

## Nutrition

Sally Durand, Department Chairperson

### HECO 1322

#### Nutrition & Diet Therapy (3 credits)

This course is a study of nutrients including functions, food sources, digestion, absorption and metabolism with application to normal and preventative nutrition needs across the lifespan. The course includes nutrient intake analysis, energy expenditure evaluation, and diet planning. (3 lecture hours per week). Prerequisite: BIOL 2401. Corequisite: READ 0309. [CIP19.0502]

## Office Administration

Crystal Price, Department Chairperson  
Catherine Finley

### ACNT 1303

#### Introduction to Accounting I (3 credits)

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (3 lecture and 1 laboratory hours per week). [CIP52.0302]

### ACNT 1304

#### Introduction to Accounting II (3 credits)

A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment and valuation of inventories in a manual and computerized environment. Prerequisite: ACNT 1303. (3 lecture and 1 laboratory hours per week). [CIP52.0302]

### ACNT 1311

#### Introduction to Computerized Accounting (3 credits)

Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger software. Prerequisite: ACNT 1303. (3 lecture and 1 laboratory hour per week). [CIP52.0302]

### ACNT 1380

#### Cooperative Education (3 credits)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture and 20 lab hours per week) [CIP52.0301]

### HITT 1341

#### Coding and Classification Systems (3 credits)

Application of basic coding rules, principles, guidelines, and conventions. Emphasis on basic ICD9. (3 lecture hours per week) Prerequisite: POFM 1313 [CIP51.0713]

### HITT 2335

#### Coding and Reimbursement Methodologies (3 credits)

Development of advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Emphasis on advanced ICD 9. Prerequisite: HITT 1341, POFM 1353 (3 lecture hours a week) [CIP51.0713]

### HITT 2346

#### Advanced Medical Coding (3 credits)

In depth coverage of ICD and CPT coding rubrics, conventions, principles, and updates as they apply to accurate coding of complex medical/surgical cases, with emphasis on case studies. Government regulations and changes in health care reporting will be addressed. Emphasis on CPT. Prerequisite: POFM 1353, HITT 1341 (3 lecture hours a week) [CIP51.0713]

### HPRS 2301

#### Pathophysiology (3 credits)

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

### IMED 1316

#### Web Page Design I (3 credits)

Instruction in web page design and related graphic design issues including markup languages, web sites, and browsers. (3 lecture hours and 1 lab hour a week) Prerequisite: POFI 1401. [CIP11.0801]

### MRMT 1382

#### Cooperative Education - Medical Transcription (3 credits)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture and 20 lab hours per week) [CIP51.0708]

### POFI 1380

#### Cooperative Education (3 credits)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture and 20 lab hours per week) [CIP52.0407]

### POFI 1401

#### Computer Applications I (4 Credits)

Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. Prerequisite

POFT 1329 or POFT 1429 (3 lecture and 3 lab hours per week) [CIP52.0407]

### POFI 1441

#### Computer Applications II (4 credits)

Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. (3 lecture and 2 lab hours per week). Prerequisite: POFI 1401. [CIP52.0407]

### POFI 2401

#### Word Processing (4 credits)

In-depth coverage of word processing software application. (3 lecture and 3 lab hours per week) Prerequisite: POFT 1329 or POFT 1429. [CIP52.0407]

### POFL 1303

#### Legal Office Procedures (3 credits)

Study of the administrative duties of support personnel in a law office including issues involved in understanding and using social, organizational, and technological systems. Prerequisite: Keyboarding Skills and Computer Literacy. (3 lecture hours per week) [CIP52-0403]

### POFL1305

#### Legal Terminology (3 credits)

An introduction to legal terminology including spelling, pronunciation, and definition of legal terms and an overview of the law and the professions. (3 lecture hours per week) [CIP52.0403]

### POFL1380, 2380

#### Cooperative Education (3 credits)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture and 20 lab hours per week) [CIP22.0301]

### POFM 1313

#### Medical Terminology I (3 credits)

Instruction in the practical application of a medical vocabulary system. Topics include structure; recognition; analysis; definitions; spelling; pronunciation; and combination of medical terms from prefixes, suffixes, roots, and combining forms. Concentration will be anatomy. (3 lecture hours per week). [CIP52.0404]

### POFM 1317

#### Medical Administrative Procedures (3 credits)

Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing collecting, and third party reimbursement. Prerequisite: Computer Literacy. (3 lecture hours per week) [CIP52.0404]

**POFM 1327****Medical Insurance  
(3 credits)**

Survey of medical insurance including the life various claim forms, terminology, litigation, patient relations, and ethical issues. (3 lecture hours per week) Prerequisites: POFM 1313. [CIP52.0404]

**POFM 1331****Medical Transcription I  
(3 credits)**

Fundamentals of medical transcription including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Emphasis on development of speed and accuracy. (3 lecture and 1 lab hours a week) Prerequisites: POFM 1313, POFT 1429. (3 lecture and 1 lab hours per week) [CIP52.0404]

**POFM 1333****Pharmacology for Office Personnel  
(3 credits)**

A study of the general classifications of drugs and their actions and side effects as they relate to anatomy and physiology. Emphasis on drug interactions with each body system, pharmaceutical medical terminology, and generic and trade names of drugs. Prerequisites: POFM 1313. (3 lecture hours per week) [CIP52.0404]

**POFM 1353****Medical Coding  
(3 credits)**

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. Prerequisites: POFM 1313. (3 lecture and 1 lab hours per week) [CIP52.0404]

**POFM 1380, 2380****Cooperative Education - Medical  
Administrative Assistant/Secretary  
(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture and 20 lab hours per week) [CIP52.0404]

**POFM 2313****Medical Transcription II  
(3 credits)**

Skill development in the production of medical reports including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Emphasis on speed and accuracy. Prerequisite: POFM 1331. (3 lecture and 1 lab hours per week) [CIP51.0716]

**POFM 2323****Medical Terminology II  
(3 credits)**

A continuation of Medical Terminology I including structure; recognition; analysis; definitions; spelling; pronunciation; and combination of medical terms from prefixes, suffixes, roots and combining forms. Emphasis on anatomy and physiology. (3 lecture hours a week) Prerequisite: POFM 1313. [CIP51.0716]

**POFT 1301****Business English  
(3 credits)**

Introduction to a practical application of basic language usage skills will emphasis on fundamentals of writing and editing for business. (3 lecture hours per week) [CIP52.0501]

**POFT 1309****Administrative Office Procedures I  
(3 credits)**

Study of current office procedures, duties, and responsibilities applicable to an office environment. Prerequisite Keyboarding Skills and Computer Literacy. (3 lecture hours per week) [CIP52.0401]

**POFT 1329****Keyboarding & Document Formatting  
(3 credits)**

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. (3 lecture and 1 lab hours per week) [CIP52.0408]

**POFT 1380, 2380****Cooperative Education - Administrative  
Assistant/Secretarial Science, General  
(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture and 20 lab hours per week) [CIP52.0401]

**POFT 1382****Cooperative Education - General  
Office/Clerical and Typing Services  
(3 credits)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 lecture and 20 lab hours per week) [CIP52.0408]

**POFT 1419****Records & Information Management I  
(4 credits)**

Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules. (3 lecture and 3 lab hours per week). [CIP52.0401]

**POFT 1425****Business Math & Machine Application  
(4 credits)**

Skill development in the use of electronic calculators and business mathematical functions. Emphasis on business problem-solving skills using spreadsheet software and/or electronic calculator/keyboard. (3 lecture and 3 lab hours per week). [CIP52.0408]

**POFT 1429****Keyboarding & Document Formatting  
(4 credits)**

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. (3 lecture and 3 lab hours per week). [CIP52.0408]

**POFT 2303****Speed and Accuracy Building  
(3 credits)**

Review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy. Prerequisite POFT 1329 or POFT 1429 (3 lecture and 1 lab hour per week) [CIP520408]

**POFT 2331****Administrative Systems  
(3 credits)**

Advanced concepts of project management and office procedures utilizing integration of previously learned office skills. Using voice recognition software. (3 lecture hours per week) Prerequisite: POFI 1401 [CIP52.0401]

**POFT 2401****Document Formatting & Skillbuilding  
(4 credits)**

A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis on proofreading, editing, and following instructions, and keying documents from various copy. Prerequisite: POFT 1429. (3 lecture and 3 lab hours per week). [CIP52.0408]

**POFT 2433****Advanced Document Formatting  
& Skillbuilding  
(4 credits)**

Study of advanced concepts in a variety of office-simulated correspondence activities with emphasis on organization, prioritizing, decision making, composition, placement, accuracy, and speed development. Prerequisite: POFT 2401 & POFI 2401. (3 lecture and 3 lab hours per week). [CIP52.0408]

**Paralegal**

*Karen Barnett, Department Chairperson*

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

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

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

This course provides an overview of the law and the legal system. Topics include legal concepts, procedures, terminology and current issues in law. (3

lecture hours per week). Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]

