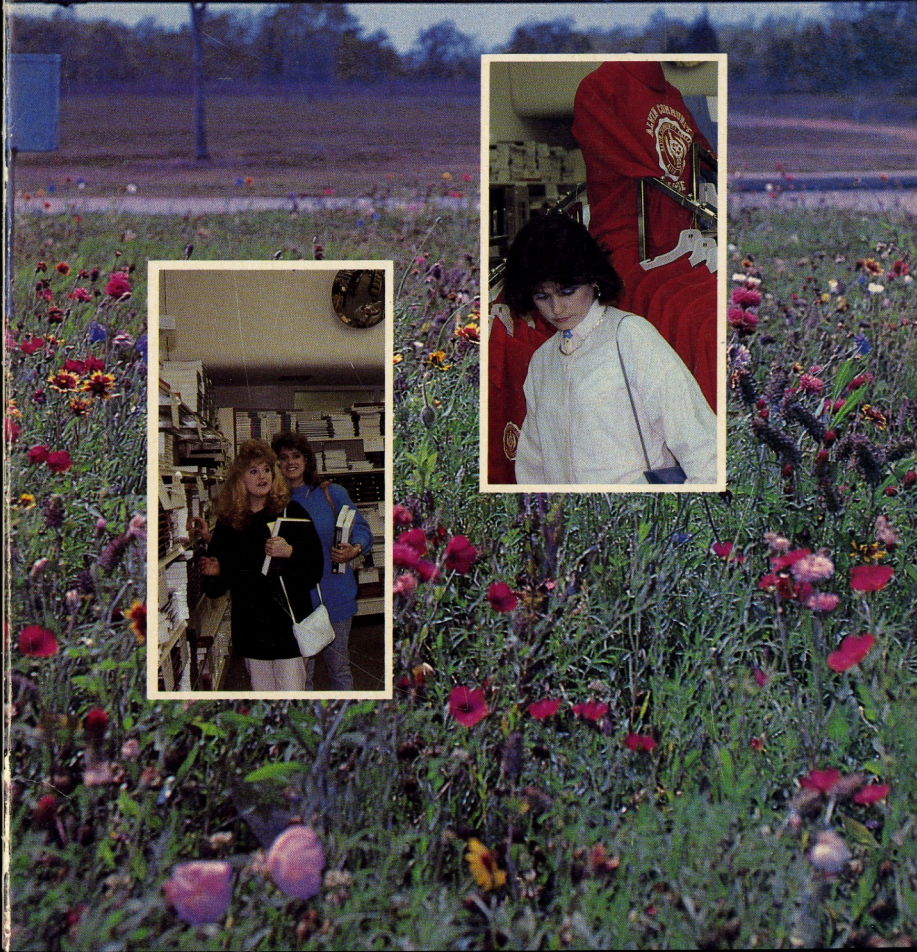


# ALVIN COMMUNITY COLLEGE



GENERAL INFORMATION — 1987-88





**ALVIN COMMUNITY COLLEGE CATALOG  
VOLUME 38, AUGUST 1987 NO. 1**



## **Alvin Community College announcement of courses for 1987-1988**

**Approved and accredited by:  
The Southern Association of Colleges and Schools  
Coordinating Board, Texas College and University System  
The Texas Education Agency  
National Accreditation for Allied Health Programs**

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

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

**Alvin Community College is an equal opportunity institution and does not discriminate against anyone on the basis of race, creed, color, sex, handicap, age, or national origin.**

**Any of the regulations, services, or course offerings appearing in this catalog may be changed without prior notice. The regulations appearing here will be in force starting with the 1987 fall semester.**



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## ACADEMIC CALENDAR

### Fall Semester 1987

August 5-6	Orientation for New Students
August 24	Fall Semester Workshop
August 25-26	REGISTRATION
August 27	Classes Begin
August 28-29	Weekend College Classes Begin
September 4	Last Day to Add Classes/Register
September 7	Labor Day Holiday
September 14	12th Class Day
October 12	Last Day to Apply for Fall Graduation
November 20	Last Day to Drop Classes (12 noon)
November 26-27	Thanksgiving Holidays
December 9	End of Classes
December 10-15	FINAL EXAMINATIONS
December 11-12	Weekend Class Finals
December 21	First Day of Christmas Holidays

### Spring Semester 1988

January 4	Orientation for New Students
January 11-12	Spring Semester Workshop
January 13-14	REGISTRATION
January 18	Classes Begin
January 22	Last Day to Add Classes/Register
January 22-23	Weekend College Classes Begin
February 12	12th Class Day
March 1	Last Day to Apply for Spring Graduation
March 1	Last Day to Order & Measure Graduation Regalia
March 3-5	TJCTA Convention (Dallas)
March 28-April 1	Spring Break/Easter Holiday
April 22	Last Day to Drop Classes (12 noon)
May 10	End of Classes
May 11-16	FINAL EXAMINATIONS
May 13-14	Weekend Classes Final Examinations
May 19	COMMENCEMENT

### Summer Term 1988 — First Session

May 25	REGISTRATION (for 6- and 12-week sessions)
May 30	Memorial Day Holiday
May 31	Classes Begin
June 1	Last Day to Add Classes/Register
June 6	4th Class Day
June 6	Last Day to Apply for August Graduation
June 23	Last Day to Drop Classes (12 noon)
July 4	Independence Day Holiday
July 6	End of Classes
July 7	FINAL EXAMINATIONS

### Summer Term 1988 — Second Session

July 12	REGISTRATION (for 2nd six-week session)
July 13	Classes Begin
July 14	Last Day to Add Classes/Register
July 19	4th Class Day
August 4	Last Day to Drop Classes (2nd summer and 12-week sessions) (12 noon)
August 16	End of Classes
August 17	FINAL EXAMINATIONS

# 1987

January							July						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28	29	30	31	26	27	28	29	30	31	
February							August						
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15	16	17	18	19	20	21	16	17	18	19	20	21	22
22	23	24	25	26	27	28	23	24	25	26	27	28	29
29	30	31					30	31					
March							September						
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15	16	17	18	19	20	21	15	16	17	18	19	20	21
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15	16	17	18	19	20	21	15	16	17	18	19	20	21
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8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
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# 1988

January							July						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30
31							31						
February							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
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March							September						
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13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30	31			27	28	29	30	31		
April							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31				
May							November						
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8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31				
June							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30			26	27	28	29	30	31	



## ALVIN COMMUNITY COLLEGE CORRESPONDENCE DIRECTORY

**Mailing Address:**  
3110 Mustang Rd., Alvin, TX 77511

**Telephone for Information:**  
(713) 331-6111

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

**Admissions/Records:**  
Registrar, ext. 247

**Associate Degree Nursing:**  
ADN Director, ext. 260

**Business Affairs:**  
Director of Fiscal Affairs, ext. 225

**Cafeteria:**  
Director of Food Services,  
ext. 242

**Computer Systems:**  
Director of Computer  
Services, ext. 271

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

**Employment by College:**  
Personnel Director, ext. 349

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

**Graduation:**  
Graduation Advisor, ext. 419

**Guidance & Counseling:**  
Director of Student Services,  
ext. 342

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

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

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

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

**Public Relations:**  
Administrative Assistant, ext. 241

**Security:**  
Campus Police, ext. 300

**Student Activities:**  
Coordinator of Student Activities,  
ext. 390

**Student Employment:**  
Financial Aid Officer, ext. 206

**Student Financial Aid:**  
Financial Aid Officer, ext. 206

**Student Records:**  
Registrar, ext. 247

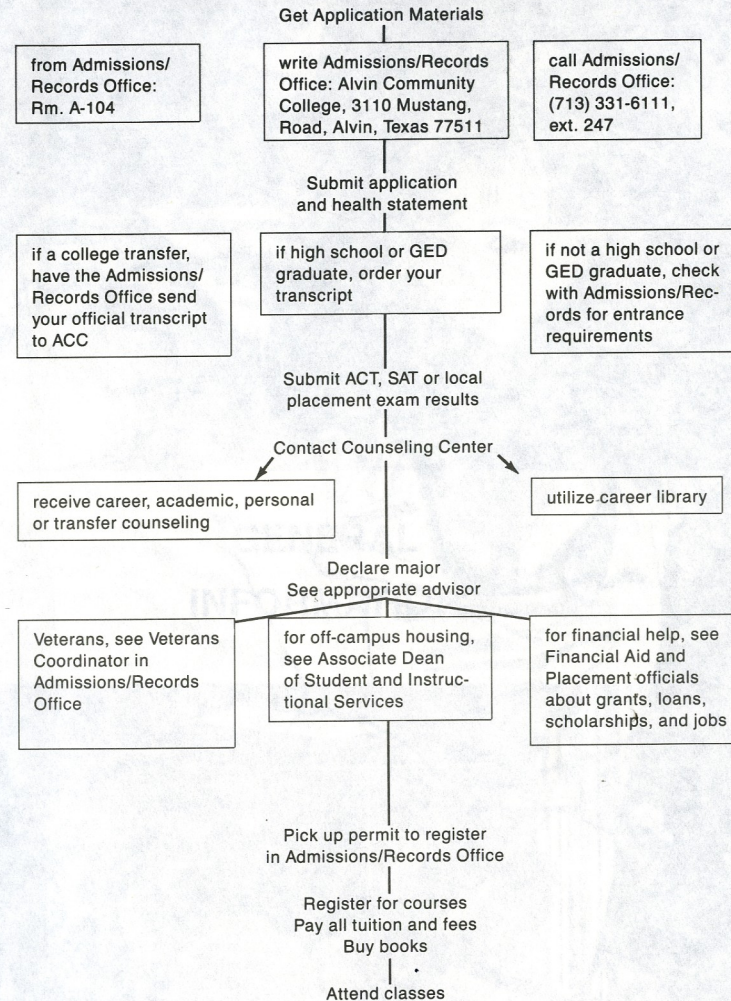
**Testing:**  
Counseling Center, ext. 235

**Texas Department of Corrections:**  
Associate Dean of Student  
and Instructional Services,  
ext. 238

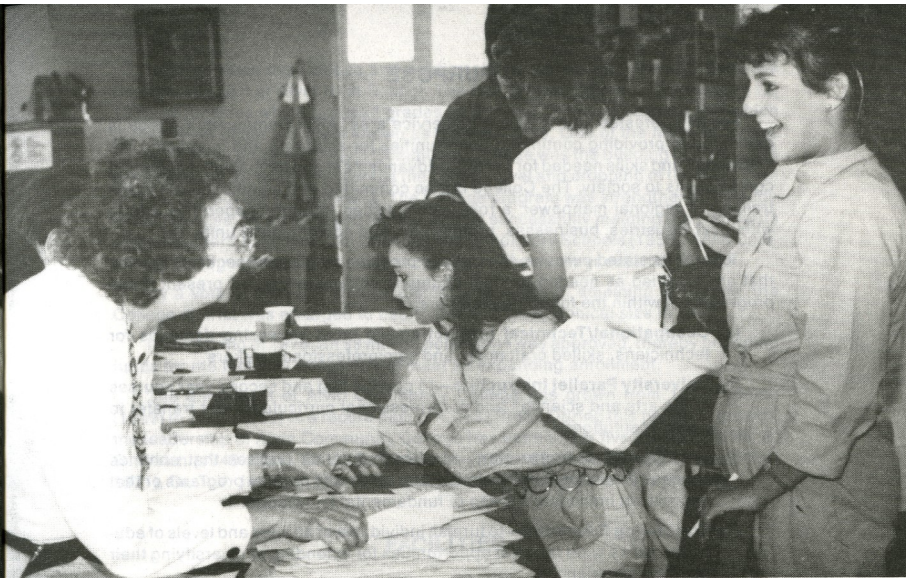
**University Parallel Programs:**  
Associate Dean of University  
Parallel Programs, ext. 267

**Veterans Benefits:**  
Registrar, ext. 247

## HOW TO ENROLL IN ALVIN COMMUNITY COLLEGE







## GENERAL INFORMATION





## PURPOSE

For all interested individuals in its service area, Alvin Community College is dedicated to providing continuing opportunities for acquiring and increasing the knowledge and skills needed for personal advancement and for making meaningful contributions to society. The College is also committed to a significant role in the training of regional manpower, a role accomplished through cooperative efforts with local industries, businesses, professions, and governmental units.

To fulfill its stated purpose, the College provides numerous specific programs that are modified as needed to meet changing circumstances. At present these programs fall within the following major areas:

- (a) **Occupational/Technical Instruction**—to meet increasing demands for technicians, skilled craftsmen, and semiprofessional workers.
- (b) **University Parallel Instruction**—to provide first and second year courses in the arts and sciences and preprofessional curriculums that transfer to senior institutions.
- (c) **Developmental Instruction**—to offer foundation courses that enhance success in occupational/technical and university parallel programs or that improve an individual's grasp of fundamental knowledge.
- (d) **Continuing Education**—to furnish individuals of all ages and levels of education with a wide range of opportunities for extending or diversifying their learning experiences.
- (e) **Student Services**—to provide professional assistance in helping students achieve educational, occupational, and personal goals.
- (f) **Student Activities**—to supplement formal learning through extracurricular development of social, recreational, and cultural aspects of the total college experience.
- (g) **Special Programs and Services**—to meet the particular training requirements of new or expanding occupations and to provide constructive responses, through any appropriate means, for the ever-changing needs of the community.
- (h) **Staff Development**—to provide activities and training for the continuous professional growth and competency of all College employees.
- (i) **Instructional Services**—to provide support to instructional and student services personnel.

The nine areas of endeavor listed above indicate the present organization of institutional commitments to the overall purpose of the College. However, because of the dynamic nature of both the educational process itself and the region served by the College, any list of specific applications is subject to revisions and expansions commensurate with sound educational practice.

## HISTORY

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

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

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

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

The enrollment of Alvin Community College has grown from 134 students (1949) to 1709 (1965) to a record high of 4,058 (1985). During this period of growth, the leadership of Alvin Community College has been under five presidents: Mr. A. G. Welch (1949-1954), Dr. A. B. Templeton (1954-1964), Mr. D. P. O'Quinn (1964-1971), Dr. T. V. Jenkin (1971-1976), and Dr. A. R. Allbright (1976 to present).

## FACILITIES

The main campus of Alvin Community College, situated on 110 acres in Alvin, Texas, consists of eleven buildings: Learning Resources Center, Fine Arts Center, Health and Paramedical Technologies Center, Business and Industrial Technologies Center, Student Center, Physical Fitness Center, Liberal Arts Building, Natural Sciences Building, Occupational Technical Building, KACC Radio Station, and a Maintenance Storage Complex.

The first floor of the Learning Resources Center contains the Computer Center, Counseling and Testing Center, Financial Aid and Placement Office, Admissions/Records, Veterans, and Graduation Office, Business Office, Registrar's Office, Communications Center, and Media Center. The second floor houses the Learning Laboratory and the 30,000-volume Library.

The Fine Arts Center contains facilities for the Music Department, Drama Department, and Art Department. Facilities include studios, rehearsal rooms, an art gallery, and a 400-seat theater/auditorium.

The Health and Paramedical Technologies Center contains classrooms and laboratories for all health-related departments. A Child Care and Development Laboratory School is also located in the building.

In addition to the many classrooms located in the Business and Industrial Technologies Building, laboratories are provided for the different programs in the area. Students have access to a courtroom. An open-concept secretarial laboratory contains learning carrels. Criminal justice students study in a crime lab. A window display case provides fashion merchandising students with actual advertising experiences. Laboratories for instruction in industrial programs include an electronics lab with individual work stations and a microcomputer, an automobile mechanics lab, and a welding lab and fabricating shop.

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

The Physical Fitness Center includes a gymnasium, men's and women's weight rooms, four racquetball courts, a steam bath, sauna, dressing rooms, lock-



ers, eight tennis courts, a baseball field, two-mile jogging track and par course, a soccer/football field, and auxiliary equipment.

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

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

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

In 1978, the College began operation of an FM educational radio station, KACC. The station operates on 91.3 MHz with a daily schedule of local news, public affairs, and educational and light entertainment programs.

There is parking space on campus for approximately 1,600 vehicles.

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

## RECOGNITION

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

Alvin Community College is a member of the American Association of Community Junior Colleges, the Southern Association of Junior Colleges, the Texas Junior College Association, the Texas Public Junior College Association, the Association of Texas Colleges and Universities, the National Commission on Accrediting, the National Junior College Athletic Association, and the Texas Junior College Athletic Conference.







## ACADEMIC POLICIES AND REGULATIONS





## ADMINISTRATIVE INTERPRETATION AND CHANGE

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

### CLASSIFICATION OF STUDENTS

All students are classified according to the following categories:

**Curriculum Student:** A student is designated as a curriculum student when his/her file in the Admissions/Records Office contains all of the information required for general admission to the College as a regular student and when he/she has been admitted to one of the curriculums of the College. A curriculum student is one of the following:

1. A full-time or part-time student working toward completion of an associate degree, diploma, certificate, or developmental program;
2. A full-time or part-time student taking credit courses for transfer to another college or university.

**Special Student:** A special student is one who is permitted to register under special conditions including the following:

1. A part-time student taking a course(s) as an audit for no credit;
2. A high school senior who, with the permission of his/her high school principal and the Admissions/Records Office, is concurrently enrolled in a college course(s);
3. A part-time student who is not enrolled in an associate degree, diploma, or certificate program, who may be taking a course(s) for credit, and who is designated a general studies student by the College (Such students may later apply to the College for admission to a program);
4. A person who has not yet fulfilled all of the requirements as a regular student but who is admitted under special consideration.

**Full-time Student:** A student is considered full-time if he/she is carrying 12 or more credits of course work during the Fall or Spring semesters and six or more credits during a summer session.

**Part-time Student:** A student is considered part-time if he/she is carrying less than 12 credits of course work during the Fall or Spring semester.

**Freshman:** A student is classified as a freshman until he/she has completed 32 credits of work in his/her designated curriculum.

**Sophomore:** A student is considered a sophomore after he/she has completed 32 or more credits of course work in his/her designated curriculum. Transferred credits are included if they apply toward the requirements of the student's curriculum.

### ATTENDANCE

Regular attendance in classes is expected. When a student must miss a class, it is his/her responsibility to inform the instructor prior to the absence if possible. The student is responsible for completing all work missed during an absence; any

work missed and not subsequently completed will necessarily affect the grade of the student, regardless of the reason for the absence.

When a student has accumulated the equivalent of two weeks of absences from any class within a semester, the instructor may recommend to the Registrar that the student be administratively dropped.

### NORMAL ACADEMIC LOAD

The normal academic load for students is 15-17 credits. The minimum full-time load is 12 credits, and the normal maximum full-time load is 18 credits. A student wishing to carry an academic load of more than 18 credits must ordinarily have a 3.0 grade-point average or higher and must have the approval of the Dean of Instruction, Student and Community Services or his designee.

If the student has received academic warning or academic probation, he/she may be required to take less than the normal semester course load. A maximum full-time load during a six week session is 7 credits.

### AUDIT

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

### SENIOR CITIZENS

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

### DROPS AND WITHDRAWALS

After a student has registered and paid for courses, he/she is considered enrolled until an official drop has been processed in the Admissions/Records Office, Room A-104. Continued non-attendance does not automatically terminate enrollment in the course; therefore, a student who ceases to attend class without first officially dropping the course will receive a failing grade in that course.

To drop a course or withdraw from the College (drop all courses), the student must obtain the appropriate drop form in the Admissions/Records Office, secure the appropriate signatures, and return the form to the Admissions/Records Office.

Courses should be dropped in the Admissions/Records Office by the student; however, written requests to the Registrar are accepted when the student is unable



to appear. Drops become effective on the date the letter is received and the drop slip processed.

### DEAN'S LIST

The names of students who complete 12 or more semester hours during a semester with a grade-point average of 3.5, with no grade lower than a "C" for the term, will be placed on the Dean's List in recognition of scholastic achievement.

### MERIT LIST

Students who complete 7-11 semester hours during a semester and earn a grade point average of 3.5, without any "F" or "U" grades, will be placed on the Merit List.

### ACADEMIC PROBATION

Any student who fails to maintain at least a 2.0 cumulative grade point average on a minimum of 6 hours attempted will be placed on academic probation until his/her cumulative average is raised to 2.0 or higher.

A student on academic probation is required to consult with a counselor prior to registration to establish conditions for continued matriculation with the College. A reduced course load (a maximum of 13 hours) may be imposed if deemed necessary to improve the student's chances for success.

A student transferring to Alvin Community College on academic probation or suspension from another college must gain approval from the Dean of Instruction, Student and Community Services, or his designee, for admission to the College. Such approval will be conditional.

A student in a financial or Veterans aid program should obtain a Satisfactory Progress Form, which outlines the requirements he/she must meet in order to receive aid in subsequent semesters.

The concept of academic suspension or academic dismissal based on grade point average alone is contrary to College philosophy. However, students who do not make satisfactory progress in certain curriculums may be subject to removal from those curriculums.

### COMPLIANCE STATEMENTS

In compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and Title IX of the Education Amendments of 1972 (P.L. 92-318), Alvin Community College does not discriminate against, or exclude from participation in any of its programs or activities either in the student body or the staff, any person on the grounds of sex, race, color, religion, handicap, or national origin.

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

Alvin Community College complies with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and does not discriminate, on the basis of handicap, in the operation of its educational programs or in its admission and employment practices.

Special emphasis will continue to be placed on correcting conditions which may inadvertently discriminate against any handicapped individual and thereby prevent compliance with the intent of the above act. Information concerning any such conditions, or inquiries concerning any practices as they relate to Section 504, should be directed to the Associate Dean of Student and Instructional Services.

### RECORDS ON HOLD

Any student who has not cleared all outstanding obligations, i.e., library fines, traffic violations, financial aid obligations, child care obligations, and business-office obligations, will have his/her records placed on hold in the Office of the Associate Dean of Student and Instructional Services. Such action will prohibit a student's receiving grades, future registration at ACC, or release of records for any purpose.

### CREDIT BY EXAMINATION

Alvin Community College awards credit in some subjects to academically qualified students based on scores made on recognized national or locally-administered examinations.

Recognized tests include

- College Level Examination Program General;
- College Level Examination Program Subject;
- American College Testing Proficiency Examination Program;
- College Entrance Examination Board Advanced Placement Program;
- National League for Nursing Achievement;
- Certified Public Secretary;
- Locally constructed departmental tests.

Credit and a letter grade of A, B, or C will be awarded to students who successfully complete locally constructed examinations. An exception is in the Department of English, where only the grades of A or B will be awarded. Credit and notation of credit earned will be awarded for a score of 50 percentile or higher on the nationally administered tests listed above.

A fee of \$8 per semester hour will be charged for locally administered tests. Fees for national tests are determined by the testing agency.

NOTE: Credit by examination will not normally be awarded for a course in which a student has been enrolled or for which a previous examination has been attempted. A student must be accepted for admission by Alvin Community College before credit will be approved. Appropriate department chairpersons and associate deans must approve all credit-by-examinations. Credit will be awarded and placed on the student's academic record only after an equal number of semester hours are successfully completed on the Alvin Community College campus in each curriculum involved.

The Admission/Records Office has additional information on these programs.



**1986-87  
ACT Test Dates**

The ACT Test is not required by Alvin Community College, but is recommended for placement purposes.

Registration deadlines and test dates are as follows:

Test Date	Registration Deadline	Late Registration Deadline*
Oct. 24, 1987	Sept. 25, 1987	Oct. 13, 1987
Dec. 12, 1987	Nov. 13, 1987	Dec. 1, 1987
Feb. 27, 1988	Jan. 29, 1988	Feb. 16, 1988
Apr. 16, 1988	Mar. 18, 1988	Apr. 5, 1988
June 11, 1988	May 13, 1988	May 31, 1988

\*Additional fee required

**CREDIT FOR NONTRADITIONAL EDUCATIONAL EXPERIENCE**

College credit may be awarded for schooling received from non-accredited but recognized agencies such as the armed forces schools. Guidelines established by the American Council on Education will be used to determine the validity of the schooling, and the credit will be awarded accordingly. The Admissions/Records Office has additional information.

**TRANSFER CREDIT**

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

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

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

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

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

**COURSE WAIVER**

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

**PHYSICAL EDUCATION REQUIREMENT**

Alvin Community College supports the significance and importance of physical activity/education as a collegiate concept. Physiological and psychological health is intertwined with one's physical faculties; therefore, the College requires one year of physical activity as a partial satisfaction for curriculums.

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

**GRADING SYSTEM\***

- A = Excellent — Four grade points per credit
- B = Good — Three grade points per credit
- C = Average — Two grade points per credit
- D = Poor — One grade point per credit
- F = Failure — No grade point credit
- S = Satisfactory — No grade point credit
- R = Re-enroll — The grade of "R" for re-enroll means that no credit will be awarded until course objectives are completed. Its use will be limited to developmental courses only to permit re-enrollment for the completion of course objectives. It will be further limited to use only one time for any given student unless there is a recommendation made by the instructor and reviewed by the appropriate department chairperson, and, if necessary, the appropriate associate dean.
- U = Unsatisfactory — No grade point credit
- W = Withdrawal by the end of the fourth week in a long semester, by the end of the third week in a twelve weeks semester, or by the end of one and one-half weeks in a six weeks semester. A "W" grade is not counted in hours attempted.
- WP = Withdrawal Passing — Does not count as a course attempted
- WF = Withdrawal Failing — Does count as a course attempted and is figured as a "F" when compiling grade point averages
- I = Incomplete — No grade point credit. An incomplete grade ("I") is given when a course is nearly completed and when, in the instructor's opinion, it may be completed with minimal additional work on the part of the student and the instructor. It is the student's responsibility to make arrangements for completion of the course work. If the course work is not completed by the end of the following semester, the earned grade (A, B, C, D, or F) will be reported by the instructor. Any "I" not changed by the instructor at the end of the following semester (December, May, August) will automatically be changed to an "F."
- X = Audit — No grade point credit. Permission of the Dean of Instruction, Student and Community Services is required to audit a class. Registration for an audit class is on the last day of late registration on a space-available basis.

\*As a general guide, a grade of "A" will be assigned for grades (or equivalents) of 90-100; "B" for 80-89; "C" for 70-79; and "D" for 60-69. Exceptions to this grading system exist; one example is Associate Degree Nursing and Vocational Nursing.



## STUDENT RECORDS POLICY AND PROCEDURES

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

### Release of General Information

The College will release the following items of "directory information" without the written consent of the student: name, address, telephone number, date and place of birth, major, awards and degrees, participation in sports and activities, weight and height of athletic team members, dates of attendance and most recent educational institution attended. *The student is responsible for notifying the Admissions/Records Office by the 12th Class Day of the semester if any of the information listed above is not to be released.* No information is released by telephone.

### Review of Record

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

### Challenge to Accuracy of Record Keeping

Any student who desires to challenge the accuracy of his/her records should present his/her request to the Associate Dean of Student and Instructional Services. Should additional clarification be necessary, a request for formal review may then be made to the Dean of Instruction, Student and Community Services.

Normally, all grades published are considered final. *Any question of error must be brought to the attention of the instructor before the end of the following semester.*

## GRIEVANCE PROCEDURE

Any student wishing to present a grievance for possible action should first discuss the matter with his/her instructor. Thereafter, as deemed necessary, the grievance should be presented to the program director, department chairperson, appropriate associate dean, Dean of Instruction, Student and Community Services, and the President. If the student should feel that the matter is still unresolved, he/she may then request a hearing before the Board of Trustees.

## DISCLAIMER STATEMENT

At the time of class schedule publication, it is the intention of the College to teach courses in accordance with time, room, and instructor listed. However, the College reserves the right to make schedule adjustments and to delete or discontinue any class when enrollment or other circumstances justify such action.

## GRADUATION HONORS

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

tion (2.0) will include only the hours needed for graduation and the best grade for repeated courses.

Appropriate honors based on scholastic achievements are recorded on the student's degree as follows:

3.2 grade point average — Cum Laude (with honors)

3.5 grade point average — Magna Cum Laude (with high honors)

3.8 grade point average — Summa Cum Laude (with highest honors).

## GRADUATION UNDER A PARTICULAR CATALOG

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

## GRADUATION POLICY

Degrees, diplomas, or certificates are not awarded automatically upon completion of requirements. The student must submit an application for graduation to the Graduation Advisor and pay a graduation fee to the Business Office. Official deadlines for submitting applications appear each semester in the *Schedule of Classes* and each year in the *College Catalog*. If the student does not fulfill all degree requirements within the designated semester or summer session, the graduation application will be deactivated.

## DEGREES AND CERTIFICATES

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

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

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

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

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

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

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



## GRADUATION REQUIREMENTS

The student must:

1. Meet entrance requirements;
2. Fulfill all course requirements of a particular curriculum as specified in the *College Catalog* and/or student's degree plan;
3. For a two-year program, complete 24 semester hours in residence at Alvin Community College; for a one-year program, complete 12 semester hours in residence (In each program, at least half of the hours in residence must be in the student's major field of study);
4. Earn a grade point average of at least 2.0 (C average) in courses required by the student's particular curriculum;
5. For a two-year program, complete two semester hours of activity physical education; for a one-year program, complete the number of hours of activity physical education specified in the student's particular curriculum (Students with justifiable extenuating circumstances may petition for a waiver). The petition must originate with the Physical Education Department Chairperson and be approved by the appropriate associate dean;
6. File an application for graduation with the Graduation Advisor. (Late applications will result in the student's graduation being postponed until the following scheduled graduation, at the earliest);
7. Resolve all financial obligations to the College and return all borrowed materials, including library books (Failure to resolve such obligations will result in the student's records being placed on "hold," prohibiting graduation);
8. If a spring graduate, attend commencement exercises or obtain an excuse from the Associate Dean of Student and Instructional Services.

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

## SECOND DEGREE OR CERTIFICATE

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

## DEFINITIONS OF ACADEMIC TERMS

Following are the definitions of terms with which the reader may not be familiar:

**Academic Probation:** The status of a student whose grade point average is below the minimum standard;

**Admission:** Acceptance of a student for enrollment;

**Audit:** A comment recorded on a transcript in place of a grade for a course which a student has elected to take without credit;

**Corequisite:** A course which must be taken simultaneously or prior to another course;

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

**Elective:** A subject or course which a student may choose to take, as distinguished from a "required course";

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

**Faculty:** The instructional staff of the College;

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

**Matriculation:** Enrollment in the College;

**Prerequisite:** An academic requirement which must be met before a certain course may be taken;

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

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

**Term:** A subdivision of the academic year, i.e., Fall, Spring, and Summer Terms;

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

## CORE CURRICULUMS

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

The following statement of policy was adopted by the Coordinating Board, Texas College and University System, on October 16, 1967. It became effective on September 1, 1968, and applied to all public colleges and universities in Texas. Private colleges and universities usually implement this policy voluntarily.

## GENERAL PROVISIONS

1. The mandatory provisions regarding transfer of college credits pertain only to credits earned at an accredited\* Texas public junior college; such credits will apply toward a degree in an academic field covered by the core curriculums at a Texas public senior college or university.

2. Each Texas public senior college or university shall accept credits earned by any student transferring from an accredited Texas public junior college, provided such credits are within the core curriculum of the student's declared major field. The senior college or university shall grant the student full value toward degree requirements as stated in the catalog of the senior institutions and as they apply to the student's declared major.

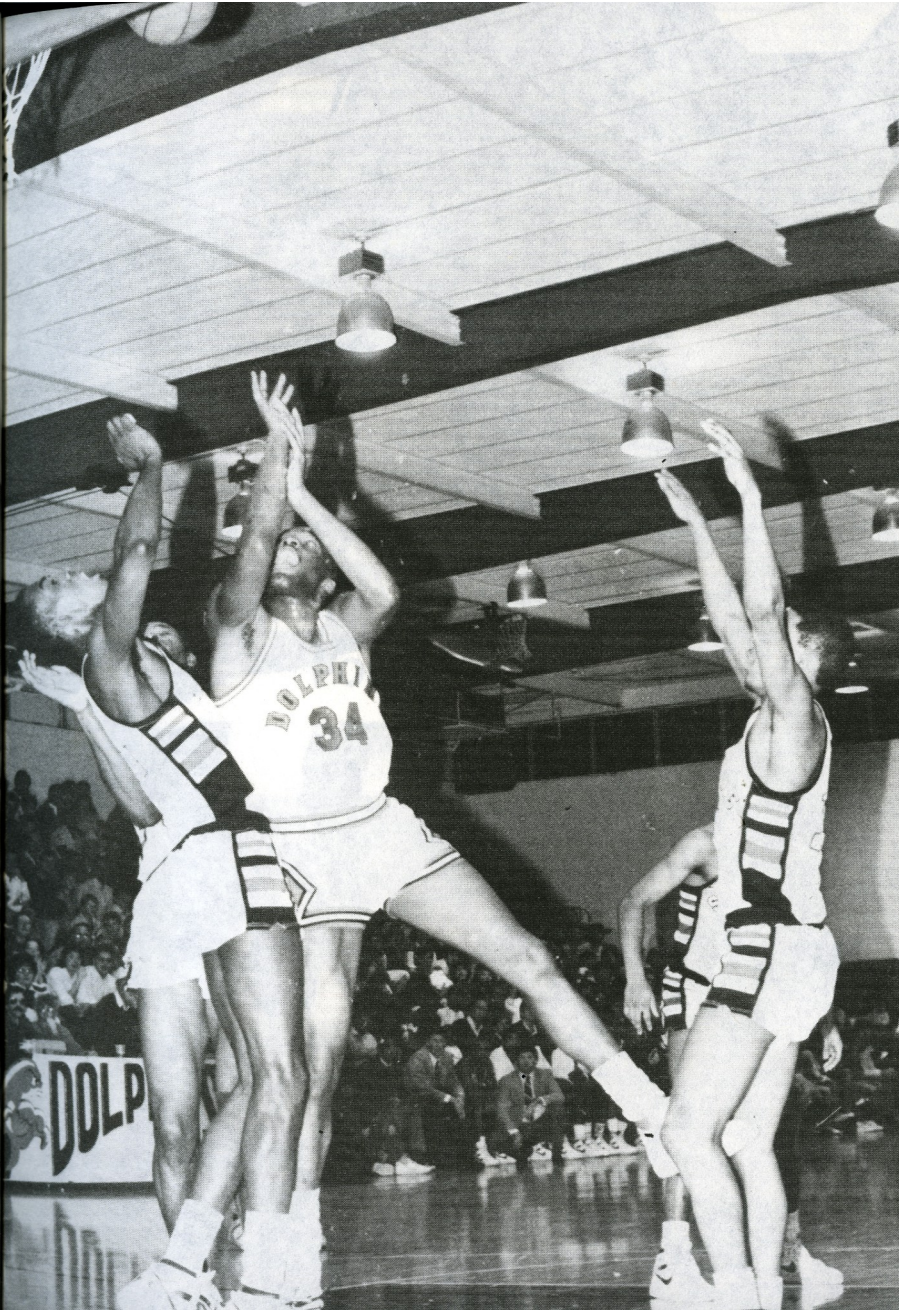


3. Inasmuch as the core curriculums necessarily depend upon the student's major, he/she shall be required to declare his/her major field no later than the end of his/her first year of attendance at the junior college and upon request for admission by transfer to a senior institution.

4. The student shall not be required to complete the entire core curriculum for it to be valid and freely transferable, but any course shall also be transferable, provided that the course was completed prior to original registration in the senior institution.

5. Alvin Community College may accept credits from an unaccredited institution contingent upon 12 hours of satisfactory resident work at Alvin Community College.

\*An accredited college in Texas is one accredited by the Southern Association of Colleges and Schools or by the Association of Texas Colleges and Universities.







**STUDENT SERVICES,  
POLICIES, and  
REGULATIONS**





## ADMISSION REQUIREMENTS

A student may be admitted to Alvin Community College on any of the following conditions:

1. Transfer in good standing from another college or university;
2. Graduation from an accredited high school;
3. Successful completion of the General Educational Development (GED) test;
4. Individual approval —
  - a. A person who is age 17 or above may apply to the Director of Student Services in the Counseling Center for approval;
  - b. A student who has completed his/her junior year of high school and who is age 17 or above may, upon recommendation of the high school principal and with approval from the Director of Student Services in the Counseling Center, be permitted to enroll in a maximum of two (2) courses at ACC while concurrently enrolled in a senior high school.

## ADMISSION PROCEDURES

All new students must submit a completed application for admission and a health and immunization statement to the Admissions/Records Office, preferably at least three months prior to the student's planned registration date. All former students must have their records updated (address change, name change, etc.) in the Admission/Records Office.

1. Additional requirements for the student *working for a certificate or a degree*:
  - a. Former student — There are not additional requirements if the student has attended ACC since 1971;
  - b. Transfer student —
    - (1) The student must submit official transcripts from all previous colleges;
    - (2) The student must submit ACT or SAT scores or local placement exam scores, if English and math are not transferred;
    - (3) If the student is on academic probation or suspension from another school, he/she must gain approval from the Dean of Instruction, Student and Community Services (or his designated representative) for admission to the College. Such approval will be conditional;
  - c. High school or GED graduate — The student must submit ACT, SAT, or local placement exam scores; a high school graduate must order his/her transcript;
  - d. Student without high school equivalency —
    - (1) The student must gain individual approval from the Director of Student Services in the Counseling Center after providing sufficient evidence that he/she can benefit from college work;
    - (2) The student must submit ACT or SAT scores or local placement exam scores.

2. Additional requirements for the student *not working for a certificate or a degree* (The student must notify the Admissions/Records Office that he/she is not working for a certificate or degree):

- a. Former or transfer student, high school or GED graduate — There are no additional requirements;
- b. Student without high school equivalency —
  - (1) The student must gain individual approval from the Director of Student Services in the Counseling Center after providing sufficient evidence that he/she can benefit from college work;
  - (2) Current high school students who have completed his/her junior year must have an approval letter about concurrent enrollment from his/her high school principal.
- c. College transient student — The student must sign a statement that he/she is in good standing at the last college attended;
- d. Concurrent student — The student with concurrent enrollment must submit an approval letter from the other college he/she is attending.

## PLACEMENT TEST

New students who do not transfer college English or math should take the American College Test (ACT) and have the results sent to the Admissions/Records Office. Students who have not taken the ACT should contact the Counseling Center for dates and testing information.

ACT results are used for counseling, research, follow-up programs, and for student placement in English and math courses. The test is *not a selective device for College admission*.

The Scholastic Aptitude Test (SAT) is acceptable.

A local placement exam may be substituted for the ACT or SAT. The Counseling Center has information and times for this exam.

## FULL AND PROVISIONAL ACCEPTANCE

A new student will be fully accepted by the Admissions/Records Office after all required documents are on file. A student will be provisionally accepted until all required documents are received. All documents should be submitted as soon as possible.

## INTERNATIONAL STUDENTS

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

International students must carry a minimum of twelve (12) semester hours to meet Department of U.S. Naturalization and Immigration Service's requirements. It is essential that international students have sufficient funds to cover their expenses while in this country. The international student tuition is \$40.00 per semester.



ter hour with a minimum tuition and fees of \$562.00 for the regular term and \$285.00 for the summer session (subject to change without notice).

International students interested in applying for admission to ACC should send an international money order of \$25.00 (non-refundable) to the Advisor to International Students. The student will then be sent an application packet which includes an ACC *Catalog*, an international student brochure, a fee schedule, a class schedule, an ACC application, and TOEFL information.

Before any action can be taken on their applications, international students who wish to become degree-seeking students at Alvin Community College must complete and file the following with the Advisor to International Students fifteen days prior to the beginning of the semester or summer session in which they intend to begin their studies:

1. A completed application form;
2. A health form (physician's examination);
3. Official transcripts for at least the last four years of secondary school study and any university-level or other post-secondary school work that has been completed or attempted. These records must list all subjects taken, grades earned or examination results in each subject, and all diplomas and certificates awarded. If these documents are not in English, they must be accompanied by authorized English transcriptions;
4. Adequate proof of competency in English as outlined in the international student application brochure or a score of at least 500 on the Test of English As A Foreign Language (TOEFL), administered by Educational Testing Service, Princeton, New Jersey.
5. An Affidavit of Support;
6. An educational background letter from the foreign student advisor of the previous school attended (this applies to students already enrolled in a school in the United States);
7. A deposit of \$500 in the Alvin Community College Business Office.

Once an international student has been accepted for enrollment, he/she must agree to attend foreign student orientation each semester or summer session that he/she attends Alvin Community College.

### ADMISSION TO SPECIFIC CURRICULUMS

In addition to the general admission requirements, specific requirements are usually prescribed for each curriculum of the College. Among the items generally considered for admission to a curriculum are the student's educational and occupational experiences. The student may have to meet reasonable standards to insure that he/she possesses the potential to meet program requirements.

The specific requirements for each curriculum in the College are listed in the Curriculum Offerings section of the *College Catalog*. Students who do not meet the requirements for a specific curriculum or course may be eligible to enter that curriculum or course after they have completed preparatory course work.

