

system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. Create drawings of foundations, structural supports, and process equipment; identify symbols and research specifications; generate a bill of material list; use charts and standards; generate isometric drawings; and calculate measurements for pipe fittings. (2 Lecture and 6 Laboratory hours per week) Prerequisites: DFTG 2419 [CIP15.1302]

**DFTG 2428****Architectural Drafting – Commercial**  
(4 credits)

Architectural drafting procedures, practices, governing codes, terms and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. Apply commercial construction materials and processes; produce a set of commercial construction drawings including a site plan, floor plans, reflected ceiling plan, sections, elevations, schedules, and details. (2 Lecture and 6 Laboratory hours per week) Prerequisite: DFTG 2419. [CIP15.1303]

**DFTG 2430****Civil Drafting**  
(4 credits)

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

**DFTG 2435****Advanced Technologies in Mechanical Design and Drafting**  
(4 Credits)

(SolidWorks). An advanced course in the use of parametric design techniques to design, assemble, evaluate and render mechanical assemblies; develop orthographic drawings, auxiliary views and details from three-dimensional models. (2 lecture and 6 lab hours per week) [CIP15.1306]

**DFTG 2440****Solid Modeling/Design**  
(4 credits)

AutoCAD. A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three dimensional models in design work. Create three-dimensional solid model objects; and generate pictorial and orthographic drawings. (2 Lecture and 6 Laboratory hours per week). Prerequisite: DFTG 1409 [CIP15.1302]

**DFTG 2445****Advanced Pipe Drafting**  
(4 Credits)

A continuation of pipe drafting concepts building on the basic principles acquired in pipe drafting. Compile a comprehensive set of construction documents from engineering notes and process flow diagrams; solve design implementation problems; apply appropriate codes and standards; document the implementation of a comprehensive industrial plan; create details

for cost effective implementation; and integrate appropriate instrumentation and industrial devices. (2 Lecture and 6 Laboratory hours per week). Prerequisite: DFTG 2423 [CIP15.1302]

**DFTG 2450****Geometric Dimensioning and Tolerancing**  
(4 credits)

Course Description: Geometric dimensioning and tolerancing, according to standards, application of various geometric dimensions and tolerances to production drawings. Apply tolerance, feature control frame, feature of size, datums, form, orientation, location, runout, and profile controls between various parts. Prerequisite: DFTG 1433 (2 Lecture and 6 Laboratory hours per week) [CIP15.1306]

**DFTG 2481****Cooperative Education**  
(4 credits)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (2 Lecture and 6 Laboratory hours per week) [CIP15.1301]

**ENTC 1323****Strength of Materials**  
(3 credits)

Course Description: Introduces the relationship between externally applied forces and internally induced stresses and the resulting deformations in structural members. Identify the principles of force and load; and calculate and measure the stresses and loads on structures. Prerequisite: TECM 1403 (3 lecture and 3 laboratory hours per week). [CIP15.0000]

**ENTC 2331****Manufacturing Materials**  
(3 credits)

Identification of materials used in manufacturing including metals, plastics, composite materials, concrete, ceramics, and wood. Includes application of material properties and quality standards for selection of materials to manufacture components. Evaluate material properties to meet specific manufacturing criteria; employ quality assurance methods to verify material quality; and produce components using specified manufacturing processes. (3 lecture and 3 laboratory hours per week). [CIP15.0000]

**MCHN 1426****Introduction to Computer-Aided Manufacturing (CAM)**  
(4 credits)

A study of Computer-Aided Manufacturing (CAM) software which is used to develop applications for manufacturing. Emphasis on tool geometry, tool selection, and the tool library. Use Computer-Aided

Manufacturing software to create part programs; transfer programs to the machine control unit; and machine parts. Prerequisite: DFTG 1433 and DFTG 2440 (2 Lecture and 6 Laboratory hours per week) [CIP48.0501]

**TECM 1403****Technical Calculations**  
(4 Credits)

Specific mathematical calculations required by business and industry; Includes whole numbers, fractions, mixed numbers, decimals, percents, ratios, and proportions. Also covers converting to different units of measure (standard and/or metric). Solve business/industry problems using addition, subtraction, multiplication, and division; convert between whole numbers, fractions, mixed numbers, and decimals; perform calculations involving percents, ratios, and proportions; and convert numbers to different units of measurement (standard and/or metric). (3 lecture and 3 laboratory hours per week) [CIP27.0301]

**Journalism**

*Thomas Parker, Department Chairperson*

**JOUR 1120****Journalism Activities**  
(1 credit)

This course gives basic journalism training to students through experience on college publications. (2 laboratory hours per week). [CB0904015426]

**Management Development**

*Susan Cooper, Department Chairperson*

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

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

**BMGT 1382****Cooperative Education-Business Administration and Management, General I**  
(3 credits)

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

repeated if topics and learning outcomes vary. Contact Dept. Chair prior to registering. ( 1 lecture and 20 laboratory hours per week). [CIP52.0201]

**BMGT 2303**  
**Problem Solving and Decision Making**  
**(3 credits)**

Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids. Skills and attitudes will be built around a series of critical questions. These critical questions provide a structure for critical thinking that support a continual, ongoing search for better opinions, decisions, or judgments. (3 lecture hours per week). [CIP52.0201]

**BMGT 2382**  
**Cooperative Education - Business Administration & Management, General II**  
**(3 credits)**

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

**BMGT 2383**  
**Cooperative Education - Business Administration & Management, General III**  
**(3 credits)**

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

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

A course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues. (3 lecture hours per week). [CIP52.0701]

**HRPO 1311**  
**Human Relations**  
**(3 credits)**

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. (3 lecture hours per week). [CIP52.1003]

**HRPO1391**  
**Special Topics in Human Resources Management**  
**(3 credits)**

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

**HRPO 2301**  
**Human Resources Management**  
**(3 credits)**

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

**HRPO 2307**  
**Organizational Behavior**  
**(3 credits)**

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

**MRKG 1301**  
**Services Marketing/Management**  
**(3 Credits)**

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

**MRKG 1311**  
**Principles of Marketing**  
**(3 credits)**

This course is an introduction to basic marketing functions, identification of consumer and organizational needs, explanation of economic, psychological, sociological, and global issues, and description and analysis of the importance of marketing research. The student will identify the marketing mix components in relation to market segmentation and interpret market research data to forecast industry trends and meet customer demands. (3 lecture hours per week). [CIP52.1401]

**MRKG 2333**  
**Principles of Selling**  
**(3 credits)**

This course serves as an introduction to the selling process and its application to all forms of sales. Identification of all the elements of the communication process between buyers and sellers in business and examination of the legal regulations and ethical issues of business which affect salespeople. The student will define the selling process and its application to all forms of sales, identify the elements of the communications process between buyers and sellers in business; and examine ethical issues and legal restrictions of American business which affect salespeople. (3 lecture hours per week). [CIP08.0706]

**Mathematics**

*Jennifer Hopkins, Department Chairperson  
 Bette Nelson, James Boler, Tammi Lansford, Deanna Dick, Charles Kilgore, Ralph Best, Robin Harbour*

*NOTE: The basics of arithmetic and algebra are taught in MATH 0309, MATH 0310, and MATH 0312. These courses benefit students needing additional preparation for college level work and those desiring only to improve their mathematical skills. One or all of these courses may be required by state law, or by the ACC Developmental Education Plan, for students whose scores on placement tests fall below established cutoff levels.*

**MATH 0309**  
**Pre-Algebra**  
**(3 credits)**

This course offers instruction and practice in the basic arithmetic operations, geometry, and statistics. Topics covered include operations on whole numbers, fractions, decimals, percents, descriptive statistics, geometry and a study of signed numbers. The purpose of MATH 0309 is to prepare the students for MATH 0310. Enrollment in this course is based upon a self-perceived need to develop the skills covered or upon the college placement test. (3 lecture hours and 1 lab hour per week). [CB32.0104.5119]

**MATH 0310**  
**Developmental Mathematics - Algebra**  
**(3 credits)**

This course includes linear equations and inequalities, applications, polynomial, and rational expression operations and equations. The purpose of MATH 0310 is to prepare students for MATH 0312. Students enrolling in this course must meet the developmental algebra standard on the placement test or have passed MATH 0309 with a grade of A, B, or C. (3 lecture hours and 1 lab hour per week). [CB32.0104.5119]

**MATH 0312**  
**Developmental Mathematics - Intermediate Algebra**  
**(3 credits)**

Topics of this course include graphing linear equations, solving systems of equations, laws of exponents, radicals, solving quadratic equations, and

functions. The purpose of MATH 0312 is to prepare students for MATH 1314 or MATH 1332. Students enrolling in this course must meet the intermediate algebra standard on the placement test or have passed MATH 0310 with a grade of A, B, or C. (3 lecture hours per week).

[CB32.0104.5219]

#### MATH 1314

##### College Algebra (3 credits)

This course includes a review of the fundamental concepts of intermediate algebra, followed by a more intensive study of algebraic equations and inequalities, functions and graphs, graphs and zeros of polynomial functions, rational functions, exponential and logarithmic functions, systems of equations, matrices and the binomial theorem. Graphing calculators (TI-83, TI-84 or comparable models) are required. Students enrolling in this course must meet the college algebra standard on the placement test or have passed MATH 0312 with a grade of A, B, or C. (3 lecture hours per week). Prerequisite: READ 0310 with a C or better or the TSI standard in Reading. [CB27.0101.5419]

#### MATH 1324

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

This course is designed for business, economics, management, and finance students. The course begins with a review of linear equations and functions followed by a study of matrices, inequalities and linear programming, quadratic functions, exponential and logarithmic functions, mathematics of finance, and concludes with a study of probability. Applications in business and economics will be emphasized (3 lecture hours per week). Prerequisite: MATH 1314. [CB27.0301.5219]

#### MATH 1325

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

This course is designed for business, economics, management, and finance students. The course includes a study of derivatives, higher order derivatives, indefinite integrals, definite integrals, and functions of two or more variables. Applications in business and economics will be emphasized. (3 lecture hours per week). Prerequisite: MATH 1314 or MATH 1324. [CB27.0301.5319]

#### MATH 1332

##### Contemporary Mathematics I (3 credits)

This course is designed for liberal arts, humanities and human/social sciences. It is not intended for mathematics, science, engineering, elementary education or business majors. The course emphasizes an appreciation of the art, history, beauty, and application of mathematics. Topics may include sets, logic, number theory, measurement, geometric concepts, and an introduction to probability and statistics. Prerequisite: MATH 0312 with a grade of A, B, or C or meeting the college algebra standard on a placement test and READ 0310 with a C or better or the TSI standard in Reading. (3 lecture hours per week). [CB27.0101.5119]

#### MATH 1333

##### Contemporary Mathematics for Tech (3 credits)

This course provides a broad background in principles and applications of mathematics found in the technical and vocational degree programs. Topics will include: a survey of equations, a survey of relations and functions, probability and statistics, and applications. This course will satisfy the math requirements of the Associate of Applied Science, but does not satisfy the math requirements of the Associate of Arts, The Associate of Science, or the Associate of Arts in Teaching degree. Prerequisite: MATH 0310 with a C or higher or the equivalent on the college placement exam and READ 0310 with a C or better or the TSI standard in Reading. (3 lecture hours per week). [CB27.0101.5119]

#### MATH 1342

##### Elementary Statistical Methods (3 credits)

This course includes such topics as permutations and combinations, probability, testing hypotheses, sample theory, parameter estimation, frequency functions, and correlation and regression. Students enrolling in this course should have previously taken two years of high school algebra and/or passed MATH 1314. (3 lecture hours per week). Prerequisites: MATH 1314. [CB27.0501.5119]

#### MATH 1350

##### Fundamentals of Mathematics I (3 credits)

This course is designed specifically for students who seek teacher certification. Topics and concepts in this course include concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 or equivalent or higher level math. [CB2701015619]

#### MATH 1351

##### Fundamentals of Mathematics II (3 credits)

This course is designed specifically for students who seek teacher certification. Topics and concepts in this course include concepts of geometry, probability, and statistics, as well as applications of algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 or MATH 1350 or equivalent. [CB27.0101.6019]

#### MATH 2318

##### Linear Algebra (3 credits)

This course includes such topics as vector spaces, linear independence, bases, linear transformations, matrices, determinants, eigenvalues, eigenvectors, and applications. (3 lecture hours per week). Prerequisite: MATH 2413 or departmental approval. [CB27.0101.6119]

#### MATH 2320

##### Differential Equations (3 credits)

This course covers Ordinary Differential Equations and Applications. Included are First Order Equations, Linear Homogeneous Equations with Constant Coefficients, Undetermined Coefficients and Variation of Parameters, and Power Series Methods. The Laplace Transform is used to solve Initial Value Problems. Eigenvalues and Eigenvectors are introduced in order to solve Systems of Linear Differential Equations. Fourier Series are introduced. (3 lecture hours per week). Prerequisite: MATH 2414 or departmental approval. [CB27.0301.5119]

