

Catalog 2003-2004



Accreditation

Austin Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the associate degree. The College is recognized and sanctioned by the Texas Higher Education Coordinating Board. It is a member of the American Association of Community Colleges and the Texas Association of Community Colleges. Several of the nursing and allied health programs are subject to national accreditation agency requirements.

About the College

Catalog

This catalog has been prepared from existing policies and information obtained from the appropriate Austin Community College officials. The catalog is informational in purpose and does not constitute a contract between Austin Community College and any person or entity. The content is current as of the date of publication but is subject to modification at any time to accommodate changes in educational plans or resources. For curriculum changes and updates, refer to the catalog online at www3.austincc.edu/catalog.

Not all courses listed in this catalog are offered each semester. The College reserves the right to select the courses to be offered during any session. Each semester the College produces both a printed and an online schedule listing those courses to be offered. Schedules are made available to students as early as possible prior to the beginning of each semester.

Most ACC students take courses to enhance skills or to transfer to four year institutions. According to the Texas Higher Education Coordinating Board, ACC transfers the third largest number of students to public four year institutions when compared to all other two year public colleges in Texas. ACC's 4-year average Student-Right-to-Know Completion or Graduation Rate is 4%. The 4-year average Student-Right-to-Know Transfer-out Rate is 33%.

Catalog in Effect

Students may graduate under the terms of the catalog in effect when they entered Austin Community College or any subsequent catalog under which they attended, provided: A) said catalog is not more than five (5) years old, and B) the student's particular degree or certificate plan has not been discontinued by the College. Students with majors that are discontinued will be allowed two years in which to complete such plans before the official deactivation of the affected instructional program. Students needing more information about this policy should contact an academic advisor or counselor.

Discrimination Prohibited

Employment at the College and access to its programs or activities shall not be limited on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, political affiliation, or physical disability. ACC will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. All recruitment and admissions material complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans With Disabilities Act (ADA). Inquiries regarding ACC's compliance with ADA, or requests for accommodations for persons with disabilities can be directed to:

EEO/ADA/Affirmative Action Coordinator
5930 Middle Fiskville Rd. Austin, TX 78752-4390
512-223-7572 (voice)
1-800-735-2989 (Texas Relay Service TDD)

Student Right to Know

Copies of the crime report as required by the Student Right to Know and Campus Security Act are available in campus police offices, campus libraries, the Student Handbook, and on the web at www3.austincc.edu/evpcss/rightoknow.htm

Family Education Rights and Privacy Act

The following statement concerning student records maintained by Austin Community College is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student will be limited to that designated as directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in activities, dates of attendance, degrees, certificates and awards, name of the previous educational institution attended, student classification and enrollment status. Any student objecting to the release of all or any portion of such information must notify the Office of Admissions and Records within the first twelve class days of the semester. The restriction will remain in effect until revoked by the student.

History and Governance

Austin Community College is a public institution of higher education that serves the capital area of Texas. The College maintains an open admissions policy and offers freshman and sophomore university parallel courses, occupational-technical programs in a variety of areas, avocational and vocational continuing education courses, and adult education.

Austin Community College is governed by a nine-member Board of Trustees elected by voters of the Austin, Leander, and Manor Independent School Districts. The college's major revenue sources are appropriations from the State Legislature, local property taxes, and student tuition and fees.

Austin Community College was established by the voters of the Austin Independent School District on December 9, 1972, and opened for classes in September 1973 with 2,200 students. Enrollment in credit courses now exceeds 30,000 per semester.

Purpose of the College – Mission

Austin Community College is an educational institution committed to challenging the human mind to explore new ideas and seek new opportunities. The College mission is to provide a wide range of high quality educational services that meet the needs of our willing partners in learning, both those who seek our services and those whom we must seek out.

Austin Community College operates on the belief that open access to quality postsecondary educational experiences is vital in a rapidly changing democratic society. Therefore, the College exists to provide such educational opportunities to all the people of the Austin Community College service area. Hence, Austin Community College maintains an “open door” admissions policy, offers a comprehensive variety of postsecondary educational programs, and actively seeks to eliminate barriers in the educational process.

A. Types of Programs

Austin Community College offers the following types of programs, services, and instruction to fulfill its mission and to satisfy state law for public junior and community colleges:

- a. Vocational and technical programs of varying lengths leading to certificates or degrees.
- b. Freshman- and sophomore-level academic courses leading to an associate degree or serving as the base of a baccalaureate degree program at a four-year institution.
- c. Continuing adult education for academic, occupational, professional, and cultural enhancement.

- d. Special instructional programs and tutorial service to assist underprepared students and others who wish special assistance to achieve their educational goals.
- e. A continuing program of counseling and advising designed to assist students in achieving their individual educational and occupational goals.
- f. A program of technology, library, media, and testing services to support instruction.
- g. Contracted instructional programs and services for area employers that promote economic development.

B. Intended Results

1. The basic result to be produced by the College, in conjunction with other community sectors, is that all service-area adults legally qualified for College services have the postsecondary and higher education they need and can use for productive, successful lives. How close the local community is to this goal is a central accountability indicator for the College. However, declaration of this goal is not a guarantee of particular services, program admissions, or resource allocations; these are decided through the program-review, admissions, and budget processes.
2. Accredited preparation shall be provided for as many career areas and university-transfer options within the mission of the College as is feasible. Emphasis shall be placed on providing postsecondary education (including needed preparation) to people who are educationally disadvantaged or are not well-served by other colleges, and on preparation for family-wage careers (either directly or after further higher education).
3. In addition to mastery of the specific subject-area knowledge and skills needed to meet their education-related goals, students completing College programs shall have the general skills needed for success in employment and higher education: these include dependability, effective communication, gathering and critically assessing information, problem-solving, teamwork, leadership, and a focus on producing results of high quality.
4. The College shall organize its activities so as to produce as high a level of overall value for the community as possible, and shall avoid procedures that waste the money or time of students or staff.
5. The College shall create a good place to work, to learn, and to otherwise experience the higher education process.

2003-2004 Board of Trustees and President



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Fall Semester 2003

New students who apply on or before this date have the best selection of orientation, counseling, assessment, and class times for fall semester and First 8-Week session. Students with disabilities are encouraged to apply by this date.	July 10 (Thurs.)
Fall registration for current and former ACC students only.	July 14 (Mon.) – Aug 20 (Wed.)
Payment deadline for all registration through July 18. Students will be disenrolled at the close of the business day for non-payment.	July 18 (Fri.)
Fall orientation and registration for new students. Continuing registration for current and former ACC students.	July 21 (Mon.) – Aug. 20 (Wed.)
Payment deadline for all registration through July 25. Students will be disenrolled at the close of the business day for non-payment.	July 25 (Fri.)
Payment deadline for all registration through August 1. Students will be disenrolled at the close of the business day for non-payment.	Aug. 1 (Fri.)
Payment deadline for all registration through August 8. Students will be disenrolled at the close of the business day for non-payment.	Aug. 8 (Fri.)
Payment deadline for all registration through August 15. Students will be disenrolled at the close of the business day for non-payment.	Aug. 15 (Fri.)
Faculty Return	Aug. 18 (Mon.)
Last days to pay fall registration fees for students registering between August 19-August 20. Students will be disenrolled at the close of the business day for non-payment.	A-M Aug. 19 (Tues.), N-Z Aug 20 (Wed.)
Registration for audit status for 16-Week and First 8-Week sessions	Aug. 20 (Wed.)
Last day to request 100 percent refund for fall 16-Week and First 8-Week sessions	Aug. 22 (Fri.)
Faculty Development Day	Aug. 22 (Fri.)
General Assembly	Aug. 22 (Fri.)
Canceled class schedule changes for fall semester 16-Week and First 8-Week sessions.	Aug. 23 (Sat.) – Aug. 24 (Sun.)
Fall semester 16-Week and First 8-Week sessions begin	Aug. 25 (Mon.)
Schedule changes (adds/drops) for fall 16-Week and First 8-Week sessions.	Aug. 25 (Mon.) – Aug. 27 (Wed.)
Senior Citizen registration (tuition exempt) for fall 16-Week and First 8-Week sessions on a space available basis.	Aug. 25 (Mon.) – Aug. 27 (Wed.)
Last day to pay for fall 16- and First 8-Week session schedule change tuition and fees. Students will be disenrolled at the close of the business day for non-payment.	Aug. 27 (Wed.)
End of add/drop registration for fall 16-Week and First 8-Week sessions	Aug. 27 (Wed.)
Last day to set up a tuition payment plan and pay first installment on Tuition Payment Plan	Aug. 27 (Wed.)
Labor Day Holiday (College is closed).	Sept. 1 (Mon.)
Last day to request 70 percent refund for fall First 8-Week session.	Sept. 4 (Thurs.)
New students who apply on or before this date have the best selection of orientation, counseling, assessment and class times for fall 12-Week session. Students with disabilities are encouraged to apply by this date.	Sept. 5 (Fri.)
Last day to request 25 percent refund for fall First 8-Week session; no refund after this date.	Sept. 8 (Mon.)
Registration for fall semester 12-Week session.	Sept. 10 (Wed.) – Sept. 17 (Wed.)
Last day to request 70 percent refund for fall 16-Week session.	Sept. 15 (Mon.)
Last day to pay for 12-Week session. Students will be disenrolled at the end of the business day for non-payment.	Sept. 17 (Wed.)
Registration for audit status for 12-Week session	Sept. 17 (Wed.)
Last day to request 100 percent refund for fall 12-Week session.	Sept. 19 (Fri.)
Canceled class schedule changes for fall 12-Week session.	Sept. 20 (Sat.) – Sept. 21 (Sun.)
Fall 12-Week session begins.	Sept. 22 (Mon.)
Last day to request 25 percent refund for fall 16-Week session; no refund after this date.	Sept. 22 (Mon.)
Schedule changes (add/drops and canceled classes) for fall 12-Week session.	Sept. 22 (Mon.) – Sept. 24 (Wed.)

Senior Citizen (tuition exempt) registration for fall 12-Week session on space available basis.	Sept. 22 (Mon.) – Sept. 24 (Wed.)
End of add/drop registration for fall 12-Week session.	Sept. 24 (Wed)
Last day to pay fall 12-Week session schedule change tuition and fees. Students will be disenrolled at the close of the business day for non-payment.	Sept. 24 (Wed.)
Last day to pay second installment on tuition payment plan.	Sept. 26 (Fri.)
Last day to request 70 percent refund for fall 12-Week session.	Oct. 7 (Tues.)
New Students who apply on or before this date have the best selection of orientation, counseling, assessment and class times for Second 8-Week session. Students with disabilities are encouraged to apply by this date.	Oct. 8 (Wed.)
December graduation application deadline.	Oct. 10 (Fri.)
Last day to request 25 percent refund for fall 12-Week session; no refund after this date.	Oct. 10 (Fri.)
Registration for fall Second 8-Week session.	Oct. 10 (Fri.) – Oct. 15 (Wed.)
Last day to withdraw (initiated by instructor or student) or to reinstate students for the First 8-Week session.	Oct. 10 (Fri.)
Priority date for filing Financial Aid Application for spring 2004.	Oct. 13 (Mon.)
Last day to pay for fall Second 8-Week session. Students will be disenrolled at the end of the business day for non-payment.	Oct. 15 (Wed.)
Registration for audit status for Second 8-Week session.	Oct. 15 (Wed.)
Last day to request 100 percent refund for fall Second 8-Week session.	Oct. 17 (Fri.)
Canceled class schedule changes fall Second 8-Week session.	Oct. 18 (Sat.) – Oct. 19 (Sun.)
Session ends fall First 8-Week.	Oct. 19 (Sun.)
Session begins fall Second 8-Week.	Oct. 20 (Mon.)
Schedule changes (adds/drops) fall Second 8-Week session.	Oct. 20 (Mon.) – Oct. 22 (Wed.)
Senior citizen (tuition exempt) registration for fall Second 8-Week session on a space available basis.	Oct. 20 (Mon.) – Oct. 22 (Wed.)
Last day to pay for fall Second 8-Week session schedule change tuition and fees. Students will be disenrolled at the end of the business day for non-payment.	Oct. 22 (Wed.)
End of add/drop registration for fall Second 8-Week session.	Oct. 22 (Wed.)
Last day to request 70 percent refund for fall Second 8-Week session.	Oct. 29 (Wed.)
Last day to request 25 percent refund for fall Second 8-Week session. No refund after this date.	Oct. 31 (Fri.)
Last day to pay third installment on tuition payment plan.	Oct. 31 (Fri.)
New students, who apply on or before this date have the best selection of orientation, counseling assessment and class times for spring semester. Students with disabilities are encouraged to apply by this date.	Nov. 6 (Thurs.)
Spring semester registration for current and former ACC students only.	Nov. 10 (Mon.) – Jan. 7 (Wed.)
Payment deadline for all registration through November 14. Students will be disenrolled at the close of the business day for non-payment.	Nov. 14 (Fri.)
Last day for Veterans to apply for advance pay for spring 2002.	Nov. 14 (Fri.)
Spring orientation and registration for new, current and former ACC students (Registration will be open through the holidays, except December 25 and January 1)	Nov. 17 (Mon.) – Jan. 7 (Wed.)
Last day to withdraw (initiated by instructor or student) or to reinstate students for fall semester 16-, 12- and second 8-Week sessions.	Nov. 20 (Thurs.)
Payment deadline for all registration through November 21. Students will be disenrolled at the close of the business day for non-payment.	Nov. 21 (Fri.)
Last day to convert incomplete grades from Summer 2003 semester.	Nov. 24 (Mon.)
Thanksgiving holiday (College closed).	Nov. 27 (Thurs.) – Nov. 30 (Sun.)
Last day to withdraw (initiated by instructor or student) or to reinstate students for fall semester Second 8-Week session.	Dec. 5 (Fri.)
Fall semester ends.	Dec. 14 (Sun.)

Offices close at 5 p.m. for winter break. Dec. 23 (Tue.)
 Winter break. Dec. 24 (Wed.) – Jan. 2 (Fri.)
 Campus student services at the Rio Grande campus open for spring registration, 11 a.m. – 7 p.m.
 Limited services in the areas of Admissions, Advising, Cashier, and Financial Aid. Dec. 29 (Mon.) – Dec. 30 (Tue.)

Spring Semester 2004

Continuing registration for current and former students, and orientation
 and registration for new students continue Jan. 1 (Thurs.) – Jan. 7 (Wed.)
 All college offices open at 8:00 a.m. Jan. 5 (Mon.)
 Faculty returns Jan. 5 (Mon.)
 Last days to pay for spring semester 16-Week classes.
 Students will be disenrolled at the close of the business day for non-payment. A-M Jan. 6 (Tues.), N-Z Jan. 7 (Wed.)
 Last day to request 100 percent refund for spring semester 16-Week and First 8-Week sessions. Jan. 9 (Fri.)
 Faculty Development Day. Jan. 9 (Fri.)
 Canceled classes schedule changes for 16-Week and First 8-Week sessions. Jan. 10 (Sat.) – Jan. 11 (Sun.)
 Spring semester 16-Week and First 8-Week sessions begin. Jan. 12 (Mon.)
 Schedule changes (adds/drops) for 16-Week and First 8-Week sessions. Jan. 12 (Mon.) – Jan. 14 (Wed.)
 Senior Citizen registration (tuition exempt) for 16-Week and First 8-Week sessions
 on a space available basis. Jan. 12 (Mon.)–Jan. 14 (Wed.)
 Last day to pay for spring 16-Week and First 8-Week schedule change tuition and fees.
 Students will be disenrolled at the close of the business day for non-payment. Jan. 14 (Wed.)
 Last day to set up a tuition payment plan and pay first installment on Tuition Payment Plan Jan. 14 (Wed.)
 All add/drop registration for spring 16-Week and First 8-Week sessions ends. Jan. 14 (Wed.)
 New students who apply on or before this date have the best selection of orientation,
 counseling, assessment and classes times for spring 12-Week session.
 Students with disabilities are encouraged to apply by this date. Jan. 16 (Fri.)
 Martin Luther King Day Holiday (College closed). Jan. 19 (Mon.)
 Last day to request 70 percent refund for spring First 8-Week session. Jan. 22 (Thurs.)
 Last day to request 25 percent refund for spring First 8-Week session. No refund after this date. Jan. 26 (Mon.)
 Spring semester 12-Week session registration. Jan. 27 (Tues.) – Feb. 4 (Wed.)
 Last day to request 70 percent refund for spring semester 16-Week session. Feb. 2 (Mon.)
 Last day to pay for spring semester 12-Week session registration.
 Students will be disenrolled at the end of the business day for non-payment. Feb. 4 (Wed.)
 Last day to request 100 percent refund for spring 12-Week session. Feb. 6 (Fri.)
 Canceled class schedule changes for spring 12-Week session. Feb. 7 (Sat.) – Feb. 8 (Sun.)
 Last day to request 25 percent refund for spring 16-Week session. No refund after this date. Feb. 9 (Mon.)
 Spring 12-Week session classes begin. Feb. 9 (Mon.)
 Schedule changes (adds/drops) for spring 12-Week session. Feb. 9 (Mon.) – Feb. 11 (Wed.)
 Senior Citizen registration (tuition exempt) for spring 12-Week session
 on a space available basis. Feb. 9 (Mon.) – Feb. 11 (Wed.)
 All add/drop registration for the spring 12-Week session ends. Feb. 11 (Wed.)
 Last day to pay spring 12-Week session tuition and fees.
 Students will be disenrolled at the close of the business day for non-payment. Feb. 11 (Wed.)
 May graduation application deadline. Feb. 13 (Fri.)
 Last day to pay second installment on tuition payment plan. Feb. 13 (Fri.)
 Last day to request 70 percent refund for spring 12-Week session. Feb. 24 (Tues.)
 Last day to request 25 percent refund for spring 12-Week session. No refund after this date. Feb. 27 (Fri.)

New students who apply on or before this date have the best selection of orientation, counseling, assessment and class times for spring Second 8-Week session. Students with disabilities are encouraged to apply by this date.	Feb. 20 (Fri.)
Last day to withdraw (initiated by instructor or student) or to reinstate students for spring First 8-Week session.	Feb. 27 (Fri.)
Registration for spring Second 8-Week session.	Feb. 23 (Mon.) – Feb. 25 (Wed.)
Last day to pay for spring Second 8-Week session.	Feb. 25 (Wed.)
Canceled class schedule changes for spring Second 8-Week session.	Feb. 28 (Sat.) –Feb. 29 (Sun.)
Schedule changes (adds/drops) for spring Second 8-Week session.	Mar. 1 (Mon.) – Mar. 3 (Wed.)
Senior Citizen registration (tuition exempt) for spring Second 8-Week session on a space available basis.	Mar. 1 (Mon.) Mar. 3 (Wed.)
Last day to pay for spring Second 8-Week tuition and fees. Students will be disenrolled at the close of the business day for non-payment.	Mar. 3 (Wed.)
All add/drop registration for spring Second 8-Week session ends.	Mar. 3 (Wed.)
Last day for 100 percent refund for spring Second 8-Week session.	Mar. 5 (Fri.)
Spring First 8-Week session ends.	Mar. 7 (Sun.)
Priority date for filing financial aid application for Summer 2004.	Mar. 8 (Mon.)
Spring Second 8-Week session begins.	Mar. 8 (Mon.)
Spring Break. No classes. Offices closed.	Mar. 15 (Mon.) – Mar. 21 (Sun.)
Last day for 70 percent refund for spring Second 8-Week session.	Mar. 24 (Wed.)
Last day for 25 percent refund for spring Second 8-Week session. No refund after this date.	Mar. 26 (Fri.)
Last day to pay third installment on tuition payment plan.	Mar. 26 (Fri.)
Priority date for filing Financial Aid Application for fall 2004-spring 2005.	Mar. 31 (Wed.)
Last day for veterans to apply for advance pay for summer 2004.	Apr. 2 (Fri.)
College closed.	Apr. 11 (Sun.)
Last day to withdraw (initiated by instructor or student) or to reinstate students for the spring 16-, 12- and second 8-Week sessions.	Apr. 19 (Mon.)
Last day to convert incomplete grades from the Fall 2003 semester.	Apr. 19 (Mon.)
New students who apply on or before this date have the best selection of orientation, counseling, assessment and class times for summer First 5 ½-, 9- and 11-Week sessions. Students with disabilities are encouraged to apply by this date.	Apr. 20 (Tues.)
Summer registration for current and former ACC students only.	Apr. 26 (Mon.) – May 19 (Wed.)
Payment deadline for all registration through Apr. 30. Students will be disenrolled at the close of the business day for non-payment.	Apr. 30 (Fri.)
Summer orientation and registration for new, current and former ACC students.	May 3 (Mon.) – May 19 (Wed.)
Graduation.	May 6 (Thurs.)
Payment deadline for all registration through May 7. Students will be disenrolled at the close of the business day for non-payment.	May 7 (Fri.)
Spring semester ends.	May 9 (Sun.)

Summer Semester 2004

Payment deadline for all registration through May 14. Students will be disenrolled at the close of the business day for non-payment.	May 14 (Fri.)
Last days to pay for summer registration fees. Students will be disenrolled at the end of the business day for non-payment.	May 19 (Wed.)
Last day to request 100 percent refund for summer First 5 ½-Week, 9-Week, and 11-Week sessions.	May 21 (Fri.)
Canceled class schedule changes for summer semester.	May 22 (Sat.) – May 23 (Sun.)
Memorial Day holiday (college closed)	May 31 (Mon.)
Summer semester begins. (First 5 ½-Week, 9-Week, and 11-Week sessions)	May 24 (Mon.)

Academic Calendar

Senior Citizen registration (tuition exempt) for summer semester on a space available basis.	May 24 (Mon.) – May 26 (Wed.)
Schedule changes (adds/drops) for summer semester.	May 24 (Mon.) – May 26 (Wed.)
Last day to pay summer schedule change tuition and fees. Students will be disenrolled at the end of the business day for non-payment.	May 26 (Wed.)
All add/drop registration for the summer first 5-1/2, 9 and 11-week sessions ends.	May 26 (Wed.)
Last day to request 70 percent refund for summer First 5 ½-Week session.	June 1 (Tues.)
Last day to request 25 percent refund for summer First 5 ½-Week session. No refund after this date.	June 2 (Wed.)
Last day to request 70 percent refund for summer 9-Week session.	June 4 (Fri.)
Last day to request 70 percent refund for summer 11-Week session.	June 7 (Mon.)
Last day to request 25 percent refund for summer 9-Week session.	June 8 (Tues.)
Last day to request 25 percent refund for summer 11-Week session. No refund after this date.	June 11 (Fri.)
New students who apply on or before this date have the best selection of orientation, counseling, assessment and classes times for the summer Second 5 ½-Week session. Students with disabilities are encouraged to apply by this date.	June 11 (Fri.)
Last day to withdraw from summer First 5 ½-Week session (initiated by instructor or student) or to reinstate students.	June 22 (Tues.)
Summer registration for new, returning and currently enrolled students for Second 5 ½-Week courses.	June 23 (Wed.) – June 30 (Wed.)
Last day for veterans to apply for advance pay for fall 2004.	June 24 (Thurs.)
Summer First 5 ½-Week session ends.	June 30 (Wed.)
Last day to pay for summer Second 5 ½-Week registration. Students will be disenrolled at the end of the business day for non-payment.	June 30 (Wed.)
August graduation application deadline.	July 1 (Thurs.)
Last day to request 100 percent refund for summer Second 5 ½-Week session.	July 1 (Thurs.)
Independence Day Holiday (College closed).	July 2 (Fri.)
Canceled class schedule changes for summer Second 5 ½-Week session.	July 3 (Sat.) – July 4 (Sun.)
Second 5 ½-Week summer session begins.	July 5 (Mon.)
Senior Citizen registration (tuition exempt) for summer Second 5 ½-Week session on a space available basis.	July 5 (Mon.) – July 7 (Wed.)
Schedule changes (adds/drops) for summer Second 5 ½-Week session.	July 5 (Mon.) – July 7 (Wed.)
All registration ends.	July 7 (Wed.)
Last day to pay for summer Second 5 ½-Week tuition and fees. Students will be disenrolled at the close of the business day for non-payment.	July 7 (Wed.)
Last day to request 70 percent refund for summer Second 5 ½-Week session.	July 9 (Fri.)
Last day to withdraw from summer 9-Week session (initiated by instructor or student) or to reinstate students.	July 12 (Mon.)
Last day to request 25 percent refund for summer Second 5 ½-Week session. No refund after this date.	July 13 (Tues.)
Summer 9-Week session ends.	July 25 (Sun.)
Last day to convert incomplete grades from spring 2004 semester.	July 27 (Tues.)
Last day to withdraw from 11- and second 5-1/2 Week sessions (initiated by instructor or student) or to reinstate students.	July 27 (Tues.)
Summer 11-and Second 5 ½-Week sessions end.	Aug. 10 (Tues.)

Questions regarding the content of this calendar should be directed to Director of Admissions & Records

General Information



Admission Requirements for New ACC Students

Admission to Semester-Hour Credit Programs

Austin Community College maintains an “open door” admissions policy. However, an assessment of basic skills is required for all new semester-hour college credit-seeking students. Admission to the college does not guarantee admission to all programs of the college. Specialized programs have their own admissions procedures and students are advised of their status by the department. Certain programs must limit enrollment because of limited space or special equipment needs. Transfer students’ college credits previously completed at accredited institutions of higher education will be evaluated for transfer and may be applied toward a degree program at Austin Community College. An official transcript is required from each college attended.

Who Is Eligible for Admissions

Students may be admitted to the college if they meet any one of the following conditions:

- Be a graduate of an accredited high school or have a GED certificate.
- A person who is 18 years of age or over may be exempt from the above admission requirements and admitted on “Ability to Benefit” if he or she can demonstrate the ability to benefit from instruction. Applicants wishing to be admitted under “Ability to Benefit” status must complete a waiver form, which may be obtained from the Student Services Office on any ACC campus. The Campus Dean of Student Services will review the request for “Ability to Benefit” with the academic department chair and make a recommendation to the Director of Admissions and Records for final approval.
- A student who has completed his/her sophomore year of high school may, upon the recommendation of the high school principal, be permitted to enroll in the college. The class load of such a student may not exceed a total of seven courses a semester including high school courses and a maximum of two college courses.

Admission Procedure

Applicants to ACC need to:

1. Complete an ACC application form.
2. Provide a complete record of previous educational experience.
3. High school juniors and seniors wishing to enroll concurrently must submit appropriate documents.
4. Submit an official high school transcript demonstrating that they have earned a regular high school diploma, if they are high school graduates.
5. Submit copies of their GED certificates, if they are GED recipients.

6. Submit official transcripts from each institution attended, if they have attended other colleges. If the applicant has earned a four-year or higher degree, a diploma may be shown and photocopied at a campus Admissions Office in lieu of transcripts.
7. Arrange to attend a new student orientation session.
8. Meet with an advisor to determine TASP status. All ACC students, unless exempt or TASP waived, must take the TASP test or the TASP alternative test before enrolling at ACC. Results of these tests will not be a condition of admission but will be used for placement purposes. See the Assessment and Testing section of the catalog for additional information.

NOTE: Selected ACC programs may have additional requirements for admission, including criminal background checks.

Academic Fresh Start

An applicant to Austin Community College who is a Texas resident may seek to enter pursuant to the “academic fresh start” statute, Texas Education Code, 51.931. If the applicant informs the admissions office in writing of the election at the time of application to the college, ACC will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. Applicants who choose to apply under this statute may not receive any course credit for courses taken 10 or more years prior to enrollment.

Returning ACC Students

It is not necessary for current and former students to reapply for admission. However, all holds must be removed from a returning student’s record prior to re-enrollment. A former student not enrolled for a year or more and returning to ACC is required to:

1. Complete a new residency information form,
2. Update address and major, when applicable, and
3. Submit official transcripts from all colleges attended since the student’s last enrollment at ACC.

Early College Start for High School Students

Austin Community College recognizes that certain high school students may benefit from taking Early College Start courses or programs identified by their high school.

There are three Early College Start options that students may select, depending upon their particular needs and the recommendation of their high school principal and counselor:

Dual Credit – a course that earns college credit and also satisfies a high school graduation requirement. Upon completion of a college credit course, the grade is recorded on the student’s ACC academic record, and

the high school may award credit toward a high school requirement

Co-Enrollment – a course taken while still in high school, but not used to meet a high school requirement. Upon completion of a college credit course, the grade is recorded on the student's ACC academic record

Credit-in-Escrow – a course is part of a Tech Prep Articulation Agreement between a public high school and ACC. After high school graduation, the student continues the program of study at ACC and is awarded college credit-in-escrow for the high school courses identified in the Agreement. Students must complete at least one ACC college course before the credit-in-escrow will be recorded on the student's academic record.

Students are limited to two courses per semester. Students are responsible for textbooks and supplies. High school students seeking admission must meet all ACC admissions criteria and follow the process outlined for Early College Start enrollment. Students may obtain an Early College Start registration form and Admission Application from their high school or any ACC Admissions and Records office. Students must be juniors or seniors, and are subject to all College requirements regarding assessment, admissions, course prerequisites, academic standards, and conduct.

Students may enroll in Early College Start courses offered on their high school campuses, at an ACC campus or center, or by Distance Learning.

Admission to Health Science Programs

www.austincc.edu/hltsci

Health Science programs with additional admission requirements include the following:

- Dental Hygiene
- Sonography
- Radiology
- Physical Therapist Assistant
- Personal Fitness Trainer
- Medical Laboratory Technology
- Surgical Technology
- Nursing (Associate degree – R.N.)
- Vocational Nursing (Certificate – LVN)
- Occupational Therapy Assistant
- Emergency Medical Services Professions

Admission to any one of these programs requires

satisfactory completion of a specific testing, prerequisite requirements, and screening processes, which may include a criminal background check. The screening criteria have been established due to the nature of the programs and the limited number of clinical placements available within the city of Austin and in surrounding communities.

- Applicants to the Vocational Nursing, Associate Degree Nursing, Surgical Technology, Sonography, Radiology, and Emergency Medical Services Technology programs are required to attend a career Advising and Planning Session prior to being considered for admission.
- Applicants to some Health Science programs are required to pass the TASP test or successfully complete the ACC assessment test that is designed to measure reading skills, writing skills, and math skills. The results of this assessment test are used to assist students to identify their strengths and weaknesses in relation to health care careers. Students may strengthen their basic English, Reading, and mathematics skills by taking developmental courses at ACC. Students who are interested in Health Science programs should contact an ACC Assessment Office on one of the campuses or the Health Sciences Information and Admissions Office at the Eastview Campus.

Change of Name, Address, Social Security Number or Major

www3.austincc.edu/evpcss/rss/admiss/arlibrary.htm

Students who change their name, address, Social Security number or major must submit a change form to a campus Admissions Office immediately. Items mailed to the address on file are considered properly delivered by ACC. Addresses provided by students must be their current home addresses. Official proof of residency may be required.

Immunization

The Texas Department of Health urges immunization for bacterial meningitis, diphtheria, rubeola, rubella, mumps, tetanus, and poliomyelitis prior to being admitted to school. The Admissions and Records Office has information on local immunization services providers. Health Science students have additional immunization requirements. Information about these requirements is available from individual ACC departments or the Travis County Health Department.

Bacterial Meningitis Information

New students receive information about bacterial meningitis when they apply to ACC. Students are urged to read, retain, and follow up on this information.

Residency Requirements

To be considered a Texas resident, students must legally establish residence in Texas for the 12 months preceding their enrollment and either be U.S. citizens or have permanent resident status.

1. An in-district student is an individual who is a resident of Texas and resides in the ACC tax district, based on the address on file at ACC by the residency change deadline published in the course schedule. Addresses in the Austin, Leander, and Manor Independent School Districts are part of the ACC tax district.
2. An out-of-district student is an individual who is a resident of Texas, and resides outside the ACC tax district, based on the address on file at ACC by the residency change deadline published in the course schedule.
3. An out-of-state student is an individual who has not resided in Texas for the 12 months preceding registration, or whose permanent resident card is less than 12 months old.
4. International students should consult the International Student Office about residency requirements.

Property owners and their dependents living outside the ACC tax district who pay ad valorem taxes to ACC are eligible for in-district tuition. A current property tax statement is required for verification. Property owners on most temporary visas are not eligible for this classification.

The responsibility for registering under the proper residency classification is that of the student. Any question concerning this classification should be clarified with the Admissions and Records Office prior to enrollment. Rules and regulations for determining residence status are defined under Title 3 of the Texas Education Code. To determine the appropriate residency classification, Austin Community College is required to review enrollment documents for errors, inconsistencies or misclassifications of residency. If a misclassification occurs, the College will take the necessary steps to see that appropriate adjustments are made. Additional documentation of Texas residency may be required if the college determines that the information given on the enrollment documents is not adequate to prove residency.

Transfer of Credit to Austin Community College

www3.austincc.edu/catalog/fy2002/gen_inf/transfer.htm

Credit for courses satisfactorily completed at other accredited colleges and universities will be evaluated and may be transferred to Austin Community College to fulfill requirements toward a degree program. An official transcript for each college attended must be submitted to ACC. The student must have earned a grade of "C" or above in the course for the course to transfer. If a grade of "D" has been earned in a course that the student is attempting to transfer, the student is encouraged to see an academic department advisor. Grades of "A", "B", "C", "D" and "F" will be utilized in calculating the grade point average (GPA) of course work from the sending institution. A W (withdrawal) will not be used to calculate GPA. Students must complete at least one course in residence before evaluation results will be recorded on the official transcript. Official transcripts will be evaluated by the end of the first term in which a student is enrolled. Transcript evaluation request forms are available at any ACC Campus Admissions Office.

Resolving Transfer Disputes for Lower-Division Courses

The procedures outlined below shall be followed as prescribed by Texas Education Code Section 1.078 (Chapter 5, Subchapter 5, Section 5.393) regarding transfer curricula and transfer credit.

1. Should Austin Community College not accept the course credit earned by a student at another institution of higher education, ACC will give written notice to the student and to the sending institution that the transfer of the course credit has been denied.
2. ACC, the sending institution, and the student will attempt to resolve the transfer of the course credit in accordance with the Texas Higher Education Coordinating Board guidelines.
3. If the transfer dispute is not resolved to the satisfaction of the student or the institution at which the credit was earned within 45 days after the date the student received written notice of the denial, ACC will notify the Commissioner of Higher Education for the State of Texas of the denial and the reason for the denial.
4. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and both institutions.

Full-time International Students

In order to be considered for admissions to ACC, international students must submit the following:

1. A completed ACC application
2. An official high school or college transcript
3. An official Test of English as a Foreign Language (TOEFL) score (minimum 173). The TOEFL requirement is waived only for International Students who are graduates of high schools located in the United States
4. A current statement of financial support
5. A current passport-size photograph
6. A completed Biographical Data Form
7. A completed Transfer Candidate Evaluation Form (only for students transferring from one U.S. institution to another)
8. \$100.00 nonrefundable application fee

After the International Student Admissions Office has received these documents, they will be evaluated. Once acceptance is granted, Form I-20 A-B is issued. Form I-20 A-B is required for obtaining a student visa from the student's home country or for properly transferring from one U.S. institution to another as required by BCIS regulations. All students must present their passport, I-94, and I-20 before registering for classes. Summer school is optional for F-1 students, and they may attend full or part time.

Part-time International Students

In order to be considered for admission to ACC as part-time students, international students must submit the following:

1. A completed ACC application
2. \$100 nonrefundable application fee
3. An official transcript from the school of primary enrollment
4. A letter from the International Student Advisor of the current school indicating the student's enrollment status and approval for part-time enrollment at ACC
5. A current passport-size photograph
6. A completed Biographical Data Form
7. TASP verification
8. An official TOEFL score of 173

After the International Student Admissions Office has received these documents, they will be evaluated and acceptance will be determined. Not all visa categories allow part-time attendance and students should contact the International Student Office regarding their status.

Summer Visiting International Students

In order to be considered for admission to ACC as summer visiting students, international students must submit the following:

1. A completed ACC application form
2. A passport-size photograph
3. A completed Biographical Data Form
4. \$100 nonrefundable application fee
5. Proof of current full-time enrollment at a U.S. institution (transcript, fee receipt, etc.)

After the International Student Admissions Office has received these documents, they will be evaluated and acceptance will be determined. Acceptance is granted for that semester only, and no Form I-20 A-B is issued.

Bureau of Citizenship and Immigration Services (formerly INS) Regulations

International students are required by BCIS regulations to enroll in, maintain, and complete at least 12 credit hours during the Fall and Spring semesters. Students are not required to attend summer school, although they may enroll for any number of credit hours desired, provided that number does not exceed the approved maximum. This maximum may be exceeded, however, by approval from the appropriate Student Services Dean.

If an international student's withdrawal from a course during the fall or spring semester results in completion of less than 12 hours, the student will be out-of-status except for documented nonacademic reasons. Students must meet with an international student advisor to obtain approval prior to withdrawing.

Tuition for International Students

www3.austincc.edu/evpcss/rss/admiss/howto/howto.htm

International students must pay the tuition set for nonresident aliens. If they are teachers or professors employed at least half time on a regular monthly salary (not hourly employees) by any Texas public institution of higher education, with an effective date of employment on the official census date of the relevant term(s), they may pay the same tuition as a resident of Texas for themselves, their spouses, and their dependent children regardless of the length of residence in the state.

To be entitled to pay the resident tuition, such employees must submit, prior to the time of each enrollment, a statement certifying employment from the director of personnel or payroll of the public institution of higher education of which they are employed. All tuition is subject to change without notice.

Nonresident Aliens

The Texas Higher Education Coordinating Board defines a nonresident alien as follows:

“A citizen, national, or permanent resident of the United States or an alien who has been permitted by Congress to adopt the United States as his or her domicile while in this country, or a foreign student who has not met the state requirements for establishing residency for tuition purposes.” The tuition for nonresident aliens at Austin Community College is \$171 per credit hour.

Each of the student groups listed is considered by the Texas Higher Education Coordinating Board to be nonresident aliens. The tuition for nonresident aliens at Austin Community College is \$171 per credit hour with a \$200 minimum required if student takes a 1-credit course.

Students under a visa permitting permanent residence, and aliens who are permitted by Congress to adopt the United States as their domicile while they are in this country, have the same privilege of qualifying for Texas resident status for tuition purposes as do citizens of the United States.

Domicile in Texas. Physically residing in Texas for at least twelve (12) consecutive months with the intent to make Texas one's permanent home. The burden of proof that a domicile has been established lies with the student.

The following categories of international students are eligible to establish domicile in the United States:

1. Holders of visas with A-1, A-2, A-3, E-1, E-2, G-1, G-2, G-3, G-4, G-5, H-1B, H-4, I, K-1, K-2, L-1, L-2, NATO 1, 2, 3, 4, 5, 6, 7, O-1, O-3, R-1, R-2 classifications.
2. Individuals classified as Refugees, Asylees, Parolees, Conditional Permanent Residents (holding I-551 cards which have not expired), and Temporary Residents (holding I-688 cards which have not expired).*

*Students holding I-688A and I-688B cards are not eligible to establish domicile in the United States.

Undocumented Immigrants

House Bill 1403 is a Texas law that became effective September 1, 2001. It allows undocumented immigrants who meet all of the following criteria to qualify for Texas resident status for tuition purposes at a public higher education institution in Texas:

1. Must have graduated from a Texas high school or received the equivalent of a high school diploma (e.g. GED) in Texas
2. Must have resided in Texas with parents or court appointed legal guardian (must provide court documents) during the three years leading up to graduation from high school or receiving the equivalent of a high school diploma (e.g. GED)
3. Must not have taken any college credit hours prior to Fall 2001
4. Must provide a notarized letter stating that:
 - a. They will file an application to become a permanent resident of the USA at the earliest opportunity they will be eligible to do so
 - b. They resided with their parents or court appointed legal guardian (provide names) for at least three (3) consecutive years immediately prior to graduating from high school or receiving an equivalent diploma (provide name of high school or equivalent diploma)
5. All other undocumented aliens must meet the full-time international student admission requirements and pay the international student tuition rate.

English as a Second Language (ESL) – Academic

ACC offers ESL in three skill areas—oral communication, reading and vocabulary, writing and grammar—and at four levels: high beginning, low intermediate, high intermediate, and advanced. Students should consult an advisor or ESL faculty member for an ESL assessment test to determine proper placement.

Students wanting to take ESL classes should fill out an ACC application, take the ESL assessment test, and consult an ESL faculty member or advisor. For information about the assessment test, call 223-3139 (RGC) or 223-4807 (NRG). For information about the ESL program call 223-3354 or 223-3349 (RGC), 223-6290 (RVS), 223-4014 or 223-4874 (NRG).

International students who wish to enroll in ESL courses are subject to all international student admissions requirements.

Registration Procedures

Semester-Credit Registration

Registration is permitted only on the days listed in the official college calendar. However, ACC reserves the right to change registration dates. Registration procedures are published in the course schedule each semester and listed on the web. Students who apply and register early will have a better selection of courses. All non-U.S. citizens who plan to enroll at ACC must see a counselor or an International Student Advisor prior to every registration. Students must complete all the steps in the registration process. In order to be officially registered, student must pay tuition and fees on or before the published payment date. Students may attend only the classes for which they have officially registered and paid.

Short Semester Registration

ACC offers instruction in a variety of formats including 6-, 8-, 12-, and 16-week classes during the academic year. Summer sessions may include 5½-, 9-, and 11-week sessions.

Short Semester registration makes it possible for students to enroll in courses after registration for the 12- and 16-week sessions has ended. These normally occur in

September and February. For short semester registration dates, consult the current college calendar. A limited number of on-campus and Distance Learning telecommunications-based courses are offered during these special registrations.

A complete list of Distance Learning courses may be obtained at any ACC Admissions Office, from the Distance Learning Campus Office or on the ACC web site: www.austincc.edu/schedule one week prior to each registration. Short semester courses carry the same tuition charges and credit as those offered during the 16-week term. ACC reserves the right to cancel a short semester registration in the event there are not enough available courses to warrant separate registrations. Call (512) 223-8026 or toll-free 1-888-223-8026 for more information.

Registration Processes

www3.austincc.edu/evpcss/rss/admiss/howto/worksheet.htm

ACC offers registration online and by telephone for eligible college credit students who have completed the application, orientation, and advising processes. Qualified current or former students in good standing also may register online or by telephone. Phone registration is available for Continuing Education students who pay with credit cards. Consult the course schedule for information on how to register and pay online or by telephone.

Tuition and Fees

www3.austincc.edu/evpcss/rss/admiss/howto/howto.htm

Residence Requirements – Semester-Credit Programs

The State of Texas requires new students to sign an affidavit certifying their legal residence at the time of enrollment. Returning ACC students who have not attended ACC in a year or more must recertify residency status prior to re-enrollment.

Students must prove to the satisfaction of the Admissions and Records Office that they are entitled to be classified as a resident of Texas.

The responsibility for registering under the proper residence classification is that of the student. Questions concerning his or her right to classification as a resident of Texas must be clarified with the Admissions and Records Office prior to enrollment at Austin Community College.

Please consult the course schedule for residency change deadlines for each registration period. Changes made after established deadlines will not be in effect until subsequent registration periods.

When registering by phone or online, all deadlines for payment set forth in the current Fall, Spring, Summer, or

short semester course schedule must be observed. All tuition and fees must be paid at the time of enrollment. No partial payments will be accepted unless a contract for payment of tuition in installments has been signed. A student is not officially registered until payment is made in full. Until all financial obligations to the College have been satisfied, a student cannot register, graduate, or have a transcript issued.

All tuition and fees are subject to change without notice.

Tuition – Semester-Credit Courses

Legal resident of the State of Texas residing in Austin Community College District:

\$32 per semester hour.

Legal resident of the State of Texas not residing in Austin Community College District:

Fall 2003	\$81 per semester hour
Spring 2004	\$81 per semester hour
Summer 2004	\$81 per semester hour

Legal resident of another state:

Fall 2003 \$171 per semester hour with a minimum of \$200 per semester

Spring 2004 \$171 per semester hour
with a minimum of \$200 per semester

Summer 2004 \$171 per semester hour per session

Nonresident alien:

Fall 2003

\$171 per semester hour with a minimum of \$200 per semester

Spring 2004

\$171 per semester hour with a minimum of \$200 per semester

Summer 2004

\$171 per semester hour per session

Audit (no credit students):

Tuition and fees same as for a credit student. Auditing students register on the last day of telephone registration

Fees

In addition to tuition, the following fees are required as applicable (fees are not refundable, unless noted as refundable):

1. Building fee, semester-credit students (per semester hour)(See Refund Policy)	\$12.00
2. Catalog fee (per copy)	2.00
3. Compass as a TASP Alternative	29.00
4. Copy of academic record, or file document	5.00
5. Course challenge fee	\$10.00/credit hour minimum 30.00
6. Extended field trip fee for courses	To be determined at registration
7. GED testing per test (Plus 10.00 TEA fee with 2nd test)	6.00
8. International Student nonrefundable application fee	100.00
9. Installment plan fee	10.00
10. Laboratory fee (per laboratory course) (refundable)	See Lab Fees section
11. Learning Resource Services fees	
Overdue Reserves, first hour	1.00
Two-hour Reserves, each hour thereafter	.25
Other Reserves, per day	1.00
Overdue items other than Reserves, per day	.25
Lost/damaged materials	
Cost of item plus accrued fines plus processing fee of \$10.00 for cataloged items and reserve books, \$5.00 for other items.	
LRS Courtesy Borrowers Card, per calendar year	25.00

12. Rideout fee required of all Emergency Medical Services Technology (formerly Paramedic Technology) students. EMSP fees will vary per site for Fall, Spring and Summer Semesters.

EMSP 1161 and 1162	75.00
EMSP 1160	36.00
EMSP 2260 and 2266	212.00

13. Parking Permit Fee 10.00

14. Racquetball facility fee Varies by site

15. Replacement fees	
certificate of completion	5.00
diploma	10.00
Identification Card Replacement fee	4.00
paid receipt	5.00
parking permit	10.00

16. Returned check fee; credit card chargeback fee 25.00

17. Refund reprocessing fee 25.00

18. Student services fee (per student per semester) 3.00

19. Summer application fee (refundable) 30.00

20. Testing fee for non-ACC student
(career assessment test) 15.00

21. Transcript of record fee (per copy) 5.00
 Transcript requested by telephone or fax 10.00

22. Transcript of record fee (per copy) 5.00
 Continuing Education 5.00

Students choosing to participate in graduation ceremonies will purchase caps and gowns from the ACC Bookstore.

