

Third Semester (Spring)

RNSG 1512	Nursing Care of the Childbearing & Childrearing Family	4	2	5
RNSG 1461	Clinical Nursing: Nursing Care of the Childbearing and Childrearing Family	0	12	4
RNSG 1246	Legal and Ethical Issues for Nurses	2	0	2
Elective	Fine Arts/Humanities	<u>3</u>	<u>0</u>	<u>3</u>
		9	14	14

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

Nursing Transition (LVN to RN) Program

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

Length: One-Year Program

Purpose: The transition program is designed to provide an abridged pathway from Licensed Vocational Nurse (LVN) to Registered Nurse (RN). The graduate is prepared to manage and give direct patient care as a member of the health team in hospitals and other health care facilities. Upon successful completion of the program, the graduate is eligible to make application to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

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

1. make application to ACC and fulfill the admission requirements of the college;
2. make application to the ADN Program and meet all admission requirements for that program;
3. hold a valid license to practice vocational nursing in the State of Texas;
4. have a minimum of six (6) months of recent work experience as a licensed vocational nurse in an acute care setting;
5. have satisfactory completion of all the following courses:

BIOL 2401 - Anatomy and Physiology I	4 credits
BIOL 2402 - Anatomy and Physiology II	4 credits
BIOL 2420 - Microbiology	4 credits
PSYC 2301 - General Psychology	3 credits
PSYC 2314 - Lifespan Growth & Development	3 credits
ENGL 1301 - Composition & Rhetoric I	3 credits
PHED - Physical Activity	1 credit

6. have a cumulative GPA of 2.0 or better.

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
Prerequisites (Must be completed prior to enrollment in RNSG 1215, RNSG 1108, RNSG 1315, and RNSG 1262)				
ENGL 1301	Composition & Rhetoric I	3	0	3
PSYC 2301	General Psychology	3	0	3
PSYC 2314	Life-Span Growth and Development	3	0	3
BIOL 2401	Anatomy & Physiology I	3	3	4
BIOL 2402	Anatomy & Physiology II	3	3	4
BIOL 2420	Microbiology	3	3	4
PHED	Physical Activity	0	<u>3</u>	<u>1</u>
		18	12	22

FIRST YEAR

First Semester (Summer)

RNSG 1215	Health Assessment	1	2	2
RNSG 1417	Concepts of Nursing Practice I for Articulating Students	3	2	4
RNSG 1263	Clinical Nursing: Concepts of Nursing Practice for Articulating Students	0	6	2
	Credit for Prior Learning	<u>0</u>	<u>0</u>	<u>14</u>
		4	10	22

Second Semester (Fall)

RNSG 2431	Adult Health III	3	2	4
RNSG 2560	Clinical Nursing: Adult Health III	0	16	5
RNSG 2121	Management of Client Care	1	0	1
ENGL 1302	Composition & Rhetoric II	3	0	3
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		7	21	14

SECOND YEAR

First Semester (Spring)

RNSG 1512	Nursing Care of the Childbearing and Childrearing Family	4	2	5
RNSG 1461	Clinical Nursing: Nursing Care of the Childbearing and Childrearing Family	0	12	4
RNSG 1246	Legal & Ethical Issues for Nurses	2	0	2
Elective	Fine Arts/Humanities	<u>3</u>	<u>0</u>	<u>3</u>
		9	14	14

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

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

Vocational Nursing Certificate Program

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

Purpose: The purpose of the ACC Vocational Nursing program is to provide an approved educational curriculum designed to prepare the vocational nurse to function as a vital member of the health care team. The vocational nurse gives nursing care to patients in varied situations under the supervision of a registered nurse and/or physician. Graduates are eligible to write the National Counsel of State Boards of Nursing Licensure Exam for Practical Nurses (NCLEX-PN). Those passing this examination will be licensed to practice as a Licensed Vocational Nurse (LVN) in the State of Texas.

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

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

1. be a high school graduate or hold a certificate of equivalency (GED);
2. meet all College admission requirements;
3. submit an application with ACT or SAT scores to the Vocational Nursing department. Minimum acceptable scores are a composite ACT score of 18, or a combined SAT score of 830. Scores must be less than five (5) years old.
4. attend an information meeting with the chairperson of Vocational Nursing before registration;
5. upon registration, provide documentation of: (1) a physical examination which includes blood studies, serology, tuberculosis screening, and immunization updates in accordance with the department's immunization guidelines; and (2) current certification in American Heart Association Class "C" CPR for Healthcare Providers.
6. Individuals that have been convicted of a felony may not be licensed in the State of Texas.

Program Requirements:

1. Expenses for the entire program are approximately \$3,000. This includes ACT/SAT test fee, CPR certification requirement, all tuition and fees, malpractice insurance, books, miscellaneous supplies, uniforms, and costs related to graduation and licensure. Additional costs of health insurance and transportation are the student's responsibility.

- A passing average of at least 75 must be attained in every course. In courses that have both a lecture and a clinical component, the student must maintain at least a 75 average in each component. An average below 75 will constitute grounds for student withdrawal from the program.
- Maximum allowable absences is four (4) days per semester. Tardiness is defined as more than 15 minutes past the scheduled class/clinical hour. Three (3) tardies equals one absence. Excessive absences or chronic tardiness will constitute grounds for student withdrawal from the program.
- The Vocational Nursing department reserves the right to at any time request the withdrawal or dismissal of any student whose attendance, conduct, personal qualities or abilities, and/or scholastic records (clinical or academic proficiency) indicate that it would be inadvisable for the student to continue in the program.
- Transfer and re-entry students will be admitted only as space permits, and must fulfill current admission criteria, including current physical examination, current CPR certification, and current CDC instruction. Students will be allowed to transfer into the program or re-enter the program one time only. Only courses having a letter grade of C or higher, awarded within 5 years of enrollment in the program, will apply towards the vocational nursing certificate. Transfer students must complete a minimum of 12 semester hours in the Alvin Community College Vocational Nursing program in order to graduate. Students who withdraw and later wish to re-enroll must reapply within one year from the date of withdrawal in order to finish the curriculum.

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

Total Credits Required for Vocational Nursing Certificate.....44

Office Administration-Office Professional Degree Program

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

Length: Four-Semester (Two-Year) Program

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

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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST YEAR				
First Semester				
POFT 1302	Business Communications I	3	0	3
POFT 1419	Records and Information Management I	3	3	4
POFT 1425	Business Math and Machine Application	3	3	4
POFT 1429	Keyboarding & Document Formatting	<u>3</u>	<u>3</u>	<u>4</u>
		12	9	15
Second Semester				
MATH 1314	College Algebra	3	0	3
POFI 1445	Integrated Software Applications	3	3	4
POFI 2401	Word Processing	3	3	4
POFT 2401	Document Formatting and Skillbuilding	3	3	4
Elective	Fine Arts/Humanities	<u>3</u>	<u>0</u>	<u>3</u>
		15	9	18
SECOND YEAR				
First Semester				
POFI 1449	Spreadsheets	3	3	4
POFT 1309	Administrative Procedures I	3	0	3
POFT 1380	Cooperative Ed - Adm Assistant/Sec Science	1	20	3
POFT 2433	Adv Document Formatting and Skillbuilding	3	3	4
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		10	29	15
Second Semester				
ACNT 1303	Introduction to Accounting I	3	1	3
ENGL 1301	Composition and Rhetoric I	3	0	3
POFT 2380	Cooperative Ed - Adm Assistant/Sec Science	1	20	3
SOCI 2319	American Minorities	3	0	3
SPCH 1315	Public Speaking	3	0	3
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		13	24	16
Total Credits Required for A.A.S. Office Professional.....				64