#### MATH 2412

##### Pre-Calculus Math (4 credits)

This course covers a review of algebraic operations, trigonometric functions, trigonometric identities and equations, applications of trigonometry, exponential and logarithmic functions, and analytic geometry. Graphing calculators (TI-83, TI-84 or comparable models) are required. (4 lecture hours per week). Prerequisite: MATH 1314 or departmental approval. [CB2701015819]

#### MATH 2413

##### Calculus I (4 credits)

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

#### MATH 2414

##### Calculus II (4 credits)

This course is a continuation of MATH 2413. Topics include differentiation and integration of hyperbolic and inverse trigonometric functions, techniques of integration, sequences and series, and applications such as the area between curves. (4 lecture hours per week). Prerequisites: MATH 2413 or equivalent course. [CB27.0101.5919]

#### MATH 2415

##### Calculus III (4 credits)

This course is a continuation of MATH 2414. Topics covered include vector-valued functions, functions of several variables, partial differentiation, multiple integrals, vector fields, line integrals, Green's Theorem, Stoke's Theorem, and the Divergence Theorem. (4 lecture hours per week). Prerequisite: MATH 2414 or equivalent course. [CB27.0101.5919]

## Music

Kevin Moody, Department Chairperson  
David Griffith

### GENERAL MUSIC

#### MUSI 1158

##### Opera Workshop (1 credit)

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

#### MUSI 1159/2159

##### Musical Theater (1 credit)

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

#### MUSI 1166

##### Woodwind Class (1 credit)

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

#### MUSI 1168

##### Brass Class (1 credit)

This required course for music education majors with instrumental concentrations examines techniques of performing and of instructing beginning instrumentalists on trumpet, French horn, trombone, and tuba. (1 lecture and 2 laboratory hours per week). [CB50.0903.5126]

#### MUSI 1181

##### Class Piano I (1 credit)

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

#### MUSI 1182

##### Class Piano II (1 credit)

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

#### MUSI 1183

##### Voice Class (1 credit)

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

#### MUSI 1188

##### Percussion Class (1 credit)

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

#### MUSI 1192

##### Guitar Class (1 credit)

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

#### MUSI 1211

##### Music Theory I (2 credits)

This course provides a review of musical rudiments, harmony and voice-leading through submediant and mediant chords, figured bass, cadences and phrase structure, basic analysis, and elementary composition. (3 lecture hours per week). Prerequisite: READ 0310. Corequisite: MUSI 1216 [CB50.0904.5126]

#### MUSI 1212

##### Music Theory II (2 credits)

This course studies harmony and voice-leading through modal mixture, secondary dominants and modulation, periodic structures, and further analysis and composition. (3 lecture hours per week). Prerequisite: READ 0310 and MUSI 1211. Corequisite: MUSI 1217 [CB50.0904.5126]

#### MUSI 1216

##### Elementary Sight Singing & Ear Training I (2 credits)

This required course for music majors is the first of a four-semester presentation of basic aural, visual, and vocal exercises in dictation and in sight-singing. (3 laboratory hours per week). Corequisite: MUSI 1211. [CB50.0904.5626]

#### MUSI 1217

##### Elementary Sight Singing & Ear Training II (2 credits)

This required course for music majors is the second of a four-semester presentation of basic aural, visual, and vocal exercises in dictation and sight-singing. (3 laboratory hours per week). Prerequisite: MUSI 1216. Corequisite: MUSI 1212. [CB50.0904.5626]

#### MUSI 1263

##### Improvisation (2 credits)

This course presents the techniques of improvising music through the analysis of melodic motives, chordal construction, and sequencing, and it applies this analysis to traditional and contemporary materials. (1 lecture and 2 laboratory hours per week). [CB50.0903.6526]

#### MUSI 1301

##### Introduction to Music (3 credits)

This course is an introduction to the elements of music including notation, rhythm, melody, scales, keys, and chords. The course meets the needs of elementary education majors and other students who wish to gain a working knowledge of music. (3 lecture hours per week). Prerequisite: READ 0309. [CB50.0904.5526]

#### MUSI 1306

##### Music Appreciation (3 credits)

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

#### MUSI 1308

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

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

#### MUSI 1309

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

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

#### MUSI 1310

##### American Music (3 credits)

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

#### MUSI 1386

##### Composition (3 credits)

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

#### MUSI 2181

##### Class Piano III (1 credit)

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

#### MUSI 2182

##### Class Piano IV (1 credit)

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

**MUSI 2211**

**Music Theory III  
(2 credits)**

This course studies harmony and voice-leading through linear chords, the Neapolitan and augmented sixths, advanced modulation, ninth chords, binary form, more advanced modulation and composition. (3 lecture hours per week). Corequisite: MUSI 2216. Prerequisite: MUSI 1212. [CB50.0904.5226]

**MUSI 2212**

**Music Theory IV  
(2 credits)**

This course studies compositional practices of the twentieth century and later, through analysis and composition exercises. (3 lecture hours per week). Prerequisite: MUSI 2211. Corequisite: MUSI 2217 [CB50.0904.5226]

**MUSI 2216**

**Advanced Sight Singing & Ear Training I  
(2 credits)**

This required course for music majors is the third of a four-semester presentation of basic aural, visual, and vocal exercises in dictation and sight-singing. (3 laboratory hours per week). Prerequisite: MUSI 1217. Corequisite: MUSI 2211. [CB50.0904.5726]

**MUSI 2217**

**Advanced Sight Singing & Ear Training II  
(2 credits)**

This required course for music majors is the fourth of a four-semester presentation of basic aural, visual, and vocal exercises in dictation and sight-singing. (3 laboratory hours per week). Prerequisite: MUSI 2216. Corequisite: MUSI 2212. [CB50.0904.5726]

**ENSEMBLES**

**MUEN 1125, 1126, 2125, 2126**

**Jazz Band  
(1 credit each)**

This course can be repeated for credit. This organization rehearses and performs contemporary jazz and rock music as well as standard big band literature. Performances include concerts and participation in area festivals. membership is open to all College students by approval of the instructor. (4 laboratory rehearsal hours per week). [CB50.0903.5526]

**MUEN 1122, 1123, 2122, 2123**

**Concert Band  
(1 credit each)**

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

**MUEN 1135, 2135**

**Jazz Lab  
(1 credit each)**

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

**MUEN 1141, 1142, 2141, 2142**

**Concert Choir  
(1 credit each)**

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

**MUEN 1143, 1144, 2143, 2144**

**College Singers  
(1 credit each)**

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

**MUEN 1151, 1152, 2151, 2152**

**Chamber Singers  
(1 credit)**

This course can be repeated for credit. Membership is open to all students on the basis of audition/conference with the director. Students are also expected to enroll in Concert Choir. (4 laboratory rehearsal hours per week). [CB50.0903.5826]

**APPLIED MUSIC**

*All applied music courses are under [CB50.0903.5426]*

**MUAP 1217, 1218**

**Applied Music Woodwind  
(2 credits each)**

These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, or saxophone. (1 lecture and 4 laboratory practice hours per week).

**MUAP 1237, 1238**

**Applied Music Brass  
(2 credits each)**

These courses provide one hour of individual instruction per week in trumpet, trombone, French horn or tuba. (1 lecture and 4 laboratory practice hours per week).

**MUAP 1257, 1258**

**Applied Music Percussion  
(2 credits each)**

These courses provide one hour of individual instruction a week in the use of percussion instruments. (1 lecture and 4 laboratory practice hours per week).

**MUAP 1261, 1262**

**Applied Music Guitar  
(2 credits each)**

These courses provide one hour of individual instruction a week in guitar. (1 lecture and 4 laboratory practice hours per week).

**MUAP 1269, 1270**

**Applied Music Piano  
(2 credits each)**

These courses provide one hour of individual instruction a week in piano. (1 lecture and 4 laboratory practice hours per week).

**MUAP 1281, 1282**

**Applied Music Voice  
(2 credits each)**

These courses provide one hour of individual instruction per week in voice. (1 lecture and 4 laboratory practice hours per week).

**MUAP 1291, 1292**

**Applied Music Composition  
(2 credits each)**

These courses provide one hour of instruction per week in music composition. Composing in small forms for simple media in both traditional styles and styles of the student's choice. (1 lecture and 4 laboratory practice hours per week).

**MUAP 2217, 2218**

**Applied Music Woodwind  
(2 credits each)**

These courses provide one hour of individual instruction per week in bassoon, clarinet, flute, oboe, or saxophone. (1 lecture and 4 laboratory practice hours per week).

**MUAP 2237, 2238**

**Applied Music Brass  
(2 credits each)**

These courses provide one hour of individual instruction per week in trumpet, trombone, French horn or tuba. (1 lecture and 4 laboratory practice hours per week).

**MUAP 2257, 2258**

**Applied Music Percussion  
(2 credits each)**

These courses provide one hour of individual instruction per week in percussion instruments. (1 lecture and 4 laboratory practice hours per week).

**MUAP 2261, 2262**

**Applied Music Guitar  
(2 credits each)**

These courses provide one hour of individual instruction per week in guitar. (1 lecture and 4 laboratory practice hours per week).

**MUAP 2269, 2270**

**Applied Music Piano  
(2 credits each)**

These courses provide one hour of individual instruction per week in piano. (1 lecture and 4 laboratory practice hours per week).

**MUAP 2281, 2282**

**Applied Music Voice  
(2 credits each)**

These courses provide one hour of individual instruction per week in voice. (1 lecture and 4 laboratory practice hours per week).

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**MUAP 2291, 2292****Applied Music Composition  
(2 credits each)**

These courses provide one hour of instruction per week in music composition. Composing in small forms for simple media in both traditional styles and styles of the student's choice. (1 lecture & 4 laboratory practice hours per week).

**RECORDING****MUSC 1327****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). [CB 10.0203]

**MUSC 2427****Audio Engineering II  
(4 credits)**

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

**MUSC 2447****Audio Engineering III  
(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 and 4 lab hours per week). [CB 10.0203]

**Nursing****(Associate Degree)**

*Sally Durand, Director*

*Robin Abrams, Mary Alice Estes, Debra Fontenot, Judy Hafner, Sharon Hightower, Manuela Imthum, Susan Priest, Christy Scales, Wendy Stewart, Briana Sowell.*

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

Dosage calculations include reading, interpreting and solving calculation problems encountered in the preparation of medications, includes conversion of measurements within the apothecary, avoirdupois, and metric system. This course emphasizes critical thinking skills and techniques needed to accurately and safely calculate medication dosages. Concepts of society, client/family, health and nursing roles are incorporated. (1 lecture hour per week)  
Prerequisite: MATH 0310 [CIP51.3801]

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

A health related work-based learning experience that enables the student to apply nursing theory, skills and concepts. Direct supervision is provided by the clinical professional. (3 lab hours per week). Prerequisite: RNSG 1513, 1215, 1108. Corequisite: RNSG 2213 [CIP51.3801]

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

Development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework. This course emphasizes critical thinking skills and techniques needed to perform health assessments of the adult and family. Concepts of society, client/family, health and nursing roles are incorporated. (1 lecture and 2 lab hours per week). Prerequisite: BIOL 2401 [CIP51.3801]

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

Study of the laws and regulations related to the provision of safe and effective professional nursing care; attention given to the development of a framework for addressing ethical issues; and topics to include confidentiality, the Nursing Practice Act, professional boundaries, ethics, and health care legislation. Emphasis is on collaboration to analyze and integrate legal/ethical issues as related to professional nursing practice. Concepts of society, client/family, health and nursing roles are incorporated. (2 lecture hours per week). Co-requisite: RNSG 1512 or 1443. [CIP51.3801]

**RNSG 1260****Clinical Nursing: Foundations for Nursing Practice  
(2 credits)**

A health related work-based learning experience that enables the student to apply nursing theory, skills and concepts. Direct supervision is provided by the clinical professional. Clinical experiences allow the student opportunities to begin utilizing nursing skills in caring for adults and family in acute care settings. Clinical education is an unpaid learning experience. Concurrent theory enrollment in RNSG 1513 is required. (6 lab hours per week) Prerequisites: Admission into the ADN Program, BIOL 2401, BIOL 2402, ENGL 1301. Corequisites: , PSYC 2314, RNSG 1513, RNSG 1215, RNSG 1108. [CIP51.3801]

**RNSG 1262****Clinical Nursing: Concepts of Nursing Practice I for Articulating Students  
(2 credits)**

A health related work-based learning experience that enables the student to apply nursing theory, skills and concepts. Direct supervision is provided by the clinical professional. Concurrent theory enrollment is required in RNSG 1417. (6 lab hours per week) Prerequisites: Admission into the ADN Program, RNSG 1215, BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, PSYC 2314, ENGL 1301. (Corequisites: RNSG 1417. [CIP51.3801]

**RNSG 1417****Concepts of Nursing Practice I for Articulating Students  
(4 credits)**

Provides the articulating student the opportunity to examine the role of the professional nurse; application of a systematic problem solving process and critical thinking skills which includes a focus on the adult population in selected settings; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. Concepts of society, client/family, health and nursing roles are incorporated. Concurrent clinical enrollment is required in RNSG 1262. (3 lecture and 2 lab hours per week) Prerequisites: Admission into the ADN Program, RNSG 1215, BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, PSYC 2314, ENGL 1301. Corequisites: RNSG 1262. [CIP51.3801]