It is policy not to admit a student to a curriculum unless he/she meets all of the listed requirements for the curriculum. The Admissions Officer will officially admit the student upon the approval of the director responsible for the curriculum. If the student has not completed all of the admission requirements for the curriculum, he/she will be required to complete these requirements.

### RESIDENCE STATUS

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

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

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

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

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

### RESIDENT CLASSIFICATION STUDENT RESPONSIBILITY

It is the student's responsibility to register under the proper residence classification. If a student has any questions pertaining to his/her residency classification, he/she should contact the Admissions/Records Office prior to registration.

The student must establish residency classification for a given semester before the first day of registration. A student may make no changes in residency classification during registration. A residency change request must be resolved and residency status be established by the 12th Class Day. At that time, the student can expect a refund as soon as it can be processed.

A non-resident student is classified as such as long as he/she attends the College or until a petition for change of status has been approved.

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

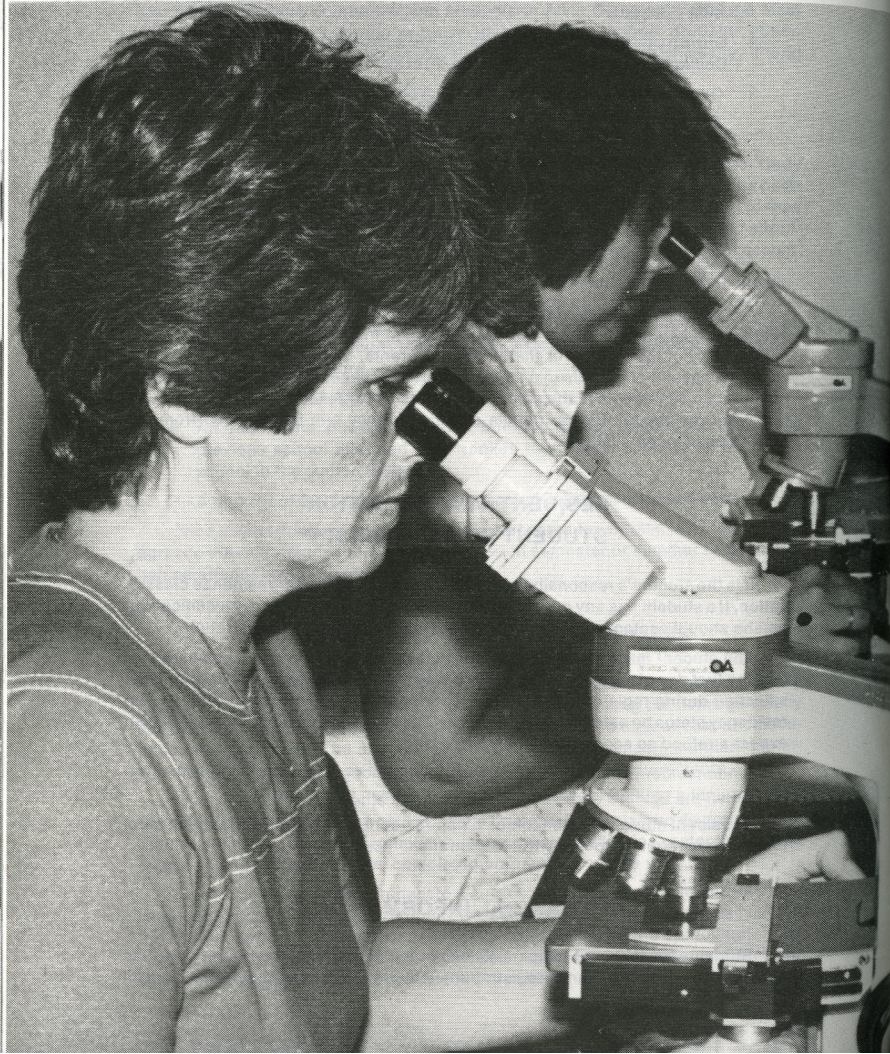
### FINANCIAL INFORMATION

Students must pay all tuition and fees in full at the time of registration (or as posted in the case of advance registration). A student may not attend class until all



payments have been made. A student who has received a scholarship is required to pay the full tuition and fees personally if the granting organization has not paid the scholarship at the time of registration. Students needing financial assistance should make application to the Student Financial Aid Office early in order to satisfy deadlines described in the Financial Aid section of this *Catalog*.

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





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

This schedule represents fees for the Summer Semesters based on residency status and number of hours taken. Alvin Community College reserves the right to change without notice the schedule of tuition and fees.

NOTE: Registration does not become official until tuition and fees are paid.

CRED HRS	TUITION		OUT-OF- DIST FEE*	SPECIAL FEES		REGISTR FEE	TOTAL CHARGES**	
	RI	NR		STUDENT SERVICE	RI		NR	
1	\$ 50.00	\$ 50.00	\$ 5.00	\$5.00	\$10.00	\$ 65.00	\$ 70.00	\$220.00
2	50.00	50.00	10.00	5.00	10.00	65.00	75.00	225.00
3	50.00	50.00	15.00	5.00	10.00	65.00	80.00	230.00
4	50.00	50.00	20.00	5.00	10.00	65.00	85.00	235.00
5	50.00	50.00	25.00	5.00	10.00	65.00	90.00	240.00
6	50.00	50.00	30.00	5.00	10.00	65.00	95.00	245.00
7	56.00	56.00	35.00	5.00	10.00	71.00	106.00	285.00
8	64.00	64.00	40.00	5.00	10.00	79.00	119.00	375.00
9	72.00	72.00	45.00	5.00	10.00	87.00	132.00	420.00
10	80.00	80.00	50.00	5.00	10.00	95.00	145.00	465.00
11	88.00	88.00	55.00	5.00	10.00	103.00	158.00	510.00
12	96.00	96.00	60.00	5.00	10.00	111.00	171.00	555.00
13	104.00	104.00	65.00	5.00	10.00	119.00	184.00	600.00
14	112.00	112.00	70.00	5.00	10.00	127.00	197.00	645.00
15	120.00	120.00	75.00	5.00	10.00	135.00	210.00	690.00
16	128.00	128.00	75.00	5.00	10.00	143.00	218.00	730.00
17	136.00	136.00	75.00	5.00	10.00	151.00	226.00	770.00
18	144.00	144.00	75.00	5.00	10.00	159.00	234.00	810.00
19	152.00	152.00	75.00	5.00	10.00	167.00	242.00	850.00
20	160.00	160.00	75.00	5.00	10.00	175.00	250.00	890.00

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

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

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

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

This schedule represents fees for the Fall and Spring Semesters based on residency status and number of hours taken. Alvin Community College reserves the right to change without notice the schedule of tuition and fees.

NOTE: Registration does not become official until tuition and fees are paid.

CRED HRS	TUITION		OUT-OF- DIST FEE*	SPECIAL FEES		REGISTR FEE	TOTAL CHARGES**	
	RI	NR		STUDENT SERVICE	RI		NR	
1	\$ 50.00	\$ 50.00	\$ 5.00	\$12.00	\$10.00	\$ 72.00	\$ 77.00	\$227.00
2	50.00	50.00	10.00	12.00	10.00	72.00	82.00	232.00
3	50.00	50.00	15.00	12.00	10.00	72.00	87.00	237.00
4	50.00	50.00	20.00	12.00	10.00	72.00	92.00	242.00
5	50.00	50.00	25.00	12.00	10.00	72.00	97.00	247.00
6	50.00	50.00	30.00	12.00	10.00	72.00	102.00	252.00
7	56.00	56.00	35.00	12.00	10.00	78.00	113.00	337.00
8	64.00	64.00	40.00	12.00	10.00	86.00	126.00	382.00
9	72.00	72.00	45.00	12.00	10.00	94.00	139.00	427.00
10	80.00	80.00	50.00	12.00	10.00	102.00	152.00	472.00
11	88.00	88.00	55.00	12.00	10.00	110.00	165.00	517.00
12	96.00	96.00	60.00	12.00	10.00	118.00	178.00	562.00
13	104.00	104.00	65.00	12.00	10.00	126.00	191.00	607.00
14	112.00	112.00	70.00	12.00	10.00	134.00	204.00	652.00
15	120.00	120.00	75.00	12.00	10.00	142.00	217.00	697.00
16	128.00	128.00	75.00	12.00	10.00	150.00	225.00	737.00
17	136.00	136.00	75.00	12.00	10.00	158.00	233.00	777.00
18	144.00	144.00	75.00	12.00	10.00	166.00	241.00	817.00
19	152.00	152.00	75.00	12.00	10.00	174.00	249.00	857.00
20	160.00	160.00	75.00	12.00	10.00	182.00	257.00	897.00

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

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

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



## SPECIAL FEES

Student Service Fee	
Fall or Spring semester	\$12.00
Summer term	\$ 5.00
Registration Fee	
All Semesters, non-refundable	\$10.00
Applied Music Fees	
Private Lessons — per semester hour	\$25.00
Class Change Fee	
(For approved class changes made for the convenience of the student)	
Per each add or drop	\$ 3.00
Maximum:	\$15.00
Credit by Examination	
Per semester hour	\$ 8.00
Graduation Fees*	
May graduates	\$25.00
August/December graduates	\$10.00
Insurance Fee (Drama)	\$ 2.00
Local Placement Exam Fee**	\$ 5.00
Lab Fees	
Air Conditioning and Refrigeration, Automotive Mechanics, Art, Biology, Chemistry, Child Care, Computer Science, Court Reporting, Drafting, Electronics, Foreign Language, Geology, Medical Laboratory Technology, Nursing, Physics, Respiratory Therapy, Secretarial Science, Welding	\$ 8.00
Materials Fee (includes insurance fee)	
Air Conditioning & Refrigeration, Automotive Technology, Welding, and Law Enforcement 295	\$ 9.00
Parking Fee	
First vehicle (annually)	\$10.00
Each additional vehicle (annually)	\$ 5.00
Physical Education Fees (per semester)	
Towel & Locker Use Fee	\$ 6.00
Bowling Fee	\$20.00
Golf Fee	\$20.00
Scuba Diving Fee	\$75.00
Water Safety Instruction Fee	\$15.00
Returned Check Fee	\$10.00
Short-Term Loan Processing Fee	
Minimum	\$ 1.00
Maximum	\$ 5.00
NCLEX-RN Licensure Fee (ADN)	\$60.00
Malpractice Insurance Fee (Annual)	\$12.50
Transcript Fee	\$ 1.00

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

\*\*Students who attend orientation are exempted.

## REFUND POLICY

Student tuition and fees provide only a portion of the payment to cover educational expenses. When a student enrolls in a class, a place is reserved in that class which cannot be made available to another student until the student officially drops the class. The enrollment of a student, whether it is continued or not, represents a sizable cost to the College. Therefore, refunds are made under the following conditions:

### Fall & Spring Semesters

#### Total Withdrawal

1. Prior to the First Class Day, 100% less \$10.00 service fee
2. During the First Five Class Days, 80%
3. During the Second Five Class Days, 70%
4. During the Third Five Class Days, 50%
5. During the Fourth Five Class Days, 25%
6. After the Fourth Five Class Days, None
7. A student must officially withdraw from all classes in the Admissions/Records Office to receive a refund.
8. If a student's tuition and fees are paid through Financial Aid, the student is not eligible for a refund.

#### Schedule Changes

1. Schedule changes are normally assessed \$3.00 per line on the Add/Drop form with a \$9.00 limit. This fee will be waived if the change is due to administrative or instructor request.
2. A student who reduces his/her semester credit hour load by officially dropping a course or courses and who remains enrolled at the institution during the **First Twelve Class Days** will receive a 100% refund less \$3.00 per line charge.
3. After the Twelfth Class Day, **No Refund** will be given.
4. If the net result of the schedule change is the addition of tuition and/or fees, the student pays the net difference at the Business Office.
5. If there is no change in credit hours and/or lab fees, the only charge assessed is the \$3.00 per line fee.

Changes become official only after the Add/Drop process is completed in the Business Office.

Refunds are processed after payee's check clears his/her bank. (**Allow approximately six weeks.**) If payment is made in **cash**, refunds are processed **after the fourth week of classes.**

### Summer Sessions

#### Total Withdrawal

1. A student must OFFICIALLY WITHDRAW from classes in the Admissions/Records Office in order to receive a refund.
2. If a student withdraws prior to the first day of classes, a 100% refund, less a \$10.00 service charge, will be given.
3. If a student completely withdraws during the first, second, or third class day, the refund is 80%.
4. If a student completely withdraws during the fourth, fifth, or sixth class day, the refund is 50%.
5. After the 6th class day, no refunds will be given.
6. If a student's tuition and fees are met through financial aid, the student is not eligible for a refund.



### Schedule Changes

1. Schedule changes are normally assessed a \$3.00 charge per line on the Add/Drop form with a \$9.00 limit. This fee will be waived if the change is due to administrative or instructor request.
2. A student who reduces his/her semester credit hour load by officially dropping a course or courses and who remains enrolled at the institution during the first four class days will receive a 100% refund, minus the \$3.00 per line charge, with a \$9.00 maximum each transaction.
3. If the net result of the schedule change is the addition of tuition and/or fees, the student pays the net difference at the Business Office.
4. If there is no change in credit hours and/or lab fees, the only charge assessed is the \$3.00 per line fee.

Changes become official only after the Add/Drop process is completed in the Business Office.

Refunds are processed after the payee's check clears his/her bank. (Allow approximately six weeks.) If payment is made in cash, refunds are processed after the fourth week of classes.

### COUNSELING

As a service to students and to the community, Alvin Community College maintains a staff of professional counselors in addition to a system of faculty advisors in each instructional program.

The Counseling Center assists students in making intelligent decisions regarding their vocational, educational, and personal plans. As a part of this assistance, students have access to tests, inventories, and occupational and educational information.

The Career Library, located in the Counseling Center, contains various materials and resources concerning job, career, and college information for students interested in transfer and/or jobs.

The Counseling Center provides individual attention and supplements the instructional programs of the College.

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

The Counseling Center maintains office hours from 8:00 a.m. to 8:00 p.m., Monday-Thursday, and from 8:00 a.m. to 5:00 p.m. on Friday during the Fall and Spring semesters. Office hours for the summer are normally 7:30 a.m.-8:00 p.m. Monday-Thursday. Summer hours are subject to change so please call 331-6111, ext. 235 for an appointment.

### LIBRARY

The Library is located adjacent to the Learning Laboratory on the second floor of Building A (Learning Resources Center). It houses 28,000 books and bound periodicals, 200 current periodical subscriptions, and 30,000 microforms. All materials are available for use by students, staff, faculty, administrators, and residents of the community. Seven librarians and several student assistants are available to provide service for 65.5 hours each week.

The Library is open from 7:30 a.m. to 9:30 p.m., Monday-Thursday, and from 7:30 a.m. to 5:00 p.m. on Friday during the Fall and Spring semesters. Service hours for summer sessions will be posted in the Library.

### LEARNING LABORATORY

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

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

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

### DEVELOPMENTAL STUDIES

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

The following are Developmental Studies courses:

English 109	Math 109	Reading 109
English 110	Math 110	Reading 110
English 101	Math 101	Reading 101
English 102	Math 102	Reading 102
Psychology 110		

### CHILD CARE LABORATORY

A campus day care center is available to the children of students, staff, and faculty. The Center, a laboratory school operated by the Child Care and Development Department, is open from 7:30 a.m. until 5:30 p.m., Monday through Friday. The Center is licensed for children from 18 months to 6 years of age. Registration information and fee schedules may be obtained by contacting the Laboratory School Office.

### NEW STUDENT ORIENTATION

In order to ease the transition into college, to acquaint new students with the programs and purposes of the college, and to promote success in college, an orientation program is scheduled by the Student Services Department prior to registration each fall and spring semester. ACC student services staff members, faculty,



administrators, and current students are available to provide information on programs, courses, transfer, registration, services, physical layout of campus, and student activities and organizations. Placement testing is conducted to assist advisors in recommending beginning courses. Students meet with a counselor or advisor to determine a course plan related to a major field. Students who are undecided about career or college goals have the opportunity to discuss educational interests and plan appropriate course(s). New students who attend the orientation have the advantage of obtaining a permit for the first day of registration. The permits provide a specific time and date to register and are distributed on a first-come first-serve basis. New students are able to obtain an *admit slip* for participation in the orientation program after the following materials are on file in the Admissions/Records Office: an ACC application, high school transcripts, transfer transcripts (if any), and ACT and/or SAT test scores if these tests have been taken.

#### Orientation Courses - ORIE 101

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

#### DISABLED STUDENT SERVICES

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

#### VETERANS ADMINISTRATION BENEFITS

Alvin Community College has been approved for VA educational training. Prospective students who are veterans or *eligible veterans'* dependents should contact either the VA Regional Office or the campus Veterans Affairs Office for application forms and further information. Early application is advised. VA recipients are expected to comply with standards of satisfactory progress. Copies of Policies Governing Satisfactory Progress are available in the Registrar's Office. *Veterans who accumulate two consecutive weeks of absence will be dropped from class.*

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

#### TEXAS REHABILITATION COMMISSION

Vocational rehabilitational services are available for disabled students who have a disability which constitutes a substantial barrier to employment. The *Texas Rehabilitation Commission (TRC)* provides tuition assistance, diagnostic testing, and counseling for eligible individuals who have a physical or mental disability. The *Texas Commission for the Blind (TCB)* provides this assistance for the visually-impaired and the blind. A representative of one of these Commissions must ap-

prove the student's vocational objective. Prospective students should apply for this assistance at the nearest office of either the TRC or the TCB, preferably at least 6 weeks prior to the registration period of the semester of desired enrollment. Contact the Counseling Center for more information, or contact the office of the TRC or TCB nearest your place of residence for eligibility requirements and information.

#### FINANCIAL AID

The primary purpose of the student financial aid program at Alvin Community College is to provide financial assistance to students who, without such aid, would be unable to attend college. Although the College constantly seeks additional support for student loans, scholarships, and grants, funds are limited in some of these areas.

Financial aid is awarded in the form of scholarships, grants, loans, and jobs. All applications should be made through the Office of Student Financial Aid and Placement. Further information concerning financial aid programs is available through this office.

Most aid is assigned according to financial need, academic grades, and academic load. The amount of support which may be expected from the income, assets, and all other resources of the family and the student is considered in determining the student's financial need. All students who apply for aid in which financial need is a qualification are required to: (1) complete the necessary requirements for admission to the College; (2) complete the College's application for financial aid; and (3) file an approved need analysis and submit the results to the Office of Student Financial Aid. *It is important for a student to apply in person.* A student must submit a new application each year so that his/her financial need may be reevaluated. Since the amount of financial assistance usually reflects the financial standing of the student's family, all information this office receives is handled confidentially.

The application forms and need analysis used at Alvin Community College can be obtained at the Office of Student Financial Aid. **Students must make satisfactory academic progress, as determined by the Office of Student Financial Aid, in order to remain eligible for financial assistance.**

Student financial aid is awarded in the order of need to students on a first-come-first-served basis as long as funds are available. The individual student's priority date is established each year as the date the Office of Student Financial Aid at ACC receives that student's first acceptable Student Aid Report (SAR). The SAR is the result of the need analysis filed earlier. An acceptable SAR is one with a number following the letters SAI. Students should apply as soon after the first of the year as family income tax information is available.

#### FINANCIAL AID PROGRAMS AVAILABLE

##### Pell Grants (BEOG)

This grant, formerly titled Basic Educational Opportunity Grant, makes funds available to eligible students who are undergraduates and who are enrolled on at least a half-time basis. Need is determined by the use of a need analysis, which includes a confidential income statement of the student's family. A student who meets grant requirements will be provided with an eligibility statement which he/she must submit to the Financial Aid Office. All students who desire to participate in this program must submit an application.



### **College Work-Study Program**

This program provides on-campus employment for students who qualify on the basis of financial need. To be eligible for employment under this program, the student must be enrolled (or accepted) as at least a half-time student and must be in need of the job earnings to pay his/her college expenses.

### **Short-Term Loans**

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

### **Guaranteed Student Loan Program**

This loan program permits students in certain income levels to obtain low-interest loans from local lending agencies who participate in the program. The Student Financial Aid Officer can recommend such loans after consulting with the student. Applicants should find out whether their local lending agencies (banks, credit unions, or savings and loan associations) participate in the program.

### **Hinson-Hazlewood College Student Loan Program**

These loans are available to students who are Texas residents, who qualify on the basis of financial need, and who have met all other financial aid requirements.

### **State Student Incentive Grant**

All eligible students may be considered for this grant program, which is based on financial need.

### **Supplemental Educational Opportunity Grants**

Supplemental Educational Opportunity Grants are awarded to students with financial need. The minimum grant is \$200 per academic year. Any student filing for other student financial aid will be considered for one of these grants.

### **Texas Public Education Grants**

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

### **Hazlewood Act**

Veterans who were honorably discharged from the service, who were legal residents of Texas at the time of induction into the service, who have no further entitlement to VA educational benefits or other available federal grants, and who have resided in Texas for at least twelve months prior to the date of college registration are qualified for tuition and fee exemption. To be exempted, the veteran must submit a copy of the DD 214 to the Registrar prior to registration and must satisfy the Office of Student Financial Aid regarding federal grants.

### **Job Training Partnership Act (JTPA)**

Eligible students can receive tuition, fees, books, career counseling, and part-time employment. To be eligible for the JTPA program, students must (1) be enrolled in a certificate program in a vocational subject and (2) meet certain standards of financial need. For information, contact the Counseling Center.

## **SCHOLARSHIPS**

### **Athletic Grants-in-Aid**

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

### **Music Grants-in-Aid**

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

### **Institutional Departmental Academic Scholarships**

Departmental academic scholarships are being provided to qualified students in the following disciplines: Art, Child Care and Development, Communication, Computer Science, Correctional Science, Court Reporting, Drafting, Electronics, English, Foreign Languages, Law Enforcement, Mathematics, Medical Laboratory Technology, Nursing, Respiratory Therapy, and Social Science. These scholarships are competitive in nature. Students interested in these scholarships should contact the chairperson of the respective department.

### **Other Scholarships**

The following scholarships are coordinated by Alvin Community College and are awarded each year: ACC Association of Education Office Personnel Scholarship, ACC Fashion Group Scholarship, ACC Teachers' Association Scholarship (second-year student), Alvin Community Hospital Scholarship, Alvin Educational Secretaries and Paraprofessionals Association Scholarship (second-year student), Hollis McGinness Memorial Scholarship (Alvin Noon Lion's Club), James Williams Scholarship (Drama), Nolan Ryan Scholarship (Baseball), Paul Lawson Scholarship (Drama), Rotary Club Scholarship (Alvin Rotary), and Scott Memorial Scholarship (Law Enforcement).

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

## **PLACEMENT SERVICE**

The College maintains a placement service in the Financial Aid and Placement Office for students who wish to secure part-time or full-time employment during school, during vacations, and after graduation. The Placement Center provides occupational information on job requirements and opportunities. The College maintains contact with business, industry, the professions, and the government for the latest information about jobs.

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

## **ATHLETICS**

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



## PHYSICAL FITNESS CENTER

The ACC Fitness Center is open to students, faculty, staff, and the residents of the College district who purchase a membership.

Operating hours are:

6:30 a.m. to 10:00 p.m. (Weekdays)

10:00 a.m. to 6:00 p.m. (Saturdays)

12:00 noon to 6:00 p.m. (Sunday)

For membership information call 331-8846

## CAFETERIA

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

## PARKING

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

## CO-CURRICULAR ACTIVITIES

Activities outside the classroom provide some of the most valuable educational experiences a student will have while attending college. For this reason, Alvin Community College encourages its students to participate in these activities. Student activities, which are open to all students, include movies, speakers, dances, intramurals, workshops, concerts, programs, and various club activities. The Student Activities Coordinator maintains the activities calendar. Campus events are listed in the weekly newsletter, *This Week at ACC*.

## STUDENT HANDBOOK

A student handbook is available to provide additional information of interest to students. The handbook, which describes student activities, organizations, student services, and college regulations pertinent to students, is available in the Student Activities Office.

## COLLEGE STORE

The College Store is operated for the convenience of students and faculty. It is located in the Student Center.

Book-buy-back will be conducted by the College Store on the following dates:

Fall Semester — December 8-17, 1986

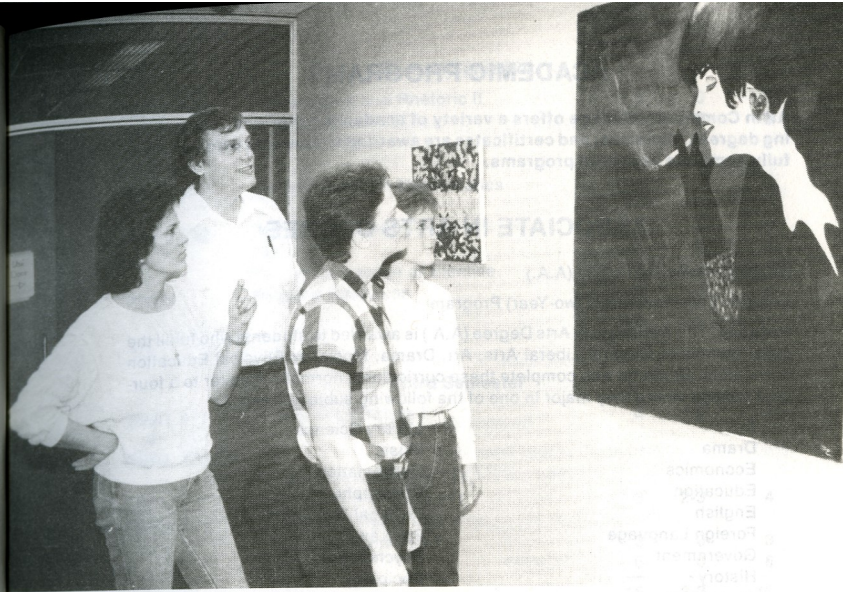
Spring Semester — May 11-15, 1987

Summer Session II — August 17-21, 1987

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







## CURRICULUM OFFERINGS





## ACADEMIC PROGRAMS

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

### ASSOCIATE IN ARTS DEGREE

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

**Length:** Four-Semester (Two-Year) Program

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

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

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

### GENERAL LIBERAL ARTS

#### Associate In Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
**HIST 141	The U.S. to 1877	3	0	3
MATH 111	Selected Topics I			
or				
MATH 160	Foundations of Mathematics			
or				
MATH 121	College Algebra	3	0	3
SPCH 110	Fundamentals of Speech			
or				
	Elective	3	0	3
	*Foreign Language or Elective	3	0-2	3-4
PHED	Physical Education	0	3	1
		<hr/>	<hr/>	<hr/>
		15	0-5	16-17

### Second Semester

ENGL 122	Composition and Rhetoric II	3	0	3
**HIST 142	The U.S. since 1877	3	0	3
MATH 112	Selected Topics II			
or				
MATH 170	Modern Topics in Mathematics			
or				
MATH 132	Plane Trigonometry	3	0	3
	Elective	3	0	3
	*Foreign Language or Elective	3	0-2	3-4
PHED	Physical Education	0	3	1
		<hr/>	<hr/>	<hr/>
		15	0-5	16-17

### Third Semester

ENGL 211	Survey of Literature I	3	0	3
or				
ENGL 221	Physics 111, or Chem 111, or Biol 111, or Geol 111	3	2-3	4
GOVT 211	American National and State Governments I	3	0	3
	Electives	6	0	6
		<hr/>	<hr/>	<hr/>
		15	2-3	16

### Fourth Semester

ENGL 212	Survey of Literature II	3	0	3
or				
ENGL 222	Physics 112, or Chem 112, or Biol 112, or Geol 112	3	2-3	4
GOVT 212	American National and State Governments II	3	0	3
	Electives	6	0	6
		<hr/>	<hr/>	<hr/>
		15	2-3	16

\* Recommended elective, depending on the transfer requirements of the college the student will be attending.

\*\* One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

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



**ART**

**Associate in Arts Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
**HIST 141	The U.S. to 1877	3	0	3
ARTS 111	Design I	0	6	3
ARTS 121	Drawing I	0	6	3
ARTS 140	Art History I	3	0	3
PHED	Physical Education	0	3	1
		<u>9</u>	<u>15</u>	<u>16</u>

**Second Semester**

ENGL 122	Composition and Rhetoric II	3	0	3
**HIST 142	The U.S. Since 1877	3	0	3
ARTS 112	Design II	0	6	3
ARTS 122	Drawing II	0	6	3
ARTS 141	Art History II	3	0	3
PHED	Physical Education	0	3	1
		<u>6</u>	<u>15</u>	<u>16</u>

**Third Semester**

ENGL 211 or ENGL 221 GOVT 211	Survey of Literature I  American National and State Governments I	3	0	3
ARTS 231	Painting I	0	6	3
*ARTS	Elective	0	6	3
DRAM 130 or MUSC 120	Introduction to Theatre Arts  Music Appreciation	3	0	3
		<u>9</u>	<u>12</u>	<u>15</u>

**Fourth Semester**

ENGL 212 or ENGL 222 GOVT 212	Survey of Literature II  American National and State Governments II	3	0	3
ARTS 201	Sculpture I	0	6	3
**ARTS 120	Art Appreciation	3	0	3
*ARTS	Elective	0	6	3
		<u>9</u>	<u>12</u>	<u>15</u>

\*Electives must be art courses.  
 \*\*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.  
 \*\*\*This course may not be required by the receiving institution.

Total Minimum Credits Required  
 for Arts Degree ..... 62

**DRAMA**

**Associate in Arts Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
DRAM 111	Rehearsal and Performance	0	2	1
DRAM 145	Movement & Dance for the Performing Arts	1	3	3
DRAM 130	Introduction to Theatre Arts	3	0	3
SPCH 110	Fundamentals of Speech			
or	Elective	3	0	3
		<u>13</u>	<u>5</u>	<u>16</u>

**Second Semester**

ENGL 122	Composition and Rhetoric II	3	0	3
*HIST 142	The U.S. Since 1877	3	0	3
DRAM 112	Rehearsal and Performance	0	2	1
DRAM 140	Introduction to Acting	2	2	3
DRAM 150	Stage Makeup	2	2	3
	Elective	3	0	3
		<u>13</u>	<u>6</u>	<u>16</u>





**Third Semester**

ENGL 211	Survey of Literature I			
or				
ENGL 221	Survey of English Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
DRAM 211	Rehearsal and Performance	0	2	1
DRAM 230	Introduction to Technical Theatre	2	2	3
DRAM 240	Advanced Acting	2	2	3
DRAM 260	Modern Theatre Literature	3	0	3
		<u>13</u>	<u>6</u>	<u>16</u>

**Fourth Semester**

ENGL 212	Survey of Literature II			
or				
ENGL 222	Survey of English Literature II	3	0	3
GOVT 212	American National and State Governments II	3	0	3
DRAM 235	Intermediate Technical Theatre	3	0	3
DRAM 250	Theatre Speech	3	0	3
DRAM 212	Rehearsal and Performance	0	2	1
	Elective	3	0	3
		<u>15</u>	<u>2</u>	<u>16</u>

\*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required for Drama Degree ..... 64

**MUSIC  
(INSTRUMENTAL CONCENTRATION)**

**Associate in Arts Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
MUSC 111	Survey of Music Literature	3	0	3
MUSC 141	Music Theory	3	0	3
MUSC 121	Ear Training and Sight-Singing	1	2	2
MUSC 123	Conducting	0	2	2
*MUSC 131	Class Piano	0	2	1
MUSC 131B	Brass Class	0	3	1
or				
MUSC 131W	Woodwind Class	0	3	1
MUSC 185	Concert Band	0	5	1
	Applied Music: Principal Instrument	1	4	2
		<u>11</u>	<u>21</u>	<u>18</u>

**Second Semester**

ENGL 122	Composition and Rhetoric II	3	0	3
MUSC 112	Survey of Music Literature	3	0	3
MUSC 142	Music Theory	3	0	3
MUSC 122	Ear Training and Sight-Singing	1	2	2
MUSC 124	Conducting	0	2	2
*MUSC 132	Class Piano	0	2	1
MUSC 131B	Brass Class	0	3	1
or				
MUSC 131W	Woodwind Class	0	3	1
MUSC 186	Concert Band	0	5	1
	Applied Music: Principal Instrument	1	4	2
		<u>11</u>	<u>21</u>	<u>18</u>

**Third Semester**

**HIST 141	The U.S. to 1877	3	0	3
GOVT 211	American National and State Governments I	3	0	3
MUSC 243	Music Theory	3	0	3
MUSC 223	Ear Training and Sight-Singing	1	2	2
*MUSC 131	Class Piano	0	2	1
MUSC 131P	Percussion Class	0	3	1
MUSC 287	Concert Band	0	5	1
	Applied Music: Principal Instrument	1	4	2
PHED	Physical Education	0	3	1
		<u>11</u>	<u>19</u>	<u>17</u>

**Fourth Semester**

**HIST 142	The U.S. Since 1877	3	0	3
GOVT 212	American National and State Governments II	3	0	3
MUSC 244	Music Theory	3	0	3
MUSC 224	Ear Training and Sight-Singing	1	2	2
*MUSC 132	Class Piano	0	2	1
MUSC 113	A History of Jazz	1	2	1
or				
MUSC 131G	Guitar Class	0	3	1
MUSC 288	Concert Band	0	5	1
	Applied Music: Principle Instrument	1	4	2
PHED	Physical Education	0	3	1
		<u>11-12</u>	<u>17-18</u>	<u>17</u>

\*MUSC 117X, 117Y, 217X, 217Y may be substituted.

\*\*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required for a Music Degree ..... 70



**MUSIC  
(VOICE CONCENTRATION)**

**Associate in Arts Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
MUSC 111	Survey of Music Literature	3	0	3
MUSC 141	Music Theory	3	0	3
MUSC 121	Ear Training and Sight-Singing	1	2	2
MUSC 123	Conducting	0	2	2
*MUSC 131	Class Piano	0	2	1
MUSC 154	Musical Theatre	0	5	2
or				
MUSC 153	Opera Workshop	0	4	1
MUSC 151	Concert Choir	0	5	1
MUSC 125X	Applied Music: Voice	1	4	2
		11	19-20	18-19
<b>Second Semester</b>				
ENGL 122	Composition and Rhetoric II	3	0	3
MUSC 112	Survey of Music Literature	3	0	3
MUSC 142	Music Theory	3	0	3
MUSC 122	Ear Training and Sight-Singing	1	2	2
*MUSC 132	Class Piano	0	2	1
MUSC 154	Musical Theatre	0	5	2
or				
MUSC 153	Opera Workshop	0	4	1
MUSC 152	Concert Choir	0	5	1
MUSC 125Y	Applied Music: Voice	1	4	2
		11	17-18	16-17
<b>Third Semester</b>				
**HIST 141	The U.S. to 1877	3	0	3
GOVT 211	American National and State Governments I	3	0	3
MUSC 243	Music Theory	3	0	3
MUSC 223	Ear Training and Sight-Singing	1	2	2
*MUSC 131	Class Piano	0	2	1
MUSC 154	Musical Theatre	0	5	2
or				
MUSC 153	Opera Workshop	0	4	1
MUSC 253	Concert Choir	0	5	1
MUSC 225X	Applied Music: Voice	1	4	2
PHED	Physical Education	0	3	1
		11	20-21	17-18

**Fourth Semester**

**HIST 142	The U.S. Since 1877	3	0	3
GOVT 212	American National and State Governments II	3	0	3
MUSC 244	Music Theory	3	0	3
MUSC 224	Ear Training and Sight-Singing	1	2	2
*MUSC 132	Class Piano	0	2	1
MUSC 154	Musical Theatre	0	5	2
or				
MUSC 153	Opera Workshop	0	4	1
MUSC 254	Concert Choir	0	5	1
MUSC 225Y	Applied Music: Voice	1	4	2
PHED	Physical Education	0	3	1
		11	20-21	17-18

\*Music 117X, 117Y, 217X, 217Y may be substituted.

\*\*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required  
for a Music Degree . . . . . 70

**MUSICAL THEATRE**

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

**Length:** Two-Year Program

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

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

**Degree Requirements:**

1. Complete the 71 hours required in the degree program
2. Pass the proficiency exams in voice and piano
3. Pass proficiency exams in all areas of dance
4. Perform a major role in one musical theatre production
5. All courses can be repeated until proficiency is demonstrated in all areas of music theatre.
6. It is not required that a major finish this degree program within a two-year period.



## MUSICAL THEATRE

### Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
MUSC 125X	Applied Music: Voice	1	4	2
*MUSC 131	Class Piano	0	2	1
MUSC 154	Musical Theatre	0	5	2
DRAM 130	Introduction to Theatre Arts	3	0	3
MUSC 111	Survey of Music Literature	3	0	3
DRAM 250	Voice and Diction	3	0	3
PHED 125C	Fundamentals of Movement — Ballet	0	3	1
HIST 141	The United States to 1877	3	0	3
		<u>13</u>	<u>14</u>	<u>18</u>

### Second Semester

MUSC 125Y	Applied Music: Voice	1	4	2
*MUSC 132	Class Piano	0	2	1
MUSC 112	Survey of Music Literature	3	0	3
DRAM 112	Rehearsal and Performance	0	2	2
DRAM 140	Introduction to Acting	2	2	3
PHED 126E	Fundamentals of Movement — Modern Dance	0	3	1
HIST 142	The United States Since 1877	3	0	3
GOVT 211	American National and State Governments I	3	0	3
		<u>12</u>	<u>13</u>	<u>18</u>

### Third Semester

MUSC 225X	Applied Music: Voice	1	4	2
MUSC 154	Musical Theatre	0	5	2
MUSC 141	Music Theory	3	0	3
MUSC 121	Ear Training and Sight-Singing	1	2	2
DRAM 150	Stage Make-up	2	2	3
PHED 225F	Fundamentals of Movement — Jazz	0	3	1
ENGL 121	Composition and Rhetoric I	3	0	3
DRAM 112	Rehearsal and Performance	0	2	2
		<u>10</u>	<u>18</u>	<u>18</u>

### Fourth Semester

MUSC 225Y	Applied Music: Voice	1	4	2
MUSC 142	Music Theory	3	0	3
MUSC 122	Ear Training and Sight-Singing	1	2	2
DRAM 240	Advanced Acting	2	2	3
PHED 226G	Fundamentals of Movement — Tap	0	3	1
GOVT 212	American National and State Governments II	3	0	3
ENGL 122	Composition and Rhetoric II	3	0	3
		<u>13</u>	<u>11</u>	<u>17</u>

\*MUSC 117X, 117Y, 217X, 217Y may be substituted.  
\*\*One semester Texas History (HIST 131 or 132) may be substituted.