**LGLA 1342**  
**Federal Civil Litigation**  
(3 credits)

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

**LGLA 1344**  
**Texas Civil Litigation**  
(3 credits)

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Texas Civil Litigation covers litigation from the pre-trial stage to the post-trial phase. State law will be emphasized in this course. Prerequisite: LGLA 1346. Prerequisites: READ 0309 and ENGL 0309. [CIP22.0302]

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

This course provides an overview of the United States Constitution and its articles, amendments, and judicial interpretations. Topics include separation of powers, checks and balances, governmental structures and process, and individual rights in relation to government. (3 lecture hours per week) Prerequisites: READ 0309, ENGL 0309. [CIP22.0302]

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

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

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

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

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

The objective of the cooperative education course is to combine the student's classroom learning with work experience. This is accomplished through the cooperation of the instructor, employer and student. The instructor or department chair can usually assist students in obtaining a **non-paying** internship for this course. If this assistance is required, it is necessary to contact the department chair in advance of beginning the course, so an internship can be arranged. However, if the student requires a paid internship, they are responsible for obtaining such a position themselves, as these are very limited. It is helpful to contact the department chair to determine

possible job listings. (1 lecture and 20 lab hours per week). Prerequisites: READ 0309, ENGL 0309. [CIP22.0302]

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

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

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

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

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

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

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

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

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

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

**Philosophy**  
*John Duke, Department Chairperson*

**PHIL1301**  
**Introduction to Philosophy**  
(3 credits)

A survey course designed to introduce students to some of the more important problems in philosophy and with the methods used to deal with them. Readings from both ancient and modern philosophers will be included. (Three lecture hours per week). Prerequisite: ENGL 0310, READ 0310. [CB3801015135]

**PHIL 1304**  
**Introduction to World Religion**  
(3 credits)

A comparative study of various world religions including Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism and Taoism (Daoism), Sikhism, Jainism, and Shinto. (3 lecture hours per week). Prerequisite: ENGL 0310, READ 0310 [CB3802015212]

**PHIL 2303**  
**Introduction to Logic**  
(3 credits)

This course will explore the nature and methods of clear and critical thinking and correct reasoning such as deduction, induction, scientific reasoning and fallacies. Prerequisite: ENGL 0310, READ 0310 (3 lecture hours per week). [CB3801015135]

**PHIL 2306**  
**Introduction to Ethics**  
(3 credits)

A philosophical reflection to the basic principles and applications of the moral life in traditional and contemporary views concerning the nature of goodness, happiness, duty and freedom. (3 lecture hours per week). Prerequisite: ENGL 0310, READ 0310. [CB3801015335]

**Physics**  
*Dick Graef, Department Chairperson*

**PHYS 1300**  
**Essentials of Science**  
(3 credits)

This course is designed for elementary education majors. Topics include the nature of the earth as revealed by geology, astronomy, meteorology, and other related biological and physical sciences. (3 lecture hours per week). [CB4099999139]

**PHYS 1401**  
**General Physics I**  
(4 credits)

This introductory course continues the study of mechanics, heat, electricity, magnetism, light, and nuclear physics. (2 lecture and 3 laboratory hours per week). Prerequisite: MATH 0310, READ 0310. [CB4008015339]

**PHYS 1402****General Physics II  
(4 credits)**

This introductory course continues the study of mechanics, heat, electricity, magnetism, light, and nuclear physics. (3 lecture and 3 laboratory hours per week). Prerequisite: PHYS 1401.

[CB4008015339]

**PHYS 2425****Mechanics and Heat  
(4 credits)**

Topics covered in this course include vectors and vector products, equilibrium, moments of force, motion, Newton's laws, and heat. The course meets the needs of science and engineering students. (3 lecture and 3 lab hours per week). Prerequisite: READ 0310. Corequisite: MATH 2413. [CB4008015439]

**PHYS 2426****Electricity and Magnetism  
(4 credits)**

Designed for science and engineering students, this course provides instruction in electricity and magnetism. (3 lecture and 3 lab hours per week). Prerequisite: PHYS 2425.

[CB4008015439]

**PHYS 2427****Wave-Motion, Sound, Light  
(4 credits)**

This course for students in science, engineering, and other related fields covers such topics as the nature and propagation of light, reflection interference, diffraction, lens, polarization, natural radioactivity, and nuclear energy. (3 lecture and 3 lab hours per week). Prerequisite: READ 0310. Corequisite: MATH 2413.

[CB4008015439]

**Polysomnography**

*Diane Flatland, Department Chairperson*

**PSGT 1272****Introduction to Sleep  
(2 credits)**

This course is an introduction to the history of sleep medicine and the different stages of sleep. Emphasis is on associated wave patterns and collection and utilization of sleep histories. (1 lecture and 2 lab hours per week) [CIP51.0903]

**PSGT 1370****Sleep Disorders  
(3 credits)**

A discussion of disorders of that affect sleep including insomnias, circadian rhythm disorders, narcolepsy, sleep disordered breathing, movement and neuromuscular disorders, and medical and psychiatric disorders. (3 lecture hours per week) Prerequisites: PSGT 1272, PSGT 1470. [CIP51.0903]

**PSGT 1371****Neuroanatomy and Physiology  
(3 credits)**

This course is a study of the anatomy of the human central nervous system. The student will also be

introduced to cardiopulmonary structures and function as well as ECG interpretation. (3 lecture hours per week) [CIP51.0903]

**PSGT 1470****Beginning Polysomnography  
(4 credits)**

This course is designed to provide both didactic and laboratory training for entry-level personnel in the basics of polysomnographic technology. Students will become familiar with terminology, instrumentation setup and calibration, patient safety and infection control, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions related to Polysomnography technology. (3 lecture and 4 lab hours per week). [CIP51.0903]

**PSGT 1471****Polysomnography Clinical I  
(4 credits)**

This course provides the student with patient contact in a sleep lab. The student will have the opportunity to observe, perform (under supervision), and evaluate sleep studies. (18 clinical hours per week in a 16-week semester; 24 hours per week in a 12-week summer session). Prerequisite: PSGT 1470. [CIP51.0903]

**PSGT 2178****Infant and Pediatric Polysomnography  
(1 credit)**

This course is an introduction to the sleep patterns of the infant and pediatric population. The student will be provided with opportunities to perform a pediatric study. (1 lecture and 1 lab hour per week). [CIP51.0903]

**PSGT 2670****Polysomnography Clinical II  
(6 credits)**

This course provides the student with patient contact in a sleep lab. The student will have the opportunity to observe, perform (under supervision), and evaluate sleep studies. (24 clinical hours per week) Prerequisite: PSGT 1470. [CIP51.0903]

**Process Technology**

*Mark Demark, Department Chairperson*

**CTEC 1401****Applied Petrochemical Technology (Physics)  
(4 credits)**

This course teaches students the basic principles of physics and their application in process facilities. Included are: fundamental units of measurement related to length, time, mass, pressure, temperature, flow, and level. The properties of solids, liquids, gases, and flowing fluids are reviewed with emphasis placed on how these properties relate to the operation of process equipment. Students are introduced to the gas laws, principles of heat transfer, sensible and latent heat electricity and magnetism. (3 lecture hours, 2 lab hours per week). [CIP410301]

**CTEC 2480****Cooperative Education - Process Technology  
(4 credits)**

An intermediate or advanced course with lecture

and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. Availability of this course depends on positions in industry. (1 lecture hour, 21 co-op hours per week). [CIP410301]

**PTAC 1302****Introduction to Process Technology  
(3 credits)**

An introduction to process operations in refineries and chemical plants. The course includes: process technician duties, responsibilities, equipment, and expectations; plant organizations; review of applied mathematics; applied physics; applied chemistry; plant process and utility systems; maintenance expectations for process technicians; communication skills; quality statistics, economics, and problem solving. A discussion of physical and mental requirements of the process technician, family, and career considerations is included. (2 lecture hours, 2 lab hours per week). [CIP410301]

**PTAC 1308****Safety, Health, and Environment  
in the Process Industry  
(3 credits)**

This course focuses on the fire triangle, firefighting for process technicians; hazards of air, steam, water, electricity, light hydrocarbons, operating hazards, properties of hazardous materials, personal protective equipment, engineering and administrative controls, testing equipment; and regulatory review—Federal, state, local. (3 lecture hours, 1 lab hour per week) [CIP410301]

**PTAC 1352****Process Instrumentation I  
(3 credits)**

This course introduces the student to the varied instruments and instrument systems employed in the refining and chemical industry. It includes primary variables: flow, temperature, pressure, level; analyzers, piping and instrument symbology and diagrams, hardware, control fired equipment, separation equipment; troubleshooting. (2 lecture hours, 2 lab hours per week) [CIP410301]