Office Administration-Legal Office Professional Degree Program

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

Length: Four-Semester (Two-Year) Program

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

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

Associate in Applied Science Degree Program

FIRST YEAR

First Semester

ACNT 1303	Introduction to Accounting I	3	1	3
BUSI 2301	Business Law I	3	0	3
POFL 1305	Legal Terminology	3	0	3

POFT 1302	Business Communications I	3	0	3
POFT 1429	Keyboarding & Document Formatting	3	3	4
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		15	7	17
Second Semester				
MATH 1314	College Algebra	3	0	3
POFI 1445	Integrated Software Applications	3	3	4
POFL 2305	Legal Research	3	0	3
POFT 2401	Document Formatting and Skillbuilding	3	3	4
Elective	Fine Arts/Humanities	3	0	3
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		15	9	18
SECOND YEAR				
First Semester				
POFL 1303	Legal Office Procedures	3	0	3
POFL 1380	Cooperative Ed - Legal Adm Asst/Secretary	1	20	3
POFT 2303	Speed and Accuracy Building	3	1	3
POFT 2433	Adv Document Formatting and Skillbuilding	3	3	4
SPCH 1315	Public Speaking	<u>3</u>	<u>0</u>	<u>3</u>
		13	24	16
Second Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
POFL 1459	Legal Transcription	3	2	4
POFL 2380	Cooperative Ed - Legal Adm Asst/Secretary	1	20	3
POFT 1419	Records and Information Management I	3	3	4
SOCI 2319	American Minorities	<u>3</u>	<u>0</u>	<u>3</u>
		13	25	17

Total Credits Required for
 Legal Office Professional.....68

Office Administration-Medical Office Professional Degree Program

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

Length: Six-Semester (Two-Year) Program

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

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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST YEAR				
First Semester				
ACNT 1303	Introduction to Accounting I	3	1	3
ENGL 1301	Composition and Rhetoric I	3	0	3
POFM 1313	Medical Terminology I	3	0	3
POFM 1317	Medical Administrative Procedures	3	0	3
POFT 1429	Keyboarding and Document Formatting	3	3	4
PHED	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		15	7	17

Second Semester

POFI 1445	Integrated Software Applications	3	3	4
POFM 2323	Medical Terminology II	3	0	3
POFT 1302	Business Communication I	3	0	3
POFT 2401	Document Formatting and Skillbuilding	3	3	4
PSYC 2314	Life-Span Growth & Development	3	0	3
		15	6	17

SECOND YEAR

First Semester

POFM 1333	Pharmacology for Office Personnel	3	0	3
POFM 1353	Medical Coding	3	1	3
POFM 1380	Cooperative Ed-Medical Adm Asst/Secretary	1	20	3
POFT 1419	Records and Information Management I	3	3	4
POFT 1425	Business Math and Machine Applications	3	3	4
		13	27	17

Second Semester

MATH 1314	College Algebra	3	0	3
POFM 1327	Medical Insurance	3	0	3
POFM 2380	Cooperative Ed-Medical Adm Asst/Secretary	1	20	3
SPCH 1315	Public Speaking	3	0	3
Elective	Fine Arts/Humanities	3	0	3
		13	20	15

Third Semester

PHED	Physical Activity	0	3	1
POFM 1431	Medical Transcription I	3	2	4
		3	5	5

Total Credits Required for
A.A.S. Medical Office Professional.....71

Office Administration-Office Assistant Certificate Program

Length: Two-Semester (One-Year) Program

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

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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
ACNT 1303	Introduction to Accounting I	3	1	3
POFT 1302	Business Communications I	3	0	3
POFT 1309	Administrative Office Procedures I	3	0	3
POFT 1419	Records and Information Management I	3	3	4
POFT 1429	Keyboarding and Document Formatting	3	3	4
		15	7	17
Second Semester				
POFI 2401	Word Processing	3	3	4
POFT 1382	Cooperative Ed - Gen Office/Clerical	1	20	3
POFT 1425	Business Math and Machine Application	3	3	4
POFT 2401	Document Formatting and Skillbuilding	3	3	4
		10	29	15

Total Credits Required for
Certificate Office Assistant.....32

Office Administration-Word Processing Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
POFT 1302	Business Communications I	3	0	3
POFT 1309	Administrative Office Procedure I	3	0	3
POFT 1425	Business Math and Machine Application	3	3	4
POFT 1429	Keyboarding and Document Formatting	3	3	4
		12	6	14
Second Semester				
POFI 1380	Cooperative Ed - Info Processing/Data Entry	1	20	3
POFI 1445	Integrated Software Applications	3	3	4
POFI 2401	Word Processing	3	3	4
POFT 2401	Document Formatting and Skillbuilding	3	3	4
		10	29	15
Total Credits Required for Certificate Word Processing				29

Office Administration-Accounting Clerk Certificate Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
POFT 1425	Business Math and Machine Applications	3	3	4
ACNT 1303	Introduction to Accounting I	3	1	3
POFT 1329	Keyboarding and Document Formatting	3	1	3
		9	5	10
Second Semester				
POFI 1449	Spreadsheets	3	3	4
ACNT 1304	Introduction to Accounting II	3	1	3
ACNT 1311	Introduction to Computerized Accounting	3	1	3
		9	5	10
Third Semester				
ACNT 1382	Cooperative Ed - Accounting Technician	1	20	3
Total Credits Required for Certificate Accounting Clerk.....				23

Process Technology Degree Program

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

Length: Four Semester (Two Year) Program

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

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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST YEAR				
First Semester				
COSC 1401	Introduction to Computers	3	3	4
CTEC 1401	Applied Petrochemical Technology	3	2	4
PTAC 1302	Introduction to Process Technology	2	2	3
SOCI 1301	Principles of Sociology	3	0	3
PHED	Physical Activity	0	3	1
MATH 1335 or	College Mathematics	3	0	3
MATH 1314	College Algebra			
		14	10	18
Second Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
PTAC 1308	Safety, Health & Environment I	3	1	3
PTAC 1352	Process Instrumentation I	2	2	3
PTAC 2410	Process Technology I	3	2	4
SCIT 1414	Applied General Chemistry I	3	3	4
PHED	Physical Activity	0	3	1
		14	11	18
SECOND YEAR				
First Semester				
BMGT 2303	Problem Solving and Decision Making	3	0	3
PTAC 2314	Quality	2	2	3
PTAC 2420	Process Technology II	3	2	4
PTAC 2436	Process Instrumentation II	3	2	4
SPCH 1318	Interpersonal Communications	3	0	3
		14	6	17
Second Semester				
ENGL 2311	Technical Communications	3	0	3
PTAC 2434	Industrial Processes	3	2	4
*PTAC 2438	Process Technology III	3	2	4
PTAC 2446	Process Troubleshooting	3	2	4
Elective	Fine Arts/Humanities	3	0	3
		15	6	18
	*Capstone Course			
	Total Credits Required for A.A.S. Process Technology Degree.....			71