Total Minimum Credits Required  
for a Music Theatre Degree..... 71

## PHYSICAL EDUCATION

### Associate in Arts Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
MATH 121	College Algebra	3	0	3
PHED 110	Foundations of Physical Education	3	0	3
PHED 130A	Coaching Basketball	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>3</u>	<u>16</u>

### Second Semester

ENGL 122	Composition and Rhetoric II	3	0	3
*HIST 142	The U.S. Since 1877	3	0	3
PHED 120	Personal Health	3	0	3
PSYC 120	General Psychology	3	0	3
PHED	Physical Activity	0	3	1
PHED 130C	Coaching Football-Track	3	0	3
		<u>15</u>	<u>3</u>	<u>16</u>

### Third Semester

ENGL 211	Survey of Literature I	3	0	3
BIOL 121	Human Anatomy and Physiology	3	2	4
GOVT 211	American National and State Governments I	3	0	3
PHED 210	First Aid	3	0	3
PHED 230	Athletic Injuries	3	0	3
PHED	Physical Activity	0	3	1
		<u>15</u>	<u>3</u>	<u>17</u>



**Fourth Semester**

ENGL 212	Survey of Literature II	3	0	3
BIOL 122	Human Anatomy and Physiology	3	2	4
GOVT 212	American National and State Governments II	3	0	3
PHED 220B	Officiating-Basketball, Football	3	0	3
PHED	Physical Activity	0	3	1
SPCH 110	Fundamentals of Speech	3	0	3
		<u>15</u>	<u>5</u>	<u>17</u>

\*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required  
for a Physical Education Degree ..... 66



**ASSOCIATE IN APPLIED ARTS DEGREE**

**Degree:** Associate in Applied Arts

**Length:** Four-Semester (Two-Year) Program

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

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

**COMMUNICATIONS  
(RADIO BROADCASTING)**

**Associate in Applied Arts Degree**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
COMM 111	Basic Recording Techniques	1	2	3
PHED	Physical Education	0	3	1
COMM 210	Radio News Workshop	3	2	3
COMM 105	Introduction to Mass Communications	3	0	3
COMM 115	Writing for Mass Media	3	0	3
		<u>13</u>	<u>7</u>	<u>16</u>
<b>Second Semester</b>				
ENGL 122	Composition and Rhetoric II	3	0	3
COMM 112 or COMM 111A	Advanced Recording Techniques Intermediate Recording Techniques	1	2	3
COMM 222	Public Relations	3	0	3
PHED	Physical Education	0	3	1
COMM 211	Radio Production	1	4	3
Elective	Elective	3	0	3
		<u>11</u>	<u>9</u>	<u>16</u>



**Third Semester**

ENGL 211	Survey of Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
COMM 212	Principles of Advertising	3	0	3
COMM 220	Independent Study	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

**Fourth Semester**

ENGL 212	Survey of Literature II	3	0	3
GOVT 212	American National and State Governments II	3	0	3
COMM 221	Independent Study	3	0	3
*HIST 142	The U.S. Since 1877	3	0	3
COMM 224	Radio and TV Announcing	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

\*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required  
for Communications Degree . . . . . 62

**COMMUNICATIONS  
(SOUND REINFORCEMENT & RECORDING)**

**Associate in Applied Arts Degree**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
COMM 111	Basic Recording Techniques	1	2	3
PHED	Physical Education	0	3	1
COMM 105	Introduction to Mass Communications	3	0	3
MUSC 110	Introduction to Music	3	0	3
or				
MUSC 111	Survey of Music Literature	3	1	3
		<u>13</u>	<u>5-6</u>	<u>16</u>

**Second Semester**

ENGL 122	Composition and Rhetoric II	3	0	3
COMM 111A	Intermediate Recording Techniques	1	2	3
MUSC 112	Survey of Music Literature	3	1	3
or				
MUSC 120	Music Appreciation	3	0	3
PHED	Physical Education	0	3	1
ELEC 110	Introduction to Electronic Technology	3	0	3
ELEC 115	Introduction to Electronics Technology Lab	0	3	1
COMM 211	Radio Production	1	4	3
		<u>11</u>	<u>12-13</u>	<u>17</u>

**Third Semester**

ENGL 211	Survey of Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
*HIST 142	The U.S. Since 1877	3	0	3
COMM 220	Independent Study	3	0	3
COMM 112	Advanced Recording Techniques	1	2	3
		<u>13</u>	<u>2</u>	<u>15</u>

**Fourth Semester**

ENGL 212	Survey of Literature II	3	0	3
GOVT 212	American National and State Governments II	3	0	3
COMM 221	Independent Study	3	0	3
MUSC 105	Business of Music Elective	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

\*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required  
for Communications Degree . . . . . 63





**COMMUNICATIONS  
(TELEVISION)**

**Associate in Applied Arts Degree**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
COMM 224	Radio and TV Announcing	3	0	3
PHED	Physical Education	0	3	1
COMM 113	TV Production I	3	0	3
COMM 105	Introduction Mass Communications	3	0	3
DRAM 201	Development of the Motion Picture	2	2	3
		<u>14</u>	<u>5</u>	<u>16</u>
<b>Second Semester</b>				
ENGL 122	Composition and Rhetoric II	3	0	3
COMM 222	Public Relations	3	0	3
PHED	Physical Education	0	3	1
COMM 115	Writing for Mass Media	3	0	3
COMM 215	TV News Workshop	3	0	3
COMM 114	TV Production Workshop	3	0	3
		<u>15</u>	<u>3</u>	<u>16</u>
<b>Third Semester</b>				
ENGL 211	Survey of Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
COMM 212	Principles of Advertising	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
COMM 225	Independent Project in TV	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>
<b>Fourth Semester</b>				
ENGL 212	Survey of Literature II	3	0	3
GOVT 212	American National and State Governments II	3	0	3
COMM 226	Independent Project in TV	3	0	3
*HIST 142	The U.S. since 1877	3	0	3
	Elective	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

\*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required  
for Communication Degree ..... 62

**ASSOCIATE IN SCIENCE DEGREE**

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

**Length:** Four-Semester (Two-Year) Program

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

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

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

**BIOLOGICAL SCIENCE**

**Associate in Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
BIOL 111	Biology I (Zoology)	3	3	4
CHEM 121	General Chemistry and Analysis	3	4	4
ENGL 121	Composition and Rhetoric I	3	0	3
MATH 121	College Algebra			
	or			
MATH 132	Plane Trigonometry	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
PHED	Physical Education	0	3	1
		<u>15</u>	<u>10</u>	<u>18</u>



**Second Semester**

BIOL 112	Biology II (Botany)	3	3	4
CHEM 122	General Chemistry and Analysis	3	4	4
ENGL 122	Composition and Rhetoric II	3	0	3
MATH 132	Plane Trigonometry			
or				
MATH 150	Analytic Geometry	3	0	3
*HIST 142	The U.S. Since 1877	3	0	3
PHED	Physical Education	0	3	1
		<u>15</u>	<u>10</u>	<u>18</u>

**Third Semester**

BIOL 110	Environmental Conservation			
or				
BIOL 121	Human Anatomy and Physiology	3	0-2	3-4
CHEM 211	Organic Chemistry	3	4	4
ENGL 211	Survey of Literature I			
or				
ENGL 221	Survey of English Literature I	3	0	3
GOVT 211	American National and State Government I	3	0	3
		<u>15</u>	<u>4-6</u>	<u>13-14</u>

**Fourth Semester**

BIOL 225	Microbiology			
or				
BIOL 122	Human Anatomy and Physiology	3	2-3	4
CHEM 212	Organic Chemistry	3	4	4
ENGL 211	Survey of Literature II			
or				
ENGL 222	Survey of English Literature II	3	0	3
GOVT 212	American National and State Government II	3	0	3
		<u>12</u>	<u>6-9</u>	<u>14</u>

\*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required for Biological Science Degree..... 63-64

**BUSINESS ADMINISTRATION**

**Associate in Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
MATH 121	College Algebra	3	0	3
HIST 141	The U. S. to 1877	3	0	3
	Phys 111, Chem 111, or Biol 111	3	2	4
	*Elective	3	0	3
PHED	Physical Education	0	3	1
		<u>15</u>	<u>5</u>	<u>17</u>
<b>Second Semester</b>				
ENGL 122	Composition and Rhetoric II	3	0	3
MATH 180	Finite Math	3	0	3
HIST 142	The U. S. Since 1877	3	0	3
	Phys 112, Chem 112, or Biol 112	3	2	4
CSCI 110	Introduction to Computer Science	3	3	4
PHED	Physical Education	0	3	1
		<u>15</u>	<u>18</u>	<u>18</u>
<b>Third Semester</b>				
ENGL 211	Survey of Literature I			
or				
ENGL 221	Survey of English Literature I	3	0	3
ACCT 221	Principles of Accounting I	3	1	3
GOVT 211	American National and State Governments I	3	0	3
ECON 111	Principles of Economics I	3	0	3
BUAD 120	Business Law I	3	0	3
		<u>15</u>	<u>1</u>	<u>15</u>





**Fourth Semester**

ENGL 212	Survey of Literature II			
or				
ENGL 222	Survey of English Literature II	3	0	3
ACCT 222	Principles of Accounting II	3	1	3
GOVT 212	American National and State Governments II	3	0	3
ECON 112	Principles of Economics II	3	0	3
	* Elective	3	0	3
		<u>15</u>	<u>1</u>	<u>15</u>

\*Recommended to be taken from the following: SOCI 111, PSYC 120, SPCH 110, or Co-op courses.

Total Minimum Credits Required for a  
Business Administration Degree ..... 65

**MATHEMATICS**

**Associate in Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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**First Semester**

ENGL 121	Composition and Rhetoric I	3	0	3
MATH 121	College Algebra	3	0	3
MATH 132	Plane Trigonometry	3	0	3
*HIST 141	The U. S. to 1877	3	0	3
PHED	Physical Education	0	3	1
	Natural Science with Laboratory	3	2-4	4
		<u>15</u>	<u>5-7</u>	<u>17</u>

**Second Semester**

ENGL 122	Composition and Rhetoric II	3	0	3
MATH 150	Analytic Geometry	3	0	3
*HIST 142	The U. S. Since 1877	3	0	3
PHED	Physical Education	0	3	1
	Natural Science with Laboratory	3	2-4	4
	Elective	3	0	3
		<u>15</u>	<u>5-7</u>	<u>17</u>

**Third Semester**

ENGL 211	Survey of Literature I			
or				
ENGL 221	Survey of English Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
MATH 213	Differential and Integral Calculus	4	0	4
	Electives	6	0	6
		<u>16</u>	<u>0</u>	<u>16</u>

**Fourth Semester**

ENGL 212	Survey of Literature II	3	0	3
or				
ENGL 222	Survey of English Literature II			
GOVT 212	American National and State Governments II	3	0	3
MATH 214	Differential and Integral Calculus	4	0	4
	Electives	6	0	6
		<u>16</u>	<u>0</u>	<u>16</u>

\*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required for a  
Mathematics Degree ..... 66

**PHYSICAL SCIENCE**

**Associate in Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
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**First Semester**

CHEM 121	General Chemistry and Analysis	3	4	4
ENGL 121	Composition and Rhetoric I	3	0	3
*HIST 141	The U.S. to 1877	3	0	3
MATH 121	College Algebra			
or				
MATH 132	Plane Trigonometry	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>7</u>	<u>14</u>



**Second Semester**

CHEM 122	General Chemistry and Analysis	3	4	4
ENGL 122	Composition and Rhetoric II	3	0	3
*HIST 142	The U.S. Since 1877	3	0	3
MATH 132	Plane Trigonometry			
or				
MATH 150	Analytic Geometry	3	0	3
	*Elective	3	0	3
PHED	Physical Education	0	3	1
		<u>15</u>	<u>7</u>	<u>17</u>

**Third Semester**

CHEM 211	Organic Chemistry I	3	4	4
or				
PHYS 141	Mechanics and Heat	3	0	3
PHYS 146	Mechanics and Heat Lab	0	3	1
ENGL 211	Survey of Literature I	3	0	3
GOVT 211	American National and State Governments I	3	0	3
BIOL 111	General Biology I	3	3	4
MATH 213	Differential Calculus	4	0	4
		<u>16</u>	<u>6-7</u>	<u>18</u>

**Fourth Semester**

CHEM 212	Organic Chemistry II	3	4	4
or				
PHYS 242, 247	Electricity and Magnetism and Lab	3	3	3
ENGL 212	Survey of Literature II	0	3	1
GOVT 212	American National and State Governments II	3	0	3
BIOL 112	General Biology II	3	3	4
MATH 214	Integral Calculus	4	0	4
	*Elective	3	0	3
		<u>19</u>	<u>6-7</u>	<u>21</u>

\* It is recommended that electives be selected from either Chemistry, Physics, Mathematics, or Biology. Physics majors should take MATH 213 the second semester.  
 \*\* One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142) to satisfy degree requirements.

Total Minimum Credits Required for a Physical Science Degree . . . . . 70

**ASSOCIATE IN APPLIED SCIENCE DEGREE**

**Degree:** Associate in Applied Science (A.A.S.)  
**Length:** Four-Semester (Two-Year) Program

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

- |                                    |                               |
|------------------------------------|-------------------------------|
| Accounting                         | Drafting Technology           |
| Air Conditioning and Refrigeration | Electronic Technology         |
| Automotive Technology              | Medical Laboratory Technology |
| Chemical Technology                | Mid-Management                |
| Child Care                         | Nursing Technology            |
| Computer Science                   | Respiratory Therapy           |
| Computer Systems Technology        | Secretarial Science           |
| Court Reporting                    | Executive Science             |
| Criminal Justice                   | Legal Secretary               |
| Correctional Science               | Medical Secretary             |
| Law Enforcement                    | Welding                       |

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

**ACCOUNTING**

**Degree:** Associate in Applied Science (A.A.S.)  
**Length:** Four-Semester (Two-Year) Program

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

**Program Requirements:** The first two semesters of the Accounting program are similar to other curriculums in business. In the second year the student pursues a specialty in accounting. The curriculum includes technical courses in accounting and related areas. Instruction includes both theoretical and practical applications needed for future success in accounting. Students are urged to consult with the Counseling Center and with their faculty advisors in planning their programs and in selecting electives. Upon satisfactory completion of the two-year program, the student will be awarded an Associate of Applied Science Degree in Accounting.

**Internship Option:** The Accounting student may choose to serve an internship during the third and fourth semesters of the program for pay and for college credit.



## ACCOUNTING

### Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ACCT 221	Principles of Accounting I	3	1	3
BUAD 110	Introduction to Business	3	0	3
BUAD 130	General Business Mathematics	3	0	3
ENGL 121	Composition and Rhetoric I	3	0	3
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	3	1
		15	4	16
<b>Second Semester</b>				
ACCT 222	Principles of Accounting II	3	1	3
CSCI 110	Introduction to Computer Science	3	3	4
MMGT 121	Principles of Management	3	0	3
ENGL 122	Composition and Rhetoric II	3	0	3
SECT 130	Business Communications	3	0	3
PHED	Physical Education	0	3	1
		15	7	17
<b>Third Semester</b>				
ACCT 231	Intermediate Accounting I	3	0	3
ACCT 233	Federal Income Tax Accounting	3	0	3
ECON 111	Principles of Economics I	3	0	3
ACCT 240	Accounting with the Mini-Micro Computer	3	3	3
ACCT 211	Accounting Internship	0	20	3
or				
*Elective		12	23	15
<b>Fourth Semester</b>				
ACCT 232	Intermediate Accounting II	3	0	3
ACCT 234	Managerial Accounting	3	0	3
ECON 112	Principles of Economics II	3	0	3
BUAD 120	Business Law I	3	0	3
ACCT 212	Accounting Internship	0	20	3
or				
*Elective		12	20	15

\*Two electives such as Computer Science, Finite Math, Principles of Real Estate, Personnel Management, etc., may be substituted.

Total Minimum Credits Required  
for Accounting Degree ..... 63

## AIR CONDITIONING AND REFRIGERATION

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

**Length:** Four-Semester (Two-Year) Program

**Purpose:** The Associate in Applied Science Degree curriculum in Air Conditioning and Refrigeration prepares the student for full-time employment immediately upon graduation from the program. The Air Conditioning and Refrigeration technician is prepared for employment as an engineering assistant in installation, maintenance, research, and development in the Air Conditioning and Refrigeration field.

**Program Requirements:** In addition to the general requirements for admission to the College, entry into the Air Conditioning and Refrigeration Program requires a personal interview with the Air Conditioning and Refrigeration Department Chairperson.

## AIR CONDITIONING AND REFRIGERATION

### Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ACRH 131	Air Conditioning Fundamentals I	3	0	3
ACRH 133	Air Conditioning and Electrical Circuits I	3	0	3
ACRH 140	Introduction to Refrigeration	3	3	4
MATH 151	Technical Math I	3	0	3
PHYS 133	Technical Physics I	3	3	4
PHED	Physical Education	0	3	1
		15	9	18
<b>Second Semester</b>				
ACRH 132	Air Conditioning Fundamentals II	3	3	4
ACRH 141	Refrigeration Systems Servicing I	3	3	4
ACRH 170	Domestic Refrigeration	3	1	3
*ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
		13	10	15
<b>First Summer Session</b>				
ACRH 135	Air Conditioning and Refrigeration Troubleshooting	1	3	2



**Third Semester**

ACRH 242	Refrigeration Systems Servicing II	2	6	4
ACRH 250	Heating and Ventilation	2	6	4
*ENGL 112	Communication Skills II	3	0	3
SOCI III	Principles of Sociology	3	0	3
GOVT 211	American National and State Governments I	3	0	3
		<u>13</u>	<u>12</u>	<u>17</u>

**Fourth Semester**

ACRH 234	Air Conditioning and Electrical Circuits II	2	6	4
ACRH 260	Heat Load Calculations	3	0	3
ACRH 280	Automotive Air Conditioning	3	3	4
PROD 230	Industrial Management	3	0	3
		<u>11</u>	<u>9</u>	<u>14</u>

\*ENGL 121 and 122 should be substituted if a 4-year degree is planned.

Total Credits Required for the Air Conditioning & Refrigeration Degree ..... 66

**AUTOMOTIVE TECHNOLOGY**

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

**Length:** Four-Semester (Two-Year) Program

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

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

**AUTOMOTIVE TECHNOLOGY**

**Associate in Applied Science**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
AUTO 101	Basic Automotive	2	4	4
AUTO 111	Internal Combustion Engine	2	4	4
MATH 151	Technical Math I	3	0	3
DRFT 110	Fundamentals of Drafting	2	4	3
PHED	Physical Education	0	3	1
		<u>9</u>	<u>15</u>	<u>15</u>

**Second Semester**

AUTO 112	Automotive Electricity and Ignition Systems	2	4	4
AUTO 113	Carburetion and Fuel Systems	2	4	4
MATH 152	Technical Math II	3	0	3
ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
		<u>10</u>	<u>11</u>	<u>15</u>

**Third Semester**

AUTO 202	Automotive Transmissions	2	4	4
AUTO 211	Automotive and Truck Chassis	2	4	4
AUTO 212	Automotive Air Conditioning	2	4	4
ENGL 112	Communications Skills II	3	0	3
WELD 110	Welding Processes	2	6	4
		<u>11</u>	<u>18</u>	<u>19</u>

**Fourth Semester**

AUTO 213	Automotive Diagnostics	2	4	4
AUTO 214	Automobile Repair Shop Organization and Management	2	0	2
AUTO 215	Automotive Accessory Equipment	2	4	4
BUAD 110	Introduction to Business	3	0	3
AUTO 216	Automotive Technology Internship or Elective (approved by Department Chairman)	0	20	3
		<u>9</u>	<u>28</u>	<u>16</u>

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

**BANKING**

Please see Mid-Management, Banking Specialization; Banking Certificate.

**CHEMICAL TECHNOLOGY**

**COOPERATIVE DEGREE PROGRAM WITH ALVIN COMMUNITY COLLEGE AND BRAZOSPORT COLLEGE**

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

**Length:** Four Semesters (Two-Year) Program

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



**CHEMICAL TECHNOLOGY  
COOPERATIVE DEGREE PROGRAM WITH ALVIN COMMUNITY  
COLLEGE AND BRAZOSPORT COLLEGE**

**Associate of Applied Science Degree**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester Alvin Community College</b>				
ENGL 121	Composition and Rhetoric	3	0	3
****PHYS 133	Technical Physics	3	3	4
MATH 151	Technical Mathematics I			
or				
	Approved Math Elective	3	0	3
*CHEM 121	General Chemistry I	3	4	4
ORIE 101	Orientation	1	0	1
PHED	Physical Activity			1
		<u>13</u>	<u>7</u>	<u>16</u>

<b>Second Semester Alvin Community College</b>				
****ENGL 260	Technical Communications	3	0	3
**MATH 152	Technical Mathematics II			
or				
	Approved Math Elective	3	0	3
CHEM 122	General Chemistry II	3	4	4
PHED	Physical Activity			1
****SPCH 140	Business Speech	3	0	3
***CHEM 164	Unit Operations I	2	6	4
		<u>14</u>	<u>10</u>	<u>18</u>

<b>Third Semester Brazosport College</b>				
****CHEM 204	Organic Chemistry I	3	3	4
CHEM 254	Unit Operations II	2	6	4
INST 113	Principles of Industrial Measurements	3	0	3
CHEM 224	Quantitative Analysis I	2	6	4
CHEM 243	Chemical Technology Internship I	1	20	3
		<u>11</u>	<u>35</u>	<u>18</u>

**Fourth Semester  
Brazosport College**

****CHEM 214	Organic Chemistry II	3	3	4
CHEM 234	Quantitative Analysis II	2	6	4
CHEM 273	Chemical Technology Internship II	1	20	3
****	Approved Computer Technology elective either school (Brazosport approval)			4
		<u>6</u>	<u>29</u>	<u>15</u>

- \*Students who are deficient in Chemistry will be required to take CHEM 111 and/or CHEM 112.
- \*\*Approved math electives may be chosen from MATH 132, MATH 150, MATH 210, MATH 213, MATH 214.
- \*\*\*Students who intend to complete the program in two years should commute to Brazosport College to take Unit Operations I.
- \*\*\*\*May be taken at either institution (compatible ACC courses are CHEM 211 and CHEM 212).
- \*\*\*\*\*May be taken at either institution, but must be approved by Brazosport College.

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

Total Credits Required for a  
Chemical Technology Degree . . . . . 67

**CHILD CARE and DEVELOPMENT**

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

**Length:** Four-Semester (Two-Year) Program

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

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

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



## CHILD CARE AND DEVELOPMENT

### Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
CHCD 110	Pre-School and Day Care Programs	3	0	3
PSYC 130	Child Growth and Development	3	0	3
SOCI 111	Principles of Sociology	3	0	3
*ENGL 111	Communication Skills I	3	0	3
**BIOL 111	General Biology I			
or				
SPAN 111	Elementary Spanish I	3	2-3	4
PHED	Physical Education	0	2	1
		15	4-5	17

#### Second Semester

CHCD 140	Child Care Recreation	1	2	2
CHCD 150	Introductory Creative Activities	1	2	2
CHCD 160	Literature for Young Children	1	2	2
CHCD 170	Music for Young Children	1	2	2
*ENGL 112	Communication Skills II	3	0	3
**BIOL 112	General Biology II			
or				
SPAN 112	Elementary Spanish II	3	2-3	4
PHED	Physical Education	0	2	1
		10	12-13	16

#### Third Semester

CHCD 200	Exceptional Children			
or				
CHCD 130	Child Care Services	3	0	3
CHCD 210	Creative Activities II	1	2	2
CHCD 220	Child Nutrition and Health Care	3	0	3
CHCD 240	Child Care and Development	3	2	4
SOCI 122	Social Problems	3	0	3
		13	4	15

#### Fourth Semester

CHCD 230	Advanced Child Growth and Development	3	0	3
CHCD 250	Administration of Pre-School and Day Care Programs	2	4	4
**CHCD 260	Seminar and Field Work			
or				
CHCD 270	Special Project	3	8	4
SOCI 110	Marriage and the Family	3	0	3
***Elective		3	0	3
		14	12	17

- \*ENGL 121 & 122 should be substituted if a 4-year degree is planned.
- \*\*Non-transferring students may substitute Personal & Community Health (PHED 120) & First Aid (PHED 210) for General Biology & Spanish.
- \*\*\*See advisor prior to registration.

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

## COMPUTER SCIENCE TECHNOLOGY

### COMPUTER PROGRAMMING

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

**Length:** Four-Semester (Two-Year) Program

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

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



## COMPUTER SCIENCE (COMPUTER PROGRAMMING)

### Associate In Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
CSCI 110 or CSCI 114	Introduction to Computer Science	3	3	4
CSCI 112	BASIC Programming	3	3	4
ACCT 221	FORTTRAN Programming	3	1	3
HIST 141	Principles of Accounting I	3	0	3
*MATH	U.S. History to 1877	3	0	3
		<u>15</u>	<u>7</u>	<u>17</u>
<b>Second Semester</b>				
CSCI 120	RPG Programming	3	3	4
CSCI 130	COBOL Programming	3	3	4
ACCT 222	Principles of Accounting II	3	1	3
**MATH		3	0	3
	Elective	3	0	3
		<u>15</u>	<u>7</u>	<u>17</u>
<b>Third Semester</b>				
***CSCI 212	Advance FORTRAN Programming	3	3	4
CSCI 230	Advance COBOL Programming	3	3	4
**ENGL PHED		3	0	3
		0	2	1
	Elective	3	0	3
		<u>12</u>	<u>8</u>	<u>15</u>

### Fourth Semester

CSCI 240	Business System Analysis	3	0	3
or CSCI 280	Data Base	3	3	4
***CSCI 270	Pascal Programming	3	3	4
****ENGL		0	2	1
****PHED		0	2	1
	Elective	3	0	3
		<u>12</u>	<u>5-8</u>	<u>14</u>

- \*MATH 121 or MATH 180 or higher math.
- \*\*MATH 132 or MATH 190 or higher math.
- \*\*\*ENGL 121 or ENGL 111 or higher.
- \*\*\*\*Or CSCI elective at the Sophomore level.
- \*\*\*\*\*ENGL 122 or ENGL 112 or higher.

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

## COMPUTER SCIENCE COMPUTER SYSTEMS TECHNOLOGY

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

**Length:** Four-Semester (Two-Year) Program

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

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

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

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





**COMPUTER SCIENCE  
(COMPUTER SYSTEMS TECHNOLOGY)**

**Associate in Applied Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ELEC 110	Introduction to Electronic Technology	3	0	3
ELEC 115	Introduction to Electronic Technology Laboratory	0	3	1
ELEC 120	D.C. Theory and Circuit Analysis	3	0	3
ELEC 125	D.C. Theory and Circuit Analysis Lab	0	3	1
*ELEC 100	Basic Computer Programming for Technologies	3	3	4
ELEC 151	Electronic Problems I	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>12</u>	<u>16</u>
<b>Second Semester</b>				
ELEC 130	A.C. Theory and Circuit Analysis	3	0	3
ELEC 135	A.C. Theory and Circuit Analysis Lab	0	3	1
ELEC 140	Electronics I	3	0	3
ELEC 145	Electronics I Laboratory	0	3	1
ELEC 152	Electronics Problems II	3	0	3
*CSCI 112	Programming for Engineering and Science	3	3	4
**ENGL 111	Communication Skills I	3	0	3
		<u>15</u>	<u>9</u>	<u>18</u>
<b>Third Semester</b>				
ELEC 220	Electronics III	3	3	4
ELEC 270	Microprocessor Programming and Architecture	3	3	4
CSCI 210	Computer Programming (Advanced FORTRAN)	3	3	4
**ENGL 112	Communication Skills II	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>12</u>	<u>16</u>

**Fourth Semester**

ELEC 290	Computers and Computer Controlled Systems	3	3	4
CSCI 130	Computer Programming (Introductory COBOL)	3	3	4
CSCI 270	Computer Programming (PASCAL) Elective	3	3	4
		<u>3</u>	<u>3</u>	<u>4</u>
		<u>12</u>	<u>12</u>	<u>16</u>

\*CSCI 110 may be substituted with department approval.  
 \*\*ENGL 121 and 122 should be substituted if a 4-year degree is planned.

Total Credits Required for  
 Computer Systems Degree . . . . . 66

**COURT REPORTING**

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

**Length:** Four-Semester (Two-Year) Program, plus one summer term

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

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

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

**Admission Requirements:**

1. To be considered for admission to the Associate Degree Court Reporting Program, the applicant must:
  - a. Be a high school or G.E.D. graduate.
  - b. Make application to A.C.C. and fulfill the admission requirements of the college.
  - c. Fill out a Court Reporting application and return it to the Court Reporting Department.
  - d. Have a personal interview with the Court Reporting Department Chairman or her designate to develop a degree plan.



e. Score 16 or higher on ACT composite or 720 SAT score (combined math and verbal):

or

If ACT composite is between 12 and 15, student must take Developmental English and Developmental Reading, depending on test score analysis by the Department Chairman.

f. If an ACT or SAT score is not available, student will be required to take the local placement test in English and Reading. A score of 350 or below will require Developmental English, and a score of 35 or below will require Developmental Reading.

g. Be able to type 40 words per minute with no more than 10 errors for five minutes before entering the Machine Shorthand Theory portion of the course. A typing test will be given prior to assigning classes for the semester.

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

2. Students withdrawing from the program for reasons other than academic problems will be considered for readmission on an individual basis.

3. Transfer students:

a. Must provide the Alvin Community College Registrar with official transcripts for each institution attended and request evaluation by the Graduation Advisor.

b. May apply for credit by examination by testing in the following areas:

- Medical Terminology
- Legal Terminology and Law
- ENGL 111 and CTRP 141
- SECT 220 (Typing III)

c. The ACT/SAT requirements will be waived for those applicants with a bachelor's degree. English courses completed on a baccalaureate degree will not be substituted for Court Reporting English requirements.

## COURT REPORTING

### Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Lab Course		
		Hours	Hours	Credits
<b>First Semester</b>				
SECT 220	Typing III	2	3	3
CTRP 111	Machine Shorthand Theory	6	4	6
CTRP 121	Law and Legal Terminology	4	1	3
*ENGL 111	Communication Skills I	3	0	3
CTRP 141	Grammar and Punctuation I	2	0	2
PHED	Physical Education	0	2	1
		<u>17</u>	<u>10</u>	<u>18</u>

### Second Semester

CTRP 112	Machine Shorthand I (60-80-100)	6	4	6
CTRP 130	Transcription I	0	5	2
CTRP 122	Medical Terminology	4	1	3
*ENGL 112	Communication Skills II	3	0	3
CTRP 142	Grammar and Punctuation II	2	0	2
PHED	Physical Education	0	2	1
		<u>15</u>	<u>12</u>	<u>17</u>

### Summer Semester

CTRP 120	Machine Shorthand II (120-140)	6	4	6
CTRP 125	Court Reporting Procedures Transcription II	3	2	3
CTRP 140	Reporting Technology	0	5	2
CTRP 224	Reporting Technology	3	2	3
		<u>12</u>	<u>13</u>	<u>14</u>

### Third Semester

SOCI 111	Principles of Sociology	3	0	3
CTRP 211	Machine Shorthand III (160-180)	6	4	6
CTRP 210	Transcription III	0	5	2
CTRP 221	Courtroom Procedures I	3	2	3
CTRP 225	Technical Dictation	3	2	3
		<u>15</u>	<u>13</u>	<u>17</u>

### Fourth Semester

CTRP 212	Machine Shorthand IV (200-225)	6	4	6
CTRP 240	General Office Practices	3	2	3
CTRP 220	Transcription IV	0	5	2
CTRP 222	Courtroom Procedures II	3	2	3
		<u>12</u>	<u>13</u>	<u>14</u>

\* Students must take ENGL 111 and 112 in the Court Reporting Department regardless of prior English classes completed at ACC or other institutions.

Total Credits Required for Court Reporting Degree ..... 80

A typing speed of 60 wpm on a five-minute test with no more than five errors is required for graduation, and an internship of 40 verified hours of actual writing time on-the-job training with practicing court reporters will be required of each student for graduation.

The following machine shorthand tests will be required for graduation:

- One 180 WPM five-minute literary test with no more than 10 errors - 98.9%;
- Two 180 WPM five-minute literary tests with no more than 45 errors - 95%;
- One 180 WPM five-minute testimony test with no more than 10 errors - 98.9%;
- One 200 WPM five-minute testimony test with no more than 10 errors - 99%;



One 200 WPM five-minute jury charge test with no more than 25 errors - 97.5%;  
 Two 200 WPM five-minute jury charge tests with no more than 50 errors - 95%;  
 Two 225 WPM five-minute testimony tests with no more than 56 errors - 95%;  
 Two 225 WPM five-minute testimony test with no more than 25 errors - 97.8%;  
 When typing requirements have been fulfilled, the student is encouraged to utilize the tape library for home practice.

## CRIMINAL JUSTICE

### Correctional Science

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

**Length:** Four-Semester (Two-Year) Program

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

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

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

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

## CRIMINAL JUSTICE

### Correctional Science

#### Associate in Applied Science Degree Program

Course Number	Course Title	Lecture	Lab	Course
		Hours	Hours	Credits
<b>First Semester</b>				
CJUS 110	Introduction to Criminal Justice	3	0	3
CJUS 125	The Courts and Criminal Procedure	3	0	3
CJUS 130	Legal Aspects of Law Enforcement	3	0	3
*ENGL 111	Communication Skills I	3	0	3
HIST 141	The U.S. to 1877	3	0	3
PHED	Physical Education	0	3	1
		<u>15</u>	<u>3</u>	<u>16</u>
<b>Second Semester</b>				
CJUS 135	Probation and Parole	3	0	3
CJUS 140	Fundamentals of Criminal Law	3	0	3
CJUS 145	Crime in America	3	0	3
*ENGL 112	Communication Skills II	3	0	3
HIST 142	The U. S. Since 1877	3	0	3
PHED	Physical Education	0	3	1
		<u>15</u>	<u>3</u>	<u>16</u>
<b>Third Semester</b>				
CJUS 215	Correctional Systems and Practices	3	0	3
CJUS 225	Community Resources in Corrections	3	0	3
CJUS 228	Cooperative Education for Correctional Science	0	20	3
GOVT 211	American National and State Governments I	3	0	3
SOCI 111	Principles of Sociology	3	0	3
		<u>12</u>	<u>20</u>	<u>15</u>





#### Fourth Semester

CJUS 229	Cooperative Education for Correctional Science	0	20	3
CJUS 295	Defensive Measures	2	3	3
SOCI 122	Social Problems	3	0	3
CJUS	Elective	3	0	3
	Elective	3	0	3
		11	23	15

\*ENGL 121 and 122 should be substituted if a 4-year degree is planned.

Total Minimum Credits Required for  
the Correctional Science Degree . . . . . 62

### CRIMINAL JUSTICE

#### Law Enforcement and Police Administration

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

**Length:** Four-Semester (Two-Year) Program

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

**Admission Requirements:**

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

**Program Requirements:**

1. Have completed Alvin Community College graduation requirements (see Table of Contents, Academic Policies and Regulations).
2. Have completed a minimum of 62 approved credit hours.
3. Upon satisfactory completion of program and Alvin Community College graduation requirements, the student will be awarded the Associate of Applied Science Degree.

### CRIMINAL JUSTICE

#### Law Enforcement and Police Administration

#### Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
CJUS 110	Introduction to Criminal Justice	3	0	3
CJUS 120	Criminal Investigation	3	0	3
CJUS 125	The Courts and Criminal Procedure	3	0	3
*ENGL 111	Communication Skills I	3	0	3
HIST 141	The U.S. to 1877	3	0	3
PHED	Physical Education	0	3	1
		15	3	16

#### Second Semester

CJUS 130	Legal Aspects of Law Enforcement	3	0	3
CJUS 140	Fundamentals of Criminal Law	3	0	3
*ENGL 112	Communication Skills II	3	0	3
HIST 142	The U.S. Since 1877	3	0	3
SOCI 111	Principles of Sociology	0	3	1
PHED	Physical Education	0	3	1
		15	3	16

#### Third Semester

CJUS 145	Crime in America	3	0	3
CJUS 220	Police Systems and Practices	3	0	3
CJUS 225	Community Resources in Corrections	3	0	3
GOVT 211	American National and Governments I			
or				
CJUS 226	Cooperative Education for Law Enforcement I	0	20	3
	Elective	3	0	3
		12	20	15





**Fourth Semester**

CJUS 215	Correctional Systems and Practices	3	0	3
*CJUS 270	Juvenile Delinquency	3	0	3
CJUS 295	Defensive Measures	2	3	3
GOVT 212	American National and State Governments II			
or				
CJUS 227	Cooperative Education for Law Enforcement	0	20	3
	Elective	3	0	3
		<u>11</u>	<u>23</u>	<u>15</u>

\*ENGL 121 and 122 should be substituted if a 4-year degree is planned.

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

Total Credits Required for Law Enforcement and Police Administration Degree . . . . . 62

**DRAFTING TECHNOLOGY**

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

**Length:** Four-Semester (Two-Year) Program

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

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



**DRAFTING TECHNOLOGY**

**Associate in Applied Science Degree Program**

Course Number	Course Title	Lecture Lab Course		
		Hours	Hours	Credits
<b>First Semester</b>				
DRFT 111	Engineering Drafting	2	6	4
DRFT 107	Industrial Blueprint Reading	3	1	3
DRFT 241	Architectural Drafting I	2	6	4
ENGL 111	Communication Skills I	3	0	3
MATH 151	Technical Math I	3	0	3
		<u>13</u>	<u>13</u>	<u>17</u>

<b>Second Semester</b>				
DRFT 120	Descriptive Geometry	2	4	3
DRFT 221	Structural Drafting	2	6	4
DRFT 251	Machine Drafting I	2	6	4
SPCH 105	Interpersonal Communications	3	0	3
MATH 152	Technical Math II	3	0	3
		<u>12</u>	<u>16</u>	<u>17</u>

<b>Third Semester</b>				
DRFT 211	Pipe Drafting I	2	6	4
DRFT 291	Computer Aided Drafting I	2	6	4
*DRFT	Elective	2	6	4
or				
DRFT 283	Cooperative Education for Drafting I	0	20	3
GOVT 211	American National and State Governments I	3	0	3
PHED	Physical Education	0	3	1
		<u>9</u>	<u>21</u>	<u>16</u>

<b>Fourth Semester</b>				
SOCI 111	Principles of Sociology	3	0	3
DRFT 270	Construction Drafting	2	6	4
DRFT 292	Computer Aided Drafting II	2	6	4
DRFT 284	Cooperative Education for Drafting II	0	20	3
or				
	Elective	3	0	3
PHED	Physical Education	0	3	1
		<u>7</u>	<u>15</u>	<u>15</u>

\*Approval of Department Chairperson.

Total Credits Required for a Drafting Technology Degree . . . . . 65



## ELECTRONIC TECHNOLOGY

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

**Length:** Four-Semester (Two-Year) Program

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

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

After completion of a two-year program, the ACC graduate will be prepared to enter the job market with a potential for employment as an electronic technician.

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

## ELECTRONIC TECHNOLOGY

### Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ELEC 110	Introduction to Electronic Technology	3	0	3
ELEC 115	Introduction to Electronic Technology Laboratory	0	3	1
ELEC 120	D.C. Theory and Circuit Analysis	3	0	3
ELEC 125	D.C. Theory and Circuit Analysis Laboratory	0	3	1
*ELEC 100	Basic Computer Programming for Technologies	3	3	4
ELEC 151	Electronic Problems I	3	0	3
PHED	Physical Education	0	3	1
		12	12	16

### Second Semester

ELEC 130	A.C. Theory and Circuit Analysis	3	0	3
ELEC 135	A.C. Theory and Circuit Analysis Laboratory	0	3	1
ELEC 140	Electronics I	3	0	3
ELEC 145	Electronics I Laboratory	0	3	1
ELEC 152	Electronics Problems II	3	0	3
ELEC 160	Electronic Drafting and Design	3	3	4
**ENGL 111	Communication Skills I	3	0	3
		15	9	18

### Third Semester

ELEC 210	Electronics II	3	3	4
ELEC 220	Electronics III	3	3	4
ELEC 270	Microprocessor Programming and Architecture	3	3	4
**ENGL 112	Communication Skills II	3	0	3
PHED	Physical Education	0	3	1
		12	12	16

### Fourth Semester

ELEC 230	Electronic Instrumentation and Measurement Techniques	3	3	4
ELEC 250	Advanced Electronic Circuits	3	3	4
ELEC 291	Microprocessor Programming and Interfacing	3	3	4
	Elective	3	3	4
		12	12	16

\*CSCI 110 or CSCI 112 may be substituted with department approval.

\*\*ENGL 121 and 122 should be substituted if a 4-year degree is planned.

Total Credits Required for  
Electronic Technology Degree ..... 66

## MEDICAL LABORATORY TECHNOLOGY

**Degree:** Associate in Applied Science in Medical Laboratory Technology

**Length:** Six Semesters (Two-Year Program)

**Purpose:** The curriculum in Medical Laboratory Technology is designed to prepare individuals for careers associated with allied health fields by providing an approved, formalized educational program directed toward an Associate Degree in Applied Science. Upon completion of the two year program in Medical Laboratory Technology, the individual will be awarded an Associate Degree in Applied Science and may apply to the appropriate Boards to sit for any of the competency examinations.

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



1. All students will be required to write the American College Test or the Scholastic Aptitude Test.
2. a. A composite score of 16 must be achieved on the ACT, or 713 on the SAT, or a grade point average of 2.0 in nine or more semester hours of credit in courses approved for the Medical Laboratory Technology curriculum.
- b. A student must be eligible to enter MATH 121 and CHEM 111 (as indicated by ACT scores and/or Alvin Community College testing) prior to admission to the Medical Laboratory Technology program.

3. A transfer student must qualify in accordance with the current Department of Medical Laboratory Technology procedures.

**Methods for awarding credit for previous education or training:**

- a. **Transfer of credit from an accredited college or university:**  
Credit will be given for support courses equivalent to those included in the Medical Laboratory Technology Program at Alvin Community College as determined by examination of the syllabus of the transfer course. A grade of "C" or better must have been earned in transfer courses.
  - b. **Credit by examination:**  
Credit will be given for transfer of HMLT courses completed at other accredited schools upon successful completion of written and practical exams. No more than 50% of the course work necessary for a degree may be attained in this way.
  - c. **Credit for advanced standing:**  
Advanced standing may be obtained according to the requirements listed in the Medical Laboratory Technology Handbook.
4. A complete physical examination, including a record of recent immunizations, is to be submitted with the application for admission. After entrance into the program, students are required to have other medical tests performed before they are permitted to enter the clinical affiliates. These additional medical tests may include chest x-ray, TB skin test, urinalysis, blood count, serology, and rubella titer.
  5. An interview with the Director of Medical Laboratory Technology is required. The applicant will be notified of the decision of the Admissions Committee.
  6. MLT students will abide by the curriculum requirements of the MLT department at the time they are accepted into the MLT program. Curriculum requirements of the MLT program take precedence over the *Catalog* under which the students entered Alvin Community College.

**Progression:**

1. After a student has enrolled, the required MLT courses must be completed in proper sequence.
2. Prior to entering the MLT program, a student may take several or all of the general liberal arts courses required in the MLT program.
3. Any required support course completed more than five years previous to the time the student is accepted, or any required HMLT course completed more than three years previous to the time the student is accepted, may not satisfy degree requirements.
4. No grade below a "C" will be acceptable in MLT, biology, math, chemistry, or English courses.