Student Accident Insurance Policy Fee

ACC has obtained accidental injury insurance coverage for credit-hour and continuing education students enrolling in selected classes. Premium charges vary depending on the nature of the course. The appropriate insurance fee is automatically added to the students' fee bill at the time of registration.

A copy of the insurance policy may be obtained by writing to: Austin Community College, Office of Environmental Health, Safety and Insurance, 901 Tuscany Way, Austin, Texas 78754.

All fees are subject to change.

Laboratory Fees Semester-Credit Courses

Course Number	Course Title	Lab Fee
ART 1703	Special Topics in Art	8.00
ART 2323	Metal Smithing	24.00
ART 2333	Metal Sculpture	24.00
ART 2343	Studio Problems	24.00
ARTC 1301	Basic Animation	24.00
ARTC 1305	Basic Graphic Design	24.00
ARTC 1309	Basic Illustration	24.00
ARTC 1313	Computer Production Art I	24.00
ARTC 1317	Design Communication I	24.00
ARTC 1321	Illustration Techniques	24.00
ARTC 1341	3D Animation I	24.00
ARTC 1345	3D Modeling and Rendering	24.00
ARTC 1391	ST: Advanced 3D Modeling & Rendering	24.00
ARTC 1391	ST: Color Theory for Design	24.00
ARTC 1391	Special Topics: Digital Paint & Imaging II	24.00
ARTC 1401	Basic Animation	18.00
ARTC 1402	Digital Imaging I	24.00
ARTC 1409	Basic Illustration	12.00
ARTC 1413	Digital Publishing I	24.00
ARTC 1417	Design Communication I	24.00
ARTC 1421	Illustration Techniques	24.00
ARTC 1427	Typography	12.00
ARTC 1441	3D Animation I	24.00
ARTC 1445	3D Modeling and Rendering	24.00
ARTC 1449	Art Direction I	24.00
ARTC 1471	Design for 3D	24.00
ARTC 1472	3D Lighting and Surfacing	24.00
ARTC 1473	3D Project I	24.00
ARTC 1474	Design for Animation	24.00
ARTC 1491	ST: Advanced Animation	24.00
ARTC 2305	Digital Painting and Imaging	24.00
ARTC 2311	History of Communication Graphics	24.00
ARTC 2313	Computer Production Art II	24.00
ARTC 2317	Typographic Design	24.00
ARTC 2331	Illustration Concepts	24.00
ARTC 2333	Publication Design	12.00
ARTC 2335	Portfolio Development for Graphic Design	24.00
ARTC 2347	Design Communication II	24.00
ARTC 2405	Digital Imaging II	24.00
ARTC 2413	Digital Publishing II	24.00
ARTC 2417	Typographic Design	24.00
ARTC 2431	Illustration Concepts	24.00
ARTC 2435	Portfolio Development for Graphic Design	24.00
ARTC 2441	3- D Animation II	24.00
ARTC 2445	Advanced 3-D Modeling and Rendering	24.00
ARTC 2447	Design Communication II	24.00
ARTC 2449	Art Direction II	24.00
ARTS 1311	Design I	20.00
ARTS 1312	Design II	20.00
ARTS 1316	Drawing I	20.00
ARTS 1317	Drawing II	20.00
ARTS 2316	Painting I	20.00
ARTS 2317	Painting II	20.00
ARTS 2323	Life Drawing I	20.00
ARTS 2324	Life Drawing II	20.00
ARTS 2326	Sculpture I	20.00
ARTS 2327	Sculpture II	20.00
ARTS 2333	Printmaking I	20.00
ARTS 2334	Printmaking II	20.00
ARTS 2341	Art Metals	24.00
ARTS 2342	Jewelry Fabrication	24.00
ARTS 2346	Ceramics I	20.00
ARTS 2347	Ceramics II	20.00
ARTS 2356	Photography I	24.00
ARTS 2366	Watercolor Painting	20.00
ARTV 1301	Animation 2D	24.00
ARTV 1401	Animation 2D	24.00
ARTV 1471	Advanced Animation 2D	24.00
ARTV 1491	ST: Portfolio Development for Animation	24.00
AUMT 1405	Introduction to Automotive Technology	24.00
AUMT 1407	Automotive Electrical Systems	24.00
AUMT 1410	Automotive Brake Systems	24.00
AUMT 1416	Suspension and Steering	24.00
AUMT 1419	Automotive Engine Repair	24.00
AUMT 1445	Automotive Heating and Air Conditioning	24.00
AUMT 2413	Manual Drive Train and Axles	24.00
AUMT 2417	Engine Performance Analysis I	24.00
AUMT 2425	Automatic Transmissions and Transaxle	24.00
AUMT 2428	Automotive Service	24.00
AUMT 2434	Engine Performance Analysis II	24.00
AUMT 2437	Automotive Electronics	24.00
BCIS 1305	Business Computer Applications	12.00
BIO 1614	Field Biology	24.00

BIO 1714	Anatomy & Physiology I	24.00
BIO 1724	Anatomy and Physiology II	24.00
BIO 2614	Aquatic Biology	24.00
BIOL 1406	Cellular and Molecular Biology	24.00
BIOL 1407	Structure and Function of Organisms	24.00
BIOL 1408	Unity of Life Honors	24.00
BIOL 1408	Introductory Biology: Unity of Life	24.00
BIOL 1409	Introductory Biology: Diversity of Life	24.00
BIOL 1411	General Botany	24.00
BIOL 1413	General Zoology	24.00
BIOL 1424	Native Plants	24.00
BIOL 2101	Human Anatomy Lab	24.00
BIOL 2102	Human Physiology Lab	24.00
BIOL 2106	Environmental Biology Lab	24.00
BIOL 2401	Anatomy & Physiology I	24.00
BIOL 2401	Human Anatomy	24.00
BIOL 2402	Anatomy and Physiology II	24.00
BIOL 2402	Human Physiology	24.00
BIOL 2420	Introduction to Microbiology	24.00
BIOL 2421	Microbiology	24.00
BITC 1311	Introduction to Biotechnology	24.00
BITC 1311	Introduction to Biotechnology	24.00
BITC 1401	Biotechnology Lab Instrumentation	24.00
BITC 1402	Biotechnology Lab Methods & Techniques	24.00
BITC 2401	Molecular Biology Techniques	24.00
BITC 2431	Cell Culture Techniques	24.00
CETT 1403	DC Circuits	20.00
CETT 1405	AC Circuits	20.00
CETT 1421	Electronic Fabrication	20.00
CETT 1425	Digital Fundamentals	20.00
CETT 1429	Solid State Devices	20.00
CETT 1445	Microprocessor	20.00
CETT 1457	Linear Integrated Circuits	20.00
CETT 2435	Advanced Microprocessors	20.00
CETT 2471	Pulse and Waveshaping	20.00
CHEM 1405	Introduction to Chemistry	16.00
CHEM 1411	General Chemistry I	16.00
CHEM 1412	General Chemistry II	16.00
CHEM 2423	Organic Chemistry I	16.00
CHEM 2425	Organic Chemistry II	16.00
CJLE 2522	Texas Peace Officer Skills	24.00
CNBT 1191	Special Topics in Construction	12.00
CNBT 1210	Construct Methods & Materials: Beg Woodwork	16.00
CNBT 1211	Construct Methods & Materials Int Woodwork	16.00
CNBT 1291	Special Topics in Construction	16.00
CNBT 1305	Residential/Light Commercial Blueprint	16.00
CNBT 1311	Construction Methods Materials-Adv Furn	24.00
CNBT 1391	Special Topics Construction/Bldg Tech	20.00
CNBT 1402	Mechanical/Plumbing/Electrical Systems	20.00
CNBT 1411	Construction Methods and Materials	24.00
CNBT 1413	Concrete-Residential	24.00
CNBT 1449	Concrete-Commercial and Industrial	24.00
CNBT 1471	Building for Resource Conservation	24.00
CNBT 1491	Special Topics Construction/Bldg Tech	24.00
CNBT 2444	Construction Management II	24.00
COMM 1336	Television Production I	24.00
COMM 1337	Television Production II	24.00
COMM 2325	Audio Production	12.00
COSC 1300	Introduction to Computing	8.00
COSC 1301	Personal Computing	12.00
COSC 1315	Fundamentals of Programming	12.00
COSC 1320	C++ Programming	12.00
COSC 2415	Data Structures	12.00
COSC 2425	Comp Organ/Mach Lang: Pc Assembly Program	12.00
CPMT 1445	Computer Systems Maintenance	16.00
CPMT 1449	Computer Networking Technology	16.00
CPMT 2437	Microcomputer Interfacing	16.00
CPMT 2445	Computer System Troubleshooting	16.00
CPMT 2449	Advanced Computer Networking Technology	16.00
CRPT 1191	Special Topics in Carpenter	10.00
CRPT 1291	Special Topics in Carpenter	16.00
CRPT 1411	Conventional Roof Systems	24.00
CRPT 1415	Conventional Wall Systems	24.00
CRPT 1441	Conventional Exterior Finish Systems	24.00
CRPT 1445	Conventional Interior Finish Systems	24.00
CRPT 1491	Special Topics in Carpenter	24.00
CRPT 2335	Metal Wall Systems	20.00
CRPT 2435	Metal Wall Systems	24.00
CULA 1301	Basic Food Preparation	24.00
CULA 1341	American Regional Cuisine	24.00
CULA 1345	International Cuisine	24.00
CULA 1391	Special Topics-Meat Preparation Cooking	24.00
CULA 1391	Special Topics-Cajun Cuisine	24.00
CULA 1391	Special Topic-Sensory Evaluations	24.00
CULA 1391	Special Topics: Understanding Beers	24.00
CULA 2301	Intermediate Food Preparation	24.00
CULA 2302	Saucier	24.00
CULA 2336	Charcuterie	24.00
DFTG 1405	Technical Drafting	16.00

Tuition & Fees

Tuition and Fees

DFTG	1409	Basic Computer-Aided Drafting	16.00	HART	1441	Residential Air Conditioning	24.00
DFTG	1417	Architectural Drafting-Residential	16.00	HART	1445	Gas and Electric Heating	24.00
DFTG	1421	Architectural Illustration	16.00	HART	1449	Heat Pumps	24.00
DFTG	1425	Blueprint Reading and Sketching	16.00	HART	2431	Advanced Electricity	24.00
DFTG	1433	Mechanical Drafting	16.00	HART	2441	Commercial Air Conditioning	24.00
DFTG	1458	Electrical/Electronic Drafting	16.00	HART	2442	Commercial Refrigeration	24.00
DFTG	1491	Special Topics in Drafting	16.00	HART	2443	Industrial Air Conditioning	24.00
DFTG	1494	Special Topic: Integrated Circuit Layout III	16.00	HART	2445	Air Conditioning Systems Design	24.00
DFTG	1495	ST: Micro-Electro/Mechanical Systems	16.00	HRGY	1401	Jewelry Techniques I	24.00
DFTG	1495	ST: Pro/E Surface Modeling and Advanced	16.00	HRGY	1402	Jewelry Techniques II	24.00
DFTG	2402	Machine Drafting	16.00	HRGY	1409	Jewelry Casting I	24.00
DFTG	2404	Printed Circuit Board Design	16.00	HRGY	1417	Applied Jewelry Practices	24.00
DFTG	2410	Structural Drafting	16.00	HRGY	1441	Stone Setting I	24.00
DFTG	2412	Technical Illustration	16.00	HRGY	1442	Stone Setting II	24.00
DFTG	2417	Descriptive Geometry	16.00	HRGY	1443	Stone Setting III	24.00
DFTG	2419	Intermediate Computer-Aided Drafting	16.00	HRGY	1448	Jewelry Repair/Fabrication I	24.00
DFTG	2421	Topographical Drafting	16.00	HRGY	1449	Jewelry Repair/Fabrication II	24.00
DFTG	2428	Architectural Drafting-Commercial	16.00	HRGY	1491	Special Topics: Industry Practices	24.00
DFTG	2430	Civil Drafting	16.00	HRGY	2433	Casting II	24.00
DFTG	2436	Computer-Aided Drafting Programming	16.00	HRGY	2435	Precious Metals I	24.00
DFTG	2440	Solid Modeling/Design	16.00	HRGY	2436	Precious Metals II	24.00
DFTG	2470	Integrated Circuit Layout and Design	16.00	IFWA	1319	Hotel, Restaurant & Institutional Meat	24.00
DFTG	2473	Introduction to CAD/CAM	16.00	IFWA	2343	Professional Techniques Cooks/Caterers	24.00
DHYG	1260	Clinic I, Introductory Clinical	24.00	IMED	1211	Storyboard	24.00
DHYG	1301	Orofacial Anatomy, Histology & Embryology	24.00	IMED	1301	Introduction to Multimedia	24.00
DHYG	1304	Dental Radiology	24.00	IMED	1305	Multimedia Authoring I	24.00
DHYG	1315	Community Dentistry	24.00	IMED	1316	Web Page Design I	24.00
DHYG	1319	Dental Materials	24.00	IMED	1341	2D Interface Design	24.00
DHYG	1331	Preclinical Dental Hygiene	24.00	IMED	1345	Interactive Multimedia 1	24.00
DHYG	2261	Clinic II, Intermediate Clinical	24.00	IMED	1351	Digital Video	24.00
DHYG	2362	Clinic III, Advanced	24.00	IMED	1401	Introduction to Multimedia	24.00
DMSO	1172	Techniques of Medical Sonography	24.00	IMED	1405	Multimedia Courseware Development I	24.00
DMSO	1441	Introduction to Abdominopelvic Sonography	24.00	IMED	1416	Web Page Design I	24.00
DMSO	1561	Clinical Medical Sonography I	24.00	IMED	1441	2D Interface Design	24.00
DMSO	2342	Sonography of High Risk Obstetrics	24.00	IMED	1445	Interactive Multimedia 1	24.00
DMSO	2441	Sonography of Abdominopelvic Pathology	24.00	IMED	1451	Digital Video	24.00
DMSO	2462	Medical Sonography Clinical II	24.00	IMED	1491	ST: Typographic Design for Multimedia	24.00
DMSO	2663	Clinical Medical Sonography III	24.00	IMED	2305	Multimedia Authoring II	24.00
DSAE	1203	Introduction to Echocardiography Technician	24.00	IMED	2311	Portfolio Development-Multimedia	24.00
DSAE	1315	Principles of Adult Echocardiography	24.00	IMED	2315	Web Page Design II	24.00
DSAE	1561	Clinical Echocardiography I	24.00	IMED	2405	Multimedia Courseware for Development II	24.00
DSAE	2337	Echocardiographic Evaluation Path II	24.00	IMED	2411	Portfolio Development-Multimedia	24.00
DSAE	2404	Echocardiographic Evaluation Pathology	24.00	IMED	2413	Project Design	24.00
DSAE	2462	Clinical Echocardiography II	24.00	IMED	2415	Web Page Design II	24.00
EECT	2433	Telephone Systems	16.00	IMED	2441	Advanced Digital Video	24.00
EECT	2435	Telecommunications	16.00	IMED	2445	Interactive Multimedia II	24.00
EECT	2439	Communications Circuits	16.00	INEW	2334	Advanced Web Page Programming Using ASP	12.00
ELMT	2433	Industrial Electronics	20.00	INEW	2338	Advanced Java Programming: Visual	12.00
ELMT	2437	Electronic Troubleshooting, Service	16.00	INTC	1448	Analytical Instrumentation	16.00
ELMT	2441	Electromechanical Systems	16.00	INTC	2471	Data Acquisition and Measurement	16.00
EMSP	1145	Basic Trauma Life Support	16.00	ITCC	1306	Basic Router Configuration: Cisco 2	12.00
EMSP	1147	Pediatric Advanced Life Support	24.00	ITMC	1319	Installing & Administering Windows 2000	12.00
EMSP	1149	Prehospital Trauma Life Support	16.00	ITMC	1342	Implementing Win 2000 Network Infrastructure	12.00
EMSP	1338	Introduction to Advanced Practice	24.00	ITNW	1325	Fundamentals of Networking	12.00
EMSP	1355	Trauma Management	24.00	ITNW	1337	Introduction to the Internet	12.00
EMSP	1356	Patient Assessment and Airway Management	24.00	ITNW	2317	Network Security	12.00
EMSP	1356	Patient Assessment and Advanced Airway M	24.00	ITNW	2405	Network Administration Novell NetWare	12.00
EMSP	1501	Emergency Medical Technician-Basic	24.00	ITSC	1307	UNIX Operating System I	12.00
EMSP	2135	Advanced Cardiac Life Support	8.00	ITSC	1309	Integrated Software Applications I	12.00
EMSP	2237	Emergency Procedures	24.00	ITSC	1313	Internet/Web Page Development	12.00
EMSP	2243	Assessment Based Management	24.00	ITSC	1325	Personal Computer Hardware	12.00
EMSP	2330	Special Populations	24.00	ITSC	1327	Multi-User Operating Systems	12.00
EMSP	2338	EMS Operations	24.00	ITSC	2331	Integrated Software Applications III	12.00
EMSP	2444	Cardiology	24.00	ITSC	2337	UNIX Operating System II	12.00
EMSP	2534	Medical Emergencies	24.00	ITSE	1331	Introduction to Visual Basic Programming.NET	12.00
EPCT	1344	Introduction Environmental Field Method	20.00	ITSE	1344	Mastering MS Visual Basic Development.NET	12.00
EPCT	2403	Field Methods with Natural Waters	20.00	ITSE	1345	Introduction to Oracle SQL and PL/SQL	12.00
EPCT	2415	Chemistry of Natural Waters	20.00	ITSE	1411	Web Page Programming	12.00
FDNS	1301	Introduction to Foods	24.00	ITSE	1450	System Analysis and Design	12.00
FIRS	1313	Firefighter Certification III	90.00	ITSE	2302	Intermediate Web Programming (Using ASP)	12.00
FIRS	1323	Firefighter Certification V	90.00	ITSE	2309	Introduction to Database Programming: Oracle	12.00
FIRS	1401	Firefighter Certification I	90.00	ITSE	2313	Web Authoring (Java Script)	12.00
FIRS	1407	Firefighter Certification II	90.00	ITSE	2317	Java Programming (Intermediate)	12.00
FIRS	1433	Firefighter Certification VII	83.00	ITSE	2321	Intro to Object-Oriented Program Java	12.00
GEO	2614	Paleontology	20.00	ITSE	2339	Advanced Windows Programming Using C++	12.00
GEOL	1105	Laboratory in Environmental Geology	20.00	ITSE	2349	Advanced Visual BASIC Programming.NET	12.00
GEOL	1403	Physical Geology	20.00	ITSE	2356	Oracle Database Administration I	12.00
GEOL	1404	Historical Geology	20.00	ITSE	2357	Advanced Object-Oriented Program JAVA	12.00
GEOL	1445	Introduction to Oceanography	20.00	ITSE	2359	Advanced Programming (OOA/OOD/OOP)	12.00
GRPH	1396	Special Topics in Desktop Publishing	12.00	ITSE	2431	Advanced C++ Programming	12.00
GRPH	1409	Press Operations I	24.00	ITSE	2437	Assembly Language Programming	12.00
GRPH	1422	Electronic Publishing I	24.00	ITSE	2443	Advanced Windows Programming (C#)	12.00
GRPH	1425	Digital Imaging I	24.00	ITSW	1304	Introduction to Spreadsheets	12.00
GRPH	1432	Electronic Imaging System	24.00	ITSW	1307	Introduction to Database	12.00
GRPH	1457	Digital Imaging II	24.00	ITSW	1310	Presentation Media Software-PowerPoint	12.00
GRPH	1459	Object Oriented Computer Graphics	24.00	KINE	1118	Fencing I	8.00
GRPH	1494	Special Topics Printing Press Operator	12.00	KINE	1120	Golf I	24.00
GRPH	1496	Special Topics in Desktop Publishing	12.00	KINE	1139	Soccer	8.00
GRPH	2436	Prepress Techniques	24.00	KINE	1142	Tennis I	8.00
GRPH	2441	Electronic Publishing III	24.00	KINE	1145	Weight Training I	24.00

KINE 1306	First Aid and Safety	8.00
KINE 2110	Fencing II	8.00
KINE 2111	Golf II	24.00
KINE 2119	Soccer II	8.00
KINE 2120	Tennis II	8.00
KINE 2122	Weight Training II	24.00
LOTT 1401	Introduction to Fiber Optics	16.00
MLAB 1201	Introduction to Clinical Laboratory Science	12.00
MLAB 1211	Urinalysis/Body Fluids	24.00
MLAB 1227	Coagulation	24.00
MLAB 1235	Immunology/Serology	24.00
MLAB 1315	Hematology	24.00
MLAB 1331	Parasitology/Mycology	20.00
MLAB 2360	Clinical I	24.00
MLAB 2401	Clinical Chemistry	24.00
MLAB 2431	Immunohematology	24.00
MLAB 2434	Clinical Microbiology	24.00
MTRC 1402	Motorcycle Tune Up	16.00
MTRC 1405	Motorcycle Service Principles	16.00
MTRC 1408	Motorcycle Chassis and Dr Systems	16.00
MUAP 1101	Applied Music-Strings	90.00
MUAP 1117	Applied Woodwinds	90.00
MUAP 1137	Applied Music-Brass	90.00
MUAP 1157	Applied Music-Drums	90.00
MUAP 1161	Applied Music-Guitar	90.00
MUAP 1169	Applied Music-Piano	90.00
MUAP 1173	Applied Music-Synthesis	90.00
MUAP 1181	Applied Music-Voice	90.00
MUAP 1187	Applied Music-Composition	90.00
MUAP 1201	Applied Music-Strings	160.00
MUAP 1217	Applied Music-Woodwind	160.00
MUAP 1237	Applied Music-Brass	160.00
MUAP 1257	Applied Music-Drums	160.00
MUAP 1261	Applied Music-Guitar	160.00
MUAP 1269	Applied Music-Piano	160.00
MUAP 1273	Applied Music-Synthesis	160.00
MUAP 1281	Applied Music-Voice	160.00
MUAP 1287	Applied Music-Composition	160.00
OSHT 1405	OSHA Regulations-Construction Industry	24.00
OTHA 1253	Life Span for Geriatrics	12.00
OTHA 1305	Principles of Occupational Therapy	15.00
OTHA 1315	Therapeutic Media I in Occupational Therapy	12.00
OTHA 1319	Therapeutic Modalities in Occupational	12.00
OTHA 1341	Life Skills Performance of Childhood OT	12.00
OTHA 1409	Human Structure & Function in Occupational Therapy	12.00
OTHA 2302	Therapeutic Media II in Occupational	12.00
OTHA 2305	Therapeutic Modalities II in Occupation	12.00
OTHA 2309	Mental Health in Occupational Therapy	12.00
OTHA 2331	Physical Function in Occupational Therapy	12.00
PFPB 2401	Pipe Fabrication and Installation I	24.00
PHRA 1345	Intravenous Admixture and Sterile Compounding	24.00
PHRA 1413	Community Pharmacy Practice	24.00
PHRA 1441	Pharmacy Drug Therapy and Treatment	8.00
PHRA 1449	Institutional Pharmacy Practice	24.00
PHTC 1302	Darkroom Techniques	24.00
PHTC 1306	Fashion Photography	24.00
PHTC 1311	Fundamentals of Photography	24.00
PHTC 1321	Photographic Retouching I	24.00
PHTC 1325	Photographic Science I	24.00
PHTC 1328	Photographic Studio Management	24.00
PHTC 1343	Expressive Photography	24.00
PHTC 1347	Landscape Photography	24.00
PHTC 1351	Photojournalism I	24.00
PHTC 1441	Color Photography I	24.00
PHTC 1445	Illustrative Photography I	24.00
PHTC 1449	Photo Digital Imaging I	24.00
PHTC 1453	Portraiture I	24.00
PHTC 2331	Architectural Photography	24.00
PHTC 2341	Color Photography II	24.00
PHTC 2343	Commercial Photography	24.00
PHTC 2351	Photojournalism II	24.00
PHTC 2378	Close Up and Macro Photography	24.00
PHTC 2401	Intermediate Photography	24.00
PHTC 2433	Photographic Science II	24.00
PHTC 2445	Illustrative Photography II	24.00
PHTC 2449	Photo Digital Imaging II	24.00
PHTC 2453	Portraiture II	24.00
PHTC 2473	Photographic Retouching II	24.00
PHYS 1111	Laboratory in Introductory Astronomy	20.00
PHYS 1401	General College Physics I	20.00
PHYS 1402	General College Physics II	20.00
PHYS 1405	Conceptual Physics I	20.00
PHYS 1407	Conceptual Physics II	20.00
PHYS 2425	Engineering Physics I	20.00
PHYS 2426	Engineering Physics II	20.00
PLAB 1223	Phlebotomy	20.00
POFI 1371	Access	12.00
POFI 1449	Spreadsheets-Excel	12.00
POFM 1302	Computers in Health Care	12.00
POFM 1309	Medical Office Procedures	12.00
POFT 1329	Keyboarding & Document Formatting-Word	12.00
POFT 2301	Document Formatting & Skillbuild-WordII	12.00
POFT 2312	Business Communications II	12.00
POFT 2321	Machine Transcription	12.00
POFT 2331	Administrative Systems	12.00
PSTR 1301	Fundamentals of Baking	24.00
PSTR 2331	Advanced Pastry Shop	24.00
PTHA 1266	Practicum-Physical Therapist Assistant	18.00
PTHA 1267	Practicum-Physical Therapist Assistant	18.00
PTHA 1409	Introduction to Physical Therapy	15.00
PTHA 1431	Physical Agents	24.00
PTHA 1513	Functional Anatomy	24.00
PTHA 2230	Current Concepts in Physical Therapy	18.00
PTHA 2267	Practicum-Physical Therapist Assistant	18.00
PTHA 2301	Assessment Skills	18.00
PTHA 2409	Therapeutic Exercise	18.00
PTHA 2431	Management of Neurological Disorders	18.00
PTHA 2435	Rehabilitation Techniques	18.00
RADR 1411	Basic Radiographic Procedures	24.00
RADR 2431	Advanced Radiographic Procedures	24.00
RNSG 1105	Nursing Skills I	15.00
RNSG 1140	Nursing Skills for Articulating Students	10.00
RNSG 1144	Nursing Skills II	15.00
RNSG 1210	Introduction to Community-Based Nursing	5.00
RNSG 1443	Complex Concepts of Adult Health	5.00
RNSG 1463	Nursing Practice II Clinical Articulating Students	24.00
RNSG 1517	Concepts Nursing Practice Articulating Students	10.00
RNSG 1517	Concepts Nursing Practice Articulating Students	10.00
RNSG 2160	Mental Health Clinical	10.00
RNSG 2160	Mental Health Clinical	10.00
RNSG 2162	Critical Care Clinical	10.00
RNSG 2402	Concepts Nursing Practice III Articulating Student	10.00
RSTO 1319	Viticulture and Enology	24.00
SCIT 1418	Applied Physics I	20.00
SMER 1401	Outboard Tune Up	16.00
SMER 1404	Outboard Service Principles	16.00
SMER 1407	Outboard Power Head Overhaul	16.00
SMER 1410	Outboard Lower Units	16.00
SMER 1413	Outboard Electrical Systems	16.00
SMER 1419	Motorcycle Four Stroke Engine/Transmission	16.00
SMER 1422	Motorcycle Electrical Systems	16.00
SMER 1425	Small Engine Electrical Systems	16.00
SMER 1428	Small Engine Service Principles	16.00
SMER 1431	Small Engine Tune Up	16.00
SMER 1434	Small Engine Two Stroke Overhaul	16.00
SMER 1437	Small Engine Four Stroke Overhaul	16.00
SMFT 2341	Vacuum Principles and RF Plasma Systems	16.00
SMFT 2472	Semiconductor Equipment Operation & Main	16.00
SRGT 1405	Introduction to Surgical Technology	24.00
SRGT 1409	Fundamentals of Aseptic Technique	20.00
SRVY 1345	Land Surveying Applications	12.00
SRVY 2341	Engineering Design Surveying Lab	12.00
VNSG 1423	Basic Nursing Skills	24.00
VNSG 2331	Advanced Nursing Skills	24.00
WDWK 1191	Special Topics in Cabinet Maker and Mill	10.00
WDWK 1291	Special Topics in Cabinet Maker & Millwork	16.00
WDWK 1413	Cabinet Making	20.00
WDWK 1491	Special Topics in Cabinet Maker Millwork	20.00
WDWK 2451	Cabinet Making II	20.00
WLDG 1191	Special Topics	24.00
WLDG 1291	Special Topics	24.00
WLDG 1391	ST: Cold Forming Techniques	24.00
WLDG 1391	Special Topics	24.00
WLDG 1405	Art Metals	24.00
WLDG 1417	Intro to Layout and Fabrication	24.00
WLDG 1425	Intro to Oxy-Fuel Welding & Cutting	24.00
WLDG 1427	Welding Codes-Certification	24.00
WLDG 1428	Intro to Shielded Metal Arc Welding	24.00
WLDG 1434	Intro to Gas Tungsten Arc Welding	24.00
WLDG 1435	Intro to Pipe Welding-API 1104	24.00
WLDG 1442	Metal Sculpture	24.00
WLDG 1453	Intermediate Layout and Fabrication	24.00
WLDG 1457	Intermediate Shielded Metal Arc Welding	24.00
WLDG 1491	ST: Industry Practices	24.00
WLDG 1491	ST: Metal Design and Function	24.00
WLDG 1491	ST: Functional and Sculptural Forging	24.00
WLDG 1491	Special Topics	24.00
WLDG 1491	Special Topic: Architectural Hardware	24.00
WLDG 1491	Special Topic: Chasing and Repoussage	24.00
WLDG 1491	Special Topic: Coppersmithing	24.00
WLDG 1491	Special Topic: Tool Making	24.00
WLDG 2406	Intermediate Pipe Welding-ASME Sect IX	24.00
WLDG 2413	Welding Using Multiple Processes	24.00
WLDG 2433	Metal Smithing	24.00
WLDG 2435	Advanced Layout and Fabrication	24.00
WLDG 2440	Studio Problems	24.00
WLDG 2441	Power Hammer	24.00
WLDG 2451	Advanced Gas Tungsten Arc Welding	24.00

Refunds

Refund of Tuition and Fees, Semester-Credit Courses

A. Withdrawal from Institution. Students who officially withdraw from the institution shall have their tuition and selected fees refunded according to the following schedule:

1. Fall and Spring Semesters (16-week session)

Prior to the first class day	100%
During the first 15 class days	70%
During the 16th through 20th class days	25%
After the 20th class day	NONE
2. Summer Sessions (11-week session)

Prior to the first class day	100%
During the first five class days	70%
During the sixth and seventh class days	25%
After the seventh class day	NONE

3. Short Semester Sessions

Please check the course schedule or with the Admissions and Records Office for withdrawal dates and refunds for short semester courses.

NOTE: "Class days" refers to consecutively scheduled days of class for the entire college. The College shall retain the \$3.00 student service fee, unless the institution cancels all of the student's classes.

B. Additional Refund Provisions

1. To receive a refund of tuition and fees, students must withdraw by the official dates published in the college calendar.
2. Except for reimbursements for canceled classes, it is the student's responsibility to initiate the refund request either by using the college online or telephone registration system during the schedule change period or in writing at one of the Admissions and Records Offices on the campuses.
3. Students may expect to receive their refunds for the fall or spring semester within six to eight weeks from the 12th class day, or the fourth class day for a summer session.
4. Students who paid by MasterCard, VISA, or Discover and are entitled to a refund will have their charge card credited for the refund amount.

NOTICE: Paying by charge card is a method of payment elected by the student; therefore, ACC is not responsible for interest charges that might be charged to a student's account while the refund is being processed.
5. Tuition and fees paid directly to the college by a sponsor or scholarship shall be refunded to the source rather than directly to the student.
6. When a student's required tuition and fees are charged to a financial aid account, the student may not receive a refund if:
 - a. the financial aid authorized results in an over-award due to reduction of hours or withdrawal from the institution prior to the cutoff dates established each semester
 - b. the student is indebted to the institution
7. In order to receive a refund, the student must go through an official withdrawal procedure and obtain clearance signatures from the ACC Financial Aid Office and any other office to which s/he is indebted. If there is a balance after the student clears these accounts, s/he will be eligible to receive the balance.
8. Students who withdraw from the school without completing their proof of Texas residency requirements are still subject to being billed for out-of-state fees.
9. A request for the reissue of a lost or stolen refund check must be made within two years of the issue date of the original check.

Tuition Exemptions

Exemptions are provided at Austin Community College. Tuition exemptions are not retroactive to a paid enrollment. To receive information or to update files, contact Student Accounting in the Business Office at the ACC Service Center at 9101 Tuscan Way, Austin, TX 78754. Students in the following categories are eligible for tuition exemption:

Students Who are Blind and Deaf. The Texas Commission for the Blind or the Texas Commission for the Deaf will issue an authorization to the students if they are eligible. Eligible students must contact the Office for Students with Disabilities (OSD) on an ACC campus.

Children of Disabled Firefighters and Peace Officers. Children under 21 years of age are covered if there is a certificate on file with the Texas Higher Education Coordinating Board. A document obtained from this agency must be surrendered at registration.

Children of POWs and MIAs. To qualify for this exemption, a student must be 21 or younger (or under 25 if receiving major support from parents) and be a dependent of a person who is a domiciliary of Texas on active duty as a member of the armed forces of the United States and who at the time of registration is classified by the Department of Defense as a prisoner of war or missing in action.

Early College Start. Juniors and seniors in ACC's service area are exempt from tuition and fees for up to two courses per semester with high school and parental permission.

Early High School Graduates. Exemption from the payment of up to \$1,000 in tuition. Eligible students must contact the Texas Higher Education Coordinating Board.

Firefighters Enrolled in Fire Protection Technology Courses. A student must be employed as a full-time firefighter by any political subdivision of the state. A letter verifying employment and an authorization from the Fire Protection Technology Department at the Eastview Campus listing approved courses must be surrendered at registration. (Exemption is for tuition and related lab fees only.)

Highest Ranking High School Graduates (Valedictorians). Exemptions for tuition only are granted to those students who surrender a copy of their valedictorian certificate at registration. This exemption is only good for the first two consecutive long semesters after graduation from high school.

Senior Citizens. Students 65 years of age or older qualify for exemption of tuition for up to six (6) credit hours per semester on a space available basis. This exemption applies only when the student registers during the add/drop period for the course. Students must pay for any hours in excess of the six allowed.

Students on AFDC (Aid to Families with Dependent Children) During Senior Year of High School. Exemption from payment of tuition and fees for one year. Student must provide proof of having received or been on AFDC for at least six months of the year of high school graduation. Student must enroll in college within 12 months of high school graduation and must be younger than 22.

Students in Foster or Other Residential Care. Exemption from payment of tuition and fees other than building use fees. Student must provide proof of having been in foster care or other residential care under the conservatorship of the Texas Department of Protective and Regulatory Services on or after the day preceding the student's 18th birthday. Student must enroll within three years of the date the student was discharged from foster or other residential care.

The Office of Student Financial Aid provides grants, loans, and work-study opportunities to those students who may otherwise be unable to attend college. The amount and type of aid a student may receive depends on the availability of funds and the student's established financial need.

Minimum Requirements for Eligibility

- Must have a high school diploma or GED (A student who has not been awarded a high school diploma or GED may take an approved test to determine ability to benefit).
- Must be a U.S. Citizen or eligible noncitizen.
- Must be meeting satisfactory academic progress, as defined in the Financial Aid Handbook.
- Must be attending ACC for the purpose of obtaining a degree or program certificate, or be enrolled in a transfer program leading to a bachelor's degree.
- Must be enrolled for at least six hours each semester.
- Check with the Campus Financial Aid Office for Pell Grant eligibility based on less than half-time status.
- Male applicants who are at least 18 years old and born after December 31, 1960, must be registered with the Selective Service as required by federal regulations.
- Transient students attending ACC for the summer semester only are not eligible for financial aid.
- Applicants cannot be in default of a state or federal loan/ or in repayment of a state or federal grant.

Application Procedures

- Complete the Free Application for Federal Student Aid paper application or file electronically on the web: www.fafsa.ed.gov.
- Complete the ACC Financial Aid Institutional Application available at the campus Financial Aid Offices or on the Financial Aid website.
- Submit high school grade transcripts or GED certificate to the Admissions Office. Copies of all college transcripts must be submitted to the Financial Aid Office and the Admissions and Records Office.
- All hours attempted (including transfer hours) will be counted towards the maximum 85-hour time frame at Austin Community College; the Admissions and Records Office must evaluate all transcripts.
- Eligible noncitizens must provide proof of eligibility: I-94, I-551, I-151.
- Students selected for verification must provide signed copies of federal income tax returns (Parents, Student/ Spouse).

Deadlines for

Summer Session
Fall/Spring Semesters
Spring Semester Only

Priority Date to Complete File

March 15
April 1
October 15

Students may apply for financial aid after the priority deadlines. These deadlines are established to allow ample time for processing. Awards are made on a first-come first-served basis. Federal Pell and/or Federal Stafford Loan/ PLUS applications will be processed after the priority dates. Late applicants should be prepared to use their own resources to pay for their initial expenses (tuition, fees, and books).

Return of Title IV Funds

As a result of the Reauthorization Act of 1998, a new federal refund policy will require students to repay a portion of the financial aid they received but didn't earn due to their complete withdrawal from ACC. The new law focuses on the return of Title IV funds (PELL, FSEOG, FFEL Loans, Perkins Loans) received for the time period during which students were enrolled. ACC will determine the percentage of Title IV assistance students earned up through the 60 percent point in the semester. Students will be responsible for paying back the unearned portion. If students withdraw after the 60 percent point in the semester, there is no federal refund required. Check with the Financial Aid Office for more details.

Types of Aid Available

Grants

Federal Pell Grant is a federally funded program designed for undergraduate students obtaining their first bachelor's degree. The amount of the Pell Grant depends on the student's effective family contribution and the number of hours for which the student enrolls. The award will vary from \$400 to \$4,050. This grant does not have to be repaid.

Federal Supplemental Educational Opportunity Grant (SEOG) is a federally funded program established to assist students with exceptional need. Funds are limited, and there is no guarantee that every eligible student will be able to receive this grant.

Austin Community College Student Grant (ACCSG) is funded through tuition payments. Funds are limited, and there is no guarantee that every eligible student will be able to receive this grant.

LEAP Grant is a combination of state and federal funds. Funds are limited, and there is no guarantee that every eligible student will be able to receive this grant.

Austin Community College Tuition Assistance

Program is established to assist economically disadvantaged students who reside in the ACC District service area. It is designed to provide assistance to pay tuition and fees beyond the level of an in-district student. Economically disadvantaged students will be defined as students who meet the Federal Eligibility for PELL Grant. For PELL eligible students, this assistance will only be awarded if the PELL grant funds are not available at the time tuition payment is due. An eligible student may receive assistance to pay for tuition and fees beyond the level of an in-district student.

Texas Grant Fund is a grant funded through the Texas Higher Education Coordinating Board. A student must be a Texas resident, be a graduate of a public or accredited private high school in Texas, graduated not earlier than 1998-99 school year, completed the recommended or advanced high school curriculum and have financial need or have received an associate degree from an eligible institution no earlier than May 1, 2001, and must re-enroll within 12 months of receiving that degree. Awards are approximately \$635 per semester at a community college. Check with the financial aid office for additional requirements.

Texas Grant II is a grant funded through the Texas Higher Education Coordinating Board. A student must be a Texas resident. The student must also have an effective family contribution of \$2,000 or less (based on FAFSA results) and be enrolled in at least six hours in the first 30 hours of an associate degree or certificate program at a public two year institution of higher education. Awards are approximately \$635 per semester at a community college. Check with the financial aid office for additional requirements.

District of Columbia Tuition Assistance Grant

Program is an out-of-state grant which provides tuition support to Washington, D.C., residents to attend colleges and universities throughout the nation. The public school portion of the Act pays the difference between in-state and out-of-state tuition for all District residents attending public postsecondary institutions. Students can receive up to \$50,000 in assistance during their lifetimes. Check with the financial aid office for additional requirements.

Non-Texas residents should check with their home state for additional information or other state programs.

Loans

Loans must be repaid. Students who are awarded any loan under the Federal Educational Loan Program (FELP), will need to attend a pre-loan counseling session. This session provides additional information about the loan programs, monthly repayment, deferments, grace period, and cancellations.

Federal Subsidized Stafford Student Loan is insured by the federal government. This has a variable interest rate with a six-month grace period, and minimum monthly repayment of \$50. Depending on the student's established need, up to \$2,625 may be borrowed during the freshman year, \$3,500 during sophomore year. Contact the ACC Financial Aid Office for required forms and additional loan information.

Federal Unsubsidized Stafford Student Loan is for students who meet all other eligibility requirements but do not qualify in whole or in part for a Federal Subsidized Stafford Loan. Students will be responsible for all interest that accrues on the loan from the date of disbursement forward.

Federal Parent Loan (PLUS) is available for parents of dependent students to help pay for school costs. The interest rate is a variable rate. Repayment of this loan begins 60 days after disbursement of funds. The parent chooses his/her lender. Applications and additional information are available at the Student Financial Aid Office.

College Access Loan (CAL) is a non-need based loan available to Texas residents enrolled halftime and in good academic standing. A co-signer is required. The 7.5% interest will accrue but not capitalize during enrollment. Repayment begins 6 months after student ceases halftime enrollment. Annual loan limit is \$7,500.

Work-Study

College Work-Study is a federal or state campus based program offering students an opportunity to earn money through work. This is available to undergraduate students who demonstrate financial need. ACC pays an hourly rate beginning at \$8.45 - \$9.81. A work-study student may not work more than 19 hours per week except during the summer.

Scholarships

All scholarships offered at ACC are made available by private donors. For more information regarding scholarships, contact the Student Financial Aid Office or the Scholarship website at www.austincc.edu/foundatn.

Assessment Requirements

Students enrolling only in Level I Certificate programs and/or pre-College level courses are assessed on the COMPASS test for placement purposes. Students whose primary language is not English must take the ESL (English as a second Language) Assessment test and be placed accordingly into ESL courses.

Texas Academic Skills Program (TASP)

The Texas Academic Skills Program (TASP) is an instructional program with a testing component designed to ensure that all students attending public college or universities in Texas have the reading, writing, and mathematics skills necessary to perform effectively in college-level courses. Texas law requires students to take the TASP test or a TASP alternative test before attending college-credit classes, or to demonstrate that they are TASP exempt or TASP waived.

TASP Exempt Students

- Students with three or more semester hours of college-level credit from an accredited institution of higher education prior to fall 1989.
- Students with a bachelor's degree from an accredited institution of higher education.
- Students who are blind and/or deaf and have earned at least three (3) semester hours of college-credit prior to Fall 1995.
- Students with qualifying scores on the ACT or SAT (within five years) or TAAS (within three years).
- Students who graduate from an accredited high school, have completed the recommended or advanced high school curriculum and earned a GPA of 3.5 or higher on a 4.0 scale must enroll in an institution of higher education on or before the second anniversary of the date the student graduated from high school.
- Students who transfer to ACC from out-of-state or private Texas colleges and who have taken and passed courses on ACC's "B or Better List" with an "A" or "B" will not have to take the TASP or TASP alternative test in any area in which they have satisfied the requirement.
- Students with military service (DD 214 required) that began prior to July 1, 1989. This date allows for sufficient time to complete basic training (basis for HKN credit) prior to September 1, 1989, in compliance with TEC51.306.
- Students who are deaf who meet the definition as stated in TEC 54.205(a) are exempt from taking the TASP test but are required to take the Stanford Achievement Test.

- International students who are citizens of another country and not seeking a degree or Level II certificate.
- Students participating in the National Exchange Program from another state who are not seeking a degree or a Level II certificate.

TASP Waived Students

- Students enrolled in a Level 1 Certificate declared major.
- Students 55 years of age or older and not seeking a degree.
- Students enrolling at ACC on a temporary basis (must be approved by an advisor).
- Out-of-state students who take college-level distance-learning courses and remain outside the state while taking the courses.
- Students who are serving full time on active duty as a member of the armed forces of the United States.

ACC Policies Concerning TASP Requirements

- Students who take and fail the TASP before coming to ACC must take the COMPASS placement test. (See an advisor.)
- Students whose test scores indicate that they need two or more developmental courses must meet with an ACC counselor before they register for their first term in order to develop an educational and a support service plan.
- TASP students must complete their TASP requirements to graduate from any associate degree program or any certificate program having at least 43 or more semester hours.
- TASP students who do not pass all parts of the TASP test or TASP alternative test must enroll and participate in developmental education courses in their area(s) of academic weakness and follow ACC's Developmental Plan until they satisfy their TASP requirements.
- TASP students who do not comply with the state developmental education requirements and ACC's Developmental Plan will be withdrawn from all college-level courses with a grade of "W" for that semester.
- Campus Advising Centers have additional information regarding TASP requirements and ACC's Developmental Plan.

Developmental Education

Courses in Developmental Education help students to succeed in college. ACC offers three types of Developmental Education courses: (1) Courses of one-, two, or three-hours credit prepare students to enter college-level courses. These courses include mathematics, reading skills, vocabulary, writing skills, spelling, speech, and English as a second language. Students with skills below college level—including those identified on local assessment tests and the TASP Test—should enroll in these classes before enrolling in college-level courses. (2) One-hour lab classes parallel to courses in other divisions, where students work together in small tutorial groups to get additional practice and explanation. These include language and study skills labs, math labs, and writing labs. Students must be enrolled in the course that the lab parallels. (3) College-level courses that help students succeed in their academic studies. These courses include college study skills, advanced college vocabulary, and speed reading. Of these, advanced college reading may be transferable to other institutions.

English as a Second Language (ESL) – Academic

ACC offers ESL in three skill areas—oral communication, reading and vocabulary, writing and grammar—and at four levels: high beginning, low intermediate, high intermediate, and advanced. Students should consult an advisor or ESL faculty member for an ESL assessment test to determine proper placement. For information about the Academic ESL program call 223-3354 or 223-3349 (RGC); 223-4014 or 223-4874 (NRG); 223-6290 (RVS). Call 223-3139 (RGC) or 223-4807 (NRG) to sign up to take the ESL assessment test.

Human Development

Human Development courses are electives designed to provide students in all programs with the skills to maximize their success both in and out of the classroom. HUDE 0111 is a developmental level course; other human development courses are college credit courses. By drawing on the tenets of modern psychology, sociology, and learning theory, these courses assist students in achieving greater self-awareness, self-management skills; setting and accomplishing personal, educational, and career goals; improving interpersonal communication skills, and mastering effective learning and study skills. Interested students can consult with an ACC counselor for additional information and assistance.