**PTAC 1410****Process Technology I  
(4 credits)**

This course reviews the fundamentals and operating considerations of process equipment and processes including: valves, piping, vessels, positive displacement and centrifugal pumps, positive displacement and centrifugal compressors, steam turbines, motors, and heat transfer. This course develops theory as well as mechanics of plant equipment. (3 lecture hours, 2 lab hours per week) [CIP410301]

**PTAC 2314****Quality (including SPC and Economics)  
(3 credits)**

Students are taught advanced quality techniques

employed by industry to remain competitive in today's global economy. The widespread use of statistical techniques is stressed. Students learn principles of data handling, plotting, flow charting, histograms, standard deviation, control charts, cause and effect diagrams, etc. Principles of economics, as they affect unit, plant and corporate realizations are explored to give the student a foundation in the factors which affect business profitability. This course is also offered on-line. (2 lecture hours, 2 lab hours per week) [CIP410301]

**PTAC 2420**  
**Process Technology II (Systems)**  
**(4 Credits)**

This course reviews the unit operations employed in the refining and chemical industry including: distillation; absorption; adsorption; reactions; refrigeration; cooling systems, utilities, and auxiliary systems. (3 lecture hours, 2 lab hours per week) Prerequisite: PTAC 1302. [CIP410301]

**PTAC 2434**  
**Industrial Processes**  
**(4 credits)**

This course examines the types of processes employed in petroleum refining and chemical operations. Included are crude distillation, coking, fluid catalytic cracking, hydrocracking, desulfurization, reforming, alkylation, polymerization, treating, olefin production, and many other common processes. (3 lecture hours, 2 lab hours per week) Prerequisite: PTAC 2420. [CIP410301]

**PTAC 2436**  
**Process Instrumentation II**  
**(4 credits)**

This course prepares students to recognize and understand instrumentation and controls as applied to process operations. Process control systems for basic unit operations such as furnace/boiler firing, distillation, and reactors are described and explained with actual instrument-operations including manual, auto, proportional, integral, derivative modes. Feedback and feed forward control systems, cascade, split range, ratio control systems are covered. Process analyzers, computer, and programmable logic controllers are described. (3 lecture hours, 2 lab hours per week) Prerequisites: PTAC 1352. [CIP410301]

**PTAC 2438**  
**Process Technology III (Operations)**  
**(4 credits)**

This course will review process plant operations with emphasis on the elements of effective operations, routine technician duties, startups, shutdowns, emergency and non-routine operations, procedure writing, team and communications skills, process economic considerations, and commissioning new and revamped process facilities. Students work with operating process model and tour the college cogen/refrigeration facility. (3 lecture hours, 2 lab hours per week) Prerequisites: PTAC 1302, PTAC 2420. [CIP410301]

**PTAC 2446**  
**Process Troubleshooting**  
**(4 credits)**

This course introduces students to different types

of troubleshooting techniques and describes how these methods are used to solve problems in various process operations. Teams of students are given field problems which they approach from both a technical and practical viewpoint. The text includes specific problems which are presented in a comprehensive and easy to understand style. (3 lecture hours, 2 lab hours per week) Prerequisite: PTAC 2420 [CIP410301]

**PTRT 1407**  
**Production Methods**  
**(4 credits)**

An introduction to the different methods associated with petroleum production: natural flow and artificial lift. The student will also develop skills and competency in lease layout and specific recovery methods such as water flooding, chemical flooding, thermal processes, and CO<sub>2</sub> injections. (3 lecture and 2 lab hours per week) [CIP150903]

**PTRT 1491**  
**Special Topics in Petroleum Technology**  
**(4 credits)**

Building on the material learned in PTRT 1407, this course reviews down-hole and surface equipment in more detail and covers production problems, troubleshooting and workover operations. Also covered is natural gas and cogeneration, along with new technology for oil and gas production. (3 lecture and 2 lab hours per week) Prerequisite: PTAC 1407 [CIP15.0903]

**SCIT 1414**  
**Applied General Chemistry**  
**(4 credits)**

Industrial chemistry introduces students to the fundamentals of chemistry, particularly as they apply to process system operations. Topics covered include atomic structure, elements, compounds, mixtures, equations, material balances, inorganic and organic process reactions. Particular emphasis is placed on hydrocarbon chemistry--the many families that are found in crude oil and natural gas. Included are typical process reactions such as alkylation, hydrogenation, polymerization, olefins production, etc. (3 lecture hours, 3 lab hours per week) [CIP400501]

## Psychology

*Nancey Lobb, Department Chairperson*  
*Jean Raniseski*

**PSYC 0309**  
**Study Skills**  
**(3 credits)**

This course is a study of techniques such as time management, listening and note-taking, text marking, library research skills, preparing for examinations, and utilizing learning resources. (3 lecture hours per week). [CB3201015235]

**PSYC 2301**  
**General Psychology**  
**(3 credits)**

This course gives the student a broad view of the field and acquaints him/her with the fundamental laws of behavior that have to do with daily conduct in various

life situations. (The course covers such topics as the study of human behavior, relating experimental data to practical problems, ability assessment, sensory and perceptive processes, organic basis of behavior, heredity, maturation, learning and thinking, motivation, emotion, personality, and social factors in behavior.) (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB4201015125]

**PSYC 2302**  
**Applied Psychology**  
**(3 credits)**

This course is a survey of the applications of psychological knowledge and methods in such fields as business, industry, education, medicine, law enforcement, social work and government work. (3 lecture hours per week) Prerequisites: READ 0310 AND ENGL 0310 [4201015240]

**PSYC 2306 (Also see SOCI 2306)**  
**Human Sexuality**  
**(3 credits)**

This course involves the study of the psychological, sociological and physiological aspects of human sexuality. Emphasis will be placed on awareness of one's own sexuality and adaptation and on the interpersonal aspects of sexuality. (3 lecture hours per week) Prerequisites: READ 0310 AND ENGL 0310 [4201015325]

**PSYC 2308**  
**Child Growth and Development**  
**(3 credits)**

This course includes a study of the physical and psychological development of the child from conception to adolescence, with emphasis on factors which influence growth and development. The course helps the individual develop skills in observing and interpreting children's behavior. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB4207015125]

**PSYC 2314**  
**Life-Span Growth & Development**  
**(3 credits)**

This course provides a study of development from conception to death with emphasis on factors which influence growth and development. Consideration will be given to social, emotional, cognitive and physical growth and development at each period of the life-span. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB4207015125]

**PSYC 2315**  
**Psychology of Adjustment**  
**(3 credits)**

This course is a study of the processes involved in the adjustment of individuals to their personal and social environments. Emphasis will be placed on the principles of effective behavior which underlie personal adjustment. (3 lecture hours per week) Prerequisites: READ 0310 AND ENGL 0310 [4201015625]

**PSYC 2317**  
**Statistical Methods in Psychology**  
**(3 credits)**

This course explores such topics as measures of central tendency and variability, statistical inference, correlation and regression. (3 lecture hours per week). Prerequisites: PSYC 2301, MATH 0310. [CB4201015225]

**PSYC 2318****Juvenile Delinquency  
(3 credits)**

This course will review the nature, extent and causes of juvenile delinquency; youthful offenders and their career patterns; institutional controls and correctional programs. (3 lecture hours per week) Prerequisites: READ 0310 AND ENGL 0310 [4504015125]

**PSYC 2319 (also see SOCI 2326)****Social Psychology  
(3 credits)**

This course involves a study of individual behavior within the social environment. It may include topics such as the socio-psychological process, attitude formation and change, interpersonal relations and group processes. (3 lecture hours per week) Prerequisites: READ 0310 AND ENGL 0310 [4216015125]

**PSYC 2189 Academic Cooperative (1 credit)****PSYC 2289 Academic Cooperative (2 credits)****PSYC 2389 Academic Cooperative (3 credits)**

This course is an instructional program designed to integrate on-campus study with practical, hands-on experience in psychology. It may involve seminars, and individual projects with specific goals and objectives in the study of human behavior and/or social institutions. Prerequisites: READ 0310 AND ENGL 0310 [4501015125]

**Reading**

Lynda Vern, Department Chairperson

NOTE: Basic reading skills are taught in 0309, 0310 and 0312. These courses benefit students needing additional preparation for college-level work and those desiring only to improve their reading ability. READ0309 and/or0310 may be required by state law for students whose scores on the THEA or an approved alternate test fall below the established cutoff levels.