- a. A student who makes a "D" or "F" in one course may repeat that course once in order to obtain a "C" or better. If the student is unable to complete the course successfully the second time, he/she will be subject to redirection.
  - b. A student who makes a total of two (2) or more "D's" or "F's" in a semester or in two consecutive semesters will be subject to redirection.
5. MLT students must maintain a grade point average of at least 2.0 in order to progress in the MLT program.
  6. A student may be terminated from the program if his/her clinical performance is unsatisfactory.
  7. Failure to complete courses in the MLT program within a reasonable length of time (as determined by the program director) may be cause for re-direction.
  8. If a student does not enroll in an MLT course for a semester, he/she must apply for re-admission to the MLT program.
  9. Students are required to earn at least 24 resident semester hours at Alvin Community College.
  10. Hospitalization insurance, malpractice insurance, laboratory coats or uniforms, and transportation to and from various health facilities are the responsibility of the student. Students must have current malpractice insurance to register for courses which include clinical rotation.
  11. The individual will be awarded an Associate Degree in Applied Science and is eligible to apply for any of the competency examinations.

**MEDICAL LABORATORY TECHNOLOGY**

**Associate in Applied Science Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
CHEM 111	Introductory Chemistry I	3	3	4
HMLT 110	Introduction to Medical Technology and Terminology	2	3	3
BIOL 121	Anatomy and Physiology I	3	2	4
HMLT 113	Hematology I	2	8	4
		10	16	15
<b>Second Semester</b>				
BIOL 122	Anatomy and Physiology II	3	2	4
PHED	Physical Education	0	3	1
MATH 121	College Algebra	3	0	3
HMLT 111	Clinical Chemistry I	3	8	5
HMLT 112	Clinical Microbiology I	2	8	4
		11	21	17



**Summer Session (Two-6 weeks)**

HMLT 140	Fluid Analysis	1	0	1
HMLT 150	Parasitology	1	2	2
HMLT 213	Hematology II	2	4	3
		4	6	6

**Third Semester**

HMLT 210	Serology-Immunology	2	4	3
ENGL 121	Composition and Rhetoric I	3	0	3
PHED	Physical Education	0	3	1
HMLT 212	Clinical Microbiology II	2	8	4
HMLT 211	Clinical Chemistry II	3	4	4
		10	19	15

**Fourth Semester**

ENGL 122	Composition and Rhetoric II	3	0	3
HMLT 130	Urinology and Clinical Microscopy	2	4	3
HMLT 220	Clinical Instrumentation	2	4	3
HMLT 230	Immunohematology	2	8	4
	Elective			
or				
PSYC 120	General Psychology	0	0	3
		9	16	16

**Summer Session (12 weeks)**

HMLT 240	MLT—Practicum (5 days per week rotation required)	0	40	6
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Total Credits Required for  
Medical Laboratory Technician  
Degree ..... 75

**MID-MANAGEMENT**

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

**Length:** Four-Semester (Two-Year) Program

**Purpose:** The Mid-Management program prepares individuals for career occupations in the fields of Banking, Production, Real Estate, Retailing, General Mid-Management, and Fashion Merchandising.

**Program Requirements:** The Banking curriculum follows the requirements of the American Institute of Banking in providing the Basic and Standard certificates of the American Institute of Banking. The Production, Real Estate, General Mid-Management, Retailing, and Fashion Merchandising curriculums contain a core of required courses including four management courses, four semesters of internship, general education courses, and a recommended list of electives. In addition, four specialized courses are taken in the area of specialization chosen by the student. Emphasis is thereby placed on training the individual for a particular specialized occupation by providing a combination of general courses, specialized courses, and internships.

**MID-MANAGEMENT**

**Associate in Applied Science Degree Program**

Course Number	Course Title	Lecture	Lab	Course
		Hours	Hours	Credits
<b>First Semester</b>				
MMGT 111	Supervision	3	0	3
MMGT 112	Internship	0	20	3
*ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
BUAD 130	Business Mathematics	3	0	3
	**Elective	3	0	3
		12	23	16

**Second Semester**

MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	20	3
*ENGL 112	Communication Skills II	3	0	3
PHED	Physical Education	0	3	1
PSYC 120	General Psychology			
or				
BUAD 150	Business Psychology	3	0	3
	**Elective	3	0	3
		12	23	16

**Third Semester**

MMGT 211	Personnel Management	3	0	3
MMGT 212	Internship	0	20	3
SOCI 111	Principles of Sociology			
or				
ECON 111	Principles of Economics I	3	0	3
	**Elective	6	0	6
		12	20	15

**Fourth Semester**

MMGT 221	Problems in Management	3	0	3
MMGT 222	Internship	0	20	3
GOVT 211	American National and State Government I			
or				
ECON 112	Principles of Economics II	3	0	3
	**Elective	6	0	6
		12	20	15

\*ENGL 121 or 122 should be substituted if a 4-year degree is planned.

\*\*Suggested electives are ACCT 221, 222, BUAD 110, 120, CSCI 110, MATH 180, 190, REAL 230, SECT 121, 150, MMGT 123.

Total for 2-year curriculum ..... 62



**MID-MANAGEMENT  
BANK SPECIALIZATION**

**Associate in Applied Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
BANK 130	Principles of Bank Operations	3	0	3
ECON 111	Principles of Economics I	3	0	3
*ENGL 111	Communication Skills I	3	0	3
ACCT 221	Principles of Accounting I	3	1	3
BUAD 130	General Business Mathematics	3	0	3
PHED	Physical Education	0	3	1
<b>Total</b>		<b>15</b>	<b>4</b>	<b>16</b>

**Second Semester**

BANK 140	Money and Banking	3	0	3
*ENGL 112	Communication Skills II	3	0	3
ACCT 222	Principles of Accounting II	3	1	3
BANK 280	Teller Training Seminar	3	0	3
ECON 112	Principles of Economics II	3	0	3
PHED	Physical Education	0	3	1
<b>Total</b>		<b>15</b>	<b>4</b>	<b>16</b>

**Third Semester**

MMGT 111	Supervision	3	0	3
**MMGT 112	Internship	0	20	3
CSCI 110	Introduction to Computer Science	3	3	4
PSYC 120	General Psychology			
or				
BUAD 150	Business Psychology	3	0	3
SOCI 111	Principles of Sociology	3	0	3
<b>Total</b>		<b>12</b>	<b>23</b>	<b>16</b>

**ADDITIONAL REQUIREMENTS FOR AIB STANDARD  
CERTIFICATE**

**Bank Specialization**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>Fourth Semester</b>				
MMGT 121	Principles of Management	3	0	3
**MMGT 122	Internship	0	20	3
BANK 230	Marketing for Bankers	3	0	3
GOVT 211	American National and State Governments I	3	0	3
	Elective	3	0	3
<b>Total</b>		<b>12</b>	<b>20</b>	<b>15</b>

\*These courses correspond to AIB courses: Bank Letters and Reports and Effective English. ENGL 121 and 122 may be substituted if a 4-year degree is planned.  
\*\*In lieu of internship, the student may elect to substitute electives approved by the department of any banking functions courses. Suggestions include:

BANK 150	Analyzing Bank Financial Statements
BANK 240	Bank Investments
BANK 250	Credit Administration
BANK 260	Supervision and Personnel Administration
BANK 270	Installment Credit

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

**FASHION MERCHANDISING**

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

**Length:** Four-Semester (Two-Year) Program

**Purpose:** The Fashion Merchandising curriculum develops an overview of the fashion industry, its principles, and procedures. The graduate of this program could expect to continue a trend of upward mobility in the field of Fashion Merchandising. Either the person currently working in a fashion-related area or the immediate post-high school student interested in fashion merchandising will find this curriculum applicable.

**Program Requirements:** The Fashion Merchandising Curriculum combines a careful blending of fashion merchandising principles, fashion merchandising courses, and management courses such as Introduction to Management, Principles of Management, Personnel Management, and Problems in Management with general education courses such as two semesters of communications skills and two semesters of social science to provide the student with a balanced education and a strong marketable skill. In addition, the student serves four semesters of internship to combine practical experience with his/her class instruction. The internship requires the intern to work a minimum of twenty hours per week at an approved work station. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.





**MID-MANAGEMENT  
FASHION MERCHANDISING SPECIALIZATION**

**Associate in Applied Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
MMGT 111	Supervision	3	0	3
*FASH 112	Internship	0	20	3
*ENGL 111	Communication Skills I	3	0	3
FASH 130	Introduction to Fashion Merchandising	3	0	3
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	2	1
		<u>12</u>	<u>22</u>	<u>16</u>

**Second Semester**

MMGT 121	Principles of Management	3	0	3
*FASH 122	Internship	0	20	3
*ENGL 112	Communication Skills II	3	0	3
FASH 150	Merchandising Math	3	0	3
FASH 140	Fashion Buying and Merchandising	3	0	3
PHED	Physical Education	0	2	1
		<u>12</u>	<u>22</u>	<u>16</u>

**Third Semester**

MMGT 211	Personnel Management	3	0	3
FASH 212	Internship	0	20	3
FASH 210	Fashion Sales Promotion	3	0	3
GOVT 211	American National and State Governments I	3	0	3
or				
ECON 111	Principles of Economics I	3	0	3
PSYC 120	General Psychology	3	0	3
or				
BUAD 150	Business Psychology	3	0	3
		<u>12</u>	<u>20</u>	<u>15</u>

**Fourth Semester**

MMGT 221	Problems in Management	3	0	3
FASH 222	Internship	0	20	3
FASH 220	Textiles	3	0	3
FASH 230	Fashion Fundamentals	3	0	3
*** Elective		3	0	3
		<u>12</u>	<u>20</u>	<u>15</u>

- \*These courses replace MMGT internship classes.
- \*\*ENGL 121 or 122 should be substituted if a 4-year degree is planned.
- \*\*\*Suggested electives include RETL 130, SECT 130, BUAD 120.

Total Credits Required for Fashion Merchandising Degree . . . . . 62

**MID-MANAGEMENT  
PRODUCTION SPECIALIZATION**

**Associate in Applied Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
MMGT 111	Supervision	3	0	3
MMGT 112	Internship	0	20	3
	*Elective	3	0	3
*ENGL 111	Communication Skills I	3	0	3
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>23</u>	<u>16</u>

**Second Semester**

MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	20	3
*ENGL 112	Communication Skills II	3	0	3
*BUAD 130	Business Math	3	0	3
GOVT 211	American National and State Governments I	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>23</u>	<u>16</u>

**Third Semester**

MMGT 211	Personnel Management	3	0	3
MMGT 212	Internship	0	20	3
PROD 230	Industrial Management	3	0	3
ECON 111	Principles of Economics I	3	0	3
PSYC 120	General Psychology	3	0	3
or				
BUAD 150	Business Psychology	3	0	3
		<u>12</u>	<u>20</u>	<u>15</u>



**Fourth Semester**

MMGT 211	Problems in Management	3	0	3
MMGT 222	Internship	0	20	3
PROD 240	Production Planning and Control	3	0	3
ECON 112	Principles of Economics II	3	0	3
	Elective	3	0	3
		<u>12</u>	<u>20</u>	<u>15</u>

\*MATH 180 and MATH 190 may be substituted if a 4-year degree is planned.  
 \*\*ENGL 121 and 122 may be substituted if a 4-year degree is planned.

Total for two-year curriculum . . . . . 62

**MID-MANAGEMENT  
 REAL ESTATE SPECIALIZATION**

**Associate in Applied Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
MMGT 111	Supervision	3	0	3
MMGT 112	Internship	0	20	3
REAL 130	Principles of Real Estate	3	0	3
*ENGL 111	Communication Skills I	3	0	3
REAL 140	Real Estate Mathematics	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>23</u>	<u>16</u>
<b>Second Semester</b>				
MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	20	3
BUAD 130	Business Mathematics	3	0	3
*ENGL 112	Communication Skills II	3	0	3
REAL 220	Real Estate Practice	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>23</u>	<u>16</u>
<b>Third Semester</b>				
MMGT 211	Personnel Management	3	0	3
MMGT 212	Internship	0	20	3
REAL 240	Real Estate Finance	3	0	3
PSYC 120	General Psychology			
or				
BUAD 150	Business Psychology	3	0	3
SOCI 111	Principles of Sociology			
or				
ECON 111	Principles of Economics I	3	0	3
		<u>12</u>	<u>20</u>	<u>15</u>

**Fourth Semester**

MMGT 221	Problems in Management	3	0	3
MMGT 222	Internship	0	20	3
REAL 250	Real Estate Brokerage	3	0	3
REAL 260	Real Estate Appraisal	3	0	3
GOVT 211	American National and State Governments I			
or				
ECON 112	Principles of Economics II	3	0	3
		<u>12</u>	<u>20</u>	<u>15</u>

\*ENGL 121 and 122 may be substituted if a 4-year degree is planned.

Total for 2-year curriculum . . . . . 62

**MID-MANAGEMENT  
 RETAIL SPECIALIZATION**

**Associate in Applied Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
MMGT 111	Supervision	3	0	3
MMGT 112	Internship	0	20	3
RETL 130	Principles of Retailing	3	0	3
*ENGL 111	Communication Skills I	3	0	3
SOCI 111	Principles of Sociology			
or				
ECON 111	Principles of Economics I	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>23</u>	<u>16</u>
<b>Second Semester</b>				
MMGT 121	Principles of Management	3	0	3
MMGT 122	Internship	0	20	3
BUAD 130	Business Mathematics	3	0	3
*ENGL 112	Communication Skills II	3	0	3
GOVT 211	American National and State Governments I			
or				
ECON 112	Principles of Economics II	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>23</u>	<u>16</u>



**Third Semester**

MMGT 211	Personnel Management	3	0	3
MMGT 212	Internship	0	20	3
RETL 230	Principles of Marketing	3	0	3
PSYC 120	General Psychology	3	0	3
or				
BUAD 150	Business Psychology	3	0	3
	Elective	3	0	3
		12	20	15

**Fourth Semester**

MMGT 221	Problems in Management	3	0	3
MMGT 222	Internship	0	20	3
RETL 250	Selling and Salesmanship	3	0	3
RETL 260	Retail Merchandise Management	3	0	3
	Elective	3	0	3
		12	20	15

\*ENGL 121 and 122 may be substituted if a 4-year degree is planned.

Total for 2-year curriculum . . . . . 62

**NURSING**

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

**Length:** Two Year Program

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

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

**Admission Requirements:**

1. A new class begins each fall semester. Qualified applicants will be admitted according to space available. To be considered for admission to the Associate Degree Nursing Program, the applicant must:
  - a. be a high school or G.E.D. graduate.
  - b. make application to A.C.C. and fulfill the admission requirements of the College.
  - c. make application to the ADN department.
  - d. score 16 or higher on ACT composite or a minimum combined math and verbal SAT score of 713

or

 if ACT composite is 14 or 15, attain an overall grade point average (GPA)\* of 2.5 on a minimum of seven (7) credit hours taken at Alvin Community College (excluding developmental courses and orienta-

tion) and including at least one (1) natural science course required in the nursing curriculum.

- e. submit official copies of transcripts of all previous college work to the ADN Department.
  - f. have a personal interview with the Director, or her designate, to discuss program requirements and develop a degree plan.
  - g. remove all academic deficiencies (i.e. complete developmental courses if English, math, or social science ACT scores are below 16).
  - h. submit a health history and physical examination prior to enrollment, reported on a form provided by the ADN Department.
2. Any science or nursing course completed more than five (5) years prior to the time the student is accepted may not satisfy requirements for a degree in nursing.
  3. Transcripts may not reflect more than one (1) "D," "F," or "WF" in a science or nursing course taken within five (5) years of the date of acceptance into the ADN program. Applicants who have had a repetition of more than one (1) science or nursing course within five (5) years of application are ineligible.
  4. A student not enrolled in a Nursing course for one or more semesters for any reason is termed a withdrawal and must make application for re-admission. Consideration for re-admission will be on an individual basis and as space permits. Evidence of competency in previously completed nursing courses may be required prior to re-admission.
  5. Transfer students will be admitted only if space is available. Transfer students must:
    - a. meet above admission criteria.
    - b. have a recommendation from the Dean/Director of their previous program.
    - c. have cumulative GPA of 2.0 or better on all courses being transferred into the nursing curriculum. Courses equivalent to NURS 110 and NURS 211 are the only nursing courses which will be accepted for transfer.
    - d. provide the ADN Department with an official transcript from each institution attended.
    - e. not currently be on suspension or academic probation from another college.
    - f. Evidence of competency in previously completed nursing courses may be required prior to admission.
  6. LVN's, currently licensed in Texas, will be permitted to take the challenge tests for Introduction to Nursing once all admission criteria are met.
  7. The ACT/SAT requirements will be waived for those applicants with a bachelor's degree.

\*The overall GPA will be computed on all hours attempted at ACC in which a grade of "A", "B", "C", "D", "F", or "WF" was recorded. If a course is repeated, both attempts will be computed.

**Progression Policies:**

1. Students will abide by the current ADN admission and curriculum requirements at the time they are admitted or readmitted to the Associate Degree Nursing Program.



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

## NURSING

### Associate in Applied Science Degree Program

#### FIRST YEAR

##### Fall Semester

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
BIOL 121	Anatomy and Physiology I	3	2	4
NURS 110	Introduction to Nursing	4	13	8
PSYC 120	General Psychology	3	0	3
		<u>10</u>	<u>15</u>	<u>15</u>

##### Spring Semester

BIOL 122	Anatomy and Physiology II	3	2	4
NURS 211	Medical/Surgical Nursing I	4	16	9
PSYC 130	Child Growth and Development	3	0	3
		<u>10</u>	<u>18</u>	<u>16</u>

##### Summer Semester I

ENGL 121	Composition and Rhetoric I	3	0	3
PHED	Physical Education	0	3	1
		<u>3</u>	<u>3</u>	<u>4</u>

or

NURS 130	Psychiatric Nursing	4	12	4
		<u>4</u>	<u>12</u>	<u>4</u>

##### Summer Semester II

NURS 130	Psychiatric Nursing	4	12	4
		<u>4</u>	<u>12</u>	<u>4</u>

or

ENGL 121	Composition and Rhetoric I	3	0	3
PHED	Physical Education	0	3	1
		<u>3</u>	<u>3</u>	<u>4</u>

#### SECOND YEAR

##### Fall Semester

BIOL 225	Microbiology	3	2	4
NURS 212	Medical/Surgical Nursing II	4	16	9
ENGL 122	Composition and Rhetoric II	3	0	3
		<u>10</u>	<u>18</u>	<u>16</u>

##### Spring Semester

NURS 213	Maternity Nursing (8 weeks)	4	13	4
NURS 214	Child Health Nursing (8 weeks)	4	13	4
NURS 221	Professional Development	1	2	2
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	3	1
		<u>8</u>	<u>18</u>	<u>14</u>

Total Credits Required for an Associate Nursing Degree ..... 69

### NURSING TRANSITION (LVN to RN)

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

**Length:** One-Year Program

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

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

**Program Requirements:** The transition curriculum follows the basic requirements for the generic ADN program. Upon completion of the required prerequisite courses, the LVN student will enroll in a 4-credit transition course. All remaining courses will be taken with generic ADN students. Transition students must meet the ADN admission requirements and progression policies.



## NURSING TRANSITION

### Associate in Applied Science Degree Program

#### Prerequisite Courses

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
*BIOL 121	Anatomy and Physiology I	3	2	4
*BIOL 122	Anatomy and Physiology II	3	2	4
*PSYC 120	General Psychology	3	0	3
*PSYC 130	Child Growth and Development	3	0	3
*ENGL 121	Composition and Rhetoric	3	0	3
PHED	Physical Education	0	3	1
		15	7	18

#### Summer Session I

NURS 115	Nursing Transition	4	12	4
		4	12	4
	Credit for Experience	0	0	13

#### Summer Semester II

NURS 130	Psychiatric Nursing	4	12	4
		4	12	4

#### Fall Semester

BIOL 225	Microbiology	3	2	4
NURS 212	Medical/Surgical Nursing II	4	16	9
ENGL 122	Composition and Rhetoric II	3	0	3
		10	18	16

#### Spring Semester

NURS 213	Maternity Nursing (8 weeks)	4	13	4
NURS 214	Child Health Nursing (8 weeks)	4	13	4
NURS 221	Professional Development	1	2	2
SOCI 111	Principles of Sociology	3	0	3
PHED	Physical Education	0	3	1
		8	18	14

\*Must be completed prior to enrollment in NURS 115

Total Credits Required for an  
Associate Nursing Degree ..... 69

## PRODUCTION

Please see Mid-Management, Production Specialization.

## REAL ESTATE

Please see Mid-Management, Real Estate Specialization; Certificate Program.

## RETAIL

Please see Mid-Management, Retail Specialization; Certificate Program.

## RESPIRATORY THERAPY

**Degree:** Associate Degree in Applied Science

**Length:** 22 months

**Purpose:** The purpose of Alvin Community College Respiratory Therapy is to provide an approved, formalized, educational program that will prepare competent men and women for careers in respiratory therapy. The registry program prepares individuals for an allied health specialty in clinical care and management of respiratory disorders. The twenty-two month program leads to an Associate in Applied Science Degree and qualifies individuals to apply to the Registered Respiratory Therapist Board Examination.

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

Students in the registry option may apply for a Certificate of Completion (for the certification option) in the fall semester of their second year provided they have completed the requirements for the certification program. HRTT 210 and HRTT 212 must be completed in place of HRTT 113 and HRTT 119 in order to apply for the Certificate of Completion. This certificate will allow the student to attempt the National Entry Level Exam for Respiratory Therapy which is administered the following March.

#### Admission Requirements:

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

or

  - e. if ACT composite is between 12 and 15, remove all academic deficiencies by completing the appropriate developmental courses in English, Math, Reading.
  - f. complete a physical examination which includes chest x-ray, TB skin test, serology, and urinalysis upon acceptance to the program
  - g. interview with the Director of Respiratory Therapy
2. Any science or Respiratory Therapy course completed more than five (5) years prior to the student being accepted may not satisfy requirements for a degree in Respiratory Therapy.



3. Transfer students must complete the following:
  - a. meet the above admission criteria
  - b. have a cumulative GPA of 2.0 or better on all courses being transferred into the Respiratory Therapy curriculum.
  - c. provide the Admissions Office with an official transcript from each institution attended
  - d. provide the Respiratory Therapy Department with a copy of transcript from each institution attended.
  - e. provide the Respiratory Therapy Department with a description and/or syllabus of each course being considered for transfer
  - f. not currently be on suspension or academic probation from another college
  - g. credit will be given for support courses equivalent to those included in the Respiratory Therapy Program at Alvin Community College as determined by examination of the syllabus of the transfer course. A grade of "C" or better must have been earned in transfer courses.
4. An RT student will abide by the curriculum requirements of the RT Department at the time they are accepted into the program. Curriculum requirements of the RT program take precedence over the *Catalog* under which the student entered Alvin Community College.
5. A new class begins each fall semester. Qualified applicants will be admitted according to space availability.
6. The ACT requirements will be waived for those applicants with a Bachelor's Degree.

**Alternate Enrollment:**

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

**Progression Policies:**

1. The Respiratory Therapy students will abide by the admission and curriculum requirements of the Respiratory Therapy Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the Respiratory Therapy programs, all Respiratory Therapy courses must be completed in the proper sequence as shown in the catalog and degree plan, or must have the approval of the program director.
3. No grade below a "C" in a Respiratory Therapy or science/math course will be acceptable for progression.
4. A student will be terminated from the program if clinical performance is unsatisfactory as determined by the clinical instructor and the program director. This action may be taken at any time during the semester or at the end of the semester.
5. Only two (2) attempts in any science/math or any Respiratory Therapy course will be permitted. An attempt is defined as a course in which a grade of "D," "F," or "WF" is recorded on the transcript.

6. Students requiring a repetition of more than one (1) of these courses will be terminated from the Respiratory Therapy Program.
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 may not be allowed to return to the clinical area if he/she must be on medications which may interfere with his/her ability to perform satisfactorily.
8. A student who is pregnant must present a physician's statement giving evidence of her ability to perform the work required.

**RESPIRATORY THERAPY**

**Associate in Applied Science  
Registry Option**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester (Fall)</b>				
HRTT 109	Cardiopulmonary Anatomy and Physiology	3	0	3
HRTT 111	Introduction to Respiratory Therapy	3	2	4
HRTT 114	Respiratory Therapy Procedures I	3	10	4
HRTT 120	Pharmacology	3	0	3
MATH 121	College Algebra	3	0	3
		<u>15</u>	<u>12</u>	<u>17</u>
<b>Second Semester (Spring)</b>				
HRTT 116	Clinical Medicine and Pulmonary Disorders	4	2	3
HRTT 117	Respiratory Therapy Procedures II	3	2	4
HRTT 112	Clinical Practical I	0	16	2
BIOL 121	Anatomy and Physiology I	3	2	4
ENGL 121	Composition and Rhetoric I	3	0	3
		<u>13</u>	<u>22</u>	<u>16</u>
<b>Third Semester (Summer Session I)</b>				
ENGL 122	Composition and Rhetoric II	3	0	3
PSYC 120	General Psychology	3	0	3
		<u>6</u>	<u>0</u>	<u>6</u>
<b>Fourth Semester (Summer Session II)</b>				
HRTT 115	Pediatrics	2	0	2
HRTT 210	Clinical Practical IV	0	9	3
		<u>2</u>	<u>9</u>	<u>5</u>



**Fifth Semester (Fall)**

HRTT 212	Clinical Practical V	0	16	2
HMLT 123	Medical Microbiology	2	3	3
HRTT 217	Advanced Intensive Care Procedures	3	0	3
HRTT 216	Advanced Pathophysiology	3	0	3
PHED	Physical Education	0	3	1
		<u>8</u>	<u>22</u>	<u>12</u>

**Sixth Semester (Spring)**

HRTT 211	Clinical Management and Education	3	8	3
BIOL 122	Anatomy and Physiology II	3	2	4
PHED	Physical Education	0	3	1
CHEM 111	Introductory Chemistry I Elective	3	3	4
		<u>3</u>	<u>0</u>	<u>3</u>
		12	16	15

**Seventh Semester (Summer Session I)**

HRTT 218	Review and Seminar	2	0	1
HRTT 219	Specialty Rotations	0	12	4
		<u>2</u>	<u>12</u>	<u>5</u>

Total Credits Required for an  
Respiratory Therapy Degree..... 76

**SECRETARIAL SCIENCE**

**Executive Secretary**

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

**Length:** Four-Semester (Two-Year) Program

**Purpose:** The Associate in Applied Science Degree curriculum in Secretarial Science offers a background in business courses which prepares the student for employment in the secretarial field. It is designed for those seeking first employment and for those seeking promotion in the secretarial field. The program meets the need for efficient executive secretaries in businesses in the fast-growing Gulf Coast area.

**Program Requirements:** The two-year curriculum in Secretarial Science provides instruction in areas required for competence as an executive secretary in a business office. The curriculum includes courses in secretarial science and related courses, plus general electives. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate in Applied Science Degree in Secretarial Science.

**Internship Option:** The Executive Secretarial student may choose to serve an internship during the third and fourth semesters of the program, for pay and for college credit. The student desiring to serve an internship omits two 3-hour courses — the two are decided on an individual basis in conference with departmental personnel.

**SECRETARIAL SCIENCE**

**Executive Secretary**

**Associate in Applied Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
SECT 160	Office Accounting	2	1	3
BUAD 130	General Business Math	3	0	3
*ENGL 111	Communication Skills I	3	0	3
SECT 111	Shorthand I	3	2	3
SECT 121	Typewriting I	2	3	3
PHED	Physical Education	0	3	1
		<u>13</u>	<u>9</u>	<u>16</u>
<b>Second Semester</b>				
*ENGL 112	Communication Skills II	3	0	3
BUAD 110	Introduction to Business	3	0	3
SECT 150	Office Machines	2	3	3
SECT 112	Shorthand II	3	2	3
SECT 122	Typewriting II	2	3	3
PHED	Physical Education	0	3	1
		<u>13</u>	<u>11</u>	<u>16</u>
<b>Third Semester</b>				
SECT 250	Word Processing	2	3	3
SECT 130	Business Communication	3	0	3
SECT 210	Shorthand III	3	2	3
SOCI 111	Principles of Sociology	3	0	3
GOVT 211	American National and State Governments I	3	0	3
SECT 220	Typewriting III	2	3	3
		<u>16</u>	<u>8</u>	<u>18</u>
<b>Fourth Semester</b>				
SECT 230	Records Management	2	3	3
SECT 140	Secretarial Practice	3	2	3
SECT 260	Word Processing Applications	2	3	3
GOVT 212	American National and State Governments II	3	0	3
BUAD 120 or	Business Law I			
	Elective	3	0	3
		<u>13</u>	<u>8</u>	<u>15</u>

\*ENGL 121 and 122 should be substituted if a 4-year degree is planned.

Total Credits Required for  
Secretarial Science Degree ..... 65



## SECRETARIAL SCIENCE

### Legal Secretary

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

**Length:** Four-Semester (Two-Year) Program

**Purpose:** The Associate in Applied Science Degree curriculum in Secretarial Science offers a background in business courses which prepares the student for employment in the legal secretarial field. The program meets the need for efficient legal secretaries in businesses in the fast-growing Gulf Coast area.

**Program Requirements:** This two-year curriculum in Secretarial Science provides instruction in areas required for competence as a secretary in a legal office. The curriculum includes secretarial science and related courses. Upon satisfactory completion of the two-year curriculum, the student will be awarded the Associate in Applied Science Degree in Secretarial Science.

**Internship Option:** The Legal Secretary student may choose to serve an internship during the third and fourth semesters of the program, for pay and for college credit. The student desiring to serve an internship omits two 3-hour courses — the two are decided on an individual basis in conference with departmental personnel.

## SECRETARIAL SCIENCE

### Legal Secretary

#### Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
SECT 160	Office Accounting	2	1	3
BUAD 130	General Business Math	3	0	3
*ENGL 111	Communication Skills I	3	0	3
SECT 111	Shorthand I	3	2	3
SECT 121	Typewriting I	2	3	3
PHED	Physical Education	0	3	1
		<u>13</u>	<u>9</u>	<u>16</u>
<b>Second Semester</b>				
BUAD 120	Business Law I	3	0	3
*ENGL 112	Communication Skills II	3	0	3
SECT 150	Office Machines	2	3	3
SECT 112	Shorthand II	3	2	3
SECT 122	Typewriting II	2	3	3
PHED	Physical Education	0	3	1
		<u>13</u>	<u>11</u>	<u>16</u>

### Third Semester

SECT 250	Word Processing	2	3	3
SECT 230	Records Management	2	3	3
SECT 130	Business Communication	3	0	3
SECT 210	Shorthand III	3	2	3
GOVT 211	American National and State Governments I	3	0	3
SECT 220	Typewriting III	<u>2</u>	<u>3</u>	<u>3</u>
		15	11	18

### Fourth Semester

SECT 143	Legal Secretarial Practice	3	2	3
SECT 144	Legal Terminology	4	1	3
SECT 260	Word Processing Applications	2	3	3
GOVT 212	American National and State Governments II	3	0	3
BUAD 122 or REAL 130	Business Law II Real Estate Principles	<u>3</u>	<u>0</u>	<u>3</u>
		15	6	15

\*ENGL 121 and 122 should be substituted if a 4-year degree is planned.

Total Credits Required for  
Secretarial Science Degree ..... 65

## SECRETARIAL SCIENCE

### Medical Secretary

#### Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
SECT 160	Office Accounting	2	1	3
BUAD 130	General Business Math	3	0	3
*ENGL 111	Communication Skills I	3	0	3
SECT 111	Shorthand I	3	2	3
SECT 121	Typewriting I	2	3	3
PHED	Physical Education	0	3	1
		<u>13</u>	<u>9</u>	<u>16</u>



**Second Semester**

*ENGL 112	Communication Skills II	3	0	3
BUAD 110	Introduction to Business	3	0	3
SECT 150	Office Machines	2	3	3
SECT 112	Shorthand II	3	2	3
SECT 122	Typewriting II	2	3	3
PHED	Physical Education	0	3	1
		<u>13</u>	<u>11</u>	<u>16</u>

**Third Semester**

SECT 250	Word Processing	2	3	3
SECT 230	Records Management	2	3	3
SECT 130	Business Communication	3	0	3
SECT 210	Shorthand III	3	2	3
GOVT 211	American National and State Governments I	3	0	3
SECT 220	Typewriting III	2	3	3
		<u>15</u>	<u>11</u>	<u>18</u>

**Fourth Semester**

SECT 141	Medical Secretarial Practices	3	2	3
SECT 260	Word Processing Applications	2	3	3
SECT 142	Medical Terminology	4	1	3
GOVT 212	American National and State Governments II	3	0	3
BUAD 120	Business Law I or Elective	3	0	3
		<u>15</u>	<u>6</u>	<u>15</u>

\*ENGL 121 and 122 should be substituted if a 4-year degree is planned.

Total Credits Required for Secretarial Science Degree ..... 65

**WELDING**

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

**Length:** Four-Semester (Two-Year) Program

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

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

**WELDING**

**Associate in Applied Science Degree Program**

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
WELD 110	Welding Processes	2	6	4
WELD 121	Arc Welding (Plate I)	2	6	4
WELD 160	Shop Equipment and Safety	1	2	2
DRFT 110	Fundamentals of Drafting (including Blueprint reading)	2	4	3
PHED	Physical Education	0	3	1
		<u>7</u>	<u>21</u>	<u>14</u>

**Second Semester**

WELD 131	Basic MIG and TIG	2	6	4
WELD 122	Arc Welding (Plate II)	2	6	4
MATH 151	Technical Math I	3	0	3
*ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
		<u>10</u>	<u>15</u>	<u>15</u>

**Third Semester**

WELD 241	Basic Layout Design and Fabrication	1	4	3
WELD 251	Pipe Welding I	2	6	4
WELD 231	Advanced MIG and TIG	2	6	4
DRFT 211	Pipe Drafting I	2	6	4
*ENGL 112	Communication Skills II	3	0	3
		<u>10</u>	<u>22</u>	<u>18</u>

**Fourth Semester**

WELD 242	Adv. Layout Design and Fabrication	1	4	3
WELD 252	Pipe Welding II	2	6	4
SOCI 111	Principles of Sociology	3	0	3
	Electives	6	0	6
		<u>12</u>	<u>10</u>	<u>16</u>

\*ENGL 121 and 122 may be substituted if a 4-year degree is planned.

Total Credits Required for the Welding Degree ..... 63



## ASSOCIATE IN GENERAL STUDIES DEGREE

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

**Length:** Four-Semester (Two-Year) Program

**Purpose:** The program is designed for the student who wishes to pursue a multi-disciplinary academic program for personal enrichment but who does not have a specific baccalaureate degree goal. However, in some academic areas, this program may meet the requirements for more advanced study. (The student wishing to continue should consult with the receiving institution about transfer of courses.) Students who successfully complete the following program of study, in addition to meeting the graduation requirements (pages 27-28), will be eligible to receive the Associate in General Studies degree.

## ASSOCIATE IN GENERAL STUDIES DEGREE

Course Title	Course Credits
English 121 and English 122*	6
**History 141 and History 142	6
Government 211 and Government 212	6
Sciences/Mathematics/Computer Instruction	3
Multidisciplinary Electives	41
	<hr/> 62

\*Speech 110 may be substituted for English 122.

\*\*One semester of Texas history (HIST 131 or HIST 132) may be substituted for one semester of U.S. history (HIST 141 or HIST 142).

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

## CERTIFICATE PROGRAMS

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

Air Conditioning & Refrigeration	Mid-Management
Automotive Technology	Banking
Child Care and Development	Fashion Merchandising
Clerical	Production
Communications	Real Estate
Computer Science	Retail
Criminal Justice	Nursing Assistant
Correctional Administration	Respiratory Therapy Technician
Correctional Science	Stenography
Law Enforcement & Police Administration	Vocational Nursing
Drafting	Welding
Electronics	

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

## AIR CONDITIONING AND REFRIGERATION

**Degree:** Certificate

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

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

**Program Requirements:** In addition to the general requirements for admission to the College, entry in the Air Conditioning and Refrigeration Program requires a personal interview with the Air Conditioning and Refrigeration Department Chairperson.

## AIR CONDITIONING AND REFRIGERATION

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ACRH 131	Air Conditioning Fundamentals I	3	0	3
ACRH 133	Air Conditioning & Electrical Circuits I	3	0	3
ACRH 140	Introduction to Refrigeration	3	3	4
MATH 151	Technical Math I	3	0	3
PHYS 133	Technical Physics I	3	3	4
PHED	Physical Education	0	3	1
		<hr/> 15	<hr/> 9	<hr/> 18





**Second Semester**

ACRH 132	Air Conditioning Fundamentals II	3	3	4
ACRH 141	Refrigeration Systems Servicing I	3	3	4
ACRH 170	Domestic Refrigeration	3	1	3
ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>10</u>	<u>15</u>

**First Summer Session**

ACRH 135	Air Conditioning and Refrigeration Troubleshooting	1	3	2
	Total Credits Required for the Air Conditioning & Refrigeration Certificate			35

**AUTOMOTIVE TECHNOLOGY**

**Degree:** Certificate

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

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

**Program Requirements:** The curriculum includes technical courses in automotive mechanics and courses in related subjects as well as general education courses. Each student is urged to consult with the Department Chairperson of Automotive Technology in planning his/her program.

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

**Certificate in Automotive Technology**

Course	Lecture Hours	Lab Hours	Course Credits
Group I	14	28	28
Group II	9	0	9
Total			37

**Group I**

- Basic Automotive Internal Combustion Engine
- Automotive Electricity and Ignition System
- Carburetion and Fuel System
- Automotive Transmission
- Automotive and Truck Chassis
- Automotive Air Conditioning
- Repair Shop Organization and Management

**Group II**

- Technical Math I
- Fundamentals of Drafting
- Technical Math II
- Communication Skills I
- Welding Processes
- Introduction to Business
- Communication Skills II
- Automotive Diagnosis

Total Credits Required for Automotive Technology Certificate . . . . . 37

**CHILD CARE AND DEVELOPMENT**

**Degree:** Certificate

**Length:** Thirty-Two Semester Hours

**Purpose:** The certificate program is designed for mature persons working in the child care field. A certificate represents the completion of 32 hours of approved course work.

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

**Child Care and Development**

Course	Lecture Hours	Lab Hours	Course Credits
Group I	21	0	21
Group II	9	0	9
Physical Education	0	6	2
	<u>30</u>	<u>6</u>	<u>32</u>

**Group I**

- Pre-School and Day Care Programs
- Exceptional Children
- Child Care Recreation
- Child Care Services
- Introductory Creative Activities
- Literature for Young Children
- Music for Young Children
- Child Nutrition and Health Care
- Child Care and Development Administration of Pre-School and Day Care Programs
- Seminar and Field Work

**Group II**

- Principles of Sociology
- Social Problems
- General Psychology
- Marriage and Family
- Communication Skills

Total Credits Required for Child Care & Development Certificate . . . . . 32



## COMMUNICATIONS

**Degree:** Certificate

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

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

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

### Certificate in Broadcasting

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
COMM 105	Introduction to Mass Communications	3	0	3
COMM 115	Writing for Mass Media	3	0	3
COMM 210	Radio News Workshop	1	4	3
COMM 220	Independent Study	3	0	3
		<u>13</u>	<u>4</u>	<u>15</u>

<b>Second Semester</b>				
COMM 111	Basic Recording Techniques	1	2	3
COMM 211	Radio Production	1	4	3
COMM 224	Radio and TV Announcing	3	0	3
COMM 221	Independent Study	3	0	3
COMM 222	Public Relations	3	0	3
		<u>11</u>	<u>6</u>	<u>15</u>

Total Credits Required for  
Communications — Broadcasting Certificate . . . . . 30

### Certificate in Sound Reinforcement and Recording

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 111	Communication Skills I	3	0	3
COMM 105	Introduction to Mass Communications	3	0	3
COMM 211	Radio Production	1	4	3
COMM 111	Basic Recording Techniques	1	2	3
MUSC 110	Introduction to Music	3	0	3
		<u>11</u>	<u>6</u>	<u>15</u>

### Second Semester

ELEC 110	Introduction to Electronics Technology	3	0	3
ELEC 115	Introduction to Electronics Technology Lab	0	3	1
COMM 112	Advanced Recording Techniques	1	2	3
MUSC 105	Business of Music	3	0	3
COMM 220	Independent Study	3	0	3
COMM 111A	Intermediate Recording Techniques	1	2	3
		<u>11</u>	<u>7</u>	<u>16</u>

Total Credits Required for  
Communications — Sound Reinforcement &  
Recording Certificate . . . . . 31

### Certificate in Television

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 121	Composition and Rhetoric I	3	0	3
COMM 105	Introduction to Mass Communications	3	0	3
COMM 115	Writing for Mass Communications	3	0	3
COMM 113	TV Production I	3	0	3
COMM 224	Radio and TV Announcing	3	0	3
		<u>15</u>	<u>0</u>	<u>15</u>

<b>Second Semester</b>				
COMM 212	Advertising	3	0	3
COMM 114	TV Production Workshop	3	0	3
COMM 215	TV News Workshop	3	0	3
COMM 222	Public Relations	3	0	3
DRAM 201	Development of the Motion Picture	2	2	3
		<u>14</u>	<u>2</u>	<u>15</u>

Total Credits Required for  
Communications — Television Certificate . . . . . 30

## COMPUTER SCIENCE TECHNOLOGY

### General Computer Data Processing

**Degree:** Certificate

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

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

**Program Requirements:** The curriculum includes technical courses in computer science, courses in related subjects, and general education courses. Each student is urged to consult with the Counseling Center and his/her faculty advisor in planning his/her program. Upon satisfactory completion of the two semesters curricu-



lum, with an overall 2.0 grade point average for all computer science courses attempted, the student will be awarded the Certificate in Computer Science (General Computer Data Processing).