Testing for Advanced Placement

Austin Community College provides students the opportunity to earn credit by advanced placement through the College Level Examination Program (CLEP), College Board Advanced Placement (AP), Certified Professional Secretary exam (CPS), credit by institutional examination and credit for military courses. Credit from these programs, exclusive of credit by institutional examination, may not exceed 30 semester hours. The credit is validated and an official transcript issued only upon completion of regular coursework at ACC.

College Level Examination Program (CLEP)

Students of Austin Community College who request credit through CLEP must have official test scores sent directly to the Admissions and Records and Registration Office at 5930 Middle Fiskville Road, Austin, Texas 78752. Scores are obtained by contacting the Educational Testing Service, P.O. Box 6666, Princeton, N. J. 08543-6923. For each score at or above the listed minimum, the appropriate credit will be recorded on the Request for CLEP Credit Form. After the credit is recorded on the request form, both the student and the Records and Registration staff member must sign the form. Credit is recorded on the student's ACC transcript after the student has completed at least one credit course at ACC.

Pursuant to the Texas Education Codes 51.301 and 51.302, no student may receive more than three semester hours of CLEP credit for the six-semester-hour legislative requirement for American Government and no more than three semester hours of CLEP credit for the six-semester-hour legislative requirement for American History.

CLEP exams are given at The University of Texas at Austin and at St. Edward's University. For CLEP exam schedules and costs, call the UT Measurement and Evaluation Center or St. Edward's Admissions Office.

Consult the "CLEP Exams and Minimum Acceptable Scores" section in this catalog for the specific passing scores for each test.

In the near future Austin Community College will be an official CLEP Test Site. Call 223-7769 for information.

CLEP Exams and Minimum Acceptable Scores

General Exam	Score	Credit Given
Mathematics	50	MATH 1336
Humanities	50	HUMA 1301
Natural Sciences	50	PSC 1613
Subject Exam	Score	Credit Given
Accounting, Principles of	50	ACCT 2301 & 2302
American Government*	50	GOVT 2305
American History to 1877*	50	HIST 1301
American History 1865 to Present*	50	HIST 1302
American Literature	50	ENGL 2327 & 2328
Business Law, Introductory	50	BUSG 2301
Business Management, Principles of	50	BMGT 1303
Calculus with Elementary Functions	50	MATH 2413 & 2414
Chemistry, General	50	CHEM 1411 & 1412
College Algebra	50	MATH 1314
College French First Semester	49	FREN 1511
Second Semester	50	FREN 1511 & 1512
Third Semester	56	FREN 1511, 1512, & 2311
Fourth Semester	62	FREN 1511, 1512, 2311 & 2312
College German First Semester	48	GERM 1511
Second Semester	50	GERM 1511 & 1512
Third Semester	56	GERM 1511, 1512 & 2311
Fourth Semester	63	GERM 1511, 1512, 2311 & 2312
College Spanish First Semester	48	SPAN 1511
Second Semester	50	SPAN 1511 & 1512
Third Semester	58	SPAN 1511, 1512 & 2311
Fourth Semester	66	SPAN 1511, 1512, 2311 & 2312
English Literature	50	ENGL 2322 & 2323
Freshman College Composition	50	ENGL 1301
<i>(Must include essay section. Essay must be approved by the English Department)</i>		
Human Growth and Development	50	PSYC 2314
Information Systems and Computer Applications	50	COSC 1300
Macroeconomics, Introductory	50	ECON 2301
Marketing, Principles of	50	MRKG 1311
Microeconomics, Principles of	50	ECON 2302
Psychology, Introductory	50	PSYC 2301
Sociology, Introductory	50	SOCI 1301
Trigonometry	50	MATH 1316
Western Civilization to 1648	50	HIST 2311
Western Civilization to 1648 to Present	50	HIST 2312

*NOTE: Pursuant to Texas Education Codes 51.301 and 51.302 no student may receive more than three semester hours of CLEP credit for the six-semester-hour legislative requirement for American Government and no more than three semester hours of CLEP credit for the six-semester-hour legislative requirement for American History.

Advanced Placement (AP)

Students requesting credit through the College Board Advanced Placement Program (AP) must complete at least one college credit course before appropriate credit is posted on their academic record. Students of Austin Community College who request credit through AP must have official test scores sent directly to the Admissions and Records Office at 5930 Middle Fiskville Road, Austin, TX 78752.

Scores are obtained by contacting AP Exams, P.O. Box 6671, Princeton, N.J. 08541-6671. For each score at or above the listed minimum, the appropriate credit will be recorded on the Request for AP Credit Form. After the credit is recorded on the Request Form, both the student and the Admissions and Records staff member sign the form. Students must complete at least one college credit course before credit is recorded on the official transcript.

A letter grade (A, B, C, D, F) is not assigned. The AP credit is designated as "CR" (credit) on the ACC transcript. AP credit might not transfer from ACC to other institutions. Pursuant to the Texas Education Codes 51.301 and 51.302, no student may receive more than three semester hours of advanced placement for the six-semester-hour legislative requirement for American Government and no more than three semester hours of advanced placement for the six-semester-hour legislative requirement for American History.

Advanced placement credit is granted for the courses listed below.

AP Exam	Score	Credit Given
American Government	3, 4, 5	GOVT 2305
Calculus (AB exam)	4 or 5	MATH 2413
Calculus (BC exam)	4 or 5	MATH 2414
Computer Science (A exam)	4 or grade A	COSC 1315
Computer Science (B exam)	4, 5 or grade A	COSC 1315 & ITSE 1418
English (Language and Composition)	4 or 5	ENGL 1301
English (Literature and Composition)	4, or 5	ENGL 1301 or 1302 (If credit for 1301 has been earned, credit awarded for 1302)
Foreign Language (FRN, GER, SPN)	2 3, 4, or 5	1511 & 1512 1511, 1512, 2311 & 2312

Credit for Professional Secretary Certification

Students may earn college credit for verified passing scores on the following parts of the Certified Professional Secretary exam:

If exam passed before September 1994:

CPS Exam	Credit Given
Part IV Accounting	ACNT 1403
Part V Office Administration & Communication	POFT 1302, POFT 2312, POFT 1449
Part VI Office Technology	POFT 2331

If exam passed after September 1994:

CPS Exam	Credit Given
Part I Finance and Business Law	ACNT 1403
Part II Office Systems & Administration	POFT 1302, POFT 2312, POFT 1449
Part III Management	POFT 2331

Professional Administrator Credential and CDA Credential (Child Development Associate Credential)

Students who hold the PAC or the CDA should contact an advisor in the Child Development Program to obtain information about receiving credit for these credentials.

Challenging a Course (Institutional Credit by Examination)

In order to be eligible to take a challenge exam, the applicant must be a current or former ACC college-credit student and meet the course prerequisites and institutional enrollment requirements. Students must complete at least one course in residence before challenge exam results will be recorded on an official transcript. A student receives credit by passing the exam with a grade of A or B. Not all courses at ACC may be challenged. A student may not challenge a course more than once. No student may challenge a course for which she/he is currently enrolled or has a grade of A, B, C, D, F, I, W, or AU. Course challenge grades are not computed in students' grade point averages (GPA) nor do they count toward scholastic achievement awards in any given semester.

To challenge a course, a student must:

- Obtain a Course Challenge Form from a campus Admissions and Records Office,
- Obtain the signature of the appropriate Academic or Workforce Dean, or Department Chair who approves the testing and assigns an instructor to administer the test,

- Obtain the signature of the assigned full-time or part-time instructor, who has previously taught the course at ACC and has agreed to administer and grade the challenge examination,
- Return the signed Course Challenge Form to the Admissions and Records Office,
- Pay a fee of \$10 per credit hour, with a \$30 minimum, and
- Take the Challenge Examination. The instructor submits all copies of the Challenge Form to a campus Admissions and Records Office. If the grade is A or B, it is recorded on the student's transcript under the heading "Institutional Examination." If the grade is C or lower, it is not recorded.

International students may not apply course challenges toward the 12-hour enrollment requirement established by the Immigration and Naturalization Service. International students must be enrolled full-time and attending class.

Credit for Military Courses

Austin Community College will evaluate courses completed in the Armed Forces, USAFI and DANTES, based on credit recommendation in the ACE (American Council on Education) Guide to Evaluation of Educational experiences in the Armed Services. The semester hours of credit granted under this policy and the semester hours of credit granted for College Level Examination Program (CLEP) together may not total more than 30. Students enrolled at Austin Community College wishing to have their educational experience in the Armed Forces or through USAFI and the DANTES transcript evaluated for possible credit should comply with the following procedures:

- The student should submit records showing completion of educational experiences in the Armed Forces or USAFI or DANTES Courses, which include the following: educational transcripts, discharge papers, and test scores. The student is responsible for furnishing satisfactory evidence to the evaluator.
- The Admissions and Records Office references the submitted documents for credit recommendation from the ACE Guide.
- If a recommendation cannot be located, the student may request a recommendation from ACE in Washington, D.C.
- The evaluator completes the credit application and forwards it to the appropriate Department Chair.
- The Department Chair will grant or deny credit for a specific corresponding ACC course.
- Credit will appear on the student's transcripts.
- The student who requests an evaluation of military courses must complete at least one credit in residence before appropriate credit is posted to their academic record.
- If a student has received credit through the military for College Level General Education Development tests, equivalencies will be granted in accordance with the following schedule:

College-Level Exam	Grade	Credit Given
TEST I Expression	S	ENGL 1301
TEST II Social Studies	S	NO CREDIT
TEST III Natural Science	S	BIOL 1406
TEST IV Social Studies	S	PSYC 2301, SOVI 1301, HIST 1301, HIST 1302, GOVT 2305

Health, Kinesiology Credit for Military Service

Students who have served on active duty in the military service of the United States for a period of at least six (6) months without regard to character of service will receive four (4) hours of credit for Health and Kinesiology. Personnel on active duty with at least six (6) months in the military may also receive this credit by presenting a certified letter from their commanding officer attesting to their period of service. The four hours will not be computed in students' grade point averages. Students who wish to obtain this credit must submit an original or certified copy of their DD214 to the Admissions and Records Office. Credit will not be posted until the student completes at least one college level course at ACC.

Testing Centers

Academic Testing Centers are located at the Cypress Creek, Eastview, Northridge, Pinnacle, Rio Grande, and Riverside campuses as well as the ACC centers in Fredericksburg, Round Rock, and San Marcos. Hours of operation vary by location. Students should check with their instructors on the availability of tests at the various locations. Students must be registered in classes at Austin Community college in order to take test in the Testing centers. Procedures for using this service are available from the Academic Testing Centers. In addition to an ACC Student ID, Testing Centers require a valid picture ID.

Business Assessment Center

The Business Assessment Center provides the community with testing support in the following areas:

ACT Center

Provides the Austin community with high-stakes tests for selected licensure and certification programs.

- Social Work Licensure Exams (Basic, Intermediate, Clinical and Advanced)
- Registration Examination for Dieticians
- Registration Examination for Dietetic Technicians
- Certification Examination for Nuclear Medicine Technologists
- Transportation Security Administration – (Screener Assessment Battery)
- More certification and licensing exams will be added during the next year. These exams are offered by appointment only.

To schedule and appointment call the ACT Call Center at 1-800-205-6366. The appointment line is open 8:00 a.m. – 4:30 p.m. central time Monday through Friday.

The ACT Center also administers the Work Keys Assessment for businesses wishing to assess their workforce. Assessment and profiling can be arranged by calling the ACT Center at 223-7769 during the hours of 12:00 p.m. to 4:30 p.m. Monday through Thursday.

Other Exams/Assessments:

Testing for Businesses and Colleges all over the world can be arranged by calling 223-7769.

Type of Tests Offered:

Tests for classes at other colleges. Assessment for business pre-employment screening or licensing/certification.

TASP by Computer

TASP by computer is administered Monday – Thursday by appointment only. Appointment must be made with National Evaluation Systems. Call 512-927-5100.

Instructional Philosophy

Austin Community College is committed to the belief that in a free and democratic society, all persons should have a continuing opportunity to develop skills and knowledge as well as to enhance their understanding of the responsibilities in that society. The college takes as its guiding educational principle the proposition that, insofar as available resources permit, instruction should be adapted to student needs. This principle requires both flexibility in instructional strategies and maintenance of high academic standards.

Academic Standards

Grading System, Semester-Credit

The following grading system is used at Austin Community College:

Grade	Interpretation	Grade Points Per Semester Hour
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Minimum Passing	1
F	Failing	0
I	Incomplete	Not Computed
IP	In Progress	Not Computed
P/F	Pass/Fail	*
W	Withdrew	Not Computed
AU	Audit	Not Computed
CR	Credit Given for Non-Traditional Transfer Work	Not Computed

The grade point average is calculated by dividing the number of credit hours into the total grade points.

*Pass/Fail: A passing grade is defined as the equivalent of a “C” grade or better. A “P” (passing) achieved in a course under a pass/fail option will not be used in calculating cumulative GPA. An “F” (failing) received in a course taken under a pass/fail option will be used in calculating GPA.

Student Course Load, Semester-Credit Programs

A full-time student is defined as a student who:

1. Registers for 12 or more credit hours in any combination of terms within the 16-week semester.
2. Registers for 12 credit hours within the 11-week or 9-week summer sessions.
3. Registers for six credit hours in one 5½-week summer session, or six credit hours in each 5½-week session.

A student must obtain written permission from the Campus Dean of Student Services or his or her designee before registering if the student wishes to:

1. Register for more than 18 hours in any combination of terms within a 16-week semester.
2. Register for more than 12 hours in any combination of terms within the 11-week summer semester.
3. Register for more than six credit hours in a 5½-week summer session.

Good Standing and Acceptable Academic Progress, Semester Credit Programs and Grade Point Average

Good Standing

Good standing is the maintenance of a cumulative grade point average (GPA) of 2.00 or better (on the 4.00 scale used at Austin Community College). A 2.00 GPA is the same as a “C” average. In order to graduate from any degree or certificate program, a student must have a cumulative GPA of 2.00 or better. In calculating a student’s cumulative GPA, all course work attempted at Austin Community College for which a grade of “A”, “B”, “C”, “D”, or “F” was awarded will be considered. The student’s permanent record shall reflect two grade point averages:

1. All college work taken at Austin Community College, including developmental courses, if the student took such courses.
2. College work taken at Austin Community College, which excludes any developmental courses.

Incomplete Grades

The grade of “I” (for incomplete) may be given by an instructor for a course in which a student was unable to complete all of the objectives for the passing grade. A grade of “I” cannot be carried beyond the established date in the following semester or session. The completion date is determined by the instructor, but may not be later than two weeks prior to the end of the semester. The Department Chair will approve a change from “I” to a performance grade (A, B, C, D) for the course prior to deadline.

Consideration should be given to course load, job and family obligations when carrying an “I” grade into a new semester for completion. Grades of “I” that are not resolved by the deadline will automatically be converted to a grade of “F.”

In extreme cases, permission may be granted to carry an “I” grade for longer than the following semester or session deadline; this must have the approval of the Academic or Workforce Dean.

In Progress Grades

The IP (In Progress) grade is used for students in developmental education courses. “In Progress” (IP) may be awarded to students who remain in the class, are attending, are progressing, but are not achieving the standards for earning a C or better in the course. The IP grade is a final grade for the term and counts toward the student’s term hour load but carries no grade points or credit toward graduation. An IP grade does not mean successful fulfillment of the objectives of the course or completion of remediation. Students who earn an IP and continue at ACC must re-register in the same course for the next term that they enroll, unless TASP requirements are otherwise met, in which case the IP becomes the final grade.

An IP grade is not to be used as an alternative to an Incomplete (I) grade or a failing (F) grade. TASP-mandated students who have excessive absences do not qualify for an IP grade.

Students may earn an IP grade in the same course two times. On the third attempt, the student is not eligible for an IP grade. The student must earn an A, B, C, D, or F.

Repeating Courses

All grades for repeated courses appear on the transcript. An asterisk (*) by a course grade on the student’s transcript indicates that the course has been repeated. In general, when non-developmental courses are repeated, only the highest grade earned for the course will be used in calculating the grade point average.

Academic Probation, Suspension, and Dismissal

The College monitors academic standards of progress to identify those students experiencing academic difficulty and limits enrollment and course selection to increase the chances that students will succeed at ACC. Students are responsible for knowing whether they are on probation, suspension or dismissal. Ineligible students who register for college credit classes are subject to dismissal with forfeiture of one-half of all tuition and fees.

1. Students who fail to maintain a cumulative GPA of 2.0 after earning 6 credits will enter the *Early Alert* system. Student Services will notify students of their *Early Alert* status and send them a list of college support services available to *Early Alert* Students.
2. Students who on or after the end of their second semester fail to earn a completion rate of 50% of the credit hours for which they have enrolled at ACC will enter the *Early Alert* system. Student Services will notify students of their *Early Alert* status and send them a list of college support services available to *Early Alert* students.
3. Students on *Early Alert* status who either fail to earn a cumulative GPA of 2.0 or fail to earn a cumulative completion rate of 50 % will be placed on *Academic Probation*. Admissions and Records will notify students of the probation status and refer them to the counseling center to develop a Performance Improvement Plan. When students raise their cumulative GPA to 2.0 and their cumulative college credit completion rate to 50%, the Admissions and Records Office will change their status from *Academic Probation* to *Academic Good Standing*.
4. Students on *Academic Probation* who fail to maintain a cumulative GPA of 2.0 or cumulative completion rate of 50% will be placed on *Academic Suspension*. Admissions and Records will place a registration hold on the records of students placed on *Academic Suspension*. The hold will be removed only after the student has been out of ACC for one full semester or has successfully appealed the suspension through a college-wide appeals process. Students readmitted after suspension or for whom an appeal is granted must develop a Performance Improvement Plan with a counselor, and abide by any registration restrictions established as a condition of readmission.
5. Students readmitted after *Academic Suspension* who fail to maintain a cumulative GPA of 2.0 or cumulative completion rate of 50 % will be placed on *Academic Dismissal*. Admissions and Records will place a registration hold on the records of students placed on *Academic Dismissal*. The hold will be removed only after the student has been out of ACC for one calendar year or has successfully appealed his/her dismissal through a college-wide appeals process. Students readmitted after *Academic Dismissal* or for whom an appeal is granted must develop a Performance Improvement Plan with a counselor, and abide by any registration restrictions established as a condition of readmission.

- Students readmitted after *Academic Dismissal* who fail to maintain a cumulative GPA of 2.0 or cumulative completion rate of 50% will again be placed on *Academic Dismissal* for one calendar year. The same re-entry procedures as outlined above will apply to repeated periods of *Academic Dismissal*.
- Students receiving financial aid also must comply with the *Satisfactory Academic Progress Policy for Financial Aid Recipients*.

Grade Changes: Requesting the College to Review a Performance Grade

Review of Course Grading Guidelines

The instructor teaching the course shall assign grades. The instructor is expected to provide information to the students at the beginning of the semester regarding the course, including the guidelines for grading. If the student has questions about or objections to the grading policy in a course, those must be brought up during the semester. Such questions or objections should first be addressed to the instructor and then, if the student believes it is appropriate, to the instructor's supervisor. These questions are not relevant when determining whether an error occurred in assigning a performance grade.

Review of Course Grade Assignment

The very nature of teaching and learning demands that the instructor exercise professional judgement in the assignment of grades. The instructor also has an obligation to discuss the grade and the basis upon which it was assigned with the student, at the student's request. If a student believes that an error has been made in the assignment of a grade, he or she should bring it to the attention of the instructor within six months and ask for the error to be corrected. In almost all cases, the decision of the instructor about whether there was an error is final.

Occasionally, it is appropriate for someone other than the instructor to deal with the question of reviewing a possible error in a grade. This request should be made in writing to a committee of faculty members in the discipline appointed by the department chair, task force, or dean. The committee has the authority to change the grade to a different performance grade. This request is handled by the Procedure for Determination of Error of a Performance Grade, not by the Student Complaint Procedure.

Procedure for Determination of Error of a Performance Grade

- The student presents the facts to the instructor who awarded the grade and requests a different performance grade. (If the instructor is not available, the student should contact the instructor's supervisor to determine when the instructor will be available. Between semesters, instructors are not expected to be available. Questions arising during that time must be postponed until the start of the next semester unless the instructor can be contacted and agrees to come in and address the questions.)
- If no agreement is reached, the student may contact the instructor's supervisor. The supervisor shall discuss the situation with the student and advise the student of the process by which a review of the grade may be requested. The supervisor shall encourage the student to make an appointment with an ACC counselor to discuss the process before beginning to prepare his/her formal request. In order to begin this process, the student shall file a written request. The written request must be presented to the supervisor of the instructor and state what error has occurred, and explain any relevant circumstances. The supervisor shall immediately forward the written request to his/her Dean. *
- The student shall present the written request no later than six months after the grade was awarded. However, if there are extenuating circumstances, which, in the opinion of the Dean, justify a delay, the Dean may accept the request later than six months after the grade was awarded. The review process must be completed within three months from the time the student files the written request for a review.
- The Dean shall give the instructor a copy of the student's written request and ask the instructor to provide a written explanation of the grading procedure used and any other information he/she believes to be relevant. The Dean shall then provide a copy of the instructor's written statement to the student. If the College no longer employs the instructor who awarded the grade, the Dean shall make a diligent effort to locate the instructor to obtain a written statement. If the instructor is completely unavailable, the Dean, in consultation with the Department Chair, shall provide the student with a written statement of the information available to them about the instructor's grading procedure and any other information they believe to be relevant.
- During the process of writing and exchanging their statements, the instructor may choose to change the grade or the student may choose to stop the process. If neither of those happens, the Dean shall appoint a three-member faculty committee to consider the request. The members of the committee shall be faculty members from the same discipline. The committee may include faculty members from other campuses. The committee shall include at least one adjunct faculty member, unless there are no adjunct faculty members in that discipline, and shall exclude any instructor who is a current instructor of the student. The decision of the committee is final.

6. If there are not three faculty members in the same discipline to form a review committee, the Dean shall determine reasonable substitutions.
7. During the committee process, all parties may be questioned to clarify issues, all evidence and discussion must protect the confidentiality of student records, and only committee members shall be present during committee deliberations. If the committee's decision is to change the grade, the committee shall explain the rationale, in writing, to the instructor, the supervisor, and the Dean, and communicate the result of the process, in writing, to the student. If the decision is not to change the grade, the committee shall explain the result and rationale, in writing, to the student. The Dean shall fill out the appropriate form and state that this was the result of a committee decision.

* If the Dean is the instructor who assigned the grade, the Associate Vice President of Workforce Education or Associate Vice President of Academic Programs, as applicable, shall act in place of the Dean.

Excessive Credits Earned Toward an ACC degree

Students who entered a Texas public college for the first time in the fall of 1999 are subject to Texas statute 76R SB345 that limits the number of courses a student may take for which the State will pay. The limit for each community college student is 1.5 times the credits required for a two-year degree.

- The credits required for an ACC degree are determined by what is in the ACC Catalog
- Students who exceed the number of credits required for a degree by 50% may be charged additional fees.
- Courses for which students receive a grade of W (withdrawal) are included in the total credit calculation.
- Developmental courses are not included in the total credit calculations.

This rule also applies to university students and to community college students who transfer from ACC to Texas public colleges and universities.

Excessive Developmental Hours

A general academic teaching institution (university) may not receive funding for developmental courses taken by a student in excess of 18 semester credit hours. A public community college district or technical college may not receive funding for developmental courses taken by a student in excess of 27 semester credit hours or the equivalent. Students may not enroll in developmental courses in excess of 27 semester credit hours.

Class Attendance

Attendance Policy, Semester-Credit Courses

A student at Austin Community College is expected to attend classes in order to progress satisfactorily toward completion of course objectives. Because objectives can vary from department to department and from course to course, the instructor shall inform the student of specific course objectives at the first class meeting. A student who is not meeting course objectives may be withdrawn from the course at the discretion of the instructor. It is the student's responsibility to consult with instructors and seek support services when course objectives cannot be met. The student may appeal instructor initiated withdrawals within 10 days.

Withdrawals from Semester-Credit Courses

When Withdrawals May Occur

Course withdrawals may occur at any time after the official reporting date of a semester and up to the established deadline for withdrawals in each semester. The established deadline is listed in the course schedule and on the web.

Initiation of Withdrawals

Withdrawals from a course result in a grade of "W" and may be effected through action taken by the student, the course instructor, or the instructor's immediate supervisor in the instructor's absence.

Students who wish to withdraw from specific courses should initiate withdrawal procedures with the Campus Admissions and Records Office prior to the published deadline for withdrawals. Students who are not withdrawn as of the established deadline will receive a performance grade (A, B, C, D, or F). Students must present a picture I.D. to withdraw from the course.

Student Appeal of Instructor-Initiated Withdrawal

When the instructor withdraws a student, notice will be sent to the last address of the student in the student's permanent file, and shall constitute written notice. The student may appeal the withdrawal within 10 days after the written notification. A 10-day period for student appeal will commence 5 days after postmark of the College notice of withdrawal. The appeal shall be made to the course instructor.

Further appeal may be made to the appropriate campus administrator (Department Chair, Assistant Dean, Academic or Workforce Dean), whose decision will be final. The student may continue to attend class until either the expiration of the 10-day period or until final disposition of the appeal.

Religious Holy Days

In compliance with Senate Bill 738, Austin Community College permits students to be absent from classes for the observance of a religious holy day. "Religious Holy Day" means a day observed by a religion whose places of worship are exempt from property taxation under Section 11.20 of the Tax Code.

ACC permits students to be absent, without penalty, from examinations or from completing assignments scheduled for that day. It is the student's responsibility to notify the course instructor(s), in writing, prior to the absence, but no later than the 15th day after the first day of the semester, of the religious holy day(s) that will be missed. Students must complete required assignments within two (2) days following the religious holy day on which the absence occurred. The instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

Obligations to the College

Until a student's obligations to the college are met, he or she may be barred from future registration, not be allowed to graduate, and/or administratively withdrawn from class. The college is authorized to place "holds" on student records under the following conditions, which include but are not limited to:

- Unpaid debt to the college
- Failure to make good a returned check
- Failure to make payment on a promissory note or financial aid overpayment
- Failure to return material or pay fines for issued, lost, damaged, or overdue materials from the ACC Libraries or from any agency/institution with which ACC has a written agreement
- Ineligibility for aid for which student is registered; overdue loan; failure to complete files
- Failure to compensate for destruction of, or damage to, college property equipment or supplies
- Failure to file required documents; enrolling under false pretenses
- Failure to meet assessment requirement
- Charge back of tuition and fees which were charged to a credit card
- Address correction

Auditing Courses

Students who wish to audit a course (register for a course without receiving credit) must do so only on the last day of regular registration or the last day of the add/drop period for the semester in which they plan to attend (See official college calendar for dates). Registration is subject to availability of space. Entrance requirements (except TASP) as well as all other rules and regulations of the college apply to the auditing student. Tuition and fees for auditing are the same as those rates charged to students enrolled for credit. Students may request a change of status from credit to audit prior to the official census date.

Graduation

Austin Community College holds annual commencement exercises at the end of the spring semester. To graduate, students must satisfy ten requirements:

- Fulfill all obligations to the college including the submission of official transcripts from each institution attended.
- Request an evaluation of transcripts and military credit prior to the semester in which they plan to graduate.
- Complete all courses listed in the official degree plan.
- Complete all core curriculum requirements
- Maintain a grade point average of 2.00 on a 4.00 scale for all course work (both transfer and ACC) used to satisfy degree plan requirements.
- Complete at least 25% of the semester hours used in the degree plan in residence at ACC. Residence hours are to be satisfied by attending classes. Credit by exam or other nonattendance credit is excluded.
- Students may not earn more than one Associate of Arts degree or more than one Associate of Science degree at ACC.
- Students may not receive an Associate of Arts degree in General Studies at the same time or after receiving another associate degree.
- Students may not receive a certificate at the same time or after receiving an Associate of Applied Science degree in the same program.
- TASP students must pass the certification form of the TASP Test to graduate from any associate degree program or any certificate program having at least 43 or more semester hours.
- A student who meets these requirements must complete the Graduation Application Form and submit it to the campuses Admissions and Records Office prior to the deadline date set in the official college calendar. Graduates are encouraged to participate in commencement exercises. Applicants for graduation will be notified of their status by mail. The diploma will be mailed to the address on file with the Graduation Office.

Catalog in Effect

Students may graduate under the terms of the catalog in effect when they entered Austin Community College or any subsequent catalog under which they attended, provided: A) said catalog is not more than five (5) years old, and B) the students particular degree or certificate plan has not been discontinued by the College. Students with majors that are discontinued will be allowed two years in which to complete such plans before the official deactivation of the affected instructional program. Students needing more information about this policy should contact an academic advisor or counselor.

Academic Honors (Dean's List)

Academic honors are awarded only for semesters in which the student has completed 12 or more hours of credit. Students enrolled in only developmental courses are not eligible for Academic Honors.

Scholastic Achievement Awards

At the completion of each fall and spring semester, the College will recognize scholastic achievement by Austin Community College students. Notification of the achievement will appear on the student's transcript. Upon graduation, notation of the honor will appear on the diploma, if the student's cumulative GPA qualifies the student for a scholastic achievement award.

Scholastic Leadership Roll

A student who has completed 12 or more semester-credit hours of college-credit course work at Austin Community College and who has achieved and maintained a grade point average of 3.50, but less than 3.75 (on the 4.00 scale used at ACC) will be eligible for nomination and inclusion in the Scholastic Leadership Roll for that semester.

Scholastic Excellence Roll

A student who has completed 12 or more semester-credit hours of college-credit course work at Austin Community College and who achieved and maintained a grade point average of 3.75, but less than 4.00 (on the 4.00 scale used at ACC), will be eligible for nomination and inclusion in the Scholastic Excellence Roll for that semester.

President's Honor Roll

A student who has completed 12 or more semester-credit hours of college-credit course work at Austin Community College and who achieved and maintained a grade point average of 4.00 (on the 4.00 scale used at ACC) will be eligible for nomination and inclusion in the President's Honor Roll for that semester.

The Honors Program

Austin Community College is committed to providing its academically gifted students an enhanced and supportive learning climate that encourages community involvement, academic achievement, personal growth, and social awareness. Students must apply to and be accepted into the Honors Program in order to take the Honors courses. One or more of the following criteria are required to be admitted to the program: graduate from high school in the top 10% of the class, a cumulative high school G.P.A. of 3.5 or higher on a 4 point scale, an ACT score of 26 or higher, an SAT score of 1170 or higher, or a cumulative college G.P.A. of 3.25 or higher. Students who successfully complete the requirements for graduating from the ACC Honors Program will be awarded an Honors Program Graduation Certificate

as a supplement to their diploma, a special notation to their academic transcript and recognition at the commencement ceremony. To find out more about the Honors Program, visit the website, www.austincc.edu/honors/.

Phi Theta Kappa

Since its founding in 1918, Phi Theta Kappa has been the only nationally recognized International Honor Society of the Two-Year College. The Alpha Gamma Pi chapter of Phi Theta Kappa was chartered at Austin Community College in October 1977. In accordance with the international organization's goals, the purposes of the Alpha Gamma Pi chapter are the recognition and promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among students at ACC. Students who meet chapter criteria will receive invitations during the fall and spring semesters.

Transcripts

1. Official transcripts are issued at the Cypress Creek, Eastview, Northridge, Pinnacle, Rio Grande, and Riverside Campus locations.
2. A fee of five dollars (\$5.00) per copy is due in advance. Checks should be made payable to Austin Community College.
3. Requests will be honored as quickly as possible in the order of application. During peak periods, such as commencement and registration, transcripts should be requested two weeks in advance. The student must make all requests in writing. Requests by persons other than the student will not be honored without the student's personal signature and a copy of a valid photo ID (f. c. Federal Rights and Privacy Act of 1974).
4. The Social Security number of the student is required to properly identify the student's file. All financial and other obligations to the college must be cleared before transcripts can be released. Transcripts and duplicate certificates for Technical/Vocational Certificate and Continuing Education students are issued by the Continuing Education Office located on the 4th floor of the Highland Business Center at 5930 Middle Fiskville Road, Austin, Texas 78752.

Policy and Procedures for Inclement Weather

Classes at Austin Community College may be canceled due to inclement weather. If classes are not in session, notification is made through local radio and television stations, as well as ACC's Channel 19. These local media sources should be consulted regarding resumption of classes. In compliance with the Texas Education Code, make-up classes may be scheduled to satisfy contact hour requirements. In such cases, students will be notified through their Campus Manager. Continuing Education classes will be rescheduled.

Degrees and Certificates Awarded

Austin Community College offers the following degrees and certificates:

- The Associate of Arts (A.A.) degree is awarded to students who complete at least 60 semester credit hours, 42 of which must be taken from the Core Curriculum. Fifteen hours of General Education courses are embedded in the Core Curriculum meaning that completion of the Core Curriculum also meets the SACS requirement for completion of the 15 hours of General Education courses. Requirements for receiving the A.A. degree include:
 - Completion of the 42-hour core curriculum.
 - See graduation requirements
 - *8 hours of Foreign Language
 - The prescribed courses listed in one of the areas of concentration.

* These hours should be in the same language and may be satisfied through completing the core curriculum. Students should follow the approved degree plan in this catalog for their major.
- The Associate of Science (A.S.) degree is awarded to students who complete at least 60 semester credit hours, 42 of which must be taken from the Core Curriculum. Fifteen hours of General Education courses are embedded in the Core Curriculum meaning that completion of the Core Curriculum also meets the SACS requirement for completion of the 15 hours of General Education courses. Requirements for receiving the A.S. degree include:
 - Completion of the 42-hour core curriculum, including *6 – 8 hours of natural science.
 - See graduation requirements
 - The prescribed courses listed in one of the areas of concentration.

* Students intending to transfer to a four-year institution should check to ensure transferability to the transfer institution. Currently all A.S. degree plans except Computer Science and Business Administration require 8 hours of Science.
- The Associate of Applied Science (A.A.S.) degree is awarded to students who successfully complete the prescribed courses in any of the occupational-technical programs and the requisite 15 semester hours taken from the approved General Education Course List. Requirements for receiving the A.A.S. degree include:
 - Completion of 15-hours of General Education coursework
 - See graduation requirements
 - The prescribed courses in an area of concentration
- A Certificate is awarded to students who complete one of the approved certificate programs.
- The Marketable Skills Award (MSA) goes to students who complete a specified series of courses. The following disciplines are eligible for MSAs: Accounting, Child Development, and Welding. (See Degree Plans.) MSAs are also available through Continuing Education.
- Institutional Certificates are issued in certain workforce areas for successful completion of a course or courses that make a student eligible for immediate employment or adds to the student's marketability to employers.

General Education Requirements

The Southern Association of Colleges and Schools (SACS) requires colleges and universities to incorporate into each degree plan 15 hours in General Education courses. At ACC, these 15 hours of coursework consist of the following:

- 3 hrs. Written communication (English) from the approved list of general education courses.
- 3 hrs. Oral communication from the approved list of general courses OR pass an oral communication proficiency exam (this option IS NOT available if the degree plan specifies one of the approved oral communication courses.)
- 3 hrs. Computational skills (Math) from the approved list of general education courses
- 3 hrs. Social/Behavioral Science requirement
- 3 hrs. Humanities/Fine Arts from the approved list of general education courses

Following SACS guidelines, Austin Community College selected General Education courses to help associate degree students acquire the knowledge and skills to prepare for a career, further their educational study, and contribute to society. These courses help associate degree students to:

- Possess sufficient literacy skills of writing, reading, speaking, and listening to communicate effectively above the 12th grade level.
- Understand numerical data and their implications for daily living.
- Possess consciousness of our society.
- Think and analyze at a critical level.
- Appreciate multi-cultural, multi-ethnic contributions to our country.
- Understand our technological society.
- Possess basic skills in the use of computers.

Computer Literacy

Graduates of Associate Degree Programs must be able to demonstrate competency in the basic use of computers by using computer technology in solving problems, communicating, and acquiring information. Basic computer skills may be obtained by completing a proficiency test or specific computer courses, completing courses which require use of the computer, completing the Info Game, or completing an associate degree which has computer courses as part of the degree plan.

General Education Course List

For degree completion in associate programs, the component of general education courses must constitute a minimum of 15 semester hours drawn from and include at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. The courses must be designed to ensure breadth of knowledge and must not be narrowly focused on those skills, techniques and procedures peculiar to a particular occupation or profession. These 15 hours must be taken from the following list of general education courses.

1. Written Communication (English)

ENGL 1301	English Composition I
ENGL 1302	English Composition II

2. Oral Communications

SPCH 1311	Introduction to Speech Communication
SPCH 1315	Fundamentals of Public Speaking
SPCH 1318	Interpersonal Communication
SPCH 1321	Business and Professional Speaking

3. Computational Skills (Math)

MATH 1314	College Algebra
MATH 1316	Trigonometry
MATH 1324	Math for Business and Economics
MATH 1332	College Mathematics
MATH 1333	Mathematics for Measurement
MATH 1342	Elementary Statistics
MATH 1425	Business Calculus & Applications I
MATH 2318	Linear Algebra & Matrix Theory
MATH 2412	Precalculus: Functions & Graphs
MATH 2413	Calculus I
MATH 2414	Calculus II

4. Natural Sciences

BIOL 1408	Unity of Life
BIOL 1309	Life on Earth
BIOL 1406	Cellular and Molecular Biology
BIOL 1407	Structure and Function of Organisms
BIOL 1413	General Zoology
BIOL 1424	Native Plants
BIOL 2101	Human Anatomy Lab
BIOL 2102	Human Physiology Lab
BIOL 2106	Environmental Biology Lab
BIOL 2206	Environmental Biology Lecture
BIOL 2304	Human Anatomy
BIOL 2305	Human Physiology
BIOL 2306	The Living Planet
BIOL 2401	Anatomy & Physiology I
BIOL 2402	Anatomy & Physiology II
BIOL 2421	Microbiology
CHEM 1405	Introduction to Chemistry
CHEM 2423	Organic Chemistry I
CHEM 2425	Organic Chemistry II
CHEM 1411	General Chemistry I
CHEM 1412	General Chemistry II
GEOL 1305	Environmental Geology
GEOL 1445	Introduction to Oceanography
GEOL 1403	Physical Geology
GEOL 1404	Historical Geology
PHYS 1311	Stellar Astronomy
PHYS 1312	Solar System Astronomy
PHYS 1401	General Physics I
PHYS 1402	General Physics II
PHYS 1405	Conceptual Physics I
PHYS 1407	Conceptual Physics II
PHYS 2425	Engineering Physics I
PHYS 2426	Engineering Physics II

5. Humanities/Fine Arts

ENGL 2322	British Lit I
ENGL 2323	British Lit II
ENGL 2327	American Lit I
ENGL 2328	American Lit II
ENGL 2332	World Lit I
ENGL 2333	World Lit II
ENGL 2342	Introduction to Literature I
ENGL 2343	Introduction to Literature II
FREN 1511	French I
FREN 1512	French II
FREN 2311	French III
FREN 2312	French IV
GERM 1511	German I
GERM 1512	German II
GERM 2311	German III
GERM 2312	German IV
HUMA 1315	The Arts in Contemporary Society
HUMA 1301	Introduction to Humanities
JAPN 1511	Japan I
JAPN 1512	Japan II
JAPN 2311	Japan III
JAPN 2312	Japan IV
LATI 1511	Latin I
LATI 1512	Latin II
LATI 2311	Latin III
LATI 2312	Latin IV
PHIL 1301	Introduction to Philosophy
PHIL 2303	Logic
PHIL 2306	Ethics
RUSS 1511	Russian I
RUSS 1512	Russian II
RUSS 2311	Russian III
RUSS 2312	Russian IV
SPAN 1511	Spanish I
SPAN 1512	Spanish II
SPAN 2311	Spanish III
SPAN 2312	Spanish IV
ARTS 1301	Introduction to the Visual Arts
ARTS 1303	Art History I
ARTS 1304	Art History II
COMM 1335	Introduction to Radio and Television
DANC 2303	History and Appreciation of Dance
DRAM 1310	Introduction to the Theatre
DRAM 2366	Film Appreciation
MUSI 1301	Music Fundamentals
MUSI 1306	Music Appreciation

6. Social and Behavioral Sciences

GOVT 2305	American Government
GOVT 2306	Texas State and Local Government
HIST 1301	U. S. History I
HIST 1302	U. S. History II
HIST 2301	Texas History
HIST 2381	U. S. History I: African-American Emphasis
HIST 2380	U. S. History I: Mexican-American Emphasis
ANTH 2301	Physical Anthropology

ANTH 2351	Cultural Anthropology
ANTH 2302	Introduction to Archaeology
ECON 2302	Principles of Microeconomics
ECON 2301	Principles of Macroeconomics
GEOG 1301	Physical Geography
GEOG 1302	Cultural Geography
PSYC 2301	Introduction to Psychology
SOCI 1301	Introduction to Sociology

Core Curriculum

www.austincc.edu/acadprog/core1.htm

Core curriculum is defined in House Bill 2183 of the Texas Legislature as “the curriculum in the liberal arts, humanities, sciences, and political, social, and cultural history that all undergraduates of a particular institution of higher education are required to complete before receiving an associate or baccalaureate degree.” HB 2183 also gave The Texas Higher Education Coordinating Board the responsibility for ensuring that each state-supported college and university has a core curriculum. In compliance with state recommendations and in the spirit of improving its educational service to students, Austin Community College requires that all students seeking an Associate in Arts, Associate in Science, or an Associate in General Studies Degree complete the core curriculum. The purpose of the core curriculum is to provide the skills, knowledge, and perspectives that help define the educated person. The courses that are included in the core curriculum will contribute to the acquisition of these skills, perspectives, and to a basic core of knowledge. Educational outcomes have been written so that the College can assess the effectiveness of this program.

Basic Intellectual Competencies in the Core Curriculum

The core curriculum is predicated on a series of basic intellectual competencies—reading, writing, speaking, listening, critical thinking, and computer literacy—that are essential to the learning process in any discipline. Although students can be expected to come to college with some experience in exercising these competencies, they often need further instruction and practice to meet college standards and, later, to succeed in both their major field of academic study and their chosen career or profession. These competencies are:

READING: Reading at the college level means the ability to analyze and interpret a variety of printed materials—books, articles, and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.

WRITING: Competency in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. Although correct grammar, spelling, and punctuation are essential in any composition, they do not automatically ensure that the composition itself makes sense or that the writer has much of anything to say. Students need to be familiar with the writing process, including how to discover a topic, how to develop and organize it, and how to phrase it effectively for

their audience. These abilities can be acquired only through practice and reflection.

SPEAKING: Competence in speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, to large groups, and through the media.

LISTENING: Listening at the college level means the ability to analyze and interpret various forms of spoken communication.

CRITICAL THINKING: Critical thinking embraces methods for applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking used to address an identified task.

COMPUTER LITERACY: Computer literacy at the college level means the ability to use computer-based technology in communicating, solving problems, and acquiring information. Core-education students should have an understanding of the limits, problems, and possibilities associated with the use of technology, and should have the tools necessary to evaluate and learn new technologies as they become available.

Perspectives in the Core Curriculum

Another imperative of a core curriculum is that it contain courses that help students attain the following:

1. Establish broad and multiple perspectives on the individual in relationship to the larger society and world in which he or she lives, and to understand the responsibility of living in a culturally and ethnically diversified world;
2. Stimulate a capacity to discuss and reflect upon individual, political, economic, and social aspects of life in order to understand ways in which to be a responsible member of society;
3. Recognize the importance of maintaining health and wellness;
4. Develop a capacity to use knowledge of how technology and science affect their lives;
5. Develop personal values for ethical behavior;
6. Develop the ability to make aesthetic judgments;
7. Use logical reasoning in problem solving; and
8. Integrate knowledge and understand the interrelationship of the scholarly disciplines.

Core Components and Related Exemplary Educational Objectives

The following exemplary educational objectives should be used as basic guidelines for selected component areas.

I. COMMUNICATION (composition and speech)

The objective of a communication component of a core curriculum is to enable the student to communicate effectively in clear and correct prose in a style appropriate to the subject, occasion, and audience.

Exemplary Educational Objectives

1. To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
2. To understand the importance of specifying audience and purpose and to select appropriate communication choices.
3. To understand and appropriately apply modes of expression, i.e., descriptive, expository, narrative, scientific, and self-expressive, in written, visual, and oral communication.
4. To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
5. To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
6. To develop the ability to research and write a documented paper and/or to give an oral presentation.

II. MATHEMATICS

The objective of the mathematics component of the core curriculum is to develop a quantitatively literate college graduate. Every college graduate should be able to apply basic mathematical tools in the solution of real-world problems.

Exemplary Educational Objectives

1. To apply arithmetic, algebraic, geometric, higher-order thinking, and statistical methods to modeling and solving real-world situations.
2. To represent and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.
3. To expand mathematical reasoning skills and formal logic to develop convincing mathematical arguments.
4. To use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of the results.
5. To interpret mathematical models such as formulas, graphs, tables and schematics, and draw inferences from them.
6. To develop the view that mathematics is an evolving discipline, interrelated with human culture, and understand its connections to other disciplines.

III. NATURAL SCIENCES

The objective of the study of a natural sciences component of a core curriculum is to enable the student to understand, construct, and evaluate relationships in the natural sciences, and to enable the student to understand the bases for building and testing theories.

Exemplary Educational Objectives

1. To understand and apply method and appropriate technology to the study of natural sciences.
2. To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing.
3. To identify and recognize the differences among competing scientific theories.
4. To demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics, values, and public policies.
5. To demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

IV. HUMANITIES AND VISUAL AND PERFORMING ARTS

The objective of the humanities and visual and performing arts in a core curriculum is to expand students' knowledge of the human condition and human cultures, especially in relation to behaviors, ideas, and values expressed in works of human imagination and thought, through study in disciplines such as literature, philosophy, and the visual arts, and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society. Students should have experiences in both the arts and humanities.

Exemplary Educational Objectives

1. To demonstrate awareness of the scope and variety of works in the arts and humanities.
2. To understand those works as expressions of individual and human values within an historical and social context.
3. To respond critically to works in the arts and humanities.
4. To engage in the creative process or interpretive performance and comprehend the physical and intellectual demands required of the author or visual or performing artist.
5. To articulate an informed personal reaction to works in the arts and humanities.
6. To develop an appreciation for the influence of the aesthetic principles that guide or govern the humanities and arts.
7. To demonstrate knowledge of the influence of literature, philosophy, and/or the arts on intercultural experiences.

V. SOCIAL AND BEHAVIORAL SCIENCES

The objective of a social and behavioral science component of a core curriculum is to increase students' knowledge of how social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.