**READ 0309****Developmental Reading I  
(3 credits)**

READ 0309 is an introductory course designed to prepare students to more successfully deal with assignments in college classes. This course emphasizes reading comprehension, vocabulary development, and study skills. Beginning instruction in the TASP reading skills is included. (3 lecture and 1 laboratory hour per week). [CB3201085235]

**READ 0310****Developmental Reading II  
(3 credits)**

READ 0310 focuses on the teaching of reading skills students need to perform effectively in college courses. This course includes a thorough study of the TASP reading skills, emphasizing the ability to comprehend college textbooks. (3 lecture and 1 laboratory hour per week). [CB3201085235]

**READ 0312****Developmental Reading III  
(3 credits)**

READ 0312 is a review course for students who have

passed READ 0310, but who have not passed TASP. It is designed to reinforce the reading skills college students need to succeed in their courses. This course includes a review and reinforcement of the TASP skills. (3 lecture hours per week). Prerequisite: READ 0310. [CB3201085235]

**Respiratory Care**

Diane Flatland, Department Chairperson  
Perry Bush  
Wayne Hite, MD, Medical Director

**RSPT 1101****Introduction to Respiratory Care  
(1 credit)**

This course is an introduction to the field of respiratory care. Topics include the history of respiratory care, hospital organization, medial malpractice, ethics, vital signs, body mechanics, basic cardiopulmonary assessment and infection control. (1 lecture and 1 laboratory hour per week) [CIP510908]

**RSPT 1160****Respiratory Care Clinical  
(1 credit)**

This is an introductory course to the hospital setting. Students will be able to observe and perform the skills taught in adjoining courses. (6 laboratory per week) [CIP51.0908]

**RSPT 1191****Special Topics in Respiratory Care (Management)  
(1 credit)**

This introduction to the managerial aspects of the Respiratory Care Department includes budgeting, scheduling, and staffing. It also covers in-service education, behavioral objectives, and teaching and testing strategies. (4 laboratory hours per week) [CIP51.0908]

**RSPT 1207****Cardiopulmonary Anatomy and Physiology  
(2 credits)**

This course is designed to introduce the student to the physiology of the cardiovascular, renal, and pulmonary systems. The student also be comes acquainted with the terminology used in respiratory physiology. (2 lecture and 1 laboratory hour per week) Prerequisite: READ 0309. [CIP51.0908]

**RSPT 1227****Applied Physics for Respiratory Care  
(2 credits)**

Provides an introduction to basic sciences and mathematics needed in respiratory care. Topics covered include scientific measurement, chemistry, basic math, physics, computer applications, and cleaning and sterilization techniques. (2 lecture hours per week) Prerequisite: READ 0309. [CIP51.0908]

**RSPT 1266****Respiratory Care Practicum I  
(2 credit)**

This course gives students the opportunity to perform and to demonstrate clinically the knowledge gained in parallel courses. Setups, operation, and troubleshooting involved with the more sophisticated equipment are also included. (16 laboratory hours per week) Prerequisites: RSPT 1160, RSPT 1429. [CIP51.0908]

**RSPT 1267****Respiratory Care Practicum II  
(2 credits)**

This course provides the student with the opportunity to apply skills necessary for managing and monitoring the patient-ventilator system in the intensive care setting. It includes attending physician rounds, presentation of patient assessments and respiratory care plan. (15 laboratory hours per week; 12-week summer session - 20 laboratory hours per week). Prerequisites: RSPT 2414, RSPT 1266. [CIP51.0908]

**RSPT 1316****Basic Respiratory Care Procedures II  
(3 credits)**

This in-depth study of basic respiratory care concepts, theories, and techniques emphasizes hyperinflation therapy, airway management, suctioning and chest physical therapy. Applications of these procedures are performed in the laboratory under supervision. (2 lecture and 3 laboratory hours per week) Corequisites: RSPT 1207, RSPT 1429 or RSPT 1338. [CIP51.0908]

**RSPT 1317****Respiratory Care Pharmacology  
(3 credits)**

A study of pharmacological principles/practices of drugs which affect the cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and interaction of the autonomic nervous system. (3 lecture hours per week) Prerequisites: RSPT 1207, RSPT 1227. [CIP51.0908]

**RSPT 1338****Respiratory Care Technology I  
(3 credits)**

This course provides the student with essential knowledge of medical gas therapy, oxygen analyzers, humidity and aerosol therapy. Application of these procedures are performed in the laboratory under supervision (2 lecture hours and 2 lab hours per week) [CIP510908]

**RSPT 1429****Respiratory Care Fundamentals I  
(3 credits)**

Provides a foundation for the development of knowledge and skills for respiratory care including history, medical terms/symbols, medical/legal, infection control, vital signs, physical assessment, medical gas therapy, oxygen analyzers, and humidify/aerosol therapy. Application of these procedures are performed in the laboratory under supervision. (2 lecture and 4 laboratory hours per week) Corequisites: RSPT 1316, RSPT 1160. [CIP51.0908]

**RSPT 2131****Clinical Simulations for Respiratory Care  
(1 credit)**

The theory and history of clinical simulation examinations. Topics include the construction types, scoring, and mechanics of taking the exam along with practice in taking computerized simulations, and basic concepts of computer usage. (2 laboratory hours per week) Prerequisites: All previous respiratory care courses or permission of the Chairperson. [CIP51.0908]

**RSPT 2135**  
**Pediatric Advanced Life Support**  
**(1 credit)**

A comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the infant and child. Strategies for preventing cardiopulmonary arrest and identification of high-risk infants and children will be presented. (3 laboratory hours per week) Corequisite: RSPT 2353. [CIP51.0908]

**RSPT 2166**  
**Respiratory Care Practicum V**  
**(1 credit)**

This course is designed for the student to rotate through specialty areas including the pulmonary function laboratory, hyperbaric medicine, sleep studies, emergency room, bronchoscopy, intubation, and EKG rotations. (8 laboratory hours per week) [CIP51.0908]

**RSPT 2210**  
**Cardiopulmonary Diseases I**  
**(2 credits)**

A discussion of pathogenesis, pathology, radiological diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases. (2 lecture and 1 laboratory hour per week) Prerequisite: RSPT 1207, RSPT 1429 [CIP51.0908]

**RSPT 2239**  
**Advanced Cardiac Life Support**  
**(2 credits)**

A comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the adult. Strategies for managing and stabilizing the cardiopulmonary arrested patient will be included. Recognizing and interpreting EKG and their treatment, IV insertion and phlebotomy will be emphasized. (1 lecture and 4 laboratory hours per week) [CIP51.0908]

**RSPT 2255**  
**Critical Care Monitoring**  
**(2 credits)**

This course is designed to familiarize the student with techniques used clinically to assess a patient both subjectively and objectively. It also introduces the student to invasive monitoring systems used in the critical care setting such as Swan-Ganz catheterization, CVP and arterial lines, intracranial pressure monitoring, chest drainage, and counterpulsation. (2 lecture and 1 laboratory hours per week) Prerequisites: RSPT 2305, RSPT 2414, RSPT 2210. [CIP51.0908]

**RSPT 2266**  
**Respiratory Care Practicum III**  
**(2 credits)**

In this course the student applies all respiratory concepts related to patient care to demonstrate experience as a practicing therapist with the correlation of advanced clinical and technological concepts. (16 laboratory hours per week) Prerequisites: RSPT 1267, RSPT 2314. [CIP51.0908]

**RSPT 2267**  
**Respiratory Care Practicum IV**  
**(2 credits)**

This in-depth exposure to respiratory care and ventilator management with emphasis on neonatal and pediatric therapy. Case studies and follow-ups are presented. (18 laboratory hours per week) Prerequisites: RSPT 2414, RSPT 2266. [CIP51.0908]

**RSPT 2305**  
**Pulmonary Diagnostics**  
**(3 credits)**

The theories and techniques involved in pulmonary function testing diagnostics with emphasis on blood gas theory and analysis, quality control, oximetry, and capnography. (2 lecture and 3 laboratory hours per week) Prerequisite: RSPT 2210. [CIP51.0908]

**RSPT 2310**  
**Cardiopulmonary Disease II**  
**(3 credits)**

This course is a continuation of cardiopulmonary diseases. (2 lecture and 2 laboratory hours per week) Prerequisite: RSPT 2210. [CIP51.0908]

**RSPT 2314**  
**Mechanical Ventilation II**  
**(3 credits)**

This course is a continuation of mechanical ventilation designed to provide the student with the opportunity to set up, operate, and troubleshoot various volume ventilators on the market today. Emphasis will be placed on building skills needed to work with volume and pressure ventilators. (2 lecture and 2 laboratory hours per week) Prerequisite: RSPT 1429 or RSPT 1338. [CIP51.0908]

**RSPT 2353**  
**Neonatal/Pediatric Cardiopulmonary Care**  
**(3 credits)**

This course explores the care of the pediatric patient with cardiopulmonary disease. Cardiopulmonary anatomy and physiology, fetal development, diseases, and equipment and therapeutic techniques used in treating these diseases are covered. (3 lecture hours per week) Prerequisites: RSPT 2310, RSPT 2414 Corequisite: RSPT 2135, RSPT 2267. [CIP51.0908]

**RSPT 2414**  
**Mechanical Ventilation I**  
**(4 credits)**

Preparation to conduct the therapeutic procedures to achieve adequate, spontaneous, and artificial ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Also included are the indications, complications, and physiologic effects/principles of mechanical ventilation. (3 lecture and 2 laboratory hours per week) Prerequisites: RSPT 1316, RSPT 1429 [CIP51.0908]