### Computer Science Technology — General Computer Data Processing

Course	Lecture Hours	Lab Hours	Course Credits
Group I	15	15	20
Group II	12	0	12
Total			32

#### Group I

- |   |  |
|---|--|
| CSCI 110 Introduction to Computer Science | CSCI 230 Advanced COBOL                |
| CSCI 114 Basic Programming                | CSCI 240 System Analysis               |
| CSCI 120 RPG Programming                  | CSCI 250 Assembly Programming          |
| CSCI 130 COBOL Programming                | CSCI 215 Digital Computer Fundamentals |
| CSCI 210 FORTRAN Programming              | CSCI 260 Micro Computers               |
| CSCI 200 Special Topics                   |  |

#### Group II

- |   |   |
|---|---|
| BUAD 110 Introduction to Business Science | ENGL 112 Communication Skills II                    |
| BUAD 130 General Business Mathematics     | ENGL 121 Composition & Rhetoric I                   |
| ACCT 110 Office Accounting                | ENGL 122 Composition & Rhetoric II                  |
| ACT 221 Principles of Accounting I        | HIST 111 Western Civilization to 1660               |
| ACCT 222 Principles of Accounting II      | HIST 112 Western Civilization Since 1660            |
| SOCI 111 Principles of Sociology          | GOVT 211 American National and State Governments I  |
| MATH 180 Finite Mathematics               | GOVT 212 American National and State Governments II |
| MATH 190 Analysis                         | Physical Education                                  |
| MATH 121 College Algebra                  |   |
| MATH 132 Plane Trigonometry               |   |
| ENGL 111 Communication Skills I           |   |

### CRIMINAL JUSTICE

#### Correctional Administration

**Certificate Program:** Certificate in Correctional Administration

**Length:** Thirty-Four Semester Hours

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

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

A certificate student takes the seven required courses from Group I and four courses from Group II. Course selection is determined by consultation with the

Department Chairperson after he/she is familiar with the student's vocational goals.

### Correctional Administration

Course	Lecture Hours	Lab Hours	Course Credits
Group I	21	0	21
Group II	12	1	13
	33	1	34

#### Required Courses

##### Group I

- Introduction to Criminal Justice
- Correctional Systems and Practices
- Community Resources in Corrections
- Corrections I:
  - Organization & Operations
  - Principles of Management
  - Personnel Management
  - Problems in Management

#### Elective Courses

##### Group II

- Principles of Accounting I
- Principles of Accounting II
- Principles of Sociology
- Business Speech

Total Credits Required for  
Correctional Administration  
Certificate . . . . . 34

### CRIMINAL JUSTICE

#### Correctional Science

**Certificate Program:** Certificate in Correctional Science

**Length:** Thirty Semester Hours

**Purpose:** The certificate program is designed for mature people working in the correctional field. A certificate represents the completion of hours of approved course work, including an appropriate internship.

**Program Requirements:** Approximately one-half of the certificate program includes courses in Correctional Science; the remaining courses are in related areas. In the event that a student who has first enrolled in a "Certificate Only" program desires to thereafter enter a degree program, he/she must meet all prerequisites and requirements met by the degree student.

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



## Correctional Science

Course	Lecture Hours	Course Credits
Group I	21	21
Group II	9	9
	<u>30</u>	<u>30</u>

### Group I

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

### Group II

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

Total Credits Required for  
 Correctional Science Certificate ..... 30

## CRIMINAL JUSTICE

### Law Enforcement and Police Administration

**Degree:** Certificate in Law Enforcement and Police Administration

**Length:** Thirty Semester Hours

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

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

### Law Enforcement

Course	Lecture Hours	Course Credits
Group I	21	21
Group II	9	9
	<u>30</u>	<u>30</u>

### Group I

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

### Group II

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

Total Credits Required for  
 Certificate in Law Enforcement ..... 30

## DRAFTING TECHNOLOGY

**Degree:** Certificate

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

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

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

## DRAFTING TECHNOLOGY

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
DRFT 111	Engineering Drafting	2	6	4
DRFT 107	Industrial Blueprint Reading	3	1	3
DRFT 241	Architectural Drafting I	2	6	4
MATH 151	Technical Math I	3	0	3
ENGL 111	Communication Skills I	3	0	3
		<u>13</u>	<u>13</u>	<u>17</u>





**Second Semester**

DRFT 251	Machine Drafting	2	6	4
DRFT	Elective	2	6	4
MATH 152	Technical Math II	3	0	3
SPCH 105	Interpersonal Communication	3	0	3
PHED	Physical Education	0	3	1
or				
DRFT 283	Cooperative Education for Drafting I	0	20	3
		10	15	18

\*Approval of Department Chairperson.

Total Credits Required for  
Drafting Technology Certificate ..... 35

**ELECTRONIC TECHNOLOGY**

**Degree:** Certificate

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

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

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

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

- Group I** Electronic Technology Courses  
**Group II** Composition & Rhetoric  
 Mathematics  
 Government  
 U.S. History  
 General Psychology

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

**ELECTRONIC TECHNOLOGY**

**One-Year Certificate**

**Group I**

Course Number	Course Title	Course Credit
ELEC 110/115	Introduction to Electronic Technology	4
ELEC 120/125	D.C. Theory and Circuit Analysis	4
ELEC 130/135	A.C. Theory and Circuit Analysis	4
ELEC 140/145	Electronics I	4
ELEC 160	Electronic Drafting and Design	4
ELEC 210	Electronics II	4
ELEC 220	Electronics III	4

**Group II**

ELEC 151	Electronic Problems I	3
ELEC 152	Electronic Problems II	3
SOCI 111	Principles of Sociology	3
ENGL 111	Communication Skills I	3
ENGL 112	Communication Skills II	3
ENGL 121	Composition and Rhetoric I	3
ENGL 122	Composition and Rhetoric II	3
HIST 141	The United States to 1877	3
HIST 142	The United States Since 1877	3
GOVT 211	American National and State Government I	3
GOVT 213	American National and State Governments II	3
PSYC 120	General Psychology	3

\*Corequisite for ELEC 120/125

\*\*Corequisite for ELEC 130/135

**LEGAL STENOGRAPHY**

**Degree:** Certificate

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

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

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



## COURT REPORTING

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
SECT 122	Typing II	2	3	3
CTRP 111	Machine Shorthand Theory	6	4	6
CTRP 121	Law and Legal Terminology	4	1	3
ENGL 111	Communication Skills I	3	0	3
CTRP 141	Grammar and Punctuation I	2	0	2
PHED	Physical Education	0	2	1
		17	10	18

### Second Semester

SECT 220	Typing III	2	3	3
CTRP 112	Machine Shorthand I (60-80-100)	6	4	6
CTRP 130	Transcription I	0	5	2
CTRP 122	Medical Terminology	4	1	3
ENGL 112	Communication Skills II	3	0	3
CTRP 142	Grammar and Punctuation II	2	0	2
PHED	Physical Education	0	2	1
		17	15	20

Total Credits Required for  
Legal Stenography Certificate . . . . . 38

## MID-MANAGEMENT

**Degree:** Certificate

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

**Purpose:** The one-year certificate in Mid-Management 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 Requirements:** A certificate student takes six courses from Group 1, three courses from Group 2, two courses from his/her area of specialization (Retail, Production, Fashion Merchandising, Banking, and Real Estate), and two semesters of physical education or one three-hour elective.

Total Credits Required for  
Mid-Management Certificate . . . . . 35 or 36

## MID-MANAGEMENT

Course	Lecture Hours	Lab Hours	Course Credits
Group 1	12	40	18
Group 2	9	0	9
Specialization	6	0	6
Physical Education	0	6	2
or			
Elective	3	0	3
Total	27	40 or 46	35 or 36

### Group 1

Supervision  
Internship  
Personnel Management  
Principles of Management  
Internship  
Problems in Management

### Group 2

Communication Skills  
Business Mathematics  
General Psychology  
or  
Business Psychology  
Principles of Economics  
Principles of Sociology

### Specialization Area

#### Banking

Principles of Bank Operations  
Money and Banking  
Analyzing Bank Financial Statements  
Marketing for Bankers  
Bank Investments  
Credit Administration  
Supervision and Personnel  
Administration  
Installment Credit  
Teller Training Seminars

#### Fashion Merchandising

Introduction to Fashion Merchandising  
Fashion Buying and Merchandising  
Textiles  
Fashion Sales Promotion  
Fashion Fundamentals

#### Production

Industrial Management  
Production Planning and Control  
Materials Management  
Methods Analysis and Work  
Measurement

#### Real Estate

Principles of Real Estate  
Real Estate Practice  
Real Estate Law  
Real Estate Finance  
Real Estate Brokerage  
Real Estate Appraisal

#### Retail

Principles of Retailing  
Principles of Marketing  
Advertising  
Selling and Salesmanship  
Retail Merchandise Management

Total Credits Required for  
Mid-Management Certificate . . . . . 35 or 36



## NURSING ASSISTANT PROGRAM

**Degree:** Certificate

**Length:** One Semester

**Purpose:** The program is designed to provide the individual with the necessary skills and knowledge for performance as an essential member of the nursing team. Theory is integrated with supervised clinical practice.

**Admission Requirements:**

1. An interview with the nursing department.
2. Satisfactory physical and mental health.

**Program Requirements:**

1. Satisfactory clinical and classroom performance.
2. Regular attendance.

**Program Content:**

### COURSE UNITS

**Pre-clinical:**

Orientation  
Introduction to the Patient  
The Working Environment  
Communication Skills

**Clinical:**

The Patient's Unit  
Personal Care of the Patient  
Observing and Recording Vital Signs  
Special Treatments  
Food Service

The above course content is taught over a 10-week period and has the following lecture-lab ratio:

Total nursing lecture hours	44
Total nursing lab hours	240
Total Liberal Arts hours	36
	—
Total Contact Hours	320

## RESPIRATORY THERAPY PROGRAM

**Degree:** Certificate

**Length:** 12 Months

**Purpose:** The purpose of Alvin Community College Respiratory Therapy is to provide an approved, formalized, educational program that will prepare competent men and women for careers in respiratory therapy. The certificate program prepares individuals for an allied health speciality in clinical care and management of respiratory disorders. The twelve-month program leads to a certificate and quali-

ifies the graduate to apply for the Certified Respiratory Therapy Technician Board Examination. For Admission Requirements, Alternate Enrollment, and Progression Policies, see Respiratory Therapy Program Degree in Applied Science, page 109.

## RESPIRATORY THERAPY PROGRAM

### Certificate Option

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester (Fall)</b>				
HRTT 109	Cardiopulmonary Anatomy & Physiology	3	0	3
HRTT 111	Introduction to Respiratory Therapy	3	2	4
HRTT 114	Respiratory Therapy Procedure I	3	10	4
HRTT 120	Pharmacology	3	0	3
MATH 121	College Algebra	3	0	3
		15	12	17
<b>Second Semester (Spring)</b>				
HRTT 116	Clinical Medicine and Pulmonary Disorders	4	2	3
HRTT 117	Respiratory Therapy Procedures II	3	2	4
HRTT 112	Clinical Practice I	0	16	2
BIOL 121	Anatomy and Physiology I	3	2	4
ENGL 121	Composition & Rhetoric I	3	0	3
		13	22	16
<b>Third Semester (Summer Session I)</b>				
HRTT 113	Clinical Practical II	0	12	4
		0	12	4
<b>Fourth Semester (Summer Session II)</b>				
HRTT 119	Clinical Practical III	0	12	4
		0	12	4
		Total Credits Required . . . . . 41		

## SECRETARIAL SCIENCE

**Options:** Stenographer  
General Office Worker

**Degree:** Certificate

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



**Purpose:** The one-year program prepares the student to adequately discharge the responsibilities of stenographic work, office occupations, and general business employment.

**Program Requirements:** The one-year program in "Stenographer" and "General Office Worker" combines instruction in the areas required for competence as a stenographer or office worker. Students are advised to consult with a faculty member in the business department in planning their program and selecting electives. Upon satisfactory completion of the one-year program, the student will be awarded a one-year certificate.

### Stenographer One-Year

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
SECT 230	Records Management	2	3	3
BUAD 130	General Business Mathematics or equivalent	3	0	3
ENGL 111	Communication Skills I	3	0	3
SECT 111	Shorthand I	3	2	3
SECT 121	Typewriting II	2	3	3
PHED	Physical Education	0	3	1
		<u>13</u>	<u>11</u>	<u>16</u>
<b>Second Semester</b>				
SECT 250	Word Processing	2	3	3
SECT 130	Business Communications	3	0	3
SECT 150	Office Machines	2	3	3
SECT 112	Shorthand II	3	2	3
SECT 122	Typewriting II	2	3	3
PHED	Physical Education	0	3	1
		<u>12</u>	<u>14</u>	<u>16</u>
Total Credits Required for Stenographer/				
General Office Worker Certificate . . . . . 32				

### General Office Worker One-Year

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
SECT 160	Office Accounting	2	1	3
BUAD 110	Introduction to Business	3	0	3
BUAD 130	General Business Mathematics or equivalent	3	0	3
SECT 121	Typewriting I	2	3	3
ENGL 111	Communication Skills I	3	0	3
PHED	Physical Education	0	3	1
		<u>13</u>	<u>7</u>	<u>16</u>

### Second Semester

SOCI 111	Principles of Sociology	3	0	3
SECT 150	Office Machines	2	3	3
SECT 140	Secretarial Practice	3	2	3
SECT 140	Typewriting II	2	3	3
SECT 122	Records Management	2	3	3
SECT 230	Physical Education	0	3	1
PHED		<u>12</u>	<u>14</u>	<u>16</u>

Total Credits Required for a  
General Clerical Certificate . . . . . 32

### VOCATIONAL NURSING PROGRAM

**Degree:** Certificate

**Length:** Twelve Months

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

Graduates of the twelve-month program are eligible to write the Texas State Board Examination for Vocational Nurses. Those passing the state examination will be issued a license by the State Board of Vocational Nurse Examiners and will qualify to practice as a Licensed Vocational Nurse (L.V.N.) in the state of Texas.

**Admission Requirements:**

1. Be 17 years of age or older.
2. Be in good physical and emotional health.
3. Be of good moral character.
4. Be a high school graduate or hold a certificate of equivalency (G.E.D.).
5. Satisfactorily score on the Pre-entrance exam for practical nurses.
6. Have a personal interview with the Chairman of Vocational Nursing.
7. Complete the application for admission into the Vocational Nursing Program, which shall also include submission of three character references, copies of transcripts or G.E.D., and physical examination including blood counts, urinalysis, serology, chest x-ray or tine skin test, and immunizations for diphtheria/tetanus within the last ten years.

**Program Requirements:**

1. Tuition for the twelve-month program is \$150.00 and is due in full at registration. Other fees throughout the year will include books, supplies, uniforms, bandage scissors, name pins, nursing shoes and cap, watch with second hand, testing fees, and malpractice insurance. Health insurance is the responsibility of the student.
2. Students are responsible for their transportation to health agencies and are expected to attend regularly to both class and clinical assignment.
3. A passing grade of 75 must be attained in each subject. Scores below 75 will constitute grounds for request of student withdrawal from program.
4. Observed holidays and vacation will include:
  - 1 Day — July 4th
  - 1 Day — Labor Day



- 2 Days — Thanksgiving
- 10 Days — Christmas/New Year vacation
- 5 Days — Spring Vacation
- 2 Days — Easter
- 1 Day — Memorial Day
- 7 Days — Faculty Workshop
- 12 Days — Terminal Vacation

5. The Vocational Nursing Program may request at anytime the withdrawal or dismissal of a student whose health, attendance, conduct, personal qualities or abilities, and/or scholastic records (clinical or academic proficiency) indicate that it would be inadvisable for the student to continue in the program.
6. Transfer students must spend a minimum of one semester in the Alvin Community College Vocational Nursing Program in order to be considered a graduate of this program.
7. A student who withdraws and wishes to be reinstated and receive credit for successfully completed courses must re-enter within one year from the date of withdrawal.

### V.N. PROGRAM

Course Number	Course Title	Minimum* Clinical Experience	Minimum* Class Hours
NURS 001	Personal and Vocational Adjustment		12 hours
NURS 002	Microbiology		12 hours
NURS 003	Anatomy and Physiology		70 hours
NURS 004	Vocational Nursing Skills		165 hours
NURS 005	Nutrition		25 hours
NURS 006	Pharmacology	1 week Functional Medication Administration and/or 8 weeks Total Pt Care Assignment	70 hours
NURS 07	Mental Health-Mental Illness	2 weeks	25 hours
NURS 008	Maternal Child Nursing	5 weeks Obstetric 2 weeks Newborn 3 weeks Pediatric	81 hours
NURS 009	Medical-Surgical Nursing	6 weeks Medical 6 weeks Surgical	140 hours
<b>TOTAL</b>			<b>1000 hours*</b>

\*A minimum of 600 hours lecture and 1000 hours clinical experience is required in the Vocational Nursing program.

## WELDING

Degree: Certificate

Length: Two-Semester (One-Year) Program

**Purpose:** The one-year Certificate in Welding prepares the student for full-time employment upon certification in the career of welding. The basic objective of the program is to develop the skills in ferrous and non-ferrous metals for employment in construction trades and area industries.

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

## WELDING

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
WELD 110	Welding Processes	2	6	4
WELD 121	Arc Welding (Plate I)	2	6	4
WELD 160	Shop Equipment and Safety	1	2	2
DRFT 110	Fundamentals of Drafting (including Blueprint Reading)	2	6	4
PHED	Physical Education	0	3	1
		<u>7</u>	<u>23</u>	<u>15</u>
<b>Second Semester</b>				
WELD 131	Basic MIG and TIG	2	6	4
WELD 122	Arc Welding (Plate II)	2	6	4
MATH 151	Technical Math I	3	0	3
ENGL 111	Communication Skills	3	0	3
PHED	Physical Education	0	3	1
		<u>10</u>	<u>15</u>	<u>15</u>

Total Credits Required for the Welding Certificate . . . . . 30





## AWARD OF ACHIEVEMENT

### DEVELOPMENTAL STUDIES

**Degree:** Award of Achievement

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

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

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

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

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

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

### DEVELOPMENTAL STUDIES

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
<b>First Semester</b>				
ENGL 109	Developmental Writing I	3	0	3
MATH 109	Arithmetic	3	0	3
RDNG 109	Developmental Reading I	3	1	3
PSYC 110	Human Development	3	0	3
PHED	Physical Education	0	3	1
ORIE 101	Career-Oriented Orientation	1	0	1
		13	4	14
<b>Second Semester</b>				
ENGL 110	Developmental Writing II	3	0	3
MATH 110	Developmental Mathematics—Algebra	3	0	3
RDNG 110	Developmental Reading II	3	1	3
SPCH 105	Interpersonal Relations	3	0	3
PHED	Physical Education	0	3	1
		12	4	13
	Total			27

## CONTINUING EDUCATION PROGRAM

### Purpose

Alvin Community College, a comprehensive community college, provides life-long educational opportunities for adults in its service area. In addition to offering credit programs, ACC offers a diversified program of noncredit Continuing Education courses which provide the opportunity for adults to improve their knowledge and basic skills as well as to take courses for pleasure and recreation. The Continuing Education curriculum includes noncredit classes in personal development, the fine arts, crafts, languages, recreation, and vocational skill training. The courses vary in length from short workshops and seminars of a few hours or a day to longer courses of three, six, or even eighteen weeks.

### General Information

Noncredit continuing education courses are generally open to persons of all ages, including school age children. However, certain courses are directed to the adult (18 years or older), while others are specifically directed to the younger student. Courses are scheduled for given dates and hours, and some continue for longer periods of time to fulfill more specific requirements.

Most courses are offered in the evening and range from three to 400 hours in length. Tuition and fees are authorized by the Board of Trustees and set by the Director of Continuing Education. These charges vary according to the instructional costs of each individual course. Most courses will be offered when there is sufficient demand, suitable meeting space on or off campus, and a qualified instructor. Various types of instruction are implemented to accomplish course objectives, including lecture/laboratory practice formats, as well as seminars, workshops, and conferences. The college is interested in receiving requests for special courses.

Contact the Director of Continuing Education regarding scheduling any program, particularly those of an occupational nature that will provide training, skills, and knowledge for individuals already employed and individuals seeking employment.

### Continuing Education and Adult Non-Credit Courses

Noncredit courses in the following areas are scheduled at various times from semester to semester. Interested persons should check the semester schedule to find out the particular courses for that semester.

### VOCATIONAL

Auto Tune-Up, Drum & Brake Disc Repair	Communications in Industry
Basic Bookkeeping I	Crime Scene Search (Law Enforcement)
Basic Bookkeeping II	Drafting (for women)
Basic Law Enforcement (Qualifying Certificate)	Effective Supervisory Practices
Blueprint Reading (Industrial Construction & Maintenance)	Emergency Care Attendant
Blueprint Reading (Machine)	Emergency Medical Technician Renewal
Cabinetmaking	Federal Income Tax for Consultants
Cardiopulmonary Resuscitation (CPR)	Filing Clerk
	Fingerprinting Techniques (Basic)



Fingerprinting Techniques (Advanced) (both Law Enforcement)  
 Forensic Photography (Basic)  
 Forensic Photography (Advanced)  
 Income Tax Preparation Skills  
 Introduction to Basic Oil & Gas Industry  
 Layout & Design (for women)  
 Machine Shop  
 Medication Administration  
 Medication Administration Refresher  
 Narcotics (Law Enforcement)  
 Nursing Home Activities Director  
 Office Machines Refresher  
 Police Report Writing (Law Enforcement)

Police Supervision (Law Enforcement)  
 Property & Casualty Insurance (State approval licensing approach)  
 Retail Management Seminar  
 Shorthand Review  
 Small Engine Tune-Up & Minor Maintenance  
 Travel Agent  
 Typing for Beginners  
 Typing Refresher  
 Welding (Basic Plate)  
 Welding (Oxyacetylene)  
 Women in Management  
 Woodworking

**ART APPRECIATION**

Crafts  
 Drawing  
 Oils & Acrylics  
 Watercolors

**CONVERSATIONAL LANGUAGES**

Conversational Czech I  
 Conversational Spanish I

**RECREATION & PHYSICAL FITNESS**

Adaptive Gymnastics  
 Aerobic Dance  
 Aerobic Exercise  
 Canine Obedience Training (Beg.)  
 Canine Obedience Training (Adv.)  
 Country Western Dancing  
 Exercise for Ladies  
 Exercise for Men  
 Hawaiian Dance  
 Karate (All Levels) (Ages 14 & over)  
 Karate Lab (Ages 14 & over)  
 Karate (6-13)  
 Racquetball  
 Safe Boat Handling (Coast Guard Approved)  
 Tennis (Beg.)  
 Tennis (Int.)  
 Texas Volunteer Hunter Safety  
 Tumbling

**MUSIC**

Jazz Music Workshop

**PSYCHOLOGY**

Assertiveness Training  
 Self Hypnosis  
 Stress Reduction

**AVOCATIONAL & SPECIAL INTERESTS**

ACT Test Preparation  
 Aviation Ground School  
 Cake Decorating (Beg.)  
 Cake Decorating (Adv.)  
 Calligraphy  
 Creative Writing Workshop  
 Defensive Driving (DDC)  
 Financial Planning  
 Free Enterprise System  
 Instrument Ground School  
 Interior Design  
 Lamaze  
 Manual Communications I (Sign Language)  
 Manual Communications II (Sign Language)  
 Memory Development  
 Personal Income Tax  
 Photography  
 Powderpuff Mechanics  
 Reading Improvement  
 Speed Reading  
 Twirling  
 Woodcrafts (General)

**ABE/GED/ESL PROGRAM**

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

**Adult Basic Education (ABE)** is the fundamental instruction and study of materials and subject matter equivalent to grades 1 through 8.

**General Education Development (GED)** is preparation for the High School Equivalency Diploma, which may be acquired by passing the GED Exam after participating in the individualized instructional program. One of the requirements for participation in this program is that the person be at least 17 years of age and out of school for a period of one year. Persons 18 years of age and older may register in this program.

**English as a Second Language (ESL)** offers non-English-speaking adults an opportunity to develop an understanding of the spoken language or to improve language skills they already possess.

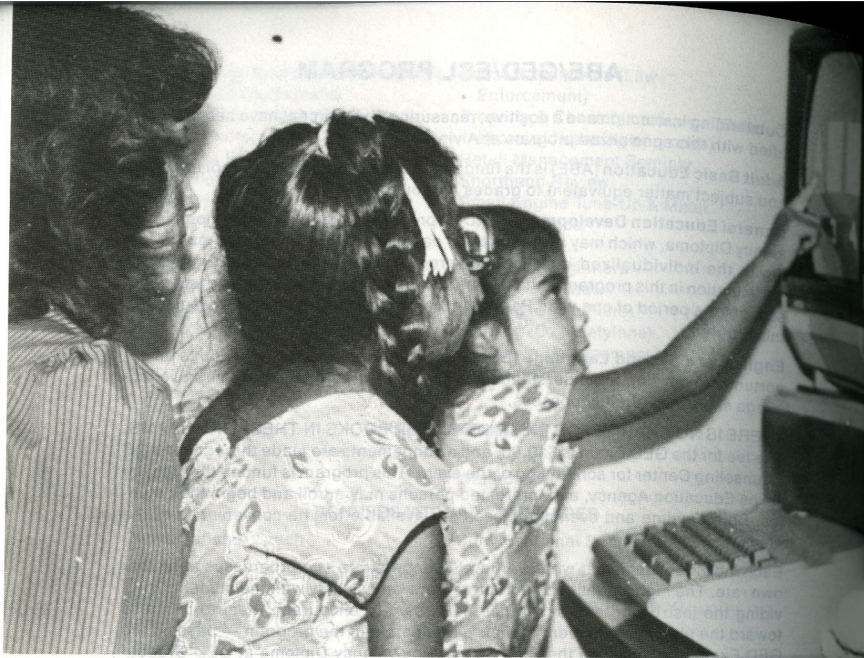
THERE IS NO CHARGE FOR INSTRUCTION OR BOOKS IN THESE PROGRAMS. The fee for the GED Exam is \$10.00, and arrangements are made through the ACC Counseling Center for scheduling of the exam. This program is funded through the Texas Education Agency, and interested persons may enroll and begin their studies. Both daytime and evening classes are available for the convenience of the students.

Each individual begins at whatever level is appropriate and progresses at his/her own rate. The highly qualified instructors work very closely with the students, providing the instruction and assurance necessary to encourage them to progress toward the ultimate fulfillment of their participation in the program — passing the GED Exam and receiving the High School Equivalency Diploma at GED Graduation.

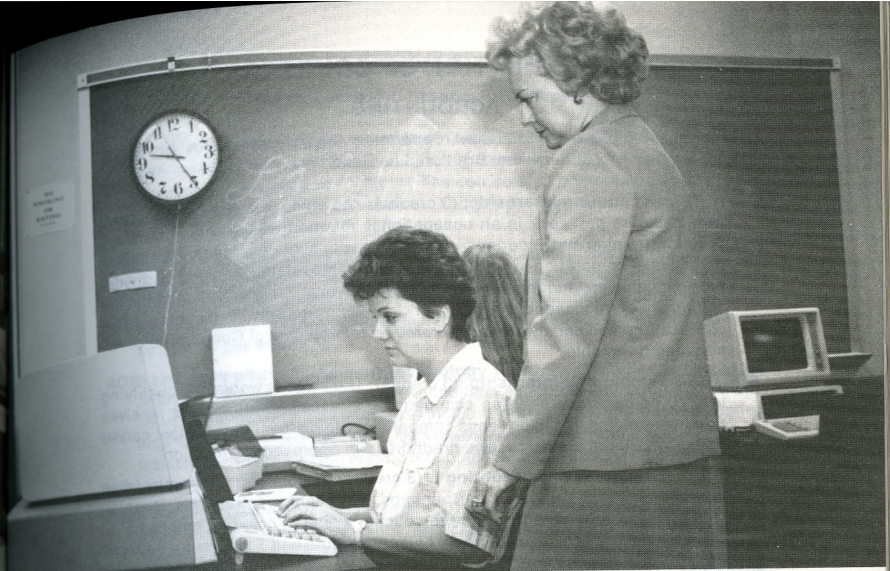
Additional information concerning any of the areas of this program may be acquired by calling 331-6111, Ext. 380 or 209.







Carine Obedience Training (Dog) ...  
Carine Obedience Training (Ad) ...



## DESCRIPTION OF COURSES





## DESCRIPTION OF COURSES

### ACCOUNTING

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

- ACCT 211. Accounting Internship.** (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. A comprehensive treatment of internship related activities, individualized objectives, and regularly scheduled activities. Concentration of the development of a philosophy towards work including personal life planning, value clarification, and self awareness. *Prerequisite:* approval of Coordinator of Accounting Internship.
- ACCT 212. Accounting Internship.** (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he/she receives practical training and experience compatible with his/her management career objective. Students may receive credit from an approved full-time job.
- ACCT 221. Principles of Accounting I.** (3 credits). 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 hours and 1 laboratory hour per week). *Recommendations:* CSCI 110, MATH 180, 190, particularly for transfer students.
- ACCT 222. Principles of Accounting II.** (3 credits). Partnership, corporations, cost accounting, assets, theory, and interpretation of financial statements, with special emphasis on the managerial aspects of accounting. (3 lecture hours and 1 laboratory hour per week). *Recommendation:* Same as for ACCT 221. *Prerequisite:* ACCT 221.
- ACCT 231. Intermediate Accounting I.** (3 credits). Review of accounting principles, current assets and investments, plant assets, and intangibles. (3 lecture hours per week). *Prerequisite:* ACCT 222.
- ACCT 232. Intermediate Accounting II.** (3 credits). Study of liabilities, paid in capital, interpretation and analysis of financial statements, cash flow, reorganizations and price level impact on financial statements. (3 lecture hours per week). *Prerequisite:* ACCT 231.
- ACCT 233. Federal Income Tax Accounting.** (3 credits). A study is made of the various income tax acts. Relation of Federal Income Tax to individuals, to business management, and to social security and payroll tax is emphasized. (3 lecture hours per week).
- ACCT 234. Managerial Accounting.** (3 credits). A study in the use of accounting records for managerial purposes. Financial statement analysis, ratios, budgets, analytical techniques, special management reports. (3 lecture hours per week). *Prerequisite:* ACCT 221.
- ACCT 240. Accounting with the Mini-Micro Computer.** (3 credits). A comprehensive overview of the implementation, operation, and end product of mini-micro computers used in accounting for a business. Students using mini-micro computers will perform a full range of accounting functions for a typical business. (3 lecture hours and 3 laboratory hours per week).

## AGRICULTURE

Stephen Wheeler, *Department Chairperson*

- AGRI 110. Animal Husbandry.** (3 credits). This basic course acquaints the student with the production systems, basic facility requirements, and markets for various types and breeds of livestock. The course also presents basic phases of feeding, breeding, disease control, and production of livestock. (3 lecture hours per week).
- AGRI 120. Fundamentals of Crop Production.** (3 credits). This course presents a scientific approach to commonly grown field crops by exploring their importance, value, use, characteristics, classification, distribution, climatic and soil requirements, production, storage, improvement, and seed technology. (3 lecture hours per week).
- AGRI 130. Agriculture Equipment Technology.** (3 credits). This course covers the operation, storage, repair, maintenance, and economic utilization of farm machinery and tractors. The study also includes principles of internal combustion engines and hydraulic systems, service of farm engines and tractors, and adjustment of tillage and harvesting machines. (2 lecture and 2 laboratory hours per week).
- AGRI 210. Farm Management.** (3 credits). This course covers farm planning for the most efficient use of land, labor, and capital in the production of crops and livestock. The course includes discussions of the problems associated with establishing a farm. Surveys and analysis of farm or ranch organizations for the purpose of more profitable operation provide the basis for class work. (3 lecture hours per week).
- AGRI 220. Soils and Fertilizers.** (3 credits). This course examines the physical and chemical properties of soils and their relation to soil development, the relationship between crops and soils, the practical use and conservation of soils, the use of fertilizers, and soil fertility. (2 lecture and 2 laboratory hours per week).

## AIR CONDITIONING AND REFRIGERATION

Alec Huffman, *Department Chairperson*

- ACRH 129. Introduction to Solar Energy.** (3 credits). This course is designed to familiarize the student with the use of solar energy as a viable energy resource. This course will cover the theory of solar applications and general use of such applications. (3 lecture hours per week).
- ACRH 130. Solar Energy Fundamentals.** (4 credits). This course is designed to provide the student with the knowledge and skills necessary to install, service, and maintain solar energy systems. Included will be a study of hot water supply, heat, and cooling systems. (2 lecture and 6 laboratory hours per week).
- ACRH 131. Air Conditioning Fundamentals I.** (3 credits). Knowledge and skills necessary to install and service air conditioning (cooling) systems. Introduction to air conditioning systems, properties of air, humidity, psychrometric charts, comfort coolers, residential central systems, chilled water systems, evaporators, refrigerant controls, condensers, electrical circuits and controls, air cleaning dehumidifiers, heat pump systems. (3 lecture hours per week).
- ACRH 132. Air Conditioning Fundamentals II.** (4 credits). Knowledge and skills necessary to service and maintain heat pumps, vortex tube comfort cooling,



heat loads, air distribution, electronic filters, blue print reading, etc. (3 lecture and 3 laboratory hours per week). *Prerequisite:* ACRH 131.

**ACRH 133. Air Conditioning and Electrical Circuits I.** (3 credits). Basic principles of electricity, electron theory, sources of E.M.F., electrical circuits, magnetism, ohms law, conductors and insulators, power transformation, electronic motor theory, use of electric meters and test equipment. (3 lecture hours per week).

**ACRH 134. Industrial Electricity.** (4 credits). Fundamentals of direct current and alternating current electron theory resistance, current, voltage, electromagnetism, inductance and capacitance and sinusoidal variations in passive networks of resistors and capacitors, and includes a survey of the field of electrical power distribution. (3 lecture and 2 laboratory hours per week).

**ACRH 135. Air Conditioning and Refrigeration Troubleshooting.** (2 credits). Additional study in any of three areas of specialization: domestic refrigeration, commercial refrigeration of air conditioning. Problems assigned individually or in groups. (1 lecture and 3 laboratory hours per week).

**ACRH 140. Introduction to Refrigeration.** (4 credits). This course covers fundamentals of refrigeration, cycle theory, basic refrigeration systems, compressor construction, refrigerant controls, safety practices. (3 lecture and 3 laboratory hours per week).

**ACRH 141. Refrigeration Systems Servicing I.** (4 credits). Knowledge and skills necessary to install and service commercial refrigeration systems. Introduction to commercial refrigeration systems, commercial compressors, condensers, and receivers, water valves, evaporators, suction-liquid lines and manifolds, constant pressure valves, solenoid valves, defrost systems, motors and fans, electrical systems, electrical circuits, heat loads and system capacitors. (3 lecture and 3 laboratory hours per week).

**ACRH 170. Domestic Refrigeration.** (3 credits). This course covers knowledge and skills necessary to install and service domestic refrigeration systems. Types and construction of cabinets, compressors, controls, evaporators, refrigerant controls, defrosting systems, safety practices. (3 lecture hours and 1 laboratory hour per week).

**ACRH 234. Air Conditioning and Electrical Circuits II.** (4 credits). Studies will include generation of three-phase power, its distribution and application. Theory of operation, application and servicing of three-phase motors, relays, solenoids, line starters, time-delay controls, capacitors, pressure switches, thermal relays, sequencing controls, pneumatic controls, motorized operators, low voltage controls, humidity controls and electronic controls and blue print drawing and reading. (2 lecture and 6 laboratory hours per week). *Prerequisite:* ACRH 133.

**ACRH 242. Refrigeration Systems Servicing II.** (4 credits). Knowledge and skills necessary to service and maintain vending machines, beverage dispensers, soda fountains, ice machines, cascade systems, etc. (2 lecture and 6 laboratory hours per week). *Prerequisite:* ACRH 141.

**ACRH 250. Heating and Ventilation.** (4 credits). Knowledge and skills necessary to install and service air conditioning (heating) systems. Introduction to heating systems, fuels, types of burners, warm air systems, hydronic systems, steam systems, electric heat systems, thermostats, controls, electrical circuits, heat loads, infiltration, air volumes, duct design and humidifiers. (2 lecture and 6 laboratory hours per week).

**ACRH 260. Heat Load Calculations.** (3 credits). The study of heat loads as prescribed by Air Conditioning Refrigeration Institute (ARI) and American Society of Heating and Refrigeration Engineers (ASHRE). (3 lecture hours per week).

**ACRH 280. Automotive Air Conditioning.** (4 credits). Training in refrigeration and air conditioning theory and in the installation, servicing and maintaining of all types of automobile air conditioning equipment. (3 lecture and 3 laboratory hours per week).

## ARTS

Bruce Turner, *Department Chairperson*

**ARTS 111. Design I.** (3 credits). This course familiarizes the student with the basic elements and fundamentals of two-dimensional design and their application to works of art. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week).

**ARTS 112. 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. (6 laboratory hours per week). *Prerequisite:* ARTS 111 or instructor approval.

**ARTS 120. Art Appreciation.** (3 credits). This general course in Art Appreciation is open to all college students. It includes critical evaluation of selected works of painting, sculpture, architecture, and industrial design and a study of the principles of design from a layman's standpoint and of art in relation to everyday life. (3 lecture hours per week).

**ARTS 121. Drawing I.** (3 credits). This beginning course investigates a variety of media, techniques, and subjects and explores descriptive and perceptual possibilities of drawing. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week).

**ARTS 122. 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. (6 laboratory hours per week). *Prerequisite:* ARTS 121 or instructor approval.

**ARTS 140. Art History I.** (3 credits). This course includes a critical and analytical study of the great historical works of art in architecture, sculpture, painting, and the minor arts from prehistoric times through the medieval period. (3 lecture hours per week).

**ARTS 141. 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 credit hours per week).

**ARTS 201. Sculpture I.** (3 credits). This course provides students with experiences in sculpture in stone, metal, clay, wood, and plaster, with an emphasis on expression in three-dimension form in space. Art majors are expected to attend a sculpture lab. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). *Prerequisites:* ARTS 112 and ARTS 122 or instructor approval.

**ARTS 231. 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. (6 laboratory hours per week). *Prerequisites:* ARTS 112 and ARTS 122 or instructor approval.

**ARTS 232. Painting II.** (3 credits). This course includes a study of the techniques and media used in painting; expression, as well as subject matter, is unrestricted. These courses are open to all students who wish to paint. Art majors must attend a painting laboratory. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). *Prerequisite:* ARTS 231 or instructor approval.

**ARTS 240. 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. (6 laboratory hours per week). *Prerequisites:* ARTS 112 and ARTS 122 or instructor approval.

**ARTS 242. 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. (6 laboratory hours per week). *Prerequisite:* ARTS 240 or instructor approval.

**ARTS 251. Design Communication I.** (3 credits). This course includes an introduction to the processes and techniques of advertising art. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). *Prerequisites:* ARTS 112 and ARTS 122 or instructor approval.

**ARTS 252. Design Communication II.** (3 credits). This course is an advanced study of advertising art and production. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). *Prerequisite:* ARTS 251 or instructor approval.

**ARTS 260. Graphic Media.** (3 credits). Students critically evaluate graphic media as well as create works in serigraphy and other print media. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). *Prerequisites:* ARTS 112 and ARTS 122 or instructor approval.

**ARTS 270. 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. (6 laboratory hours per week). *Prerequisites:* ARTS 112 and ARTS 122 or instructor approval.

## AUTOMOTIVE TECHNOLOGY

Bruce Westmoreland, *Department Chairperson*

Rogers Doughty, Charles Graham, Alvin Horn, Hasso Schroder

**AUTO 101. Basic Automotive.** (4 credits). The course will acquaint the student with service trade information, use and care of shop equipment and tools, standard transmission, brakes, clutches, rear axle, drive line principles, and a limited application of automotive shop practices. (2 lecture and 4 laboratory hours per week).