Exemplary Educational Objectives

1. To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
2. To examine social institutions and processes across a range of historical periods, social structures, and cultures.
3. To use and critique alternative explanatory systems or theories.
4. To develop and communicate alternative explanations or solutions for contemporary social issues.
5. To comprehend the origins and evolutions of U.S. and Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, and civil and human rights.
6. To understand the evolution and current role of the U.S. in the world.
7. To differentiate and analyze the historical evidence (documentary and statistical) and differing points of view.
8. To recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
9. To analyze, critically assess, and develop creative solutions to public policy problems.
10. To recognize and assume one's responsibility as a citizen in a democratic society by learning to think for oneself, by engaging in public discourse, and by obtaining information through the news media and other appropriate information sources about politics and public policy.
11. To identify and understand differences and commonalities within diverse cultures.

42-Hour Core Curriculum

If a student successfully completes the 42-hour core curriculum at an institution of higher education in Texas, that block of courses may be transferred to any other public institution of higher education in Texas and must be substituted for the receiving institution's core curriculum. A student who transfers from one public institution of higher education to another without completing the core curriculum of the sending institution shall receive academic credit from the receiving institution for each of the courses that the student has successfully completed in the core curriculum of the sending institution.

ACC will designate core curriculum courses completed by a student on the official ACC transcript. If all component areas are satisfied by a student, the message "Core Curriculum Completed" will appear on the transcript.

The following course listing for the Core Curriculum was in effect at the time of print. The most current listing of Core Curriculum courses is available on the web at www.austincc.edu/acadprog/core1.htm.

English Rhetoric/Composition: 6 credit hours (code 010)

ENGL 1301	English Composition I
ENGL 1302	English Composition II

Communications: 3 credit hours (code 011)

SPCH 1311	Introduction to Speech Communication
SPCH 1315	Fundamentals of Public Speaking
SPCH 1318	Interpersonal Communication
SPCH 1321	Business & Professional Speaking
FREN 1511	French I
FREN 1512	French II
GERM 1511	German I
GERM 1512	German II
JAPN 1511	Japanese I
JAPN 1512	Japanese II
RUSS 1511	Russian I
RUSS 1512	Russian II
SPAN 1511	Spanish I
SPAN 1512	Spanish II

Mathematics: 3 credit hours (code 020)

MATH 1314	College Algebra
MATH 1316	Trigonometry
MATH 1324	Math for Business and Economics
MATH 1332	College Mathematics
MATH 1333	Mathematics for Measurement
MATH 1342	Elementary Statistics
MATH 1425	Business Calculus and Applications I
MATH 2318	Linear Algebra
MATH 2412	Precalculus: Functions & Graphs
MATH 2413	Calculus I
MATH 2414	Calculus II

Natural Sciences: 6 credit hours (code 030)

BIOL 1408	Unity of Life
BIOL 1309	Life on Earth
BIOL 1406	Cellular and Molecular Biology
BIOL 1407	Structure and Function of Organisms
BIOL 1409	Diversity of Life
BIOL 1413	General Zoology
BIOL 1424	Native Plants
BIOL 2101	Human Anatomy – Lab
BIOL 2102	Human Physiology – Lab
BIOL 2106	Environmental Biology – Lab
BIOL 2206	Environmental Biology – Lecture
BIOL 2304	Human Anatomy – Lecture
BIOL 2305	Human Physiology – Lecture
BIOL 2306	The Living Planet

BIOL 2420	Introduction to Microbiology
BIOL 2401	Anatomy and Physiology I
BIOL 2402	Anatomy and Physiology II
BIOL 2421	Microbiology
CHEM 1405	Introduction to Chemistry
CHEM 2423	Organic Chemistry I
CHEM 2425	Organic Chemistry II
CHEM 1411	General Chemistry I
CHEM 1412	General Chemistry II
GEOL 1305	Environmental Geology
GEOL 1445	Introduction to Oceanography
GEOL 1403	Physical Geology
GEOL 1404	Historical Geology
PHYS 1311	Stellar Astronomy
PHYS 1312	Solar System Astronomy
PHYS 1401	General Physics I
PHYS 1402	General Physics II
PHYS 1405	Conceptual Physics I
PHYS 1407	Conceptual Physics II
PHYS 2425	Engineering Physics I
PHYS 2426	Engineering Physics II

Humanities: 6 credit hours (codes 040/041)

ENGL 2322	British Lit I
ENGL 2323	British Lit II
ENGL 2327	American Lit I
ENGL 2328	American Lit II
ENGL 2332	World Lit I
ENGL 2333	World Lit II
ENGL 2342	Intro to Literature I
ENGL 2343	Intro to Literature II
FREN 2311	French III
FREN 2312	French IV
GERM 2311	German III
GERM 2312	German IV
HUMA 1315	The Arts in Contemporary Society
HUMA 1301	Introduction to Humanities
JAPN 2311	Japanese III
JAPN 2312	Japanese IV
LATI 1511	Latin I
LATI 1512	Latin II
LATI 2311	Latin III
LATI 2312	Latin IV
PHIL 1301	Introduction to Philosophy
PHIL 2303	Logic
PHIL 2306	Ethics
RUSS 2311	Russian III
RUSS 2312	Russian IV
SPAN 2311	Spanish III
SPAN 2312	Spanish IV

Visual and Performing Arts: 3 credit hours (code 050)

ARTS 1301	Introduction to the Visual Arts
ARTS 1303	Art History I
ARTS 1304	Art History II
COMM 1335	Introduction to Radio and Television
DANC 2303	History and Appreciation of Dance
DRAM 1310	Introduction to the Theatre
DRAM 2366	Film Appreciation
MUSI 1301	Music Fundamentals
MUSI 1306	Music Appreciation

Government: 6 credit hours (code 070)

GOVT 2305	American Government
GOVT 2306	Texas State and Local Government

History: 6 credit hours (code 060)

HIST 1301	U. S. History I
HIST 1302	U. S. History II
HIST 2301	Texas History
HIST 2381	U. S. History I: African-American Emphasis
HIST 2380	U. S. History I: Mexican-American Emphasis

Other Social and Behavioral Sciences Courses: 3 credit hours (code 080)

ANTH 2301	Physical Anthropology
ANTH 2351	Cultural Anthropology
ANTH 2302	Introduction to Archaeology
ECON 2302	Principles of Microeconomics
ECON 2301	Principles of Macroeconomics
GEOG 1301	Physical Geography
GEOG 1302	Cultural Geography
PSYC 2301	Introduction to Psychology
SOCI 1301	Introduction to Sociology

TOTAL: 42 credit hours

Field of Study Curriculum

Field of Study curricula were mandated in Senate Bill 148 of the 75th Texas Legislature (1997) are intended to facilitate the free transferability of lower-division academic courses among Texas public colleges and universities. Field of study curricula is defined by SB 148 as “a set of courses that will satisfy the lower division requirements for a bachelor’s degree in a specific academic area at a general academic teaching institution”. As with the Core Curriculum, SB 148 gave the Texas Higher Education Coordinating Board the responsibility of developing and approving academic courses that will fulfill the lower division requirements for majors that correspond to the field of study.

If a student successfully completes a field of study curriculum, that block of courses may be transferred to a general academic teaching institution and must be substituted for that institution’s lower division requirements of the degree program for the field of study into which the student transfers, and the student shall receive full academic credit toward the degree program of the block of courses transferred. A student who transfers from one institution of higher education to another without completing the field of study curriculum of the sending institution shall receive academic credit from the receiving institution of each of the courses that the student has successfully completed in the field of study curriculum of the sending institution. Following receipt of credit for these courses, the student may be required to satisfy further course requirements in the field of study curriculum of the receiving institution.

Business

The field of study curriculum for business is designed for students seeking the Bachelor of Business Administration (BBA) degree and would also apply to the Bachelor of Arts (BA) or Bachelor of Science (BS) degree with a major in business, including all business specializations. The curriculum consists of the following content areas: economics, mathematics, computer literacy, speech and accounting. The following courses comprise the field of study curriculum and are incorporated into the Associate of Science degree in Business Administration:

ECON	2301	Principles of Microeconomics
ECON	2302	Principles of Macroeconomics
MATH	1425	Business Calculus and Applications I
BCIS	1305	Business Computer Applications
SPCH	1321	Business and Professional Speaking
ACCT	2301	Principles of Financial Accounting
ACCT	2302	Principles of Managerial Accounting

Music

The field of study curriculum for music is designed to apply to the Bachelor of Music degree but may also be applied to the Bachelor of Arts or other baccalaureate-level music degrees as deemed appropriate by the institution awarding the baccalaureate-level degree. Content areas include ensemble, applied study, theory/aural skills and music literature. The following courses comprise the field of study curriculum and are incorporated into the Associate of Arts degree in Music:

MUEN	Ensemble	4 semester credit hours
MUAP	Applied Study	8 semester credit hours
MUSI	Theory/Aural Skills	12–16 semester credit hours
MUSI	1308	Music Literature I

Early Childhood Education

The field of study curriculum for child development/early childhood education is designed to apply to the Bachelor of Science in Human Services or Bachelor of Science in Interdisciplinary Studies with a concentration in Child and Family Studies/Child Development, including a proposed certification in Early Childhood Education for grades Kindergarten through 4th. The following courses comprise the field of study curriculum and are incorporated into the Associate of Arts degree in Early Childhood Education:

TECA	1303	Family and Community
TECA	1311	Introduction to Early Childhood Education
TECA	1318	Nutrition, Health and Safety
TECA	1354	Child Growth and Development

Grade 4 – 8 Teacher Certification

The field of study curriculum for grade 4 – 8 certification is designed to apply to the Bachelor of Science degree for the following majors for teacher certification: mathematics, science, mathematics/science composite, social sciences/language arts composite or interdisciplinary studies (generalist and bilingual generalist). The following courses comprise the field of study curriculum and are incorporated into the Associate of Arts degree in Grade 4-8 Certification:

EDUC	1301	Introduction to Education
MATH	1350	Fundamentals of Math I
MATH	1351	Fundamentals of Math II
PSYC	2309	Child Growth and Development Through Adolescence

Distance Learning

Distance Learning provides students an opportunity to earn college credit by participating in a variety of non-classroom oriented courses. The content and transferability to four-year colleges is identical to the courses offered on campus. Students also follow the same admissions and registration procedures as on-campus students. Instead of attending on-campus classes, students participate in an orientation session, complete readings in texts and study guides, take periodic exams, and in some cases write papers or reports. Exams are taken at ACC Testing Centers or other designated testing centers at distant sites. Each course also has an instructor for students to contact when they need assistance.

Distance Learning offers the following types of courses:

- Telecourses (ITV) use recorded video programs that students may access on cable television or in ACC libraries and Centers. Some ITV courses have been saved in a streamed format and may be viewed from any personal computer with Internet access. For most ITV courses videotapes may be rented from a commercial distributor for the semester.
- Online Courses (PCM) require students to have access to a personal computer with a modem. Blackboard is the only online course management system supported by the College.
- Interactive Video Classes (IVC) use two-way audio/video technology. Interactive video classes connect two or more locations where students see, hear, and talk with their instructor and classmates at other sites.
- Print-based Courses (PRN) are textbook-based courses. Some use video programs, e-mail, or the Internet as supplementary activities.
- Directed Study Courses (DIR) are offered on a limited basis. These require students to spend time at a social service, health, or governmental institution or other sites as a major part of their course work.

Orientations

Students are required to participate in orientation sessions for Distance Learning courses. The current course schedule provides orientation information for the courses.

General Information

For general information and new Distance Learning course offerings, see the current ACC course schedule, visit <http://dl.austincc.edu> or call (512) 223-8026, toll-free 1-888-223-8026 or email dl@austincc.edu with your questions.

Correspondence Courses

Austin Community College does not offer correspondence courses. Distance Learning telecommunications-based courses which enable students to work at home and take tests in the ACC Testing Centers are offered.

Instructional Technology

Instructional Technology environments include Media Centers and open access Computer Centers. Media Centers offer students alternative formats for learning, including videos, CD-ROMs and audiocassettes and hardware for viewing. Instructional Technology/Media Center staff assist students in locating and using media relevant to their courses. Computer Centers provide students access to instructional and productivity software and are equipped with computers, printers, software, and access to the Internet. Computer Center staff are available to assist students in using these resources.

Library Services

Library Services and Instructional Technology include libraries, media centers, and computer centers. All ACC Libraries offer access to the College online network of resources. Library Services at Northridge, Rio Grande and Riverside campuses have larger general collections of reference and circulating print materials and periodicals as well as electronic resources. Media Centers at these campuses have audiovisual collections, and Computer Centers have a general selection of instructional and productivity computer software. The Riverside and Eastview Campus Libraries also have materials for the health sciences curriculum.

Cypress Creek, Eastview, and Pinnacle campuses have small collections of general circulating and reference books, periodicals, and media as well as Computer Centers. Resources and services vary at the evening high school sites. All ACC Library, Media, and Computer Center locations are linked through the online catalog listing print, audiovisual, and computer software materials available for your use.

Hours and Locations

Call the information number (223-3084) for a recording of the Library, Media Center, and Computer Center hours, pick up the Locations and Hours brochure at an ACC Library, or visit the Library Services web site for complete information, <http://library.austincc.edu>.

Reference Help

Librarians are faculty members who have professional expertise to assist students in finding and using information. They have designed or are familiar with library assignments handed out in classes and also offer instruction in the print and electronic research process. They can help you at campus reference desks, by phone, or by e-mail, library@austincc.edu.

Access

Using library workstations or your own computer off-campus, you can reach the library web site (<http://library.austincc.edu>) which allows you to access the library web catalog, locate full-text periodical articles, search electronic reference sources, print out electronic reserves, view study guides, tutorials, and recommended web sites, or search the Internet.

You must be a current student to access indexes and reference databases from off campus. Call campus reference desks for further assistance in remote use.

Materials

All library locations are linked through a web catalog listing more than 130,000 items. This catalog is accessible through the Library Services web site at <http://alicat.austincc.edu/screens/opacmenu.html>. Materials and services available in libraries include current periodicals; back issues of periodicals on microfilm; online full-text databases of periodicals and reference materials; local, state, and national newspapers; circulating books; the Internet; and a wide variety of audiovisual materials such as videos.

Thousands of periodicals and newspapers are available in print or online. You can locate articles in online and print periodical indexes, which librarians can help you use. Many indexes offer the full text of periodical articles that you may print, download, or email to yourself. You may check out periodical back issues at many libraries as well. In addition, there is a reserve collection of materials, placed on reserve by instructors for specific classes. All media materials and the equipment to use them (such as videotapes, audiocassettes, and CD-ROMs) are available for use in the libraries.

Printing and Copying

Current ACC students may print from library workstations; however, all students are encouraged to bring formatted 3.5" disks to libraries and computer centers for downloading information. Most libraries have photocopiers and high-speed audiotape duplicators for your use.

Material from Other Libraries

If you need material that is at another campus, you can request that it be sent to your campus through intercampus delivery. Also, ACC Library Services offer TexShare Cards, and through this statewide consortium agreement, ACC students may borrow from many other local libraries.

Fines

All items except reserves	25 cents/day
Two-hour reserves	\$1 first hour; 25 cents/hour thereafter
Other reserves	\$1 first hour; \$1 a day thereafter

If you do not return materials within four weeks from the due date or if you owe \$10 or more in fines, you will be placed on student records hold. This hold must be cleared before you can check out more materials, register for classes, receive grades, or obtain transcripts.

Access, Use, and Check-out Procedures for Libraries, Media Centers, and Computer Centers

Students need a current ACC ID and a photo ID to renew or check out materials. Students must also have the appropriate identification listed above to use Computer Centers. Books are loaned for two weeks. Reserve material loan periods vary and may include room-use-only restrictions.

For more information on Instructional Technology and Library Services visit <http://irt.austincc.edu> and <http://library.austincc.edu>.

Video Services

Video Services provides the technology to deliver distance learning courses and campus-to-campus instruction to students via cable outlets in the Austin area and streaming video technology. Video Services also maintains the College's interactive classrooms and provides technical support to its users. Additionally, Video Services supports the instructional needs of faculty through its production services by creating video class orientations, "virtual fieldtrips," workshops, and other instructional audio and video programs.

Learning Communities

Learning Communities allow students to discover diverse perspectives and are designed to build involvement, promote learning, and influence student retention. Students enroll in at least two separate courses, and what students learn in one class is reinforced in the other. Some current learning communities at ACC include *The Great American Experience*—a combined government and history course, and *Write the Right Way*—a combined Writing Skills II, English Composition I, and Basic Study Skills course. For information, call 223-5015.

Articulation and Transfer of Credit

Austin Community College offers a broad range of educational opportunities for the student whose goal is to transfer to a four-year institution. Examples of resources, found below, can assist students in making informed decisions when selecting courses, choosing a transfer institution, and developing their transfer plan.

Advising and Counseling Centers

Students planning to transfer ACC coursework to another college or university should contact an ACC Advising or Counseling Center to take advantage of the resources designed specifically for transfer students. Some of the resources available include college and university catalogs, reference books and materials, transfer and 2+2 guides, equivalency guides, transfer admissions information, and information about the ACC Core Curriculum and Field of Study curricula. Students are encouraged to take advantage of these resources the first semester they enroll at ACC, particularly if they are undecided on a major or have not selected a senior institution.

Online Resources

Articulation and transfer information is available from the ACC Internet site at www.austincc.edu/transfer/ where students will find information on the following:

- Tips on how to transfer successfully.
- Transfer terms and “Frequently Asked Questions”.
- Course-by-course equivalency guides for how ACC courses transfer to various 4-year institutions.
- Transfer and 2+2 guides for ACC courses and specific majors and degrees at 4-year institutions.
- A list of those colleges and universities with which ACC has developed articulation agreements.
- Information on the Core Curricula of various Texas colleges and universities.
- Transfer admission, scholarship and contact information.
- Helpful links to other transfer resources available on the Internet.

Transfer Courses

Transfer courses are those which are designed to transfer to other colleges and universities. Because a course will transfer does not mean it will apply towards a specific major or degree at a four-year college or university, therefore it is important for students to consult with an advisor or counselor about the transferability and the applicability of a specific course for the student’s intended major and transfer institution.

The Texas Higher Education Coordinating Board is recommending that the maximum number of lower division credit hours accepted in transfer to Texas public universities and colleges is 66 semester credit hours. Hours in excess of 66 may not apply toward a bachelor’s degree. Remedial courses would be excluded from this limit.

To assist students in transferring from one college to another, many institutions of higher education in Texas have become members of the Texas Common Course Numbering System (TCCNS) consortium, which provides a shared, uniform set of course designations or equivalencies to facilitate the transfer of credit on a statewide basis. In Fall 1999, the Texas Common Course Number became the official course number for ACC courses. Courses contained in the TCCN are general academic courses. Remedial courses are not included. For additional information on how to read course numbers, refer to the Course Descriptions section of this catalog.

Articulation Agreements

Articulation is the formal process of developing and maintaining transfer options for students. Austin Community College and several 4-year institutions establish signed *articulation agreements* to provide students with access to, and linkages with, baccalaureate degree-granting institutions. Agreements often include: Minimum GPA requirements for admission, minimum number of credit hours that will transfer and transferable courses for specific degrees or majors. In addition, students should consider the following tips when making their transfer plans:

- Begin early and plan ahead
- Obtain a catalog from the intended college or university the same academic year they enroll at ACC
- Develop their transfer plan with the assistance of an ACC advisor or counselor.
- Make contact with an academic advisor and admissions representative from the institution to which they intend to transfer
- Follow the transfer agreement established for each college or university program listed.

Resolution of Transfer Disputes

ACC works closely with other colleges and universities to provide a smooth transfer experience for ACC students and follows the guidelines established by the Texas Higher Education Coordinating Board for the resolution of transfer disputes as prescribed by Texas Education Code Section 1.078 (Chapter 5, Subchapter S, Section 5.393). The Office of the Associate Vice President of Academic Programs accepts the initial contact from a receiving institution when a student transferring from ACC to that institution is denied transfer of course credit(s).

*This page was revised on 10/27/03.***Articulated Degree Programs**

Institution	Agreement	Areas Involved
Abilene Christian University	Formal	All ACC academic courses transfer to applicable programs in which the university offers a bachelor's degree.
Angelo State University	Formal	All ACC academic courses transfer to applicable programs in which the university offers a bachelor's degree.
Baylor University	Formal	All ACC academic courses transfer to applicable programs in which the university offers a bachelor's degree.
Capella University	Formal	All <i>Online</i> Bachelor Programs
Concordia University at Austin	Formal	All ACC academic courses transfer to applicable programs in which the university offers a bachelor's degree.
Hartford Community College, Maryland	Formal	A.A.S. in Histotechnology (See Health Sciences department for more information.)
Huston-Tillotson College	Formal	All ACC academic courses transfer to applicable programs in which the university offers a bachelor's degree.
Midwestern State University	Formal	Bachelors of Applied Arts and Sciences, Nursing, Criminal Justice, Radiologic Technology
Prairie View A&M University	Formal	Accounting, Administrative Information Systems, Interdisciplinary Studies, Criminal Justice, English, Finance, General Communications, Human Nutrition & Food, Management, Marketing, Nursing, Psychology, Social Work, Sociology, Spanish
Saint Leo University, Florida	Formal	<i>Online programs:</i> Accounting, Business Administration, Computer Information Systems
St. Edward's University	Formal	Business Administration, Criminal Justice, Computer Science, Psychology, Political Science, History Social Work, Sociology <i>SEU New College Articulation:</i> Management, Computer Science (via the Semiconductor Manufacturing Technology AAS Degree)
Southwest Texas State University	Formal	Accounting, Computer Information Systems, Computer Science, Economics, Finance, General Studies, Management, Marketing, Medical Records Administration, Criminal Justice, Family & Child Development, Interior Design, Fashion Merchandising, Nutrition & Foods, Interdisciplinary Studies (Teacher Certification for Early Childhood and Middle Grades), Interdisciplinary Studies, Applied Arts & Sciences, Information Systems Management, Engineering Technology, Industrial Technology, Clinical Laboratory Science, Communication Disorders, Health Care Administration, Health Information Management, Respiratory Care, Social Work, Semiconductor Manufacturing Technology, Sign language courses, Honors Program
Tarleton State University	Formal	All ACC academic courses transfer to applicable programs in which the university offers a bachelor's degree.
Texas A&M University	Formal	Engineering; Biomedical Science
The University of Texas at Arlington	Informal	All ACC academic courses transfer to applicable programs in which the university offers a bachelor's degree.
The University of Texas at Dallas	Formal	All ACC academic courses transfer to applicable programs in which the university offers a bachelor's degree.
The University of Texas Medical Branch in Galveston	Formal	Medical Laboratory Technology
The University of Texas at San Antonio	Formal	Social & Behavioral Sciences, Business, Fine Arts & Humanities, Sciences & Engineering
The University of Texas Health Science Center at San Antonio	Formal	Medical Laboratory Technology

**NOTE: At the time of printing, the 3+1 articulation with Huston-Tillotson College was in review. If you are interested in this program, please consult with Articulation and Transfer Services to determine the status of this agreement.*

Quick Reference Equivalency Guide

This listing is intended to be a quick reference for courses often taken at ACC for transfer to area institutions as well as the institutions to which students most frequently enroll after attending ACC. **This guide is NOT a complete listing of transferable courses.** Please consult the complete equivalency guide for the institution to which you intend to transfer your ACC coursework. It is also recommended that you contact your transfer institution to verify transferability of ACC coursework and requirements for your major. ACC courses in **bold** denote those included in the ACC Core Curriculum. A complete listing of the ACC Core and additional transfer information such as admissions criteria, complete equivalency guides and transfer guides for specific majors can be found on the web at www.austincc.edu/transfer or in an ACC Advising or Counseling & Career Center. **NOTE:** All course prerequisites for ACC courses must be met regardless of the requirements for its university equivalent. Please consult the ACC catalog for prerequisite requirements.

ELNA = elective credit, non-advanced. **No equiv** = no direct equivalent, may transfer by title. **FLAB** or **SLAB** = freshman or sophomore lecture + lab credit.

The listing below is based on information available at the time of print. Please consult the web at the address above for the most up-to-date equivalency information.

ACC (TCCNS)	University of Texas at Austin	Southwest Texas State University	St. Edward's University	Huston-Tillotson College	Texas A&M University	Texas Tech University	Concordia Univ. at Austin
ACCT 2301	ACC 311	ACC 2361	ACCT 2301	ACC 313	ACCT 229	ACCT 2300	ACC 2301
ACCT 2302	ACC 312	ACC 2362	ACCT 2102	ACC 323	ACCT 230	ACCT 2301	ACC 2301
ANTH 2301	ANT 301	ELNA Core	No equiv.	No equiv.	Transfers by title	ANTH 2300	Transfers by title
ANTH 2351	ANT 302	ANTH 1312	SOCI 2351	No equiv.	ANTH 210	ANTH 2302	ANT 1301
ARTS 1301	ARH 301	ELNA Core	No equiv.	ART 203	Transfers by title	ART 1309	ART 1303
ARTS 1303	ARH 302	ARTH 2301	ARTS 1303	No equiv.	ARTS 149	ART 1310	ART 1302
ARTS 1304	ARH 303	ARTH 2302	ARTS 1304	No equiv.	ARTS 150	ART 1311	ART Core
BIOL 1406	BIO 302 & 206A	BIO 1430	BIOL 1306	BIO 114	BIOL 113 & 123	BIOL 1403	BIO 1403
BIOL 1407	BIO 303 & 206B	BIO 1431	No equiv.	BIO 124	BIOL 114 & 124	BIOL 1404	BIO 1402
BIOL 1408	BIO 301L & 1 LAB	ELNA Core	BIOL 1306	BIO 104	Transfers by title	BIOL Core	BIO Core
BIOL 1413	BIO 4 FLAB	ELNA Core	No equiv.	No equiv.	ZOO 107	BIOL 1402	BIO 1402
BIOL 1424	BIO 4 FLAB	ELNA Core	No equiv.	No equiv.	Transfers by title	BIOL 1401	BIO 2403
BIOL 2401	BIO 416K	ELNA Core	No equiv.	BIO 244	Transfers by title	ZOOL 2403	BIO Core
BIOL 2402	BIO 416L	ELNA Core	BIOL 2404	No equiv.	Transfers by title	ZOOL 2404	BIO Core
BIOL 2421	BIO 4 SLAB	ELNA Core	BIOL 3439	No equiv.	Transfers by title	BIOL Core	BIO Core
BUSG 2371	STA 309	QMST 2333	BUSI 2305	No equiv.	No equiv.	MATH 2345	Transfers as ELNA
BUSI 2301	LEB 3 hrs	BLAW 2361	BUSI 2301	No equiv.	MGMT 212	BLAW 3391 (NA)	Transfers as ELNA
CHEM 1411	CH 301 + 204A	CHEM 1341/1141	CHEM 1305	CHE 114	CHEM 101	CHEM 1307 + 1107	CHE 1401
CHEM 1412	CH 302 + 204B	CHEM 1342/1142	CHEM 1340 & 1140	CHE 124	CHEM 102	CHEM 1308 + 1108	CHE 1402
CHEM 2423	CH 610A + 110K	CHEM 2341/2141	CHEM 2323 & 2123	CHE 314	CHEM 227 & 237	CHEM 3305 + 3105	CHE 2401
CHEM 2425	CH 610B + 110L	CHEM 2342/2142	CHEM 3325 & 3125	CHE 324	CHEM 228 & 238	CHEM 3306 + 3106	CHE 2402
COSC 1300	MIS 3 hrs	CS1308 or CIS 1323	No equiv.	CSI 104	No equiv.	CS 1300	CIS 1301
COSC 1301	MIS 3 hrs	CIS 1323	No equiv.	No equiv.	No equiv.	CS 1300	CIS 1301
COMM 1307	RTF 305	MC 1301	COMM 1307	No equiv.	JOUR 102	MCOM 1300	Transfers as ELNA
COMM 1335	RTF 3 hrs	ELNA Core	No equiv.	No equiv.	Transfers by title	TELE 1XXX	Transfers as ELNA
COMM 2327	ADV 318J	ELNA	COMM 3332	No equiv.	Transfers by title	ADV 2310	Transfers as ELNA
CRJ 1301	ELV 3 hrs	CJ 1310	CRJ 1302	No equiv.	Transfers by title	Transfers by title	Transfers as ELNA
DRAM 1310	TD 301	TH 2111	No equiv.	No equiv.	THAR 101	TH A 2303	Transfers as ELNA
ECON 2301	ECO 304L	ECO 2315	ECON 2302	ECO 213	ECON 203	ECO 2302	ECO 1301
ECON 2302	ECO 304K	ECO 2314	ECON 2301	ECO 223	ECON 202	ECO 2301	ECO 1302
ENGL 1301	RHE 306	ENG 1310	ENGW 1301	ENG 113	ENGL 104	ENGL 1301	ENG 1316
ENGL 1302	RHE 309K	ENG 1320	ENGW 1302	ENG 123	ENGL 203	ENGL 1302	ENG 1317
ENGL 2322	E 316K	ENG 2310	ENGL 2322	ENG 243	ENGL 231	ENGL Lit/Core	ENG 2305
ENGL 2323	E 316K	ENG 2320	ENGL 2323	ENG 253	ENGL 232	ENGL Lit/Core	ENG 2305
ENGL 2327	E 316K	ENG 2359	ENGL 3301	ENG 313	ENGL 227	ENGL Lit/Core	ENG 2303
ENGL 2328	E 316K	ENG 2360	ENGL 3302	ENG 323	ENGL 228	ENGL Lit/Core	ENG 2303
ENGL 2332	E 316K	ENG 2330	No equiv.	ENG 213	ENGL 221	ENGL Lit/Core	ENG 2301
ENGL 2333	E 316K	ENG 2340	No equiv.	ENG 223	ENGL 222	ENGL Lit/Core	ENG 2302
ENGL 2342	E 316K	ELNA Core	No equiv.	ENG 233	Transfers by title	ENGL Lit/Core	Transfers as ELNA
ENGL 2343	E 314L	ELNA Core	No equiv.	No equiv.	Transfers by title	ENGL Lit/Core	Transfers as ELNA
GEOG 1301	GRG 301C	ELNA Core	No equiv.	No equiv.	Transfers by title	GEOG 1301	GRG 1311
GEOG 1302	GRG 3 hrs	GEO 1309	GEOG 1302	No equiv.	GEOG 201	GEOG 2351	GRG Core
GEOG 1403	GEO 401	GEO 1410	No equiv.	GEO 104	GEO 101	GEO 1303+1101	Science Core
GEO 1404	GEO 405	GEO 1420	No equiv.	No equiv.	GEO 106	GEO 1304+1102	Science Core
GOVT 2305 [#]	GOV 3 US [#]	POSI 2320 [#]	POLS 1305	GOV 113	POLS 206 [#]	POLS 1301 [#]	GOV 1303
GOVT 2306 [#]	GOV 3 TX [#]	POSI 2310 [#]	POLS 1306	GOV 123	POLS 207 [#]	POLS 2302 [#]	GOV 1303
HIST 1301	HIS 315K	HIST 1310	HIST 1301	HIS 213	HIST 105	HIST 2300	HIS 1301
HIST 1302	HIS 315L	HIST 1320	HIST 1302	HIS 223	HIST 106	HIST 2301	HIST 1302
HIST 2311	HIS 309K	HIST 2310	No equiv.	HIS 113	HIST 101	HIST 1300	HIS 2321
HIST 2312	HIS 309L	HIST 2320	HIST 2329	HIS 123	HIST 102	HIST 1301	HIS 2322
MATH 1314	M 301	MATH 1315	No equiv.	MTH 143	MATH 102	MATH 1320	MTH 1321
MATH 1316	M 304E	MATH 1317	MATH 1348	MTH 213	MATH 103	MATH 1321	Transfers as ELNA
MATH 1324	M 303D	MATH 1319	No equiv.	No equiv.	MATH 141	MATH 1330	MTH 1331
MATH 1332	M 302	ELNA Core	No equiv.	No equiv.	Transfers by title	MATH Core	MTH 1325
MATH 1342	M 316	QMST 2333	No equiv.	MTH 233	STAT 201	MATH 2300	No equiv.
MATH 1425	M 403K	MATH 1329	No equiv.	No equiv.	Transfers by title	MATH 1331	MTH 1332
MATH 1476	M 403L	ELNA	No equiv.	No equiv.	Transfers by title	MATH Core	MTH 1332
MATH 2412	M 405G	MATH 2417	MATH 2312	MTH 223	MATH 150	MATH 1350	MATH 1451
MATH 2413	M 408K	MATH 2471	MATH 2313	MTH 324	MATH 151	MATH 1351	MTH 2401
MATH 2414	M 408L	MATH 2472	MATH 2314	MTH 334	MATH 152	MATH 1352	MTH 2402
MATH 2415	M 408M	ELNA	MATH 2321	MTH 424	MATH 253	MATH 2350	Transfers as ELNA
MUSI 1306	MUS 302L	ELNA Core	MUSI 1308	MUS 383	MUSC 201	MUHL 1308	Fine Arts Core
PHIL 1301	PHL 301	PHIL 1305	PHIL 1301	No equiv.	PHIL 251	PHIL 2300	PHL 3301
PHYS 1401	PHY 302K + 102M	PHYS 1410	PHYS 2320 & 2125	PHY 214	PHYS 201	PHYS 1306 + 1103	PHY 2403
PHYS 1402	PHY 302L + 102N	PHYS 1420	PHYS 2321 & 2126	PHY 224	PHYS 202	PHYS 1307 + 1104	PHY 2405
PHYS 2425	PHY 303K + 103M	PHYS 1430	PHYS 2325 & 2125	No equiv.	PHYS 218	PHYS 1308 + 1105	Phys Core
PHYS 2426	PHY 303L + 103N	PHYS 2425	PHYS 2326 & 2126	No equiv.	PHYS 219	PHYS 2301 + 1106	Phys Core
PSYC 2301	PSY 301	PSY 1300	PSYC 2301	PSY 213	PSYC 107	PSY 1300	PSY 1311
SOCI 1301	SOC 302	SOCI 1310	SOCI 1301	SOC 203	SOCI 205	SOC 1301	SOC 1301
SPCH 1311	CMS 3 hrs	COMM 1310	Non-transferable	No equiv.	SCOM 101	COMS 1300	SPE 2301
SPCH 1315	CMS 306M	COMM 2338	COMM 1317	SPD 233	SCOM 203	COMS 2300	SPE 2301

¹ ACC is a member of the Texas Common Course Numbering System (TCCNS). While most Texas institutions participate in the TCCNS, numbering between all institutions is not identical. Many universities develop a course numbering system unique to their institution and designate TCCN equivalencies to their unique course numbers. This does not affect transferability of ACC coursework.

² It is strongly recommended that students **complete both governments at one institution** to ensure transferability for the legislative 6-hour requirement in government.

Program Locations by Campus

Program	Campus Offering Program					
	CYP	EVC	NRG	PIN	RGC	RVS
C=Certificate A=Associate Degree						
Accounting						
<i>Specialist</i>	A	A	A	A	A	A
<i>Technician</i>		A				
<i>Clerk</i>		C				
<i>Professional Accountant</i>	A	A	A	A	A	A
Anthropology			A		A	A
Art	A		A	A	A	A
Automotive Technology						A/C
<i>Air Conditioning Specialist</i>						C
<i>Brake & Suspension</i>						C
<i>Drive Train Specialist</i>						C
<i>Engine Performance Specialist</i>						C
<i>Motorcycle Repair</i>						C
<i>Small Engine Repair</i>						C
<i>Marine Technician</i>						C
Biology	A	A	A	A	A	A
Biotechnology		A/C			A/C	
Building Construction Technology						
<i>Construction Management</i>						A
<i>Carpentry</i>						C
<i>Woodworking</i>						C
Business Administration	A	A	A	A	A	A
Cardiovascular Interventional Radiology						C
Chemistry			A		A	A
Child Development		A/C				
<i>Child Development Enhanced Skills</i>		C				
Commercial Art (see Visual Communication Design)						
Commercial Music Management			A			
Communications (see English, Journalism, Speech)						
Computer Information Technology (formerly Computer Studies)						
<i>Computer Programming</i>	A/C	A/C	A/C	A/C	A/C	A/C
<i>Local Area Network Systems Network Administration</i>			A/C	A/C	A/C	
<i>Microcomputer Applications Support</i>	A	A	A	A	A	A
<i>Microcomputer Applications Support - Database</i>					C	
<i>Web Development Specialist</i>			C	C	C	C
Computer Science	A	A	A	A	A	A
Creative Writing			A		A	A
Criminal Justice						
<i>Corrections</i>	A	A				
<i>Law Enforcement</i>	A	A				
<i>Texas Peace Officer Sequence</i>	C	C				
Culinary Arts		A/C				
<i>Culinarian</i>		C				

Program Locations by Campus

Program	Campus Offering Program					
	CYP	EVC	NRG	PIN	RGC	RVS
C=Certificate A=Associate Degree						
Dance					A	
Dental Hygiene		A				
Diagnostic Cardiac Sonography (Echocardiography)						A/C
Digital Publishing & Graphic Technology						
<i>Desktop Publishing</i>			C			
<i>Desktop Publishing Production</i>			A			
<i>Advanced Technology</i>			A			
<i>Management</i>			A			
<i>Prepress</i>			C			
<i>Production</i>			C			
Economics	A	A	A	A	A	A
Electronics						
<i>Engineering Technology Option</i>			A/C			
<i>Robotics/Instrumentation and Control Technology Option</i>						A/C
<i>Technician</i>			A/C			
<i>Telecommunications Option</i>			A/C			
Emergency Medical Services Professions						A/C
<i>Level I - EMST</i>						C
<i>Level II - Paramedic</i>						C
<i>Associate of Applied Science - EMST</i>						A
<i>EMS Professions</i>						A
Engineering			A		A	
Engineering Design Graphics			C			
<i>Architectural Specialty</i>			A			
<i>Electronic Graphics Specialty</i>			A			
<i>Integrated Circuit Layout & Design Specialization</i>			C			
<i>Interdisciplinary Specialty</i>			A			
<i>Mechanical Specialty</i>			A			
English	A	A	A	A	A	A
ESL	A	A	A	A	A	A
Environmental Science & Technology						
<i>Environmental Studies</i>			A		A	A
<i>Environmental Technology</i>			A/C		A/C	
Financial Management and Mortgage Banking						
<i>Mortgage Banking</i>	A/C		A/C		A/C	
Fire Protection		A				
<i>Firefighter</i>		C				
Foreign Language	A	A	A	A	A	A
General Studies in Liberal Arts	A	A	A	A	A	A
General Studies in Science	A	A	A	A	A	A
Geography			A		A	A
Geology			A		A	A
Geomatics/Land Surveying Technology			A/C			

Program Locations by Campus

Program	Campus Offering Program					
	CYP	EVC	NRG	PIN	RGC	RVS
C=Certificate A=Associate Degree						
Government	A	A	A	A	A	A
Health & Kinesiology			A		A	A
<i>Physical Fitness Technology</i>						A/C
Heating, Air Conditioning and Refrigeration Technology						A/C
History	A	A	A	A	A	A
Hospitality Management		A/C				
<i>Baccalaureate Prep Specialization</i>		A				
<i>Hotel Specialization</i>		A				
<i>Restaurant Specialization</i>		A				
<i>Meeting Management and Events Specialization</i>		A/C				
Human Services						
<i>Addictions Counseling</i>					A/C	
<i>American Sign Language Studies</i>					C	
<i>General</i>					A	
<i>Interpreter Preparation Program</i>					A/C	
<i>Therapeutic Recreation</i>					A/C	
International Business						
(Certificate offered at Highland Business Center and on-line only)						
Journalism			A		A	
Legal Assistant					A	
<i>Legal Assistant Certificate</i>					C	
Management						
<i>Administrative Management</i>	A/C	A/C	A/C	A/C	A/C	A/C
<i>Small Business Management</i>	C	C	C	C	C	C
Marine Engine Repair						C
Marketing	A/C		A/C		A/C	
<i>Fashion Merchandising</i>	A/C		A/C		A/C	
Mathematics	A	A	A	A	A	A
Medical Coding		C				
Medical Lab Technology						A
Mortgage Banking (see Financial Management)						
Music			A			
Nursing (Professional) (Mobility Track at Fredericksburg)		A				
Nursing (Vocational) (Certificate also offered at Fredericksburg)		C				
Occupational Therapy Assistant						A
Office Administration		A/C				
<i>Administrative Assistant</i>		A/C				
<i>Legal Administrative Assistant</i>		A/C				
<i>Medical Administrative Assistant</i>		A/C				
<i>Medical Office Assistant</i>		C				
<i>Office Assistant</i>		C				
<i>Software Applications Specialist</i>		C				
Personal Fitness Trainer						A/C

Program Locations by Campus

Program	Campus Offering Program					
	CYP	EVC	NRG	PIN	RGC	RVS
C=Certificate A=Associate Degree						
Pharmacy Technician (Certificate offered at Highland Business Center)						
Philosophy	A		A	A	A	A
Phlebotomy	C					C
Photographic Technology						
<i>Photographic Artist</i>			C			
<i>Photographic Assistant</i>			C			
<i>Professional Photography</i>			A			
Physical Therapist Assistant						A
Physics			A		A	
Pre-Dental/Pre-Medical/Pre-Pharmacy/Pre-Veterinary	A	A	A	A	A	A
Printing (see Digital Publishing & Graphic Technology)						
Psychology	A	A	A	A	A	A
Quality Assurance						
<i>Quality Management and Technology</i>			A/C			
Radio-Television-Film			A		A	
<i>Industrial Video Certificate</i>			C			
<i>Industrial Video Production Management</i>			C			
Radiology		A				
<i>Computerized Tomography</i>		C				
<i>Magnetic Resonance Imaging</i>		C				
Real Estate Broker License	A/C	A/C	A/C		A/C	A/C
Semiconductor Manufacturing Technology						A
<i>Technology Specialist</i>						C
Social Work					A	
Sociology	A	A	A	A	A	A
Sonography						A/C
Speech	A	A	A	A	A	A
Surgical Technology		A/C				
Technical Communications	A/C		A/C			
Travel and Tourism		A/C				
Visual Communication Design (formerly Commercial Art)						
<i>Visual Communication Design</i>		A	A	A		
<i>Visual Communication Design - Applied Multimedia Technology</i>		C	C	C		
<i>Visual Communication Design - Web Page Design</i>		C	C	C		
Welding Technology						
<i>Art Metals</i>						A/C
<i>Code Welding</i>						A
<i>Jewelry</i>						A
<i>Jewelry Fabrication</i>						C
<i>Metal Sculpture</i>						C
<i>Pipe Welding</i>						C
<i>Plate Welding</i>						C
<i>Ultra Purity Pipe Welding</i>						C

Degree Plans



Associate of Arts

The Associate of Arts (A.A.) degree is awarded for any one of the following areas of concentration:

Anthropology
 Art
 Creative Writing
 Dance
 Drama
 Economics
 English
 Foreign Language
 General Studies in Liberal Arts
 General Studies in Early Childhood Education
 General Studies in Grade 4-8 Certification
 Geography
 Government
 History
 Journalism
 Music
 Philosophy
 Psychology
 Radio-Television-Film
 Social Work
 Sociology
 Speech

Associate of Science

The Associate of Science (A.S.) degree is awarded for any one of the following areas of concentration:

Biology
 Business Administration
 Chemistry
 Computer Science
 Engineering
 Environmental Science & Technology
 General Studies in Science
 Geology
 Health and Kinesiology
 Mathematics
 Physics/Astronomy
 Pre-Dental/Pre-Medical/Pre-Pharmacy/Pre-Veterinary

Associate of Applied Science

ACC awards the Associate of Applied Science (A.A.S.) degree and/or certificate in the following program areas:

Accounting	Jewelry
Automotive Technology	Legal Assistant
Biotechnology	Management
Building Construction Technology	Marketing
Child Development	Medical Coding
Commercial Music Management	Medical Laboratory Technology
Computer Information Technology	Meeting & Events Planning
Criminal Justice	Nursing (Professional)
Culinary Arts	Nursing (Vocational)
Dental Hygiene	Occupational Therapy Assistant
Digital Publishing & Graphics Technology	Office Administration
Electronics	Personal Fitness Trainer
Emergency Medical Services Professions	Pharmacy Technician
Engineering Design Graphics	Photographic Technology
Environmental Studies	Physical Therapist Assistant
Fashion Merchandising	Quality Assurance
Financial Management and Mortgage Banking	Radiology
Fire Protection	Real Estate
Land Surveying Technology/Geomatics	Semi-Conductor Manufacturing Technology
Heating, Air Conditioning & Refrigeration Technology	Sonography
Hospitality Management	Surgical Technology
Human Services	Technical Communications
General Human Services	Travel & Tourism
Addictions Counseling	Visual Communication Design
Interpreter Preparation Program	Welding Technology
Therapeutic Recreation	

See the following pages for degree plans. **Core courses** are shown in **boldface**. Please contact the appropriate department for further information about any specific degree requirements. Note: American Sign Language may substitute for the foreign language requirements in any degree plan with the exception of the Associate of Art degree in Foreign Language.

ACCOUNTING

Accounting Specialist

Associate of Applied Science Degree

This program is designed to provide an accounting curriculum for those students whose primary interests lie in the area of accounting, but who do not plan to become either a Certified Public Accountant or an accounting technician. This will be accomplished through providing a core curriculum of courses designed to impart a general theoretical and practical knowledge of accounting, and allowing the student discretion in selecting additional accounting and related courses. Note: In order to be granted the Associate of Applied Science Degree in Accounting, the student must maintain a 2.0 or better average for all accounting courses taken. Basic computer skills utilizing word processing, spreadsheet, and presentation software are recommended for all accounting courses.

Semester I		Credit Hours
	ENGL 1301 English Composition I	3
+	MATH 1324 Mathematics for Business and Economics	3
	ECON 2302 Principles of Microeconomics	3
	COSC 1301 Personal Computing	3
	ACCT 2301 Principles of Financial Accounting	3

		15
Semester II		
	Oral Communication ¹	3
+	Humanities/Fine Arts ²	3
+	ACCT 2302 Principles of Managerial Accounting ³	3
+	ACNT 1171 Fundamentals of Intermediate Accounting	1
+	Business Law Elective ⁴	3
	ECON 2301 Principles of Macroeconomics	3

		16
Semester III		
+	ACNT 2403 Intermediate Accounting I	4
+	ACNT 2309 Cost Accounting	3
+	ACNT Accounting Elective ⁵	3
+	Business Elective ⁴	3
+	Business Elective ⁴	3

		16
Semester IV		
+	Accounting Elective ⁵	3
+	Accounting Elective ⁵	3
+	Business Elective ⁴	3
+	ACNT 2304 Intermediate Accounting II	3
+#	ACNT 2375 Advanced Theory and Problems in Accounting ⁶ OR	3
+#	ACNT 2388 Internship–Accounting ⁶	3

		15
TOTALS		62

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from Oral Communications section of the General Education Course list.