## Sociology

*Nancey Lobb, Department Chairperson*  
*Gerald Crane, Jean Raniseski*

**SOCI 1301**  
**Introductory Sociology**  
**(3 credits)**

This course presents a scientific examination of the organization of human social life, the unique forms and social order of group living, and the products of group living. (The course places special emphasis on social interaction patterns and the processes and institutions developed by man to facilitate his progress.) (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB4511015125]

**SOCI 1306**  
**Social Problems**  
**(3 credits)**

This course includes the scientific examination of conditions that are disruptive to society today, those seen as problematic for society as a whole, and those that represent violations of the norms of special groups in society. The topics may include population, poverty, social minorities, mass society, delinquency, crime, drugs, sexual deviance, disorganization of family, education, and religion. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB4511015225]

**SOCI 2301**  
**Marriage and the Family**  
**(3 credits)**

A contemporary study of the freedom and growth potential of the individual in marriage and family life, this course explores the many parameters of the marital and parental relationships, and it places emphasis on raising current questions with comprehensive examination of the values and goals of the individual as well as the institution of the family. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB4511015425]

**SOCI 2306 (Also see PSYC 2306)**  
**Human Sexuality**  
**(3 credits)**

This course involves the study of the psychological, sociological and physiological aspects of human sexuality. Emphasis will be placed on awareness of one's own sexuality and adaptation and on the interpersonal aspects of sexuality. (3 lecture hours per week) Prerequisites: READ 0310 AND ENGL 0310 [4201015325]

**SOCI 2319 (HUMA 2319)**  
**Minority Studies**  
**(3 credits)**

This course is an introduction to culture and to the multi-cultural and multi-ethnic diversity residing in the United States, with emphasis on Italian Americans, Jewish Americans, Native Americans, Black Americans, Hispanic Americans, and Asian Americans. It also focuses on minority groups, such as women and the disabled, discrimination, education and crime. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB4511015325]

**SOCI 2326****Social Psychology  
(3 credits)**

This course involves a study of individual behavior within the social environment. It may include topics such as the socio-psychological process, attitude formation and change, interpersonal relations and group processes. (3 lecture hours per week) Prerequisites: READ 0310 AND ENGL 0310 [4216015125]

**SOCI 2336****Criminology  
(3 credits)**

A survey of current theories and empirical research pertaining to crime, criminal behavior and its causes, methods of prevention, system of punishment, and rehabilitation. (3 lecture hours) Prerequisites: READ 0310 AND ENGL 0310 [CB 45 0401 5125]

**SOCI 2339****Juvenile Delinquency  
(3 credits)**

This course will review the nature, extent and causes of juvenile delinquency; youthful offenders and their career patterns; institutional controls and correctional programs. (3 lecture hours per week) Prerequisites: READ 0310 AND ENGL 0310 [4504015125]

**SOCI 2340** (Also see PHED 1165, PHED 1346)

**Equivalent to DAAC 1304****Drug Use & Abuse  
(3 credits)**

The course will study the use and abuse of drugs in today's society. It will include physiological, sociological and psychological factors. (3 lecture hours per week) Prerequisites: READ 0310 AND ENGL 0310 [5115045216]

**SOCI 2189 Academic Cooperative (1 credit)**

**SOCI 2289 Academic Cooperative (2 credits)**

**SOCI 2389 Academic Cooperative (3 credits)**

This course is an instructional program designed to integrate on-campus study with practical, hands-on experience in sociology. It may involve seminars, and individual projects with specific goals and objectives in the study of human behavior and/or social institutions. Prerequisites: READ 0310 AND ENGL 0310 [4501015125]

## Spanish

*Amalia D. Parra, Department Chairperson*

*\*Note: All foreign language classes aim to integrate language acquisition with culture, cultural comparisons, connections to other disciplines, and participation in other language communities.*

*The basics of conversation are taught in SPAN1300 and SPAN1310. These courses benefit the students who need additional preparation for beginning college-level Spanish courses and those desiring to improve their basic conversational skills.*

*Students from a Spanish speaking background and those with two or more years of high school Spanish should take the on-line placement examination on the departmental website to determine at which level to begin Spanish.*

**SPAN 1300****Conversational Spanish I\*  
(3 credits)**

This course provides basic practice in comprehension and production of spoken Spanish. The student will communicate in Spanish on a limited range of topics through oral and written exercises that support the conversational objective. (3 lecture hours per week). [CB1609055431]

**SPAN 1310****Conversational Spanish II\*  
(3 credits)**

A continuation of Conversational Spanish I, this course provides further basic practice in comprehension and production of spoken Spanish. The student will communicate in Spanish on a limited range of topics through oral and written exercises that support the conversational objective. (3 lecture hours per week). Prerequisite: SPAN1300 or the equivalent. [CB1609055431]

**SPAN 1411****Elementary Spanish I\*  
(4 credits)**

This course provides the fundamental skills in listening, speaking, reading, and writing Spanish. It includes basic vocabulary, grammatical structures, and an introduction to Hispanic culture. (3 lecture and 2 laboratory hours per week). [CB1609055131]

**SPAN 1412****Elementary Spanish II\*  
(4 credits)**

This course provides the fundamental skills in listening, speaking, reading, and writing Spanish. It includes basic vocabulary, grammatical structures, and further study of Hispanic culture. (3 lecture and 2 laboratory hours per week). Prerequisite: SPAN 1411 with grade C or above or the Departmental On-line Placement Test. [CB1609055131]

**SPAN 2311****Intermediate Spanish I\*  
(3 credits)**

This course offers the opportunity to develop listening, speaking, reading, and writing skills in Spanish through conversation, vocabulary acquisition, reading, composition and culture. It includes a grammar review and further study of the Hispanic culture. (3 lecture and 1 hour per week). Prerequisite: SPAN 1412 with grade C or above or the Departmental On-line Placement Test. [CB1609055231]

**SPAN 2312****Intermediate Spanish II\*  
(3 credits)**

This course offers the opportunity to develop listening, speaking, reading, and writing skills in Spanish through conversation, vocabulary acquisition, reading, composition, and culture. It includes a grammar review and further study of the Hispanic culture. (3 lecture and 1 laboratory hours per week). Prerequisite: SPAN 2311 with grade C or above or the Departmental On-line Placement Test. [CB1609055231]

**SPAN 2316****Career Spanish I\*  
(3 credits)**

Command Spanish® language training provides work-specific competency to the student with no prior knowledge of Spanish. Training provides survival level competency for immediate job application. Training is available for: Law Enforcement Officers, Narcotics Officers, Drug Interdiction, Jail Facilities, Correctional Staff, Probation Officers, Paramedics and EMT's, Firefighters, Dental Staff, Nursing Staff, Physician's Office, Supervision of Spanish-Speaking Employees, Bank Tellers, Office Spanish for Secretaries and Receptionists, Doing Business in Latin America, International Travel, Business Professionals, Restaurant Staff, Hotel and Motel Staff, Retail Sales, Respiratory Therapy, and School Administrators, Teachers, and Support Staff. No prerequisites. May be repeated for credit when topics vary. Degree Plan or Departmental endorsement is recommended. (3 lecture hours per week). [CB1609055431]

**SPAN 2317****Career Spanish II  
(3 credits)**

This course is for the student with a strong Spanish background who requires intermediate to advanced level competency in Spanish for their career. The course combines Spanish language training with an internship or special topic in the chosen career. Prerequisites: Placement in Intermediate Level I or above in the Departmental Online Placement Test. May be repeated for credit when topics vary. Degree Plan or Departmental endorsement is recommended. (3 lecture hours per week). [CB1609055231]

**SPAN 2321****Introduction to Spanish Literature I (Iberian)  
(3 credits)**

This course is conducted in Spanish. Representative readings in literature, history, art, society, and politics from the Iberian culture provide an introduction to the legacy of Spain in the Western world. (3 lecture hours per week). Prerequisite: SPAN 2311 with grade C or above or the Departmental On-line Placement Test. [CB1609055331]

## Speech

*C. Jay Burton, Department Chairperson  
Earnest Burnett, Bill Waggoner*

**SPCH 1311****Fundamentals of Speech  
(3 credits)**

This course consists of the study of the importance of speech as an aid on social adjustment; the improvement of articulation and pronunciation; the study of the use of bodily activity and its relation to effective speaking; vocabulary development; the study of the general ends of speech; and preparation toward the achieving of these ends. (3 lecture hours per week). Prerequisite: READ 0310. [CB2310015135]



**SPCH 1315**  
**Public Speaking**  
**(3 credits)**

This course concentrates on the methods of organization and the techniques of delivery of the platform speech, with emphasis on explanation and persuasion. The course includes a study of group methods of problem solving and parliamentary procedures. The student must have the approval of the department chairperson. (3 lecture hours per week). Prerequisite: READ 0310. [CB2310015335]

**SPCH 1318**  
**Interpersonal Communication**  
**(3 credits)**

This course presents theory, examples, and participation in exercises in order to improve effective one-to-one and small group communication. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB2310015435]

**SPCH 1321**  
**Business Speaking**  
**(3 credits)**

Theory and practice of communication as applied to business and professional situations. The course will analyze trends in business communication and provide practical application of selected methods. (3 lecture hours per week). Prerequisite: READ 0310. [CB2310015235]

**SPCH 2341**  
**Oral Interpretation**  
**(3 credits)**

This course presents the study of platform interpretation of literature. The course emphasizes improvement in voice, pronunciation, and enunciation for interpreting lyric poetry, narrative prose and poetry, the descriptive essay monologue, and dramatic scenes. This course is particularly recommended for English and elementary majors. (3 lecture hours per week). Prerequisite: READ 0310. [CB2310015735]

## **Sports and Human Performance**

*Jennifer Hightower, Department Chairperson/Athletic Director  
Bryan Alexander, Don Childs, Gary Coffman, Bonny Johnson, Jennifer Hightower*

### **ACTIVITY COURSES**

The same activity course may be applied twice toward degree requirements if taken during different semesters. Students are strongly advised to research the transferability of repeated course before enrollment.