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

Study of the general principles of caring for selected adult clients and families in structured settings with common medical-surgical health care needs related to each body system. Emphasis is on knowledge, judgement, skills, and professional values within a legal-ethical framework. Incorporates the nursing roles of provider of care, coordinator of care and member of a profession. Concepts of society, client/family, health and nursing roles are incorporated. Concurrent clinical enrollment is required in RNSG 1561 (3 lecture and 2 lab hours per week). Prerequisites: RNSG 1513, RNSG 1215, RNSG 1108. Corequisites: PSYC 2301, RNSG 1561. [CIP51.3801]

**RNSG 1443****Complex Concepts of Adult Health  
(4 credits)**

Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as provider of care, coordinator of care, and member of a profession in the care of adult clients/families in structured health care settings with complex medical-surgical health care needs associated with each body system. Emphasis is on knowledge, judgments, skills, and professional values within a legal/ethical framework. Concepts of society, client/family, health and nursing roles are incorporated. Concurrent clinical enrollment is required in RNSG 2563. (3 lecture and 2 lab hours per week) Prerequisites: BIOL 2420; and either RNSG 2213, 1441 or RNSG 1417. Corequisites: RNSG 2563. [CIP51.3801]

**RNSG 1512****Nursing Care of the Childbearing and Childrearing Family  
(5 credits)**

Study of the concepts related to the provision of nursing care for childbearing and childrearing families; application of systematic problem solving processes and critical thinking skills, including a focus on the childbearing family during preconception, prenatal, antepartum, neonatal, and postpartum periods and the childrearing family from birth to adolescence; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. Analysis and synthesis of knowledge and skills

are based upon normal and abnormal assessment findings. Concepts of society, client/family, health and nursing roles are incorporated. Concurrent clinical enrollment is required in RNSG 2463. (4 lecture and 2 lab hours per week.) Prerequisites: RNSG 1417 and BIOL 2420, or RNSG 1441. Corequisites: RNSG 2463. [CIP51.3801]

**RNSG 1513**  
**Foundations for Nursing Practice**  
**(5 credits)**

Introduction to the role of the professional nurse as a provider of care, coordinator of care, and member of the profession. Topics include but are not limited to the fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision-making, mechanisms of disease, the needs and problems that nurses help patients manage, and basic psychomotor skills. Emphasis is on knowledge, judgment, skills and professional values within a legal/ethical framework. Concepts of society, client/family, health and nursing roles are incorporated. Concurrent clinical enrollment in RNSG 1260 is required. (4 lecture and 3 lab hours per week) Prerequisites: Admission into the ADN Program, BIOL 2401, BIOL 2402, ENGL 1301. Corequisites: PSYC 2314, RNSG 1215, RNSG 1108, RNSG 1260. [CIP51.3801]

**RNSG 1561**  
**Clinical Nursing: Common Concepts of Adult Health**  
**(5 credits)**

A health related work-based learning experience that enables the student to apply nursing theory, skills and concepts. Direct supervision is provided by the clinical professional. Concurrent theory enrollment is required in RNSG 1441. (15 lab hours per week) Prerequisites: RNSG 1513, RNSG 1215, RNSG 1108. Corequisites: PSYC 2301, RNSG 1441. [CIP51.3801]

**RNSG 2121**  
**Management of Client Care**  
**(1 credit)**

Exploration of leadership and management principles applicable to the role of the nurse as a provider of care, coordinator of care, and member of a profession. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course emphasizes leadership and management theories, personal qualities, and tasks necessary to positively influence patient care and outcomes of the health care facility. Concepts of society, client/family, health and nursing roles are incorporated. (1 lecture hour per week). Co-Req: RNSG 1512 or 1443. [CIP51.3801]

**RNSG 2213**  
**Mental Health Nursing**  
**(2 credits)**

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. The course focuses on the study of behavioral patterns considered to be deviations from normal. Concepts of society, client/family, health and nursing roles are incorporated. Concurrent clinical enrollment in RNSG 1162 is required. (2 lecture hours per week) Prerequisites: RNSG 1513, 1215, 1108, PSYC 2301. Corequisites: RNSG 1162. [CIP51.3801]

**RNSG 2463**  
**Clinical Nursing: Nursing of the Childbearing and Childrearing Family**  
**(4 credits)**

A health related work-based learning experience that enables the student to apply nursing theory, skills and concepts. Direct supervision is provided by the clinical professional. Clinical experience provides the student with opportunities to care for and observe the family during pregnancy, childbirth and childrearing in the hospital and clinic settings. Concurrent theory enrollment is required in RNSG 1512. (12 lab hours per week) Corequisites: RNSG 1512. [CIP51.3801]

**RNSG 2563**  
**Clinical Nursing: Complex Concepts of Adult Health**  
**(5 credits)**

A health related work-based learning experience that enables the student to apply nursing theory, skills and concepts. Direct supervision is provided by the clinical professional. Concurrent theory enrollment is required in RNSG 1443. (15 lab hours per week). Prerequisites: RNSG 2213 or RNSG 1417. Corequisites: RNSG 1443. [CIP51.3801]

**Nursing**  
**(Vocational)**

*Karen Briza, Department Chairperson*  
*Nedette Devries-Klasing, Melinda Wallace*

**VNSG 1122**  
**Vocational Nursing Concepts**  
**(1 credit)**

Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. Learning Outcomes: The student will discuss the personal adjustments essential to the development of the vocational nurse; identify the role of the licensed vocational nurse; and discuss the legal and ethical responsibilities in vocational nursing practice. (1 lecture hour per week). [CIP51.3901]

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

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experience. Course may be repeated if topics and learning outcomes vary. Learning Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the

business/industry, and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. (5 clinical hours per week). Corequisite: VNSG 1423. [CIP51.3901]

**VNSG 1219**  
**Professional Development**  
**(2 credits)**

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. Learning Outcomes: The student will describe the role of the licensed vocational nurse in multi-disciplinary settings inclusive of basic principles of leadership and management; discuss the role of professional organizations and regulatory agencies; and identify criteria and appropriate resources for continuing education. (2 lecture hours per week). [CIP51.3901]

**VNSG 1226**  
**Geriatrics**  
**(2 credits)**

Overview of the normal physical, psychological, and cultural aspects of the aging process. Addresses common disease processes of aging and explores attitudes towards care of the elderly. Topics include but are not limited to introduction to aging; the aging adult; geriatric mental health; sexuality and aging; pain management; geriatric medications; assisting the dying client and family; hospice care. (2 lecture hours per week). [CIP51.3901]

**VNSG 1227**  
**Essentials of Medication Administration**  
**(2 credits)**

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs, IV administration is not included. Instruction includes various systems of measurement. Lab required. Learning Outcomes: The student will demonstrate accurate dosage calculation; discuss the principles of medication administration safety; and identify the elements of accurate documentation of medication administration. (1 lecture and 2 laboratory hours per week). [CIP51.3901]

**VNSG 1230**  
**Maternal - Neonatal Nursing**  
**(2 credits)**

Utilization of the nursing process in the assessment and management of the child bearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. Learning Outcomes: The student will discuss the bio-psycho-socio-cultural needs of the childbearing family; and utilize the nursing process to assist in planning the care of the childbearing family. (2 lecture hours per week). Corequisite: VNSG 1660. [CIP51.3901]

**VNSG 1234**  
**Pediatrics**  
**(2 credits)**

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diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process. Learning Outcomes: The student will identify principles of growth & development and utilize the nursing process to assist in planning care for the well or ill child. (2 lecture hours per week). Corequisite: VNSG 1660. [CIP51.3901]

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

Study of personality development, human needs, common mental mechanisms, and factors influencing mental health and mental illness. Includes common mental disorders and related therapy. The student will identify the characteristics of mental health; identify common mental illness and maladaptive behaviors; describe trends in psychotherapeutic treatment; discuss the application of therapeutic communication skills; and assist in the formulation of a plan of care for the individual with mental illness or maladaptive behavior. (3 lecture hours per week). [CIP51.3901]

**VNSG 1329**  
**Medical Surgical Nursing I**  
(3 credits)

Application of the nursing process to the care of adult and geriatric patients experiencing respiratory, gastrointestinal, genitourinary, musculoskeletal, and dermatological medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized. Learning Outcomes: The student will identify the components of the health-illness continuum; identify prevalent respiratory, gastrointestinal, genitourinary, musculoskeletal, and dermatological medical surgical conditions affecting the adult and gerian and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions. (3 lecture hours per week). Corequisite: VNSG 1661. [CIP51.3901]

**VNSG 1331**  
**Pharmacology**  
(3 credits)

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. Learning Outcomes: The student will identify properties, effects, and principles of pharmacotherapeutic agents; and list common nursing interventions associated with the various pharmacotherapeutic agents. (4 lecture hours per week). [CIP51.3901]

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

Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult and geriatric patients experiencing cardiovascular, neurosensory, endocrine, and oncological medical-surgical conditions in the health-illness continuum. Includes a variety of health care settings. Learning Outcomes: The student will identify the components of the health-illness continuum; identify prevalent cardiovascular, neurosensory, endocrine, and oncological medical surgical conditions affecting the adult and gerian and utilize the nursing process to assist in developing a

plan of care for selected medical-surgical conditions. (3 lecture hours per week). Corequisite: VNSG 1661. [CIP51.3901]

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

Introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis. Learning Outcomes: The student will identify the structure of each of the major body systems; describe the function of each of the major body systems; and discuss the interrelationship of systems in maintaining homeostasis. (4 lecture hours per week). [CIP51.3901]

**VNSG 1423**  
**Basic Nursing Skills**  
(4 credits)

Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. Lab required. Learning Outcomes: The student will demonstrate competency in basic nursing skills; identify the steps in the nursing process and how each relates to nursing care; and discuss the delivery of basic nursing skills in a variety of health care setting. (3 lecture and 4 laboratory hours per week). Corequisite: VNSG 1160. [CIP51.3901]

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

A method of instruction providing detailed education, training, and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experience. Course may be repeated if topics and learning outcomes vary. Learning Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry, and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. (24 clinical hours per week). Corequisites: VNSG 1330 and VNSG 1334. [CIP51.3901].

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

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experience. Course may be repeated if topics and learning

outcomes vary. Learning Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry, and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. (24 clinical hours per week). Corequisites: VNSG 1329 and VNSG 1332. [CIP51.3901]

**Nutrition**

*Sally Durand, Department Chairperson*

**HECO 1322**  
**Nutrition & Diet Therapy**

**\*This course is only offered in the Fall Semester.**

(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, READ 0309. [CIP19.0502]

**Office Administration**  
**(formerly Business Technology)**

*Catherine Finley, Department Chairperson*  
*Crystal Price*

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

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

**ACNT 1303**  
**Introduction to Accounting I**  
(3 credits)

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

**ACNT 1311**  
**Introduction to Computerized Accounting**  
(3 credits)

Introduction to utilizing the computer and maintaining accounting records, making management decisions,



and processing common business applications with primary emphasis on a general ledger package. (2 lecture and 3 laboratory hours per week). Prerequisite: ACNT 1303. [CIP52.0302]

**HITT 1305**  
**Medical Terminology I**  
(3 credits)

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. (2 lecture and 3 lab hours per week). [CIP51.0707]

**POFI 1301**  
**Computer Applications I**  
(3 credits)

**For Non-OFAD Majors**  
Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. (3 lecture and 1 lab hour 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 1449**  
**Spreadsheets**  
(4 credits)

Spreadsheet software for business applications. (3 lecture and 3 lab hours per week) [CIP52.0407]

**POFI 2331**  
**Desktop Publishing**  
(3 credits)

In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. (2 lecture and 3 lab hours per week) [CIP52.0407]

**POFI 2401**  
**Word Processing**  
(4 credits)

Word processing software focusing on business applications. Prerequisite: POFT 1329 or POFT 1429. (3 lecture and 3 lab hours per week). [CIP52.0407]

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

This course presents an overview of the areas of law and legal professions, including spelling, pronunciation, and definition of legal terms. (2 lecture and 3 lab hours per week). [CIP22.0301]

**POFL 2301**  
**Legal Document Processing**  
(3 credits)

This course develops the skills for the production of legal documents. (2 lecture and 3 lab hours per week). [CIP22.0301]

**POFM 1317**  
**Medical Administrative Support**  
(3 credits)

Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing collecting, and third party reimbursement. Prerequisite: Computer Literacy required. (2 lecture and 3 lab hours per week). [CIP51.0716]

**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) [CIP51.0716]

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

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. (2 lecture and 3 lab hours per week). [CIP52.0501]

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

Study of current office procedures, duties, and responsibilities applicable to an office environment. (2 lecture and 3 lab hours per week) [CIP52.0401]

**POFT 1329**  
**Beginning Keyboarding I**  
(3 credits)

**For Non-OFAD Majors**

Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. (3 lecture and 1 lab hours per week) [CIP52.0408]