² Select from Humanities/Fine Arts section of the General Education Course list.

³ Successful completion of ACCT 2301 (or equivalent) is required in order to enroll in ACCT 2302.

⁴ Business elective subject to departmental approval.

⁵ Accounting electives should reflect student's area of concentration in accounting subject to departmental approval.

⁶ Students may also satisfy the capstone requirement by passing a departmental challenge exam.

Accounting Technician

Associate of Applied Science Degree

This program is designed to prepare the student for entry level accounting positions in accounting firms, industry or government. This will be accomplished by training students in those skills necessary for successful performance as accounting technicians, with heavy emphasis on hands-on applications. Admission to the program is subject to departmental approval. See an accounting advisor.

Semester I		Credit Hours
	ENGL 1301 English Composition I	3
+	MATH 1342 Elementary Statistics	3
	Oral Communication ¹	3
	POFT 1127 Introduction to Keyboarding	1
	ACNT 1403 Introduction to Accounting I	4

		14
Semester II		
+	POFT 1231 Business Machine Applications–Data Entry	2
+	POFI 1449 Spreadsheets–Excel™	4
+	ACNT 2371 Small Business Accounting	3
+	ACNT 1311 Introduction to Computerized Accounting	3
+	ACNT 1404 Introduction to Accounting II	4

		16
Semester III		
+	ACNT 1475 Industry Accounting	4
+	POFI 1371 Access™	3
+	ACNT 1329 Payroll and Business Tax Accounting	3
+	ACNT 1392 Special Topics in Accounting Technician	3
	BMGT 1341 Business Ethics	3

		16
Semester IV		
+#	ACNT 2386 Internship–Accounting Technician	3
	ECON 2302 Principles of Microeconomics	3
	HRPO 2307 Organizational Behavior	3
	BUSI 2302 Business Law II	3
+	Humanities/Fine Arts ²	3

		15
TOTALS		61

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from Oral Communications section of the General Education Course list.

² Select from Humanities/Fine Arts section of the General Education Course list.

Accounting

Professional Accountant

Associate of Applied Science Degree

This associate degree plan is designed to prepare the student to fulfill the accounting and business requirements of the CPA exam. The Texas State Board of Public Accountancy requires candidates for the exam to meet eligibility requirements, which include the completion of a bachelor's degree. Contact the State Board (512-305-7870) for complete information. Note: In order to be granted the Associate of Applied Science Degree in Accounting, the student must maintain a 2.0 or better average for all accounting courses taken. Basic computer skills utilizing word processing, spreadsheet, and presentation software are recommended for all accounting courses.

Semester I		Credit Hours
ENGL 1301	English Composition I	3
	Oral Communication ¹	3
ECON 2302	Principles of Microeconomics OR	3
ECON 2301	Principles of Macroeconomics	
COSC 1301	Personal Computing	3
ACCT 2301	Principles of Financial Accounting	3
+	Humanities/Fine Arts ²	3

		18
Semester II		
BUSI 2301	Business Law I	3
+ MATH 1324	Mathematics for Business and Economics	3
+ ACCT 2302	Principles of Managerial Accounting ³	3
+ ACNT 1171	Fundamentals of Intermediate Accounting	1
+ ACNT 1331	Federal Income Tax: Individual	3
+	Business Elective ⁵	3

		16
Semester III		
+ ACNT 2403	Intermediate Accounting I	4
+ ACNT 2309	Cost Accounting	3
+ ACNT 2373	Accounting Information Systems	3
+ BUSG 2371	Business Statistics	3
+	Accounting Elective ⁴	3

		16
Semester IV		
+ ACNT 2331	Internal Control and Auditing	3
+ ACNT 2304	Intermediate Accounting II	3
+	Accounting Elective ⁴	3
BUSI 2302	Business Law II	3
+	Accounting Elective ⁴	3
+# ACNT 2375	Advanced Theory and Problems in Accounting ⁷ OR	3
+# ACNT 2388	Internship–Accounting ^{6/7}	

		18
TOTALS		68

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from Oral Communications section of the General Education Course list.

² Select from Humanities/Fine Arts section of the General Education Course list.

³ Successful completion of ACCT 2301 (or equivalent) is required in order to enroll in ACCT 2302.

⁴ Accounting electives are subject to departmental approval.

⁵ Business electives are subject to departmental approval.

⁶ In most cases, ACNT 2388 will not count as accounting hours for the CPA requirements. Contact an accounting advisor if you are considering taking ACNT 2388.

⁷ Students may also satisfy the capstone requirement by passing a departmental challenge exam.

Accounting Clerk

Certificate

This certificate is designed to give students short-term workforce training in accounting. This program will provide the minimum training to obtain work as an entry level accounting technician.

Semester I		Credit Hours
+ POFT 1302	Business Communications I	3
+ POFT 1321	Business Math	3
POFT 1127	Introduction to Keyboarding	1
COSC 1301	Personal Computing	3
ACNT 1403	Introduction to Accounting I	4

		14
Semester II		
+ POFT 1231	Business Machine Applications–Data Entry	2
	Oral Communication ¹	3
PSYT 1303	Dynamics of Human Relations	3
+ ACNT 1311	Introduction to Computerized Accounting	3
+ ACNT 1404	Introduction to Accounting II	4

		15
Semester III		
+# ACNT 2386	Internship–Accounting Technician	3

		3
TOTALS		32

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from Oral Communications section of the General Education Course list.

Accounting Specialist

Marketable Skills Award

This award recognizes attainment of enhanced skills for those students employed in the accounting or related areas. All courses may be applied toward the Accounting Specialist or the Professional Accountant degree.

+ ACNT 2403	Intermediate Accounting I	4
+ ACNT 2309	Cost Accounting	3
+ ACNT 2331	Internal Control and Auditing	3

		10
TOTALS		10

+ Prerequisites: See Course Descriptions.

Accounting Technician

Marketable Skills Certificate

This award recognizes attainment of basic skills necessary for employment in the accounting area. All courses may be applied toward the Accounting Clerk certificate and the Accounting Technician degree.

ACNT 1403	Introduction to Accounting I	4
+ ACNT 1404	Introduction to Accounting II	4
+ ACNT 1311	Introduction to Computerized Accounting	3

		11

TOTALS		11

+ Prerequisites: See Course Descriptions.

PROFESSIONAL ACCOUNTANT

Marketable Skills Certificate

This award recognizes attainment of enhanced skills for those students employed in the accounting or related areas. All courses may be applied toward the Professional Accountant or Accounting Specialist degree.

+ ACNT 2403	Intermediate Accounting I	4
+ ACNT 2304	Intermediate Accounting II	3
+ ACNT 1347	Federal Income Tax for Partnerships and Corporations	3

		10

TOTALS		10

+ Prerequisites: See Course Descriptions.

ALLIED HEALTH SCIENCE

The Department of Allied Health Sciences (ALHS) is dedicated to educational excellence. To that end, every effort has been made to design and offer a diverse range of courses designed to meet student needs and facilitate student success. The ALHS department (HPRS) is an interdisciplinary department in Health Sciences whose main responsibility is providing prerequisite and co-requisite courses for other Health Science degrees and certificate programs.

A variety of courses in allied health specialties are offered for students who are: (1) seeking enrollment in ACC health science programs such as nursing, surgical and medical laboratory technology, emergency medical services (paramedicine), occupational and physical therapy, pharmacy technician, medical coding and dental technology, (2) co-enrolled in ACC health science programs, (3) transferring in to health science programs at other institutions, (4) exploring health science careers, or (5) co-enrolled in public schools and either investigating health careers or planning to continue at ACC in a health science program.

Courses in medical terminology, pharmacology, pathophysiology, death and dying, and introduction to health careers are offered by a team of qualified health professionals who have a diversity of backgrounds that complement each other. Some examples of current educational backgrounds include a doctorate in pharmacy and master's degrees in nursing and related health specialties.

Professors are also highly prepared in the latest teaching, learning philosophies, and practices. Innovative presentation techniques are utilized in the classroom through the implementation of the latest technology, such as PowerPoint presentations and appropriate audio-visual modalities. HPRS courses are offered in the traditional classroom setting and non-traditional setting, via the Internet and television. As a result, students may attend classes on campus or receive instruction at their home or business via the computer or television. Every attempt is made to enhance and strengthen the student's educational experiences.

Students should view the departmental web site for additional information about the program and course descriptions.

ANTHROPOLOGY

Anthropology

Associate of Arts Degree

The Associate of Arts degree in Anthropology provides students with the first two years of coursework towards a Bachelor of Arts degree in anthropology, preparing them for transfer to an institution that grants a baccalaureate degree. This degree plan offers a broad background of liberal arts courses transferable to a four-year institution, focusing on the cultural and biological diversity of the human species. Students who plan to transfer to an institution that grants a baccalaureate degree to continue their study of anthropology should refer to the catalog of that institution for their degree requirements and consult with an ACC instructor of anthropology.

Semester I		Credit Hours
	ENGL 1301 English Composition I	3
	HIST 1301 United States History I	3
	Foreign Language ¹	5
	ANTH 2301 Physical Anthropology	3
	SPCH 1311 Introduction to Speech Communication ²	3

		17
Semester II		
+ ENGL 1302	English Composition II	3
HIST 1302	United States History II	3
+ Foreign Language ¹		5
+ Mathematics ³		3
ANTH 2351	Cultural Anthropology	3

		17

Art

Automotive Technology

Semester III		
ANTH 2302	Introduction to Archaeology	3
GOVT 2306	Texas State and Local Government	3
+	Natural Science ⁴	3-4
	Visual and Performing Arts ⁵	3
+	Humanities ⁶	3

		15-16
Semester IV		
	Social and Behavioral Science ⁷	3
GOVT 2305	United States Government	3
+	Humanities ⁶	3
+	Natural Science ⁴	3-4
	Elective ⁸	3

		15-16
TOTALS		64-66

+ Prerequisites: See Course Descriptions.

¹ All foreign language hours must be in the same language.

² SPCH 1315 may be substituted for SPCH 1311.

³ Select from Mathematics section of the Core Curriculum Course list.

⁴ Select from Natural Science section of the Core Curriculum Course list.

⁵ Select from Visual and Performing Arts section of the Core Curriculum Course list.

⁶ Select from Humanities section of the Core Curriculum Course list.

⁷ Select from Other Social and Behavioral Sciences section of the Core Curriculum Course list.

⁸ Although these courses may be selected from any program, students planning to transfer to an institution for a baccalaureate are advised to choose electives that will be applicable to their baccalaureate degree. Students are encouraged to choose from the Humanities section of the Core Curriculum.

ART

Art

Associate of Arts Degree

The Associate of Arts degree in Art provides students with the first two years of a liberal arts education as well as a comprehensive study and practice of the elements of art and visual communication.

Semester I		Credit Hours
ENGL 1301	English Composition I	3
HIST 1301	United States History I	3
+	Mathematics ¹	3
ARTS 1316	Drawing I	3
ARTS 1311	Design I	3
+	Natural Science ²	3-4

		18-19
Semester II		
+	ENGL 1302 English Composition II	3
	HIST 1302 United States History II	3
+	Natural Science ²	3-4
+	ARTS 1317 Drawing II OR	3
+	ARTS 2323 Life Drawing I	3
+	ARTS 1312 Design II	3
	Social and Behavioral Science ³	3

		18-19

Semester III		
GOVT 2305	United States Government	3
+	Foreign Language ⁴	5
+	Humanities ⁵	3
	Oral Communication ⁶	3
ARTS 1303	Art History I OR	3
ARTS 1304	Art History II	3

		17
Semester IV		
GOVT 2306	Texas State and Local Government	3
+	Foreign Language ⁴	5
+	ARTS 2316 Painting I	3
+	Humanities ⁵	3
ARTS 2346	Ceramics I OR	3
ARTS 2326	Sculpture I	3

		17
TOTALS		70-72

+ Prerequisites: See Course Descriptions.

¹ Select from Mathematics section of the Core Curriculum Course list.

² Select from Natural Science section of the Core Curriculum Course list.

³ Select from Other Social and Behavioral Sciences section of the Core Curriculum Course list.

⁴ Foreign language hours must be in the same language.

⁵ Select from Humanities section of the Core Curriculum Course list.

⁶ Select any Speech course from the Communications section of the Core Curriculum Course list.

ART METALS

See Welding Technology

AUTOMOTIVE TECHNOLOGY

The Automotive Technology program at Austin Community College offers NATEF certified automotive technician training. The program offers a variety of degree and certificate options, including a two-year Associate in Applied Science Degree, a one-year Certificate program, four specialized Certificate programs of less than one year, as well as an Enhanced Skills certificate.

The program provides training in maintenance repair work on automotive vehicles. Included is training in the use of technical manuals and a variety of hand and power tools. Instruction and practice is provided in diagnosis of malfunctions; disassembly of units; parts inspection; and repair or replacement of parts involving engine overhaul and repair, ignition systems, fuel injection systems, brakes, transmission, electrical systems, air conditioning, and suspension systems.

Austin Community College's Automotive Technology program is a Tech Prep Program participant. High School students may receive college credit for approved courses taken during high school. Tech Prep program participants will receive an Enhanced Skills Certificate. Articulating Tech Prep courses include AUMT 1405, AUMT 1407, AUMT 2417, AUMT 1410, AUMT 1416, AUMT 2489, COSC 1301. High School students should discuss these options with their high school counselor. Other students should contact an Automotive Technology advisor.

Automotive Technology

Automotive Technology

Associate of Applied Science Degree

Semester I		Credit Hours
COSC 1301	Personal Computing	3
AUMT 1405	Introduction to Automotive Technology	4
AUMT 1407	Automotive Electrical Systems	4
AUMT 1419	Automotive Engine Repair	4
SPCH 1311	Introduction to Speech Communication	3
		18
Semester II		
ENGL 1301	English Composition I	3
AUMT 2417	Engine Performance Analysis I	4
AUMT 2425	Automatic Transmissions and Transaxles	4
AUMT 1445	Automotive Heating and Air Conditioning	4
		15
Semester III		
AUMT 2437	Automotive Electronics	4
+ AUMT 2434	Engine Performance Analysis II	4
AUMT 1410	Automotive Brake Systems	4
+ MATH 1332	College Mathematics	3
	Social and Behavioral Science	3
		18
Semester IV		
AUMT 2413	Manual Drive Train and Axles	4
AUMT 1416	Suspension and Steering	4
# AUMT 2489	Internship Automotive Technician	4
		12
TOTALS		63

+ Prerequisites: See Course Descriptions.

Capstone course

Automotive Technology

Enhanced Skills Certificate

BUSG 2309	Small Business Management	3
AUMT 2428	Automotive Service	4
# AUMT 2489	Internship Automotive Technician	4
		11
TOTALS		11

Capstone course

Automotive Brake and Suspension

Certificate

A 736 clock-hour program designed to prepare students to become specialists in the area of brakes and supervision. The student will complete five Automotive Technology courses to prepare for entry-level positions in a chosen area of study. These courses can be included in the Associate of Applied Science in Automotive Technology.

AUMT 1405	Introduction to Automotive Technology	4
AUMT 1407	Automotive Electrical Systems	4
AUMT 2437	Automotive Electronics	4
# AUMT 2489	Internship Automotive Technician	4
AUMT 1410	Automotive Brake Systems	4
AUMT 1416	Suspension and Steering	4
		24
TOTALS		24

Capstone course

Automotive Drive Train Specialist

Certificate

A 736 clock-hour course designed to prepare students to become Specialists in the Automotive Drive Train area. The student will complete five automotive technology courses to prepare for entry-level positions in their area of study. These courses can be included in the Associate of Applied Science Degree in Automotive Technology.

AUMT 1405	Introduction to Automotive Technology	4
AUMT 1407	Automotive Electrical Systems	4
AUMT 2437	Automotive Electronics	4
# AUMT 2489	Internship Automotive Technician	4
AUMT 2425	Automatic Transmissions and Transaxles	4
AUMT 2413	Manual Drive Train and Axles	4
		24
TOTALS		24

Capstone course

Automotive Technology

Automotive Engine Performance Specialist

Certificate

A 576 clock-hour course designed to prepare students to become Specialists in the Automotive Engine area. The student will complete six Automotive Technology courses to prepare for entry-level positions in an area of study. These courses can be included in the Associate of Applied Science Degree in Automotive Technology.

AUMT 1405	Introduction to Automotive Technology	4
AUMT 1407	Automotive Electrical Systems	4
AUMT 2437	Automotive Electronics	4
# AUMT 2489	Internship Automotive Technician	4
AUMT 2417	Engine Performance Analysis I	4
AUMT 2434	Engine Performance Analysis II	4

		24

TOTALS		24

+ Prerequisites: See Course Descriptions.

Capstone course

Automotive Heating & Air Conditioning

Certificate

AUMT 1405	Introduction to Automotive Technology	4
AUMT 1407	Automotive Electrical Systems	4
AUMT 2437	Automotive Electronics	4
# AUMT 2489	Internship Automotive Technician	4
AUMT 1445	Automotive Heating and Air Conditioning	4
AUMT 2428	Automotive Service	4

		24

TOTALS		24

Capstone course

Automotive Technician

Certificate

Semester I (Fall)		Credit Hours
AUMT 1405	Introduction to Automotive Technology	4
AUMT 1407	Automotive Electrical Systems	4
AUMT 1419	Automotive Engine Repair	4
AUMT 2417	Engine Performance Analysis I	4

		16
Semester II (Spring)		
AUMT 2425	Automatic Transmissions and Transaxles	4
AUMT 1416	Suspension and Steering	4
AUMT 2437	Automotive Electronics	4
+ AUMT 2434	Engine Performance Analysis II	4

		16
Semester III (Summer)		
AUMT 2413	Manual Drive Train and Axles	4
# AUMT 2489	Internship Automotive Technician	4

		8

TOTALS		40

+ Prerequisites: See Course Descriptions.

Capstone course

Marine Engine Repair

Certificate

This certificate provides power mechanics technology training in the principles and operation of marine two and four cycle engines, electrical systems, engine failure analysis, tune-up, hydraulic principles, lower unit drives, and extensive laboratory experience. It includes marine engine transit mounting and height adjustments.

Semester I		Credit Hours
# SMER 1466	Practicum--Small Engine Mechanic and Repairer	4
SMER 1404	Outboard Service Principles	4
SMER 1413	Outboard Electrical Systems	4

		12
Semester II		
SMER 1407	Outboard Powerhead Overhaul	4
SMER 1410	Outboard Lower Units	4
# SMER 1466	Practicum--Small Engine Mechanic and Repairer	4

		12

TOTALS		24

Capstone course

Motorcycle Repair

Certificate

This certificate provides power mechanics technology training in the principles and operation of motorcycle two and four cycle engines, electrical systems, engine failure analysis, tune-up, hydraulic principles and extensive laboratory experience. It covers motorcycle chassis mounted equipment. It includes, brakes, wheels and tires, clutches, drive chains, and transmissions.

Semester I		Credit Hours
MTRC 1402	Motorcycle Tune Up	4
MTRC 1405	Motorcycle Service Principles	4
SMER 1422	Motorcycle Electrical Systems	4

		12
Semester II		
SMER 1419	Motorcycle Four Stroke Engine/ Transmission	4
MTRC 1408	Motorcycle Chassis and Drive Systems	4
# SMER 1466	Practicum–Small Engine Mechanic & Repairer	4

		12
TOTALS		24

Capstone course

Small Engine Repair

Certificate

This program will provide power mechanics technology training in the principles and operation of two and four cycle small engines, electrical systems, engine failure analysis, tune-up, hydraulic principles and extensive laboratory experience. It encompasses equipment that is powered by small engines, i.e., lawn mowers, grass trimmers, and chain saws. It covers cutting deck mounting, height and drive belt adjustments. It also includes gear case overhaul, and chain service and repair.

Semester I		Credit Hours
SMER 1434	Small Engine Two Stroke Overhaul	4
SMER 1431	Small Engine Tune Up	4
SMER 1425	Small Engine Electrical Systems	4

		12
Semester II		
SMER 1428	Small Engine Service Principles	4
SMER 1437	Small Engine Four Stroke Overhaul	4
# SMER 1466	Practicum–Small Engine Mechanic and Repairer	4

		12
TOTALS		24

Capstone course

BIOLOGY

Biology

Associate of Science Degree

The Associate of Science degree is intended to provide students with the first two years of college biology education. To receive an Associate of Science degree in Biology, the student must (a) make a minimum grade of C in all required math and science courses, and (b) have an overall GPA of 2.0 or greater.

Semester I		Credit Hours
ENGL 1301	English Composition I	3
+ BIOL 1406	Cellular and Molecular Biology	4
+ CHEM 1411	General Chemistry I	4
+	Mathematics ¹	3-4
+	Humanities ²	3

		17-18
Semester II		
+ ENGL 1302	English Composition II	3
+ BIOL 1407	Structure and Function of Organisms	4
+ CHEM 1412	General Chemistry II	4
+	Mathematics ³	3-4
	Oral Communication ⁴	3

		17-18
Semester III		
+ PHYS 1401	General College Physics I OR	4
+ PHYS 2425	Engineering Physics I History ⁵	3
GOVT 2305	United States Government OR	3
GOV 2633	Special Topics in United States Government Visual and Performing Arts ⁶	3
+	Biology Elective ⁷	3
+	Humanities ²	3

		19
Semester IV		
+ PHYS 1402	General College Physics II OR	4
+ PHYS 2426	Engineering Physics II	3
GOVT 2306	Texas State and Local Government History ⁸	3
+	Biology Elective ⁷	3-4
	Social and Behavioral Science ⁹	3

		16-17
TOTALS		69-72

+ Prerequisites: See Course Descriptions.

¹ Select from MATH 1314, MATH 1316, MATH 2412, or MATH 2413. Students must first consult with a mathematics advisor.

² Select from Humanities section of the Core Curriculum Course list.

³ Select from MATH 1316, MATH 2412, MATH 2413, or MATH 2414.

⁴ Select any Speech course from the Communications section of the Core Curriculum Course list.

⁵ Select from HIST 1301, HIST 2381, HIST 2380 or HIST 2301.

⁶ Select from Visual and Performing Arts section of the Core Curriculum Course list.

⁷ Biology electives must total a minimum of six (6)Semester hours, to be determined in consultation with a biology faculty advisor.

⁸ Select from HIST 1302, HIS 1643, HIS 1663 or HIST 2341.

⁹ Select from Other Social and Behavioral Sciences section of the Core Curriculum Course list.

Biotechnology

BIOTECHNOLOGY

Biotechnology

Associate of Applied Science Degree

This program provides biotechnology experience with general education courses in the arts and sciences and is designed to prepare persons for working in medical, research and industrial laboratory areas. Students interested in this program should consult with a full-time biotechnology instructor before taking any courses. To receive an A.A.S. degree in Biotechnology, the student must (a) make a minimum grade of "C" in all required math and science courses, and (b) have an overall GPA of 2.0 or greater.

Prerequisites	Credit Hours
ENGL 1301 English Composition I	3
+ CHEM 1405 Introduction to Chemistry	4
	7
Semester I	
+ BITC 1311 Introduction to Biotechnology ¹	3
+ BIOL 1406 Cellular and Molecular Biology	4
+ CHEM 1411 General Chemistry I	4
+ ENGL 1302 English Composition II OR	3
+ ENGL 2311 Technical & Business Writing ²	3
+ MATH 1314 College Algebra ³	3
	17
Semester II	
+ BITC 1402 Biotechnology Laboratory Methods and Techniques ⁴ OR	4
+ CHEM 2423 Organic Chemistry I	4
+ CHEM 1412 General Chemistry II	4
QCTC 1242 Quality Assurance for the Biosciences	2
COSC 1301 Personal Computing ⁵ OR	3
COSC 1300 Introduction to Computing	3
	13
Semester III	
+ BITC 2431 Cell Culture Techniques	4
+ Humanities/Fine Arts ⁶	3
	7
Semester IV	
PSYC 2301 Introduction to Psychology ⁷	3
+ BITC 2401 Molecular Biology Techniques	4
+ BIOL 2421 Microbiology	4
+ Science/Math Elective ⁸	3-4
	14-15
Semester V	
SPCH 1318 Interpersonal Communication ⁹	3
+ BITC 1401 Biotechnology Laboratory Instrumentation	4
# BITC 2487 Internship-Biological Technology/Technician II	4
	11
TOTALS	69-70

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Can be taken in high school or waived by Program Coordinator.

Prerequisite courses are CHEM 1405 and ENGL 1301 or appropriate scores on the assessment tests.

² Student should consult with a full-time biotechnology instructor before selecting course.

³ Or any college level math.

⁴ For transfer to a four-year college or university, students should substitute CHEM 2423.

⁵ Students should consult with a full-time instructor before selecting from COSC 1315, ITSE 1331, and ITSC 1309.

⁶ Select from Humanities/Fine Arts section of the General Education Course list.

⁷ May substitute ANTH 2301, ANTH 2351, ECON 2302, ECON 2301, or SOCI 1301.

⁸ Elective should reflect student's area of concentration: BITC 2486, PHYS 1401, any college level math, BIOL 2401, BIOL 1407. For transfer to a four-year college or university, students should take CHEM 2425.

⁹ Students may select another Speech course upon consultation with a full time biotechnology instructor.

Biotechnology

Certificate

This certificate prepares students to function as entry-level biotechnicians in the laboratory or in biotechnology manufacturing. To receive a Certificate in Biotechnology, the student must (a) make a minimum grade of "C" in all required math and science courses, and (b) have an overall GPA of 2.0 or greater.

Prerequisites	Credit Hours
+ CHEM 1405 Introduction to Chemistry	4
	4
Semester I	
+ BITC 1311 Introduction to Biotechnology ¹	3
+ BIOL 1406 Cellular and Molecular Biology	4
+ CHEM 1411 General Chemistry I	4
ENGL 1301 English Composition I	3
	14
Semester II	
+ BITC 1402 Biotechnology Laboratory Methods and Techniques	4
+ CHEM 1412 General Chemistry II	4
BIOL 2421 Microbiology	4
COSC 1301 Personal Computing OR	3
COSC 1300 Introduction to Computing	3
	15
Semester III	
+# BITC 2486 Internship-Biological Technology/Technician I	4
QCTC 1242 Quality Assurance for the Biosciences	2
	6
TOTALS	39

+ Prerequisites: See Course Descriptions.

Capstone course

¹ May be taken in high school or waived by Program Coordinator.

Prerequisite courses are CHEM 1405 or appropriate scores on the assessment tests.

Building Construction Technology

BUILDING CONSTRUCTION TECHNOLOGY

The Building Construction Technology program at Austin Community College provides the student with the knowledge and skill to successfully enter the Construction Industry as a Carpenter Helper, a Cabinet Maker Helper, or as an Assistant Superintendent. Specific courses are available to experienced workers to expand their level of expertise such as Construction Cost Estimating, Blueprint Reading, Computer-Aided Project Scheduling, or Construction Safety.

Construction Management

Associate of Applied Science Degree Tech Prep

The Construction Management Degree prepares students for a variety of jobs within the Construction Industry. Students get experience in Concrete construction, Carpentry, Plumbing, Wiring, and Air Conditioning, as well as taking Construction Cost Estimating, Project Scheduling, and Management courses. Internships as "Assistant Superintendents" within the Industry are an integral part of the program. Students with verifiable work or learning experience may have courses waived or substituted for courses more suited to meet individual need.

Semester I	Credit Hours
Written Communication ¹	3
CNBT 1411 Construction Methods and Materials	4
+ CNBT 1305 Residential and Light Commercial Blueprint Reading	3
+ CNBT 1342 Building Codes and Inspections	3
+ CNBT 1413 Concrete-Residential	4

	17
Semester II	
Oral Communication ²	3
OSHT 1405 OSHA Regulations-Construction Industry	4
+ CRPT 1415 Conventional Wall Systems	4
CNBT 1402 Mechanical, Plumbing and Electrical Systems in Construction	4

	15
Semester III	
+ Mathematics ³	3
+ CNBT 1471 Building for Resource Conservation	4
+ CNBT 2344 Construction Management II	3
+ CNBT 2346 Construction Management III	3

	13

Semester IV	
Social and Behavioral Science ⁴	3
Humanities ⁵	3
+ CNBT 1346 Construction Estimating I	3
+ CNBT 2337 Construction Estimating II	3
+ CNBT 2332 Project Scheduling	3
+ CNBT 2335 Computer-Aided Construction Scheduling	3

	18

Semester V	
+ CRPT 1441 Conventional Exterior Finish Systems	4
+ CRPT 1445 Conventional Interior Finish Systems	4
+# CNBT 2280 Cooperative Education-Construction/ Building Technology/Technician	2

	10

TOTALS **73**

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from Written Communication section of the General Education Course list.

² Select from Oral Communication section of the General Education Course list.

³ Select from Computational Skills section of the General Education Course list.

⁴ Select from Social and Behavioral Science section of the General Education Course list.

⁵ Select from Humanities/Fine Arts section of the General Education Course list.

Carpentry

Certificate

Persons desiring to frame houses and/or becoming framing sub-contractors will learn conventional methods of wood framing and metal framing as they take courses that teach from the "ground up" process of floor, wall, and roof framing. Students will also take Exterior and Interior Finishing, Blueprint Reading, Construction Safety and then learn from "real job site" training with the "On the Job Training" Cooperative Intern class that allows them a positive transition from "school to work."

Semester I	Credit Hours
CNBT 1411 Construction Methods and Materials	4
OSHT 1405 OSHA Regulations-Construction Industry	3
+ CNBT 1305 Residential and Light Commercial Blueprint	3

	10
Semester II	
+ CRPT 1415 Conventional Wall Systems	4
+ CRPT 2435 Metal Wall Systems	4
+ CRPT 1411 Conventional Roof Systems	4

	12

Semester III

+ CRPT 1441	Conventional Exterior Finish Systems	4
+ CRPT 1445	Conventional Interior Finish Systems	4
+ CNBT 1491	Special Topics in Construction/ Building Technology/Technician	4
+# CNBT 2280	Cooperative Education—Construction/ Building Technology/Technician	2

		14

TOTALS		36

+ Prerequisites: See Course Descriptions.
Capstone course

Woodworking

Certificate

Students desiring to build cabinets and furniture will take a sequence of courses starting at “Beginning Woodworking” and culminating at “Advanced Furniture Making” that will ensure them the knowledge and skill that is required to be a successful woodworker. Students will also take “Construction Safety” and “Blueprint Reading” and the “On the Job Training” Cooperative Intern class to allow them a positive transition from “school to work.”

Semester I		Credit Hours
CNBT 1210	Construction Methods and Materials — Beginning Woodworking	2
+ CNBT 1305	Residential and Light Commercial Blueprint Reading	3
OSHT 1405	OSHA Regulations — Construction Industry	3

		8
Semester II		
+ WDWK 1413	Cabinet Making	4
+ CNBT 1211	Construction Methods and Materials — Intermediate Woodworking—Furniture	2
WDWK	1491 Special Topics in Cabinet Maker and Millworker	4

		10
Semester III		
WDWK 2451	Cabinet Making II	4
+ CNBT 1311	Construction Methods and Materials —Advanced Furniture Construction	3
+# CNBT 2280	Cooperative Education — Construction/Building Technology/ Technician	2

		9

TOTALS		27

+ Prerequisites: See Course Descriptions.
Capstone course

Certificate

One year certificates are available in the following areas: Concrete/Masonry, Building Maintenance, Carpentry, and Cabinetry/Interior Finishing. Students may complete the first semester of any certificate while in high school as part of a Tech Prep plan.

BUSINESS ADMINISTRATION

Business Administration

Associate of Science Degree

Business Administration is designed to prepare the student for transfer to a four-year university baccalaureate program. In addition to business courses, the curriculum includes math, science, social sciences, and humanities. All the courses in this degree plan must be taken and passed in order to earn the Associate of Science in Business Administration. The order, given below, in which these courses should be taken, is just a suggestion. Students may take the courses in any order they want to except for those courses that require a course prerequisite (+). The Business Administration degree is a transfer degree and represents the first two years of a four-year degree and will vary from university to university. Students transferring should consult with an advisor or articulation officer from their receiving institution.

Semester I		Credit Hours
ENGL 1301	English Composition I	3
HIST 1301	United States History I	3
BUSI 1301	Introduction to Business OR Restricted Elective ¹	3
BCIS 1305	Business Computer Applications ² OR	3
COSC 1315	Fundamentals of Programming Mathematics ³	3

		15
Semester II		
+ ENGL 1302	English Composition II	3
HIST 1302	United States History II	3
ECON 2302	Principles of Microeconomics	3
+ Natural Science ⁴		3-4
+ Mathematics ³		3-4

		15-17
Semester III		
+ Literature Course ⁵		3
GOVT 2305	United States Government	3
ACCT 2301	Principles of Financial Accounting	3
ECON 2301	Principles of Macroeconomics	3
+ Natural Science ⁴		3-4

		15-16

Chemistry

Semester IV

	GOVT 2306	Texas State and Local Government	3
+	ACCT 2302	Principles of Managerial Accounting	3
		Visual and Performing Arts ⁶	3
+		Humanities ⁶	3
		Oral Communication ⁷	3

15

TOTALS 60-63

+ Prerequisites: See Course Descriptions.

¹ Choose from the following: BUSG 2371 or BUSI 2301. It is recommended that students without a prior business course or business experience enroll in BUSI 1301. Students should consult with their receiving institution as to the transferability of any business elective taken at ACC.

² Computer Information Management and Management Information Systems majors should consult with an academic advisor.

³ Students are required to take MATH 1425 or Math 2413. In addition, students must take one other course from this list: MATH 1314, MATH 1324, or MATH 1476. Students should first consult with an ACC mathematics instructor for placement, which may include taking additional ACC mathematics courses to satisfy prerequisites. Each four-year school has a requirement for two specific mathematics courses and most expect that transfer students will complete both of their required courses before they transfer. You may ask for an exception if the school you want to transfer to has different requirements from these listed.

⁴ Natural Science Restricted electives: Physical and/or biological science must be chosen from the following: BIOL, CHEM, GEOL, PHYS. Both science courses must be from the same department. Each four-year school has a requirement for two specific natural science courses and most expect that transfer students will complete both of their required courses before they transfer. Consult a business advisor if you wish to take different courses than those recommended.

⁵ The literature course must be chosen from the following: ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, or ENGL 2343.

⁶ Students must take these electives from the core curriculum. This includes a Visual and Performing Arts course and an additional Humanities course. Consult the catalog core curriculum for a list of acceptable courses. Consult a business advisor for additional advising information.

⁷ Select any Speech course from the Communications section of the Core Curriculum Course list. SPCH 1321 is the preferred course.

CHEMISTRY

Chemistry

Associate of Science Degree

The Associate of Science degree is intended to provide students with the first two years of college chemistry education through organic chemistry level. To receive an Associates of Science degree in chemistry, the student must: (a) make a minimum of "C" in all required math and science courses and (b) have an overall GPA of 2.0 or greater.

			Credit Hours
+	CHEM 1411	General Chemistry I	4
	ENGL 1301	English Composition I	3
+	BIOL 1406	Cellular and Molecular Biology	4
		History ¹	3
		Communications II ²	3

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Child Development

Semester II

+	CHEM 1412	General Chemistry II	4
+	ENGL 1302	English Composition II	3
+	MATH 2413	Calculus I ³	4
		Humanities I ⁴	3
		History ⁵	3

17

Semester III

+	CHEM 2423	Organic Chemistry I	4
	GOVT 2305	United States Government OR	3
	GOV 2633	Special Topics in United States Government	
+	MATH 2414	Calculus II	4
+	PHYS 2425	Engineering Physics I	4
		Humanities II ⁶	3

18

Semester IV

+	CHEM 2425	Organic Chemistry II	4
	GOVT 2306	Texas State and Local Government	3
+	PHYS 2426	Engineering Physics II	4
		Social and Behavioral Science ⁷	3
		Visual and Performing Arts ⁸	3

17

TOTALS 69

+ Prerequisites: See Course Descriptions.

¹ Select from HIST 1301, HIST 2381, HIST 2380, or HIST 2301.

² Select from Communications II section of the Core Curriculum Course list.

³ Students should first consult with a mathematics advisor to determine where they should begin their mathematics study. They may need to take one or more courses prior to taking MATH 2413.

⁴ Select from Humanities I section of the Core Curriculum Course list.

⁵ Select from HIST 1302, HIS 1643, HIS 1663, or HIST 2341.

⁶ Select from Humanities II section of the Core Curriculum Course list.

⁷ Select from Social and Behavioral Sciences section of the Core Curriculum Course list.

⁸ Select from Visual and Performing Arts section of the Core Curriculum Course list.

CHILD DEVELOPMENT

The Child Development Program prepares students for employment as classroom assistants, teachers, directors and child advocates in early care and education programs. A variety of course options are available including CDA Training, a Certificate and an Associate of Applied Science. All courses contain a combination of teaching theory and methods based on developmentally appropriate practices along with practical work experience gained through laboratory hours spent working with children in early care and education settings.

In the field of study for Early Childhood Education approved by the State of Texas for Pre-K through 4th Grade Teachers, TECA 1303(Family and Community), TECA 1311 (Introduction to Early Childhood Education), TECA 1318 (Nutrition, Health and Safety), and TECA 1354 (Child Growth and Development) will be accepted as transfer

Child Development

courses to satisfy lower division requirements. For more information, contact the Child Development Department at 223-5201.

Special Admissions Requirements for All Child Development Students: Because of the criteria for child care center volunteers determined by the Texas Department of Protective and Regulatory Services Minimum Standards for Day Care Centers, there are special requirements for enrollment in child development courses with laboratory components. Students enrolled in these courses will be required to complete a criminal history statement the first day of class, which will be submitted for verification of the information provided, as required by the Texas Department of Protective and Regulatory Services.

Students with a felony conviction for any offense under Title 5, Title 6 or Chapter 43 of Title 9 of the Penal Code are not eligible to take child development courses with laboratory components or to work in child care settings. Students with any other misdemeanor or felony indictment, conviction or complaint may not enroll in child development courses until an assessment of risk is completed by the Texas Department of Protective and Regulatory Services. Students should plan on beginning the risk assessment process, which must be completed with the Austin Community College Children's Laboratory School, three months prior to enrolling in child development courses. Contact the Child Development Program Coordinator at 223-5201 or the Supervisor of the Children's Laboratory School at 223-5200, for more information. Special Admission Requirements for the Academic CDA Training Program, Child Development Certificate and/or Associate Degree:

To encourage success in the Child Development Program, admission to the Child Development Certificate Program or the Academic CDA Training Program requires students to complete the Reading and Writing portions of the ACC Assessment for placement. Students who place into Fundamentals of Reading (DEVR 0303) or Fundamentals of Writing (DEWV 0403), on the basis of their assessment scores, must successfully complete these course requirements before enrolling in child development courses.

Students who place into Reading Skills I (DEVR 1303) and/or Writing Skills I (DEWV 1403), on the basis of their assessment scores must co-enroll in these courses while taking child development courses.

Other Special Requirements for Child Development:

1. Students must receive a C or above in each child development course for the courses to be accepted toward the Child Development Certificate or Associate of Applied Science Degree.
2. Prospective students who have a current PAC (Professional Administrator Credential) may receive credit for CDEC 2326. For information, contact the Child Development Department at 223-5201.
3. Prospective students who have a current CDA (Child Development Credential) may have the course requirement for TECA 1311 waived. For information, contact the Child Development Department at 223-5201.

4. Students enrolled in CDEC 1166 or CDEC 2166 must complete 10 hours of regularly scheduled lab work; 5 hours of this must be completed at the ACC Children's Laboratory School.
5. Students enrolled in CDEC 1166 or CDEC 2166 must obtain a negative TB test during the first two weeks of the semester to continue in these courses.

Child Development

Associate of Applied Science Degree

This program has special admission requirements. Please see the information provided in the beginning of the Child Development Section, in this catalog, on Special Admission Requirements for All Child Development Students and Special Admissions Requirements for the Academic CDA Training Program, Certificate and Associate Degree.

			Credit Hours
Semester I			
+ TECA	1303	Family and Community	3
+ TECA	1354	Child Growth and Development	3
+ CDEC	1359	Children with Special Needs	3
+ TECA	1311	Introduction to Early Childhood Education	3
+ TECA	1318	Nutrition, Health, and Safety	3
ENGL	1301	English Composition I	3

			18
Semester II			
+ CDEC	1413	Curriculum Resources for Early Childhood Programs	4
+ CDEC	1419	Child Guidance	4
+ CDEC	1321	The Infant and Toddler	3
+ CDEC	2341	The School Age Child	3
+ CDEC	1166	Practicum I—Child Development and Early Childhood	1
+ CDEC	1392	Special Topics in Child Development	3

			18
Semester III			
+ CDEC	1456	Emergent Literacy for Early Childhood	4
+ CDEC	1458	Creative Arts for Early Childhood	4
+ CDEC	2326	Administration of Programs for Children	3
	PSYC 2301	Introduction to Psychology	3
+ MATH 1314		College Algebra OR	3
+ MATH 1332		College Mathematics	3

			17
Semester IV			
+ CDEC	1457	Math & Science for Early Childhood	4
+# CDEC	2166	Practicum II—Child Development and Early Childhood	1
+ CDEC	1394	Special Topics in Early Childhood	3
	COSC 1301	Personal Computing	3
	SPCH 1318	Interpersonal Communication	3
+		Humanities/Fine Arts ¹	3

			17

TOTALS			70

Child Development

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Must be selected from the following: ARTS 1303, ARTS 1304, DANC 2303, HUMA 1301, HUMA 1315, MUSI 1306, or PHIL 2306.

Child Development

Associate of Applied Science Degree Tech Prep

This program is designed for those students who have successfully completed a high school "Tech Prep" Child Development Program that has been articulated with Austin Community College. This program has special admission requirements. Please see the information provided in the beginning of the Child Development Section, in this catalog, on Special Admission Requirements for All Child Development Students.

Credit-in-Escrow	Credit Hours
+ CDEC 1321 The Infant and Toddler OR	3-4
+ CDEC 1458 Creative Arts for Early Childhood	
COSC 1301 Personal Computing	3

	6-7

Semester I

+ TECA 1311 Introduction to Early Childhood Education	3
+ TECA 1303 Family and Community	3
+ TECA 1318 Nutrition, Health, and Safety	3
+ TECA 1354 Child Growth and Development	3
+ CDEC 1359 Children with Special Needs	3
ENGL 1301 English Composition I	3

	18

Semester II

+ CDEC 1413 Curriculum Resources for Early Childhood Programs	4
+ CDEC 1419 Child Guidance	4
+ CDEC 2341 The School Age Child	3
+ CDEC 1166 Practicum I–Child Development and Early Childhood	1
+ CDEC 1392 Special Topics in Child Development	3

	15

Semester III

+ CDEC 1456 Emergent Literacy for Early Childhood	4
+ CDEC 1321 The Infant and Toddler OR	3-4
+ CDEC 1458 Creative Arts for Early Childhood	
+ CDEC 2326 Administration of Programs for Children	3
+ CDEC 1457 Math & Science for Early Childhood	4
PSYC 2301 Introduction to Psychology	3

	17-18

Semester IV

+# CDEC 2166 Practicum II–Child Development and Early Childhood	1
+ CDEC 1394 Special Topics in Early Childhood	3
SPCH 1318 Interpersonal Communication	3
+ Humanities/Fine Arts ¹	3
+ MATH 1314 College Algebra OR	3
+ MATH 1332 College Mathematics	

	13

TOTALS	69-71

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Must be selected from the following: ARTS 1303, ARTS 1304, DANC 2303, HUMA 1301, HUMA 1315, MUSI 1306, PHIL 2306.

Child Development

Certificate

The Child Development Certificate does not require the TASP test, but does have special admission requirements. Please see the information provided in the beginning of the Child Development Section, in this catalog, on Special Admission Requirements for All Child Development Students and Special Admissions Requirements for the Academic CDA Training Program, Certificate and Associate Degree.

Semester I	Credit Hours
+ TECA 1303 Family and Community	3
+ TECA 1354 Child Growth and Development	3
+ CDEC 1359 Children with Special Needs	3
+ TECA 1311 Introduction to Early Childhood Education	3
+ TECA 1318 Nutrition, Health, and Safety	3

	15

Semester II

+ CDEC 1413 Curriculum Resources for Early Childhood Programs	4
+ CDEC 1419 Child Guidance	4
+ CDEC 1321 The Infant and Toddler	3
+ CDEC 2341 The School Age Child	3
+# CDEC 1166 Practicum I–Child Development and Early Childhood	1
+# CDEC 1392 Special Topics in Child Development	3

	18

TOTALS	33

+ Prerequisites: See Course Descriptions.

Capstone course

Child Development

Child Development

Enhanced Skills Certificate

This program has special admission requirements. Please see the information provided in the beginning of the Child Development Section, in this catalog, on Special Admission Requirements for All Child Development Students. This program is an advanced certificate designed for Tech Prep students who already have a Tech Prep Associate of Applied Science in Child Development. These courses also meet TDPRS requirements for childcare center directors.

Credit-in-Escrow	Credit Hours
+ CDEC 2328 Administration of Programs for Children II	3
+# CDEC 2386 Internship–Early Childhood Programs	3
+ ENGL 2311 Technical & Business Writing	3
ACNT 1403 Introduction to Accounting I	3

	12

TOTALS	12

+ Prerequisites: See Course Descriptions.

Capstone course

Comprehensive CDA Training Program

Marketable Skills Award

Comprehensive CDA Training Programs does not require TASP. This 3 semester training program provides potential CDA (Child Development Associate) Candidates with the skills, knowledge and required training hours to apply for their CDA Assessment through the Council for Early Childhood Professional Recognition. Students must currently be working with a group of children in the 0-5 age range.

Comprehensive CDA Training:

CDEC 1417 Child Development Associate Training I	4
+ CDEC 2422 Child Development Associate Training II	4
+ CDEC 2424 Child Development Associate Training III	4

	12

TOTALS	12

+ Prerequisites: See Course Descriptions.

Academic CDA Training Program

Institutional Certificate

The Academic CDA Training Program does not require TASP, but does have special admissions requirements. Please see the information provided in the beginning of the Child Development Section, in this catalog, on Special Admission Requirements for All Child Development Students and Special Admissions Requirements for the Academic CDA Training Program, Certificate and Associate Degree.