Process Technology Certificate Program

Length: Three Semesters

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

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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
COSC 1401	Introduction to Computers	3	3	4
CTEC 1401	Applied Petrochemical Technology	3	2	4
PTAC 1302	Introduction to Process Technology	2	2	3
SOCI 1301	Principles of Sociology	3	0	3
MATH 1335 or	College Mathematics	3	0	3
MATH 1314	College Algebra	3	0	3
		14	7	17

Second Semester

BMGT 2303	Problem Solving and Decision Making	3	0	3
ENGL 1301	Composition and Rhetoric I	3	0	3
PTAC 2410	Process Technology I	3	2	4
SCIT 1414	Applied General Chemistry I	<u>3</u>	<u>3</u>	<u>4</u>
		12	5	14

Third Semester

ENGL 2311	Technical Communications	3	0	3
PTAC 1308	Safety, Health and Environment I	3	1	3
PTAC 1352	Process Instrumentation I	2	2	3
*PTAC 2420	Process Technology II	<u>3</u>	<u>2</u>	<u>4</u>
		11	5	13

*Capstone Course

Total Credits Required for Process Technology Certificate.....43

Respiratory Care Degree Program

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

Length: 24 months

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

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

Admission Requirements:

1. To be considered for admission to the respiratory care program, the applicant must:
 - a. be a high school or GED graduate
 - b. make application to ACC and fulfill the admission requirements, including TASP
 - c. make application to the respiratory care program
 - d. submit official transcripts of all previous college work to both the Respiratory Care Department and ACC Records Office.
 - e. applicants are required to demonstrate an understanding of the responsibilities and duties of the profession through observation and discussion with a practicing therapist. Contact the director for details.
 - f. score 19 or higher on ACT composite or minimum combined math/verbal SAT score of 713 if taken prior to April 1, 1995 or SAT score of 870 if taken prior to April 1, 1995.
 - g. complete a physical examination which includes a chest x-ray, TB skin test, and immunizations upon acceptance to the program.
 - h. not currently be on suspension or academic probation from ACC or another college or university.

2. Any science or respiratory care course completed more than five years prior to the student being accepted may not satisfy requirements for a degree in respiratory care.

3. Transfer students must complete the following:
 - a. meet the above admission criteria
 - b. have a cumulative GPA of 2.0 or higher on all courses being transferred into the respiratory care curriculum.
 - c. provide the ACC Records Office with an official transcript from each institution attended
 - d. provide the Respiratory Care Department with a copy of transcript from each institution attended
 - e. provide the Respiratory Care Department with a description and/or syllabus of each course being considered for transfer

- f. not currently be on suspension or academic probation from another college
 - g. credit will be given for support courses equivalent to those included in the respiratory care program at ACC as determined by examination of the syllabus of the transfer course. A grade of C or higher must have been earned in transfer courses.
 - h. Must complete a minimum of 24 semester hours at ACC in order to be considered a graduate.
4. A new class begins each August.

Alternate Enrollment:

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

Progression Policies:

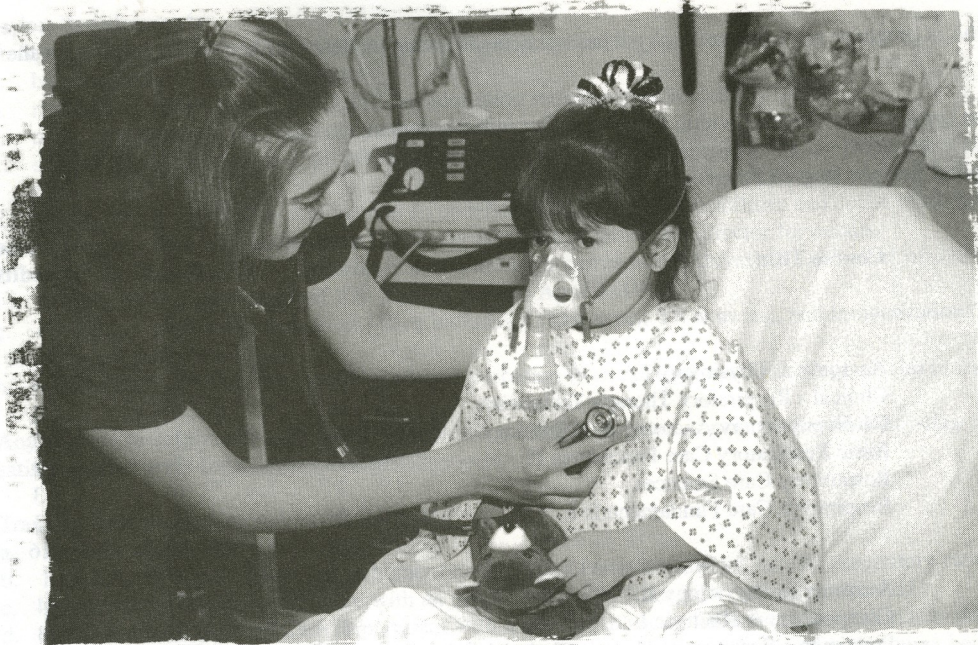
1. Respiratory care students will abide by the admission and curriculum requirements of the Respiratory Care Department at the time they are admitted or re-admitted to the program.
2. Once a student has enrolled in the respiratory care program, all respiratory care courses must be completed in the proper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

Associate in Applied Science Degree Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST YEAR				
First Semester				
BIOL 2401	Anatomy & Physiology I	3	3	4
RSPT 1160	Clinical - Respiratory Therapy Technician	0	6	1
RSPT 1207	Cardiopulmonary Anatomy & Physiology	2	1	2
RSPT 1316	Basic Respiratory Care Procedures II	2	3	3
RSPT 1325	Respiratory Care Sciences	3	0	3
RSPT 1329	Respiratory Care Fundamentals I	2	4	3
		12	17	16
Second Semester				
BIOL 2402	Anatomy & Physiology II	3	3	4
ENGL 1301	Composition & Rhetoric I	3	0	3
RSPT 1166	Practicum - Respiratory Therapy Technician I	0	10	1
RSPT 1317	Respiratory Care Pharmacology	3	0	3