**POFT 1382, 2382, 2383**  
**Cooperative Education - Office Occupations and Clerical Services**  
(3 credits)

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

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

Introduction to basic records information management filing systems including manual and electronic filing. (3 lecture and 3 lab hours per week). [CIP52.0401]

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

Business Math problem-solving skills using office technology. (3 lecture and 3 lab hours per week). [CIP52.0408]

**POFT 1429**  
**Beginning Keyboarding II**  
(4 credits)

Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. (3 lecture and 3 lab hours per week). [CIP52.0408]

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

A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents. Prerequisite: POFT 1429. (3 lecture and 3 lab hours per week). [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 0310 and ENGL 0310. [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 1343****Bankruptcy  
(3 credits)**

This course presents fundamental concepts of bankruptcy law and procedure with emphasis on the paralegal's role. Topics include individual and business liquidation and reorganization. (3 lecture hours per week) [CIP: 22.0302]

**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: READ 0309 and ENGL 0309. [CIP22.0302]

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

This course presents fundamental concepts of contract law with emphasis on the paralegal's role. Topics include formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code. The student will learn to define and properly use contract law terminology; locate, describe and analyze sources of law relating to contract law; understand the ethical obligations of the paralegal and draft documents commonly used in contract law. (3 lecture hours per week). Prerequisites: READ 0309 and 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. Students must contact the department chair well in advance of taking this course, to arrange a co-op (internship) site. Students should be aware that a co-op (internship) is typically an unpaid experience. (1 lecture & 20 lab hours per week Fall & Spring semester; 25 lab hours per week, Summer semester) Prerequisites: READ 0310, ENGL 0310; LGLA 1301, 1342, 1344, 1353, 1355, 2303, 2313; POFT 1329, POFI 1301. [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 2311****Business Organizations  
(3 credits)**

This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations and other emerging business entities. The student will learn terminology related to business organizations, the formation and termination of businesses and how to draft documents related to business entities. (3 lecture hours per week) Prerequisites: READ 0309, 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]

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

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

**Pharmacy Technician —**

Rhonda Boone, DC, CPhT; Coordinator

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

This course provides an introduction to the study of disease processes, pharmaceutical drugs abbreviations, classifications, dosages, actions in the body, and routes of administration. (2 lecture hours per week). [CIP51.0805]

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

This course provides an overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources and safety techniques. (3 lecture hours per week). [CIP51.0805]

**PHRA 1309****Pharmaceutical Mathematics I  
(3 credits)**

This course includes reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. It will cover conversion of measurements within the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume. Topics include ratio and proportion, percentage, dilution and concentration, milliequivalents, units, intravenous flow rates, and solving dosage problems. (3 lecture hours per week). [CIP51.0805]

**PHRA 1313****Community Pharmacy Practice  
(3 credits)**

This course introduces the skills necessary to process, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. It is designed to train individuals in supply, inventory, and data entry. It also includes customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input, editing, and legal parameters. (2 lecture and 3 lab hours per week). [CIP51.0805]

**PHRA 1315****Pharmacy Terminology  
(3 credits)**

This course provides a study of word origins and structure through the introduction of prefixes, suffixes, and root words as it relates to a pharmaceutical setting. It focuses on translation and recognition of commonly used pharmacy abbreviations. (3 lecture hours per week). [CIP51.0805]

**PHRA 1349****Institutional Pharmacy Practice  
(3 credits)**

This course is an exploration of the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include hospital pharmacy organization, work

flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution systems, unit dose cart fills, quality assurance, drug storage, and inventory control. (2 lecture and 3 lab hours per week). [CIP51.0805]

**PHRA 1441**  
**Pharmacy Drug Therapy and Treatment**  
**(4 credits)**

This course is the study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. It provides detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities. (3 lecture and 3 lab hours per week). [CIP51.0805]

**PHRA 1445**  
**Intravenous Admixture and Sterile Compounding**  
**(4 credits)**

This course is a study of sterile products, legal and regulatory guidelines, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products, and safe handling of antineoplastic drugs. (2 lecture and 4 lab hours per week). Prerequisites: None. [CIP51.0805]

**PHRA 2266**  
**Practicum (or Field Experience)-Pharmacy Technician Assistant**  
**(2 credits)**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (16 externship hours per week). Prerequisites: PHRA 1313. [CIP51.0805]

**Philosophy** \_\_\_\_\_

*Christopher Chance, Department Chairperson*  
*Marjorie Nash*

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

A survey course designed to introduce students to some of the more important problems in philosophy and with the methods used to deal with them. Readings from both ancient and modern philosophers will be included. (Three lecture hours per week) Prerequisite: ENGL 0310, READ 0310. [CB38.0101.5112]

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

A comparative study of various world religions including Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism and Taoism (Daoism), Sikhism, Jainism, and Shinto. (3 lecture hours per week) Prerequisite: ENGL 0310, READ 0310 [CB38.0201.5212]

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

This course will explore the nature and methods of clear and critical thinking and correct reasoning such as deduction, induction, scientific reasoning and fallacies. Prerequisite: ENGL 0310, READ 0310 (3 lecture hours per week) [CB38.0101.5212]

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

A philosophical reflection to the basic principles and applications of the moral life in traditional and contemporary views concerning the nature of goodness, happiness, duty and freedom. (3 lecture hours per week) Prerequisite: ENGL 0310, READ 0310. [CB38.0101.5312]

**Physics** \_\_\_\_\_

*Dora Devery, Department Chairperson*  
*Joseph Mills*

**PHYS 1301**  
**Essentials of College Physics**  
**(3 credits)**

This is a survey course for non-majors to study mechanics, heat, electricity, magnetism, light, and nuclear physics. (3 lecture hours per week) Prerequisite: MATH 0312 and READ 0310. [CB 40.0801.5303]

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

This introductory course continues the study of mechanics, heat, electricity, magnetism, light, and nuclear physics. (3 lecture and 3 laboratory hours per week). Prerequisite: MATH 2412, READ 0310. [CB40.0801.5303]

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

This introductory course continues the study of mechanics, heat, electricity, magnetism, light, and nuclear physics. (3 lecture and 3 laboratory hours per week). Prerequisite: PHYS 1401. [CB40.0801.5303]

**PHYS 1403**  
**Planetary Astronomy**  
**(4 credits)**

Introductory planetary astronomy course which includes basic material on the history of astronomy, physics of planetary motion, the nature of light, operation of telescopes, formation of solar system, terrestrial planets, Jovian planets, Kuiper Belt objects, comets, and asteroids. Lab includes observing the stars, nebulae, galaxies, planets, and a variety of exercises in observational astronomy. (3 lecture and 3 lab hours per week) [CB 40.0201.5103]

**PHYS 1404**  
**Stellar & Galactic Astronomy**  
**(4 credits)**

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

**PHYS 2425**  
**University Physics I**  
**(4 credits)**

This course is designed primarily to meet the needs of the pre-engineering student or physics major. Problem solving techniques with the use of calculus re developed in the topics of vectors, kinematics, forces, work and energy, momentum, torque, angular momentum, simple harmonic motion, gravity, properties of solids and fluids, heat and thermodynamics. Prerequisites: READ 0310 and MATH 2413 (3 lecture and 3 lab hours per week) [CB 40.0801.5403]

**PHYS 2426**  
**University Physics II**  
**(4 credits)**

A continuation of PHYS 2425. The topics covered are vibration and mechanical waves, sound electrostatics, electricity, dc and ac circuits, magnetism and electromagnetism, light, optics, lenses and mirrors, relativity and some quantum physics. Prerequisites: READ 0310 and PHYS 2425 (3 lecture and 3 lab hours per week) [CB 40.0801.5403]

**Polysomnography** \_\_\_\_\_

*Georgette Goodwill, Department Chairperson*  
*Daniel Glaze, MD, Medical Director*

**HITT 1305**  
**Medical Terminology I**  
**(3 credits)**

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. (3 lecture hours per week) Prerequisite: READ 0309 [CIP 51.0707]

**HPRS 1304**  
**Basic Health Profession Skills**  
**(3 credits)**

A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods. (2 lecture and 2 lab hours per week). [CIP51.0000]

**PSGT 1205**  
**Neurophysiology of Sleep**  
**(2 credits)**

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

**PSGT 1260**  
**Polysomnography Clinical I**  
**2 credits**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (12 clinical hours per week) Corequisite: PSGT-1400. [CIP 51.0903]

**PSGT 1291**  
**Special Topics in Polysomnography**  
**(2 credit)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the field of polysomnography and relevant to the professional development of the student. (2 lecture hours per week). [CIP 51.0903]

**PSGT 1310**  
**Neuroanatomy and Physiology**  
**(3 credits)**

This course is a study of the anatomy of the human central nervous system. The student will also be introduced to cardiopulmonary structures and function as well as ECG interpretation. (3 lecture hours per week) [CIP51.0903]

**PSGT 1400**  
**Polysomnography I**  
**(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. (2 lecture and 5 lab hours per week). [CIP51.0903]

**PSGT 1440**  
**Sleep Disorders**  
**(4 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 and 2 lab hours per week) [CIP51.0903]

**PSGT 2205**  
**Sleep Scoring & Staging**  
**(2 credits)**

This course provides the student with the skill to score and stage sleep studies: prepare comprehensive sleep records; identify effects of medication, age, gender, sleep/wake schedules and sleep habits and other relevant factors. Evaluate pertinent parameters in sleep disorder studies. Prerequisite: PSGT 1400. (4 lab hours per week) [CIP 51.0903]

**PSGT 2250**  
**Infant and Pediatric Polysomnography**  
**(2 credit)**

This course is an introduction to the sleep patterns of the infant and pediatric population. The student will be provided with opportunities to perform a pediatric study. (2 lecture hours per week). [CIP51.0903]

**PSGT 2660**  
**Polysomnography Clinical II**  
**(6 credits)**

This course provides the student with patient contact in a sleep lab. The student will have the opportunity to observe, perform (under supervision), and evaluate sleep studies. (24 clinical hours per week) Prerequisite: PSGT 1260. Corequisite: PSGT 2411. [CIP51.0903]

**PSGT 2661**  
**Polysomnography Clinical III**  
**(6 credits)**

This course provides the student with patient contact in a sleep lab. The student will have the opportunity to observe, perform (under supervision), and evaluate sleep studies. (24 clinical hours per week) Prerequisite: PSGT 2411. [CIP51.0903]

**PSGT 2411**  
**Polysomnography II**  
**(4 credits)**

Development of skills for sleep scoring and staging. Consideration of medication effects, age, gender, sleep/wake schedules, changes in sleep habits, and other pertinent factors. Students will evaluate parameters such as total record time, total sleep time, sleep efficiency, total wake time, wake after sleep onset, wake after sleep offset, sleep latency, REM latency, stage 1-3, REM sleep, awakenings, arousals, EEG, sleep disordered breathing, leg movements, and cardiac patterns. (2 lecture and 5 lab hours). Prerequisites: PSGT 1400, Corequisite: PSGT 1260. [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**  
**Internship - Process Technology**  
**(4 credits)**

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. This course may be substituted for PTAC 1454. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution.