**AUTO 111. Internal Combustion Engine.** (4 credits). An introduction to the gasoline internal combustion engine. Technique and skill in inspection, repairing and overhauling of engine components, valve timing, use of special tools and equipment. Student will also receive an introduction to diesel engines. (2 lecture and 4 laboratory hours per week).

**AUTO 112. Automotive Electricity and Ignition System.** (4 credits). An introduction into the fundamentals of electricity as applied to the automotive vehicle. Classroom theory and laboratory practices of magnetic principles of electricity, functions of the diode and transistor, the storage battery, D.C. and A.C. charging systems, generators and alternators, and complete wiring systems. (2 lecture and 4 laboratory hours per week).

**AUTO 113. Carburetion and Fuel Systems.** (4 credits). A study of fuels and their applications, requirements, and effect on carburetion. Students will disassemble, clean, overhaul, reassemble, and adjust various types of carburetors. (2 lecture and 4 laboratory hours per week).

**AUTO 202. Automotive Transmission.** (4 credits). An introduction to theory and principle of hydraulic controls. The course will include a study of torque converters, power flow, gear trains, oil circuits, and correct procedures of disassembly, cleaning, inspection, repair, and reassembly of current types of automatic transmissions. (2 lecture and 4 laboratory hours per week).

**AUTO 211. Automotive and Truck Chassis.** (4 credits). A study of designs, construction, and frame alignment fundamentals of the vehicle chassis. Classroom theory and laboratory practices will include front end alignment, shock absorbers, springs, steering mechanism, wheel balancing, and power steering. (2 lecture and 4 laboratory hours per week).

**AUTO 212. Automotive Air Conditioning.** (4 credits). Basic principle of the automotive air conditioning unit. Classroom theory and laboratory practices will include a study of liquids, vapors, gases and heat transfer, and repairing of air conditioning units. (2 lecture and 4 laboratory hours per week).

**AUTO 213. Automotive Diagnostics.** (4 credits). A complete study of diagnostic procedures used in the analysis of automotive electrical systems, carburetor and combustion systems, and control systems for exhaust emission. Proper use of test equipment for diagnostic purposes will be taught. (2 lecture and 4 laboratory hours per week). *Prerequisites:* AUTO 112, AUTO 113.

**AUTO 214. Automobile Repair Shop Organization and Management.** (2 credits). A study of record keeping, finance, personnel, equipment and use of facilities is made. Problem areas in auto repair business are analyzed. (2 lecture hours per week).

**AUTO 215. Accessory Equipment.** (4 credits). Automatic temperature systems, light sensors, speed control systems, power seats, power windows, clocks and similar types of systems used in modern automobiles are studied, analyzed and repaired. (2 lecture and 4 laboratory hours per week). *Prerequisites:* AUTO 212, AUTO 112.

**AUTO 216. Automotive Technology Internship.** (3 credits). The students work in a qualifying dealership or auto repair shop for 20 hours per week in an occupational situation where he receives practical training and experience compatible with his career objectives. Students may receive credit from an approved full-time job. *Prerequisite:* approval of department chairperson.

See p. 212 for TDC Automotive Mechanics courses.



## BIOLOGY

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

- BIOL 101. Contemporary Biology I.** (3 credits). This course covers fundamental characteristics of living matter from the molecular level to the ecological community. The courses stress basic biological principles relevant to animals. (3 lecture hours per week).
- BIOL 102. Contemporary Biology II.** (3 credits). This course covers fundamental characteristics of living matter from the molecular level to the ecological community. The course stresses basic biological principles relevant to plants. (3 lecture hours per week).
- BIOL 110. Environmental Conservation.** (3 credits). This course includes a study of the management of natural resources, the problems caused by population and pollution, the balance of nature, and man's importance in the environment. (3 lecture hours per week).
- BIOL 111. General Biology I.** (4 credits). This course covers the principles of biology, including considerable study of the structure of animals. This course emphasizes the study of the animal kingdom and the human organ system, and it includes an introduction to cell physiology and chemistry. (3 lecture and 3 laboratory hours per week).
- BIOL 112. General Biology II.** (4 credits). This course covers the principles of biology, including considerable study of the structure of plants. The course emphasizes the study of flowering plant anatomy and physiology and presents a survey of plant groups, genetics, ecology, and evolution. (3 lecture and 3 laboratory hours per week).
- BIOL 121. Anatomy and Physiology I.** (4 credits). This course includes a study of the structure and function of organ systems of the human body. (3 lecture and 2 laboratory hours per week).
- BIOL 122. Anatomy and Physiology II.** (4 credits). This course continues the study of the structure and function of organ systems of the human body. (3 lecture and 2 laboratory hours per week). *Prerequisite:* BIOL 121 or instructor approval.
- BIOL 225. Basic Microbiology.** (4 credits). This one-semester course in microbiology stresses the principles and applications of microbial activity, with emphasis given to the bacterial types. The course stresses the role of micro-organisms in disease, ecology, sanitation, industry, and public health as well as considering sterilization techniques, pure culture techniques, and other aspects of microbial control. Basic Microbiology is recommended for students in biology, pre-med, pre-dental, nursing, and related medical fields. (3 lecture and 3 laboratory hours per week). *Prerequisites:* BIOL 111, BIOL 112, BIOL 121, or BIOL 122.

## BUSINESS ADMINISTRATION

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

- BUAD 110. Introduction to Business.** (3 credits). An overview of the American system of free enterprise with concentration on business and its environment, organization and management of the enterprise, management of human re-

sources, 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).

- BUAD 120. Business Law I.** (3 credits). The Commercial Codes pertaining to contracts, agency, property, sales, modern labor legislation, employment. (3 lecture hours per week).
- BUAD 122. Business Law II.** (3 credits). Specific principles of law which form the legal framework for business activities. Areas of emphasis include government regulations, environmental law, secured transactions, partnerships, corporations, real estate, and trust. (3 lecture hours per week).
- BUAD 130. General Business Mathematics.** (3 credits). A review of the fundamental arithmetic skills needed in the business world with particular emphasis on fractions, decimals, percentages, simple and compound interests, discounts, commissions, inventories, depreciation, installment sales and purchases, notes and interest, and payroll. (3 lecture hours per week).
- BUAD 150. Business Psychology.** (3 credits). Study of the practical applications of psychological principles as applied to human relations in a work environment. Emphasis on motivation, leadership, conflict resolution, decision-making, communication, and job satisfaction and effectiveness. (3 lecture hours per week).

## CHEMISTRY

William R. Bitner, *Department Chairperson*  
Betty Graef

- CHEM 111. Introductory Chemistry I.** (4 credits). Topics covered in this course include atomic-molecular theory, valence, oxidation numbers, formulae, chemical equations, gas laws, and solutions. (3 lecture and 3 laboratory hours per week).
- CHEM 112. Introductory Chemistry II.** (4 credits). This course surveys organic and bio-chemistry, and it may include polymer chemistry and heterocyclics. (3 lecture and 3 laboratory hours per week). *Prerequisite:* CHEM 111.
- CHEM 121. General Chemistry and Analysis.** (4 credits). The topics presented in this course include atomic structure, the periodic classification, the gas laws, reactions involving oxygen and hydrogen, solutions of electrolytes, ionization, and acids, bases, and salts. (3 lecture and 4 laboratory hours per week).
- CHEM 122. General Chemistry and Analysis.** (4 credits). The topics presented in this course include oxidation-reduction, the chemistry of the common elements and their compounds, coordination chemistry, and electro-chemistry. This course also emphasizes the qualitative analysis of the common cations and anions using semi-micro techniques in the laboratory and the study of systems involving chemical equilibria. (3 lecture and 4 laboratory hours per week). *Prerequisite:* CHEM 121.
- CHEM 210. Quantitative Analysis.** (4 credits). This course emphasizes the fundamental principles of quantitative analysis. Students make determinations involving gravimetric and volumetric methods and carry out acid-base titration. Students use some of the more modern techniques, including spectrophotometric and electroanalytical procedures. (2 lecture and 6 laboratory hours per week). *Prerequisite:* CHEM 122.
- CHEM 211. Organic Chemistry.** (4 credits). This course covers general principles and theories of elementary organic chemistry, with special emphasis on char-



acteristics, structures, preparation, reactions, and nomenclature of hydrocarbons, alkyl halides, alcohols, phenols, and ethers. (3 lecture and 4 laboratory hours per week). *Prerequisites:* A minimum grade of C in CHEM 121 and CHEM 122 or approval of department chairperson.

**CHEM 212. Organic Chemistry.** (4 credits). This course covers general principles and theories of elementary organic chemistry, with special emphasis on characteristics, structures, preparation, reactions, and nomenclature of aldehydes, ketones, carboxylic acids, and amines. This course also covers stereochemistry and some elementary concepts in biochemistry. (3 lecture and 4 laboratory hours per week). *Prerequisite:* CHEM 211.

### CHILD CARE and DEVELOPMENT

Sandra Horine, *Department Chairperson*  
Barbara S. Lynn

**CHCD 110. Pre-School and Day Care Programs.** (3 credits). A study of child development through pre-school and day care programs. Includes the history, philosophy and practices of specialized care with emphasis on the educational, recreational and health needs of the child. (3 lecture hours a week).

**CHCD 130. Child Care Services.** (3 credits). Child care work with troubled, dependent and neglected children and youth away from their own families. Includes history, philosophy and practices of foster care, adoption and related social services agencies. (3 lecture hours a week).

**CHCD 140. Child Care Recreation.** (2 credits). An introduction to the fundamental principles of child development through physical activity. Physical activities appropriate to motor development and movement education. (1 lecture and 2 laboratory hours a week).

**CHCD 150. Introductory Creative Activities.** (2 credits). Introduction to art media suitable for use with young children. Includes the process of working with paint, clay, wood, paper and other materials. (1 lecture and 2 laboratory hours a week).

**CHCD 160. Literature for Young Children.** (2 credits). An introduction to the various forms of children's literature. Examination is made of literature available specifically for the young child. The student is acquainted with authors and illustrations of children's books. (1 lecture hour and 2 laboratory hours per week).

**CHCD 170. Music for Young Children.** (2 credits). A study of the fundamentals of music, including rhythms, harmonic and melodic concepts, pitch, key determination; the musical interests of the child at early age levels. Emphasis to methods which will encourage musical participation by children. (1 lecture and 2 laboratory hours a week).

**CHCD 200. Exceptional Children.** (3 credits). An introduction to the understanding of exceptional children — the mentally retarded, the visually handicapped, the auditorially handicapped, the child with speech and language disorders, the brain damaged, the child with behavior disorders and the child with serious emotional disturbances. Includes study of theories relevant to treatment and education of exceptional children and types of services available in special education. (3 lecture hours a week). *Prerequisite:* PSYC 130 or consent of department chairperson.

**CHCD 210. Creative Activities II.** (2 credits). Instruction in a variety of simple science media for use with young children. Basic instruction in the use of tools to

facilitate the creation and maintenance of play equipment. Techniques for toy making, creative activities for hospitalized children and simple science projects are developed. (1 lecture and 2 laboratory hours a week).

**CHCD 220. Child Nutrition and Health Care.** (3 credits). Provides students with basic information on human nutrition, the nutritional value of food, and an understanding of food and food habits in relation to nutrition of the young child. Examination of food purchasing, storage, safe handling and sanitation. Importance of good nutrition in maintaining good health is presented. (3 lecture hours a week).

**CHCD 230. Advanced Child Growth and Development.** (3 credits). Provides the student with an understanding of the physical, social, emotional, and mental development of the young child up to preadolescence, with concentration on child guidance. Increases student's understanding of the dynamics of behavior, including attitudes, values and knowledge of growth patterns. (3 lecture hours a week).

**CHCD 240. Child Care and Development** (4 credits). The history, philosophy, and ethics of child care, types of child caring facilities, laws and standards governing agency management. Understanding the child and the roles of team members within the agency. Emphasis is placed on the responsibilities, personality and involvement of the child care worker. Includes a two-hour visit each week to designated facilities. (3 lecture and 2 laboratory hours a week).

**CHCD 250. Administration of Pre-School and Day Care Programs** (4 credits). This course develops skills in management of early childhood programs. It encompasses the role and duties of a director, staff management, licensing agency requirements, fiscal management, marketing, record keeping, personnel selection, staff development, parent and public communication, policy formation, professionalism and ethics, program design and coordination, and other practical aspects of administering programs for young children. (2 lecture and 4 laboratory hours a week).

**CHCD 260. Seminar and Field Work.** (4 credits). On-the-job experience under the supervision of a professional team with opportunities for direct involvement in program activities in the area of specialization. (3 lecture and 8 laboratory hours a week).

**CHCD 270. Special Project.** (4 credits). Opportunity for a student or group of students to pursue a special interest in the area of child care. Special projects which would demonstrate a functional capability within an area of child care will be undertaken with the approval of the instructor. Student projects may include child development models in areas of literature, recreation, music, etc. (3 lecture and 8 laboratory hours a week).

### COMMUNICATIONS

Cathy Forsythe, *Department Chairperson*  
William C. Lewis, Jerry Perkins

**COMM 105. Introduction to Mass Communications.** (3 credits). This course presents a study of communications with large groups of people through such media as newspapers, magazines, radio, and television. The course examines the communicator, the audience, and the media as well as the nature of their interaction which forms the communication experience in modern society. (3 lecture hours per week).



**COMM 106. News Photography.** (3 credits). This course covers basic photographic principles for work in media. Single, multiple, and electronic flash will be studied and put to use. The course will emphasize working with deadlines and high-speed processing. (3 lecture hours per week).

**COMM 110. Survey of Radio and TV.** (3 credits). This course presents a survey of the broadcasting industry. It includes discussion of historical highlights, technical developments, and regulation of radio and television, and it explains the operation of radio and TV equipment. The course also covers radio and television programming, cable TV, and new electronic media. (3 lecture hours per week).

**COMM 111. Basic Recording Techniques.** (3 credits). This course familiarizes the student with modern multi-track recording techniques. The course includes live 8-track recording sessions, offering the student the opportunity to apply the related techniques. (1 lecture and 2 laboratory hours per week).

**COMM 111A. Intermediate Recording Techniques.** (3 credits). Under the guidance of qualified instructors, the student gains experience with projects such as demo tapes, radio spots, jingles, or master tapes for records on the 16 track equipment. Studies also include the examination of sound reinforcement systems and the practical experience of assisting the ACC audio staff with programs and concerts on and off campus. (1 lecture and 2 laboratory hours per week).

**COMM 112. Advanced Audio Recording Techniques.** (3 credits). This course is primarily a recording "projects" course. Under the guidance of qualified instructors, the student produces approved projects such as demo tapes, radio spots, jingles, or master tapes for records. Studies also include the examination of sound reinforcement systems and the practical experience of assisting the ACC audio staff with programs and concerts on and off campus. Students arrange scheduled studio time by appointment. (1 lecture and 2 laboratory hours per week).

**COMM 113. Television Production I.** (3 credits). A practical approach to the presentation of commercials, news, and live programs as encountered in the daily operation of commercial TV stations, this course gives basic instruction in camera work, video and audio control, and editing. (3 lecture hours per week).

**COMM 114. Television Production Workshop.** (3 credits). This course continues instruction in camera work, video, and editing. Students will actually produce public affairs/news oriented shows for broadcast on local cable TV stations. (3 lecture hours per week). *Prerequisite:* COMM 113.

**COMM 115. Writing for Mass Media.** (3 credits). This course provides an introduction to the fundamentals of the writing and fact-gathering skills of journalism, advertising, and public relations for print and electronic media. Students create and write effective commercials and public service announcements for radio and TV. (3 lecture hours per week).

**COMM 210. Radio News Workshop.** (3 credits). This course emphasizes the preparation of news and specialized news program copy for radio presentation. It includes news styles for electronic media, spot news, interpretive specials, and analysis. The lab includes airing of newscasts on the College radio station. (1 lecture and 4 laboratory hours per week). *Prerequisites:* ENGL 111 or ENGL 121 and instructor approval.

**COMM 211. Radio Production.** (3 credits). This course presents a practical approach to the presentation of announcements and live programs as encountered in the daily operation of the average radio station. The course begins with instruction in audio control, and it includes on-air experience at the College

radio station. (1 lecture and 4 laboratory hours per week). *Prerequisites:* ENGL 111 or ENGL 121 and instructor approval.

**COMM 212. Principles of Advertising.** (3 credits). This study of the fundamentals of advertising includes topics such as universal appeal, copywriting, layouts, and selection of media. The course stresses the relationship between topography and newspaper advertising, and it places additional emphasis on other media. (3 lecture hours per week).

**COMM 215. TV News Workshop.** (3 credits). This course includes preparation of news and specialized news program copy for television presentation. The course explores new styles for the electronic media, including spot news, interpretive specials, and analysis. (3 lecture hours per week). *Prerequisite:* COMM 113.

**COMM 220. Independent Study in Communications.** (3 credits). This course allows the student advanced work in communications and meets his/her specific needs. The student, with approval of the instructor and the department chairperson, prepares and executes a written contract (proposal for learning). When the student completes all aspects of the contract, he/she is awarded credit upon the approval of the department. (3 lecture hours per week). *Prerequisite:* approval of department chairperson.

**COMM 221. Independent Study in Communications.** (3 credits). This course allows the student advanced work in communications and meets his/her specific needs. The student, with approval of the instructor and the department chairperson, prepares and executes a written contract (proposal for learning). When the student completes all aspects of the contract, he/she is awarded credit upon the approval of the department. (3 lecture hours per week). *Prerequisite:* approval of department chairperson.

**COMM 222. Public Relations.** (3 credits). This course includes a study of the principles and practices within the field of public relations, with special emphasis on publicity problems of the public schools and colleges. By means of the text, outside reading, and the lectures, students examine a special type of journalism. (3 lecture hours per week).

**COMM 224. Radio & Television Announcing.** (3 credits). This speech course specifically addresses broadcast journalism, giving students actual "on-air" training for news anchoring, commercial work, on camera interviews, and field reporting. The course will analyze the trends of broadcasting and provide practical experience. (3 lecture hours per week).

**COMM 225. Independent Project in Television.** (3 credits). This course allows the student advanced work in television to meet specific needs. The student, with approval of the instructor and department chairperson, executes a project outlined in a course contract. The student is awarded credit upon approval of the department. (3 lecture hours per week). *Prerequisite:* approval of department chairperson.

**COMM 226. Independent Project in Television.** (3 credits) This course allows the student advanced work in television to meet specific needs. The student, with approval of the instructor and department chairperson, executes a project outlined in a course contract. The student is awarded credit upon approval of the department. (3 lecture hours per week). *Prerequisite:* approval of department chairperson.



## COMPUTER SCIENCE

Gerald Pullen, *Department Chairperson*

Don Armstrong, Loretta Hulsey, Joseph Potts, Barry Russell

- CSCI 101. Introduction to Computers.** (4 credits). This course is an overview of the basic concepts of computer information processing. The functional characteristics of digital computers, and their capabilities and limitations are discussed. Application of computers in business, industry, and society—for non-computer science majors. (3 lecture and 3 laboratory hours per week).
- CSCI 102. Micro-Computer Programming—BASIC.** (3 credits). Fundamental concepts of the BASIC programming language as applied to micro-computers. Includes problem solving, applications, graphics, music, and other programming techniques applicable to micro-computers. For non-computer science majors. (3 lecture and 3 laboratory hours per week).
- CSCI 103. Micro-Computers and their Uses.** (3 credits). An introductory course in understanding and using micro-computers. Fundamentals of micro-computer hardware including design, interfacing, and operation. Hands on use of micro-computers using common application programs and popular software. For non-computer science majors. (3 lecture hours per week).
- CSCI 106. Organization of Program Languages.** (3 credits). Details of programming in several problem-oriented and special purposes languages. Study of language specifications and analysis. (3 lecture hours per week).
- CSCI 110. Introduction to Computer Science.** (4 credits). This course includes an introduction to computer concepts, with instruction on the use of word processing, spreadsheet, and data base management software. (3 lecture and 3 laboratory hours per week).
- CSCI 112. Computer Programming —FORTRAN** (4 credits). Students will learn computer programming using the FORTRAN computer language, including input, output, array, subprograms, and number systems. (3 lecture and 3 laboratory hours per week).
- CSCI 114. Computer Programming (BASIC).** (4 credits). This course is a study of programming using the BASIC computer language. (3 lecture and 3 laboratory hours per week). *Prerequisite:* high school algebra.
- CSCI 116. Computer Graphics.** (4 credits). This introduction to computer graphics includes a study of graphic techniques and the use of microcomputer graphics software. (3 lecture and 3 laboratory hours per week). *Prerequisites:* CSCI 114, or consent of department chairperson.
- CSCI 120. Computer Programming —RPG.** (4 credits). Students will learn computer programming using the Report Program Generator programming language. RPG is used for business applications. (3 lecture and 3 laboratory hours per week).
- CSCI 130. Computer Programming (COBOL).** (4 credits). This course is a study of computer programming using the Common Business Oriented Language. This language is commonly used in business applications. (3 lecture and 3 laboratory hours per week).
- CSCI 200. Special Topics.** (4 credits). This course consists of special projects designed to meet individual students needs and interests. (3 lecture and 3 laboratory hours per week). *Prerequisite:* consent of the department chairperson.
- CSCI 210. Computer Programming (Advanced FORTRAN).** (4 credits). A detailed study of FORTRAN. This high level language is commonly used in scientific

computations. (3 lecture and 3 laboratory hours per week). *Prerequisite:* CSCI 110, MATH 121, or MATH 180, or consent of the department chairperson.

- CSCI 212. Computer Programming (Advanced FORTRAN).** (4 credits). This course includes a detailed study of FORTRAN. (3 lecture and 3 laboratory hours per week). *Prerequisite:* CSCI 112, MATH 121, or consent of department chairperson.
- CSCI 214. Computer Programming (Adv. BASIC).** (4 credits). This course includes a detailed study of BASIC. (3 lecture and 3 laboratory hours per week). *Prerequisites:* CSCI 114.
- CSCI 215. Logic Analysis and Boolean Algebra.** (3 credits). This course includes a study of digital decised and boolean algebra. (3 lecture hours per week). *Prerequisite:* Consent of the department chairperson.
- CSCI 220. Computer Programming (Adv. RPG).** (4 credits). A detailed study of the Report Program Generator language, this course is a continuation of CSCI 120. The course emphasizes array processing, table look ups, matching records, and file updating. (3 lecture and 3 laboratory hours per week). *Prerequisite:* CSCI 120.
- CSCI 230. Computer Programming (Adv. COBOL).** (4 credits). A detailed study of Common Business Oriented Language, this course is a continuation of CSCI 130. (3 lecture and 3 laboratory hours per week). *Prerequisite:* CSCI 130.
- CSCI 240. Business Systems Analysis.** (4 credits). This course includes a study of business systems, analysis, and design. (3 lecture hours per week). *Prerequisite:* CSCI 130.
- CSCI 250. Computer Programming (Assembly).** (4 credits). This course includes a study of an assembly programming language. (3 lecture and 3 laboratory hours per week). *Prerequisites:* Consent of the department chairperson.
- CSCI 260. Microcomputers.** (4 credits). A study of microcomputers and their software, this course will give attention to the microcomputer operating system and to some commonly used software package(s). (3 lecture and 3 laboratory hours per week). *Prerequisites:* CSCI 110.
- CSCI 270. Computer Programming (PASCAL).** (4 credits). Students will learn computer programming using the PASCAL computer language. (3 lecture and 3 laboratory hours per week). *Prerequisite:* CSCI 112, CSCI 114, or CSCI 130, or consent of department chairperson.
- CSCI 280. Data Base systems.** (4 credits). This course is an introduction to data base management systems, data organization and structure, and data base design. (3 lecture and 3 laboratory hours per week). *Prerequisite:* consent of department chairperson.

See p. 213 for TDC Computer Science courses.

## COURT REPORTING

Mary Knapp, *Department Chairperson*

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

- CTRP 111. Machine Shorthand Theory.** (6 credits). Theory of machine shorthand, vocabulary development, and skill building through reading and machine practice. Dictation and transcription of machine shorthand notes. Two theory



- courses are required of the beginning student. (6 lecture and 4 laboratory hours per week).
- CTRP 112. Machine Shorthand I (60-80-100).** (6 credits). Development of vocabulary and skill building through concentrated emphasis on live dictation and transcription of machine shorthand notes. The objective of the course is to attain the speed of 100 words per minute. The student advances at his/her own rate. (6 lecture and 4 laboratory hours per week). *Prerequisite:* CTRP 111.
- CTRP 120. Machine Shorthand II (120-140).** (6 credits). Emphasis on increased skill and speed. The objective of the course is to attain the speed of 140 words per minute. The student advances at his/her own rate. (6 lecture and 4 laboratory hours per week). *Prerequisite:* CTRP 112.
- CTRP 121. Law and Legal Terminology.** (3 credits). Course objectives are to insure comprehension of meanings and applications of legal terminology, while instructing in the various fields of law encountered in the practice of the court reporter. Emphasis is placed on the judicial system, types of courts, jurisdictions, and appellate procedures. Court practices and responsibilities of the reporter are fully covered, including ethics of the profession. Course also includes researching of legal reference books and handling of citations in the record. (4 lecture hours and 1 laboratory hour per week).
- CTRP 122. Medical Terminology.** (3 credits). Study of human anatomy, skeletal structure, systems of the body, and medical specialties, coupled with lectures, study guides, tests and exercises designed to insure knowledge of the components in building medical vocabulary and application thereof. (4 lecture hours and 1 laboratory hour per week).
- CTRP 125. Court Reporting Procedures.** (3 credits). Course objective to acquaint the student with various fields of reporting, essential qualifications of reporter, procedures in the free-lance and official office, transcript set-ups for interrogatories, statements, depositions, court matters, certification of questions, interpreted proceedings, legislative matters, and conventions. (3 lecture and 2 laboratory hours per week). *Prerequisites:* CTRP 112, CTRP 130, CTRP 142, ENGL 112.
- CTRP 130. Transcription I.** (2 credits). Supervised activity with continued concentration on dictation and transcription of shorthand notes. (5 laboratory hours per week).
- CTRP 140. Transcription II.** (2 credits). Supervised activity with continued concentration on dictation and transcription of shorthand notes. (5 laboratory hours per week).
- CTRP 141. Grammar and Punctuation I.** (2 credits). The study of basic grammar as applied to the reporting profession, with emphasis on parts of speech; formation of plurals and possessives, verbal, adverbial, and adjective comparisons; sentence patterns; capitalization, and vocabulary development. This study approaches English grammar from the proofreading aspect rather than from the writing aspect. (This course is to be given on alternate days with ENGL 111 — Communication Skills I — 3 credits.) (2 lecture hours per week).
- CTRP 142. Grammar and Punctuation II.** (2 credits). Specialized English training applied to the reporting profession, including the study of clauses and phrases, rules of punctuation, capitalization, word division, proper transcription, forms for numerals, use of abbreviations, transcript editing, proofreading, and NSRA Punctuation. The student is given numerous dictations for transcribing and is tutored in voice and speech patterns while reading notes aloud. (This course is to be given on alternate days with ENGL 112 — Communication Skills II — 3 credits.) (2 lecture hours per week).

- CTRP 210. Transcription III.** (2 credits). Supervised activity with continued concentration on dictation and transcription of shorthand notes. (5 laboratory hours per week). *Prerequisites:* CTRP 120, CTRP 140, CTRP 141, CTRP 142, ENGL 111, ENGL 112.
- CTRP 211. Machine Shorthand III (160-180).** (6 credits). Continued emphasis on skill and speed building. The objective is to attain the speed of 180 words per minute. (6 lecture and 4 laboratory hours per week). *Prerequisites:* CTRP 120, CTRP 140, CTRP 141, CTRP 142, ENGL 111, ENGL 112.
- CTRP 212. Machine Shorthand IV (200-225).** (6 credits). Continued emphasis on skill and speed building, culminating in the attainment of the speed of 225 words per minute. (6 lecture and 4 laboratory hours per week). *Prerequisite:* CTRP 211.
- CTRP 220. Transcription IV.** (2 credits). Supervised activity with continued concentration on dictation and transcription of shorthand notes. (5 laboratory hours per week).
- CTRP 221. Courtroom Procedures I.** (3 credits). Untimed simulated courtroom situations are presented, using attorneys, witnesses, and court personnel. Emphasis is placed on varied courtroom practices, such as voir dire examinations, opening and closing statements, objections, marking of exhibits, indexing and filing of notes, citations, readback, and preparation of transcripts in required format. (3 lecture and 2 laboratory hours per week). *Prerequisite:* CTRP 120.
- CTRP 222. Courtroom Procedures II.** (3 credits). Untimed simulated courtroom situations are continued as described in Courtroom Procedures I. Material is presented to develop endurance and machine writing techniques. Court Reporting ethics are stressed with emphasis on the responsibilities of a reporter and the profession. At this level arrangements are made when possible for the student to participate in actual court proceedings with an official court reporter in attendance. (3 lecture and 2 laboratory hours per week). *Prerequisite:* CTRP 221.
- CTRP 224. Reporting Technology.** (3 credits). Introduction to modern technology applicable to the Court Reporting profession, including lectures, dictation, and practical applications of word processing, videotaping, and computer-aided transcription, including proofreading of rough drafts and production of the finished transcript. (3 lecture and 2 laboratory hours per week). *Prerequisites:* CTRP 112, CTRP 130, CTRP 142, ENGL 112.
- CTRP 225. Technical Dictation.** (3 credits). Dictation emphasizing all aspects of technical terminology, involving medical, legal, surveying, engineering, chemical, maritime, patent, aerospace, etc., with readback and transcription assignments in correct format, including proper transcription of mathematical and chemical formulae. This course utilizes one-and two-voice dictation material. (3 lecture and 2 laboratory hours per week). *Prerequisite:* CTRP 120.
- CTRP 240. General Office Practices.** (3 credits). The first half introduces the use of office dictation equipment, primarily the Stenorette; stresses dictation from notes, emphasizing enunciation in general and verb tenses, word endings, and punctuation in particular; promotes practice in transcribing from reporters' tapes, use of work sheets, marking exhibits, parentheticals, and working with deposition forms and procedures, adhering to NSRA guidelines. Each student will be required to take, dictate, and proofread a 50-60 page deposition and bill it and prepare it for filing under simulated office conditions. Videotaping will be demonstrated, and each student will be required to prepare a videotaped deposition. A computer translated deposition in its entirety will also be required of



each student. The second half introduces techniques of billing, basic book-keeping and tax records, sample letter writing, indexing and filing of notes, resumes, and pertinent office practices. At the 200 WPM level, each student will enter an internship with a practicing court reporter on actual assignments and complete at least 40 actual writing hours during the internship. A transcript of no less than 50 pages will be required of each student for internship credit. (3 lecture and 2 laboratory hours per week). *Prerequisite:* CTRP 211.

## CRIMINAL JUSTICE

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

- CJUS 110. Introduction to Criminal Justice.** (3 credits). A survey of the philosophy and history of criminal justice, identifying contemporary crime trends, current issues, and the roles of the various criminal justice agencies. (3 lecture hours per week).
- CJUS 120. 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).
- CJUS 125. The Courts and Criminal Procedure.** (3 credits). The judiciary in the criminal justice system; structure of American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence, sentencing. (3 lecture hours per week).
- CJUS 130. 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).
- CJUS 135. Probation and Parole.** (3 credits). The development, organization, operation, and result of systems of probation and parole as substitutions for incarceration. Includes methods of selection and prediction scales. (3 lecture hours per week).
- CJUS 140. Fundamentals of Criminal Law.** (3 credits). 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).
- CJUS 145. Crime in America.** (3 credits). American crime problems in historical perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime. (3 lecture hours per week).
- CJUS 215. 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).
- CJUS 220. 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).
- CJUS 225. 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).

- CJUS 226. Cooperative Education for Law Enforcement I.** (3 credits). The student works with a law enforcement agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student will be receiving on-the-job training related to classroom instruction under the supervision of the employer and the College coordinator. Throughout the work experience, portions of the program training plans shall be developed such that upon completion of the two Law Enforcement Field Experiences, the student will have completed a comprehensive on-the-job training program which will include the varied experiences found in a law enforcement career. *Prerequisite:* Currently enrolled in Criminal Justice related courses and approval of department chairperson. (20 laboratory hours per week).
- CJUS 227. Cooperative Education for Law Enforcement II.** (3 credits). The student works with a law enforcement agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student will be receiving on-the-job training related to classroom instruction and career goals under the supervision of the employer and the College coordinator. *Prerequisite:* Currently enrolled in Criminal Justice related courses and approval of department chairperson. (20 laboratory hours per week).
- CJUS 228. Cooperative Education for Correctional Science I.** (3 credits). The student works with a correctional agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student will be receiving on-the-job training related to classroom instruction under the supervision of the employer and the College coordinator. Throughout the work experience, portions of the program training plans shall be developed such that upon completion of the two correctional field experiences, the student will have completed a comprehensive on-the-job training program which will include the varied experiences found in a corrections career. *Prerequisite:* Current enrollment in Criminal Justice related courses and approval of department chairperson. (20 laboratory hours per week).
- CJUS 229. Cooperative Education for Correctional Science II.** (3 credits). The student works with a correctional agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student will be receiving on-the-job training related to classroom instruction and career goals under the supervision of the employer and the College coordinator. *Prerequisite:* Current enrollment in Criminal Justice courses and approval of department chairperson. (20 laboratory hours per week).
- CJUS 230. Patrol Administration.** (3 credits). Study of the philosophy and history of systems dealing with patrol functions. An analysis of the principles of organization and function of the patrol operation; contemporary operational activities. (3 lecture hours per week).
- CJUS 235. Corrections I: Organization and Operations.** (3 credits). A minimum of three months in an approved correctional setting taken after two semesters of approved work. The organization of correctional institutions is studied. Treatment, custody and support activities are examined. Students utilize functional charts for the various departments within the institution. (3 lecture hours per week). *Prerequisite:* consent of department chairperson.
- CJUS 245. Corrections II: Theory and Practice.** (3 credits). A minimum of three months in an approved correctional setting taken in conjunction with CJUS 235. Current theory and practice in state correctional institutions are examined with emphasis on the Texas Department of Correction programs. (3 lecture hours per week). *Prerequisite:* consent of department chairperson.



**CJUS 250. Traffic Law and Investigation.** (3 credits). A course in the investigation of traffic accidents, laws, and advanced investigation procedures. Special emphasis will be placed on the handling of traffic accidents on thoroughfares and expressways. (3 lecture hours per week).

**CJUS 270. Juvenile Delinquency.** (3 credits). The nature and extent of delinquency and environments in which juvenile delinquency develops including delinquent subcultures and peer groups. Evaluation of prevention, control, and treatment programs. (3 lecture hours per week).

**CJUS 290. Narcotics Investigation.** (3 credits). Identification of narcotics and dangerous drugs subject to abuse; including origin, distribution, and control; special investigation techniques, and recognition of drug users. (3 lecture hours per week).

**CJUS 295. Defensive Measures.** (3 credits). Introduction to the special physical skills and techniques required for the protection and safety of in-service criminal justice personnel and the public. Emphasis on Firearms Training, Emergency Medical Care, Traffic Direction & Control, and Crowd Control, including theory and application. To assist Criminal Justice majors in qualifying to take the appropriate state licensing exam upon completion of this and other criminal justice core curriculum. (2 lecture and 3 laboratory hours per week).

## CZECH

Roberto Rodriguez, *Department Chairperson*

**CZEC 111. Elementary Czech I.** (4 credits). While this course is definitely aimed toward proficiency in everyday conversational Czech, it gives the student the necessary background in pronunciation, acquisition of vocabulary, grammatical construction, and formation of sentences. (3 lecture and 2 laboratory hours per week).

**CZEC 112. Elementary Czech II.** (4 credits). This course is a continuation of the oral practice of CZEC 111, with some stress on reading and composition. (3 lecture and 2 laboratory hours per week). *Prerequisite:* CZEC 111 or instructor approval.

## DRAFTING

Ben Daw, *Department Chairperson*  
Larry Huffman

**DRFT 107. Industrial Blueprint Reading.** (3 credits). A course for students employed in or studying construction trades or related fields. A brief review of basic drafting skills is followed by a study of blueprints in sheet metal drafting, sizing and placement of ducts, plumbing, electrical and mechanical layouts. (3 lecture hours and 1 laboratory hour per week).

**DRFT 110. Fundamentals of Drafting.** (3 credits). A course for students without previous drafting experience or non-drafting majors. A basic course including use of drawing instruments, lettering, geometric construction, orthographic projection with an introduction to specialized areas. (2 lecture and 4 laboratory hours per week).

**DRFT 111. Engineering Drafting.** (4 credits). The principles of technical drawing as required to express ideas graphically are introduced. Topics include: use of

instruments, geometric construction, orthographic projection, sections, auxiliary views, revolutions, dimensioning, axonometric projection, intersections and developments. Recommended for drafting and engineering majors. (2 lecture and 6 laboratory hours per week).

**DRFT 120. Descriptive Geometry.** (3 credits). Problems relating to point, lines, and planes; intersection and sheetmetal developments; and auxiliary views. (2 lecture and 4 laboratory hours per week). *Prerequisite:* DRFT 111.

**DRFT 211. Pipe Drafting.** (4 credits). A basic course designed for the study of engineering standards, pipe and fitting designs, symbols and specifications. (2 lecture and 6 laboratory hours per week). *Prerequisite:* DRFT 111 or consent of department chairperson.

**DRFT 221. Structural Drafting.** (4 credits). A course designed to cover AISC specifications and standards, design and detail, or structural members and connections. (2 lecture and 6 laboratory hours per week). *Prerequisite:* DRFT 111 or consent of department chairperson.

**DRFT 231. Electrical Drafting.** (4 credits). An introduction to electrical schematics and diagrams. Also covers basic electricity and study of electrical and electronic symbols, their application and associated terminology. (2 lecture and 6 laboratory hours per week). *Prerequisite:* DRFT 111 or consent of department chairperson.

**DRFT 241. Architectural Drafting I.** (4 credits). Basic drafting techniques as related to the preparation of residential details, with emphasis on floor plans, plot plans, foundations, structural details, sections and elevations. (2 lecture and 6 laboratory hours per week).

**DRFT 242. Architectural Drafting II.** (4 credits). A continuation of DRFT 241 on an advanced level. (2 lecture and 6 laboratory hours per week). *Prerequisite:* DRFT 241.

**DRFT 251. Machine Drafting.** (4 credits). Problems relating to detail and assembly drawings of small machines, with emphasis on screw threads, fasteners, gears, and shop processes. (2 lecture and 6 laboratory hours per week). *Prerequisite:* DRFT 111 or consent of department chairperson.

**DRFT 265. Map Drafting.** (4 credits). Plotting surveyor's notes, plot plans and plats. Streets, highways, waterways and industrial applications are included. Attention is given to lettering and lettering devices as used in civil drafting. (2 lecture and 6 laboratory hours per week). *Prerequisite:* DRFT 111 or approval of department chairperson.

**DRFT 270. Construction Drafting.** (4 credits). A course designed to gain insight into all types and methods of construction, the nature of various building materials and their use, and methods of construction. (2 lecture and 6 laboratory hours per week). *Prerequisite:* DRFT 111 or approval of department chairperson.

**DRFT 281. Special Problems I.** (4 credits). A course designed to give the student an opportunity to develop additional skills in an area of major interest or explore an additional specialized field. The student will complete actual job problems in the chosen area of his interest. (2 lecture and 6 laboratory hours per week). *Prerequisite:* approval of department chairperson.

**DRFT 282. Special Problems II.** (4 credits). May be repeated for credit when topics vary. (2 lecture and 6 laboratory hours per week). *Prerequisite:* approval of department chairperson.

**DRFT 283. Cooperative Education for Drafting I.** (3 credits). The application of drafting skills and knowledge of production techniques in an entry-level posi-



tion with industry. Approximately 20 hours per week under the supervision of the College and the employer. (20 laboratory hours per week). *Prerequisites:* current enrollment in Drafting courses and approval of department chairperson.

**DRFT 284. Cooperative Education for Drafting II.** (3 credits). The application of drafting skills and knowledge of production techniques in an entry-level position with industry. Approximately 20 hours per week under the supervision of the College and the employer. (20 laboratory hours per week). *Prerequisites:* current enrollment in Drafting courses and approval of department chairperson.

**DRFT 291. Computer Aided Drafting I.** (4 credits). A basic course introducing the student to Computer Aided Drafting. Students will use existing programs in learning the terminology and equipment as used in CAD. Selected problems will be used to give the student "hands on" experience in the operation of the equipment. (2 lecture and 6 laboratory hours per week). *Prerequisite:* DRFT 130 or approval of department chairperson.

**DRFT 292. Computer Aided Drafting II.** (4 credits). Application of advanced problems with the use of equipment and software as used in various areas of technology. Student shall have the opportunity to do additional work in an area of specialization or explore a new area in addition to planned class problems. (2 lecture and 6 laboratory hours per week). *Prerequisite:* DRFT 291 or approval of department chairperson.