This program is designed for early childhood teachers currently working with young children who plan to apply for the CDA Assessment through the Council for Early Childhood Professional Recognition independent of our Comprehensive CDA Training. The following child development courses will provide the documentation of required training hours. Students completing this option may apply for the Professional Recognition Award through the Child Development Department.

Academic CDA Training	Credit Hours
+ TECA 1311 Introduction to Early Childhood Education	3
+ TECA 1354 Child Growth and Development	3
+ TECA 1303 Family and Community	3
+ CDEC 1419 Child Guidance OR	4
+ CDEC 1413 Curriculum Resources for Early Childhood Programs	4

	13

TOTALS	13

+ Prerequisites: See Course Descriptions.

Professional Recognition For Caregivers

Institutional Certificate

This award is designed to provide students employed in the care of young children with a special recognition. This award will meet the Texas Department of Protective and Regulatory Services requirement of 12 child development credit hours under option 6 for Director Qualifications. To apply for this award, students must have completed 12 credit hours in Child Development at Austin Community College with grades of B or above. Contact the Child Development Department at 223-5201 to apply for the award.

Commercial Music Management

Computer Information Technology

COMMERCIAL MUSIC MANAGEMENT

Commercial Music Management

Associate of Applied Science Degree

Semester I		Credit Hours
ENGL 1301	English Composition I	3
MUSI 1301	Music Fundamentals	3
	Computer Science Elective	3-4
MUSB 1305	Survey of the Music Business	3
	Restricted Elective ¹	3

		15-16
Semester II		
+ MATH 1324	Mathematics for Business and Economics OR	3
+ MATH 1332	College Mathematics Social and Behavioral Science ²	3
BUSG 2309	Small Business Management	3
MUSB 1301	Legal Aspects of the Entertainment Industry	3
	Restricted Elective ¹	3
MUSC 1303	History of Popular Music	3

		18
Semester III		
+ ENGL 2311	Technical & Business Writing OR	3
+ POFT 1302	Business Communications I	
ACCT 2301	Principles of Financial Accounting	3
MRKG 1311	Principles of Marketing	3
	Restricted Elective ¹	3
	Restricted Elective ¹	3
	Oral Communication ³	3

		18
Semester IV		
+# MUSB 2386	Internship–Music Business Management and Merchandising	3
	Restricted Elective ¹	3
	Restricted Elective ¹	3
	Restricted Elective ¹	3
	Unrestricted Elective	3

		15

TOTALS		66-67

+ Prerequisites: See Course Descriptions.

Capstone course

¹Restricted Electives (at least 5 of 7 must have MUSB, MUSC or MUSP prefixes) Choose from below:

MUSB 1341, 1391, 2301, 2305, 2309, 2345

MUSC 1213, 1303, 1311, 1321, 1325, 1327, 1331, 1333, 2213, 2311, 2319, 2345, 2355, 2427, 2447, 2448

MUSI 1116, 1117, 1181, 1182, 1183, 1192, 1306, 1311, 1312, 1602

MUSP 1142, 1146, 1148, 1150, 1151, 1329

Applied Music Courses, Any Music Ensemble (MUEN)

BUSI 1311, BMGT 1302, BMGT 1347

COMM 2327, 2331, 1336, 1337

²Select from Social and Behavioral Science section of the General Education Course list.

³Select from Oral Communications section of the General Education Course list.

COMPUTER INFORMATION TECHNOLOGY

Computer Programming

Associate of Applied Science Degree

The Associate of Applied Science degree in Computer Information Systems (Computer Programming) includes courses from the Arts and Sciences Curricula, as well as a wide array of computer courses designed to train the student for an entry-level programming position.

Semester I		Credit Hours
+ MATH 1324	Mathematics for Business and Economics	3
ENGL 1301	English Composition I	3
COSC 1300	Introduction to Computing	3
COSC 1315	Fundamentals of Programming Social and Behavioral Science ¹	3

		15
Semester II		
+ MATH 1324	Mathematics ²	3-4
+ ITSC 1325	Personal Computer Hardware	3
+ ITSE 2309	Introduction to Database Programming: Oracle	3
+ COSC 1320	C++ Programming OR	3
+ ITSE 2321	Introduction to Object-Oriented Programming (Java)	
+ ITSE 2321	Computer Course ³	3

		15-16
Semester III		
ACCT 2301	Principles of Financial Accounting	3
+ ITSC 1327	Multi-user Operating Systems Oral Communication ⁴	3
	Oral Communication ⁴	3
+ ITSC 1327	Programming Elective I or II ^{5/6}	3-4
+ ITSC 1327	Programming Elective I or II ^{5/6}	3-4

		15-17
Semester IV		
+# ITSE 1450	System Analysis and Design	4
+ COSC 2425	Computer Organization and Machine Language — PC Assembly	4
+ ITSC 2364	Practicum–CIS, General OR	3-4
+ ITSC 2364	Programming Elective II ⁶	
+ ITSC 2364	Programming Elective II ⁶	3-4
+ ITSC 2364	Humanities ⁷	3

		17-19

TOTALS		62-67

+ Prerequisites: See Course Descriptions.

Capstone course

¹Select from Social/Behavioral Science section of the General Education Course list.

²Math Elective - MATH 1342, MATH 1314, MATH 1425 are recommended.

³Select from the following courses: ITSC 1309, ITSW 1304, or ITNW 1337.

⁴Select from Oral Communication section of the General Education Course list.

⁵Programming Elective I: Must be selected from this list: COSC 1320, ITSE 1344, ITSE 1345, ITSE 2321

Computer Information Technology

⁶ Programming Elective II: Must be selected from the following list: COSC 2415, COSC 2425, ITSE 2317, ITSE 2339, ITSE 2349, ITSE 2357, ITSE 2359, ITSE 2371, ITSE 2431, ITSE 2437, ITSE 2451, INEW 2338.

⁷ Select from Humanities/Fine Arts section of the General Education Course list.

Computer Information Technology Database

Certificate

Semester I			Credit Hours
COSC	1300	Introduction to Computing	3
ITSE	1331	Introduction to Visual BASIC Programming .NET OR	3
COSC	1315	Fundamentals of Programming	
+	ITSE	2309 Introduction to Database Programming: Oracle	3

			9
Semester II			
+	ITNW	1325 Fundamentals of Networking	3
+	ITSE	1345 Introduction to Oracle SQL and PL/SQL	3
+	ITSE	1344 Mastering MS Visual BASIC Development .NET	3

			9
Semester III			
+	ITSE	2356 Oracle Database Administration I	3
+	ITSE	2349 Advanced Visual BASIC Programming .NET	3
+#	ITSE	1450 System Analysis and Design	4

			10
TOTALS			28

+ Prerequisites: See Course Descriptions.

Capstone course

Computer Programming

C++ TRACK Certificate

Semester I			Credit Hours
COSC	1300	Introduction to Computing	3
+	ITNW	1325 Fundamentals of Networking	3
+	ITSE	2309 Introduction to Database Programming: Oracle	3
COSC	1315	Fundamentals of Programming	3

			12

Semester II

+	ITSC	1327 Multi-user Operating Systems OR	3
+	ITSC	1307 UNIX Operating System I	
+	ITSE	1345 Introduction to Oracle SQL and PL/SQL	3
+	COSC	1320 C++ Programming	3

			9

Semester III

+	ITSE	1450 System Analysis and Design	4
+#	ITSE	2431 Advanced C++ Programming	3-4

			7-8

TOTALS

28-29

+ Prerequisites: See Course Descriptions.

Capstone course

Computer Programming

JAVA TRACK Certificate

Semester I			Credit Hours
COSC	1300	Introduction to Computing	3
+	ITNW	1325 Fundamentals of Networking	3
+	ITSE	2309 Introduction to Database Programming: Oracle	3
COSC	1315	Fundamentals of Programming OR	3-4
ITSE	1411	Web Page Programming	

			12-13
Semester II			
+	ITSC	1327 Multi-user Operating Systems OR	3
+	ITSC	1307 UNIX Operating System I	
+	ITSE	1345 Introduction to Oracle SQL and PL/SQL	3
+	ITSE	2321 Introduction to Object-Oriented Programming (Java)	3

			9
Semester III			
+	ITSE	1450 System Analysis and Design	4
+#	ITSE	2317 Java Programming (Intermediate)	3

			7
TOTALS			28-29

+ Prerequisites: See Course Descriptions.

Capstone course

Computer Information Technology

Local Area Network Systems

NETWORK ADMINISTRATION Associate of Applied Science Degree Tech Prep

Austin Community College's Local Area Network is a Tech Prep program participant. High School students may receive college credit for approved courses taken during high school.

Semester I		Credit Hours
+	ITNW 1325 Fundamentals of Networking	3
	COSC 1300 Introduction to Computing	3
	COSC 1315 Fundamentals of Programming OR	3-4
	ITSE 1331 Introduction to Visual BASIC Programming .NET OR	
	ITSE 1411 Web Page Programming	
	ENGL 1301 English Composition I	3
+	MATH 1324 Mathematics for Business and Economics	3

		15-16

Semester II		
+	ITMC 1342 Implementing Microsoft Windows 2000 Network Infrastructure	3
+	ITSC 1325 Personal Computer Hardware	3
+	ITSC 1307 UNIX Operating System I	3
+	Computer Course ¹	3
	SPCH 1311 Introduction to Speech Communication	3
+	ITSE 2309 Introduction to Database Programming: Oracle OR	3
	Computer Info Tech/Computer Science Elective ²	

		18

Semester III		
+	ITMC 1319 Installing and Administering Windows 2000	3
+	ITNW 2405 Network Administration for Novell NetWare	4
	Computer Info Tech/Computer Science Elective ²	
+	ITSC 2337 UNIX Operating Systems II OR	3
+	Programming Elective ³	3-4
+	ITCC 1306 Basic Router Configuration: Cisco 2	3

		16-17

Semester IV		
+	ITNW 2317 Network Security	3
+#	ITSE 1450 System Analysis and Design	4
+	ITSC 2364 Practicum-CIS, General OR	3
+	Computer Info Tech/Computer Science Elective ²	
	Social and Behavioral Science ⁴	3
+	Humanities ⁵	3

		16
TOTALS		65-67

+ Prerequisites: See Course Descriptions.

Capstone course

¹Select from the following: ITSW 1304, ITSC 1309, or ITNW 1337.

² Computer Information Technology/Computer Science Elective - Must be IT or COSC advanced course selected in accordance with career objectives and subject to department approval.

³ Programming Elective I-Must be selected from: COSC 1320, ITSE 1344, ITSE 1345, ITSE 2321.

⁴ Select from Social and Behavioral Science section of the General Education Course list.

⁵ Select from Humanities/Fine Arts section of the General Education Course list.

Local Area Network Systems

NETWORK ADMINISTRATION Certificate

Semester I		Credit Hours
	COSC 1300 Introduction to Computing	3
	COSC 1315 Fundamentals of Programming OR	3-4
	ITSE 1331 Introduction to Visual BASIC Programming .NET OR	
	ITSE 1411 Web Page Programming	
+	ITNW 1325 Fundamentals of Networking	3

		9-10

Semester II		
+	ITMC 1342 Implementing Microsoft Windows 2000 Network Infrastructure	3
+	ITSC 1325 Personal Computer Hardware	3
+	ITSC 1307 UNIX Operating System I OR	3
+	ITSC 2337 UNIX Operating Systems II	

		9

Semester III		
+	ITMC 1319 Installing and Administering Windows 2000	3
+#	ITNW 2405 Network Administration for Novell NetWare	4
+	ITCC 1306 Basic Router Configuration: Cisco 2	3

		10
TOTALS		28-29

+ Prerequisites: See Course Descriptions.

Capstone course

Computer Information Technology

Microcomputer Applications Support

Associate of Applied Science Degree

Semester I		Credit Hours
COSC 1300	Introduction to Computing	3
COSC 1315	Fundamentals of Programming OR	3
ITSE 1331	Introduction to Visual BASIC Programming .NET	
ENGL 1301	English Composition I	3
ACCT 2301	Principles of Financial Accounting Mathematics ¹	3

		15
Semester II		
+	Computer Info Tech/Computer Science Elective ²	3-4
+	Programming Elective I ³	3-4
+	ITSW 1307 Introduction to Database	3
+	ITSC 1325 Personal Computer Hardware Social and Behavioral Science ⁴	3

		15-17
Semester III		
+	ITSW 1304 Introduction to Spreadsheets	3
+	ITSC 1327 Multi-user Operating Systems	3
+	ITSE 2309 Introduction to Database Programming: Oracle	3
+	Computer Info Tech/Computer Science Elective ²	3-4
	Oral Communication ⁵	3

		15-16
Semester IV		
+	ITNW 1325 Fundamentals of Networking	3
+#	ITSE 1450 System Analysis and Design	4
+	ITSE 1345 Introduction to Oracle SQL and PL/SQL	3
	Unrestricted Elective	3
+	Humanities/Fine Arts ⁶	3

		16
TOTALS		61-64

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Mathematics Elective - Must be selected from MATH 1332, MATH 1342, MATH 1324, or MATH 1314.

² Computer Info Tech/Computer Science Elective - Should be selected in accordance with career objectives and is subject to departmental approval.

³ Programming Elective I - Must be selected from the following: COSC 1320, ITSE 1344, ITSE 1345, ITSE 2321.

⁴ Select from Social and Behavioral Science section of the General Education Course list.

⁵ Select from Oral Communications section of the General Education Course list.

⁶ Select from Humanities/Fine Arts section of the General Education Course list.

Web Developer Specialist

Certificate

Semester I		Credit Hours
COSC 1300	Introduction to Computing OR	3
COSC 1301	Personal Computing	
+ ITNW 1337	Introduction to the Internet	3
+ ITSC 1313	Internet/Web Page Development	3

		9
Semester II		
# ITSE 1411	Web Page Programming	4
ARTC 1402	Digital Imaging I	4

		8
TOTALS		17

+ Prerequisites: See Course Descriptions.

Capstone course

COMPUTER SCIENCE

Computer Science

Associate of Science Degree

The Associate of Science degree in Computer Science is designed for students planning to continue their computer studies in a four-year institution.

Semester I		Credit Hours
+	MATH 2413 Calculus I	4
	ENGL 1301 English Composition I	3
	COSC 1315 Fundamentals of Programming	3
	HIST 1301 United States History I	3
	GOVT 2305 United States Government	3

		16
Semester II		Credit Hours
+	MATH 2414 Calculus II	4
+	ENGL 1302 English Composition II Oral Communication ¹	3 3
	HIST 1302 United States History II	3
+	COSC 1320 C++ Programming	3

		16
Semester III		Credit Hours
+	MATH 2415 Calculus III	4
+	COSC 2415 Data Structures	4
+	Natural Science ²	3-4
	Humanities ³	3
	Visual and Performing Arts ⁴	3

		17-18
Semester IV		Credit Hours
	GOVT 2306 Texas State and Local Government	3
+	COSC 2425 Computer Organization and Machine Language-PC Assembly	4
+	Natural Science ²	3-4
	Humanities ³	3

		13-14
TOTALS		62-64

+ Prerequisites: See Course Descriptions.

¹Select any Speech course from the Communications section of the Core Curriculum Course list.

²Science Elective-Physical and/or biological science (BIOL, CHEM, GEOL, PHYS). Both Science courses must be from the same discipline.

³Select from Humanities section of the Core Curriculum Course list.

⁴Select from Visual and Performing Arts section of the Core Curriculum Course list.

CREATIVE WRITING

Creative Writing

Associate of Arts Degree

Semester I		Credit Hours
	ENGL 1301 English Composition I	3
	HIST 1301 United States History I Foreign Language ¹	3 5
	SPCH 1315 Fundamentals of Public Speaking	3
	COSC 1301 Personal Computing	3

		17
Semester II		Credit Hours
+	ENGL 1302 English Composition II	3
	HIST 1302 United States History II	3
+	Foreign Language ¹	5
	Creative Writing ²	3
	Restricted Elective (Area A/B) ³	3

		17
Semester III		Credit Hours
	GOVT 2305 United States Government	3
+	Mathematics ⁴	3
+	Fine Arts/Humanities/Lit Elective ⁵	3
	Creative Writing ²	3
	Restricted Elective (Area A/B) ⁶	4
+	Natural Science ⁷	3-4

		19-20
Semester IV		Credit Hours
	GOVT 2306 Texas State and Local Government	3
+	Natural Science ⁷	3
	Creative Writing ²	3
+	ENG 0021 Written Performance Lab ⁸	1
+	ENG 2673 Writing Practice/Internship	3
	SOCI 1301 Introduction to Sociology ⁹	3

		16
TOTALS		69-70

+ Prerequisites: See Course Descriptions.

¹Foreign Language hours must be in the same language.

²ENGL 2308 must be taken with the performance lab (select from ENG 0021).

³The second semester restricted elective must be chosen from the following list: DRAM 2366, any ENGL 2307, or COMM 2311.

⁴Select from Mathematics section of the Core Curriculum Course list.

⁵Humanities/Fine Arts/Literature electives must be taken in the Creative Writing Area. Students may also substitute the Visual and Performing Arts requirement of the Core Curriculum. Creative Writing courses include: ENGL 2307, SPAN 2312, ENGL 2308, ENG 0021, ENG 2673.

⁶Select from course work for program.

Area 'A' courses include: COMM 2339 or DRAM 2366.

Area 'B' courses include: ENGL 2307, SPAN 2389, ENGL 2308, ENG 0021, COMM 2311, ENG 2673.

⁷Select from Natural Science section of the Core Curriculum Course list.

⁸Minimum of 1 hour of written performance lab required for major.

⁹Or any 3 hours from Other Social and Behavioral Sciences section of the Core Curriculum Course list.

Criminal Justice

CRIMINAL JUSTICE

The Associate of Applied Science degree in Criminal Justice includes courses in the Arts & Sciences curriculum as well as a wide array of Criminal Justice courses designed to prepare the student for further attainment of their educational goals and/or employment within the Criminal Justice System.

In order to graduate and receive an endorsement to take the peace officer licensing examination students enrolled under the certificate plan titled "Texas Peace Officer Sequence" must successfully pass a comprehensive examination during the last semester of their program. This exam will be prepared in accordance with the guidelines of the Texas Higher Education Coordinating Board (THECB) and will serve as the "capstone experience" for the certificate. Students should contact the CRJ Program Coordinator to obtain exam dates and locations. Students beginning the Texas Peace Officer Certificate Program after March 1, 2002 must have at least an Associate Degree in order to receive endorsement to take the TCLEOSE peace officer licensing examination. (This is by TCLEOSE rule effective March 1, 2002.) Note: Students that have been continuously enrolled in the "Texas Peace Officer Certificate" before March 1, 2002 will be able to continue under the old plan and will not be required to have completed an associates degree before receiving an endorsement from the CRJ Department Chair.

Each degree plan is also required by the THECB to contain a "capstone experience." Students satisfy this requirement for the AAS Criminal Justice/Law Enforcement degree plan by taking CRIJ 2328 Police Systems and Practices and by taking CRIJ 2313 Correctional Systems and Practices in the AAS Criminal Justice/ Corrections degree plan.

Commissioned peace officers may be granted up to thirteen credit hours for completion of the Texas Commission on Law Enforcement Officer Standards and Education Basic Peace Officer Course. Licensed county jail officers may obtain four credit hours provided they have completed the 80 contact hour TCLEOSE County Correctional Officer Course. Additionally, students that have attended a high school tech-prep program articulated with Austin Community College will be eligible to transfer approved courses to ACC. Students should contact the CRJ Program Coordinator to obtain information on how to receive these credits.

Corrections

Associate of Applied Science Degree

The corrections emphasis includes elements of juvenile procedures, probation and parole, and institutional and community-based corrections.

			Credit Hours
Semester I			
CRIJ	1301	Introduction to Criminal Justice	3
CRIJ	1307	Crime in America	3
ENGL	1301	English Composition I	3
SOCI	1301	Introduction to Sociology	3
PSYC	2301	Introduction to Psychology	3

			15
Semester II			
CRIJ	1310	Fundamentals of Criminal Law	3
CRIJ	1306	Court Systems and Practices	3
GOVT	2306	Texas State and Local Government	3
HIST	1301	United States History I	3
CRIJ	1313	Juvenile Justice System	3

			15
Semester III			
CJCR	1304	LE-Probation and Parole	3
CJSA	1348	Ethics in Criminal Justice	3
+		Mathematics ¹	3
HIST	1302	United States History II	3
GOVT	2305	United States Government	3

			15
Semester IV			
CRIJ	2301	Community Resources in Corrections	3
SPCH	1315	Fundamentals of Public Speaking	3
# CRIJ	2313	Correctional Systems and Practices	3
COSC	1301	Personal Computing	3
+		Humanities/Fine Arts ²	3
		Unrestricted Elective	3

			18

TOTALS			63

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from Computational Skills section of the General Education Course list.

² Select from Humanities/Fine Arts section of the General Education Course list.

Criminal Justice

Law Enforcement

Associate of Applied Science Degree

The law enforcement emphasis includes elements of criminal law, police systems, court systems, criminal procedure, and criminal investigation.

Semester I		Credit Hours
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1307	Crime in America	3
ENGL 1301	English Composition I	3
SOCI 1301	Introduction to Sociology	3
PSYC 2301	Introduction to Psychology	3
		15
Semester II		
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 1306	Court Systems and Practices	3
GOVT 2306	Texas State and Local Government	3
HIST 1301	United States History I	3
CRIJ 1313	Juvenile Justice System	3
		15
Semester III		
CJSA 1348	Ethics in Criminal Justice	3
CRIJ 2323	Legal Aspects of Law Enforcement	3
+	Mathematics ¹	3
HIST 1302	United States History II	3
GOVT 2305	United States Government	3
		15
Semester IV		
CRIJ 2314	Criminal Investigation	3
SPCH 1315	Fundamentals of Public Speaking	3
# CRIJ 2328	Police Systems and Practices	3
COSC 1301	Personal Computing	3
+	Humanities/Fine Arts ²	3
	Unrestricted Elective	3
		18
TOTALS		63

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from Computational Skills section of the General Education Course list.

² Select from Humanities/Fine Arts section of the General Education Course list.

Texas Peace Officer Sequence

Certificate

This program is the academic equivalent to the "Basic Peace Officer Training Course" required by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) for all Texas Peace Officers.

Completion of at least 12 semester hours of the "Law Enforcement Core Curriculum" is required before students are eligible to be admitted to the "Peace Officer Sequence" classes. CRJ Program Coordinator approval is required to take each of the "Peace Officer Sequence" classes. Completion of all 21 semester hours of the "Core Curriculum" and the 13 semester hours of the "Peace Officer Sequence" courses are required before the CRJ Program Coordinator will issue students an "Academic Endorsement of Eligibility."

Students that have completed the program and have been issued an "endorsement" are eligible to take the "Peace Officer Licensing Examination" which is prepared and administered by TCLEOSE.

Core Curriculum		Credit Hours
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1307	Crime in America	3
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 1306	Court Systems and Practices	3
CRIJ 2323	Legal Aspects of Law Enforcement	3
CRIJ 2314	Criminal Investigation	3
# CRIJ 2328	Police Systems and Practices	3
		21
Peace Officer Sequence		
+ CJLE 2420	Texas Peace Officer Procedures ¹	4
+ CJLE 2421	Texas Peace Officer Law ¹	4
+ CJLE 2522	Texas Peace Officer Skills ¹	5
		13
TOTALS		34

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Requires Departmental approval.

Culinary Arts

CULINARY ARTS

Culinary Arts

Associate of Applied Science Degree

Semester I		Credit Hours
RSTO 1317	Nutrition for the Food Service Professional	3
FDNS 1301	Introduction to Foods	3
IFWA 1213	Sanitation and Safety	2
HAMG 1321	Introduction to Hospitality Industry	3
+ MATH 1332	College Mathematics	3
IFWA 1217	Food Production and Planning (Math)	2
		16
Semester II		
+ CULA 1301	Basic Food Preparation	3
+ PSTR 1301	Fundamentals of Baking	3
+ CULA 1341	American Regional Cuisine	3
HAMG 1324	Hospitality Human Resources Management	3
+ IFWA 1319	Hotel, Restaurant, and Institutional Meat	3
		15
Semester III		
ENGL 1301	English Composition I	3
DITA 2331	Purchasing, Receiving and Storage of Food	3
+ CULA 1391	Special Topics in Culinary Arts/Chef Training–Meat Preparation and Cooking	3
		9
Semester IV		
+ CULA 2336	Charcuterie	3
HAMG 1219	Computers in Hospitality	2
RSTO 1304	Dining Room Service	3
	Department Elective ¹	3
+	Humanities/Fine Arts ²	3
		14
Semester V		
+ CULA 1345	International Cuisine	3
	Restricted Elective ¹	3
	Oral Communication ³	3
	Social and Behavioral Science ²	3
+# RSTO 2264	Culinary Practicum	2
		14
TOTALS		68

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Department Electives are restricted to the following: CULA 2301, RSTO 1319 (Must be 21 years old and receive department approval to take class), IFWA 2343, PSTR 2331, CULA 2302, Any 3-hour HAMG or TRVM not presently in the degree plan, Special Topics in CULA, Special Topics in HAMG, Special Topics in TRVM, Business Elective.

² Select one course from Visual and Performing Arts, Humanities, and Social and Behavioral Sciences sections of the General Education Course list.

³ Select from Oral Communications section of the General Education Course list.

Culinary Arts

Basic Certificate

Semester I		Credit Hours
RSTO 1317	Nutrition for the Food Service Professional	3
FDNS 1301	Introduction to Foods	3
IFWA 1213	Sanitation and Safety	2
HAMG 1321	Introduction to Hospitality Industry	3
IFWA 1217	Food Production and Planning (Math)	2
HAMG 1324	Hospitality Human Resources Management	3
		16
Semester II		
+ CULA 1301	Basic Food Preparation	3
+ PSTR 1301	Fundamentals of Baking	3
DITA 2331	Purchasing, Receiving and Storage of Food	3
+# CULA 1341	American Regional Cuisine	3
+ CULA 1391	Special Topics in Culinary Arts/Chef Training–Meat Preparation and Cooking	3
+ IFWA 1319	Hotel, Restaurant, and Institutional Meat	3
		18
TOTALS		34

+ Prerequisites: See Course Descriptions.

Capstone course

Culinarian

Certificate

Semester I		Credit Hours
FDNS 1301	Introduction to Foods	3
IFWA 1213	Sanitation and Safety	2
IFWA 1217	Food Production and Planning (Math)	2
+ CULA 1301	Basic Food Preparation	3
		10
Semester II		
+ CULA 1391	Special Topics in Culinary Arts/Chef Training–Meat Preparation and Cooking	3
+ IFWA 1319	Hotel, Restaurant, and Institutional Meat	3
+ PSTR 1301	Fundamentals of Baking	3
+# CULA 1341	American Regional Cuisine	3
		12
TOTALS		22

+ Prerequisites: See Course Descriptions.

Capstone course

DANCE

Dance

Associate of Arts Degree

The Associate of Arts degree provides students with the first two years of college Dance Education.

Semester I		Credit Hours
ENGL 1301	English Composition I	3
HIST 1301	United States History I	3
	Foreign Language ¹	5
DANC 2303	History and Appreciation of Dance	3
+ DANC 2245	Dance Improvisation I	2
DANC 1245	Modern Dance I	2

		18
Semester II		
+ ENGL 1302	English Composition II	3
HIST 1302	United States History II	3
	Foreign Language	5
+ DANC 2146	Dance Improvisation II	1
+ DANC 1246	Modern Dance II	2
	Social and Behavioral Science ²	3

		17
Semester III		
GOVT 2305	United States Government	3
	Literature Course ³	3
	Natural Science ⁴	3
+ DANC 1212	Practicum/Principles of Choreography	2
DANC 1251	Dance Performance Workshop	2
	Humanities II ⁵	3
SPCH 1311	Introduction to Speech Communication	3

		19
Semester IV		
GOVT 2306	Texas State and Local Government	3
+ DANC 1201	Dance Composition	2
DANC 1251	Dance Performance Workshop	2
	Dance Elective ⁶	1-2
+ MATH 1332	College Mathematics	3
DANC 2325	Anatomy for Dancers	3
	Natural Science ⁴	3

		17-18

TOTALS		71-72

+ Prerequisites: See Course Descriptions.

¹ Foreign Language hours must be in the same language. French or Spanish is recommended.

² Select from Social and Behavioral Sciences section of the Core Curriculum Course list.

³ The literature course must be chosen from the following: ENGL 2322, ENGL 2327, ENGL 2328, ENGL 2333, ENGL 2342, ENGL 2343.

⁴ Select from Natural Science section of the Core Curriculum Course list.

⁵ Select from Humanities II section of the Core Curriculum Course list.

⁶ Dance Electives: DANC 1141, DANC 1142, DANC 1245, DANC 1246, DANC 1147, DANC 1148.

⁷ Select from Visual and Performing Arts section of the Core Curriculum Course list.

DENTAL HYGIENE

Dental Hygiene

Associate of Applied Science Degree

Pending approval by the American Dental Association Commission on Dental Accreditation.

Upon successful completion of the curriculum graduates will be awarded the Associate of Applied Science Degree and will be eligible to take national and regional credentialing examinations to become registered and licensed dental hygienists.

Prerequisites		Credit Hours
BIOL 2401	Anatomy & Physiology I ^{1/2}	4
+ BIOL 2402	Anatomy and Physiology II ^{1/2}	4
+ CHEM 1405	Introduction to Chemistry ³	4
ENGL 1301	English Composition I	3

		15
Semester I		
BIOL 2420	Introduction to Microbiology ^{4/2}	4
+ DHYG 1227	Preventive Dental Hygiene Care	2
+ DHYG 1301	Orofacial Anatomy, Histology and Embryology	3
+ DHYG 1304	Dental Radiology	3
+ DHYG 1331	Preclinical Dental Hygiene	3

		15
Semester II		
+ DHYG 1207	General and Dental Nutrition	2
+ DHYG 1319	Dental Materials	3
+ HPRS 2200	Pharmacology for Health Professions ^{5/2}	2
+ MATH 1342	Elementary Statistics	3
+ DHYG 1260	Clinic I, Introductory Clinical	2

		12
Semester III		
PSYC 2301	Introduction to Psychology	3
SPCH 1315	Fundamentals of Public Speaking ⁶	3

		6
Semester IV		
+ DHYG 1239	General and Oral Pathology	2
+ DHYG 1311	Periodontology	3
+ DHYG 1315	Community Dentistry	3
+ DHYG 2201	Contemporary Dental Hygiene Care I	2
+ DHYG 2261	Clinic II, Intermediate Clinical	2

		12
Semester V		
+ DHYG 2362	Clinic III, Advanced Clinical	3
+# DHYG 1123	Dental Hygiene Practice	1
+ DHYG 2231	Contemporary Dental Hygiene Care II	2
SOCI 1301	Introduction to Sociology	3
	Humanities/Fine Arts Elective	3

		12

TOTALS		72

Digital Publishing and Graphics Technology

+ Prerequisites: See Course Descriptions.

Capstone course

¹ BIOL 2304 with BIOL 2101 and BIOL 2305 with BIOL 2102 may be substituted for BIOL 2401 and 2402.

² Must be taken within 5 years.

³ CHEM 1411 may be substituted for CHEM 1405.

⁴ BIOL 2421 may be substituted for BIOL 2420.

⁵ HPRS 2300 may be substituted for HPRS 2200.

⁶ SPCH 1311 or SPCH 1321 may be substituted for SPCH 1315.

DIGITAL PUBLISHING AND GRAPHICS TECHNOLOGY

The Digital Publishing Department provides entry-level skills in the job titles of Desktop Publisher, Offset press Operator, Preflight Specialist, Scanner Operator, and Applications Specialist. The computer software we give instruction in is Adobe Photoshop, Illustrator, and QuarkXPress. Each of these is currently being used in the industry. Intermediate and advanced courses in these areas allow for greater skill development for both students and employed members of the printing/publishing industry.

Printing and Desktop Publishing Production

Associate of Applied Science Degree

Semester I		Credit Hours
ARTC 1413	Digital Publishing I ⁶	4
	Oral Communications ²	3
+	Mathematics ¹	3
	Social and Behavioral Science ⁴	3
GRPH 1459	Object Oriented Computer Graphics	4

		17
Semester II		
+	GRPH 1409 Press Operations I	4
+	ARTC 2413 Digital Publishing II ⁷	4
	ARTC 1402 Digital Imaging I ⁸	4
	ENGL 1301 English Composition I	3

		15
Semester III		
+	GRPH 2436 Prepress Techniques	4
+	GRPH 2441 Electronic Publishing III	4
+	GRPH 1457 Digital Imaging II	4
	Restricted Elective ⁵	4

		16
Semester IV		
	Restricted Elective ⁵	4
+	GRPH 1494 Special Topics in Printing Press Operator	4
+	GRPH 1432 Electronic Imaging System	4
+	Humanities/Fine Arts ³	3
+#	GRPH 1367 Practicum-Graphic & Printing Equipment Operator	3

		18

TOTALS		66

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select any Math course from Computation Skills section of the General Education Course List.

² Select any Speech course from Communications section of the General Education Course List.

³ Select from the following Humanities and Fine Art courses: ARTS 1301, ARTS 1303, ARTS 1304, HUMA 1301, HUMA 1315.

⁴ Select from Social Behavioral Science section of the General Education Course List.

⁵ Select from the following electives: IMED 1416, IMED 1445, PHTC 1449, PHTC 1445, PHTC 2445, PHTC 2449.

⁶ Formerly GRPH 1422 or ARTC 1313.

⁷ Formerly GRPH 1454 or ARTC 2313.

⁸ Formerly GRPH 1425 or ARTC 2305.

Printing Prepress and Production

Certificate

Electronic production has become the standard today for creation of newsletters, forms, brochures, books, magazines, flyers, letters and documents of varied subjects. The combined skills learned give the student a needed skill set to succeed in the industry.

Semester I		Credit Hours
GRPH 1459	Object Oriented Computer Graphics	4
ARTC 1413	Digital Publishing I ²	4
+	GRPH 1409 Press Operations I	4

		12
Semester II		
+	GRPH 1494 Special Topics in Printing Press Operator	4
+	ARTC 2413 Digital Publishing II ³	4
	ARTC 1402 Digital Imaging I ⁴	4

		12
Semester III		
+	GRPH 1457 Digital Imaging II OR	4
+	GRPH 2441 Electronic Publishing III	4
+	GRPH 1432 Electronic Imaging System	4
#	Restricted Elective ¹	4

		12
Semester IV		
	Restricted Elective ¹	4
+#	GRPH 2436 Prepress Techniques	4

		8
TOTALS		44

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from the following electives: IMED 1416, IMED 1445, PHTC 1449, PHTC 1445, PHTC 2445, PHTC 2449.

² Formerly GRPH 1422 or ARTC 1313.

³ Formerly GRPH 1454 or ARTC 2313.

⁴ Formerly GRPH 1425 or ARTC 2305.

DRAMA

Drama

Associate of Arts Degree

The Associate of Arts degree provides students with the first of two years of college Drama education.

Semester I		Credit Hours
ENGL 1301	English Composition I	3
HIST 1301	United States History I	3
	Foreign Language ¹	5
DRAM 1310	Introduction to Theatre	3
DRAM 1120	Theatre Workshop	1
	Humanities Elective ²	3

		18
Semester II		
+ ENGL 1302	English Composition II	3
HIST 1302	United States History II	3
+ Foreign Language ¹		5
DRAM 1351	Acting I	3
DRAM 1330	Stagecraft OR	3
DRAM 1342	Introduction to Costume	
DRAM 1120	Theatre Workshop	1

		18
Semester III		
GOVT 2305	United States Government	3
+ Literature ³		3
DRAM 2336	Voice and Diction ⁴	3
+ Mathematics ⁵		3
DRAM 1120	Theatre Workshop	1
	Drama Elective ⁶	3
+ Natural Science ⁷		3-4

		19-20
Semester IV		
GOVT 2306	Texas State and Local Government	3
+ Natural Science ⁷		3-4
COSC 1300	Introduction to Computing OR	3
COSC 1301	Personal Computing	
DRAM 1120	Theatre Workshop OR	1-3
	Drama Elective ⁶	
	Social and Behavioral Science ⁸	3

		13-16

TOTALS		68-72

+ Prerequisites: See Course Descriptions.

¹ Foreign language hours must be in the same language.

² Select from 3 hours of Humanities requirement from the Core Curriculum list.

³ The literature course must be chosen from the following: ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332 ENGL 2333, ENGL 2342, and ENGL 2343.

⁴ Students may also choose to substitute the Speech requirement of the Core Curriculum.

⁵ The course for the Math requirement may be chosen from the following: MATH 1332, MATH 1342, MATH 1324 or MATH 1314 (depending on math requirements of the four-year institution to which the student will be transferring). Students should first consult with a mathematics advisor.

⁶ Drama Electives: Acting II, Stage Make-Up, Stage Costume, Theatre Workshop, and Theatre Practicum.

⁷ Select from Natural Science section of the Core Curriculum Course list.

⁸ Select from Other Social and Behavioral Sciences section of the Core Curriculum Course list.

ECONOMICS

Economics

Associate of Arts Degree

This program is designed so that students receiving an Associate of Arts degree in economics at ACC will be prepared to take junior and senior level courses at any four-year college or university. All the courses in this degree plan must be taken and passed in order to earn an A.A. in Economics. The order, given below, in which these courses should be taken, is just a suggestion. Students may take the courses in any order they want to except for those courses that require a course prerequisite (+). The economics department also suggests that ECON 2302 be taken before ECON 2301.

Semester I		Credit Hours
ENGL 1301	English Composition I	3
HIST 1301	United States History I	3
GOVT 2305	United States Government	3
COSC 1300	Introduction to Computing ¹	3
	Foreign Language ²	5

		17
Semester II		
+ ENGL 1302	English Composition II	3
HIST 1302	United States History II	3
GOVT 2306	Texas State and Local Government	3
+ MATH 1324	Mathematics for Business and	
	Economics ³	3
+ Foreign Language ²		5

		17
Semester III		
SPCH 1311	Introduction to Speech Communication ⁴	3
ECON 2302	Principles of Microeconomics ⁵	3
+ Humanities ⁶		3
+ MATH 1425	Business Calculus and Applications I ³	4
+ Natural Science ⁷		3-4

		16-17
Semester IV		
ECON 2301	Principles of Macroeconomics ⁵	3
+ Humanities ⁶		3
+ MATH 1476	Business Calculus and Applications II	4
+ Natural Science ⁷		3-4
	Visual and Performing Arts ⁸	3

		16-17

TOTALS		66-68

+ Prerequisites: See Course Descriptions.

¹ COSC 1301 may be substituted for COSC 1300.

² All foreign language hours must be in the same language. Select a foreign language from the Communications section of the Core Curriculum Course list.

³ Students thinking about transferring to UT Austin should take the MATH 2413, MATH 2414, and MATH 2415 sequence instead of the MATH 1324, MATH 1425, and MATH 1476 sequence suggested here.

⁴ SPCH 1315 may be substituted for SPCH 1311.

⁵ ECON 2301 can be taken first and ECON 2302 may be taken second.

Electronics

⁶Select from Humanities section of the Core Curriculum Course list. You are encouraged to seriously consider finishing your third and fourth semester of foreign language with these hours.

⁷Select from Natural Science section of the Core Curriculum Course list.

⁸Select from Visual and Performing Arts section of the Core Curriculum Course list.

ELECTRONICS

Computer Electronics/ Telecommunications

Associate of Applied Science Degree

Semester I	Credit Hours
+ CETT 1403 DC Circuits	4
+ CETT 1405 AC Circuits	4
+ MATH 1314 College Algebra	3
ENGL 1301 English Composition I	3

	14
Semester II	
+ CETT 1429 Solid State Devices	4
EECT 2433 Telephone Systems	4
+ CETT 1425 Digital Fundamentals	4
SPCH 1311 Introduction to Speech Communication	3

	15
Semester III	
+ CETT 1457 Linear Integrated Circuits	4
+ EECT 2439 Communications Circuits	4
Social and Behavioral Science ¹	3

	11
Semester IV	
+ CETT 1445 Microprocessor	4
CPMT 1449 Computer Networking Technology	4
+ PHYS 1401 General College Physics I	4
+ Humanities/Fine Arts ²	3

	15
Semester V	
# CPMT 1445 Computer Systems Maintenance	4
COSC 1315 Fundamentals of Programming	3
+ CPMT 2449 Advanced Computer Networking	4
Technology	4

	11

TOTALS	66

+ Prerequisites: See Course Descriptions.

Capstone course

¹Select from Social and Behavioral Science section of the General Education Course list.

²Select from Humanities/Fine Arts section of the General Education Course list.

Computer Electronics/ Telecommunications

Certificate

Semester I	Credit Hours
+ CETT 1403 DC Circuits	4
+ CETT 1405 AC Circuits	4
EECT 2433 Telephone Systems	4

	12
Semester II	
+ CETT 1429 Solid State Devices	4
+ CETT 1425 Digital Fundamentals	4
CPMT 1449 Computer Networking Technology	4

	12
Semester III	
+ CETT 1457 Linear Integrated Circuits	4
CPMT 1445 Computer Systems Maintenance	4
+# CPMT 2449 Advanced Computer Networking	4
Technology	4

	12

TOTALS	36

+ Prerequisites: See Course Descriptions.

Capstone course

Computer Electronics/ Telecommunications

Basic Certificate

Semester I	Credit Hours
CPMT 1445 Computer Systems Maintenance	4
EECT 2433 Telephone Systems	4

	8
Semester II	
CPMT 1449 Computer Networking Technology	4

	4
Semester III	
+# CPMT 2449 Advanced Computer Networking	4
Technology	4

	4

TOTALS	16

+ Prerequisites: See Course Descriptions.

Capstone course

Engineering Technology

Associate of Applied Science Degree

Semester I	Credit Hours
+ CETT 1403 DC Circuits	4
+ CETT 1405 AC Circuits	4
+ MATH 2413 Calculus I	4
ENGL 1301 English Composition I	3
	15
Semester II	
+ CETT 1429 Solid State Devices	4
SPCH 1311 Introduction to Speech Communication	3
+ MATH 2414 Calculus II	4
COSC 1315 Fundamentals of Programming	3
	14
Semester III	
+ CETT 1457 Linear Integrated Circuits	4
+ CETT 1425 Digital Fundamentals	4
+ CETT 2471 Pulse Circuits and Waveshaping Electronics Elective ¹	4
	16
Semester IV	
+ CETT 1445 Microprocessor	4
CPMT 1445 Computer Systems Maintenance	4
+ PHYS 2425 Engineering Physics I	4
	12
Semester V	
+# CETT 1421 Electronic Fabrication	4
Social and Behavioral Science ²	3
+ Humanities/Fine Arts ³	3
	10
TOTALS	67

+ Prerequisites: See Course Descriptions.

Capstone course

¹ An Electronics Elective may be any 4-semester-hour course offered with the prefixes CETT, EECT, CPMT, SMFT, LOTT, ELMT, HYDR, INTC, RBTC which is not already a specific requirement for the student's degree plan.

² Select from Social and Behavioral Science section of the General Education Course list.

³ Select from Humanities/Fine Arts section of the General Education Course list.

Engineering Technology

Certificate

Semester I	Credit Hours
+ CETT 1403 DC Circuits	4
+ CETT 1405 AC Circuits	4
+ MATH 2413 Calculus I	4
	12
Semester II	
+ CETT 1429 Solid State Devices	4
+ CETT 1425 Digital Fundamentals	4
CPMT 1445 Computer Systems Maintenance	4
	12

Semester III

+ CETT 2471 Pulse Circuits and Waveshaping	4
+ CETT 1445 Microprocessor	4
+ CETT 1457 Linear Integrated Circuits	4
	12
TOTALS	36

+ Prerequisites: See Course Descriptions.

Robotics/Instrumentation and Control Technology

Associate of Applied Science Degree

Semester I	Credit Hours
+ CETT 1403 DC Circuits	4
+ CETT 1405 AC Circuits	4
+ MATH 1314 College Algebra	3
ENGL 1301 English Composition I	3
	14
Semester II	
+ CETT 1429 Solid State Devices	4
SPCH 1311 Introduction to Speech Communication	3
COSC 1315 Fundamentals of Programming Social and Behavioral Science ¹	3
	13
Semester III	
+ CETT 1457 Linear Integrated Circuits	4
+ CETT 1425 Digital Fundamentals	4
+ CETT 2471 Pulse Circuits and Waveshaping	4
	12
Semester IV	
+ CETT 1445 Microprocessor	4
+ MCHN 1319 Manufacturing Materials and Processes	3
+ PHYS 1401 General College Physics I	4
+ INTC 2471 Data Acquisition and Measurement	4
	15
Semester V	
CPMT 1445 Computer Systems Maintenance	4
+# ELMT 2433 Industrial Electronics OR	4
+ ELMT 2441 Electromechanical Systems	4
CPMT 1449 Computer Networking Technology	4
+ Humanities/Fine Arts ²	3
	15
TOTALS	69

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from Social and Behavioral Science section of the General Education Course list.

² Select from Humanities/Fine Arts section of the General Education Course list.

Electronics

Robotics/Instrumentation And Control Technology

Certificate

Semester I	Credit Hours
+ CETT 1403 DC Circuits	4
+ CETT 1405 AC Circuits	4
+ MATH 1314 College Algebra	3

	11
Semester II	
+ CETT 1429 Solid State Devices	4
+ CETT 1425 Digital Fundamentals	4
CPMT 1445 Computer Systems Maintenance	4
CPMT 1449 Computer Networking Technology	4

	16
Semester III	
+ CETT 1457 Linear Integrated Circuits	4
+ CETT 1445 Microprocessor	4
+# INTC 2471 Data Acquisition and Measurement	4

	12

TOTALS	39

+ Prerequisites: See Course Descriptions.

Capstone course

Semiconductor Manufacturing Technology

Associate of Applied Science Degree

Semester I	Credit Hours
SMFT 1101 Semiconductor Industry Overview	1
+ CETT 1403 DC Circuits	4
+ CETT 1405 AC Circuits	4
+ MATH 1314 College Algebra	3
ENGL 1301 English Composition I	3

	15
Semester II	
+ CETT 1429 Solid State Devices	4
+ SCIT 1418 Applied Physics I ¹	4
SPCH 1315 Fundamentals of Public Speaking	3
+ CHEM 1405 Introduction to Chemistry ¹	4

	15
Semester III	
+ CETT 1425 Digital Fundamentals	4
+ SMFT 1341 Semiconductor Manufacturing Methods	3
+ Humanities/Fine Arts ²	3

	10

Semester IV	Credit Hours
+ ELMT 2433 Industrial Electronics OR	4
+ ELMT 2441 Electromechanical Systems	4
SMFT 1473 Semiconductor Manufacturing Technology I	4
+ INTC 2471 Data Acquisition and Measurement	4
Social and Behavioral Science ³	3

	15

Semester V	Credit Hours
+ SMFT 2473 Semiconductor Manufacturing Technology II	4
+# SMFT 2472 Semiconductor Equipment Operation and Maintenance	4
+ SMFT 2341 Vacuum Principles & RF Plasma Systems	3
+ CETT 1445 Microprocessor	4

	15
TOTALS	70

+ Prerequisites: See Course Descriptions.