Cooperative education 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 1332**  
**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 (Equipment)**  
**(4 credits)**

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

**PTAC 1454**  
**Industrial Processes**  
**(4 credits)**

This course examines the types of processes employed in petroleum refining and chemical operations. Included are crude distillation, coking, fluid catalytic cracking, hydrocracking, desulfurization, reforming, alkylation, polymerization, treating, olefin

production, and many other common processes. (3 lecture hours, 2 lab hours per week) Prerequisite: PTAC 2420. [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 only 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 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 1332. [CIP410301]

#### PTAC 2438

##### Process Technology III (Operations) (4 credits)

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

Traci Elliott, Department Chairperson  
Nancey Lobb, Jean Raniseski

#### PSYC 1300

##### Learning Strategies (3 credits)

This course provides an introduction to basic learning theories and strategies. Emphasis will be placed on identifying individual learning styles and developing the necessary skills for college success. (3 lecture hours per week) [CB42.2701.5125]

#### PSYC 2301

##### General Psychology (3 credits)

This course gives students a broad overview of the field and introduces them to fundamental theories of behavior. Emphasis will be placed on experimental research; cognitive, social and emotional development; neuroscience; sensation and perception; motivation; and identity. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB42.0101.5125]

#### 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, government, and other areas of life. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB42.0101.5225]

#### PSYC 2306

##### Human Sexuality (3 credits)

This course involves the study of psychological, sociological, and physiological aspects of human sexuality. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB 42.0101.5325]

#### PSYC 2307

##### Adolescent Psychology (3 credits)

This course explores physical, cognitive, social, and emotional factors that impact adolescent development. Emphasis will be placed on the transition between adolescence and early adulthood. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB42.2703.5125]

#### PSYC 2308

##### Child Growth and Development (3 credits)

This course explores physical, cognitive, social, and emotional development from conception through middle childhood. Emphasis will be placed on factors which influence children's growth and development. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB42.2703.5125]

#### PSYC 2311

##### Adult Development (3 credits)

This course focuses on physical, cognitive, social, and emotional factors that impact adult development. Emphasis will be placed on the transition between early adulthood and late adulthood, followed by the inevitable transition to death. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB42.2703.5125]

#### PSYC 2314

##### Life-Span Growth & Development (3 credits)

This course provides an overview of physical, cognitive, social, and emotional development from conception through death. Emphasis will be placed on factors that impact each stage of life. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310 [CB42.2703.5125]

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

This course is a study of the processes involved in adaptation of individuals to their personal and social environments. Emphasis will be placed on the principles of behavior which underlie positive and healthy adjustment to everyday life. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB42.0101.5625]

**PSYC 2316****Psychology of Personality  
(3 credits)**

This course investigates complex determinants of personality. Emphasis will be placed on the main theories and assessments of personality. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB42.0101.5725]

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

This course introduces students to measurements and formulas psychologists use to explain human behavior. Emphasis will be placed on measures of central tendency and variability, statistical inference, correlation, and regression. (3 lecture hours per week) Prerequisites: PSYC 2301 and MATH 0310. [CB42.0101.5225]

**PSYC 2319****Social Psychology  
(3 credits)**

This course involves the study of individual behavior within the social environment. Emphasis will be placed on conformity, obedience, group influence, attitude formation and change, and interpersonal relationships. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB42.2707.5125]

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

This course is an instructional program designed to integrate on-campus study with practical, hands-on experience in psychology. It may involve seminars, and individual projects with specific goals and objectives in the study of human behavior and/or social institutions. Prerequisites: READ 0310 and ENGL 0310. [CB45.0101.5125]

**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 THEA (formerly TASP) reading skills is included. (3 lecture and 1 laboratory hour per week). [CB32.0108.5212]

**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 THEA (formerly TASP) reading skills, emphasizing the ability to comprehend college textbooks. (3 lecture and 1 laboratory hour per week). [CB32.0108.5212]

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

READ 0312 is a review course for students who have completed READ 0310 with a grade of A,B,C or D or who have passed the THEA or a state approved alternate test. 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 THEA (formerly TASP) skills. **NOTE:** If a D is made in READ 0310, college ready status in reading may be earned by taking READ 0312 and earning a C or better in the course. (3 lecture hours per week). Prerequisite: READ 0310 or the TSI standard in Reading. [CB32.0108.5212]

**Respiratory Care**

*Diane Flatland, Department Chairperson  
Marby McKinney  
Wayne Hite, MD, Medical Director*

**RSPT 1166****Practicum - Respiratory Care Therapist  
(1 credit)**

This is an introductory course to the hospital setting. Students will be able to observe and perform the skills taught in adjoining courses. (8 laboratory per week) [CIP 51.0908]

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

This course introduces the students to current issues facing the Profession of Respiratory Care. In addition the activities of the three major professional sponsors - the AARC, the NBRC and the Co ARC are discussed. Students will select current issues from the professional literature and develop presentations covering the topics of accreditation, credentialing, management, education, and clinical practice. (4 lab hours per week). [CIP 51.0908]

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

This course is designed to introduce the student to the physiology of the cardiovascular, renal, and pulmonary systems. The student also becomes acquainted with the terminology used in respiratory

physiology. (2 lecture and 1 laboratory hour 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) Requires departmental approval. [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. (16 laboratory hours per week). Requires departmental approval. [CIP51.0908]

**RSPT 1310****Respiratory Care Procedures I  
(3 credits)**

An in-depth study of basic respiratory concepts, theories and techniques needed in the education of the polysomnography student. Application of these procedures are instructed and performed in the laboratory and in the clinical area under supervision. (2 lecture and 2 lab hours per week) [51.0908]

**RSPT 1325****Respiratory Care Sciences  
(3 credits)**

Provides an introduction to basic sciences and mathematics needed in respiratory care. Topics covered include scientific measurement, chemistry, basic math, physics, and computer applications. (3 lecture hours per week) Prerequisite: READ 0309. [CIP51.0908]

**RSPT 1331****Respiratory Care Fundamentals II  
(3 credits)**

Provides a foundation for the development of knowledge and skills for respiratory care including lung expansion therapy, postural drainage and percussion, artificial airways, manual resuscitation devices and suctioning. (2 lecture and 3 laboratory hours per week) Requires departmental approval. [CIP51.0908]

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

Provides a foundation for the development of knowledge and skills for respiratory care including history, medical terms/symbols, medical/legal, infection control, vital signs, physical assessment, medical gas therapy, oxygen analyzers, and humidify/aerosol therapy. Application of these procedures are performed in the laboratory under supervision. (3 lecture and 3 laboratory hours per week) Requires departmental approval. [CIP51.0908]

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

The theory and history of clinical simulation examinations. Topics include the construction types, scoring, and mechanics of taking the exam along with practice in taking computerized simulations, and basic concepts of computer usage. (2 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) Requires departmental approval. [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). Requires departmental approval. [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) Requires departmental approval. [CIP51.0908]

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

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

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

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

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

This in-depth exposure to respiratory care and ventilator management with emphasis on neonatal and pediatric therapy. Case studies and follow-ups are presented. (16 laboratory hours per week) Requires departmental approval. [CIP51.0908]

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

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

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

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

**RSPT 2317**  
**Respiratory Care Pharmacology**  
**(3 credits)**

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

**RSPT 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) Requires departmental approval. [CIP51.0908]

**RSPT 2355**  
**Critical Care Monitoring**  
**(3 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 (3 lecture hours per week) Requires departmental approval. [CIP51.0908]

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

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

**ROTC Air Force**  
**(Reserve Officer Training Corps)**

*Admissions & Academic Advising Office*

**AFSC 1201, 1202**  
**Foundations of the USAF I, II**  
**(2 Credits) (1-1)**

Overall roles and missions of the USAF; career fields available. Emphasis on military customs and courtesies, appearance standards, core values, written and personal communication. Introduction to American military history. (1 lecture and 2 lab hours per week) [CIP 28.0101.0099]

**AFSC 2201, 2202**  
**Evolution of Air Power I, II**  
**(2 credits) (1-1)**

Key historical events and milestones in the development of air power as a primary instrument of United States national security. Core values and competencies of leaders in the United States Air Force. Tenets of leadership and ethics. (1 lecture and 2 lab hours per week) [CIP 28.0101.0099]

**Sociology**

*Traci Elliott, Department Chairperson*  
*Gerald Crane, Jean Raniseski*

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

This course presents a scientific examination of human social life, the unique social order of groups, and the products of living in society. Emphasis will be placed on social interaction patterns, group processes, and established institutions. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB45.1101.51 25]

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

This course includes scientific examination of conditions that are disruptive to society today, those seen as problematic for society as a whole, and those that represent violations of the norms in society. Emphasis will be placed on population, poverty, social minorities, mass society, delinquency, crime, drugs, sexual deviance, disorganization of family, education, and religion. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB45.1101.5225]

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

This course is a sociological examination of marriage and family life. Emphasis will be placed on issues associated with courtship, mate selection, marriage adjustment, and parenting in modern American society. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB45.1101.5425]

**SOCI 2306****Human Sexuality  
(3 credits)**

This course involves the study of psychological, sociological, and physiological aspects of human sexuality. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310 [CB42.0101.5325]

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

This course provides an introduction to multi-cultural and multi-ethnic diversity within the United States. Emphasis will be placed on the patterns of discrimination, prejudice, educational and healthcare disparities, and crime. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB45.1101.53 25]

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

This course involves the study of individual behavior within the social environment. Emphasis will be placed on conformity, obedience, group influence, attitude formation and change, and interpersonal relationships. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB42.2707.5125]

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

This course includes current theories and empirical research pertaining to crime and criminal behavior. Emphasis will be placed on its causes, methods of prevention, systems of punishment, and rehabilitation. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB45.0401.5125]

**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. [CB45.0401.5125]

**SOCI 2340****Drug Use & Abuse  
(3 credits)**

This course involves the study of the use and abuse of drugs in today's society. It will include physiological, sociological, and psychological factors. (3 lecture hours per week) Prerequisites: READ 0310 and ENGL 0310. [CB51.1504.52 16]

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

This course is part of an instructional program designed to integrate on-campus study with practical, hands-on experience in sociology. It may involve seminars and independent projects with specific goals and objectives for the study of human behavior and institutions. Prerequisites: READ 0310 and ENGL 0310. [CB45.0101.5125]

**Spanish**

*Amalia D. Parra, Department Chairperson  
Saul Olivares*

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

**SPAN 1300****Beginning Spanish Conversation 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) [CB16.0905.5413]

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

Fundamental skills in listening, speaking, reading, and writing. Includes basic vocabulary, grammatical structures and culture. (3 lecture and 2 laboratory hours per week). [CB16.0905.5113]

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

Fundamental skills in listening, speaking, reading, and writing. Includes basic vocabulary, grammatical structures and culture. (3 lecture and 2 laboratory hours per week). Prerequisite: SPAN 1411 with grade C or above or the Departmental Online Placement Test. [CB16.0905.5113]

**SPAN 2289, 2389****Academic Cooperative  
(2, 3 credits)**

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars,

the individual student will set specific goals and objectives in the study of Spanish language and literature. (2, 3 lecture hours and 12, 20 practicum hours per week) [CB 24.0103.5212]

**SPAN 2306****Intermediate Spanish Conversation  
(3 credits)**

Basic practice in comprehension and production of the spoken language. (3 lecture hours per week) [CB 16.0905.5413]

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

Review and application of skills in listening, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition and culture. (3 lecture and 1 hour per week). Prerequisite: SPAN 1412 with grade C or above or the Departmental Online Placement Test. [CB16.0905.5213]

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

Review and application of skills in listening, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition and culture. (3 lecture and 1 laboratory hours per week). Prerequisite: SPAN 2311 or the Departmental Online Placement Test. [CB16.0905.5213]

**SPAN 2315****Spanish for Native/Heritage Speakers II  
(3 credits)**

Review and application of skills in reading and writing. Emphasizes vocabulary acquisition, reading, composition, and culture. Designed for the individuals with oral proficiency in Spanish and considered equivalent to SPAN 2312. (3 lecture hours per week) Prerequisite: Departmental Online Placement Test. [CB16.0905.5213]

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

Representative readings. (3 lecture hours per week). Prerequisite: SPAN 2312 or the Departmental Online Placement Test. [CB16.0905.5313]

**SPAN 2322****Introduction to Spanish Literature II (Iberian)  
(3 credits)**

Representative readings. (3 lecture hours per week) [CB 16.0905.5313]

**SPAN 2323****Introduction to Latin American Literature  
(3 credits)**

Representative readings. (3 lecture hours per week) [CB 16.0905.5313]

**SPAN 2324****Spanish Culture  
(3 credits)**

Representative readings. (3 lecture hours per week) [CB 16.0905.5313]

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## Speech

C. Jay Burton, Department Chairperson  
Earnest Burnett, Sara Mangat, 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. [CB23.1304.5112]

### 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. [CB23.1304.5312]

### SPCH 1318 Interpersonal Communication (3 credits)

This course presents theory, examples, and participation in exercises in order to improve effective one-to-one and small group communication. (3 lecture hours per week). Prerequisites: READ 0310 and ENGL 0310. [CB23.1304.5412]

### SPCH 1321 Business Speaking (3 credits)

Theory and practice of communication as applied to business and professional situations. The course will analyze trends in business communication and provide practical application of selected methods. (3 lecture hours per week). Prerequisite: READ 0310. [CB23.1304.5212]

### SPCH 2335 Argumentation and Debate. (3 credits)

Theory and practice in argumentation and debate including analysis, reasoning, organization, strategy, and refutation. (3 lecture hours per week). Prerequisite: READ 0310 [CB23.1304.5912]

### SPCH 2341 Oral Interpretation (3 credits)

This course presents the study of platform interpretation of literature. The course emphasizes improvement in voice, pronunciation, and 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. [CB23.1304.5712]

## Sports and Human Performance

Bonny Johnson, Department Chairperson  
Bryan Alexander, Don Childs, Gary Coffman, Jennifer Hightower, Jason Schreiber

### 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. Any course in the ranges 1100-1150 and 2100-2150 are under [CB36.0108.5123]

### 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).

### 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).

### 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).

### 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).

### 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).

### 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).

### 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).

### PHED 1122, 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)

### 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).

### 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).

### 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).

### PHED 1135, PHED 1137 Hi-Lo/Step/Cardio Dance (1 credit)

This course consists of a planned program that utilizes Hi-Lo Aerobics, Step Aerobics and Cardio-Dance in an effort to provide improvement in overall aerobic fitness through increased cardio respiratory activity and large muscle exercise. (3 laboratory hours per week).

### PHED 1138, PHED 1148 Fitness Walking (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)

### 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)

### PHED 1140, PHED 2140 Pilates (1 credit)

This course consists of a planned program that uses the Pilates method in an effort to improve the individual's core strength. This unique method of body conditioning will strengthen and tone muscles, improve posture and provide better flexibility and balance. (3 laboratory hours per week).