RSPT 2210	Cardiopulmonary Diseases I	2	1	2
RSPT 2414	Mechanical Ventilation I	<u>3</u>	<u>2</u>	<u>4</u>
		14	16	17
Third Semester				
RSPT 1267	Practicum - Respiratory Therapy Technician II	0	18	2
RSPT 2305	Pulmonary Diagnostics	2	3	3
RSPT 2314	Mechanical Ventilation II	<u>2</u>	<u>2</u>	<u>3</u>
		4	23	8
SECOND YEAR				
First Semester				
BIOL 2420	Microbiology	3	3	4
PHED	Physical Activity	0	3	1
RSPT 2239	Adv Cardiac Life Support	1	4	2
RSPT 2255	Critical Care Monitoring	2	1	2
RSPT 2266	Practicum - Respiratory Therapy Technician III	0	16	2
RSPT 2310	Cardiopulmonary Disease II	<u>2</u>	<u>2</u>	<u>3</u>
		8	29	14
Second Semester				
Elective	Fine Arts/Humanities	3	0	3
PHED	Physical Activity	0	3	1
PSYC 2301	General Psychology	3	0	3
RSPT 2135	Pediatric Adv Life Support	0	3	1
RSPT 2267	Practicum - Respiratory Therapy Technician IV	0	18	2
RSPT 2353	Neonatal/Pediatric Cardiopulmonary Care	<u>3</u>	<u>0</u>	<u>3</u>
		9	24	13
Third Semester				
RSPT 1141	Respiratory Home Care/Rehabilitation	0	4	1
RSPT 1191	Special Topics in Respiratory Therapy	0	4	1
RSPT 2131	Clinical Simulations for Respiratory Care	0	2	1
RSPT 2166	Practicum - Respiratory Therapy Technician V	<u>0</u>	<u>8</u>	<u>1</u>
		0	18	4

Total Credits Required for
A.A.S. Respiratory Care.....72



Retail Management and Marketing Degree Program

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

Length: Four-Semester (Two-Year) Program

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

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

Program Requirements: The retail management/marketing curriculum combines a careful blending of retail merchandising principles, practices and procedures with the opportunity for students to obtain practical application of knowledge gained. In addition to the retail courses, students are expected to complete several management courses that help prepare them for dealing with the complexities associated with managing people. Along with these requirements, students must complete general education courses such as English, Mathematics or Finance, Introduction to Computer Science, and two electives. In addition, the student serves three semesters of cooperative education. The student must work a minimum of twenty hours per week at an approved work station and meet one hour per week in lecture. Upon satisfactory completion of the program, the graduate will be awarded the Associate in Applied Science Degree.

Associate in Applied Science Program

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
FIRST YEAR				
First Semester				
ENGL 1301	Composition and Rhetoric I	3	0	3
PHED	Physical Activity	0	3	1
MRKG 1311	Principles of Marketing	3	0	3
BMGT 1380	Cooperative Education-General Retailing Operations I	1	20	3
BUSG 2309 or BMGT 1335	Small Business Management	3	0	3
ECON 2301 or SOCI 1301	Introduction to Merchandising			
	Principles of Economics I			
	Principles of Sociology	<u>3</u>	<u>0</u>	<u>3</u>
		13	23	16
Second Semester				
BMGT 2303	Problem Solving and Decision Making	3	0	3
BMGT 2380	Cooperative Education-General Retailing Operations II	1	20	3
BMGT 1347	Retail Buying	3	0	3
BMGT 1302	Principles of Retailing	3	0	3
MATH 1314 or MATH 1335	College Algebra	3	0	3
PHED	College Mathematics			
	Physical Activity	<u>0</u>	<u>3</u>	<u>1</u>
		13	23	16

SECOND YEAR

First Semester

COSC 1401	Introduction to Computers	3	3	4
BMGT 1303	Principles of Management	3	0	3
*BMGT 2381	Cooperative Education-General Retailing Operations III	1	20	3
HRPO 1311	Human Relations	3	0	3
Elective	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>3</u>
		13	23	16

Second Semester

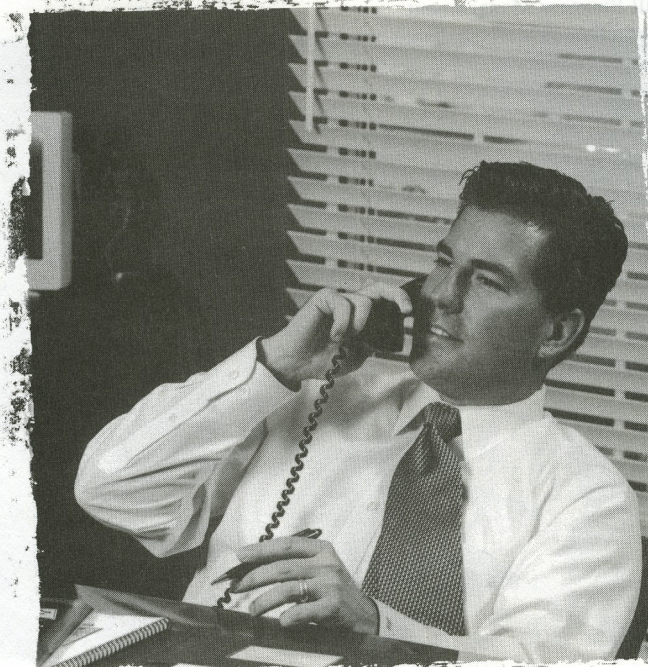
BMGT 1333	Principles of Selling	3	0	3
HRPO 2307	Organizational Behavior	3	0	3
HRPO 2301	Human Resource Management	3	0	3
BMGT 1304	Visual Merchandising	3	0	3
SPCH 1315 or	Public Speaking	3	0	3
SPCH 1318	Interpersonal Communications			
Elective	College Level	<u>3</u>	<u>0</u>	<u>3</u>
		18	0	18

*Capstone Course

Total Credits Required for
Retail Management and Marketing Degree.....66

ENHANCED SKILLS CERTIFICATE

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
IBUS 1301	Principles of Imports-Exports I	3	0	3
IBUS 1354	International Marketing Management	3	0	3
Total Credits Required for Retail Management and Marketing Enhanced Skills Certificate.....				72

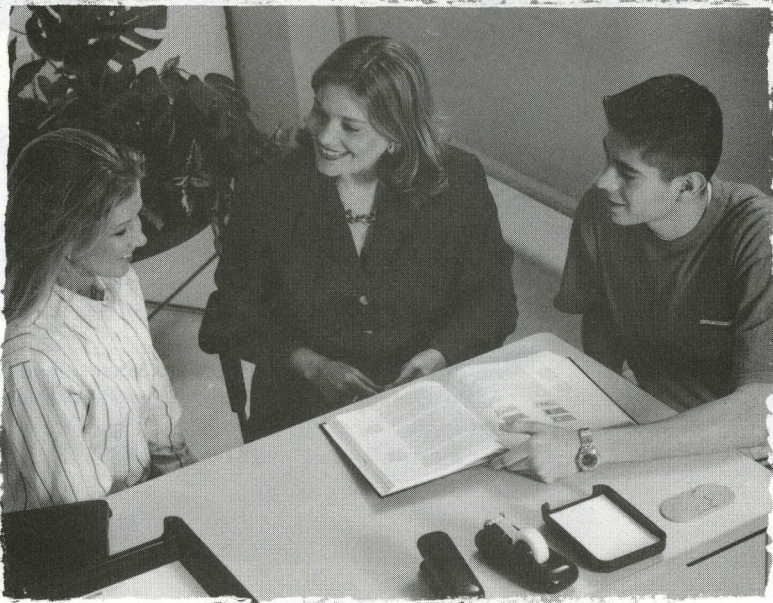


Retail Management and Marketing Certificate Program

Length: Two-Semester (One-Year) Program

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

Course Number	Course Title	Lecture Hours	Lab Hours	Course Credits
First Semester				
MRKG 1311	Principles of Marketing	3	0	3
BMGT 1303	Principles of Management	3	0	3
HRPO 1311	Human Relations	3	0	3
BMGT 1333	Principles of Selling	3	0	3
BMGT 1380	Cooperative Education-General Retailing Operations I	1	20	3
BMGT 1335 or BUSG 2309	Introduction to Merchandising Small Business Management	3	0	3
		16	20	18
Second Semester				
BMGT 2303	Problem Solving and Decision Making	3	0	3
*BMGT 2380	Cooperative Education-General Retailing Operations	1	20	3
HRPO 2307	Organizational Behavior	3	0	3
BMGT 1302	Principles of Retailing	3	0	3
BMGT 1347	Retail Buying	3	0	3
BMGT 1304 or HRPO 2301	Visual Merchandising Human Resource Management	3	0	3
		16	20	18
	*Capstone Course			
Total Credits Required for Retail Management and Marketing Certificate.....				36