Capstone course

¹ A combination of CHEM 1411 and CHEM 1412 may be substituted for CHEM 1405. PHYS 1401 and PHYS 1402 may be substituted for the Applied Physics course indicated.

² Select from Humanities/Fine Arts section of the General Education Course list.

³ Select from Social/Behavioral Science section of the General Education Course list.

Semiconductor Manufacturing Technology Specialist

Certificate

Semester I	Credit Hours
SMFT 1101 Semiconductor Industry Overview	1
+ CETT 1403 DC Circuits	4
+ CETT 1405 AC Circuits	4
+ MATH 1314 College Algebra	3

	12
Semester II	
+ CETT 1429 Solid State Devices	4
SMFT 1473 Semiconductor Manufacturing Technology I	4
+ SCIT 1418 Applied Physics I	4
+ CHEM 1405 Introduction to Chemistry ¹	4

	16
Semester III	
+# SMFT 1341 Semiconductor Manufacturing Methods	3
ENGL 1301 English Composition I	3
+ SMFT 2473 Semiconductor Manufacturing Technology II	4

	10
TOTALS	38

+ Prerequisites: See Course Descriptions.

Capstone course

¹ A combination of CHEM 1411 and CHEM 1412 may be substituted for CHEM 1405. PHYS 1401 and PHYS 1402 may be substituted for the Applied Physics course indicated.

Technician

Associate of Applied Science Degree

Semester I	Credit Hours
+ CETT 1403 DC Circuits	4
+ CETT 1405 AC Circuits	4
+ MATH 1314 College Algebra	3
ENGL 1301 English Composition I	3

	14
Semester II	
+ CETT 1429 Solid State Devices	4
+ CETT 1425 Digital Fundamentals	4
COSC 1315 Fundamentals of Programming	3
SPCH 1311 Introduction to Speech Communication	3
Social and Behavioral Science ¹	3

	17
Semester III	
+ CETT 1457 Linear Integrated Circuits	4
+ CETT 2471 Pulse Circuits and Waveshaping	4
Electronics Elective ²	4

	12
Semester IV	
+ CETT 1445 Microprocessor	4
Electronics Elective ²	4
+ PHYS 1401 General College Physics I	4
+ Humanities/Fine Arts ³	3

	15
Semester V	
+# CETT 1421 Electronic Fabrication	4
CPMT 1445 Computer Systems Maintenance	4

	8

TOTALS	66

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from Social Behavioral Science section of the General Education Course list.

² An Electronics Elective may be any 4-semester-hour course offered with the prefixes CETT, EECT, CPMT, SMFT, LOTT, ELMT, HYDR, INTC, RBTC which is not already a specific requirement for the student's degree plan.

³ Select from Humanities/Fine Arts section of the General Education Course list.

Technician

Certificate

This certificate program provides students with the necessary knowledge and skills to perform as entry-level technicians in the electronics industry. Every course in this curriculum is also required for the Associate of Applied Science degree in Electronic Technology offered by ACC; therefore, at a later date the certificate hours can be applied to the associate degree without any loss of credit.

Semester I	Credit Hours
+ CETT 1403 DC Circuits	4
+ CETT 1405 AC Circuits	4
+ MATH 1314 College Algebra	3

	11
Semester II	
+ CETT 1429 Solid State Devices	4
+ CETT 1425 Digital Fundamentals	4
CPMT 1445 Computer Systems Maintenance	4

	12
Semester III	
+ CETT 1457 Linear Integrated Circuits	4
+ CETT 1445 Microprocessor	4

	8

TOTALS	31

+ Prerequisites: See Course Descriptions.

Emergency Medical Services Professions

EMERGENCY MEDICAL SERVICES PROFESSIONS

Emergency Medical Services

Associate of Applied Science Degree

This degree plan combines classroom teaching with supervised clinical and field experience for the emergency medical health professional. Emphasis is placed on patient assessment and initial treatment of the following: respiratory, cardiovascular, endocrine and nervous system problems; obstetrical, pediatric, geriatric and behavioral emergencies; bleeding and shock; all types of trauma and burns. The student will also receive information on pharmacology, toxicology, environmental and infectious diseases and all aspects of EMS Systems. AHA/ACLS and PALS and a trauma course certification are offered as part of the Program. Upon completion of all course work for the degree in Emergency Medical Services Technology, the student is eligible to take both State and National Registry exams for certification as an Emergency Medical Technician-Paramedic. All students participate in the National Registry examination.

ADMISSION TO THE COLLEGE DOES NOT GUARANTEE ADMISSION TO THE EMERGENCY MEDICAL SERVICES TECHNOLOGY PROGRAM AND ENROLLMENT IS LIMITED.

Division approval is required to register for any of the Emergency Medical Services Technology (EMSP) Courses beyond EMSP 1501 AND 1160. This program is nationally accredited through the Committee on Accreditation of Educational Programs for the EMS Professions, 248 Harwood Road, Bedford, Texas 76021-4244, (817) 283-9403. The student must be enrolled in, or have completed, the following listed prerequisites before admission into the program will be considered. Students accepted into the program are required to have a physical examination, provide documentation of immunizations, and must verify annual tuberculosis status.

The capstone courses for the Associate Degree are: EMSP 2243 an assessment based patient management course that allows the student to use all their skills in application to patient management and includes a comprehensive final examination; EMSP 2252 a secondary research course; and EMSP 2266, an intensive internship on an EMS unit with an EMS field training officer.

Prerequisites

EMSP 1501	EMT-Basic	5
EMSP 1160	EMT-Basic Clinical	1
BIOL 2401	Anatomy and Physiology I	4

10

Semester I		Credit Hours
+ EMSP 1338	Introduction to Advanced Practice	3
+ EMSP 1356	Patient Assessment and Airway Management	3
+ EMSP 1161	Paramedic Clinical I	1
+ HPRS 2300	Pharmacology for Health Professions	3
KINE 1145	Weight Training I	1
	Oral Communication ¹	3

14

Semester II

+ EMSP 1355	Trauma Management	3
+ EMSP 2338	EMS Operations	3
+ EMSP 1162	Paramedic Clinical II	1
+ MATH 1314	College Algebra OR	3
+ MATH 1332	College Mathematics	
KINE 1145	Weight Training I	1
EMSP 1149	Prehospital Trauma Life Support OR	1
EMSP 1145	Basic Trauma Life Support	

12

Semester III

+ EMSP 2444	Cardiology	4
PSYC 2301	Introduction to Psychology	3
ENGL 1301	English Composition I	3

10

Semester IV

+ EMSP 2534	Medical Emergencies	5
+ EMSP 2330	Special Populations	3
+ EMSP 2260	Paramedic Clinical III	2
+	Humanities/Fine Arts ²	3

13

Semester V

+# EMSP 2243	Assessment Based Management	2
+# EMSP 2252	EMS Research	2
+ EMSP 2237	Emergency Procedures	2
+# EMSP 2266	Practicum	2
EMSP 2135	Advanced Cardiac Life Support	1
EMSP 1147	Pediatric Advanced Life Support	1
HPRS 1303	Death and Dying OR	3
DAAC 1319	Introduction to Alcohol and Other Addictions	

13

TOTALS

72

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from Oral Communication section of the General Education Course list.

² Select from Humanities/Fine Arts section of the General Education Course list.

Emergency Medical Services Professions

EMT Intermediate Certificate

Certificate

This award combines classroom teaching with supervised clinical and field experience for the emergency medical health professional. Emphasis is placed on patient assessment and initial treatment of the following: respiratory, bleeding and shock, and all types of trauma and burns. The students will also receive information on pharmacology, toxicology, environmental and infectious diseases and all aspects of EMS Systems. Upon completion of all course work for the Intermediate Certificate in Emergency Medical Services Technology, the student is eligible to take the State examination for certification as an Emergency Medical Technician-Intermediate. All students may participate in the National Registry examination.

ADMISSION TO THE COLLEGE DOES NOT GUARANTEE ADMISSION TO THE EMERGENCY MEDICAL SERVICES TECHNOLOGY PROGRAM AND ENROLLMENT IS LIMITED.

Division approval is required to register for any of the Emergency Medical Services Technology (EMSP) Courses beyond EMSP 1501 and EMSP 1160. This program is nationally accredited through the Committee on Accreditation of Educational Programs for the EMS Professions, 1248 Harwood Road, Bedford, Texas 76021-4244. (817) 283-9403. The student must be enrolled in, or have completed, the following listed prerequisites before admission into the program will be considered. Students accepted into the program are required to have a physical examination, provide documentation of immunizations, and must verify annual tuberculosis status.

The capstone course for the EMT Intermediate Level I certificate is EMSP 2338, which includes a comprehensive final examination of all objectives of the certificate.

Prerequisites	Credit Hours
EMSP 1501 EMT-Basic	5
EMSP 1160 EMT-Basic Clinical	1
BIOL 2401 Anatomy and Physiology I	4

	10
Semester I	
+ EMSP 1338 Introduction to Advanced Practice	3
+ EMSP 1356 Patient Assessment and Airway Management	3
+ EMSP 1161 Paramedic Clinical I	1

	7
Semester II	
+ EMSP 1355 Trauma Management	3
+# EMSP 2338 EMS Operations	3
+ EMSP 1162 Paramedic Clinical II	1

	7

TOTALS	24

+ Prerequisites: See Course Descriptions.

Capstone course

EMT Paramedic Certificate

Certificate

This award combines classroom teaching with supervised clinical and field experience for the emergency medical health professional. Emphasis is placed on patient assessment and initial treatment of the following: respiratory, cardiovascular, endocrine and nervous system problems; obstetrical, pediatric, geriatric and behavioral emergencies; bleeding and shock; all types of trauma and burns. The student will also receive information on pharmacology, toxicology, environmental and infectious diseases and all aspects of EMS Systems. AHA/ACLS and PALS and a trauma course certification are offered as part of the Program. Upon completion of all course work for the Paramedic Certificate in Emergency Medical Services Technology, the student is eligible to take the State examination for certification as an Emergency Medical Technician-Paramedic. All students participate in the National Registry examination.

ADMISSION TO THE COLLEGE DOES NOT GUARANTEE ADMISSION TO THE EMERGENCY MEDICAL SERVICES TECHNOLOGY PROGRAM AND ENROLLMENT IS LIMITED.

Division approval is required to register for any of the Emergency Medical Services Technology (EMSP) Courses beyond EMSP 1501 and EMSP 1160. This program is nationally accredited through the Committee on Accreditation of Educational Programs for the EMS Professions, 1248 Harwood Road, Bedford, Texas 76021-4244. (817) 283-9403. The student must be enrolled in, or have completed, the following listed prerequisites before admission into the program will be considered. Students accepted into the program are required to have a physical examination, provide documentation of immunizations, and must verify annual tuberculosis status.

The capstone courses for Paramedic Level II certificate are: EMSP 2243 an assessment based patient management course that allows the student to use all their skills in application to patient management and includes a comprehensive final examination; EMSP 2252 a secondary research course; and EMSP 2266, an intensive internship on an EMS unit with an EMS field training officer.

Prerequisites	Credit Hours
EMSP 1501 EMT-Basic	5
EMS 1160 EMT-Basic Clinical	1
BIOL 2401 Anatomy and Physiology I	4

	10
Semester I	
+ EMSP 1338 Introduction to Advanced Practice	3
+ EMSP 1356 Patient Assessment and Airway Management	3
+ EMSP 1161 Paramedic Clinical I	1
+ HPRS 2300 Pharmacology for Health Professions	3

	10

Engineering

Semester II

+ EMSP 1355	Trauma Management	3
+ EMSP 2338	EMS Operations	3
+ EMSP 1162	Paramedic Clinical II	1

		7

Semester III

+ EMSP 2444	Cardiology	4

		4

Semester IV

+ EMSP 2534	Medical Emergencies	5
+ EMSP 2330	Special Populations	3
+ EMSP 2260	Paramedic Clinical III	2

		10

Semester V

+# EMSP 2243	Assessment Based Management	2
+# EMSP 2252	EMS Research	2
+ EMSP 2237	Emergency Procedures	2
+# EMSP 2266	Practicum	2

		8

TOTALS **49**

+ Prerequisites: See Course Descriptions.

Capstone course

ENGINEERING

Engineering

Associate of Science Degree

The Associate of Science in Engineering is intended to match closely the curriculum of the first two years of study in most university engineering programs.

To receive an Associate of Science in Engineering, students must: (a) make a minimum grade of "C" in all required math and science courses and (b) have an overall GPA of 2.0 or greater.

Semester I

		Credit Hours
+ CHEM 1411	General Chemistry I	4
ENGL 1301	English Composition I	3
+ ENGR 1201	Introduction to Engineering	2
+ MATH 2413	Calculus I ¹	4
	Oral Communication ²	3
+	Humanities ³	3

		19

Semester II

+ ENGL 1302	English Composition II ⁴	3
HIST 1301	United States History I ⁵	3
+ MATH 2414	Calculus II	4
+ PHYS 2425	Engineering Physics I ⁶	4
	Visual and Performing Arts ⁷	3

		17

Semester III

+ ENGR 2301	Vector Mechanics–Statics ⁸	3
GOVT 2305	United States Government	3
+ MATH 2415	Calculus III	4
+ PHYS 2426	Engineering Physics II ⁹	4
+	Humanities ³	3

		17

Semester IV

GOVT 2306	Texas State and Local Government	3
HIST 1302	United States History II ⁵	3
+ MATH 2420	Differential Equations	4
	Approved Engineering or Technical Elective ¹⁰	4
	Social and Behavioral Science ¹¹	3

		17

TOTALS **70**

+ Prerequisites: See Course Descriptions.

¹ Students should consult with a full-time mathematics instructor since one or more mathematics courses may be required before enrolling in MATH 2413.

² Select any Speech course from Communications section of the Core Curriculum Course list.

³ Select from Humanities section of the Core Curriculum Course list.

⁴ Or any ENGL course which will satisfy the legislative requirement; consult an English faculty advisor.

⁵ Or any HIST course which will satisfy the legislative requirement; consult a History faculty advisor.

⁶ Students lacking one full year of (recent) high school physics should take PHYS 1401/1402 or PHY 1653 before enrolling in PHYS 2425. All students must complete MATH 2413 before enrolling in PHYS 2425.

⁷ Select from Visual and Performing Arts section of the Core Curriculum Course list.

⁸ Credit for PHYS 2425 and credit or concurrent enrollment in MATH 2415 are strictly required prerequisites for ENGR 2301.

⁹ Credit for PHYS 2425 and credit for MATH 2414 are strictly required prerequisites for PHYS 2426.

¹⁰ Select from this approved list the course that best matches the degree requirements at the four-year engineering school of your choice: ENGR 2302, ENGR 2332, MTH 2254, CHEM 1412, or COSC 1320.

¹¹ Select from Other Social and Behavioral Science section of the Core Curriculum Course list.

Engineering Design Graphics

ENGINEERING DESIGN GRAPHICS

Electronic Graphics Specialty

Associate of Applied Science Degree

Semester I		Credit Hours
DFTG 1405	Technical Drafting	4
ENGL 1301	English Composition I	3
+ MATH 1332	College Mathematics OR	3
+ MATH 1314	College Algebra	
+	Humanities/Fine Arts ¹	3

		13

Semester II		Credit Hours
DFTG 2419	Intermediate Computer-Aided Drafting	4
+ DFTG 1458	Electrical/Electronic Drafting	4
+ CETT 1403	DC Circuits	4
SPCH 1311	Introduction to Speech Communication	3

		15

Semester III		Credit Hours
	Elective ²	4
+ CETT 1425	Digital Fundamentals	4
	Social and Behavioral Science ³	3

		11

Semester IV		Credit Hours
+ DFTG 2470	Integrated Circuit Layout and Design I	4
+# DFTG 1491	Special Topics in Drafting	4
+ ITSC 1327	Multi-user Operating Systems	3
+ DFTG 2404	Printed Circuit Board Design	4

		15

Semester V		Credit Hours
+ DFTG 2471	Integrated Circuit Layout and Design II	4
+ DFTG 2436	CAD Programming	4
	Restricted Elective ²	4

		12

TOTALS **66**

+ Prerequisites: See Course Descriptions.

Capstone course

¹Select from Humanities/Fine Arts Section of the General Education Course List.

²Select from DFTG 1417, DFTG 1421, DFTG 1458, DFTG 1494, DFTG 1495, DFTG 2402, DFTG 2404, DFTG 2410, DFTG 2412, DFTG 2428, DFTG 2430, DFTG 2436, DFTG 2440, DFTG 2472, DFTG 2473, DFTG 2474, MCHN 1319.

³Select from Social and Behavioral Science section of the General Education Course list.

Architectural Specialty

Associate of Applied Science Degree

Semester I		Credit Hours
DFTG 1405	Technical Drafting	4
ENGL 1301	English Composition I	3
CNBT 1411	Construction Methods and Materials	4
+ MATH 1332	College Mathematics OR	3
+ MATH 1314	College Algebra	

		14

Semester II		Credit Hours
DFTG 2419	Intermediate Computer-Aided Drafting	4
+ GEOG 1410	Introduction to Geographic Information Systems ¹	4
+	Humanities/Fine Arts ²	3
SPCH 1311	Introduction to Speech Communication	3

		14

Semester III		Credit Hours
+ DFTG 1417	Architectural Drafting-Residential	4
DFTG 2430	Civil Drafting	4
COSC 1301	Personal Computing	3
	Social and Behavioral Science ³	3

		14

Semester V		Credit Hours
	Restricted Elective ⁴	4
+# DFTG 1491	Special Topics in Drafting	4
+ DFTG 2410	Structural Drafting	4

		12

Semester V		Credit Hours
+ DFTG 2474	Architectural Modeling	4
+ DFTG 2432	Advanced Computer-Aided Drafting	4

		8

TOTALS **62**

+ Prerequisites: See Course Descriptions.

Capstone course

¹Substitute for DFTG 2472.

²Select from Humanities/Fine Arts section of the General Education Course List.

³Select from Social and Behavioral Science section of the General Education Course list.

⁴Select from DFTG 1417, DFTG 1421, DFTG 1458, DFTG 1494, DFTG 1495, DFTG 2402, DFTG 2404, DFTG 2410, DFTG 2412, DFTG 2428, DFTG 2430, DFTG 2436, DFTG 2440, DFTG 2472, DFTG 2473, DFTG 2474, MCHN 1319.

Mechanical Specialty

Associate of Applied Science Degree

Semester I		Credit Hours
DFTG 1405	Technical Drafting	4
ENGL 1301	English Composition I	3
+ MCHN 1319	Manufacturing Materials and Processes	3
+ MATH 1332	College Mathematics OR	3
+ MATH 1314	College Algebra	

		13

Semester II		Credit Hours
DFTG 2419	Intermediate Computer-Aided Drafting	4
+ DFTG 1433	Mechanical Drafting	4
DFTG 2417	Descriptive Geometry	4
SPCH 1311	Introduction to Speech Communication	3

		15

Engineering Design Graphics

Semester III

+ DFTG 1458	Electrical/Electronic Drafting	4
+	Humanities/Fine Arts ¹	3
	Social and Behavioral Science ²	3
QCTC 1343	Quality Assurance	3

13

Semester IV

+ DFTG 2412	Technical Illustration	4
+ DFTG 2402	Machine Drafting	4
+# DFTG 1491	Special Topics in Drafting	4

12

Semester V

+ DFTG 2473	Introduction to CAD/CAM	4
+ DFTG 2440	Solid Modeling/Design	4
	Restricted Elective ³	4

12

TOTALS

65

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from Humanities/Fine Arts section of the General Education Course List.

² Select from Social and Behavioral Science section of the General Education Course list.

³ Select from DFTG 1417, DFTG 1421, DFTG 1458, DFTG 1494, DFTG 1495, DFTG 2402, DFTG 2404, DFTG 2410, DFTG 2412, DFTG 2428, DFTG 2430, DFTG 2436, DFTG 2472, DFTG 2473, DFTG 2474.

Interdisciplinary Specialty

Associate of Applied Science Degree

Semester I		Credit Hours
DFTG 1405	Technical Drafting	4
ENGL 1301	English Composition I	3
+ MCHN 1319	Manufacturing Materials and Processes	3
+ MATH 1332	College Mathematics OR	3
+ MATH 1314	College Algebra	3

13

Semester II

DFTG 2419	Intermediate Computer-Aided Drafting	4
+ DFTG 1433	Mechanical Drafting	4
+	Humanities/Fine Arts ¹	3
SPCH 1311	Introduction to Speech Communication	3

14

Semester III

+ DFTG 1417	Architectural Drafting-Residential	4
DFTG 2430	Civil Drafting	4
+ DFTG 2417	Descriptive Geometry	4
	Social and Behavioral Science ²	3

15

Semester IV

+ DFTG 2412	Technical Illustration	4
+ DFTG 1458	Electrical/Electronic Drafting	4
+# DFTG 1491	Special Topics in Drafting	4

12

Semester V

DFTG 2428	Architectural Drafting-Commercial	4
+ DFTG 2402	Machine Drafting	4
	Restricted Elective ³	4

12

TOTALS

66

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from Humanities/Fine Arts Section of the General Education Course list.

² Select from Social and Behavioral Science section of the General Education Course list.

³ Select from DFTG 1417, DFTG 1421, DFTG 1458, DFTG 1494, DFTG 1495, DFTG 2402, DFTG 2404, DFTG 2410, DFTG 2412, DFTG 2428, DFTG 2430, DFTG 2436, DFTG 2440, DFTG 2472, DFTG 2473, DFTG 2474.

Engineering Design Graphics

Certificate

A certificate program is offered to those students interested in pursuing a career in drafting, but who do not wish to take the academic courses involved in obtaining an Associate of Applied Science degree. Students are awarded a certificate of completion when all curriculum requirements are met for certification. Students wishing to focus in a particular field (architectural/civil, mechanical, electronic, etc.) are strongly encouraged to meet with an Engineering Design Graphic advisor before pursuing the certificate program.

Semester I

		Credit Hours
DFTG 1405	Technical Drafting	4
+ MCHN 1319	Manufacturing Materials and Processes ^{1,3}	3

7

Semester II

DFTG 2419	Intermediate Computer-Aided Drafting	4
+ DFTG 1433	Mechanical Drafting ¹	4
+ DFTG 1458	Electrical/Electronic Drafting ¹	4
+ DFTG 2412	Technical Illustration ¹	4

16

Semester III

+ DFTG 1417	Architectural Drafting-Residential ¹	4
DFTG 2430	Civil Drafting	4
+# DFTG 1491	Special Topics in Drafting	4

12

TOTALS

35

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Students wishing to specialize may substitute required courses with approved DFTG electives: DFTG 1417, DFTG 1421, DFTG 1448, DFTG 1458, DFTG 1494, DFTG 1495, DFTG 2402, DFTG 2404, DFTG 2410, DFTG 2412, DFTG 2428, DFTG 2436, DFTG 2440, DFTG 2472, DFTG 2473, DFTG 2474, MCHN 1319.

Integrated Circuit Layout & Design Specialization

Certificate

This program is intended for students pursuing careers in the field of Integrated Circuit Mask design. Students are strongly encouraged to meet with the Engineering Design Graphics department's electronics advisor before pursuing this certificate program

Semester I	Credit Hours
DFTG 2419 Intermediate Computer-Aided Drafting ¹	4
+ DFTG 1458 Electrical/Electronic Drafting ¹	4
+ CETT 1403 DC Circuits	4

	12
Semester II	
+ DFTG 2470 Integrated Circuit Layout and Design I	4
+ CETT 1425 Digital Fundamentals	4

	8
Semester III	
+# DFTG 2471 Integrated Circuit Layout and Design II	4
+ ITSC 1307 UNIX Operating System I	3

	7

TOTALS	27

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Students who do not have prior drafting experience must successfully complete DFTG 1405 or seek departmental approval before enrolling in DFTG 2419 or DFTG 1458.

ENGLISH

English

Associate of Arts Degree

The Associate of Arts degree provides students with the first two years of Liberal Arts education with an emphasis on English.

Semester I	Credit Hours
ENGL 1301 English Composition I	3
HIST 1301 United States History I	3
Foreign Language ¹	5
Oral Communication ²	3
COSC 1300 Introduction to Computing OR	3
COSC 1301 Personal Computing OR	
Elective ³	-----
	17
Semester II	
+ ENGL 1302 English Composition II	3
HIST 1302 United States History II	3
+ Foreign Language ¹	5
Communications ⁴	3
+ Natural Science ⁵	3-4

	17-18
Semester III	
GOVT 2305 United States Government	3
+ Literature Course ⁶	3
+ Mathematics ⁵	3
+ Natural Science ⁵	3-4
+ Social and Behavioral Science ⁷	3

	15-16
Semester IV	
GOVT 2306 Texas State and Local Government	3
+ Literature Course ⁶	3
Visual and Performing Arts ⁸	3
Elective ³	3

	12

TOTALS	61-63

+ Prerequisites: See Course Descriptions.

¹ The foreign language hours must be in the same language.

² The first semester speech course must be chosen from SPCH 1311 or SPCH 1315.

³ Students are encouraged to take courses that would satisfy the requirements of the Core Curriculum from the Natural Sciences, Humanities, and Social and Behavioral Sciences sections.

⁴ The second semester communications course must be chosen from the following: COMM 1307, COMM 2311, SPCH 1318, ENGL 2311.

⁵ The Math/Natural Science requirement may be satisfied by any Math/Natural Science course from the Core Curriculum.

⁶ The literature course must be chosen from the following: ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342.

⁷ Select from Other Social and Behavioral Sciences section of the Core Curriculum Course list.

⁸ Select from Visual and Performing Arts section of the Core Curriculum Course list.

Environmental Science and Technology

ENVIRONMENTAL SCIENCE AND TECHNOLOGY

Environmental Studies

Associate of Science Degree

The Associate of Science in Environmental Studies provides students with the general education courses normally taken in the first two years at a four-year college or university and a flexible plan from which the student can choose a variety of introductory science courses as part of an interdisciplinary or environmental science program. To receive an Associate of Science in Environmental Studies, students must: (a) make a minimum grade of "C" in all required math and science courses and (b) have an overall GPA of 2.0 or greater.

Semester I		Credit Hours
ENGL 1301	English Composition I Humanities ¹	3
HIST 1301	United States History I Economics Elective ²	3
ENVR 1301	Introduction to Environmental Science	3

		15
Semester II		
+ ENGL 1302	English Composition II	3
HIST 1302	United States History II	3
+ MATH 1342	Elementary Statistics	3
+ ENVR 1302	Issues in Environmental Science Oral Communication ³	3

		15
Semester III		
	Unrestricted Elective ⁴	4
GOVT 2305	United States Government Social and Behavioral Science ⁵	3
	Natural Science ⁶	4
	Humanities ¹	3

		17
Semester IV		
	Visual and Performing Arts ⁷	3
	Unrestricted Elective ⁴	3
GOVT 2306	Texas State and Local Government Natural Science ⁶	4
EPCT 1205	Environmental Regulations Overview	2

		15
TOTALS		62

+ Prerequisites: See Course Descriptions.

¹ Select from Humanities section of the Core Curriculum Course list.

² Students may select from ECO 1603, ECO 1653, ECON 2301, or ECON 2302.

³ Select any Speech course from Communication section of the Core Curriculum Course list.

⁴ Although general electives may be chosen from any college credit program at ACC, students intending to transfer to a four year college or university may want to choose courses applicable to their four-year degree. Consult the catalog of the institution. Students may wish to choose electives that satisfy the Core Curriculum requirements.

⁵ Select from Other Social and Behavioral Science section of the Core Curriculum Course list.

⁶ These courses must have one of the following prefixes: BIOL, CHEM, GEOL, PHYS, or EPCT. Students should be guided by their special interests (e.g., oceanography, environmental engineering) and by the requirements of the four-year college to which they plan to transfer.

⁷ Select from Visual and Performing Arts section of the Core Curriculum Course list.

Environmental Studies

Environmental Studies

Associate of Applied Science Degree

The Associate of Applied Science provides students with specialized training in environmental technology along with general education courses in the arts and sciences. It is designed to prepare students for employment in the area of water resource sampling and assessment. Students interested in this program should consult with a full-time environmental technology instructor before taking any courses. To receive an Associate of Applied Science in Environmental Technology, students must: (a) make a minimum grade of "C" in all required math and science courses and (b) have an overall GPA of 2.0 or greater.

Semester I		Credit Hours
COSC 1301	Personal Computing	3
+ CHEM 1411	General Chemistry I	4
ENVR 1301	Introduction to Environmental Science	3
+ MATH 1314	College Algebra	3
ENGL 1301	English Composition I	3

		16
Semester II		
+ ENGL 2311	Technical & Business Writing	3
+ MATH 1342	Elementary Statistics	3
+ CHEM 1412	General Chemistry II	4
+ GEOL 1403	Physical Geology	4
BIO 1673	Ecology and Evolutionary Biology	3

		17
Semester III		
	Humanities/Fine Arts ¹	3
SPCH 1318	Interpersonal Communication	3

		6
Semester IV		
+ GEOL 1105	Laboratory in Environmental Geology	1
GOVT 2306	Texas State and Local Government ²	3
+ EPCT 1344	Introduction to Environmental Field Methods	3
+ EPCT 2415	Chemistry of Natural Waters	4
+ BIO 2614	Aquatic Biology	4

		15

Financial Management and Mortgage Banking

Semester V

	Math/Science Elective ³	3-4
EPCT 1205	Environmental Regulations Overview	2
+ EPCT 2403	Field Methods with Natural Waters	4
+ EPCT 2488	Environmental Technology–Internship	4

13-14

TOTALS **67-68**

+ Prerequisites: See Course Descriptions.

Capstone course

¹ This must be either PHIL 2303 or PHIL 2306.

² This must be a section of GOVT 2306 emphasizing land-use issues.

³ Students should consult with a full-time environmental technology instructor before selecting from BIOL 1409, BIOL 2420, DFTG 1405, ENGR 1201, GEOG 1410, GEOL 1445, MATH 1316, SCIT 1418, or SRVY 1301.

Environmental Technology

Advanced Technical Certificate

The advanced technical certificate is for returning students who already possess an Associate of Science or Bachelor of Science degree in biology, geology, or environmental science and receive departmental approval. It provides them with specialized training in environmental technology. To receive an Advanced Technical Certificate in Environmental Technology, students must: (a) make a minimum of “C” in all required math and science courses and (b) have an overall GPA of 2.0 or greater.

Semester I Credit Hours

+ EPCT 1344	Introduction to Environmental Field Methods	3
+ EPCT 2415	Chemistry of Natural Waters	4
+ BIO 2614	Aquatic Biology	4
ENVR 1301	Introduction to Environmental Science ¹	3
+ GEOL 1105	Laboratory in Environmental Geology	1

15

Semester II

+ EPCT 2403	Field Methods with Natural Waters	4
EPCT 1205	Environmental Regulations Overview	2
+ EPCT 2488	Environmental Technology–Internship	4

10

TOTALS **25**

+ Prerequisites: See Course Descriptions.

Capstone course

¹ With approval of the department, the student may receive transfer credit for a general course in environmental science, environmental studies, or natural resources.

FINANCIAL MANAGEMENT AND MORTGAGE BANKING

Mortgage Banking

Associate of Applied Science Degree

Semester I Credit Hours

ENGL 1301	English Composition I	3
COSC 1301	Personal Computing	3
RELE 1324	Loan Origination and Quality Control	3
RELE 1406	Real Estate Principles	4
BUSI 1301	Introduction to Business	3

16

Semester II

ECON 2302	Principles of Microeconomics	3
SPCH 1315	Fundamentals of Public Speaking	3
ACCT 2301	Principles of Financial Accounting	3
+ BNKG 1371	Loan Underwriting	3
RELE 1319	Real Estate Finance	3

15

Semester III

+ ACCT 2302	Principles of Managerial Accounting	3
ECON 2301	Principles of Macroeconomics	3
BNKG 1373	Loan Closing	3
+ BNKG 1372	Loan Quality Control	3
+ Humanities/Fine Arts ¹		3

15

Semester IV

+ MATH 1332	College Mathematics OR	3
+ MATH 1342	Elementary Statistics	3
+ BNKG 1357	Investor Accounting	3
+ BNKG 1358	Secondary Markets	3
+ BMGT 2389	OJT/Internship II–Management Unrestricted Elective	3

15

TOTALS **61**

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from Humanities/Fine Arts section of General Education Course list.

Mortgage Banking

Certificate

This certificate program is designed to meet the needs of the individuals in the community who desire skills and knowledge in mortgage banking. All of these courses will aid these employees of the mortgage banking industry. All courses may be applied towards the Mortgage Banking Associates Degree, if the student desires to pursue an associate degree.

RELE 1324	Loan Origination and Quality Control	3
+ BNKG 1371	Loan Underwriting	3
BNKG 1373	Loan Closing	3
+ BNKG 1372	Loan Quality Control	3
+ BNKG 1357	Investor Accounting	3
+ BNKG 1358	Secondary Markets	3

18

TOTALS

+ Prerequisites: See Course Descriptions.

Capstone course

Fire Protection

FIRE PROTECTION

Fire Protection Technology

Associate of Applied Science Degree

The Associate of Applied Science degree in Fire Protection Technology includes courses in the Arts and Sciences curriculum as well as a wide array of Fire Science courses to prepare the student for further attainment of their educational goals and/or employment within the Fire Protection profession. Students should consult with departmental advisors for transferable courses prior to enrollment. The Associate of Applied Science degree plan requires that the student successfully pass a capstone course during the last semester of their program. Graduates of any Texas Fire Commission certified Basic Firefighter Academy who successfully pass the State Certification Exam and complete a minimum of three semester hours from Austin Community College toward the AAS Degree in Fire Protection may be granted twelve semester hours credit. Student should contact the Department to determine eligibility for this credit.

Semester I		Credit Hours
FIRT 1301	Fundamentals of Fire Protection	3
ENGL 1301	English Composition I	3
FIRT 1347	Industrial Fire Protection	3
FIRT 1303	Fire and Arson Investigation I	3
	Fire Elective ²	3

		15
Semester II		
FIRT 1307	Fire Prevention Codes and Inspections	3
GOVT 2306	Texas State and Local Government	3
	Unrestricted Elective	3
	Mathematics ¹	3
FIRT 1309	Fire Administration I	3
	Fire Elective ²	3

		18
Semester III		
FIRT 1315	Hazardous Materials I	3
FIRT 1355	Methods of Teaching	3
SPCH 1315	Fundamentals of Public Speaking	3
	Natural Science	3
	Fire Elective ²	3

		15
Semester IV		
+# FIRT 1349	Fire Administration II	3
FIRT 1331	Firefighting Strategies and Tactics	3
PHIL 2306	Ethics	3
COSC 1301	Personal Computing	3
	Fire Elective ²	3

		15
TOTALS		63

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Math options include: MATH 1314, MATH 1324, MATH 1332, MATH 1333, or MATH 1342.

² Fire Elective Options: FIRT 1338, FIRT 1353, FIRT 1345, FIRT 2333, FIRT 1323, FIRT 1327, FIRT 1319.

Firefighter

Certificate

The program is designed to give the student instruction in the areas of fire fighting that are required to be certified in fire suppression. Instruction includes but is not limited to the following: Rules & regulations, forcible entry, ladder practices, fire streams, ventilation, rescue practices, inspection, automatic sprinklers, self contained breathing apparatus, and simulated emergency. The student works in a professionally staffed atmosphere with modern equipment. This course teaches the skills necessary to prepare the student for entry-level employment in the fire protection industry.

The firefighter certification program requires a separate application through the fire training academy for admission into the program. All five courses must be taken concurrently and require department approval before registration. The firefighter certificate requires a reading skills prerequisite. Students must take and pass the TASP or the COMPASS placement with a minimum grade of 75.

FIRS 1401	Firefighter Certification I	4
FIRS 1407	Firefighter Certification II	4
FIRS 1313	Firefighter Certification III	3
FIRS 1323	Firefighter Certification V	3
FIRS 1433	Firefighter Certification VII	4

		18
TOTALS		18

FOREIGN LANGUAGE

Foreign Language

Associate of Arts Degree

The Associate of Arts degree in Foreign Language provides students with the first two years of college education in French, German, Japanese, Latin, Russian, or Spanish.

Semester I	Credit Hours
ENGL 1301 English Composition I	3
History ¹	3
+ Mathematics ²	3
Foreign Language I ³	4-5
Elective ⁴	1-2

	14-16
Semester II	
+ ENGL 1302 English Composition II	3
History ⁵	3
Oral Communication ⁶	3
+ Foreign Language II ³	4-5
+ Visual and Performing Arts ⁷	3

	16-17
Semester III	
GOVT 2305 United States Government	3
+ Humanities ⁸	3
+ Foreign Language III ³	3
+ Natural Science ⁹	3-4
Elective ⁴	3

	15-16
Semester IV	
GOVT 2306 Texas State and Local Government	3
COSC 1300 Introduction to Computing OR	3
COSC 1301 Personal Computing	3
+ Foreign Language IV ³	3
Natural Science ⁹	3-4
Social and Behavioral Science ¹⁰	3

	15-16
TOTALS	60-65

+ Prerequisites: See Course Descriptions.

¹ Select from the following: HIST 1301, HIST 2381, HIST 2380, or HIST 2301. History of Texas (HIST 2301) can be used to fulfill only one of the History elective requirements.

² Select from Mathematics section of the Core Curriculum Course list.

³ Foreign language hours must be in the same language.

⁴ These courses may be taken from any program. However, students are encouraged to choose a literature course. Students with 8-9 foreign language hours must take an additional 1-2 hours of a general elective.

⁵ Select from HIST 1302 or HIST 2301. History of Texas can be used to fulfill only one of the History elective requirements.

⁶ Select any Speech course from Communications section of the Core Curriculum Course list.

⁷ Select from Visual and Performing Arts section of the Core Curriculum Course list.

⁸ Select from the following: ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, HUMA 1315, HUMA 1301, PHIL 1301, PHIL 2303, or PHIL 2306.

⁹ Select from Natural Science section of the Core Curriculum Course list.

¹⁰ Select from Other Social and Behavioral Science section of the Core Curriculum Course list.

GENERAL STUDIES

Early Childhood Education

Associate of Arts Degree

Semester I	Credit Hours
ENGL 1301 English Composition I	3
HIST 1301 United States History I	3
+ TECA 1303 Family and Community	3
+ Mathematics ¹	3
Oral Communication ²	3

	15
Semester II	
+ ENGL 1302 English Composition II	3
HIST 1302 United States History II	3
+ TECA 1311 Introduction to Early Childhood	3
Education	3
Unrestricted Elective	3
Social and Behavioral Science ³	3

	15
Semester III	
GOVT 2305 United States Government	3
+ TECA 1318 Nutrition, Health, and Safety	3
Unrestricted Elective	3
+ Humanities ⁴	3
+ Natural Science ⁵	3-4

	15-16
Semester IV	
GOVT 2306 Texas State and Local Government	3
+ TECA 1354 Child Growth and Development	3
+ Humanities ⁴	3
Visual and Performing Arts ⁶	3
+ Natural Science ⁵	3-4

	15-16
TOTALS	60-62

+ Prerequisites: See Course Descriptions.

¹ Select from Mathematics section of the Core Curriculum Course list.

² Select from Communications section of the Core Curriculum Course list.

³ Select from Other Social and Behavioral Science section of the Core Curriculum Course list.

⁴ Select from Humanities section of the Core Curriculum Course list.

⁵ Select from Natural Science section of the Core Curriculum Course list.

⁶ Select from Visual and Performing Arts section of the Core Curriculum Course list.

General Studies

General Studies in Liberal Arts

Associate of Arts Degree

The General Studies program is designed for students desiring a liberal arts education and those who are planning to transfer to a four-year institution to major in a liberal arts or education field.

Semester I		Credit Hours
ENGL 1301	English Composition I	3
	History ¹	3
PSYC 1300	Effective Learning–Strategies for College Success OR	3
CREX 1309	Career Exploration/Planning	4
+	Natural Science ²	3
	Oral Communication ³	3

		16
Semester II		
+	ENGL 1302 English Composition II	3
	HIST 1302 United States History II OR	3
	HIST 2301 History of Texas	3
	COSC 1301 Personal Computing	3
+	Natural Science ²	4
	Visual and Performing Arts ⁴	3-4

		16-17
Semester III		
	GOVT 2305 United States Government	3
+	Foreign Language	4-5
+	Mathematics ⁵	3
	PSYC 2301 Introduction to Psychology OR	3
	SOCI 1301 Introduction to Sociology	3-4
	Humanities ⁶	3-4

		16-18
Semester IV		
	GOVT 2306 Texas State and Local Government	3
+	Foreign Language ⁷	4-5
	Humanities ⁶	3
	Unrestricted Elective	3

		13-14
TOTALS		61-65

+ Prerequisites: See Course Descriptions.

¹ Select from HIST 1301, HIST 2381, HIST 2380, HIST 2301.

² Select from Natural Sciences section of the Core Curriculum Course list.

³ Select any Speech course from Communications section of the Core Curriculum Course list.

⁴ Select from Visual and Performing Arts section of the Core Curriculum Course list.

⁵ Select from Math section of the Core Curriculum Course list.

⁶ Select from Humanities section of the Core Curriculum Course list.

⁷ Must be from the same language taken in the previous semester.

General Studies in Science

Associate of Science Degree

The General Studies in Science program is designed for students desiring to pursue a flexible plan in the area of mathematics, science, and computer science. Students planning to transfer to a four-year college or university are encouraged to obtain information about the course requirements for at least two possible majors of interest from their four-year college or university and choose their courses appropriately. Students who do not choose their courses very carefully should expect to spend an additional five or six semesters in order to complete a bachelor's degree with a specific science major. To receive an Associate of Science in General Studies in Science, students must: (a) make a minimum grade of "C" in all required math and science courses and (b) have an overall GPA of 2.0 or greater.

Semester I		Credit Hours
+	Natural Science ¹	4
+	MATH 1316 Trigonometry ²	3
	HIST 1301 United States History I ³	3
	ENGL 1301 English Composition I	3
	Humanities ⁴	3

		16
Semester II		
+	Natural Science ¹	4
+	MATH 2412 Precalculus–Functions and Graphs ²	4
+	ENGL 1302 English Composition II	3
	Core Curriculum Elective ⁵	3

		14
Semester III		
	COSC 1300 Introduction to Computing OR	3
+	Natural Science ¹	3
+	MATH 2413 Calculus I ²	4
	GOVT 2305 United States Government	3
	HIST 1302 United States History II	3
	Core Curriculum Elective ⁵	3

		16
Semester IV		
+	COSC 1320 C++ Programming OR	3
+	Natural Science ¹	3
	GOVT 2306 Texas State and Local Government	3
	Oral Communication ⁶	3
	Core Curriculum Elective ⁵	3
	General Elective ⁷	3

		15
TOTALS		61

+ Prerequisites: See Course Descriptions.

¹ The science courses must include a two-semester sequence of four-hour courses from the Core Curriculum list in BIOL, GEOL, CHEM, or PHYS. The remaining science courses may be from any BIOL, ENVR, GEOL, CHEM, PHYS, EPCT, or PSC.

² Three math courses must be chosen from among MATH 1316, MATH 2412, MATH 2413, MATH 2414, and MATH 2415. Students should consult with a mathematics advisor to determine where they should begin their mathematics study. They may need to take one or more courses prior to taking these, such as MATD 0390 or MATH 1314. Students are encouraged

to begin higher in the mathematics sequence if they meet the prerequisites. Students who will need to take more than one semester of calculus for their four-year degree are very strongly encouraged to take all calculus courses at the same school in order to avoid changing textbooks in the middle of the sequence.

- ³ Any other US History I course in the Core Curriculum may be substituted for HIST 1301.
- ⁴ Select from Humanities section of the Core Curriculum Course list.
- ⁵ Select one course from Visual and Performing Arts Core Curriculum list, one course from Other Social and Behavioral Science Core Curriculum list, and an additional course from Humanities Core Curriculum list.
- ⁶ Select any Speech course from Communications section of the Core Curriculum Course list.
- ⁷ Students are encouraged to choose a course that fits their four-year degree plan. Most four-year degree plans in science require some foreign language courses which students are encouraged to take in the first two years.

Grade 4-8 Certification

Associate of Arts Degree

Semester I	Credit Hours
ENGL 1301 English Composition I	3
HIST 1301 United States History I	3
+ MATH 1314 College Algebra OR	3
+ MATH 1332 College Mathematics	
EDUC 1301 Schools and Society	3
Oral Communicaiton ¹	3

	15
Semester II	
+ ENGL 1302 English Composition II	3
HIST 1302 United States History II	3
+ MATH 1350 Mathematics for Middle Grade Teacher Certification I	3
Social and Behavioral Science	3
+ Natural Science ²	3-4

	15-16
Semester III	
GOVT 2305 United States Government	3
+ MATH 1351 Mathematics for Middle Grade Teacher Certification II	3
+ Humanities ³	3
Visual and Performing Arts ⁴	3
+ Natural Science ²	3-4

	15-16
Semester IV	
GOVT 2306 Texas State and Local Government	3
+ Humanities ³	3
+ PSYC 2309 Child Growth and Development Through Adolescence	3
Restricted Elective ⁵	3
Restricted Elective ⁵	3

	15
TOTALS	60-62

- + Prerequisites: See Course Descriptions.
- ¹ Select any Speech course from Communications section of the Core Curriculum Course list.
- ² Select from Natural Science section of the Core Curriculum Course list in the same discipline.
- ³ Select from Humanities section of the Core Curriculum Course list.
- ⁴ Select from Visual and Performing Arts section of the Core Curriculum Course list.
- ⁵ Students are encouraged to choose from GEOG 1301, GEOG 1302, Spanish, or Physical Science courses.

GEOGRAPHY

Geography

Associate of Arts Degree

The Associate of Arts degree in geography is intended to provide students with the first two years of geography and an introduction to field work in geography, in addition to a broad selection of liberal arts courses transferable to a four-year institution.