### 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).

**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).

**PHED 1145**

**Horsemanship  
(1 credit)**

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

**PHED 1146**

**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).

**PHED 1147-1157**

**Basketball  
(1 credit)**

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

**PHED 1150, PHED 2150**

**Individual and Dual Sports - Fitness & Wellness  
(1 credit)**

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

**PHED 1151**

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

This course provides instruction and participation in scuba diving in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours per week). [CB36.0108.5423]

**PHED 1152**

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

This course provides instruction and participation in advanced scuba diving in order to develop the student's fitness, skills, knowledge, and appreciation. (3 laboratory hours per week). [CB36.0108.5423]

**PHED 2110, PHED 2111**

**Boot Camp  
(1 credit)**

Boot camp fitness workouts include, but are not limited to, cardiovascular conditioning, speed, endurance, partner resistance, and different types of strength training. This course also includes fitness group challenges, kickboxing, medicine ball drills, obstacle course, and other core strength training. All activities are structured so that you can choose the appropriate intensity for your fitness level. (3 laboratory hours per week).

**PHED 2112**

**Flag Football  
(1 credit)**

This course provides instruction and participation in flag football in order to develop the student's fitness, skills, knowledge, and appreciation. (3 lab hours per week)

**PHED 2113, PHED 2115**

**Dance**

**(1 credit)**

Ballroom - This course includes the basic steps for popular European, Latin, and American ballroom dances. The history of ballroom dance and the relationships between dance styles and other cultures are also studied. (3 laboratory hours per week).

Hip Hop - This course provides instruction and participation in hip hop, and also includes a brief study of the history and philosophy of dance. (3 laboratory hours per week).

Jazz - This course provides instruction and participation in jazz and also includes a brief study of the history and philosophy of dance. (3 laboratory hours per week).

Latin Club Dance - This course provides instruction and participation in learning Salsa patterns, Bachata Merengue, Cha Cha, Rumba, and Mambo as well as exploring the music and rhythm of each dance. (3 laboratory hours per week).

**PHED 2114, 2116**

**Fitness Ball  
(1 credit)**

Fitness Ball is a planned program of exercise that will help to build and maintain core-strength. Fitness Ball will provide a condition of fitness and overall body tone through slow and controlled movements. (3 laboratory hours per week).

**ADVANCED SPORTS**

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

**PHED 2100, 2101**

**Advanced Baseball  
(1 credit each)**

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

**PHED 2102, 2103**

**Advanced Fast-Pitch Softball  
(1 credit each)**

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

**PHED 2104**

**Advanced Soccer  
(1 credit each)**

This course is for advanced soccer players. (3 laboratory hours per week).

**PHED 2105**

**Co-Ed Indoor Soccer  
(1 credit)**

This course is designed to introduce students to the basics of indoor soccer. Passing and shooting drills are emphasized along with team play. Modifications to soccer rules are used to accommodate indoor soccer rules. (3 laboratory hours per week).

**PHED 2108, PHED 2109**

**Stretch, Tone and Sculpt  
(1 credit)**

This course consists of a planned program of toning and conditioning exercises that incorporate resistance in an effort to improve muscular strength, endurance and flexibility. (3 laboratory hours per week).

**THEORY COURSES**

**PHED 1301**

**Introduction to Physical Fitness & Sport  
(3 credits)**

Designed for professional orientation in sports and human performances, health, and recreation, and includes a brief history and study of the philosophy and modern trends of health and human performance, teacher qualification, vocational opportunities, and skill testing. (3 lecture hours per week). [CB31.0501.5223]

**PHED 1304**

**Health and Wellness  
(3 credits)**

Course presents the essential present-day knowledge of health and wellness. Stresses physiological and anatomical background, showing the student how to make a sound appraisal of the effects of health practices upon the body. 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). [CB51.1504.5116]

**PHED 1306**

**First Aid  
(3 credits)**

Theory and practice used in the standard and advanced courses of the American Red Cross in first aid and home and farm safety. (3 lecture hours per week). Corequisite: READ 0309. [CB51.1504.5316]

**PHED 1308**

**Officiating Baseball and Softball  
(3 credits)**

This class is designed to provide the student with an overview of the techniques required for officiating softball/baseball. The official's role, rules of the game, field positioning, game management and other aspects will be presented. Opportunities will be provided for observing officials at various levels. & practical officiating experience opportunities. (3 lecture hours per week). Corequisite: READ 0309. [CB31.0101.5123]

**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). [CB31.0505.5123]

**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). [CB31.0101.5123]

**PHED 1338**

**Concepts of Physical Fitness  
(3 credits)**

Concepts and use of selected physiological variables of fitness, individual testing and consultation, and the organization of sports and fitness programs. (3 lecture & 3 lab hours per week) Prerequisite: READ 0309 [CB 31.0101.5123]

**PHED 1346**

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

A study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological and psychological factors. (3 lecture hours per week). [CB51.1504.5216]

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# Texas Department of Criminal Justice (TDCJ)

Alvin Community College has conducted educational programs for the Texas Department of Criminal Justice since 1965. In addition to the Associate of General Liberal Arts (page 44), 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  
Culinary Arts  
Drafting  
Horticulture (Ornamental)

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

## Automotive Technology

David Garza

All AUMT courses are under [CB47.0604]

### 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 1408

#### 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 Information Technology/WebAuthoring

Thomas Magliolo, Department Chairperson  
Tom Cook, Randy Jonte, Michael J. Smith

### BCIS 1305

#### Business Computer 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]

**IMED 1416****Web Design I  
(4 credits)**

Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers. Identify how the Internet functions with specific attention to the World Wide Web and file transfer; apply design techniques in the creation and optimization of graphics and other embedded elements; demonstrate the use of World Wide Web consortium (W3C) formatting and layout standards; create, design, test, and debug a web site. (3 lecture and 3 lab hours per week) [CIP11.0801]

**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)

**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)

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

Introduction to programming using C. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 lecture and 3 laboratory hours per week). [CIP11.0204]

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

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

**ITSE 2413****Web Authoring  
(4 credits)**

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

**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)

## Culinary Arts

*Rosemary Bowen*

**CHEF 1205****Sanitation and Safety  
(2 Credits)**

A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards. (2 lecture hours per week). [CIP12.0503]

**CHEF 1400****Professional Cooking and Meal Service  
(4 Credits)**

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

**CHEF 1401****Basic Food Preparation  
(4 Credits)**

A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. (2 lecture and 4 lab hours per week) [CIP12.0503]

**CHEF 2301****Intermediate Food Preparation  
(3 Credits)**

Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. (2 lecture and 3 lab hours per week). [CIP12.0503]

**CHEF 2331****Advanced Food Preparation  
(3 Credits)**

Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. (2 lecture and 3 lab hours per week). [CIP12.0503]

**IFWA 1427****Food Preparation II  
(4 Credits)**

Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. (2 lecture and 4 lab hours per week) [CIP12.0503]

**IFWA 2346****Quantity Procedures  
(3 Credits)**

Exploration of the theory and application of quantity procedures for the operation of commercial, institutional, and industrial food services. Emphasis on quantity cookery and distribution. (2 lecture and 4 lab hours per week) [CIP12.0503]

**PSTR 1301****Fundamentals of Baking  
(3 Credits)**

The fundamentals of baking including yeast dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, kitchen safety, formula conversions, functions of ingredients, and the evaluation of baked products. (2 lecture and 3 lab hours per week) [CIP12.0501]

## Drafting

*Ray Salinas*

### DFTG 1215 Architectural Blueprint Reading (2 credits)

The fundamentals of blueprint reading for the construction industry will be examined. (1 lecture and 2 lab hours per week)

### DFTG 1405 Technical Drafting (4 credits)

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. (2 lecture and 6 lab hours per week)

### DFTG 1409 Basic Computer-Aided Drafting (4 credits)

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale. (2 lecture and 6 lab hours per week)

### DFTG 1417 Architectural Drafting – Residential (4 credits)

Architectural drafting procedures, practices, and symbols. Preparation of detailed working drawings for residential structures. Emphasis on light frame construction methods. (2 lecture and 5 lab hours per week)

### DFTG 1433 Mechanical Drafting (4 credits)

Detail drawings with proper dimensioning and tolerances, use of sectioning technique, common fasteners, pictorial drawings, including bill of materials (2 lecture and 6 lab hours per week)

### DFTG 2323 Pipe Drafting (3 credits)

A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. (2 lecture and 2 lab hours per week).

### DFTG 2419 Intermediate Computer-Aided Drafting (4 credits)

A continuation of practices and techniques used in basic computer-aided drafting emphasizing advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, construction of 3 dimensional, interfacing 2d and 3d environments and extracting data. (2 lecture and 6 lab hours per week).

### TECM 1303 Technical Mathematics (3 credits)

A review of basic mathematics including whole numbers, fractions, mixed numbers, decimals, percents, ratios, and proportions. Converting to different units of measure (standard and/or metric) and other topics as required by specific businesses and industries will be covered. (3 lecture 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 land 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 Workforce Development Program

## Purpose

The Continuing Education Workforce Development Department, located in Building H on the main campus of Alvin Community College, provides life-long training and educational opportunities in several categories: GED/ESL; Corporate/Customized Training; Workforce Training; Youth Enrichment; Senior Adults; & Special Interest.

## General Information

The Alvin Community College Board of Regents establishes tuition and fees for noncredit classes. For more information concerning the Continuing Education Workforce Development Department and our course offerings please call 281-756-3787 or visit us online at [www.alvincollege.edu/continuing](http://www.alvincollege.edu/continuing) education and career training. Day and evening classes are offered on both the Alvin and Pearland campuses. Check the current schedule for specific times and locations. Those who have program and course ideas should contact the office of the Dean of Continuing Education/Workforce Development at 281-756-3789.

## Workforce Training Program

### Health & Medical

Providing top-quality training for individuals wanting to enter the medical field or those needing continuing education units for maintaining their professional licenses. Specific areas regularly offered are listed below. Call 281-756-3787 for information.

Certified Nursing Assistant  
Clinical Medical Assistant  
CPR  
Dental Assistant  
Massage Therapy  
Medical Administrative Assistant  
Medication Administration  
Medical Coding & Billing  
Medical Transcription Editor  
Orthopedic Technician Assistant  
Phlebotomy  
Re-Entry Nurse Update, (Nurse Refresher Course)

### Information Technology

Growing changes in the computer and information technology field makes computer skills a must in today's job market. Courses can be customized to meet specific software needs. The IT program offers the following courses. Call 281-756-3904 for information.

Introduction to Computers  
Computer Job Skills Program  
MS Access  
MS Excel  
MS Outlook  
MS PowerPoint  
MS Project  
MS Word  
QuickBooks  
and much more

### 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.

TSTC Programs  
Welding

### Foreign Language

Foreign language classes are available for conversational or specific occupational needs. Call 281-756-3787 for additional information.

### Online Courses

Online courses provide a vast selection of high-quality programs. Some of the most innovative and well received e-learning solutions are available. There are online solutions for continuing education, workforce development, career skills training, certificate programs and personal enrichment courses.

### Real Estate

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

Real Estate Appraiser  
Real Estate Salesperson  
Professional Inspector

Call 281-756-3994 for more information.

### Professional Truck Driver Training

Classes and hands on training designed to prepare the student to take the Commercial Drivers License exam. Call 281-756-3787 for more information.

### Bank Teller Training

If you are interested in becoming a teller in a bank, credit union or other financial institution, then register for this popular course. You will learn the important skills and information needed to be a successful bank teller.

### Corporate Training

The Continuing Education Workforce Development Department of Alvin Community College will respond to the specific needs of local business and industry in the area of Workforce Development. The Corporate Training staff will respond efficiently and customize the training to meet your companies' needs through a strong network of consultants and trainers. Call 281-756-3907 for more information.

We can provide a full range of Training Development services including, but not limited to:

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

## Life Long Learning

### Youth

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

Year round activities include Karate ages 5+.

### 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. Call 281-756-3787 for more information. Suggestions for additional offerings are welcomed!

Some regular offerings include:

Concealed Handgun License  
Concealed Handgun Renewal  
Dance Classes  
Motorcycle Safety  
Physical Fitness

## GED (General Educational Development)

Prepare for GED testing by enrolling in an adult education class at ACC. At the Alvin campus or the Pearland Center, choose a day or night class to prepare for five sections of the test - writing, social studies, science, reading, and math. Classes are usually available year round.

The PRE-GED class is specifically designed for adults with eight or less years of formal education or with basic reading, language or math difficulties. The instruction develops general reading, writing, and mathematics to help students transition to the GED study level.

The GED class prepares students to pass the GED exam in order to earn the high school equivalency diploma. Although students may take the GED exam without GED preparation classes, most students score significantly higher by participating in the individualized instructional program.