EXPLORE YOUR CAREER OPTIONS

We have an extensive variety of careers to choose from, including...

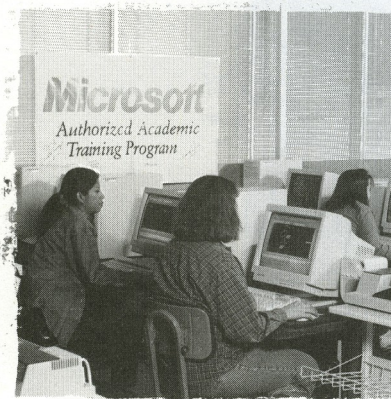
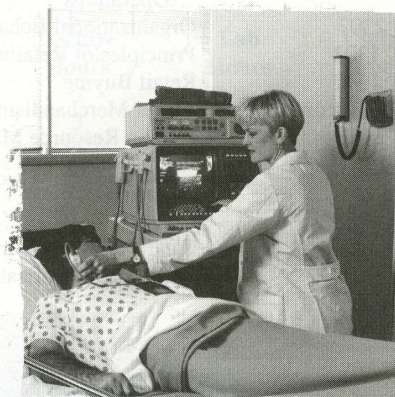


COURT REPORTING

- Employment outlook: Excellent
- Starting salary range: \$30,000 - \$45,000/year
- Employment opportunities: Varied opportunities in court reporting, captioning, and scoping
- Skills needed: Exceptional skills in vocabulary and English; an interest in technology
- For more information: 281-388-4817

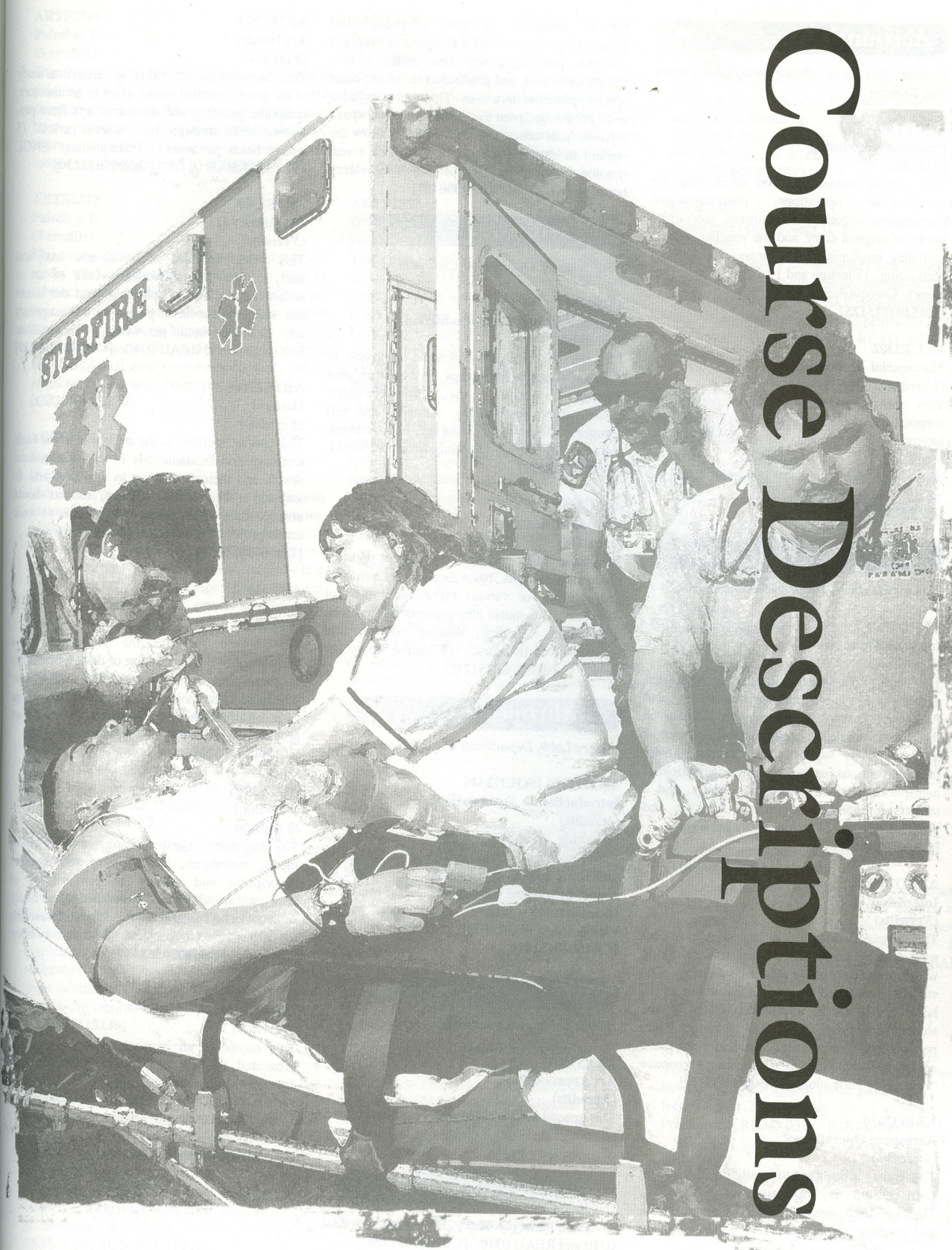
CARDIOVASCULAR TECHNOLOGY

- Employment outlook: Excellent
- Starting salary range: \$11-\$15/hour beginner non-registered; \$20-\$25/hour registered
- Employment locations: Hospitals, diagnostic centers and private physician offices
- Skills needed: Good hand-eye coordination; good oral and written communication skills
- ACC offers continuing education certificates in Adult Echo Cardiography and Non-invasive Vascular Technology geared toward healthcare professionals who want to cross-train
- For more information: 281-388-4919



MICROSOFT CERTIFIED SYSTEMS ENGINEER

- Employment outlook: Excellent
- Starting salary range: \$30,000 - \$34,000/year
- Employment locations: Microsoft Certification is internationally recognized, so employment opportunities are available world-wide in all industries
- Skills needed: Analytical skills; an interest in computer technology
- All ACC Microsoft instructors are Microsoft Certified Trainers
- All ACC computer labs meet Microsoft's computer equipment standards
- For more information: 281-388-4849