**DRFT 293. Computer Aided Drafting III.** (4 credits). Selected advanced topics will be given to students on an individual to-be-arranged basis. These topics shall include use of more advanced software and hardware to solve drafting problems in various areas of drafting. (2 lecture and 6 laboratory hours per week). *Prerequisite:* approval of department chairperson.

See p. 213 for TDC Drafting courses.

## DRAMA

C. Jay Burton, *Department Chairperson*  
Michael Corrison

**DRAM 111. Rehearsal and Performance.** (2 credits). This course is an activities course in which the student participates in theatre productions either as an actor or crew member. (6 laboratory hours per week).

**DRAM 112. Rehearsal and Performance.** (2 credits). This course is an activities course in which the student participates in theatre productions either as an actor or crew member. (6 laboratory hours per week).

**DRAM 130. Introduction to the Theatre Arts.** (3 credits). This course is the study of the principles of drama and the development of the Theatre as an art as evidenced through study of areas of productions past and present. (3 lecture and 2 laboratory hours per week).

**DRAM 140. Introduction to Acting.** (3 credits). This course is a study of the basic techniques of acting. Included in the course are relaxation, concentration, objectives and intentions, scene work, and improvisational acting. (2 lecture and 4 laboratory hours per week).

**DRAM 145. Movement and Dance for the Performing Arts.** (3 credits). This course provides instruction and participation in stage movement and beginning dance. (1 lecture and 3 laboratory hours per week).

**DRAM 150. Stage Makeup.** (3 credits). This course provides a survey of the reasons for stage makeup and the types of makeup available. It includes principles for defining makeup for characters in a play and intensive practical application. (2 lecture and 4 laboratory hours per week).

**DRAM 201. Development of the Motion Picture.** (3 credits). Emphasis in this course is on the analysis of the visual and aural aspects of selected motion pictures. Dramatic aspects of narrative films, historical growth, and sociological impact of film as an art will also be studied. (2 hours lecture and discussion and a 2 hour laboratory viewing session with discussion per week).

**DRAM 211. Rehearsal and Performance.** (2 credits). This course is an activities course in which the student participates in theatre productions either as actor or crew member. (6 laboratory hours per week).

**DRAM 212. Rehearsal and Performance.** (2 credits). This course is an activities course in which the student participates in theatre productions either as actor or crew member. (6 laboratory hours per week).

**DRAM 230. Introduction to Technical Theatre.** (3 credits). This course is a study of the basics for working in the areas of construction, properties, and sets. (2 lecture and 4 laboratory hours per week).

**DRAM 232. TV Lighting.** (3 credits). This course is a study of the basic concepts of television studio lighting, including principles and practice. (3 lecture and 3 lab hours per week).

**DRAM 235. Intermediate Technical Theatre.** (3 credits). This course is a study of the basic concepts of stage lighting, including principles and practice. The course also presents the basic principles of lighting design. (3 lecture and 3 laboratory hours per week). *Prerequisite:* DRAM 230.

**DRAM 240. Advanced Acting.** (3 credits). This course is a study of script analysis, character analysis, characterization, and situation. (2 lecture and 4 laboratory hours per week). *Prerequisite:* DRAM 140 or instructor approval.

**DRAM 250. Theatre Speech.** (3 credits). This course is a study of the necessary development of the voice for use for the stage. The course includes voice development, placement, projection, and diction. (3 lecture hours per week). *Prerequisite:* DRAM 140.

**DRAM 260. Modern Theatre Literature.** (3 credits). This course presents a survey of the dramatic literature and dramaturgical tendencies in Europe and America since the time of Ibsen. (3 lecture hours per week).

## ECONOMICS

Arthur Daniel, *Department Chairperson*  
Bob Higby, Tim Reynolds

**ECON 110. Consumer Economics.** (3 credits). This course shows the student how to make the most efficient use of business goods and services. It provides insight into buying problems such as use and evaluation of advertising and into consumer financial problems such as banking, credit, personal accounting and budgeting, and installment buying. (3 lecture hours per week).

**ECON 111. Principles of Economics I.** (3 credits). This course is an analysis of economic aggregates: inflation, unemployment, economic growth, and the distribution of income (including current policies and problems). The course presents problems of fiscal and monetary policy and places primary emphasis



on critical understanding of the economy's ability to meet the needs of its people participating as workers, consumers, and citizens. (3 lecture hours per week).

**ECON 112. Principles of Economics II.** (3 credits). This course provides a study of supply-demand relationships, economics of the firm and resource allocation (price and output determination—pure competition, monopolistic competition, oligopoly, and monopoly), economic problems (business, agriculture, labor, etc.), and international economic relations. (3 lecture hours per week).

## ELECTRONICS

Curtis Glatt, *Department Chairperson*  
Thomas Dartez, Stephen Foster

**ELEC 100. Basic Computer Programming for Technologies.** (4 credits). A technology based introduction to BASIC computer programming. The course includes a study of the use of computers in solving technology problems using the BASIC computer programming language. (3 lecture and 3 laboratory hours per week). *Prerequisites:* MATH 110, ENGL 110, and RDNG 110 or equivalent.

**ELEC 110. Introduction to Electronic Technology.** (3 credits). An introduction to concepts in electronic technology, including a study of basic electronic manufacturing methods and electronic equipment utilization. (3 lecture hours per week). *Prerequisites:* MATH 110, ENGL 110, and RDNG 110 or equivalent. *Corequisite:* ELEC 115.

**ELEC 115. Introduction to Electronic Technology Laboratory.** (1 credit). (3 laboratory hours per week). *Corequisite:* ELEC 110.

**ELEC 120. D.C. Theory and Circuit Analysis.** (3 credits). A study of direct current electricity involving voltage, current and resistance relationships and basic network equations using scientific calculators and BASIC programming. (3 lecture hours per week). *Prerequisite:* MATH 110 or equivalent. *Corequisites:* ELEC 125, ELEC 151 or equivalent.

**ELEC 125. D.C. Theory and Circuit Analysis Laboratory.** (1 credit). (3 laboratory hours per week). *Corequisite:* ELEC 120.

**ELEC 130. A.C. Theory and Circuit Analysis.** (3 credits). The analysis of passive electronic circuits with respect to time varying DC and AC waveforms. (3 lecture hours per week). *Prerequisites:* ELEC 120 and ELEC 125. *Corequisites:* ELEC 135 and ELEC 152 or equivalent.

**ELEC 135. A.C. Theory and Circuit Analysis Laboratory.** (1 credit). (3 laboratory hours per week). *Corequisite:* ELEC 130.

**ELEC 140. Electronics I.** (3 credits). An introduction to discrete active components and circuit configurations in preparation for the study of amplifier, oscillator, and digital circuit analysis. (3 lecture hours per week). *Prerequisites:* ELEC 120 and ELEC 125. *Corequisites:* ELEC 130, ELEC 135, ELEC 145.

**ELEC 145. Electronics I Laboratory.** (1 credit). (3 laboratory hours per week). *Corequisite:* ELEC 140.

**ELEC 151. Electronics Problems I.** (3 credits). The application of mathematics and calculations to solve direct current electronics problems. Topics from algebra using representative DC circuits are selected. (3 lecture hours per week). *Prerequisite:* MATH 115 or approval of the department.

**ELEC 152. Electronics Problems II.** (3 credits). The application of mathematics and calculations to solve alternating current problems. Topics from trigonometry using representative AC circuits are selected. (3 lecture hours per week). *Prerequisites:* ELEC 151 or MATH 121.

**ELEC 160. Electronic Drafting and Design.** (4 credits). A study of design, documentation, and drafting techniques involved in the production of electronic equipment for industrial and consumer applications. (3 lecture and 3 laboratory hours per week). *Prerequisite:* ELEC 110 or equivalent.

**ELEC 210. Electronics II.** (4 credits). Linear amplifier analysis and design including discrete and integrated circuits. (3 lecture and 3 laboratory hours per week). *Prerequisites:* ELEC 140 and ELEC 145.

**ELEC 220. Electronics III.** (4 credits). An introduction to digital circuit analysis and design with emphasis on integrated circuits. Boolean Algebra, Karnaugh maps and state diagrams are used in the analysis. (3 lecture and 3 laboratory hours per week). *Prerequisites:* ELEC 130 and ELEC 135.

**ELEC 230. Electronic Instrumentation and Measurement Techniques.** (4 credits). Theory of operation and application of standard laboratory test equipment to electronic trouble-shooting. (3 lecture and 3 laboratory hours per week). *Prerequisites:* ELEC 210 and ELEC 220.

**ELEC 240. Electronics Seminar and Project.** (4 credits). A survey of current electronic systems found in commercial and industrial applications. Student will design and construct an electronic project and/or prepare a research report related to the instructional objectives. (3 seminar lecture and 3 laboratory hours per week). *Prerequisite:* 16 hours of electronics or approval of the department chairperson.

**ELEC 250. Advanced Electronic Circuits.** (4 credits). A study of discrete and integrated circuit applications to analog, digital and/or optical electronic systems. (3 lecture and 3 laboratory hours per week). *Prerequisites:* ELEC 210 and ELEC 220.

**ELEC 260. Communications Circuits and Systems.** (4 credits). A study of the circuits, theory, and operations in modern electronic communications systems. (3 lecture and 3 laboratory hours per week). *Prerequisites:* ELEC 210 and ELEC 220 or approval of the department chairperson.

**ELEC 270. Microprocessor Programming and Architecture.** (4 credits). A study of assembly language programming, machine language, computer architecture of modern microprocessors, and microcomputer systems. (3 lecture and 3 laboratory hours per week). *Prerequisite:* ELEC 100 or equivalent. *Corequisite:* ELEC 220.

**ELEC 290. Computers and Computer Controlled Systems.** (4 credits). A study of digital and analog computer operation and control, including systems organization with respect to hardware, software and interfacing. (3 lecture and 3 laboratory hours per week). *Prerequisites:* ELEC 220 and ELEC 270 or approval of the department chairperson.

**ELEC 291. Microprocessors Programming and Interfacing.** (4 credit). A study of microprocessors and microcomputer systems including hardware and software and interfacing of systems. (3 lecture and 3 laboratory hours per week). *Prerequisites:* ELEC 220 and ELEC 270.



## ENGLISH

Bill Crider, *Department Chairperson*

Mike Bass, Gilbert Benton, James Creel, Charles Ferguson, Dickie Fox, Pat Klopp, Jo Ann Parochetti

NOTE: The basics of writing are taught in ENGL 101, 102, 109, and 110. These courses benefit students needing additional preparation for college-level work and those desiring only to improve their writing skills.

Students who (1) score below 16 in English on the ACT test or (2) perform unsatisfactorily on the ACC placement test must take either one or two basic courses, depending on the test results. Students in basic courses must complete their studies successfully to be eligible for regular-credit English courses.

**ENGL 101. Writing Fundamentals I.** (3 credits). This course combines intensive drill in basic grammar with practice in writing correct sentence patterns and effective paragraphs. (3 lecture hours per week).

**ENGL 102. Writing Fundamentals II.** (credits). This course begins with a review of basic grammar and focuses on the writing of paragraphs and short papers. (3 lecture hours per week).

**ENGL 109. Developmental Writing I.** (3 credits). Beginning with a study of basic grammar, this course concentrates on correct sentence patterns and gives some attention to paragraph writing. (3 lecture hours per week).

**ENGL 110. Developmental Writing II.** (3 credits). Extensive practice in writing paragraphs and short papers follows a review of grammar. (3 lecture hours per week).

**ENGL 111. Communication Skills I.** (3 credits). Designed for the occupational/technical student, this course emphasizes correct and effective communication through a review of grammar and a progression of written assignments on career-related topics. (3 lecture hours per week). *Prerequisite:* satisfactory score on English proficiency exam.

**ENGL 112. Communication Skills II.** (3 credits). In this course the occupational/technical student learns communication theory and puts into practice techniques of informative writing and speaking. (3 lecture hours per week). *Prerequisite:* satisfactory score on English proficiency exam.

**ENGL 121. Composition and Rhetoric I.** (3 credits). This standard course focuses on correct and effective writing through a review of grammar and a progression of written assignments. Reading assignments in the short story provide topics for required themes. (3 lecture hours per week). *Prerequisite:* satisfactory score on English proficiency exam.

**ENGL 122. Composition and Rhetoric II.** (3 credits). This course is a continuation of ENGL 121. There is more intensive practice in theme writing, including a research paper, and reading assignments include drama and poetry as well as fiction. (3 lecture hours per week). *Prerequisite:* ENGL 121.

NOTE: To fulfill the sophomore English requirements of ACC programs of study, the English Department recommends either ENGL 211-212 or 221-222, 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: 211 or 221. Group B: 212, or 222, or 230. Under appropriate circumstances, ENGL 260 may be allowed as one of the two required sophomore courses.

**ENGL 211. Survey of Literature I.** (3 credits). Readings in world masterpieces dating from ancient times to the eighteenth century provide topics for various kinds of written analysis. Collateral reading and reports are required. (3 lecture hours per week). *Prerequisites:* ENGL 121 and ENGL 122.

**ENGL 212. Survey of Literature II.** (3 credits). This course is a continuation of ENGL 211. World literature ranging from seventeenth-century Europe to twentieth-century America is the subject area of reading and writing assignments. Collateral reading and reports are required. (3 lecture hours per week). *Prerequisites:* ENGL 121 and ENGL 122.

**ENGL 221. Survey of English Literature I.** (3 credits). This course covers British literature from its beginning to the eighteenth century. Collateral reading and reports are required. (3 lecture hours per week). *Prerequisites:* ENGL 121 and ENGL 122.

**ENGL 222. Survey of English Literature II.** (3 credits). As a continuation of ENGL 221, this course is a study of British literature from the Romantic Period to the present. Collateral reading and reports are required. (3 lecture hours per week). *Prerequisites:* ENGL 121 and ENGL 122.

**ENGL 230. American Literature.** (3 credits). This course examines our national literary heritage dating from colonial times to the present. Collateral readings and reports are required. (3 lecture hours per week). *Prerequisites:* ENGL 121 and ENGL 122.

**ENGL 250. Creative Writing.** (3 credits). Designed for students interested in writing poetry, fiction, or nonfiction, this humanities elective course presents a study of literary techniques in contemporary published examples, but it emphasizes writing and revising original works. (3 lecture hours per week). *Prerequisites:* ENGL 121 and ENGL 122 or approval of the department chairperson.

**ENGL 260. Technical Communication.** (3 credits). Designed primarily for students working toward a four-year science or technology degree, this course stresses accurate and effective writing in formal reports and other professional communication forms. Brief attention is also given to the oral report. (3 lecture hours per week). *Prerequisites:* sophomore standing and ENGL 111-112 or ENGL 121-122.

## FASHION MERCHANDISING

Patty Hertenberger, *Department Chairperson*

**FASH 130. Introduction to Fashion Merchandising.** (3 credits). This course develops an overview of the fashion industry, its principles, and procedures. Production, distribution, and consumption of fashion apparel will be analyzed. Consumer characteristics and their influence and changing demand for fashion goods will be related to fashion marketing activities. (3 lecture hours per week). *Prerequisite:* consent of instructor.

**FASH 140. Fashion Buying and Merchandising.** (3 credits). The student will study the fundamental concepts in the buying and merchandising of fashion products. The course will develop an understanding of methods of inventory, elements of profit, pricing, mark-up, mark-down, and terms of sale. Sources of buying information, selection of fashion merchandise and responsibilities of buyers will be covered. Field trips to stores will supplement class lectures. (3 lecture hours per week). *Prerequisite:* consent of instructor.



**FASH 10. Merchandising Math.** (3 credits). This course is designed to prepare career-oriented students for employment at such entry level merchandising positions in retail organizations as assistant buyer, assistant manager, or merchandising clerical. Topics include: merchandising profit, merchandising planning, purchase orders, markdowns, markups, inventory control, computerized merchandising operations. (3 lecture hours per week).

**FASH 210. Fashion Sales Promotion.** (3 credits). This course is designed to introduce the student to general procedures and objectives of sales promotion to stimulate a creative approach to the promotion of fashion merchandise. A study of sales promotion activities, fashion advertisements, media, display, and publicity will be made. Emphasis will be placed on a fashion show presentation as a term project. (3 lecture hours per week). *Prerequisite:* consent of the instructor.

**FASH 220. Textiles.** (3 credits). A study of fibers, yarns, weaves, designs, and finishes with emphasis on information applicable to the selection and performance of textiles normally used in apparel will be used. (3 lecture hours per week). *Prerequisite:* consent of the instructor.

**FASH 230. Fashion Fundamentals.** (3 credits). A course designed to add balance to the Fashion Merchandising curriculum; comprehensive coverage in the personality and grooming fields to help students develop tasteful appearance, attractive personality, and the social refinements that are necessary for success in today's fashion world. (3 lecture hours per week). *Prerequisite:* consent of the instructor.

**FASH 240. Principles of Fashion Design.** (3 credits). Provides the student with a general interest in fashion and understanding of the way apparel is created and manufactured. Students will have an opportunity to increase their visual and verbal vocabulary of terms basic to all fashion careers. The course will detail the specific talents and skills required, and how to develop them. Many important areas of fashion design are brought together to show their interrelation in becoming the tools of the professional apparel designer. (3 lecture hours per week). *Prerequisite:* consent of instructor.

**FASH 250. Introduction to Interior Design.** (3 credits). Study of basic principles and elements of design. Emphasis is placed on understanding color and design principles and distribution of these principles in a room composition. Course includes window and wall treatments, furniture arrangements, lighting and fabric and furniture selection. (3 lecture hours per week). *Prerequisite:* consent of instructor.

**FASH 260. Professional Application of Interior Design Principles.** (3 credits). Professional business procedures and responsibilities related to employment in this field. Study of trade source/designer/client relations including specifications, selling, and basic application. (3 lecture hours per week). *Prerequisite:* consent of instructor.

**FASH 112, 122, 212, 222. Internship.** (3 credits, each). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Students may receive credit from an approved full-time job.

## FRENCH

Roberto Rodriguez, *Department Chairperson*

**FREN 111. Elementary French.** (4 credits). Designed for the student with no previous instruction in French, this course emphasizes conversational French, but students also learn the essentials of grammar. (3 lecture and 2 laboratory hours per week).

**FREN 112. Elementary French.** (4 credits). This course is a continuation of FREN 111 with some stress on reading and composition. (3 lecture and 2 laboratory hours per week).

**FREN 121. Intermediate French.** (3 credits). This course includes French readings, grammar, and composition based partly on a formal text and partly on selected readings. The course stresses oral work. (3 lecture hours and 1 laboratory hour per week). *Prerequisite:* FREN 112 or instructor approval.

**FREN 122. Intermediate French.** (3 credits). This course continues the study of French readings, grammar, and composition based partly on a formal text and partly on selected readings studied in FREN 121. (3 lecture hours and 1 laboratory hour per week). *Prerequisite:* FREN 112 or instructor approval.

## GEOGRAPHY

Arthur Daniel, *Department Chairperson*

**GEOG 110. Principles of Geography.** (3 credits). This course includes a study of the natural and cultural features within the world-wide geographic setting. The course emphasizes world climatic regions with discussion and interpretation. (3 lecture hours per week).

## GEOLOGY

Dick Graef, *Department Chairperson*  
Phyllis Eggleston

**GEOL 111. General Geology I.** (4 credits). This course provides an introduction to the study of rocks, minerals, and physical pressures that modify the surface of the earth, and it gives special attention to the practical aspects of geology in society, such as mineral, energy, and water resources, volcanism, and geologic factors that influence the environment. (3 lecture and 2 laboratory hours per week).

**GEOL 112. General Geology II.** (4 credits). This course presents a survey of the evolution of the earth and life through geologic time. The course includes such topics as earthquakes and the earth's interior, mountain building, drifting continents, the Ice Ages, the solar system, the history of life, and the geological aspects of the environment and its effect on the future of mankind. (3 lecture and 2 laboratory hours per week). *Prerequisite:* GEOL 111.



## GERMAN

Roberto Rodriguez, *Department Chairperson*

**GERM 111. Elementary German I.** (4 credits). While this course is definitely aimed toward proficiency in everyday conversational German, it gives the student the necessary background in pronunciation, acquisition of vocabulary, grammatical construction, and formation of sentences. (3 lecture and 2 laboratory hours per week).

**GERM 112. Elementary German II.** (4 credits). This course is a continuation of the oral practice of GERM 111, with some stress on reading and composition. (3 lecture and 2 laboratory hours per week). *Prerequisite:* GERM 111 or instructor approval.

**GERM 121. Intermediate German I.** (3 credits). This course includes German readings, grammar, and composition based partly on a formal text and partly on selected readings. This course stresses written work and continues the oral work started in elementary German. (3 lecture hours and 1 laboratory hour per week). *Prerequisite:* GERM 112 or instructor approval.

**GERM 122. Intermediate German II.** (3 credits). This course continues the study of German readings, grammar, and composition, based partly on a formal text and partly on selected readings studied in GERM 121. (3 lecture hours and 1 laboratory hour per week). *Prerequisite:* GERM 121 or instructor approval.

## GOVERNMENT

Arthur Daniel, *Department Chairperson*

Ida Blanchette, Marvin Longshore, Tim Reynolds, Bill Taliaferro

**\*GOVT 211. American National and State Governments I.** (3 credits). This course includes a study of the origin and development of our federal system of government and an analysis of federal and state constitutions, with special attention to the Texas constitution, and of federal-state and inter-state relations. The course places special emphasis on the problems of citizenship in a modern democratic society. (3 lecture hours per week).

**GOVT 212. American National and State Governments II.** (3 credits). This course presents a study of the functions and services of the government of the United States, of the states in general, and of Texas in particular. (3 lecture hours per week).

\*Required for Texas teacher certification.

## HEALTH MEDICAL LABORATORY TECHNOLOGY

Florence Pipes, *Department Chairperson*

Johneta Turner

**HMLT 110. Introduction to Medical Technology and Terminology.** (3 credits). Study of the fundamentals of laboratory and hospital organization and personnel, laboratory safety, blood collection, laboratory math, and basic quality control. Study and practical experience are provided in these and in solution preparation, the use of basic lab glassware, and the use of basic lab equipment and instruments. Study of medical vocabulary is included as a separate part of this course. (2 lecture and 3 laboratory hours per week).

**HMLT 111. Clinical Chemistry I.** (5 credits). Introduction to Clinical Chemistry. Study of and laboratory practice in sample collection and preservation for routine clinical chemistry tests; use and evaluation of sample accession and record keeping systems; use and evaluation of quality control and lab safety; use and simple troubleshooting of basic clinical chemistry instruments and procedures; recognition, performance, and interpretation of routine clinical chemistry tests (glucose, BUN, creatinine, protein, chloride, electrolytes, CO<sub>2</sub>, and others). (3 lecture and 8 laboratory hours per week). *Prerequisites:* HMLT 110 and CHEM 111 or equivalent.

**HMLT 112. Clinical Microbiology I.** (4 credits). Introduction to Clinical Microbiology. Study of the basic concepts of microbiology including taxonomy, morphology and physiology of bacteria, as well as disease(s) produced by them. Methods to isolate, cultivate, and identify bacteria will be studied including routine staining procedures, and biochemical identification tests. Included will be procedures for specimen collection, processing, and shipment, media preparation and quality control. (2 lecture and 8 laboratory hours per week). *Prerequisite:* HMLT 110.

**HMLT 113. Hematology I.** (4 credits). Lecture and lab on chemicals and physical nature of blood, use and maintenance of routinely used manual and semi-automated hematology equipment, quality control, sample identification, study of the formed elements of blood, performance and interpretation of routine hematology tests, study of basic coagulation procedures. Some tests included in this course are hemoglobin, hematocrit, sedimentation rate, RBC morphology, WBC differential, prothrombin time, bleeding time. (2 lecture and 8 laboratory hours per week). *Corequisite:* HMLT 110.

**HMLT 123. Medical Microbiology.** (3 credits). A study of the medically important microbes. Emphasis will be placed on those organisms producing disease in the upper respiratory tract. The epidemiology of microbes in the clinical environment will be studied. The basic principles of disease and the mechanisms of host defense will be presented. The student should be able to perform routine culture and isolation procedures, antibiotic susceptibility testing and rapid identification for bacteria and yeast. (2 lecture and 3 laboratory hours per week).

**HMLT 130. Urinology.** (3 credits). Study of urinalysis procedures including chemical tests, microscopic examination, pregnancy tests, renal function tests, and the correlation of these procedures to disease state(s) and malfunction(s). (2 lecture and 4 laboratory hours per week). *Corequisite:* HMLT 110.

**HMLT 140. Fluid Analysis.** (1 credit). Body fluids, including gastric, synovial, spinal, seminal, pleural, peritoneal and pericardial fluids, will be studied. Methods for determining their biochemical and cellular content will be presented and abnormal values will be correlated with pathological conditions. (1 hour lecture per week). *Prerequisite:* HMLT 110.

**HMLT 150. Parasitology.** (2 credits). Study of the taxonomy, morphology, and specific characteristics of human parasites as well as the disease states produced by them. Microscopic examination, concentration, fixation, staining, and preservation of specimens will be practiced. (1 lecture and 2 laboratory hours per week). *Prerequisites:* HMLT 110 and HMLT 112.

**HMLT 210. Serology-Immunology.** (3 credits). Study of serological and immunological procedures, including flocculation, agglutination, precipitation, gel diffusion, hemagglutination, complement fixation, fluorescent antibody and immunoelectrophoresis. The student should be able to discuss the reticuloendothelial system, cellular and humoral immunity, the inflammatory process, antigens, antibodies, complement, and other aspects of the immune mechanism.



nism and the body reaction to foreign matter. (2 lecture and 4 laboratory hours per week). *Prerequisite:* HMLT 110.

**HMLT 211. Clinical Chemistry II.** (4 credits). Continuation of HMLT 111. Study of routine and more advanced clinical chemistry tests and the relationship to disease processes, evaluation of metabolism and organ function, and an introduction to complicated clinical chemistry techniques. Study includes blood gases, lipids, enzymes, organ functions and related tests, and special chemistry procedures. Lecture on campus. Lab at clinical sites to provide use and maintenance of current, automated clinical chemistry equipment and clinical chemistry lab organization. (3 lecture and 4 laboratory hours per week). *Prerequisites:* HMLT 110, HMLT 111, and CHEM 111 or equivalent.

**HMLT 212. Clinical Microbiology II.** (4 credits). Study of bacteriology and mycology including procedures to isolate, cultivate and identify acid-fast and anaerobic bacteria, filamentous fungi and yeast. The student should be able to perform antibiotic susceptibility testing, serological and biochemical identification tests, and to use rapid identification systems for identification of bacteria and yeasts. A general understanding of the relationship of this course to physiology, biochemistry, and immunology as they are associated with disease processes is necessary. (2 lecture and 8 laboratory hours per week). *Prerequisites:* HMLT 110 and HMLT 112.

**HMLT 213. Hematology II.** (3 credits). Study of cellular elements and coagulation factors in the blood as they relate to diseases like anemias, leukemias, and bleeding disorders. Special stains, special anemia tests, and diagnostic coagulation tests are included. Lecture on campus. Lab at clinical sites to provide blood drawing experience, an introduction to the clinical laboratory and clinical hematology, and the use and maintenance of current clinical hematology instrumentation. (2 lecture and 4 laboratory hours per week). *Prerequisites:* HMLT 110 and HMLT 113.

**HMLT 220. Clinical Instrumentation.** (3 credits). Study of basic principles of physics, especially electricity and the electromagnetic spectrum. The principles of clinical laboratory instruments such as colorimeters, spectrophotometers, flame emission photometers, fluorometers, pH meters, blood gas analyzers, and automated chemistry analyzers will be discussed as well as the operation, calibration, maintenance and troubleshooting techniques of these instruments. (2 lecture and 4 laboratory hours per week). *Prerequisites:* CHEM 111 or equivalent, HMLT 110, HMLT 111, and HMLT 211.

**HMLT 230. Immunohematology.** (4 credits). Study and practice in the use of blood cell antigens and antibodies as they apply to certain disease processes and to transfusions. Quality control and sample identification are stressed. Study of blood donor requirements; blood component preparation, storage and use; routine and diagnostic blood banking procedures to include at least ABO, Rh, antibody detection and identification, elution, and crossmatch. (2 lecture and 8 laboratory hours per week). *Prerequisites:* HMLT 110, HMLT 113, HMLT 210, and HMLT 213.

**HMLT 240. MLT Practicum.** (6 credits). Forty hours of supervised work experience each week for eleven weeks in a clinical laboratory. One week of review in the classroom.

## HEALTH RESPIRATORY THERAPY TECHNOLOGY

Diane Flatland, *Department Chairperson*  
Perry Bush

**HRTT 109. Cardiopulmonary Anatomy and Physiology.** (3 credits). Course designed to introduce the student with the anatomy and physiology of the cardiovascular and pulmonary systems. The student will also be acquainted with the terminology used in respiratory physiology. (3 lecture hours per week). *Corequisite:* HRT 114.

**HRTT 111. Introduction to Respiratory Therapy.** (4 credits). Introductory course designed to acquaint students with the responsibilities of the technician as a member of the health care team. Instruction and practice in basic procedures pertaining to medical gas administration, humidity and aerosol therapy, cleaning and sterilization, nursing skills and medical physics. (3 lecture hours and 2 laboratory hours per week). *Corequisite:* HRTT 114.

**HRTT 112. Clinical Practical I.** (2 credits). Opportunity to perform and to demonstrate clinically the knowledge gained in parallel courses. Setups, operation and troubleshooting involved with the more sophisticated equipment is also included. (16 laboratory hours per week). *Prerequisites:* HRTT 111, HRTT 114. *Corequisite:* HRTT 116, HRTT 117.

**HRTT 113. Clinical Practical II.** (4 credits). A continuation of Clinical Practical I. Emphasis is placed on quality and evaluation of therapy patients receive on routine and critical care. Experience in arterial blood gas puncture, analysis and interpretation. (12 laboratory hours per week). (SSI-32 laboratory hours per week). *Prerequisites:* HRTT 112, HRTT 116, HRTT 117.

**HRTT 114. Respiratory Therapy Procedures I.** (4 credits). An indepth study of basic respiratory therapy concepts, theories and techniques, with emphasis on IPPB therapy, airway management, suctioning, chest physical therapy, and incentive spirometry. Application of these procedures are performed in the laboratory and clinical area under supervision. (3 lecture hours and 10 laboratory hours per week). *Corequisite:* HRTT 109, HRTT 111.

**HRTT 115. Pediatrics.** (2 credits). Care of the pediatric patient with cardiopulmonary disease. Cardiopulmonary anatomy and physiology, fetal development and diseases are discussed. Equipment and therapeutic techniques used in treating these diseases are covered. (2 lecture hours per week). (SSII-5 lecture hours per week). *Corequisite:* HRTT 210.

**HRTT 116. Clinical Medicine and Pulmonary Disorders.** (3 credits). Medical problems will be discussed from an etiological, symptomatic, diagnostic, therapeutic and prognostic point of view. Theories and techniques in pulmonary function testing are also discussed. Topics include obstructive and restrictive diseases, neuromuscular and CNS diseases, cardiac failure, etc. (4 lecture hours and 2 laboratory hours per week). *Prerequisites:* HRTT 109, HRTT 111, HRTT 114. *Corequisites:* HRTT 112, HRTT 117.

**HRTT 117. Respiratory Therapy Procedures II.** (4 credits). Designed to introduce the student to the design, function and operation of volume-cycled ventilators. Emphasis is placed on assisted and controlled ventilation and the use of special procedures (IMV, CPAP, etc.). Blood gas interpretation, including arterial blood gas sampling techniques and analysis are also discussed. (3 lecture hours and 2 laboratory hours per week). *Prerequisites:* HRTT 109, HRTT 114. *Corequisite:* HRTT 112.



- HRTT 119. Clinical Practical III.** (4 credits). A continuation of Clinical Practical II, this course is designed to complete the basic learning experience necessary to become a safe and competent Respiratory Therapy Technician. The student rotates through specialty areas of the hospital; including Pulmonary Function, Anesthesiology, Emergency Room, Operating Room, Cardiovascular Function, Pediatrics, and Intensive Care Units. (12 laboratory hours per week). (SSII-32 laboratory hours per week). *Prerequisite:* HRTT 113.
- HRTT 120. Pharmacology.** (3 credits). An introduction to the study of drugs, their origin, nature, properties, classification, and effects upon the living organism. Drugs which affect the respiratory system are emphasized. (3 lecture hours per week). *Corequisites:* HRTT 109, HRTT 114.
- HRTT 210. Clinical Practical IV.** (3 credits). An indepth exposure to respiratory care and ventilator management with emphasis on neonatal and pediatric therapy. Case studies and follow-ups are presented. (9 laboratory hours per week). (SSII-24 laboratory hours per week). *Prerequisites:* HRTT 109, HRTT 111, HRTT 112, HRTT 114, HRTT 117.
- HRTT 211. Clinical Management and Education.** (3 credits). This course is an introduction to the managerial aspects of the Respiratory Therapy Department to include budgeting, scheduling, and staffing. It also covers inservice education, behavioral objectives, teaching and testing strategies. (3 lecture hours and 8 laboratory hours per week).
- HRTT 212. Clinical Practical V.** (2 credits). A continuation of Clinical Practical IV with the student applying all respiratory concepts related to patient care to demonstrate experience as a practicing therapist with correlation of advanced clinical and technological concepts. (16 laboratory hours per week). *Prerequisite:* HRTT 112. *Corequisite:* HRTT 216, HRTT 217.
- HRTT 216. Advanced Pathophysiology.** (3 credits). An indepth study of various diseases and disorders related to the cardiopulmonary system. Advanced diagnostic techniques including chest radiography and electrocardiography are also discussed. (3 lecture hours per week). *Prerequisites:* HRTT 109, HRTT 116, or equivalent. *Corequisite:* HRTT 212, HRTT 217.
- HRTT 217. Advanced Intensive Care Procedures.** (3 credits). This course is designed to familiarize the student with techniques used to clinically assess a patient both subjectively and objectively. It also introduces the student to invasive monitoring systems used in the critical care units such as Swan-Ganz catheterization, CVP and arterial lines, intracranial pressure monitoring, chest drainage and counterpulsation. (3 lecture hours per week). *Prerequisite:* HRTT 116, HRTT 117, or equivalent. *Corequisite:* HRTT 212, HRTT 216.
- HRTT 218. Review and Seminar.** (1 credit). Designed to permit the student to read, review, abstract and present current articles from journals related to respiratory therapy. A structured review of the previous years' courses is included with practice on simulated written-registry examinations and clinical simulations. (2 lecture hours per week). *Prerequisites:* all previous Respiratory Therapy courses.
- HRTT 219. Speciality Rotations.** (4 credits). Designed for the student to rotate through speciality areas including pulmonary function laboratory, neonatal intensive care area, surgery and anesthesia. (12 laboratory hours per week). (SSI-32 laboratory hours per week). *Prerequisites:* all previous Respiratory Therapy courses.

## HISTORY

Arthur Daniel, *Department Chairperson*

Ida Blanchette, Tom Bryan, John Duke, Marvin Longshore, Bill Taliaferro

- HIST 111. Western Civilization to 1660.** (3 credits). This course presents the chief political, social, and intellectual developments of occidental civilization from the earliest human cultures to 1660, including the origins of languages, literature, governments, and economic and social practices. (3 lecture hours per week).
- HIST 112. Western Civilization Since 1660.** (3 credits). This course is a continuation of HIST 111. (3 lecture hours per week).
- HIST 131. History of Texas to 1865.** (3 credits). This course includes a study of the growth and development of Texas from 1500 to 1865: the Spanish colonial period, the French influence, the end of Spanish rule, the Mexican colonial period, analysis of the Revolution, the Republic era, the Statehood years, and the role of Texas in the Civil War. (3 lecture hours per week).
- HIST 132. History of Texas Since 1865.** (3 credits). This course analyzes cultural, social, industrial, and political developments in Texas from 1865 to the present. The course emphasizes the Reconstruction period, political history since the Civil War, and the emergence of the modern state of Texas, and it includes studies of governors and their administrations. (3 lecture hours per week).
- HIST 141. The United States to 1877.** (3 credits). This course explores American history from colonial origins through reconstruction, including exploration and colonization of the new world, the American Revolution, westward expansion, the Civil War, and reconstruction. (3 lecture hours per week).
- HIST 142. The United States Since 1877.** (3 credits). This course provides a survey of American history from 1877 to the present. Chief topics are big business, big labor, the United States as a world power, the great depression, and the cold war. (3 lecture hours per week).

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

## HORTICULTURE

### (ORNAMENTAL)

Stephen Wheeler, *Department Chairperson*

Dwight Rhodes

- HORT 101. Principles of Horticulture.** (4 credits). This course presents the fundamental principles and practices of structure, growth, development, maintenance, and use of horticultural plants. The course outlines the commercial horticulture industry and occupational opportunities. The laboratory experience provides an introduction to growing, grounds maintenance, planting, and transplanting. (3 lecture and 2 laboratory hours per week).
- HORT 111. Plant Materials for Landscape Use.** (4 credits). This course provides a study of ornamental trees, shrubs, vines, and ground covers for landscape use with emphasis on their identification, characteristics, adaptability, use, and maintenance. Students use basic concepts and practices in preparing landscape plans. (3 lecture and 2 laboratory hours per week). *Prerequisite or corequisite:* DRFT 110.



**HORT 121. Plant Propagation.** (4 credits). This course provides the student with theoretical consideration and practical experiences in producing horticultural plants by sexual and asexual methods. It includes laboratory exercises of cutting, layering, division, growing from seeds, budding, and grafting. (3 lecture and 2 laboratory hours per week).

**HORT 131. Greenhouse Crop Production.** (4 credits). This course details greenhouse production and marketing of foliage and flowering house plants, holiday pot plants, bedding plants, and cut flowers. The course also includes a study of the construction of greenhouses and other related growing structures, including their arrangement and heating, cooling, lighting, and watering facilities. (3 lecture and 2 laboratory hours per week).

**HORT 201. Soils and Fertilizer.** (4 credits). This course includes studies of the physical and chemical properties of soils and their relationship to soil development, the relationship between crops and soils, the use of fertilizers, and soil fertility. (3 lecture and 2 laboratory hours per week).

**HORT 211. Nursery and Garden Center Management.** (4 credits). This course explores the principles and practices involved in production of field and container-grown plants, including plant growing, planting, transplanting, balling, and burlapping. The course gives an introduction to nursery and garden center management: garden center plans, the structures needed for growing and selling plants and the necessary equipment and supplies, production costs, markets, and marketing techniques. (3 lecture and 2 laboratory hours per week).

**HORT 221. Chemical Control of Weeds, Plants, Diseases, and Pests.** (4 credits). The course covers the identification, cause, and control of common weeds, plant diseases, and pests and the study of equipment for their prevention and control. (3 lecture and 2 laboratory hours per week).

**HORT 231. Turf Management.** (4 credits). This course presents principles and practices of turfgrass management for such specialized areas as athletic fields, playground areas, golf courses, and home lawns. (3 lecture and 2 laboratory hours per week).

**\*HORT 240. Indoor Plants.** (4 credits). This course includes a study of the identification, planting, and placing of foliage and flowering plants suitable for indoor use. The course covers environmental conditions, care and maintenance, insects and disease, potting, and repotting. (3 lecture and 2 laboratory hours per week).

**\*HORT 250. Vegetable Crops.** (4 credits). This course is a study of vegetable production, including factors that affect production of important fresh market and processing vegetables in different areas of the United States. (3 lecture and 2 laboratory hours per week).

\*Recommended related electives.

See p. 214 for TDC Horticulture courses.

## HUMANITIES

Roberto Rodriguez, *Department Chairperson*  
Gilbert Benton, Tom Bryan, Doris Burbank

**HUMN 101. Introduction to Humanities.** (3 credits). This course includes a study of representative examples of literature, art, and music of the classical, romantic, realistic, impressionistic, and expressionistic periods. The course stresses

the interrelationship of the arts and their philosophies. (3 lecture hours per week).

**HUMN 216. American Studies.** (3 credits). This course is a multi-media interdisciplinary examination of contemporary American cultures. Using the topical and chronological approaches, the course emphasizes the relationships of history, art, music, literature, philosophy, and science in the mainstream of America's uniqueness as a nation. Major topics of study include the cross-culture exchange of ethnic groups in American life. (3 lecture hours per week).

**HUMN 217. Southwest Studies.** (3 credits). This multi-media interdisciplinary survey course increases the student's awareness of the major ethnic contributions to the development of the Southwest from earliest times to the contemporary setting. The course places special emphasis on three influential cultures of the southwestern United States: Indian, Mexican, and Black American. (3 lecture hours per week).

**HUMN 218. Career-Oriented Foreign Languages.** (3 credits). This course provides practice in Spanish, French, or another modern language, depending on the needs of the persons engaged in community services. Students learn dialogue and vocabulary useful for policemen, corrections officers, firemen, social workers, and public health and medical personnel. Students need no prior knowledge of a foreign language. This course does not fulfill the requirements for foreign languages in the Liberal Arts program. (3 lecture hours per week).