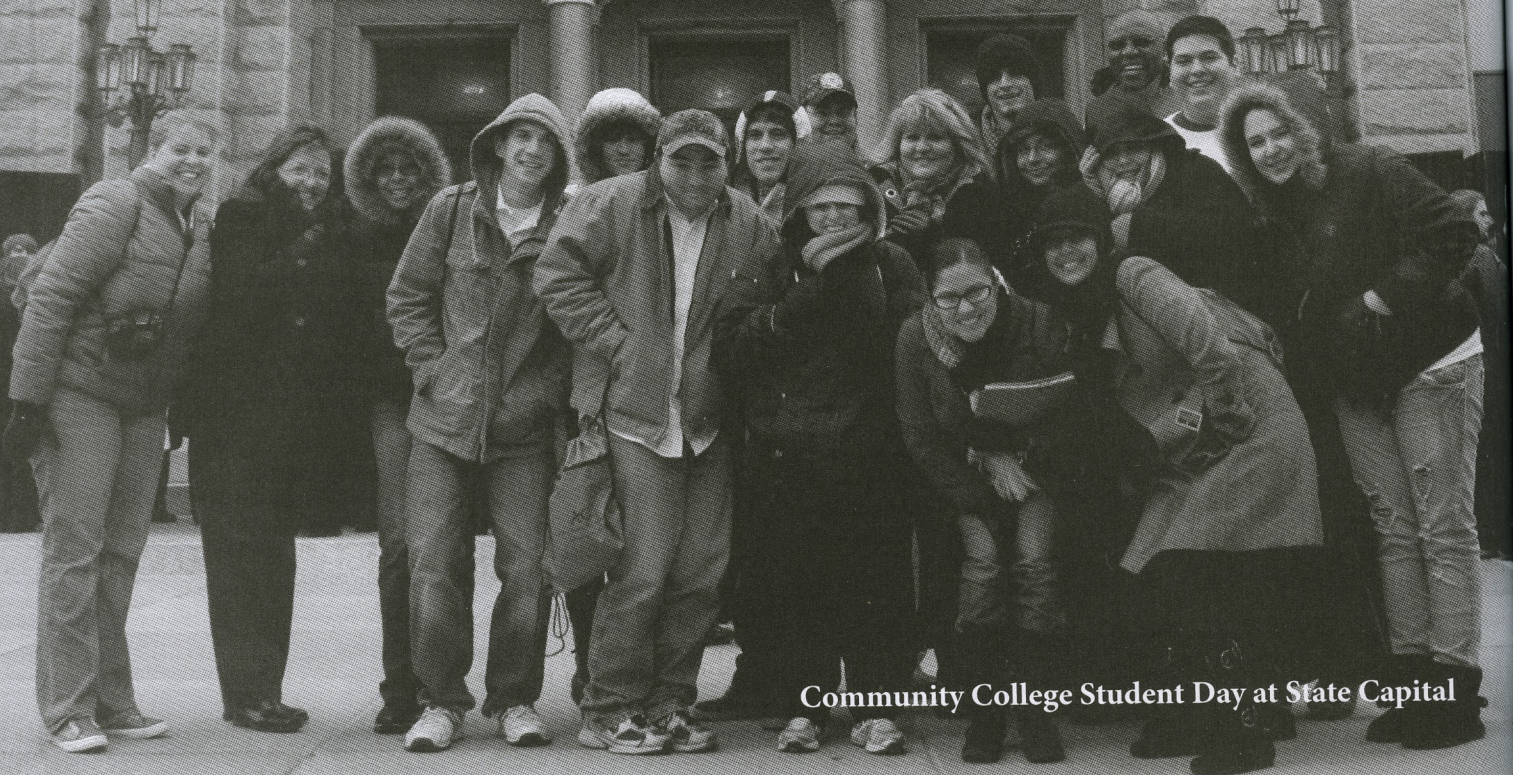
Students under 18 must have proof of withdrawal from public school and written permission from a parent or guardian. Before class begins, both student and parent must sign a written enrollment contract to ensure compliance with class rules and campus regulations.

Sixteen-year-olds are accepted only when they are court-ordered to attend a GED class.

For information on GED classes, call 281-756-3554. For information on GED testing, call the Enrollment Service Center (ESC) at 281-756-3531 or the ACC Testing Center at 281-756-3526.

**NEW PROGRAMS AND COURSES ARE ADDED BASED ON DEMAND**

# Board of Regents Administration & Staff



Community College Student Day at State Capital

## Board of Regents

L.H. "Pete" Nash, Chairman  
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## Administration

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## Emeriti Administrators & Instructors

Gilbert Benton  
*English Instructor, Emeritus*  
William Bitner  
*Chemistry Department Chair, Emeritus*  
Frankie Blansit  
*Sports & Human Performance  
Instructor & Coach, Emeritus*  
Thomas L. Bryan  
*Instructor of History Instructor, Emeritus*  
Doris Burbank  
*Music Instructor, Emeritus*  
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*Associate Dean of Student and Instructional Services,  
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James Corbett  
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Cleo Congrady  
*English Instructor, Emeritus*

Charles Ferguson  
*English Instructor, Emeritus*  
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Alice Hagood  
*Mathematics Instructor, Emeritus*  
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*Director of Financial Aid & Placement, Emeritus*  
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*Instructor and Department Chair  
Child Development & Early Childhood, Emeritus*  
William Horine  
*Biology Instructor, Emeritus*  
Patsy Klopp  
*English Instructor, Emeritus*  
Mary Knapp  
*Court Reporting Dept. Chair, Emeritus*

James T. Lewis  
*Dean of Administrative Services, Emeritus*  
Marvin Longshore  
*Government Instructor, Emeritus*  
James Meadows  
*Dean of Instruction, Student & Community Services,  
Emeritus*  
Danny R. Potter  
*Dean of Financial & Administrative Services, Emeritus*  
Julia Roberts  
*ABE/GED Department Chair, Emeritus*  
Joan Rossano  
*Administrative Coordinator, Emeritus  
Director of Child Lab School, Emeritus*  
Marcello Joe Rossano  
*Dean of Financial & Administrative Services, Emeritus*  
Gerald Skidmore  
*Dean of Instruction, Student & Community Services,  
Emeritus*

## In Memoriam

Evelyn Strickland  
*Librarian, Emeritus*  
John Holst  
*Biology Instructor, Emeritus*  
D. P. O'Quinn  
*President, Emeritus*  
Cherry Simpson  
*Art Instructor, Emeritus*  
F. Joseph Phillips  
*Dean of Instruction, Student &  
Community Services, Emeritus*  
Henry Meyers  
*Dean of the College, Emeritus*  
Elmo Marburger  
*Associate Dean, Student &  
Community Services, Emeritus*  
Neal Nelson  
*Dean of Admissions & Registrar, Emeritus*  
Arthur Daniel  
*Social Science Department Chair,  
Emeritus*  
Charles Benson  
*English Instructor, Emeritus*  
Malcom B. (Mike) Johnstone  
*Counselor, Emeritus*  
Marilyn Jean Withrow  
*Associate Degree Nursing Instructor,  
Emeritus*

Mary Wylie  
*English Instructor, Emeritus*  
Pearl Rinderknecht  
*Secretarial Science Instructor, Emeritus*  
Charles Bennett  
*Mathematics Instructor*  
Ben Daw  
*Drafting Instructor*  
William Taliaferro  
*Government Instructor*  
Buddy Brogdon  
*Technical Programs Instructor*  
Ida Blanchette  
*History Instructor*  
Fred Basel  
*Manager of Computer Operations*  
N. Lee Baker  
*Accounting Instructor*  
Paul Webber  
*Director of Continuing Education &  
Evening Programs*  
Robert N. Richarz  
*Director of Physical Plant*  
Alec J. Huffman  
*A/C & Refrigeration Instructor*  
Mary Alice Metcalf  
*Director of Associate Degree Nursing*

Michael Eernisse  
*Sociology Instructor*  
Lemuel "Buddy" Bruner  
*TDCJ Welding Instructor*  
Donna T. Barnett  
*Public Information Specialist*  
Abe B. Smith  
*Assistant Director, Cont. Education*  
Catherine Forsythe  
*Director, Radio/TV Broadcasting*  
Dickie Lee Fox  
*English Instructor*  
Robert Higby  
*Economics Instructor*  
Jo Bennett  
*Associate Dean of Student &  
Instructional Services, Emeritus*  
Roy P. Turner  
*Biology Instructor*  
Edgar "Andy" Anderson  
*Music Instructor*  
Stephen "Steve" Wheeler  
*Biology Instructor*  
William "Barry" Russell  
*Computer Science Instructor*  
Alice Hagood  
*Math Instructor*



## Faculty & Administrative/Professional Staff

### Robin Abrams

Instructor of Associate Degree Nursing  
B.S.N., Texas Woman's University  
M.S., Regis University

### Daniel Abrego

Programmer  
B.S., Lamar University  
B.S., University of Houston

### Bryan Alexander

Instructor of Sports & Human Performance  
Baseball Coach  
M.S., University of Houston-Clear Lake  
M.A., University of Houston-Clear Lake

### A. Rodney Albright

Instructor of Behavioral Science/Criminal Justice  
President  
A.A., Navarro Junior College  
B.S., Sam Houston State University  
M.A., Sam Houston State University  
J.D., South Texas College of Law

### JoAn Anderson

Dean of Students  
B.A., Southern Nazarene University  
M.S., University of Houston-Clear Lake

### Karen Barnett

Instructor of Legal Studies  
Department Chair, Legal Studies  
Division Chair, Legal & Public Service  
B.S., University of Houston  
J.D., University of Houston Law Center

### Leslie Bartosh

Instructor of Culinary Arts  
Department Chair of Culinary Arts  
A.A.S., Johnson & Wales University

### Thomas O. Bates

Director of Library Services  
B.A., University of Alabama  
M.L.S., Peabody College

### Roger K. Bell

Technical Services Librarian  
B.A., University of Texas  
M.L.S., University of Texas

### Frederick Bellows

Systems/Database Administrator  
UNIX Administration & Security/Novell Administration

### Ralph Best

Instructor of Mathematics  
B.S., University of Alabama  
M.A., University of Alabama  
M.S., University of Texas

### John Bethscheider

Instructor of Criminal Justice & Sociology  
Provost/Dean of Instruction  
B.S., Sam Houston State University  
M.A., Sam Houston State University  
Ed.D., Nova University

### James S. Boler

Instructor of Mathematics  
B.A., Rice University  
Ph.D., Rice University

### Rhonda Boone

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Department Chair, Pharmacy Technology  
A.A.S., Amarillo College  
B.S., Texas Chiropractic College  
D.C., Texas Chiropractic College

### Sara Bouse

Counselor, TDCJ  
B.A., Abilene Christian University  
M.S.W., Our Lady of the Lake University

### Rosemary Bowen

Instructor of Culinary Arts - TDCJ  
B.S., Institute of Hotel Management, Catering  
Technology & Applied Nutrition

### Norman Bradshaw

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Department Chair, Accounting & Business  
B.B.A., Sam Houston State University  
J.D., South Texas College of Law

### Thomas M. Branton

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Division Chair, Business Technology  
B.S., Mississippi State University  
J.D., University of Mississippi School of Law  
L.L.M., University of Houston Law Center

### Karen Briza

Instructor of Vocational Nursing  
Department Chairperson, Vocational Nursing  
B.S., Molloy Catholic College for Women

### Lynne Bruner

Clinical Director of Diagnostic Cardiovascular  
Sonography  
A.A.S., Alvin Community College

### Gwendolyn Burgess

Academic Advisor  
B.S., Florida A&M University  
M.S., University of Houston

### Earnest Burnett

Instructor of Speech  
B.A., Texas Southern University  
M.A., Texas Southern University  
Ph.D., Sam Houston State University

### C. Jay Burton

Instructor of Speech and Drama  
Department Chair, Speech & Drama  
B.A., University of North Carolina at Greensboro  
M.A., University of North Carolina at Chapel Hill  
Ph.D., Florida State University

### Jerrod Butcher

Instructor of Biology  
B.S., Texas A & M University  
M.S., University of Texas at Arlington  
Ph.D., Texas A & M University

### Steven Cabrera

Network Administrator  
A.A.S., Alvin Community College  
Network +

### Jerry Carrier

Instructor of Human Services/Substance Abuse  
Counseling  
Department Chair, Human Services/Substance Abuse  
Counseling  
B.S., North Texas State University  
M.S., North Texas State University  
Ph.D., North Texas State University

### Jeffrey Cernoch

Network Manager & Project Director  
A.A.S., Lee College

### Christopher L. Chance

Instructor of History  
Department Chair, History/Geography/Philosophy  
B.A., Louisiana State University-Shreveport  
M.A., Louisiana Tech University

### Donald H. Childs

Instructor of Sports & Human Performance  
B.S., Southwest Texas State College  
M.Ed., Southwest Texas State College  
Ed.D., University of Houston

### Norma Lahart-Cloyd

Instructor of Respiratory Care  
A.A.S., Odessa College  
B.A., University of Texas, Permian Basin

### Gary Coffman

Instructor of Sports & Human Performance  
B.S., Eastern New Mexico University  
M.S., Eastern New Mexico University  
Ed.D., University of Mississippi