**PHED 1100, PHED 1110**  
**Individual and Dual Sports - Tennis**  
**(1 credit)**

This course provides instruction and participation in tennis in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours per week). [CB3601085128]

**PHED 1102, PHED 1112**  
**Individual and Dual Sports - Karate**  
**(1 credit)**

This course provides instruction and participation in karate in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours per week). [CB3601085128]

**PHED 1103, PHED 1113**  
**Individual and Dual Sports-Racquetball**  
**(1 credit)**

This course provides instruction and participation in racquetball in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours per week). [CB3601085128]

**PHED 1104, PHED 1114**  
**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 per week). [CB3601085128]

**PHED 1106, PHED 1116**  
**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. (3 laboratory hours per week). [CB3601085128]

**PHED 1108, PHED 1118**  
**Individual and Dual Sports - Adaptive Physical Activity**  
**(1 credit)**

This course is for students who, for medical reasons, need individual attention concerning their physical activity. Activities will be varied according to individual needs as determined by instructor, student, and student's physician. This course may be repeated once for credit. (3 laboratory hours per week). [CB3601085128]

**PHED 1109, PHED 1119**  
**Individual and Dual Sports - Defensive Measures for Women**  
**(1 credit)**

This course provides instruction and participation in the areas of crime victimization, basic defensive measures, firearms familiarization and related laws. (3 laboratory hours per week). [CB3601085128]

**PHED 1120, PHED 1121**  
**Volleyball**  
**(1 credit)**

This course consists of instruction and participation in both beginning and advanced volleyball. (3 laboratory hours per week). [CB3601085128]

**PHED1122, PHED1123**  
**Physical Fitness and Weight Training**  
**(1 credit)**

This course includes a study of basic fundamental skills and techniques of an overload, strength, and conditioning program. (3 laboratory hours per week) [CB3601085128]

**PHED 1124, PHED 1130**  
**Fundamentals of Movement - Aerobic Dance**  
**(1 credit)**

This course provides instruction and participation in aerobic dance, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours per week) [CB3601085128]

**PHED 1125**  
**Fundamentals of Movement Ballet**  
**(1 credit)**

This course provides instruction and participation in ballet, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours per week) [CB3601085128]

**PHED 1126, PHED 1131**  
**Fundamentals of Movement - East Coast Swing**  
**(1 credit)**

This course provides instruction and participation in jazz exercise, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours per week) [CB3601085128]

**PHED 1127**  
**Fundamentals of Movement Country Line Dance**  
**(1 credit)**

This course provides instruction and participation in country line dance, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours per week) [CB3601085128]

**PHED 1128**  
**Fundamentals of Movement Jazz**  
**(1 credit)**

This course provides instruction and participation in jazz, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours per week). [CB3601085128]

**PHED 1129**  
**Fundamentals of Movement - Tap**  
**(1 credit)**

This course provides instruction and participation in tap dancing, and it includes a brief study of the history and philosophy of the dance. (3 laboratory hours per week) [CB3601085128]

**PHED 1132, PHED 1133**  
**Bowling**  
**(1 credit)**

This course meets the needs of both the beginning and the advanced bowler. After a four-week instruction period, a class league forms with students receiving experience in league etiquette, procedures, scoring, etc. (3 laboratory hours per week) [CB3601085128]

**PHED 1134, PHED 1136**  
**Aerobic Exercise**  
**(1 credit)**

This course consists of a planned program of exercise to provide a condition of fitness and figure improvement through increased cardio-vascular activity and large muscle exercise. (3 laboratory hours per week) [CB3601085128]

**PHED 1135, PHED 1137****Low Impact Aerobic Exercise  
(1 credit)**

This course consists of a planned program of low impact exercise to provide a condition of fitness and figure improvement through increased cardio-vascular activity and large muscle exercise. (3 laboratory hours per week) [CB3601085128]

**PHED 1138, PHED 1148****Powerwalking  
(1 credit)**

This course provides instruction and participation in powerwalking in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 laboratory hours per week) [CB3601085128]

**PHED 1139, PHED 1149****Golf  
(1 credit)**

This course provides instruction and participation in golf in order to develop the student's fitness, skills, knowledge, and appreciation of the sport. (3 laboratory hours per week) [CB3601085128]

**PHED 1140****Yoga/Pilates  
(1 credit)**

This course provides instruction and participation in the concepts and movements of yoga in order to develop the student's fitness skills, knowledge, and appreciation. (3 laboratory hours per week). [CB3601085128]

**PHED 1141, PHED 1142****Team Sports - Wallyball  
(1 credit)**

The course includes class instruction and participation in the game of wallyball, a form of volleyball on the racquetball court. (3 laboratory hours per week). [CB3601085128]

**PHED 1143, PHED 1144****Team Sports - Volleyball and Softball.  
(1 credit)**

This course includes class instruction and participation in volleyball and softball. (3 laboratory hours per week). [CB3601085128]

**PHED 1145****Horsemanship  
(1 credit)**

This course is for students who are interested in learning more about the art of riding, handling, training and caring for horses. (3 laboratory hours per week). [CB3601085128]

**PHED 1146****Cardio Kickboxing - Individual and Dual Sports  
(1 credit)**

This course provides instruction and participation in kickboxing in order to develop the student's fitness skills, knowledge and appreciation (3 laboratory hours per week). [CB3601085128]

**PHED 1147-1157****Basketball  
(1 credit)**

This course consists of instruction and participation in both beginning and advanced basketball. (3 laboratory hours per week). [CB3601085128]

**PHED 1151****Individual and Dual Sports - Scuba Diving  
(1 credit)**

This course provides instruction and participation in scuba diving in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours per week). [CB3601085328]

**PHED 1152****Individual and Dual Sports  
- Advanced Scuba Diving  
(1 credit)**

This course provides instruction and participation in advanced scuba diving in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours per week). [CB3601085328]

**PHED 1153, PHED 1154****Individual and Dual Sports - Fitness & Wellness  
(1 credit)**

This course provides instruction and participation in a complete lifetime fitness program to achieve total well being. (3 laboratory hours per week). [CB3601085128]

**ADVANCED SPORTS**

[Each course may be repeated once each, for a maximum total of 4 credits for each sport.]

**PHED 1170, 1171****Advanced Volleyball  
(1 credit each)**

These courses are for advanced volleyball players. (3 laboratory hours per week). [CB3601085128]

**PHED 1174, 1175****Advanced Baseball  
(1 credit each)**

These courses are for advanced baseball players. (3 laboratory hours per week). [CB3601085128]

**PHED 1178, 1179****Advanced Soccer  
(1 credit each)**

These courses are for advanced soccer players. (3 laboratory hours per week). [CB3601085128]

**PHED 1180, 1181****Advanced Fast-Pitch Softball  
(1 credit each)**

These courses are for advanced fast-pitch softball players. (3 laboratory hours per week). [CB3601085128]

**PHED 1182-1183****Advanced Rodeo  
(1 credit each)**

These courses are for advanced rodeo riders who wish to improve their personal rodeo skills. Enrollment is limited by facilities and availability of stock. (3 laboratory hours per week). [CB3601085128]

**THEORY COURSES****PHED 1302****Introduction to Sports & Human Performance  
(3 credits)**

Designed for professional orientation in sports and human performances, health, and recreation,

this course includes a brief history and a study of the philosophy and modern trends of health and human performance, teacher qualification, vocational opportunities, and skill testing. (3 lecture hours per week). [CB3105015228]

**PHED 1304****Health and Wellness  
(3 credits)**

This course presents the essential present-day knowledge of health and wellness. The course stresses physiological and anatomical background, showing the student how to make a sound appraisal of the effects of health practices upon the body. The course also includes discussion of pollution and prevention and control of diseases. Topics such as nutrition, mental health, stress management, drugs and aspects of health and fitness are also included. (3 lecture hours per week). [CB5103015128]