Course Descriptions



Course Descriptions

Accounting

*Norman Bradshaw, Department Chairperson,
Tom Branton*

ACCT2301

Financial Accounting (3 credits)

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

ACCT2302

Managerial Accounting (3 credits)

This course provides a study of partnerships corporations, cost accounting, assets, theory, and interpretation of financial statements, with special emphasis on the managerial aspects of accounting. (3 lecture and 1 laboratory hours per week). Prerequisite: ACCT2301. [CB5203015125]

Aerospace Technology

Thomas Magliolo, Department Chairperson

AERO1310

Introduction to Aerospace (3 credits)

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

AERO2388

Internship (3 credits)

This course is designed to provide the student with valuable on-the-job training while working with an employer in the aerospace industry. The student is required to work a minimum of 18 hours per week in a position related to the students curriculum option. (18 laboratory hours per week). Prerequisite: Student must have completed the first year of the Aerospace Technology curriculum. [CB0000008427]

AERO2410

Aerospace Operations (4 credits)

This course is designed to familiarize the student with present day operations at NASA/JSC. Topics of discussion include NASA organizations and charters; space shuttle operations including

typical missions, mission planning and preparation, crew training, ground support systems, post-flight activities; space station design, operation, and production schedule; other space exploration initiatives. This course includes a lab project designed to simulate an actual space mission from concept to end that will allow the student to experience the complexity of a real mission firsthand. (3 lecture and 3 laboratory hours per week). [CB0000008427]

Agriculture

Steve Wheeler, Department Chairperson

AGRI1307

Fundamentals of Crop Production (3 credits)

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

AGRI1319

Animal Husbandry (3 credits)

This basic course acquaints the student with the production systems, basic facility requirements, and markets for various types and breeds of livestock. The course also presents basic phases of feeding, breeding, disease control, and production of livestock. (3 lecture hours per week). [CB0202015121]

Anthropology

Nancey Lobb, Department Chairperson

ANTH2346 {SOC1}2346

Introduction to Anthropology (3credits)

Following principles of physical and cultural anthropology, this course analyzes the cultures of prehistoric and existing preliterate people and the impact of modern western culture on preliterate societies. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB4502015142]

Arts

Dennis LaValley, Department Chairperson

ARTS1301

Art Appreciation (3 credits)

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

ARTS1303

Art History I (3 credits)

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

ARTS1304

Art History II (3 credits)

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

ARTS1311

Design I (3 credits)

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

ARTS1312

Design II (3 credits)

This course provides the student with a knowledge of the application of design principles to three-dimensional work. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). [CB5004015330]

ARTS1316

Drawing I (3 credits)

This beginning course investigates a variety of media, techniques, and subjects and explores descriptive and perceptual possibilities of drawing. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). [CB5007055230]

ARTS1317

Drawing II (3 credits)

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

ARTS2316**Painting I
(3 credits)**

This course explores the potentials of various painting media with stress on color and composition. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). [CB5007085230]

ARTS2317**Painting II
(3 credits)**

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

ARTS2326**Sculpture I
(3 credits)**

This course provides students with experiences in sculpture in stone, metal, clay, wood, and plaster, with an emphasis on expression 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). [CB5007095130]

ARTS2331**Graphic Media
(3 credits)**

Students critically evaluate graphic media as well as create works in serigraphy and other print media. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). [CB5007105130]

ARTS2346**Ceramics I
(3 credits)**

This course includes an introduction to hand building processes and glaze application. Students learn to use the potter's wheel with emphasis on individual expression. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). [CB5007115130]

ARTS2347**Ceramics II
(3 credits)**

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

ARTS2351**Design Communication I
(3 credits)**

This course includes an introduction to the processes and techniques of advertising art. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). [CB5004015130]

ARTS2352**Design Communication II
(3 credits)**

This course is an advanced study of advertising art and production. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). [CB5004015130]

ARTS2356**Photography I
(3 credits)**

This course introduces the student to the fundamental elements of black & white techniques, knowledge of chemistry, and presentation skills with an emphasis on design, history and contemporary trends as a means of developing an understanding of photographic aesthetics. (6 laboratory hours per week).

ARTS2357**Photography II
(3 credits)**

This course builds upon the techniques and concepts presented in Photography I and focuses on continued development of printing and developing skills with emphasis placed on the development individual expression. (6 laboratory hours per week). Prerequisite: ARTS 2356

ARTS2366**Watercolor I
(3 credits)**

Students explore the watercolor medium as a means of artistic expression through interpretation of still life, landscape, and figure subjects. In addition to scheduled class hours, students should arrange three additional hours per week to work on art projects. (6 laboratory hours per week). [CB5007085330]

ARTS2367**Watercolor II
(3 credits)**

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

Biology

Steve Wheeler, Department Chairperson
Bill Horine

BIOL1308**Contemporary Biology I
(3 credits)**

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

BIOL1309**Contemporary Biology II
(3 credits)**

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

BIOL1408**General Biology I
(4 credits)**

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

BIOL1409**General Biology II
(4 credits)**

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

BIOL2306**Environmental Conservation
(3 credits)**

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

BIOL2401**Anatomy and Physiology I
(4 credits)**

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

BIOL2402**Anatomy and Physiology II
(4 credits)**

This course continues the study of the structure and function of organ system of the human body.

(3 lecture and 3 laboratory hours per week). Prerequisite: BIOL 2401. [CB2607065124]

BIOL2420
Basic Microbiology
(4 credits)

This one-semester course in microbiology stresses the principles and applications of microbial activity, with emphasis given to the bacterial types. This course stresses the role of micro-organisms in disease, ecology, sanitation, industry, and public health as well as considering sterilization techniques, pure culture techniques, and other aspects of microbial control. Basic Microbiology is recommended for students in biology, pre-med, pre-dental, nursing, and related medical fields. (3 lecture and 3 laboratory hours per week). Prerequisites: EITHER BIOL1408, BIOL 1409, BIOL 2401, OR BIOL 2402. [CB2605015124]

Business Administration

Norman Bradshaw, Department Chairperson

BUSI1301
Introduction to Business
(3 credits)

An overview of the American system of free enterprise, this course concentrates on business and its environment, organization and management of the enterprise, management of human resources, production, marketing, and finance. Primary emphasis is placed on the way American businesses work, what they can do well, and what they do poorly. (3 lecture hours per week). Corequisite: READ 0309. [CB5201015125]

BUSI2301
Business Law I
(3 credits)

This course covers the principles of law which form the legal framework for business activities. (3 lecture hours per week). Corequisite: READ 0309. [CB2201015125]

BUSI2302
Business Law II
(3 credits)

This course explores the role of law in business and society, government regulations of business and legal reasoning, source of law, social policy and legal institutions, antitrust, and other laws affecting business. (3 lecture hours per week). Corequisite: READ 0309. [CB22010151225]

Chemistry

William R. Bitner, Department Chairperson
Betty Graef

CHEM1405
Introductory Chemistry I
(4 credits)

Topics covered in this course include atomic-molecular theory, valence, oxidation numbers,

formulae, chemical equations, gas laws, and solutions. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0310. [CB4005015139]

