sports. (3 lecture hours per week). Prerequisite: DIRW/DIRR 0309 or READ 0309. [CB31.0101.5123]

# **PHED 1321**

# Coaching/Sports/Athletics I

(3 credits)

This course explores the history, theories, philosophies, rules, and terminology of competitive sports. (3 lecture hours per week). **[CB31.0505.5123]** 

# **PHED 1322**

# Coaching/Sports/Athletics II

# (3 credits)

This course explores the history, theories, philosophies, rules, and terminology of competitive sports. (3 lecture hours per week). [CB31.0505.5123]

# **PHED 1338**

# **Concepts of Physical Fitness**

(3 credits)

Concepts and use of selected physiological variables of fitness, individual testing and consultation, and the organization of sports and fitness programs. (3 lecture & 3 lab hours per week) Prerequisite: DIRW/DIRR 0309 or READ 0309 [CB 31.0101.5123]

# **PHED 1346**

# **Drug Use and Abuse**

(3 credits)

A study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological and psychological factors. (3 lecture hours per week). [CB51.1504.5216]

# **Texas Department of Criminal Justice (TDCJ)**

Alvin Community College has conducted educational programs for the Texas Department of Criminal Justice since 1965. In addition to the Associate of General Studies and Associate of Applied Science degrees, technical Certificate of Completion Programs are offered.

# **Associate of Applied Science Degree Programs**

Computer Technology

**Culinary Arts** 

**Human Services** 

Industrial Design

Management

# Certificate Programs\* (Courses offered only at the Texas Department of Criminal Justice)

**Automotive Technology** 

Computer Technology

**Culinary Arts** 

**Human Services** 

Industrial Design

Management

These certificate programs are designed to provide skills which enable the student to be placed in entry-level employment within a chosen specialty.

# **Automotive Technology**

David Garza

All AUMT courses are under [CIP 47.0604]

# AUMT 1310 Automotive Brake Systems

(3 credits)

Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. (1 lecture and 4 lab hours per week)

# **AUMT 1405**

# Introduction to Automotive Technology (4 credits)

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance (2 lecture and 5 lab hours per week)

# **AUMT 1407**

# Automotive Electrical Systems (4 credits)

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of charging and starting systems, and electrical accessories. Emphasis

on electrical principles schematic diagrams, and service manuals. (2 lecture and 5 lab hours per week)

# **AUMT 1419**

# Automotive Engine Repair

# (4 credits)

Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, disassembly, repair, and reassembly of the engine. (2 lecture and 5 lab hours per week)

# **AUMT 1445**

# Automotive Climate Control Systems (4 credits)

Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. (2 lecture and 7 lab hours per week)

# **AUMT 2328**

# **Automotive Service**

(3 credits)

Mastery of automotive service including competencies covered in related courses.

(1 lecture and 7 lab hours per week)

#### **AUMT 2417**

# Automotive Engine Performance Analysis I (4 credits)

Theory, operation, diagnosis of drivability concerns, and repair ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. (2 lecture and 6 lab hours per week)

# **Computer Technology**

Michael Smith

Refer to page 135 for the following course descriptions:

COSC 1301 Microcomputer Applications

COSC 1437 Programming Fundamentals II - C++

COSC 2420 Advanced Computer Programming -C++

IMED 2415 Web Design

ITMT 1302 Windows Seven Configuration

ITNW 1325 Fundamentals of Networking

ITNW 1358 Network+

ITSC 1305 Introduction to PC Operating Systems

ITSC 1325 Personal Computer Hardware

ITSC 1301 Introduction to Computers

ITSE 1407 Introduction to C++ Programming

ITSE 1422 Introduction to C Programming

ITSE 2409 Database Programming

ITSE 1431 Introduction to Visual BASIC Programming

ITSE 2449 Advanced Visual BASIC Programming

# **Culinary Arts**

Rosemary Bowen

Refer to page 141 for the following course descriptions:

CHEF 1291 Current Events in Culinary Arts

CHEF 1401 Basic Food Preparation

CHEF 1302 Principles of Health Cuisine

CHEF 1305 Sanitation and Safety

CHEF 1365 Practicum

CHEF 1400 Professional Cooking and Meal Service

CHEF 1440 Meat Preparation and Cooking

CHEF 1464 Practicum

CHEF 2302 Saucier

IFWA 1310 Nutrition and Menu Planning

IFWA 1305 Food Service Equipment & Planning

IFWA 1527 Food Preparation II

IFWA 2446 Quantity Procedures

PSTR 1301 Fundamentals of Baking

# **Industrial Design**

Larry Huffman

Refer to page 152 for the following course descriptions:

ARCE 1452 Structural Drafting

**DFTG 1405 Technical Drafting** 

DFTG 1409 Basic Computer-Aided Drafting

**DFTG 1433 Mechanical Drafting** 

DFTG 2419 Intermediate Computer-Aided Drafting

DFTG 2423 Pipe Drafting

DFTG 2428 Architectural Drafting-Commercial

DFTG 2440 Solid Modeling/Design

ENTC 1423 Strength of Materials

TECM 1317 Technical Trigonometry

# **Human Services**

Jerry Carrier

Refer to page 150 for the following course descriptions:

DAAC 1304 Pharmacology of Addiction

DAAC 1305 Co-Occuring

DAAC 1309 Assessment Skill of Alchohol and Other Drug Addictions

DAAC 1311 Counseling Theories

DAAC 1317 Basic Counseling Skills

DAAC 1391 Special Topics in Alcohol and Drug

Abuse Counseling

DAAC 2306 Substance Abuse Prevention

DAAC 2307 Addicted Family Intervention

DAAC 2341 Counseling Alcohol and Other Drug Addictions

DAAC 2343 Current Issues

DAAC 2354 Dynamics of Group Counseling

GERS 1301 Introduction to Gerontology

SCWK 1313 Introduction to Social Work

# Management

Susan Weatherford

Refer to page 153 for the following course descriptions:

BMGT 1327 Principles of Management

BMGT 1345 Communication Skills for Managers

BMGT 2303 Problem Solving and Decision Making

BUSG 2309 Small Business Management

HRPO 1311 Human Relations

HRPO 1391 Special Topics in Human Resources

HRPO 2301 Human Resources Management

MRKG 1301 Services Marketing/Management

MRKG 1311 Principles of Marketing

MRKG 2349 Advertising & Sales Promotions of Selling

# CONTINUING EDUCATION WORKFORCE DEVELOPMENT

# **Purpose**

The Continuing Education Workforce
Development Department, located in Building
H on the main campus of Alvin Community
College, provides job training and educational
opportunities in several categories: Workforce
Training Programs, GED, Corporate/
Customized Training, Youth Enrichment,
Senior Adults, & Special Interest.

# **General Information**

The Alvin Community College Board of Regents establishes tuition and fees for noncredit classes. For more information concerning the Continuing Education Workforce Development Department and our course offerings please call 281-756-3787 or visit us online at www.alvincollege.edu/cewd.

Day and evening classes are offered. Check the current schedule for specific times and locations. Those who have program and course ideas should contact the office of the Dean of Continuing Education Workforce Development at 281-756-3789.

#### **Adult Basic Education**

GED (General Educational Development). This GED Comprehensive Preparation class readies the student to take and pass the GED test. Instruction focuses on the four (4) content areas of the GED test: reading/writing, mathematics, science, and social studies. Textbook and official GED calculator required (Texas Instruments TI-30XS Multi-view).

GED classes are available to 17 year olds, as well as, 16 year olds who are court ordered. Before being allowed to attend class, underage students and a parent or legal guardian must meet with the program coordinator and agree to certain classroom rules before being allowed to register. Call 281-756-3995 to set up an appointment.

# WORKFORCE CERTIFICATE PROGRAMS

# **Career Training**

Computer Training
Professional Development
Helicopter Pilot Training
Human Resources

# **Corporate Training**

The Continuing Education Workforce
Development Department of Alvin Community
College will respond to the specific needs
of local business and industry in the area
of Workforce Development. The Corporate
Training staff will respond efficiently and customize the training to meet your companies'
needs through a strong network of consultants
and trainers. Call 281-756-3907 for more

information. We can provide a full range of Training Development services including, but not limited to:

- -Training needs analysis
- Competency modeling
- Skills assessment
- Soft Skills training
- Technical skills training
- Business Computer Skills

# **Health Care Training**

Providing top-quality training for individuals wanting to enter the medical field or those needing continuing education units for maintaining their professional licenses. Call 281-756-3787.