### Maurice Cook

Instructor of Criminal Justice  
Department Chair, Criminal Justice  
B.S., Sam Houston State University  
M.A., Stephen F. Austin University  
J.D., Texas Southern University

### Thomas Cook

Instructor of Computer Science TDCJ  
A.A.S., Houston Community College  
B.S., Houston Baptist University  
B.S., University of Houston-Clear Lake

### Susan Cooper

Instructor of Management Development  
Department Chair, Management Development  
B.A., Sam Houston State University  
M.A., Sam Houston State University

### Donna Corley

Special Projects Coordinator  
B.A., University of Houston - Clear Lake  
M.A., University of Houston - Clear Lake

**Gerald Crane**

Instructor of Sociology  
 A.A.S., Alvin Community College  
 B.S., University of Houston  
 M.S., University of Houston - Clear Lake

**William Cranford**

Instructor of Court Reporting  
 Department Chair, Court Reporting  
 B.S., East Texas State University

**James M. Creel**

Instructor of English  
 B.A., Midwestern State University  
 Ph.D., University of Texas at Austin

**Eileen Cross**

Coordinator, Disability Services  
 B.S., Texas Tech  
 M.S., University of Houston - Clear Lake

**Benjamin Deadwyler**

Programmer/Analyst  
 B.B.A., Georgia College & State University

**Wendy Del Bello**

Assistant to the President/  
 Executive Director of Development  
 B.E.D., Texas A&M University  
 M.S., Texas A&M University

**Mark Demark**

Instructor of Process Technology  
 Department Chair, Process Technology  
 B.S., Wayne State University

**Jason Dentler**

Programmer/Analyst  
 B.S., University of Houston - Victoria

**Dora Devery**

Instructor of Geology  
 Department Chair, Chemistry, Geology, Physics  
 B.A., Rutgers University  
 M.S., Texas Christian University

**Nedette DeVries-Klasing**

Instructor of Vocational Nursing  
 A.A.S., Alvin Community College

**Deanna Dick**

Instructor of Mathematics  
 B.S., Texas Tech University  
 M.S., Texas Tech University

**Patricia Dildy**

Instructor of Early Childhood / Child Development  
 Director, Child Development Laboratory School  
 A.A.S., Alvin Community College  
 B.S. University of Houston-Clear Lake

**Karen Downey**

Instructor of Court Reporting  
 Certificate, Alvin Community College  
 A.A.S., Alvin Community College  
 B.S., University of Houston - Clear Lake  
 M.A., University of Houston - Clear Lake

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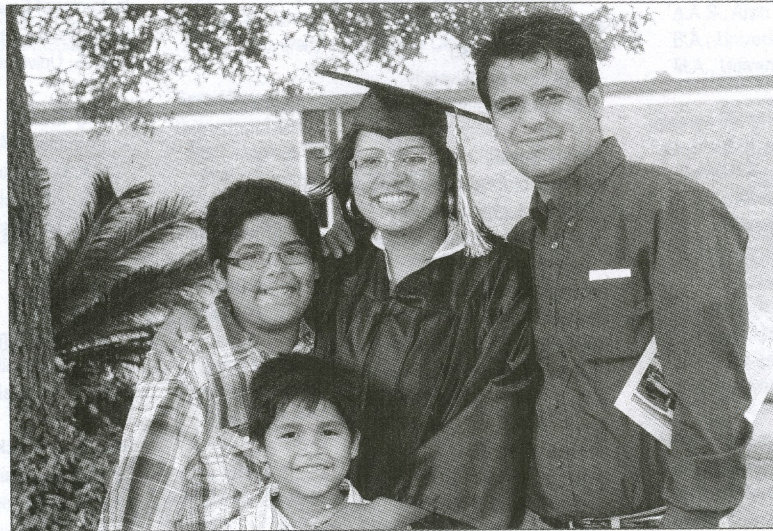
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Graduation is a proud moment for students, family, and ACC faculty and staff.

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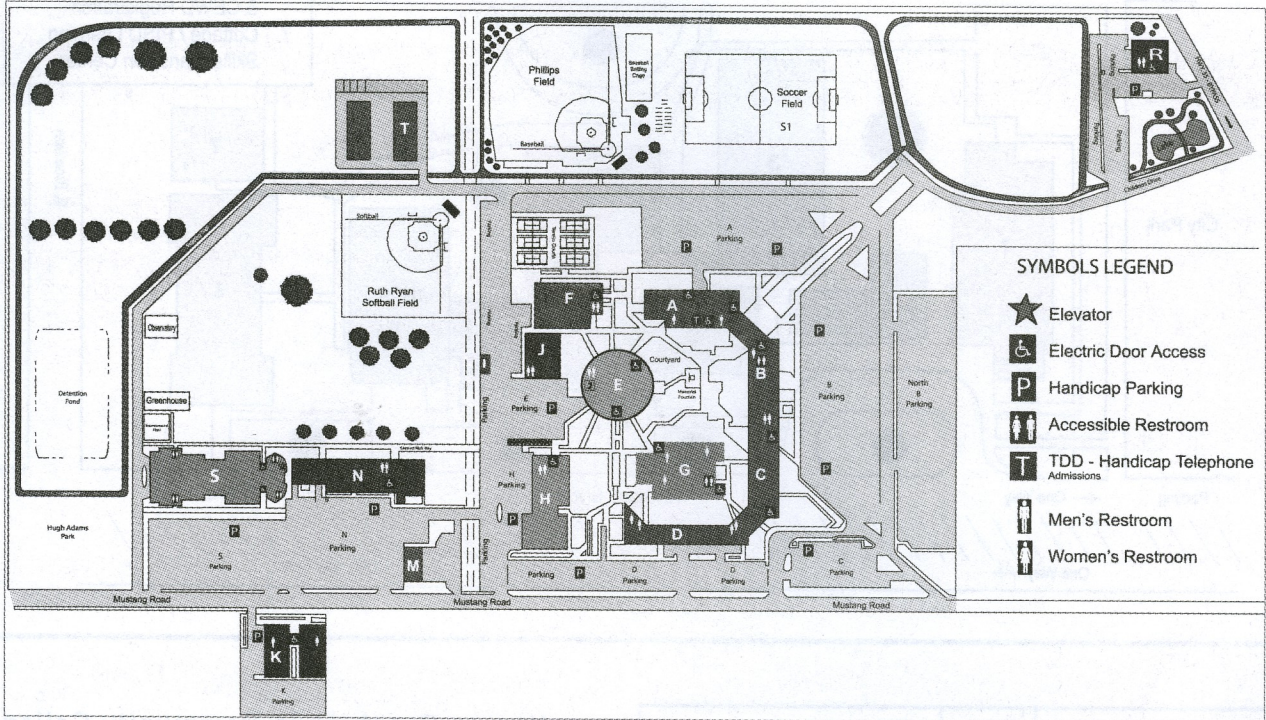
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**A** Enrollment Services Center  
Library / Dean of Students / Cyber Lab

**B** Administration / Fine Arts  
Art Gallery

**C** Childcare / Paralegal / Human Resources  
Human Services & Addiction Counseling

**D** Business Programs  
Industrial Technology

**E** Student Center / College Store

**F** Fitness Center

**G** Liberal Arts  
Dean of Academic Programs

**H** Continuing Education Workforce Development  
Allied Health Center, Campus Police

**I** Art - Metals/Jewelry

**J** Art - Ceramics/Sculpture

**K** Broadcast Communications  
Court Reporting

**M** Shipping & Receiving

**N** Technical Programs  
Criminal Justice / Police Academy

**R** Nolan Ryan Center

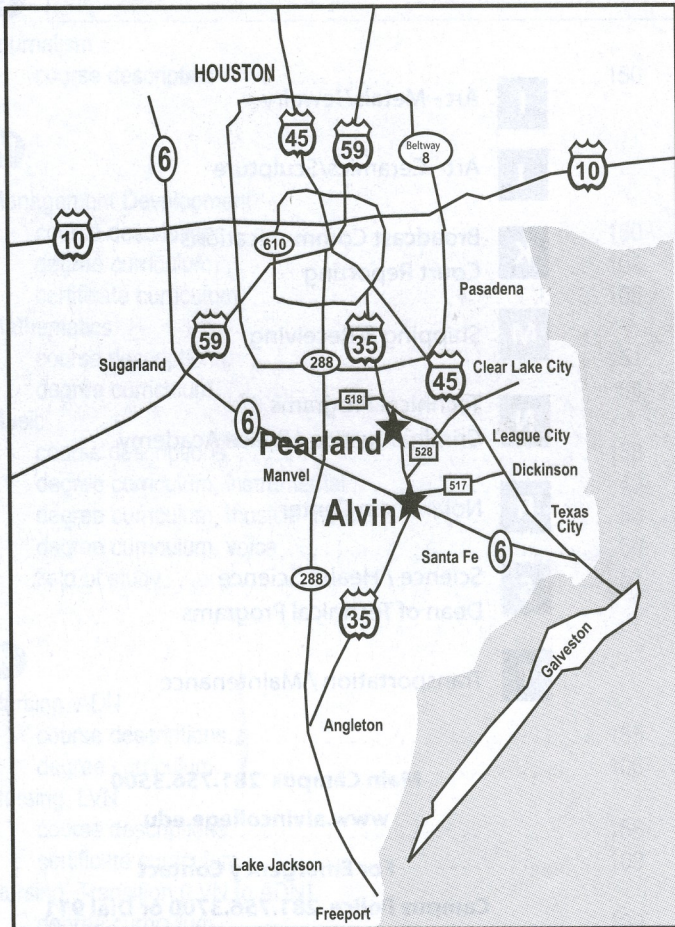
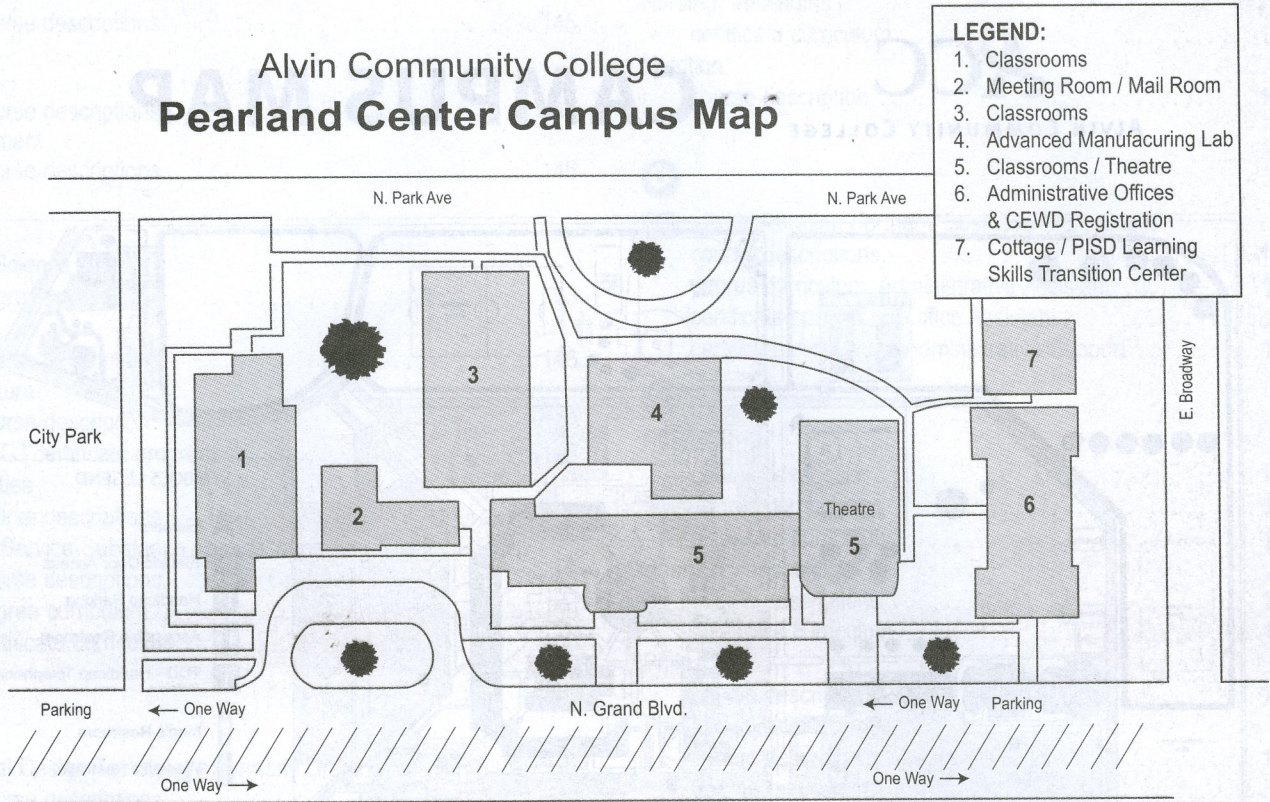
**S** Science / Health Science  
Dean of Technical Programs

**T** Transportation / Maintenance

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**Campus Police 281.756.3700 or Dial 911**

## Alvin Community College Pearland Center Campus Map



### 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:** 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:** 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.



*Together we can. . .*

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