## JOURNALISM

Bill Crider, *Department Chairperson*

**JOUR 120. Journalism Activities.** (1 credit). This course gives basic journalism training to students through experience on college publications. (2 laboratory hours per week). *Prerequisite:* instructor approval.

## MATHEMATICS

Gerald Skidmore, *Department Chairperson*

Charles Bennett, Chris Benton, James Boler, Don Brown, Jim Corbett, Alice Hagood

Note: The basics of arithmetic and algebra are taught in MATH 101, 102, 109, and 110. These courses benefit students needing additional preparation for college-level work and those desiring to improve mathematical skills.

Students who (1) score below 16 in Mathematics on the ACT or below 400 on the SAT or (2) perform unsatisfactorily on the ACC placement test must take either one or two basic courses, depending on the test results. Students in basic courses must complete their studies successfully to be eligible for regular credit mathematics courses.

## GENERAL MATHEMATICS

**MATH 101. Fundamentals of Arithmetic.** (3 credits). This individualized course offers instruction and practice in the basic arithmetic operations. The student's program of study is based on diagnostic tests as well as on personal interviews. Students who must take MATH 102 and whose diagnostic tests indicate a need for arithmetic preparation must take this course. (3 lecture hours per week).



**MATH 102. Fundamentals of Algebra.** (3 credits). Topics included in the course are whole numbers, integers, linear equations, products, factors, fractions, exponents, radicals, and quadratic equations. The course attempts to improve the algebraic skills of the students. The student who scores below 16 in math on the ACT or performs unsatisfactorily on the ACC placement test must take MATH 102. (3 lecture hours per week).

**MATH 109. Arithmetic.** (3 credits). This individualized course offers instruction and practice in the basic arithmetic operations. The student's program of study is based on diagnostic and prescriptive tests as well as on personal interviews. Students who must take MATH 110 and whose diagnostic tests indicate a need for arithmetic preparation must take this course. (3 lecture hours per week).

**MATH 110. Developmental Mathematics-Algebra.** (3 credits). This course includes classroom instruction and work in the Learning Lab. The materials consist of a textbook and audio-tutorial tapes, with tutoring and peer counseling provided. Some of the topics included are whole numbers, integers, first degree equations, products, factors, fractions, exponents, radicals, and quadratic equations. The course attempts to improve the algebraic skills of the students. The student who scores below 16 in math on the ACT or performs unsatisfactorily on the ACC placement test must take MATH 110. (3 lecture hours per week).

**MATH 115. Intermediate Algebra.** (3 credits). Topics of this course include a review of the arithmetic operations, factoring, fractions, exponents, radicals, linear equations, quadratic equations, inequalities, and systems of equations. Students who need MATH 121 and who have had only one year of high school algebra and/or MATH 110 should take this course. If the student has not taken MATH 110, he/she must have an ACT math score greater than 15. (3 lecture hours per week). *Prerequisite:* one year of high school algebra and/or MATH 110.

**MATH 121. College Algebra.** (3 credits). This course includes a review of the fundamental concepts of intermediate algebra, followed by a more intensive study of algebraic equations and inequalities, functions and graphs, graphs and zeros of polynomial functions, rational functions and conic sections, exponential and logarithmic functions, systems of equations and inequalities, matrices, sequences, and series. (3 lecture hours per week). *Prerequisites:* Two years of high school algebra and an ACT mathematics score greater than 15 or a mathematics score on the SAT greater than 390. The student may, in lieu of these prerequisites, complete MATH 115 (Intermediate Algebra) with a grade of "C" or better.

**MATH 125. Informal Geometry.** (3 credits). The major emphasis of this course is on Euclidean Geometry. Topics included are proofs, parallel lines, congruent triangles, polygons, similar triangles, circles, area, locus, and space geometry. Students who did not have plane geometry in high school and who plan to pursue a math-related curriculum which requires knowledge of geometry should take this course. (3 lecture hours per week). *Prerequisite:* MATH 121.

**MATH 132. Plane Trigonometry.** (3 credits). This course covers such topics as mastery of trigonometric functions with applications, functions of acute angles, functions of obtuse and multiple angles, identities, derivation of formulas, logarithms, solution of both right triangles and obtuse triangles, practical problems involving heights and distances, graphical representation of trigonometric functions, and geometric applications. (3 lecture hours per week). *Prerequisite:* MATH 121.

**MATH 150. Analytic Geometry.** (3 credits). This course details the solution of geometric problems through applied algebra by the graphical representation of

points, lines, and curves and the transformation of coordinates, polar coordinates, transcendental curves, vectors, parametrics, and space formulas, with special emphasis on rapid curve sketching. (3 lecture hours per week). *Prerequisites:* MATH 121, MATH 132, or instructor approval.

**MATH 210. Statistics.** (3 credits). This course includes such topics as permutations and combinations, probability, testing hypotheses, sample theory, parameter estimation, frequency functions, and correlation and regression. (3 lecture hours per week). *Prerequisite:* MATH 121.

**MATH 213. Differential and Integral Calculus I.** (4 credits). Topics included in this course are inequalities, functions, limits, the derivative, differentiation of algebraic functions, the differential, and the definite integral. This course meets the needs of mathematics, engineering, and science students. (4 lecture hours per week). *Prerequisite:* MATH 150 or instructor approval.

**MATH 214. Differential and Integral Calculus II.** (4 credits). This course is a continuation of MATH 213. Topics covered include trigonometric functions, logarithmic functions, exponential functions, parametric equations, arc length, polar coordinates, formulas and methods of interpretation, applications of the integral, and solid analytic geometry. (4 lecture hours per week). *Prerequisite:* MATH 213.

**MATH 215. Calculus Applications.** (4 credits). Topics included in MATH 215 are elements of infinite series, partial derivatives with applications, multiple integration, vectors, power series, Taylor's series, gradient, and linear algebra. (4 lecture hours per week). *Prerequisite:* MATH 214.

**MATH 221. Differential Equations.** (3 credits). The course includes the following topics: equations of the first order, singular solutions, linear equations with coefficient, and miscellaneous methods of solving equations of higher order than the first, with geometric and physical applications. (3 lecture hours per week). *Prerequisite:* MATH 214.

## MATHEMATICS FOR LIBERAL ARTS MAJORS

**MATH 111. Selected Topics I.** (3 credits). Topics included in MATH 111 are number systems and calculators and microcomputers, introduction to BASIC programming, formulas and ratios, personal finance, consumer mathematics, metric system, and number sequences. (3 lecture hours per week).

**MATH 112. Selected Topics II.** (3 credits). Topics included in MATH 112 are microcomputers and BASIC programming (continued), probability, statistics, geometry, graphs, logic and sets. (3 lecture hours per week).

## MATHEMATICS FOR ELEMENTARY EDUCATION MAJORS

**MATH 160. Foundations of Mathematics.** (3 credits). This course covers the following topics and concepts: whole numbers and the arithmetic operations, integers and the arithmetic operations, equations and inequalities, number theory, prime and composite numbers, greatest common divisor and least common multiple, rational numbers and the arithmetic operations, percentages, irrational numbers, and exponents. (3 lecture hours per week).

**MATH 170. Modern Topics in Mathematics.** (3 credits). This course covers the following topics and concepts: sets, relations and functions, numeration systems, finite mathematical systems, geometry, measurement, probability, and



statistics. (3 lecture hours per week). *Prerequisite:* MATH 160 or instructor approval.

### MATHEMATICS FOR BUSINESS MAJORS

**MATH 180. Finite Mathematics.** (3 credits). This course includes a review of the elementary topics of algebra followed by a study of logic, sets, equations, relations, functions, linear systems, vectors, matrices, linear programming, and non-linear functions. The course meets the needs of students majoring in business and other related fields. (3 lecture hours per week). *Prerequisite:* MATH 121.

**MATH 190. Analysis.** (3 credits). This course includes a review of the real number system, relations and functions, and sequences and series, and it follows these topics with a study of the differential and integral calculus. The course meets the needs of students majoring in business management, science, quantitative analysis, or other related fields. (3 lecture hours per week). *Prerequisite:* MATH 180.

### MATHEMATICS FOR TECHNICAL PROGRAMS

**MATH 151. Technical Mathematics I.** (3 credits). Topics covered in this course include whole numbers, fractions, measurements, algebra, formulas, geometry, graphs, and calculator usage. The course meets the needs of technology students. (3 lecture hours per week).

**MATH 152. Technical Mathematics II.** (3 credits). Topics covered in this course include logarithms, exponential functions, numerical trigonometry of the right triangle, and analytical trigonometry. (3 lecture hours per week). *Prerequisite:* MATH 151 or instructor approval.

**MATH 250. Advanced Technical Mathematics.** (3 credits). Topics covered in this course include vector operations, differential calculus, integral calculus, and special functions. The course meets the needs of technology students who require a deeper understanding of definitions and procedures used in mathematics. (3 lecture hours per week). *Prerequisite:* MATH 152 or instructor approval.

### MID-MANAGEMENT

Dick Brigham, *Department Chairperson*  
Kenneth Sweeney

**MMGT 111. Supervision.** (3 credits). This course will include emphasis upon behavioral aspects of supervision, up-to-date and inclusive examination of what the supervisor now does and what tools, knowledge, and skills he requires. The course has been designed for those who aspire to be supervisors as well as for those present supervisors who seek a knowledge of developing management theory to supplement and reinforce their accumulating experience. (3 lecture hours per week).

**MMGT 112. Internship.** (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Students may receive credit from an approved full-time job.

**MMGT 121. Principles of Management.** (3 credits). An overview of organization and human behavior within the organization. Functions of management are presented such as creating, planning, organizing, motivating, communicating, and controlling. Considerable attention is given to management practices. (3 lecture hours per week).

**MMGT 122. Internship.** (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Students may receive credit from an approved full-time job.

**MMGT 123. Small Business Organization and Management.** (3 credits). The formation and operation of the individual enterprise. Involves an analysis of problems, opportunities, and regulations important to the management of a small business with special emphasis given to financing and financial control. (3 lecture hours per week). *Prerequisite:* Consent of instructor.

**MMGT 211. Personnel Management.** (3 credits). Principles and practice of personnel management; emphasis on the procurement, development, compensation, integration, and maintenance of the labor force. (3 lecture hours per week). *Prerequisite:* MMGT 121.

**MMGT 212. Internship.** (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Students may receive credit from an approved full-time job.

**MMGT 221. Problems in Management.** (3 credits). Extension of management principles to administrative strategy in solving problems. Case studies and simulated games are utilized in a decision-making, problem-solving environment. (3 lecture hours per week). *Prerequisite:* MMGT 111 or MMGT 121.

**MMGT 222. Internship.** (3 credits). The student works in a qualifying firm 20 hours per week in an occupational situation where he receives practical training and experience compatible with his management career objective. Student may receive credit from an approved full-time job.

### BANK MID-MANAGEMENT

**BANK 130. Principles of Bank Operations.** (3 credits). This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his/her chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement. (3 lecture hours per week).

**BANK 140. Money and Banking.** (3 credits). This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply his/her knowledge to his/her particular job. Historical treatment has been kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. (3 lecture hours per week).

**BANK 150. Analyzing Bank Financial Statements.** (3 credits). This course organizes into two main sections: characteristics of financial statements and financial statement analysis. For students who have studied accounting, this section serves as a useful review of basic accounting principles; for students



who have not studied accounting, the section provides the minimum background necessary for profitable study of financial statement analysis. (3 lecture hours per week).

**BANK 230. Marketing for Bankers.** (3 credits). This course discusses the basis of public relations, both internal and external, and seeks simply to explain the why, the what, and some of the how of public relations and marketing. It is intended as an overview for all bankers in terms of what everyone in banking should know about the essentials of bank public relations and marketing. (3 lecture hours per week).

**BANK 240. Bank Investments.** (3 credits). Because the bank's needs for primary reserves and loanable funds limit the funds available for investment, this course describes the nature of such funds and how their uses are determined. It also analyzes the primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. This analysis is followed by a study of yield changes as they affect a bank's long-term holdings. (3 lecture hours per week).

**BANK 250. Credit Administration.** (3 credits). This course, directed toward the executive level, concerns itself partly with a statement and a discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans are discussed. (3 lecture hours per week).

**BANK 260. Supervision and Personnel Administration.** (3 credits). This course is designed to aid first-line supervisors in making a smooth transition from expert in a particular task to the role of a supervisor who must produce results through the efforts of other people. In this role, the first-line supervisor must reflect management attitudes and carry out management policies while at the same time inspiring his/her group to achieve friendly cooperation and maximum production. It should be recognized that the same principles are involved at every level of supervision within the organization. (3 lecture hours per week).

**BANK 270. Installment Credit.** (3 credits). In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation should be carefully scrutinized to be certain that the most efficient methods are employed, for only through an efficient operation can a bank maximize its profits on this particular kind of credit. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. (3 lecture hours per week).

**BANK 280. Teller Training Seminars.** (3 credits): (a) Loan and Discount. This seminar teaches bank employees the essential facts about promissory notes, including calculating interest and discounting commercial paper; guaranties; general collateral agreements; examining and processing documents accompanying notes secured by stocks, bonds, and savings account passbooks; and the concept of attachment, perfection, priority, default, and foreclosure; (b) Loss Prevention. This seminar focuses on check cashing, check swindles, bank holdups, and security procedures; (c) Selling Bank Services. Teaches tellers and new-accounts personnel how to recognize and meet bank customer needs: checking accounts, saving services, loans to individuals, safe deposit boxes, travelers checks and cross selling. (3 lecture hours per week).

## PRODUCTION MID-MANAGEMENT

**PROD 230. Industrial Management.** (3 credits). Modern industrial concepts as applied to specific business situations. Course deals with automation, managerial skills, organizational trends, employee motivation, and principles of industrial relations. (3 lecture hours per week).

**PROD 240. Production Planning and Control.** (3 credits). The function of managerial planning and control are given more detailed treatment. Relationship of objective to different types of planning is presented. Attention is directed to effective control systems, human factors in controlling modern business. (3 lecture hours per week).

**PROD 250. Materials Management.** (3 credits). A study of manufacturing processes including general procedure, cutting and noncutting processes. Destructive and nondestructive testing of materials, automation, safety, product materials and production materials management will also be encountered. (3 lecture hours per week).

**PROD 260. Methods Analysis and Work Measurement.** (3 credits). Operational problems and control of production and logistics systems; application of management tools (both qualitative and quantitative) to operating systems. (3 lecture hours per week).

## REAL ESTATE MID-MANAGEMENT

**REAL 130. Principles of Real Estate.** (3 credits). A beginning course in real estate fundamentals and principles. The development of real estate in Texas. Introductory study of ownership appraisal, law, practices, financing, land and location values, transfers, trends, regulations and economic effects. (3 lecture hours per week)

**REAL 140. Real Estate Mathematics.** (3 credits). Provides both student and practitioner the means for acquiring and maintaining a sound proficiency with the mathematics of basic real estate transactions. This course will allow the student to learn how to compute the figures that underlie most real estate transactions: costs, values, income, expenses, profits, taxes and money, money variations and innovations. (3 lecture hours per week).

**REAL 220. Real Estate Practice.** (3 credits). Deals with the problems of establishing and conducting a real estate business. Includes establishing the office, securing and listing prospects, showing properties and closing sales, financing, property management, rentals and leases, appraisals, and the Texas Real Estate Act. (3 lecture hours per week). *Prerequisite:* REAL 130.

**REAL 230. Real Estate Law.** (3 credits). A study of Texas real property law. Includes the history of land titles, real property estates, including acquisition and transfer and methods and incidents of ownership, easements, fixtures, land descriptions, recording, homesteads, land contracts, mortgages, and trust deeds, liens, taxes and assessments, covenants, conditions, and restrictions, zoning ordinances, leases, brokers, and types of listing agreements, escrows, title insurance, and probate proceedings. (3 lecture hours per week). *Prerequisite:* REAL 130.

**REAL 240. Real Estate Finance.** (3 credits). Techniques of using security devices, legal aspects of mortgages and related instruments, return mortgage and equity capital, where and how best to obtain funds, procedures in financing and mathematics of real estate finance. Problems, policies, and risks involved in



financing of various types of real property. (3 lecture hours per week). *Prerequisite:* REAL 130.

**REAL 250. Real Estate Brokerage.** (3 credits). The course emphasizes planning and organizing for brokerage operations, selecting and training real estate sales personnel, and managing sales activities. Treatment is given also to control systems, effective advertising practices, and "professionalism" in real estate brokerage. (3 lecture hours per week). *Prerequisite:* REAL 130.

**REAL 260. Real Estate Appraisal.** (3 credits). Methods of real estate appraisal are presented including market value, income, and cost. Emphasis is placed on case studies to provide maximum practice in appraising real estate. (3 lecture hours per week). *Prerequisite:* REAL 130.

**REAL 270. Property Management.** (3 credits). This course will provide an overview of the field and describe the major functions of property managers, including their legal, interpersonal, maintenance, accounting, administrative, and other activities. The course will also be concerned with specific practices and problems in the management of various types of property: apartment buildings, cooperatives and condominiums, office buildings, retail property, industrial property, and subsidized housing. (3 lecture hours per week). *Prerequisite:* REAL 130.

**REAL 280. Residential Selling Strategies.** (3 credits). This course will help the agent establish a system of strategies by which an agent can successfully implement the selling activities identified in strategic planning. The emphasis is on the content, strategy, and timing of an agent's communications with his customers. These strategies will include listing, lawyers, negotiating and prospecting. (3 lecture hours per week). *Prerequisite:* REAL 130.

**REAL 290. Real Estate Investment.** (3 credits). This course provides a general background of information essential to successful real estate investment. Topics include investment cost, tools of analysis, property income taxation, land use, residential property, and income property investment. (3 lecture hours per week). *Prerequisite:* REAL 130.

## RETAIL MID-MANAGEMENT

**RETL 130. Principles of Retailing.** (3 credits). This course is designed to introduce the student to the essential principles of retailing, including consumer motivation, market segmentation, retail research, buying, retail pricing, inventory control, and store location. (3 lecture hours per week).

**RETL 230. Principles of Marketing.** (3 credits). This course is designed to provide treatment of the broad range of business activities that direct the flow of goods and services of businesses and individuals. Activities considered include product planning, standardization, buying, pricing, promotion, selling, credit, storage, transportation, and marketing research. (3 lecture hours per week).

**RETL 240. Advertising.** (3 credits). Advertising is considered as an integral part of the overall marketing strategy. Topics covered include marketing planning, evaluating the advertising opportunity, product development, branding, packaging, pricing, marketing research, consumer behavior, and budgeting as these relate to advertising. (3 lecture hours per week). *Prerequisite:* RETL 130.

**RETL 250. Selling and Salesmanship.** (3 credits). Attention is given to general principles of successful selling, qualification, and training programs. Role-playing techniques and media center materials complement the classroom and the text. (3 lecture hours per week). *Prerequisite:* RETL 130.

**RETL 260. Retail Merchandise Management.** (3 credits). Effective methods of merchandise control are presented including minimizing investment in inventory, guides to use in buying, pricing policies, and computing stock turnover. Merchandise budgeting techniques are also presented. (3 lecture hours per week). *Prerequisite:* RETL 130.

## MUSIC

Doris Burbank, *Department Chairperson*  
Andy Anderson, Jerry Perkins

### GENERAL MUSIC

**MUSC 105. Business of Music.** (3 credits). This course provides a guide to the real world of the music industry. Topics include careers in the recording and performing fields, retail music business, publishing, copyrights, and other legalities. Special guest lecturers are featured. (3 lecture hours per week).

**MUSC 110. Introduction to Music.** (3 credits). This course familiarizes the student with the meaning of musical notation through the study of scales, chords, and rhythm. The course meets the needs of elementary education majors and other students who wish to gain a working knowledge of music. It is beneficial, but not required, for the student to also enroll in Class Piano. (3 lecture hours per week).

**MUSC 111. Survey of Music Literature.** (3 credits). This course is a study of instrumental and vocal music forms. It includes representative compositions from sacred and secular music. (3 lecture hours and 1 laboratory hour per week).

**MUSC 112. Survey of Music Literature.** (3 credits). This course continues the study of instrumental and vocal music forms. It includes representative compositions from sacred and secular music. (3 lecture hours and 1 laboratory hour per week).

**MUSC 113. Perspective in Jazz.** (3 credit). This course consists of discussion and listening experiences reflecting the development of jazz music and its impact on American culture. The course traces the music from its African roots through ragtime, blues, the big-band swing era, be-bop, cool jazz, and free jazz. (3 lecture hours per week).

**MUSC 120. Music Appreciation.** (3 credits). This general survey course provides the student with a foundation for the enjoyment and understanding of music. The course presents a study of representative composers and their works through recorded music. (3 lecture hours per week).

**MUSC 121. Ear Training and Sight-Singing.** (2 credits). This required course for music majors is the first part of a four-semester presentation of basic aural, visual, and vocal experiences in dictation and in sight-singing. (3 laboratory hours per week). *Prerequisite:* instructor approval and enrollment in MUSC 141.

**MUSC 122. Ear Training and Sight-Singing.** (2 credits). This required course for music majors is the second part of a four-semester presentation of basic aural, visual, and vocal experiences in dictation and sight-singing. (3 laboratory hours per week). *Prerequisite:* instructor approval and enrollment in MUSC 142.

**MUSC 223. Ear Training and Sight-Singing.** (2 credits). This required course for music majors is the third part of a four-semester presentation of basic aural,



visual, and vocal experiences in dictation and sight-singing. (3 laboratory hours per week). *Prerequisite:* instructor approval and enrollment in MUSC 243.

**MUSC 224. Ear Training and Sight-Singing.** (2 credits). This required course for music majors is the last part of a four-semester presentation of basic aural, visual, and vocal experiences in dictation and sight-singing. (3 laboratory hours per week). *Prerequisite:* instructor approval and enrollment in MUSC 244.

**MUSC 123. Conducting.** (2 credits). This basic course for the beginning conductor introduces beat patterns, subdivisions, and practical experience in conducting vocal and instrumental groups. (2 laboratory hours per week).

**MUSC 124. Conducting.** (2 credits). This basic course for the beginning conductor continues the study of beat patterns, subdivisions, and practical experience in conducting vocal and instrumental groups. (2 laboratory hours per week).

**MUSC 131. Class Piano.** (1 credit). Class Piano, a course designed for students with little or no previous experience, provides a study of basic techniques, scales, chords, and basic repertoire. (1 lecture hour and 1 laboratory hour per week).

**MUSC 131B. Brass Class.** (1 credit). This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on trumpet, French horn, trombone, and tuba. (1 lecture and 2 laboratory hours per week).

**MUSC 131G. Guitar Class.** (1 credit). This course, designed for beginning guitar students, provides a study of basic techniques, chords, and basic repertoire. (1 lecture and 2 laboratory hours per week).

**MUSC 131P. Percussion Class.** (1 credit). This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on snare drum, tympani, xylophone, cymbals, and other percussion instruments. (1 lecture and 2 laboratory hours per week).

**MUSC 131V. Voice Class.** (1 credit). This laboratory class, designed for students with no previous voice training, provides instruction in breathing, tone production, and diction. (1 lecture and 2 laboratory hours per week).

**MUSC 131W. Woodwind Class.** (1 credit). This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on flute, oboe, clarinet, bassoon, saxophone, and piccolo. (1 lecture and 2 laboratory hours per week).

**MUSC 132. Class Piano.** (1 credit). This Class Piano course for beginners continues the study of basic techniques, scales, chords, and basic repertoire. (1 lecture hour and 1 laboratory hour per week). *Prerequisite:* instructor approval.

**MUSC 132G. Guitar Class.** (1 credit). This course, designed for beginning guitar students, continues the study of basic techniques, chords, and basic repertoire. (1 lecture and 2 laboratory hours per week).

**MUSC 141. Music Theory.** (3 credits). This course provides a study of the fundamentals of musicianship, including scales, intervals, diatonic triads, inversions, written and keyboard harmony, and dominant seventh chords and inversions. (3 lecture hours per week).

**MUSC 142. Music Theory.** (3 credits). This course continues the study of scales, intervals, diatonic triads, inversions, written and keyboard harmony, and dominant seventh chords and inversions. (3 lecture hours per week).

**MUSC 161B. Contemporary Church Music.** (1 credit). This class will survey contemporary materials available and determine the areas of concentration most beneficial to the group. Considerations will include small and large ensembles, solo work, and the preparation and utilization of instrumental/vocal backgrounds for performances. Possibilities exist for radio/TV productions and also for public performances. (4 laboratory hours per week).

**MUSC 195. Improvisation.** (2 credits). This course presents the techniques of improvising music through the analysis of melodic motives, chordal construction, and sequencing, and it applies this analysis to traditional and contemporary materials. (1 lecture and 2 laboratory hours per week).

**MUSC 243. Music Theory.** (3 credits). This course continues the study begun in MUSC 141 and MUSC 142 with advanced aural and written study and with emphasis on chromatic harmony, harmonic analysis, and twentieth-century techniques. (3 lecture hours per week). *Prerequisite:* MUSC 142 or instructor approval.

**MUSC 244. Music Theory.** (3 credits). This course continues the study begun in MUSC 141, MUSC 142, and MUSC 244 with advanced aural and written study and with emphasis on chromatic harmony, harmonic analysis, and twentieth-century techniques. (3 lecture hours per week). *Prerequisite:* MUSC 243 or instructor approval.

#### ENSEMBLES

**MUSC 151, 152. Concert Choir.** (1 credit each). This organization rehearses and performs traditional and contemporary choral literature. In addition to local concerts, the group participates in campus activities and makes several concert tours to other cities. In order to obtain credit, members must attend all called rehearsals and public performances. (5 laboratory rehearsal hours per week).

**MUSC 153. 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 3 laboratory hours per week).

**MUSC 154. Musical Theatre.** (2 credits). This course stresses the study and performance of works selected from the music theatre repertoire. (1 lecture and 4 laboratory hours per week).

**MUSC 161, 162. College Singers.** (1 credit each). This organization is limited in membership. Students are selected through auditions from the membership of the College choir. (4 laboratory rehearsal hours per week). *Prerequisite:* previous experience in choral music, a member in good standing of the concert choir, ability to sight-read, and instructor approval.

**MUSC 181, 182. Stage Band.** (1 credit each). This organization rehearses and performs contemporary jazz and rock music as well as standard big band literature. Performances include concerts and participation in area festivals. Membership is open to all College students by approval of the instructor. (4 laboratory rehearsal hours per week). *Prerequisite:* instructor approval.

**MUSC 185, 186. Concert Band.** (1 credit each). This concert group of brass, woodwind, and percussion performs traditional repertoire and contemporary works for wind ensembles. (5 laboratory rehearsal hours per week). *Prerequisite:* instructor approval.

**MUSC 191, 192. Jazz Lab.** (1 credit each). This organization performs for many special occasions on and off campus. Music includes small band jazz-rock



with emphasis on individual improvisation. Membership is open to all College students by approval of the instructor. (3 laboratory hours per week). *Prerequisite:* instructor approval.

**MUSC 253, 254. Concert Choir.** (1 credit each). This organization rehearses and performs traditional and contemporary choral literature. In addition to local concerts, the group participates in campus activities and makes several concert tours to other cities. In order to obtain credit, members must attend all called rehearsals and public performances. (5 laboratory rehearsal hours per week).

**MUSC 263, 264. College Singers.** (1 credit each). This organization is limited in membership. Students are selected through auditions from the membership of the College choir. (4 laboratory rehearsal hours per week). *Prerequisites:* previous experience in choral music, a member in good standing of the concert choir, ability to sight-read, and instructor approval.

**MUSC 283, 284. Stage Band.** (1 credit each). This organization rehearses and performs contemporary jazz and rock music as well as standard big band literature. Performances include concerts and participation in area festivals. Membership is open to all College students by approval of the instructor. (4 laboratory rehearsal hours per week). *Prerequisite:* instructor approval.

**MUSC 287, 288. Concert Band.** (1 credit each). This concert group of brass, woodwind, and percussion performs traditional repertoire and contemporary works for wind ensembles. (5 laboratory rehearsal hours per week). *Prerequisite:* instructor approval.

**MUSC 293, 294. Jazz Lab.** (1 credit each). This organization performs for many special occasions on and off campus. Music includes small band jazz-rock with emphasis on individual improvisation. Membership is open to all College students by approval of the instructor. (3 laboratory hours per week). *Prerequisite:* instructor approval.

#### APPLIED MUSIC

**MUSC 115X, 115Y. Applied Music — Piano.** (2 credits each). These courses provide one hour of individual instruction a week. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 117X, 117Y. Applied Music — Piano.** (1 credit each). These courses provide one-half hour of individual instruction a week. (1/2 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 125X, 125Y. Applied Music — Voice.** (2 credits each). These courses provide one hour of individual instruction per week. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 127X, 127Y. Applied Music — Voice.** (1 credit each). These courses provide one-half hour of individual instruction a week. (1/2 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 135X, 135Y. Applied Music — Brass.** (2 credits each). These courses provide one hour of individual instruction per week in trumpet, trombone, French horn, and tuba. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 145X, 145Y. Applied Music — Woodwind.** (2 credits each). These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, and saxophone. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 155X, 155Y. Applied Music — Percussion.** (2 credits each). These courses provide one hour of individual instruction a week in the use of percussion instruments. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 175X, 175Y. Applied Music — Guitar.** (2 credits each). These courses provide one hour of individual instruction a week in guitar. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 215X, 215Y. Applied Music — Piano.** (2 credits each). These courses provide one hour of individual instruction a week. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 217X, 217Y. Applied Music — Piano.** (1 credit each). These courses provide one-half hour of individual instruction a week. (1/2 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 225X, 225Y. Applied Music — Voice.** (2 credits each). These courses provide one hour of individual instruction a week. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 227X, 227Y. Applied Music — Voice.** (1 credit each). These courses provide one-half hour of individual instruction a week. (1/2 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 235X, 235Y. Applied Music — Brass.** (2 credits each). These courses provide one hour of individual instruction per week in trumpet, trombone, French horn, and tuba. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 245X, 245Y. Applied Music — Woodwind.** (2 credits each). These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, and saxophone. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 255X, 255Y. Applied Music — Percussion.** (2 credits each). These courses provide one hour of individual instruction a week in the use of percussion instruments. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

**MUSC 275X, 275Y. Applied Music — Guitar.** (2 credits each). These courses provide one hour of individual instruction a week in guitar. (1 lecture and 4 laboratory practice hours per week). *Prerequisite:* instructor approval.

#### NURSING

Betty Oliver, *Director*  
Lydia Biegert, Emeola Curvey, Sally Durand,  
Barbara Kelly, Ginger Peterson, Janet Rhorer,  
Dee Shields, Miriam Villageliu, Jean Withrow

#### ADN — Associate Degree Nursing

**NURS 115. Nursing Transition.** (4 credits). This transition course is designed for the licensed vocational nurse (LVN) who wishes to have an option to challenge examinations. The course is designed to assess and evaluate the LVN's theory base in nursing content and nursing skills. Emphasis is placed on role transition as well as the incorporation of selected content from both Introduction to Nursing (NURS 110) and Medical/Surgical Nursing I (NURS 211). (2 lecture and 8 laboratory/clinical hours per week). *Prerequisites:* BIOL 121, BIOL 122, PSYC 120, PSYC 130, ENGL 121, PHED.



**NURS 110. Introduction to Nursing.** (8 credits). This is the basic course in the nursing curriculum. It provides the foundation upon which the other nursing courses are built. The student is introduced to the more common deviations from wellness so that he/she develops an increased awareness of the health-illness continuum. The foundation for curriculum threads is introduced in this course and integrated throughout subsequent nursing courses. These curriculum threads are: developmental stages, interpersonal relationships, pathology, treatment modalities, nursing process, nursing skills and legal-ethical aspects of nursing. Laboratory and clinical experiences will be provided in the nursing skills laboratory and with the adult patients in health care facilities. (4 lecture and 13 laboratory hours per week). *Pre- or corequisites:* BIOL 121, PSYC 120.

**NURS 130. Psychiatric Nursing.** (4 credits)(6 weeks). This course focuses on individuals whose behavioral patterns are considered to be deviations from the normal. These individuals are identified through their admission to a psychiatric in-patient facility. The role of the nurse in treatment modalities is stressed. Clinical experiences provide opportunities for students to interact therapeutically with patients both individually and in groups. (5.5 lecture and 16 clinical hours per week). *Prerequisites:* BIOL 122, PSYC 120, NURS 211, PSYC 130.

**NURS 211. Medical-Surgical Nursing I.** (9 credits). This course familiarizes the student with the more common medical and surgical conditions for which patients are hospitalized. It emphasizes the biological, psychological and social components of each patient's situation. The student will utilize the nursing process in the management of the patient with more complex problems. (4 lecture and 16 clinical hours per week). *Prerequisite:* NURS 110. *Pre- or corequisites:* BIOL 122, PSYC 130.

**NURS 212. Medical-Surgical Nursing II.** (9 credits). This course is a continuation of Medical-Surgical Nursing I. It provides a more in-depth level of learning and includes nursing practice in more complex nursing settings. Opportunities are provided for the assumption of increased responsibility in the management of nursing care. The student will synthesize and apply the knowledge and skills from nursing and science courses. (4 lecture and 16 clinical hours per week). *Prerequisite:* NURS 130. *Pre- or corequisites:* BIOL 225, ENGL 122.

**NURS 213. Maternal Nursing.** (4 credits). (8 weeks). This course approaches the family at the establishment phase and includes the antepartal phase, parturition, and the post-partal phase of childbearing. It also includes the care of the newborn. Meeting the physiological and psychological needs of the family is stressed with emphasis on the normal aspects of childbearing. Deviations from normal are included with the focus on the assessment and nursing management. Experiences are provided in clinical agencies for caring for the mother and the newborn. (4 lecture and 13 laboratory hours per week). *Prerequisite:* NURS 212.

**NURS 214. Child Health Nursing.** (4 credits). (8 weeks). This course includes the care of the child from birth through adolescence. The stages of growth and development is a prerequisite course which serves as the theoretical foundation for the nursing care. Acute and chronic illnesses of children are studied with emphasis on nursing care. Clinical experiences provide the student with opportunities to care for and observe children in both the hospital and well-child settings. (4 lecture and 13 clinical hours per week). *Prerequisite:* NURS 212.

**NURS 221. Professional Development.** (2 credits). This course is designed to offer the student of nursing a better understanding of the nursing profession as it relates to the health care delivery system. The content will include historical,

contemporary and future issues in nursing; legal responsibilities; professional behavior and ethics; professional organizations; opportunities and employment responsibilities in nursing; and concepts of management. (1 lecture and 2 laboratory hours per week). *Corequisite:* NURS 213/214.

## NURSING

Judy Siefert, *Department Chairperson*  
Glo Ann Cole

### VN — Vocational Nursing

**NURS 001. Personal and Vocational Adjustments.** (12 contact hours). This course introduces vocational nursing, nursing history, nursing ethics, legal aspects, personal hygiene and grooming, licensure, nursing associations, publications, and the role of the vocational nurse as a part of the health team and the health care delivery system.

**NURS 002. Microbiology.** (12 contact hours). This course introduces the student to the world of microscopic organisms with emphasis on disease prevention, disease control programs, and community resources. A brief introduction relates organisms to various communicable diseases.

**NURS 003. Anatomy and Physiology.** (70 contact hours). This is a basic course in normal body structure and function and serves as a background for nursing care principles. Independent and interdependent functioning of the body systems are included, i.e. the cell, body organization, the musculoskeletal systems, nervous, cardiovascular, respiratory, gastrointestinal, genito-urinary, and endocrine systems.

**NURS 004. Vocational Nursing Skills.** (165 contact hours). This course is designed to assist the student develop competency in nursing skills and activities. The student will receive classroom and laboratory instruction and preclinical hospital setting experience. The sequence of study will proceed from simple to complex and in the order of man's basic needs hierarchy.

**NURS 005. Nutrition.** (25 contact hours). This course is designed to provide general knowledge of nutrition in healthy and diseased states of all age groups. The student will study the importances of good nutrition, the nutritional essentials, nutrition panning, and basic diet development for individuals needing diet alteration.

**NURS 006. Pharmacology.** (70 contact hours). This course introduces pharmacology, weight systems, calculation of dosages and introduces the basic drug classification, drug uses, actions, dosages, routes of administration, side effects, precautions and nursing implications. Laboratory demonstrations of correct patient identification, medication preparation, and safety are emphasized. Minimum clinical experiences will be 1 week of Functional Medication Administration or 8 weeks Total Patient Care Assignments.

**NURS 007. Mental Health and Mental Illness.** (25 contact hours). This course defines the basic concepts of positive mental health, coping mechanisms, and the various aspects of emotional behavior due to illness and/or environmental factors. Related pharmacological and nutritional aspects of patient care are integrated. Clinical experience if available will be two weeks psychiatric nursing.

**NURS 008. Maternal Child Nursing.** (81 contact hours). This course approaches the study of the family at the established phase using the nursing process. Normal obstetrics and complications specific to the mother and the newborn



are studied in the prenatal, antenatal and post-natal and/or post-partum periods. Normal growth and development of children from birth through adolescence is included. Childhood diseases and disorders, their effects upon normal growth and development, pediatric nursing care measures necessary to meet the emotional, physical, and socio-economic needs of the child are followed through the family life cycle. The minimum clinical experience will be 5 weeks obstetrical nursing, 2 weeks newborn, 3 weeks pediatric nursing.

**NURS 009. Medical-Surgical Nursing.** (140 contact hours). This course is designed to aid the student in the nursing process and in meeting the needs of the adult and geriatric patient in the hospital, or other health care agencies. The student will utilize his basic knowledge of nursing care principles, the nursing process and man's basic needs in administering care to patients with major and minor medical-surgical conditions. Principles of first-aid, pharmacology, and nutrition are included in the development of the total plan of care for each patient condition. The minimum clinical experience will be 6 weeks medical nursing and 6 weeks surgical nursing.

### NUTRITION

Betty Oliver, *Director*  
Lydia Biegert

**NUTR 122. Principles and Practices of Nutrition.** (3 credits). This course is designed to offer the student pursuing a career in health care delivery an understanding of the concepts and principles of nutrition. The content includes a review of the basic nutrients with emphasis on the application of principles of nutrition to growth and development during the life cycle. (3 lecture hours per week). *Prerequisite: instructor approval.*

### ORIENTATION

Sponsored by the Counseling Center  
*Instructors:* JoAn Anderson, Jerry Carrier, James Ray Couser,  
Renee Fields, Bill Henry  
Art Neumeyer, Hugo Valdes

**ORIE 101. College Orientation.** (1 credit). This course is designed to equip students with many of the basic skills necessary for a successful academic career. Students are given an opportunity for self-assessment regarding strengths, limitations, skills, and interests. New strategies for study and approaches to self-management are offered as content of this course. There are special sections for disabled students, foreign students, and special needs students.

### PHYSICAL EDUCATION

Don Childs, *Department Chairperson/Athletic Director*  
Frankie Blansit, Gary Bullion, Gary Coffman, Bonny Mabry

#### ACTIVITY COURSES

**PHED 115B. Individual and Dual Sports — Tennis.** (1 credit). This course provides instruction and participation in tennis in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 115C. Individual and Dual Sports — Badminton.** (1 credit). This course provides instruction and participation in badminton in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 115G. Individual and Dual Sports — Karate.** (1 credit). This course provides instruction and participation in karate in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 115H. Individual and Dual Sports — Racquetball.** (1 credit). This course provides instruction and participation in racquetball in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 115I. Individual and Dual Sports — Advanced Racquetball.** (1 credit). This course provides instruction and participation in advanced racquetball in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 115K. Individual and Dual Sports — Scuba Diving.** (1 credit). This course provides instruction and participation in scuba diving in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 115L. Individual and Dual Sports — Gymnastics.** (1 credit). This course provides instruction and participation in gymnastics in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 115M. Individual and Dual Sports — Yoga.** (1 credit). This course provides instruction and participation in yoga in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 115N. Individual and Dual Sports — Cheerleading.** (1 credit). This course provides instruction and participation in cheerleading in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 115P. Individual and Dual Sports — Jogging.** (1 credit). This course provides instruction and participation in jogging in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 laboratory hours of class instruction and participation per week).

**PHED 115Q. Individual and Dual Sports — Fencing.** (1 credit). This course provides instruction and participation in the art of fencing in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 laboratory hours of class instruction and participation per week).

**PHED 115S. Individual and Dual Sports — Pickleball.** (1 credit). This course provides instruction and participation in pickleball in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours of class instruction and participation per week).

**PHED 115T. Individual and Dual Sports — Adaptive Physical Education.** (1 credit). This course is for students who, for medical reasons, need individual attention concerning their physical activity. Activities will be varied according to individual needs as determined by instructor, student, and student's physician. The course may be repeated once for credit. (3 laboratory hours of class instruction and participation per week).