Specific areas regularly offered are listed below. Activity Director

Aesthetic Laser Technician Certified Nursing Assistant (CNA) Clinical Medical Assistant CPR

Dental Assistant
Limited Medical Radiologic Technologist
Massage Therapy
Medication Administration
Medication Administration Update for Nurse Aide

Non-Certified Radiologic Technician Phlebotomy Physical Therapy Aide (Hybrid) Veterinary Assistant

# INDUSTRIAL TRAINING

**CNC/Machinist** - From layout and benchwork to manual milling and turning to CNC skills for Mills and Lathes you will get hands on experience in our state of the art machine shop lab and CNC simulator lab. Call 281-756-3670.

Commercial Truck Driving - Classes and hands on training designed to prepare the student to take the Commercial Driver's License exam. Call 281-756-3819.

Welding - The 420 hour Job Training
Certificate program offers a variety of courses
designed to help students start or continue
a career in welding. Closely adhering to the
quality standards set forth by the American
Welding Society and the American Society of
Mechanical Engineers. Call 281-756-3671.

# INFORMATION TECHNOLOGY

Growing changes in the computer and information technology field makes computer skills a must in today's job market.
Call 281-756-3904 for information. The IT program offers the following courses.

Computer Business Fundamentals
Computer Job Skills Program
Introduction to Computers
Introduction to Photoshop
MS Access
MS Excel
MS Outlook
MS PowerPoint
MS Word
QuickBooks and much more

# **Online Learning**

Activity Director
Command Spanish
Computer Technician
Ed2go – Career Training
Ed2go – Instructor-Led Courses
Ed2go – Corporate Training
Escoffier Culinary Program
Medical Administrative Assistant
Medical Coding & Billing
Medical Terminology
Medical Transcription
Mortgage and Insurance - Pro-School
360 Training
Real Estate Career Options - Career Web School

# Life Long Learning – On ACC Marketplace

# **Senior Adult**

Alvin Community College Education and Senior Services (ACCESS) for individuals 50 years of age and over, offers many courses, activities, and trips. Participants can attend monthly meetings with guest presenters and entertainment. Call the ACCESS office at 281-756-3729 for more information.

# **Special Interest**

Community & personal enrichment opportunities are offered throughout the year. Suggestions for additional offerings are welcomed! Call 281-756-3787 for more information.

Some regular offerings include: Concealed Handgun License Firearm Safety Karate L.E.A.R.N. Motorcycle Safety Yoga

# Youth

A variety of educational opportunities are offered for the youth of the community. Summer classes are offered through Busy Bodies Kids College for children through the 6th grade. Call 281-756-3729 for more information.

Other year round activities include Karate ages 5+. Call 281-756-3787 for more information.

# NEW PROGRAMS AND COURSES ARE ADDED BASED ON DEMAND

# **Board of Regents, Administration & Staff**

# **Board of Regents**

L.H. "Pete" Nash, Chairman James B. DeWitt, Vice-Chairman Karlis Ercums III, Secretary Mac Barrow Jody Droege

Cheryl Knape Mike Pyburn

'Bel Sanchez

Doyle Swindell

# **Administration**

Dr. Christal M. Albrecht President

Dr. John Bethscheider Dean of Instruction / Provost

Ms. Wendy Del Bello Assistant to the President/ Executive Director of Development