CHEM1407
Introductory Chemistry II
(4 credits)

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

CHEM1411
General Chemistry and Analysis I
(4 credits)

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

CHEM1412
General Chemistry and Analysis II
(4 credits)

The topics presented in this course include oxidation-reduction, the chemistry of the common elements and their compounds, coordination chemistry, and 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 1411. [CB4005015239]

CHEM2401
Quantitative Analysis
(4 credits)

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

CHEM2423
Organic Chemistry I
(4 credits)

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

CHEM2425
Organic Chemistry II
(4 credits)

This course covers general principles and theories of elementary organic chemistry, with special

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

Child Development & Early Childhood

Sandra Horine, Department Chairperson

CDEC1270
Early Childhood Games and Recreation
(2 credits)

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

CDEC1313
Curriculum Resources for Early Childhood Programs
(3 credits)

Fundamentals of curriculum design and implementation in developmentally appropriate programs for young children. The student will define and describe the process of curriculum development beginning with goals, objectives and learning activities, and culminating in assessment; and develop guidelines for creating developmentally appropriate learning (indoor/outdoor) environments. The student will select, plan and implement developmentally appropriate activities for young children; apply an understanding of the teacher's role in the early childhood classroom; and prepare a developmentally appropriate schedule including routines and transitions. (3 lecture hours per week). Corequisite: READ 0309. [CB0000005222]

CDEC1317
Child Development Associate Training I
(3 credits)

Based on the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include: family, program management, and professionalism. Topics on CDA overview, general observation skills, and child growth and development overview. The student will demonstrate knowledge of family, program management, and professionalism as well as the CDA process, general observation skills, and basic child growth and development. The student will utilize skills in writing, speaking, problem-solving, time management, and record keeping. (2 lecture and 7 laboratory hours per week). Corequisite: READ 0309. [CB0000005222]

CDEC1319**Child Guidance****(3 credits)**

An exploration of common behavior problems of young children in an early childhood setting. Emphasis on positive guidance techniques for effective behavior management. The student will summarize general theories related to child guidance and explain how guidance teaches young children autonomy and self-discipline, while promoting development of positive self-concept and prosocial behaviors. The student will apply appropriate guidance methods for specific situations relating to children's behaviors and demonstrate skills in supporting children to resolve conflicts. (3 lecture and 1 laboratory hour per week). Corequisite: READ 0309.

[CB0000005222]**CDEC1356****Emergent Literacy for Early Childhood****(3 credits)**

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

[CB0000005222]**CDEC1357****Math and Science for Early Childhood****(3 credits)**

An exploration of principles, methods, and materials for teaching young children math and science concepts through discovery and play. The student will relate the sequence of cognitive development to the acquisition of math and science concepts and describe the scientific process and its application to the early childhood classroom. The student will develop teacher strategies which promote thinking and problem-solving skills in young children, utilize observation and task assessment as a basis for planning discovery experiences for the individual child, and select and/or prepare developmentally appropriate materials to support the attainment of math and science concepts. (2 lecture and 3 laboratory hours per week). Corequisite: READ0309. **[CB0000005222]**

CDEC1358**Creative Arts for Early Childhood****(3 credits)**

An exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. The student will describe the developmental sequences for the creative arts and describe how process-oriented experiences enhance creativity/divergent thinking. The student will demonstrate the ability to encourage

divergent thinking within the classroom through open-ended questioning techniques and plan and implement developmentally appropriate activities for music, movement, visual arts, and dramatic play. (2 lecture and 3 laboratory hours per week). Corequisite: READ 0309. **[CB0000005222]**

CDEC1359**Children With Special Needs****(3 credits)**

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues. The student will demonstrate knowledge of causes, incidence, and characteristics of exceptionalities related to cognitive, physical, social, and emotional domains of development; current terminology and practices for educational intervention; availability and accessibility of appropriate resources; accommodation in inclusive early childhood settings; legal mandates and their impact on the early childhood practices and environment; and the role of advocacy for children with special needs and their families. The student will demonstrate skills in recognition of indicators of exceptionalities; practical application of techniques for educational intervention and accommodation; identification of appropriate resources and referral practices for individual children and families; interpretation of the impact of legal mandates on early childhood programs; and advocating for children with special needs and their families. (3 lecture hours per week). Corequisite: READ 0309.

[CB0000005222]**CDEC1370****Children With Special Needs Internship****(3 credits)**

The student applies skill and knowledge of young children in an early childhood setting. The student receives practical training and experiences in the domain of children with learning disabilities under the supervision of a professional team. (9 laboratory hours per week). Prerequisites: CDEC 1359, CDEC 1470. Corequisite: READ 0309. **[CB0000005222]**

CDEC1384**Cooperative Ed. in Child Development I****(3 credits)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary through the paid work experience. (1 lecture and 20 laboratory hours per week). Corequisite: READ 0309. **[CB0000005222]**

CDEC1470**Observation and Assessment Skills****(4 credits)**

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

CDEC2321**The Infant and Toddler****(3 credits)**

A study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques. The student will demonstrate a knowledge of principles of quality infant/toddler caregiving; elements of appropriate indoor and outdoor environments; developmentally appropriate materials, activities, and teaching/guidance techniques; and normal growth and development of children from birth to 3 years. (3 lecture hours per week). Corequisite: READ 0309.

[CB0000005222]**CDEC2322****Child Development Associate Training II****(3 credits)**

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance. The student will apply knowledge of a safe and healthy learning environment, as well as of self, social, and guidance domains. The student will utilize skills in writing, speaking, teamwork, time management, creative thinking, and problem solving. (1 lecture and 10 laboratory hours per week). Corequisite: READ 0309.

[CB0000005222]**CDEC2324****Child Development Associate Training III****(3 credits)**

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The four functional areas of study are creative, cognitive, physical, and communication. The student will apply knowledge of creative, cognitive, physical, and communication. The student will utilize skills in writing, speaking, teamwork, time management, and problem-solving. (1 lecture and 10 laboratory hours per week). Corequisite: READ 0309.

[CB0000005222]**CDEC2384****Cooperative Ed. in Child Development II****(3 credits)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under

supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 lecture and 20 laboratory hours per week). Corequisite: READ 0309. [CB000005222]

CDEC2426

Administration of Programs for Children I (4 credits)

A practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. The student will employ knowledge of programs, philosophies, curriculums, and budget basics; develop goals and objectives, written/oral communications, parent communications; and interpret and supervise regulations, policies, staffing, and evaluating. (3 lecture and 2 laboratory hours per week). Corequisite: READ 0309. [CB000005222]

CDEC2428

Administration of Programs for Children II (4 credits)

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs. The student will demonstrate skills in fiscal planning and analysis; legal and ethical issues; personnel management and team building; advocacy and professionalism; parent education and partnership; and technical applications in programs. The student will utilize skills in speaking, writing, computation, and computer utilization. (3 lecture and 2 laboratory hours per week). Corequisite: READ 0309. [CB000005222]

TECA1303

Family and the Community (3 credits)