**PHED 1306****First Aid  
(3 credits)**

This course presents the theory and practice used in the standard and advanced courses of the American Red Cross in first aid and home and farm safety. (3 lecture hours per week). Corequisite: READ 0309. [CB5103015328]

**PHED 1307****Officiating Baseball  
(3 credits)**

This course teaches the rules of baseball. It provides opportunities for experience in intramurals, practice and varsity games. (3 lecture hours per week). Corequisite: READ 0309. [CB1202045128]

**PHED 1308****Officiating Volleyball  
(3 credits)**

This course teaches the rules of volleyball. It provides opportunities for experience in intramurals, practice games, and tournaments. (3 lecture hours per week). [CB1202045128]

**PHED 1309****Officiating Football & Basketball  
(3 credits)**

This course teaches the rules of football and basketball. It provides opportunities for experience in intramurals, practice games, and tournaments. (3 lecture hours per week). [CB1202045128]

**PHED 1321****Coaching Athletics - Volleyball  
(3 credits)**

Students learn methods of coaching volleyball through lectures, demonstrations, practice, and reading of present-day literature on the sport. (3 lecture hours per week). [CB3105065128]

**PHED 1322****Coaching Athletics - Baseball/Softball  
(3 credits)**

Students learn methods of coaching baseball/softball through lectures, demonstrations, practice, and reading of present-day literature on the sport. (3 lecture hours per week). [CB3105065128]

**PHED 1336**  
**Concepts of Recreation & Leisure**  
**(3 credits)**

Students are introduced to a brief historical background, professional opportunities, current issues and trends in the field of recreation and leisure living. (3 lecture hours per week). [CB3101015128]

**PHED 1346**  
**Drug Use and Abuse**  
**(3 credits)**

A study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological and psychological factors. (3 lecture hours per week). [CB5103015228]

## Texas Department of Criminal Justice

*Alvin Community College has conducted educational programs for the Texas Department of Criminal Justice since 1965. In addition to the Associate of General Liberal Arts (page 46), technical Certificate of Completion Programs are offered. These certificate programs are designed to provide skills which enable the student to be placed in entry-level employment within a chosen specialty.*

*A certificate of completion is awarded when the student satisfactorily completes the course sequences described for a selected program.*

### Certificate Programs \*

*(Less Than 12 Months)*  
Automotive Technology  
Computer Repair  
Computer Science  
Computer Science-Web Authoring  
Horticulture (Ornamental)

*\*Courses offered only at the Texas Department of Criminal Justice*

### Automotive Technology

David Garza  
All AUMT courses are under [CB000006422]

**AUMT 1305**  
**Introduction to Automotive Technology**  
**(3 credits)**

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities and automotive maintenance. (1 lecture and 8 laboratory hours per week).

**AUMT 1319**  
**Automotive Engine Repair**  
**(3 credits)**

Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. (1 lecture and 8 laboratory hours per week).

**AUMT 1407**  
**Automotive Electrical Systems**  
**(4 credits)**

An overview of automotive electrical systems including topics in operational theory, testing, diagnoses, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. (2 lecture and 8 laboratory hours per week).

**AUMT 1416**  
**Automotive Suspension and Steering Systems**  
**(4 credits)**

Theory and operation of automotive suspension and steering systems including tire and wheel problem diagnoses, component repair, and alignment procedures. (2 lecture and 8 laboratory hours per week).

**AUMT 2417**  
**Automotive Engine Performance Analysis I**  
**(4 credits)**

Theory, operation, diagnoses and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. (2 lecture and 8 laboratory hours per week).

## Computer Repair

Felipe Garza

**CPMT 1403**  
**Introduction to Computer Technology**  
**(4 credits)**

A fundamental computer course that provides in-depth explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities. (3 lecture and 4 lab hours per week)

**CPMT 1411**  
**Introduction to Computer Maintenance**  
**(4 credits)**

A study of the information for the assembly of a microcomputer system. emphasis on the evolution of microprocessors and microprocessor bus structures. (3 lecture and 4 laboratory hours per week).

**CPMT 1445**  
**Computer Systems Maintenance**  
**(4 credits)**

Examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids. (2 lecture and 6 laboratory hours per week).

**CPMT 1447**  
**Computer System Peripherals**  
**(4 credits)**

Principles and practices involved in computer system troubleshooting techniques, programs, and the use of test equipment and maintenance aids. (2 lecture and 6 laboratory hours per week).

**CPMT 1449**  
**Computer Networking Technology**  
**(4 credits)**

A beginning course in computer networks with focus on networking fundamentals, terminology, hardware, software and network architecture. A study of local/wide area networking concepts and networking installations and operations. (2 lecture and 4 lab hours per week).

**CPMT 2445**  
**Computer System Troubleshooting**  
**(4 credits)**

Principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment. (3 lecture and 4 laboratory hours per week).

**ITNW 1448**  
**Implementing and Supporting Client Operating Systems**  
**(4 credits)**

Skills development in the management of client as desktop operating systems. (3 lecture and 4 laboratory hours per week).

## Computer Science/Web Authoring

Lew Garrett, Department Chairperson  
Thomas Cook, Loretta Hulsey, Milton Clerc, Randy Jonte

**BCIS 1301**  
**Microcomputer Applications**  
**(3 credits)**

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

**ITSC 1401**  
**Introduction to Computers**  
**(4 credits)**

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores integration and application in business and other segments in society. Fundamental of computer problem-solving and programming may be discussed and applied. Examines applications and software relating to a specific curricular area. (3 lecture and 4 lab hours per week)

**ITSC 1409**  
**Integrated Software Applications I**  
**(4 credits)**

Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. (3 lecture and 4 lab hours per week)

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

Instruction in Internet Web page programming and related graphic design issues including markup languages, Web sites, Internet access software, and interactive topics. May include use of HTML, CGI, JAVA, or ASP.  
(3 lecture and 4 laboratory hours per week)

**ITSC 1413****Internet/Web Page Development  
(4 credits)**

Instruction in the use of Internet services and the fundamentals of web page design and web site development. (3 lecture and 4 laboratory hours per week)

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

Introduction to programming using C. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 lecture and 4 lab hours per week)

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

Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/out devices, and files. (3 lecture and 4 lab hours per week)

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

Intermediate applications for Web Authoring. Topics may include Server Side Include (SSI), Perl, HTML, JAVA, Javascript, and/or ASP  
(3 lecture and 4 laboratory hours per week)

**INEW 2434****Advanced Web Page Programming  
(4 credits)**

Advanced applications for Web Authoring. Topics include Perl Scripts, Common Gateway Interface (CGI), Database Interaction Active Server Pages, Java Applets, Javascripts, tables, HTML, and/or interactive elements. (3 lecture and 4 laboratory hours per week)

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

Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation. (2 lecture and 6 lab hours per week)

**ITSW 1407****Introduction to Database  
(4 credits)**

Introduction to database theory and the practical applications of a database. (3 lecture and 4 lab hours per week)

**ITSW 2437****Advanced Database  
(4 credits)**

Designed to provide an understanding of advanced functionality of databases. (3 lecture and 4 lab hours per week)

**Horticulture (Ornamental)**

*Billy Sowa*

**HALT 1401****Principles of Horticulture  
(4 credits)**

An overview of the horticulture industry, plant science, terminology, classification, propagation, environmental responses, and careers and opportunities in the field of horticulture. (1 lecture and 8 lab hours per week)

**HALT 1422****Landscape Design  
(4 credits)**

A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and lan preparation. (1 lecture and 8 lab hours per week)

**HALT 2402****Greenhouse Crop Production  
(4 credits)**

In-depth coverage of the production of crops within the controlled environment of a greenhouse. Topics include growing techniques, environmental control, crop rotation, scheduling, preparation for sale, and marketing. (1 lecture and 8 lab hours per week)

**HALT 2408****Greenhouse Management  
(4 credits)**

Fundamentals of greenhouse construction and operation. Topics include architectural styles, construction materials, environmental systems and controls, growing media, fertilizers, post harvest handling, marketing, and business management. (1 lecture and 8 lab hours per week)

**HALT 2423****Horticultural Pest Control  
(4 credits)**

Examination of federal, state, and local laws and regulations governing the control of horticultural pests. Topics include procedures; methods; safety requirements; integrated pest management (IPM); and chemical, natural, and biological controls. (1 lecture and 8 lab hours per week)

## Continuing Education Program

### Purpose

The Continuing Education Department of Alvin Community College provides life-long educational opportunities in several categories:

- Youth Enrichment
- Senior Adults
- Special Interest
- ABE/GED/ESL
- Workforce Training
- Professional Development

### General Information

The Alvin Community College Board of Trustees establishes tuition and fees for noncredit classes.

Those who have program and course ideas should contact the office of the Dean of Continuing Education at 281-756-3789.

Day and evening classes are offered on both the Alvin and Pearland campuses. Check the current schedule for specific times and locations.