Mr. Karl Stager Dean of Financial & Administrative Services

Dr. Patricia Hertenberger Dean of Continuing Education Workforce Development

Ms. JoAn Anderson Dean of Students Dr. Andrew Nelson Dean of Academic Programs

Ms. Lang Windsor Director of Human Resources

Ms. Deborah Kraft Director, Fiscal Affairs/Comptroller

Mr. Patrick Sanger Director of Institutional Effectiveness & Research

Mr. Jeffrey Cernoch Director, Information Technology

# **Emeriti Administrators & Instructors**

A. Rodney Allbright President, Emeritus

Gilbert Benton

English Instructor, Emeritus

William Bitner

Chemistry Department Chair, Emeritus

Frankie Blansit

Sports & Human Performance Instructor & Coach, Emeritus

Thomas L. Bryan

Instructor of History Instructor, Emeritus

Doris Burbank

Music Instructor, Emeritus

José G. Castillo, Jr.,

Associate Dean of Student and Instructional Services,

**Emeritus** 

James Corbett

Mathematics Instructor, Emeritus

Allen Bill Crider

Division Chair, English & Fine Arts, Emeritus

Cleo Congrady

English Instructor, Emeritus

Charles Ferguson

English Instructor, Emeritus

Bill Henry

Director of Financial Aid & Placement, Emeritus

Dorothy Hitt

Office Administration Department Chair, Emeritus

Sandra Horine

Instructor and Department Chair

Child Development & Early Childhood, Emeritus William Horine

Biology Instructor, Emeritus

Patsy Klopp

English Instructor, Emeritus

Mary Knapp

Court Reporting Department Chair, Emeritus

James T. Lewis

Dean of Administrative Services, Emeritus

Marvin Longshore

Government Instructor, Emeritus

James Meadows

Dean of Instruction, Student & Community Services,

**Emeritus** 

Danny R. Potter

Dean of Financial & Administrative Services, Emeritus

Julia Roberts

ABE/GED Department Chair, Emeritus

Joan Rossano

Administrative Coordinator, Emeritus Director of Child Lab School, Emeritus

Marcello Joe Rossano

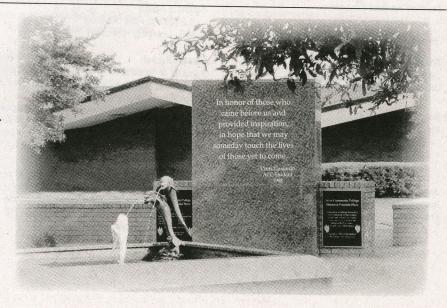
Dean of Financial & Administrative Services, Emeritus

Gerald Skidmore

Dean of Instruction, Student & Community Services, Emeritus

In Memoriam

The Alvin Community College memorial fountain is dedicated to all who have influenced the lives of others through service to the college.



# **Faculty & Administrative/Professional Staff**

# **Daniel Abrego**

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B.S., Lamar University

B.S., University of Houston

#### Christal M. Albrecht

President

Ed.D., University of Houston

M.A., Norwich University / Vermont College

B.S., Syracuse University / Utica College

A.A.S., SUNY / Jefferson Community College

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M.A., University of Houston-Clear Lake

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Dean of Students

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M.S., University of Houston-Clear Lake

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Division Chair, Division I

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J.D., University of Houston Law Center

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# Roger K. Bell

Technical Services Librarian B.A., University of Texas M.L.S., University of Texas

# Frederick Bellows

Systems/Database Administrator UNIX Administration & Security/Novell Administration

# Ralph Best

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M.S., University of Texas

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B.S., Texas Chiropractic College

M.S., Capella University

D.C., Texas Chiropractic College

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J.D., University of Mississippi School of Law L.L.M., University of Houston Law Center

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# Jerrod Butcher

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M.S., University of Texas at Arlington Ph.D., Texas A & M University

# Steven Cabrera

Network Manager

A.A.S., Alvin Community College Network +

#### Rudi Cantu

Women's Softball Coach

B.A., University of Texas San Antonio

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Department Chair, Human Services/Substance Abuse Counseling

B.S., North Texas State University

M.S., North Texas State University

Ph.D., North Texas State University

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Director of Information Technology A.A.S., Lee College

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B.S., University of Houston-Clear Lake

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M.A., University of Houston - Clear Lake

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Department Chair, Court Reporting
B.S., East Texas State University

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M.A., University of Houston - Clear Lake

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M.S., Texas Christian University

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M.S., Texas Tech University

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M.A., University of Houston - Clear Lake

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Ph.D., Texas A&M University

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Department Chair, Anthropology, Psychology,
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A.A., San Jacinto College B.S., University of Houston M.A., University of Houston-Clear Lake

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# **Diane Flatland**

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Division Chair, Division III
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