A study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, child abuse and current issues. The student will examine research on parenting styles; discuss issues relating to families and communities; discuss literature relating to diverse lifestyles and multi-cultural influences; examine research on abuse and neglect as it occurs in the family. The student will identify effective parenting techniques; identify characteristics of functional and dysfunctional families; demonstrate the ability to communicate and interact with parents and families; recognize signs of abuse and neglect; describe ways to work

effectively with abusive behaviors; and develop activities to enhance understanding of diverse lifestyles and multi-cultural influences. (3 lecture hours per week). Corequisite: READ 0309. [CB000005222]

TECA1311

Introduction to Early Childhood Education (3 credits)

An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues. The student will discuss the contributions of key historical and contemporary theorists to the field of early childhood education, explain the features of a developmentally appropriate program for young children, define development and define each of the four basic developmental areas, describe the types of early childhood programs, and analyze future trends and issues of the early childhood profession. The student will demonstrate an understanding of the characteristics and developmental stages of an early childhood professional. (3 lecture hours per week). Corequisite: READ 0309. [CB000005222]

TECA1318

Nutrition, Health and Safety (3 credits)

A study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles applies to a variety of settings. The student will demonstrate knowledge of the principles, assessment activities, and regulatory requirements for nutrition; describe community health problems, universal health precautions, environmental and personal hygiene and legal implications regarding health; and evaluate the regulations, procedures, and environment regarding safety. The student will demonstrate skills in computation, record keeping, referrals, and resources. (3 lecture hours per week). Corequisite: READ 0309. [CB000005222]

TECA1354

Child Growth and Development (3 credits)

A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development. The student will demonstrate knowledge of principles of growth and development; normal developmental stages in physical, cognitive, social and emotional domains; major theories of development, i.e., behavioral, cognitive, language acquisitions, developmental; the impact of developmental processes on early childhood practices; types and techniques of objective observation; the importance of play in development; and biological and environmental influences on growth and development. The student will demonstrate skills in the practical application of

developmental principles and theories, objective observation techniques, and recognition of normal growth and developmental patterns. (3 lecture hours per week). Corequisite: READ 0309. [CB000005222]

Communications

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

MUSC1327

Audio Engineering I (3 credits)

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

MUSC2427

Audio Engineering II (4 credits)

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

MUSC2447

Audio Engineering III (4 credits)

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

PRCD1311

Public Relations (3 credits)

This course includes a study of the principles and practices within the field of public relations, with special emphasis on publicity problems of the public schools and colleges. By means of the text, outside reading, and the lectures, students examine a special type of journalism. (3 lecture hours per week). Corequisites: ENGL 0310 and READ 0310. [CB000008434]

RTVB1301

Broadcast News Writing (3 credits)

Instruction in the writing and organization of news copy. Topics include proper style and format used for broadcast news scripts, organization of newscasts, use of Teleprompters

and computerized news editing systems. Students will experience the creation of newscasts for live, on-air broadcasts. (2 lecture and 4 lab hours per week)

RTVB1317
Survey of Electronic Media
(3 credits)

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

RTVB1325
TV Studio Production
(3 credits)

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

RTVB1329
Writing for Electronic Media
(3 credits)

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

RTVB1355
Radio and Television Announcing
(3 credits)

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

RTVB1380, 1381, 2380, 2381
Cooperative Education - Radio/TV
Broadcasting
(3 credits)

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

RTVB1391
Special Topics in Radio and Television
Broadcasting
(3 credits)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 lecture and 4 lab hours per week)

RTVB1409
Audio/Radio Production I
(4 credits)

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

RTVB1421
TV Field Production
(4 credits)

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

RTVB1445
Broadcast Engineering
(4 credits)

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

RTVB2335
TV Production Workshop I
(3 credits)

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

RTVB2339
Broadcast Sales
(3 credits)

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

RTVB2431
Audio Radio Production III
(4 credits)

Presentation of advanced concepts in audio/radio recording and editing. Topics include digital editing, sound processing systems, and multi-

track mixdown recording techniques. (2 lecture and 6 lab hours per week)

Computer Science

Gerald Pullen, Department Chair
Judy Endsley, Thomas Magliolo

BCIS1432
Computer Programming - COBOL
(4 credits)

Introduction to computer programming using COBOL. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CB5212025227]

BCIS2416
Introduction to Visual BASIC Programming
(4 credits)

Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CB5212025327]

COSC1401
Introduction to Computers
(4 credits)

This course contains an overview of computer concepts, computer vocabulary, and microcomputer applications. The course requires the use of a microcomputer. (3 lecture and 3 laboratory hours per week). Prerequisite: READ0309. [CB1101015227]

COSC1417
Computer Programming - FORTRAN
(4 credits)

Introduction to computer programming using FORTRAN. Emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309 and MATH 1314. [CB1102015227]

COSC1418
Pascal Programming
(4 credits)

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

COSC1420
Computer Programming -- C++
(4 credits)

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

COSC1430
Special Topics
(4 credits)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CB1102015227]

COSC2315
Data Structures
(3 credits)

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

COSC2415
Database System
(4 credits)

This course is an introduction to data base, data organization, structure and design. The student will use data base application software to build and access a database. (3 lecture and 3 laboratory hours per week). Prerequisite: READ 0309. [CB1102015327]

COSC2420
Computer Programming - C++
(4 credits)

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

ITNW1333
Microsoft Networking Essentials
(3 credits)

Instruction in networking essential concepts including the OSI reference model, network protocols, transmission media, and networking hardware and software. (2 lecture and 2 laboratory hours per week). Corequisite COSC1401.

ITNW 1421
Introduction to Networking
(4 Credits)

Introduction to the fundamentals, basic concepts and terminology of networks. Topics include the access and use of the Internet and networking hardware and software, including current

developments in networking. (3 lecture and 3 lab hours per week)

ITNW2301
Administering Microsoft Windows NT
(3 credits)

Development of knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain Windows NT based network. (2 lecture and 2 laboratory hours per week). Corequisite COSC1401.

ITNW2451
Microsoft Windows NT Core Technologies
(4 credits)

Foundation course for supporting a network operating system. Skill development in installing, configuring, customizing, optimizing, networking, integrating, and troubleshooting a network operating system. (3 lecture and 3 laboratory hours per week). Prerequisite ITNW2301.

ITNW2456
Supporting Microsoft Windows NT Server 4.0 - Enterprise Technologies
(4 credits)

This course prepares students to design, implement, and support the Windows NT Server network operating system in a multi-domain enterprise environment. (3 lecture and 3 laboratory hours per week). Prerequisite ITNW2451.

ITSE1407
Introduction to C++ Programming
(4 credits)

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

ITSE1410
Pascal Programming
(4 credits)

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

ITSE1422
Introduction to C Programming
(4 credits)

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

ITSE1431
Introduction to Visual BASIC Programming
(4 credits)

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

ITSE1491
Special Topics in Computer Programming
(4 credits)

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

ITSE2387
Internship - Computer Programming
(3 credits)

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (20 laboratory hours per week). Prerequisite: READ 0309.

ITSE2413
Web Authoring
(4 credits)

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

ITSE2417
JAVA Programming
(4 credits)

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

ITSE2449
Advanced Visual BASIC Programming
(4 credits)

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