### Youth

A variety of educational opportunities are offered for the youth of the community. Summer classes are offered through Busy Bodies Kids College for children from Kindergarten through the 6th grade. Call 281-756-3729 for more information. School year activities include:

- Year round activities for ages 11 years and up such as: sports activity camp, photography, camp dance, camp equine, and more.
- Academic Enrichment
- Karate

### Senior Adults

Alvin Community College Education and Senior Services (ACCESS) for individuals 50 years of age and over, offers many courses, activities, and trips. Participants can attend monthly meetings with guest presenters and entertainment. Call the ACCESS office at 281-756-3729 for more information.

### Special Interest

Community & personal enrichment opportunities are offered throughout the year. Some regular offerings include:

- Culinary Classes
- Conversational Spanish
- Genealogy
- Physical Fitness
- Personal Financial Management
- Retirement Planning
- Sign Language
- Wine Appreciation

Call 281-756-3787 or 281-756-3729. Suggestions for additional offerings are welcomed!

### ABE/GED/ESL

ABE (Adult Basic Education) is the fundamental instruction and study of materials and subject matter equivalent to grades 1-8.

ESL (English as a Second Language) offers non-English speaking adults an opportunity to develop an understanding of the spoken language or to improve existing language skills. Classes are offered on several levels of ability.

GED (General Education Development) is the preparation for High School Equivalency Diploma, which may be acquired by passing the GED exam. Although students may take the GED exam without GED preparation classes, most students score significantly higher by participating in the individualized instructional program.

ABE/GED/ESL tuition is funded by the Texas Education Agency on the Alvin Campus. There is a \$15 GED materials fee and a GED exam fee. Testing arrangements are made through the ACC Office of Admissions and Academic Advising.

Call 281-756-3554 or 281-756-4555 for additional information.

### Workforce Development

A variety of courses are offered to assist individuals in upgrading their skills in order to stay current and maintain a competitive advantage in the work place.

Specific Programs Include:

#### Health & Medical

Providing top-quality training for individuals wanting to enter the medical industry or those needed continuing education units for maintaining their professional licenses. Specific areas regularly offered include:

- Massage Therapy
- Pharmacy Technology
- Medication Aide
- Re-Entry Nurse Update, (Nurse Refresher Course)
- ACLS, PALS
- CPR
- Phlebotomy

are just a few of the programs included in the non-credit allied health curriculum. Call 281-756-3787 for information.

#### Information Technology

Growing changes in the computer and information technology field makes computer skills a must in today's job market. The IT program offers courses like:

- Intro to Computers
- Computer Job Training
- MS Office
- Web Page Design
- Computer Repair
- and much more

Courses can be customized to meet specific software needs.

#### Industrial Technology

Welding - regular classes are offered for those entering or re-entering the welding field.

Training is available in other industrial technology areas on an as needed basis. Call 281-756-3671 for more information.

### Foreign Language

Foreign language classes are available for conversational or specific occupational needs. Call 281-756-3905 for additional information.

### Real Estate

Pre-licensing courses are offered for the following professional license:

- **Real Estate Salesperson** with the completion of required classroom hours.
- **Professional Inspector** with the completion of required classroom hours.
- **Mortgage Loan Officer** with the completion of required classroom hours.
- **Electrician Certification**

### Culinary Arts

Providing top quality training for the amateur cook and professional chef alike. Classes are held during the evening and on weekends. Some offerings include:

- The Basics of Cooking
- Soups, Stocks and Sauces
- Professional Development: Culinary Arts/Chef Training
- Food Service Manager Certification
- Recertification: Food Protection Management

Call 281-756-3949 for more information.

### Professional Truck Driver Training

Classes and hands on training designed to prepare the student to take the Commercial Drivers License test.

### Teacher and Paraprofessional Training Academy

- ESL Strategies for All
- Literacy Stations for K-2nd Grade
- Effective Strategies for Paraprofessionals
- Science in the K-2nd Grade Classroom
- Highly Qualified Training for Paraprofessionals
- TExES EXCET Review classes
- and much more

Call 281-756-3793 or 281-756-3787 for more information.

### The Center for Professional & Workforce Development (CPWD)

The Center was created to respond to the specific needs of local business and industry in the area of Workforce Development. Through a strong network of consultants and trainers, the CPWD can provide a full range of Human Resource Development services including, but not limited to:

- Training needs analysis
- Competency modeling
- Skill assessment
- Soft Skills training
- Technical skill training



ALVIN COMMUNITY COLLEGE

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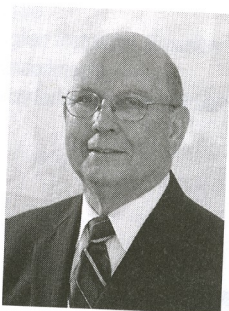
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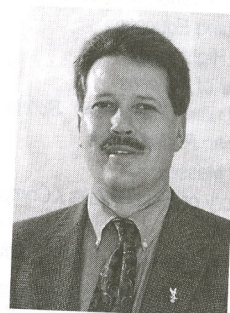
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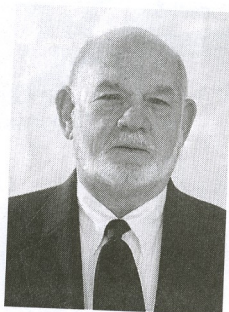
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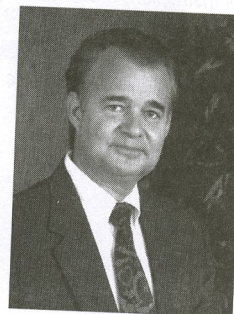
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Ph.D., North Texas State University

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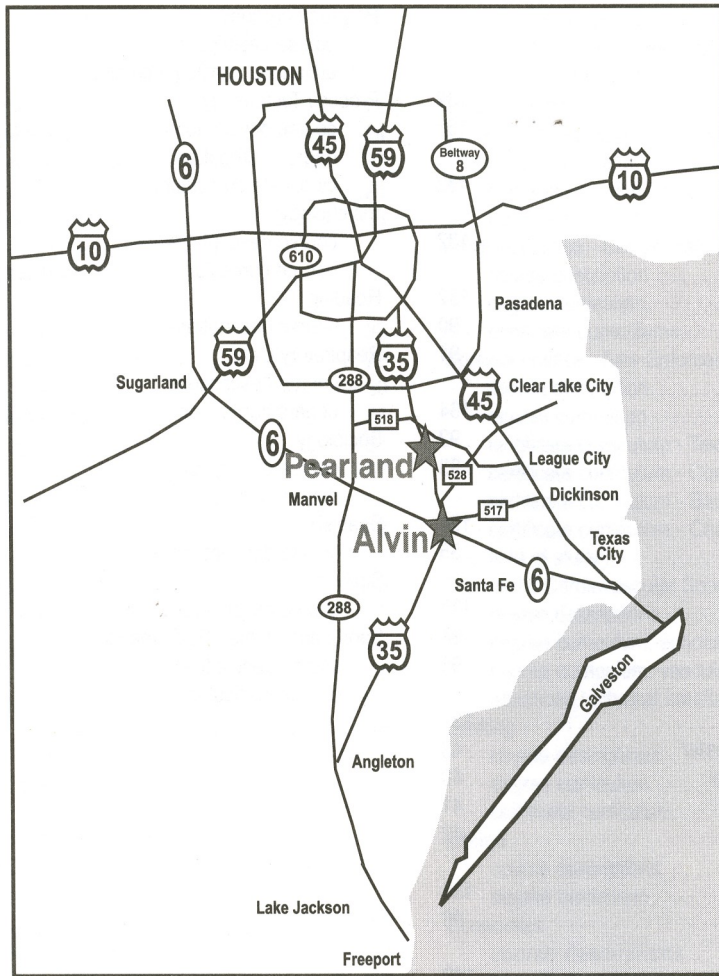
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## How to Reach Alvin Community College Main Campus

Alvin Community College is located 25 miles south of Houston and 30 miles north of Galveston on Hwy. 35 Bypass in Alvin, Texas.

From Houston, use Hwy. 35 south; or take I-45 south to Webster, then west on FM 528 to Hwy. 35 Bypass; or Hwy 288 south to Manvel, then east on Hwy. 6 to Hwy. 35 Bypass.

From Galveston, use Hwy. 6 to reach Hwy. 35 Bypass, from Angleton and points south, use Hwy. 35.

## How to Reach Alvin Community College Pearland Center

Pearland Center is located at 2319 North Grand Boulevard in Pearland.

From Friendswood: FM 518 West to one block past Galveston Rd., which is N. Grand Blvd. Turn right.

From Hwy 288: FM 518 East to two blocks past the intersection of FM 518 (Broadway) and Hwy. 35. Turn left on N. Grand Blvd.

From Alvin: Hwy 35 North to FM 518 (Broadway) intersection. Turn right. Two blocks to N. Grand Blvd. Turn left.



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