Semester I	Credit Hours
GOG 2433 World/Regional Geography	3
Foreign Language ¹	5
ENGL 1301 English Composition I	3
HIST 1301 United States History I ²	3
ANTH 2351 Cultural Anthropology ³	3

	17
Semester II	
GEOG 1302 Introduction to Cultural Geography	3
+ Foreign Language ¹	5
+ ENGL 1302 English Composition II	3
HIST 1302 United States History II ⁴	3
+ MATH 1314 College Algebra	3

	17
Semester III	
GEOG 1301 Introduction to Physical Geography	3
GOVT 2305 United States Government	3
+ Humanities ⁵	3
BIOL 2206 Environmental Biology Lecture ⁶	2
+ BIOL 2106 Environmental Biology Lab ⁶	1
Visual and Performing Arts ⁷	3

	15
Semester IV	
GOVT 2306 Texas State and Local Government	3
GEOL 1305 Environmental Geology ⁸	3
GEOG 1410 Introduction to Geographic Information Systems	4
+ Humanities ⁵	3
SPCH 1311 Introduction to Speech Communication ⁹	3

	16
TOTALS	65

- + Prerequisites: See Course Descriptions.
- ¹ Foreign language hours must all be in the same language. Spanish is recommended.
- ² HIST 2381, HIST 2380, HIST 2301, or HIST 2341 may be substituted for HIST 1301.
- ³ You may substitute SOCI 1301 for this course.
- ⁴ HIST 1643, HIST 1663, HIST 2301, or HIST 2341 may be substituted for HIST 1302.
- ⁵ Select from Humanities section of the Core Curriculum Course list.
- ⁶ BIOL 2206 is to be taken with BIOL 2106 or the student may also substitute a course from Natural Science section of the Core Curriculum Course list.
- ⁷ Select from Visual and Performing Arts section of the Core Curriculum Course list.
- ⁸ Students may substitute a course from Natural Science section of the Core Curriculum Course list.
- ⁹ SPCH 1315 may be substituted for SPCH 1311.

GEOLOGY

Geology

Associate of Science Degree

The Associate of Science degree in geology provides students with the general education and scientific courses normally taken in the first two years at a four-year college or university. Students must consult with a full-time geology instructor before pursuing the degree plan shown here. To receive an Associate of Science in Geology, students must: (a) make a minimum grade of "C" in all required math and science courses and (b) have an overall GPA of 2.0 or greater.

Semester I		Credit Hours
+ CHEM 1411	General Chemistry I	4
ENGL 1301	English Composition I	3
GOVT 2305	United States Government	3
HIST 1301	United States History I Oral Communication ¹	3 3
		16
Semester II		
+ CHEM 1412	General Chemistry II	4
+ ENGL 1302	English Composition II	3
GOVT 2306	Texas State and Local Government	3
HIST 1302	United States History II	3
+ MATH 2413	Calculus I ²	4
		17
Semester III		
+ BIO 1401	Biology Elective ³	3
+ GEOL 1403	Physical Geology	4
+ MATH 2414	Calculus II	4
+ PHYS 2425	Engineering Physics I ⁴ Social and Behavioral Science ⁵	4 3
+ HIST 1301	Humanities ⁶	3
		21
Semester IV		
+ ART 1401	Visual and Performing Arts ⁷ Humanities ⁶	3 3
+ GEOL 1404	Historical Geology	4
+ PHYS 2426	Engineering Physics II ⁸	4
+ MATH 2415	Calculus III	4
		18
TOTALS		72

+ Prerequisites: See Course Descriptions.

¹ Select from Oral Communication section of the General Education Course list.

² Students should consult with a full-time mathematics instructor to determine if it is necessary to take one or more mathematics courses (like MATD 0390, MATH 1314, MATH 1316, or MATH 2412) before taking calculus.

³ Biology courses covering evolutionary or environmental topics are especially recommended.

⁴ Students who have not had one full year of high school physics should take PHYS 1401/1402 before taking PHYS 2425. Students with strong mathematics background may substitute PHY 1653 for PHYS 1401/1402. All students must complete MATH 2413 before enrolling in PHYS 2425.

⁵ Select from Other Social and Behavioral Science section of the Core Curriculum Course list.

⁶ Select from Humanities section of the Core Curriculum Course list.

⁷ Select from Visual and Performing Arts section of the Core Curriculum Course list.

⁸ All students must complete MATH 2414 before enrolling in PHYS 2426.

Geomatics

(See Land Surveying Technology)

GOVERNMENT

Government

Associate of Arts Degree

The Associate of Arts degree in Government is intended to provide students with the first two years of government courses and to prepare them for transfer to an institution that grants a baccalaureate degree. Students who plan to transfer to an institution which grants a baccalaureate degree in order to continue their study of government should refer to the catalog of that institution and consult with an ACC instructor of government.

Semester I		Credit Hours
ENGL 1301	English Composition I History ¹	3 3
+ MATH 1342	Elementary Statistics OR	3
+ MATH 1314	College Algebra Oral Communication ² Foreign Language ³	3 3 5
		17
Semester II		
+ ENGL 1302	English Composition II History ⁴	3 3
GOVT 2305	United States Government ⁵	3
+ GOVT 2306	Foreign Language ³	5
+ PHYS 2425	Natural Science ⁶	3-4
		17-18
Semester III		
+ GOVT 2306	Literature ⁷	3
+ GOVT 2306	Texas State and Local Government ⁵	3
+ GOVT 2306	Humanities ⁸	3
+ PHYS 2425	Natural Science ⁶	3-4
+ GOVT 2306	Restricted Elective ⁹	3-6
		15-19
Semester IV		
ECON 2301	Principles of Macroeconomics	3
GOV 2633	Special Topics in United States Government ¹⁰ Visual and Performing Arts ¹¹ General Elective ¹²	3 3 6
		15
TOTALS		64-69

+ Prerequisites: See Course Descriptions.

¹ Select from the following: HIST 1301, HIST 2381, HIST 2380, HIST 2301, or HIST 2341. HIST 2301, History of Texas, may be taken only once. HIST 1302 may be taken before HIST 1301.

² Select from the following: SPCH 1311, SPCH 1315, SPCH 1318, ENGL 2311.

³ Foreign language hours must be taken in the same language.

⁴ Select from the following: HIST 1302, HIST 2381, HIST 2380, HIST 2301, HIST 2341.

Health and Kinesiology

- ⁵ GOVT 2306 may be taken before GOVT 2305.
⁶ Select from Natural Science section of the General Education Core courses.
⁷ Select from the following: ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328.
⁸ Select from Humanities section of the Core Curriculum Course list.
⁹ Select from Other Social and Behavioral Science section of the Core Curriculum Course list.
¹⁰ Students may repeat GOV 2633 for credit if the Special Topics differ.
¹¹ Select from Visual and Performing Arts section of the Core Curriculum Course list.
¹² General Electives: Although these courses may be selected from any program, students planning to transfer to an institution for a baccalaureate degree are advised to choose electives which will be applicable to their baccalaureate degree.

HEALTH & KINESIOLOGY

Health

Associate of Science Degree

Semester I		Credit Hours
	ENGL 1301 English Composition I	3
	HIST 1301 United States History I	3
+	BIOL 1406 Cellular and Molecular Biology OR	3-4
	BIOL 2306 The Living Planet	
	Restricted Elective ¹	3
	Any Activity Course	1
	Unrestricted Elective	3

		16-17
Semester II		Credit Hours
+	ENGL 1302 English Composition II	3
	HIST 1302 United States History II	3
+	CHEM 1411 General Chemistry I	4
	KINE 1306 First Aid and Safety	3
	Visual & Performing Arts ²	3
	Any Activity Course	1

		17
Semester III		Credit Hours
	GOVT 2305 United States Government	3
+	Literature ³	3
	Restricted Elective ¹	3
	PHIL 1301 Introduction to Philosophy	3
+	Mathematics ⁴	3
	Any Activity Course	1

		16
Semester IV		Credit Hours
	GOVT 2306 Texas State and Local Government	3
	COSC 1301 Personal Computing	3
	Restricted Elective ¹	3
	SPCH 1311 Introduction to Speech Communication	
	OR	3
	SPCH 1315 Fundamentals of Public Speaking	
	PSYC 2301 Introduction to Psychology	3
	Any Activity Course	1

		16
TOTALS		65-66

- + Prerequisites: See Course Descriptions.
¹ Select from the following: KINE 1305, KINE 1304, KINE 1370.
² Select from Visual/Performing Arts section of the Core Curriculum Course list.
³ Select a literature course from Humanities section of the Core Curriculum Course list.
⁴ Select from MATH 1332, MATH 1314, or MATH 1342.

Kinesiology

Associate of Science Degree

(formerly Health and Physical Education)

Semester I		Credit Hours
	ENGL 1301 English Composition I	3
	HIST 1301 United States History I	3
+	BIOL 1406 Cellular and Molecular Biology	4
	KINE 1301 Foundations of Physical Education	3
	Any KINE Activity Course	1
+	Humanities ¹	3

		17
Semester II		Credit Hours
+	ENGL 1302 English Composition II	3
	HIST 1302 United States History II	3
+	CHEM 1411 General Chemistry I	4
	KINE 1306 First Aid and Safety OR	3
	KINE 2356 Care and Prevention of Athletic Injuries	
	Any KINE activity course	1
+	Humanities	3

		17
Semester III		Credit Hours
	GOVT 2305 United States Government	3
	BIOL 2401 Anatomy & Physiology I	4
+	MATH 1314 College Algebra OR	3
+	MATH 1332 College Mathematics	
	Restricted Elective ²	3
	KINE Activity Course	1
	Unrestricted Elective	3-4

		17-18
Semester IV		Credit Hours
	GOVT 2306 Texas State and Local Government	3
+	BIOL 2402 Anatomy and Physiology II	4
	SPCH 1311 Introduction to Speech Communication	
	OR	3
	SPCH 1315 Fundamentals of Public Speaking	
	KINE 1321 Coaching OR	3
+	KINE 1322 Aerobic Instructor	
	Unrestricted Elective	3-4

		16-17
TOTALS		67-69

- + Prerequisites: See Course Descriptions.
¹ Select from Humanities section of the Core Curriculum Course list.
² Select from the following: KINE 1308, KINE 1309, KINE 1322.

Heating, Air Conditioning, & Refrigeration Technology

HEATING, AIR CONDITIONING, & REFRIGERATION TECHNOLOGY

Heating, Air Conditioning, and Refrigeration Technology

Associate of Applied Science Degree

The Heating, Air Conditioning, and Refrigeration Technology program enables the student to become proficient in the installation, repair and maintenance of commercial and domestic heating, air conditioning and refrigeration systems through the study of the theory and application of air conditioning principles. Study includes principles of heat transfer, pressure and temperature laws, soldering, electrical circuits, trouble shooting and maintenance procedures, and use of test equipment. The labs include extensive hands-on experience.

Semester I	Credit Hours
CETT 1402 Electricity Principles	4
+ MATH 1314 College Algebra ¹	3
Social and Behavioral Science ²	3
ENGL 1301 English Composition I	3
HART 1407 Refrigeration Principles	4

	17

Semester II	Credit Hours
+ HART 1403 A/C Control Principles	4
+ HART 1441 Residential Air Conditioning	4
+ HART 1445 Gas and Electric Heating	4
+ HART 2431 Advanced Electricity	4

	16

Semester III	Credit Hours
+ HART 2442 Commercial Refrigeration	4
+ HART 1449 Heat Pumps	4
+ HART 2441 Commercial Air Conditioning	4
SPCH 1311 Introduction to Speech Communication	3
+ Humanities/Fine Arts ³	3-5

	18-20

Semester IV	Credit Hours
+ HART 2443 Industrial Air Conditioning	4
+ HART 2445 Air Conditioning Systems Design	4
+ HART 1491 Special Topics in Heating, Air Conditioning, and Refrigeration — Air Conditioning Mechanical Codes	4
+# HART 2288 Internship—Heating, Air Conditioning, Refrigeration Mechanic	2

	14

TOTALS **65-67**

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Any of the Computational Skills (MATH) courses may be substituted for MATH 1314.

² Select from Social & Behavioral Science section of the General Education Course list.

³ Select from Humanities/Fine Arts section of the General Education Course list.

Heating, Air Conditioning, and Refrigeration Technology

Certificate

The Air Conditioning and Refrigeration Certificate program provides the basics of service and repair. It is best suited for the individual desiring to enter the field with a minimum of formal training. All courses in the one-year certificate can be applied toward the ACR Associate degree.

Semester I	Credit Hours
CETT 1402 Electricity Principles	4
+ MATH 1314 College Algebra ¹	3
HART 1407 Refrigeration Principles	4
ENGL 1301 English Composition I	3
+ HART 1403 A/C Control Principles	4

	18
Semester II	Credit Hours
+ HART 1441 Residential Air Conditioning	4
+ HART 1445 Gas and Electric Heating	4
+ HART 2431 Advanced Electricity	4
+# HART 2288 Internship—Heating, Air Conditioning, Refrigeration Mechanic	2

	14

TOTALS	32

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Any of the Computational Skills (MATH) courses may be substituted for MATH 1314.

HISTORY

History

Associate of Arts Degree

The Associate of Arts degree in History is intended to provide students with the first two years of United States History and Western Civilization, in addition to a broad selection of liberal arts courses transferable to a four-year institution.

Semester I	Credit Hours
ENGL 1301 English Composition I	3
History ¹	3
+ MATH 1332 College Mathematics	3
Foreign Language ²	3-5
Elective ³	3

	15-17
Semester II	
+ ENGL 1302 English Composition II	3
History ⁴	3
+ Natural Science ⁵	3-4
+ Foreign Language ²	3-5
Elective ³	3

	15-18
Semester III	
History ⁶	3
GOVT 2305 United States Government	3
+ Literature ⁷	3
+ Humanities ⁸	3
General Elective ⁹	3-6

	15-18
Semester IV	
History ¹⁰	3
GOVT 2306 Texas State and Local Government	3
Unrestricted Elective	3
General Elective ⁹	3
SPCH 1315 Fundamentals of Public Speaking	3

	15

TOTALS	60-68

+ Prerequisites: See Course Descriptions.

⁰ Students who plan to transfer and continue their study of history at a four-year institution should refer to the catalog of the institution to which they plan to transfer and consult with a full-time ACC history instructor. To satisfy the legislative requirement, a student must take 6 hours of American History with a grade of C or better. Students may select from HIST 1301, HIST 2381, HIST 2380, HIST 1302, HIS 1643, HIS 1663, HIST 2301, or HIST 2341. Courses may be taken in any order. You may take HIST 1302 (or its equivalents) before HIST 1301 (or its equivalent).

¹ Select from the following courses: HIST 1301, HIST 2381, HIST 2380, HIST 2301, HIST 2341. HIST 2301 may be taken only once but HIST 2341 may be repeated for credit when the topic varies.

² Foreign language hours must be taken in the same language.

³ General Electives: Although these courses may be selected from any program, students planning to transfer to a four-year institution are advised to choose electives from Arts and Sciences courses applicable to their four-year degree. Students are encouraged to satisfy the Speech, Natural Sciences, and Social/Behavioral section of the Core Curriculum.

⁴ Select from the following: HIST 1032, HIST 2381, HIST 2380, HIST 2301, HIST 2341.

⁵ Select from Natural Science section of the General Education Course list.

⁶ Select from the following: HIST 2311, HIST 2331, HIS 2653.

⁷ Select from the following: ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2342.

⁸ Select from Humanities section of the Core Curriculum Course list.

⁹ General Electives: If students are beginning the study of a foreign language in their first year of college, it is recommended they continue this foreign language through the fourth semester level.

¹⁰ Select from the following: HIST 2312, HIST 2332, HIS 2663.

HISTOTECHNOLOGY

An Associate of Applied Science degree awarded by Harford Community College in Science Laboratory Technology: Histotechnology is available to ACC students through an official articulation agreement. All academic courses can be taken at ACC. Once students complete the 49-50 hours of recommended ACC coursework and are admitted to Harford, they will complete the clinical portion of the program at Seton Hospital in Austin and 15 hours of histotechnology coursework through distance learning at Harford. For more information about this program, including a listing of recommended ACC coursework, contact the ACC Health Science department.

Hospitality Management

HOSPITALITY MANAGEMENT

Baccalaureate Prep Specialization

Associate of Applied Science Degree

Semester I	Credit Hours
HAMG 1321 Introduction to Hospitality Industry	3
Restricted Elective ¹	3
IFWA 1213 Sanitation and Safety	2
HIST 1301 United States History I	3
ENGL 1301 English Composition I	3
+ MATH 1314 College Algebra	3

	17
Semester II	
+ ENGL 1302 English Composition II	3
Restricted Elective ¹	3
+ Mathematics	3
HIST 1302 United States History II	3
HAMG 1324 Hospitality Human Resources Management	3
GOVT 2306 Texas State and Local Government	3

	18
Semester III	
Restricted Elective ¹	3
ECON 2301 Principles of Macroeconomics	3
+ Natural Science ²	3
United States Government	3
+ Humanities/Fine Arts ³	3

	15
Semester IV	
HAMG 1313 Front Office Procedures	3
Restricted Elective ¹	3
Oral Communication ⁴	3
+ Natural Science ²	3
Visual or Performing Arts ³	3

	15
TOTALS	65

+ Prerequisites: See Course Descriptions.

¹Select courses from the following areas: HAMG, CULA, TRVM.

²Physical and/or Biological science must be chosen from the following: BIOL, CHEM, GEOL, PHYS. Both sciences must be from the same department.

³This includes a Visual and Performing Arts course, an additional Humanities course, and an additional Social and Behavioral Science course. Consult the catalog core curriculum for a list of acceptable courses.

⁴Select from Oral Communications section of the General Education Course list.

Hotel Specialization

Associate of Applied Science Degree

Semester I	Credit Hours
HAMG 1321 Introduction to Hospitality Industry	3
IFWA 1217 Food Production and Planning (Math)	2
FDNS 1301 Introduction to Foods	3
IFWA 1213 Sanitation and Safety	2
ENGL 1301 English Composition I	3
+ MATH 1332 College Mathematics	3

	16
Semester II	
HAMG 1313 Front Office Procedures	3
HAMG 2332 Hospitality Financial Management	3
RSTO 1304 Dining Room Service	3
HAMG 1219 Computers in Hospitality	2
DITA 2331 Purchasing, Receiving and Storage of Food	3
Restricted Elective ¹	3

	17
Semester III	
+ CULA 1341 American Regional Cuisine	3
Oral Communication ²	3
Social and Behavioral Science ³	3
HAMG 1324 Hospitality Human Resources Management	3
Restricted Elective ¹	3

	15
Semester IV	
+# HAMG 2389 Internship–Hospitality Administration and Management	3
HAMG 2305 Hospitality Management and Leadership	3
Restricted Elective ¹	3
Restricted Elective ¹	3
Humanities/Fine Arts ³	3

	15
TOTALS	63

+ Prerequisites: See Course Descriptions.

Capstone course

¹Select courses from the following areas: HAMG, CULA, TRVM.

²Select from Oral Communication section of the General Education Course list.

³This includes a Visual and Performing Arts course, an additional Humanities course, and an additional Social and Behavioral Science course. Consult the catalog core curriculum for a list of acceptable courses.

Hospitality Management

Restaurant Specialization

Associate of Applied Science Degree

This program is designed to prepare students for careers in various hospitality industries such as motels, hotels, restaurants, hospitals, nursing homes and any other institutions that prepare and serve food to customers or clients. Graduates of this program will be qualified to successfully fill a multitude of positions in the food service industry including administrative and managerial assignments. Students will initially be able to exit the program with an Associate of Applied Science Degree or Advanced Skills Tech Prep Degree in Hospitality Management.

Semester I	Credit Hours
HAMG 1321 Introduction to Hospitality Industry	3
IFWA 1217 Food Production and Planning (Math)	2
FDNS 1301 Introduction to Foods	3
IFWA 1213 Sanitation and Safety	2
ENGL 1301 English Composition I	3
+ MATH 1332 College Mathematics	3

	16
Semester II	
HAMG 1313 Front Office Procedures	3
HAMG 2332 Hospitality Financial Management	3
RSTO 1304 Dining Room Service	3
HAMG 1219 Computers in Hospitality	2
DITA 2331 Purchasing, Receiving and Storage of Food	3
RSTO 1317 Nutrition for the Food Service Professional	3

	17
Semester III	
+ CULA 1341 American Regional Cuisine	3
Oral Communication ¹	3
Social and Behavioral Science ²	3
HAMG 1324 Hospitality Human Resources Management	3
Restricted Elective ³	3

	15
Semester IV	
+# HAMG 2389 Internship–Hospitality Administration and Management	3
HAMG 2305 Hospitality Management and Leadership	3
Restricted Elective ³	3
Restricted Elective ³	3
Humanities/Fine Arts ²	3

	15

TOTALS	63

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from Oral Communication section of the General Education Course list.

² This includes a Visual and Performing Arts course, an additional Humanities course, and an additional Social and Behavioral Science course. Consult the catalog core curriculum for a list of acceptable courses.

³ Select courses from the following rubrics: HAMG, CULA, TRVM.

Hospitality Management

Certificate

Semester I	Credit Hours
HAMG 1321 Introduction to Hospitality Industry	3
IFWA 1217 Food Production and Planning (Math)	2
FDNS 1301 Introduction to Foods	3
IFWA 1213 Sanitation and Safety	2

	10
Semester II	
RSTO 1304 Dining Room Service	3
HAMG 1219 Computers in Hospitality	2
Restricted Elective ¹	3
+# CULA 1341 American Regional Cuisine	3

	11

TOTALS	21

+ Prerequisites: See Course Descriptions.

Capstone course

Human Services

HUMAN SERVICES

The Human Services program is designed to prepare direct-service workers for employment in public and private agencies. The course of study offers an interdisciplinary combination of both theory and the practical applications of theory, including two internships that serve to expose students to the realities of their chosen field.

Students are offered a variety of options. Associate Degree options are available in General Human Services, Interpreter Preparation, Addictions Counseling, and Therapeutic Recreation. One-year certificate programs are offered in Sign Language Studies, Interpreter Preparation, Addictions Counseling and Therapeutic Recreation. Completion of the associate degree or one-year certificate in Interpreter Preparation gives the student the foundation for certification by the Texas Board of Evaluation of Interpreters (BEI). Completion of the associate degree or one-year certificate in Addictions Counseling leads to partial fulfillment of the requirements for certification by the Texas Commission on Alcoholism and Drug Abuse (TCADA) as a Licensed Chemical Dependency Counselor (LCDC). Completion of the associate degree or one-year certificate in Therapeutic Recreation leads to eligibility for certification by the Consortium for Therapeutic Recreation Activities Certification as a Certified Therapeutic Recreation Assistant (TRA/TXC).

Students completing the programs can seek employment, depending on their specialty area, as interpreters, chemical dependency counselors, assistant social workers, therapy specialists in treatment facilities, activity directors, therapeutic recreation assistants, community program leaders, teacher aides, and other human services providers. Although the degree is designed to prepare students for immediate employment, many students choose to continue their human services education at four-year colleges. Since not all colleges accept vocational/technical courses for transfer, students should consult with the Department Chair for Human Services prior to enrollment.

General Human Services

Associate of Applied Science Degree

The required course work in this degree option is designed to provide students with basic skills necessary for employment in a wide variety of social service settings. Electives chosen in coordination with a Human Services department advisor allow the student to plan a degree that is individually tailored to meet each student's career objectives. Students planning to transfer to four-year institutions should consult with the Department Chair for Human Services for information on transferable course work.

Semester I		Credit Hours
ENGL 1301	English Composition I	3
PSYC 2301	Introduction to Psychology	3
PSYT 1303	Dynamics of Human Relations	3
SCWK 1321	Orientation to Social Services	3
PSYT 2339	Counseling Theories	3

		15
Semester II		
+ PSYC 2314	Human Growth and Development OR	3
SCWK 1301	Adolescent Life Cycle	
SCWK 1391	Special Topics in Social Work—Ethical Issues in Human Services	3
PSYT 1345	Principles of Behavior Management and Modification	3
	Human Services Elective ¹	6-7

		15-16
Semester III		
CMSW 1323	The Exceptional Person	3
+ SCWK 2486	Internship I ²	4
	Therapeutic Recreation Elective ³	3
DAAC 1319	Introduction to Alcohol and Other Addictions	3
	Human Services Elective ¹	3-4

		16-17
Semester IV		
+# SCWK 2487	Internship II ²	4
	Mathematics ³	3
	Human Services Elective ¹	3
	Humanities Elective ⁴	3
SPCH 1311	Introduction to Speech Communication	
	OR	3
SPCH 1315	Fundamentals of Public Speaking	

		16
TOTALS		62-64

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from the following: +DAAC 1307, +DAAC 1391, PSYC 2306, PSYT 1394, RECT 1341, RECT 1342, +SCWK 1305, SCWK 2331, SLNG 1404, +SLNG 1405.

² Students must obtain department approval in semester prior to enrollment.

³ Select from the following: RECT 1301, RECT 1341, RECT 1342.

⁴ Select from the following: MATH 1314, MATH 1332, or MATH 1342.

⁵ Select from Humanities/Fine Arts section of the General Education Course list.

Human Services

Addictions Counseling

Associate of Applied Science Degree

This degree option prepares students for careers in counseling and direct care work in the addictions field. The program prepares students for partial fulfillment of state licensure (LCDC) for alcoholism and drug abuse counselors. Eligibility is subject to approval by the appropriate state agency.

Semester I		Credit Hours
ENGL 1301	English Composition I	3
PSYC 2301	Introduction to Psychology	3
PSYT 1303	Dynamics of Human Relations	3
SCWK 1321	Orientation to Social Services	3
DAAC 1319	Introduction to Alcohol and Other Addictions	3

		15
Semester II		
	Therapeutic Recreation Elective ¹	3
SCWK 1391	Special Topics in Social Work–Ethical Issues in Human Services	3
PSYT 2339	Counseling Theories	3
PSYT 1345	Principles of Behavior Management and Modification	3
+ SCWK 2331	Abnormal Behavior	3
+ DAAC 1307	Addicted Family Intervention	3

		18
Semester III		
+ SCWK 1305	Group Work Intervention	3
	CMSW 1323 The Exceptional Person	3
+ SCWK 2486	Internship I ²	4
+ PSYC 2314	Human Growth and Development OR	3
	SCWK 1301 Adolescent Life Cycle	
+ DAAC 1391	Special Topics in Alcohol/Drug Counseling–Substance Abuse Treatment Models	3

		16
Semester IV		
SPCH 1311	Introduction to Speech Communication OR	3
	SPCH 1315 Fundamentals of Public Speaking	
+	Mathematics ³	3
+# SCWK 2487	Internship II ²	4
PSYT 1394	Special Topics: Counseling Skills & Issues	3
+	Humanities Elective ⁴	3

		16
TOTALS		65

+ Prerequisites: See Course Descriptions.

Capstone course

¹Select from the following: RECT 1301, RECT 1341, RECT 1342

²Student must obtain department approval in semester prior to enrollment.

³Select from the following: MATH 1314, MATH 1332, or MATH 1342.

⁴Select from Humanities/Fine Arts section of the General Education Course list.

Addictions Counseling

Certificate

This certificate option prepares students for careers in counseling and direct care work in the addictions field. The program prepares students for partial fulfillment of state licensure (LCDC) for alcoholism and drug abuse counselors. Eligibility is subject to approval by the appropriate state agency.

Semester I		Credit Hours
PSYT 1303	Dynamics of Human Relations	3
DAAC 1319	Introduction to Alcohol and Other Addictions	3
PSYT 1345	Principles of Behavior Management and Modification	3
PSYT 2339	Counseling Theories	3
SCWK 1391	Special Topics in Social Work–Ethical Issues in Human Services	3

		15
Semester II		
+ DAAC 1307	Addicted Family Intervention	3
+ DAAC 1391	Special Topics in Alcohol/Drug Counseling–Substance Abuse Treatment Models	3
+ SCWK 2486	Internship I ¹	4
	Human Services Elective ²	3

		13
Semester III		
+# SCWK 2487	Internship II ¹	4
	Human Services Elective ²	3

		7
TOTALS		35

+ Prerequisites: See Course Descriptions.

Capstone course

¹Student must obtain department approval in semester prior to enrollment.

²Select from the following: PSYC 2306, +PSYT 1394, RECT 1301, +SCWK 1305, SCWK 2307, +SCWK 2331, SWCK 1321, CMSW 1321.

Human Services

Interpreter Preparation Program

Associate of Applied Science Degree

		Credit Hours
Prior to Acceptance & Enrollment in SLNG 2401		
ENGL 1301	English Composition I	3
SLNG 1404	American Sign Language–Beginning I	4
+ SLNG 1405	American Sign Language–Beginning II	4
+ SLNG 1444	American Sign Language–Intermediate I	4

		15
Semester I		
+ SLNG 1445	American Sign Language–Intermediate II	4
+ SLNG 2401	Interpreting I	4
PSYT 1303	Dynamics of Human Relations	3
+ SLNG 1391	Special Topics in Sign Language Interpreter–American Sign Language V	3

		14
Semester II		
SLNG 1321	Introduction to the Interpreting Profession	3
+ SLNG 2402	Interpreting II	4
SLNG 1317	Introduction to the Deaf Community	3
SLNG 1371	American Sign Language VI	3

		13
Semester III		
+ SLNG 2315	Interpreting in Educational Settings	3
+ SLNG 2431	Interpreting III	4
SPCH 1315	Fundamentals of Public Speaking	3
+	Humanities ¹	3

		13
Semester IV		
	Social and Behavioral Science ²	3
+ MATH 1314	College Algebra OR	3
+ MATH 1332	College Mathematics	3
+ SLNG 2311	Specialized Interpreting/Transliterating	3
	Restricted Elective ³	3

		12
Semester V		
+# SLNG 2488	Internship–Sign Language Interpreter ⁴	4

		4

TOTALS		71

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from the following: LATI 1511, PHIL 1301, PHIL 2303, PHIL 2306.

² Select from the following: ANTH 2301, ANTH 2351, HIST 1301, PSYC 2301, SOCI 1301.

³ Restricted electives: HPRS 1206, CMSW 1323, DAAC 1319, LGLA 1311, SCWK 2307.

⁴ Students must obtain department approval in semester prior to enrollment.

Interpreter Preparation Program

Certificate

		Credit Hours
Prior to Acceptance & Enrollment in SLNG 2401		
ENGL 1301	English Composition I	3
SLNG 1404	American Sign Language–Beginning I	4
+ SLNG 1405	American Sign Language–Beginning II	4
+ SLNG 1444	American Sign Language–Intermediate I	4

		15
Semester I		
+ SLNG 1445	American Sign Language–Intermediate II	4
+ SLNG 2401	Interpreting I	4
PSYT 1303	Dynamics of Human Relations	3

		11
Semester II		
SLNG 1321	Introduction to the Interpreting Profession	3
+ SLNG 2402	Interpreting II	4
+ SLNG 2315	Interpreting in Educational Settings	3
+ SLNG 1391	Special Topics in Sign Language Interpreter–American Sign Language V	3

		13
Semester III		
SLNG 1317	Introduction to the Deaf Community	3
+ SLNG 2431	Interpreting III	4
	Restricted Elective ¹	3
+# SLNG 2488	Internship–Sign Language Interpreter ²	4

		14

TOTALS		53

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Restricted electives: HPRS 1206, CMSW 1323, DAAC 1319, SLNG 2311, SLNG 2392, +SCWK 2307, LGLA 1311.

² Student must obtain departmental approval in the semester prior to enrollment.

American Sign Language Studies

Certificate

		Credit Hours
Semester I		
SLNG 1404	American Sign Language–Beginning I	4

		4
Semester II		
+ SLNG 1405	American Sign Language–Beginning II	4
SLNG 1317	Introduction to the Deaf Community	3

		7

Semester III

+ SLNG 1444	American Sign Language–Intermediate I	4
+# SLNG 1445	American Sign Language–Intermediate II	4

		8

TOTALS **19**

+ Prerequisites: See Course Descriptions.

Capstone course

Therapeutic Recreation

Associate of Applied Science Degree

Therapeutic Recreation is a specialized area of Human Services. Students completing this degree will be prepared to apply recreation and experiential activities that assist in maintaining or improving the health status, functional capacities, and ultimately the quality of life for people with disabilities, chemical dependencies, offenders, the aged and others. Therapeutic Recreation has joined other adjunct therapies as a nationally recognized profession in the Allied Health and Human Services fields. Students completing the AAS degree may apply to the Consortium for Therapeutic Recreational Activities Certification as a Certified Therapeutic Recreation Assistant (TRA/TXC).

Semester I Credit Hours

ENGL 1301	English Composition I	3
PSYC 2301	Introduction to Psychology	3
PSYT 1303	Dynamics of Human Relations	3
SCWK 1321	Orientation to Social Services	3
RECT 1301	Introduction to Therapeutic Recreation	3

		15

Semester II

+ PSYC 2314	Human Growth and Development OR	3
SCWK 1301	Adolescent Life Cycle	
SCWK 1391	Special Topics in Social Work–Ethical Issues in Human Services	3
PSYT 2339	Counseling Theories	3
RECT 1341	Therapeutic Recreation Leadership I	3
PSYT 1345	Principles of Behavior Management and Modification	3

		15

Semester III

CMSW 1323	The Exceptional Person	3
RECT 1342	Therapeutic Recreation Leadership II	3
+ RECT 2431	Therapeutic Recreation Program Planning	4
SPCH 1311	Introduction to Speech Communication OR	3
SPCH 1315	Fundamentals of Public Speaking Restricted Elective ¹	3-4

		16-17

Semester IV

	Mathematics ²	3
+ SCWK 2486	Internship I ³	4
	Humanities/Fine Arts ⁴	3
	Restricted Elective ¹	6-7

		16-17

Semester V

+# SCWK 2487	Internship II ³	4

		4

TOTALS **66-68**

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from the following: BIOL 2401 (BIO 1714), DAAC 1319, +PSYT 1394, +SCWK 1305, +SCWK 2307, +SCWK 2331, SLNG 1404, +SLNG 1405, Kinesiology activities courses (selected activity sections), KINE 1108, KINE 1306, KINE 2155.

² Select from the following: MATH 1314, MATH 1332, or MATH 1342.

³ Student must obtain department approval in semester prior to enrollment.

⁴ Select from Humanities/Fine Arts section of the General Education Course list.

Therapeutic Recreation

Certificate

Students completing the certificate in therapeutic recreation with an extended internship are eligible for certification with the Consortium for Therapeutic Recreation Activities Certification as a Certified Therapeutic Recreation Assistant (TRA/TXC).

Semester I Credit Hours

PSYT 1303	Dynamics of Human Relations	3
PSYC 2301	Introduction to Psychology	3
RECT 1301	Introduction to Therapeutic Recreation	3
RECT 1341	Therapeutic Recreation Leadership I	3
+ PSYC 2314	Human Growth and Development OR	3
SCWK 1301	Adolescent Life Cycle	

		15

Semester II

+ RECT 2431	Therapeutic Recreation Program Planning	4
RECT 1342	Therapeutic Recreation Leadership II	3
PSYT 1345	Principles of Behavior Management and Modification	3
+ SCWK 2486	Internship I ¹	4

		14

Semester III

CMSW 1323	The Exceptional Person	3
+# SCWK 2487	Internship II ¹	4

		7

TOTALS **36**

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Student must obtain department approval in semester prior to enrollment.

International Business

Certificate

For more information, please see <http://www.austincc.edu/intlbus>

Semester I		Credit Hours
BUSI 1301	Introduction to Business ¹	6
MRKG 1311	Principles of Marketing ¹	
BMGT 1303	Principles of Management ¹	
BMGT 1341	Business Ethics	3
ACCT 2301	Principles of Financial Accounting ² OR	3-4
ACNT 1403	Introduction to Accounting I	
ENGL 1301	English Composition I ³ OR	3
+ POFT 1302	Business Communications I	
COSC 1301	Personal Computing OR	3
BCIS 1305	Business Computer Applications	
		18-19
Semester II		
IBUS 1305	Introduction to International Business and Trade	3
IBUS 1301	Principles of Imports-Exports I	3
IBUS 1302	Principles of Imports-Exports II	3
	Restricted Elective ⁴	3
	Restricted Elective ⁴	3
# IBUS 1391	Special Topics in International Business—Practice Firm OR	3
+# IBUS 1366	Practicum or Field Experience—International Business ⁵	
		18
TOTALS		36-37

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Students will take two of the three courses. BUSI 1301 is recommended for those without any business experience.

² Students should take ACCT 2301 if they intend to transfer to a 4-year institution.

³ Students should take ENGL 1301 if they intend to transfer to a 4-year institution.

⁴ IBUS Electives include: IBUS 1354, IBUS 2339, IBUS 2335, IBUS 2345.

⁵ Requires department chair approval.

JEWELRY

Jewelry

Associate of Applied Science Degree

This degree prepares the student for a career as a bench jewelry technician. It provides specialized focus on jewelry fabrication, stonemasonry, lost wax casting and repair. The coursework is designed to provide the student with skills necessary for a career in the jewelry industry. Graduates will be prepared to take the national certification test for Bench Jeweler Technician administered by the Jewelers of America, Inc.

Semester I		Credit Hours
HRGY 1401	Jewelry Techniques I	4
HRGY 1448	Jewelry Repair/Fabrication I	4
+ HRGY 1441	Stonemasonry I	4
ENGL 1301	English Composition I	3
ARTS 1303	Art History I	3
		18
Semester II		
+ HRGY 1402	Jewelry Techniques II	4
+ HRGY 1409	Jewelry Casting I	4
+ HRGY 1449	Jewelry Repair/Fabrication II	4
COSC 1301	Personal Computing	3
+ MATH 1333	Mathematics for Measurement	3
		18
Semester III		
+ HRGY 2435	Precious Metals I	4
+ HRGY 2433	Jewelry Casting II	4
+ HRGY 1442	Stonemasonry II	4
SPCH 1318	Interpersonal Communication	3
ARTS 1301	Introduction to The Visual Arts	3
		18
Semester IV		
+ HRGY 1417	Applied Jewelry Practices	4
	Social and Behavioral Science	3
+ HRGY 1491	Special Topics in Watch, Clock, and Jewelry Repairer—Industry Practices	4
+# HRGY 2436	Precious Metals II	4
		15
TOTALS		69

+ Prerequisites: See Course Descriptions.

Capstone course

Jewelry

Certificate

This certificate will provide the student with training in the skills used in the jewelry industry. The student will learn essential methods for the production and repair of jewelry. All of the courses can be applied towards the Associate of Applied Science degree in Jewelry.

Semester I	Credit Hours
HRGY 1401 Jewelry Techniques I	4
+ HRGY 1409 Jewelry Casting I	4

	8
Semester II	
+ HRGY 1441 Stonesetting I	4
# HRGY 1448 Jewelry Repair/Fabrication I	4

	8

TOTALS	16

+ Prerequisites: See Course Descriptions.

Capstone course

JOURNALISM

Journalism

Associate of Arts Degree

The Associate of Arts degree provides students with the first two years of Liberal Arts education with an emphasis on Journalism.

Semester I	Credit Hours
ENGL 1301 English Composition I	3
HIST 1301 United States History I	3
Foreign Language ¹	5
COMM1307 Introduction to Mass Communications	3
COSC 1300 Introduction to Computing OR	3
COSC 1301 Personal Computing	

	17
Semester II	
+ ENGL 1302 English Composition II	3
HIST 1302 United States History II	3
+ Foreign Language ¹	5
+ COMM2311 News Reporting I	3

	14
Semester III	
GOVT 2305 United States Government	3
+ Literature ²	3
+ Natural Science ³	3-4
+ COMM2305 Copy Editing	3
Oral Communication ⁴	3

	15-16
Semester IV	
GOVT 2306 Texas State and Local Government	3
+ Mathematics ³	3
+ Natural Science ³	3-4
Visual and Performing Arts ⁵	3
Social and Behavioral Science ⁶	3

	15-16

TOTALS	61-63

+ Prerequisites: See Course Descriptions.

¹ The foreign language hours must be in the same language.

² The literature course must be chosen from the following: ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342.

³ The Math/Natural Science requirement may be satisfied by any Math/ Natural Science course from the Core Curriculum.

⁴ The speech course must be chosen from SPCH 1311 or SPCH 1315.

⁵ Select from the Visual and Performing Arts section of the Core Curriculum Course list.

⁶ Select from the Other Social and Behavioral Sciences section of the Core Curriculum Course list.

Land Surveying Technology

LAND SURVEYING TECHNOLOGY

Land Surveying Technology/ Geomatics

Associate of Applied Science Degree

This program is designed to prepare the student for employment in surveying at a technician level and for certification by the Texas Board of Land Surveying as a Surveyor in Training. It is intended to provide enough general education and the supporting related academic work so that the student is prepared to advance through further application and study to registration as a Public Surveyor. Formerly Geomatics/Land Surveying Technology.

Semester I	Credit Hours
SRVY 1301 Introduction to Surveying	3
ENGL 1301 English Composition I	3
SRVY 2343 Surveying Legal Principles I	3
COSC 1301 Personal Computing	3
SPCH 1311 Introduction to Speech Communication	3

	15
Semester II	
+ ENGL 2311 Technical & Business Writing	3
+ MATH 1314 College Algebra	3
+ SRVY 1341 Land Surveying	3
+ SRVY 1345 Land Surveying Applications–Lab	3
DFTG 1405 Technical Drafting	4

	16
Semester III	
+ MATH 1316 Trigonometry	3
+ SRVY 2339 Engineering Design Surveying	3
+ SRVY 2341 Engineering Design Surveying Lab	3
GOVT 2306 Texas State and Local Government	3
DFTG 2430 Civil Drafting	4

	16
Semester IV	
+ SRVY 2344 Surveying Legal Principles II	3
+ GEOG 1410 Introduction to Geographic Information Systems ¹	4
+# SRVY 2486 Internship–Surveying	4
+ Humanities/Fine Arts ²	3
Unrestricted Elective	3

	17

TOTALS	64

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Substitutes for DFTG 2472.

² Select from Humanities/Fine Arts section of the General Education Course list.

Land Surveying Technology/ Geomatics

Certificate

Formerly Geomatics/Land Surveying Technology

Semester I	Credit Hours
+ MATH 1314 College Algebra	3
SRVY 1301 Introduction to Surveying	3
SRVY 2343 Surveying Legal Principles I	3
DFTG 1405 Technical Drafting	4

	13
Semester II	
+ SRVY 1341 Land Surveying	3
+ SRVY 1345 Land Surveying Applications–Lab	3

	6
Semester III	
+# SRVY 2339 Engineering Design Surveying	3
+ SRVY 2341 Engineering Design Surveying Lab	3
+ SRVY 2344 Surveying Legal Principles II	3
DFTG 2430 Civil Drafting	4

	13

TOTALS	32

+ Prerequisites: See Course Descriptions.

Capstone course

LEGAL ASSISTANT

Legal Assistant

Associate of Applied Science Degree

This degree program is designed to prepare the student to act effectively as a legal assistant (paralegal) in a law office, government agency, or other law-related environment.

Semester I		Credit Hours
+ LGLA 1313	Introduction to Paralegal Studies	3
ENGL 1301	English Composition I	3
GOVT 2305	United States Government	3
+	Mathematics ¹	3
+	Humanities/Fine Arts ²	3

		15
Semester II		Credit Hours
+ LGLA 1351	Contracts	3
+ LGLA 1303	Legal Research	3
GOVT 2306	Texas State and Local Government	3
+ LGLA 1305	Legal Writing	3
SPCH 1311	Introduction to Speech Communication	3

		15
Semester III		Credit Hours
+ LGLA 1346	Civil Litigation I	3
+ LGLA 1355	Family Law	3
+ LGLA 2309	Real Property	3
+ LGLA 1353	Wills, Trusts and Probate Administration	3
+ LGLA 2333	Advanced Legal Document Preparation	3
+	Natural Science ³	3

		18
Semester IV		Credit Hours
+ LGLA 1347	Civil Litigation II	3
+# LGLA 2388	Internship–Paralegal/Legal Assistant	3
+ LGLA 2331	Advanced Legal Research and Writing	3
	Restricted Elective ⁴	3
	Restricted Elective ⁴	3
	Restricted Elective ⁴	3

		18
TOTALS		66

+ Prerequisites: See Course Descriptions.

Capstone course

¹Select from the following: MATH 1314, MATH 1342, MATH 1332.

²Select from Humanities/Fine Arts section of the General Education Course list.

³Select from the following: PSC 1613, BIOL 1309, BIOL 2306.

⁴Select from the following restricted electives: LGLA 1311, LGLA 1317, LGLA 1341, LGLA 1343, LGLA 1349, LGLA 1391, LGLA 2303, LGLA 2305, LGLA 2313, LGLA 2335, LGLA 2337, LGLA 2339, LGLA 2388.

Legal Assistant

Advanced Technical Certificate

This certificate program is ONLY AVAILABLE TO STUDENTS WHO POSSESS A BACHELOR DEGREE from an accredited college or university. It is designed to prepare the student to act effectively as a legal assistant (paralegal) in a law office, government agency, or other law-related environment.

Semester I		Credit Hours
+ LGLA 1313	Introduction to Paralegal Studies	3
+ LGLA 1351	Contracts	3
+ LGLA 1303	Legal Research	3
+ LGLA 1346	Civil Litigation I	3

		12
Semester II		Credit Hours
+ LGLA 1347	Civil Litigation II	3
+ LGLA 1355	Family Law	3
+ LGLA 2309	Real Property	3
+ LGLA 2333	Advanced Legal Document Preparation	3

		12
Semester III		Credit Hours
+ LGLA 1353	Wills, Trusts and Probate Administration	3
+ LGLA 2331	Advanced Legal Research and Writing	3
+# LGLA 2388	Internship–Paralegal/Legal Assistant	3
	Restricted Elective	3

		12
TOTALS		36

+ Prerequisites: See Course Descriptions.

Capstone course

¹Restricted Electives: LGLA 1317, LGLA 1341, LGLA 1343, LGLA 1349, LGLA 1391, LGLA 2303, LGLA 2305, LGLA 2313, LGLA 2335, LGLA 2337, LGLA 2239, or LGLA 2388.

Management

MANAGEMENT

Management

Associate of Applied Science Degree

Management is a two-year college program that includes individual management courses and specialized courses appropriate to individual academic interest, current or future work activities, and/or possible transfer to other colleges or universities. It is strongly recommended that you contact ACC counselors and/or colleges or universities you may wish to transfer ACC courses to prior to taking these courses.

Two Management Certificate Programs are also offered. Graduates of the Management AAS may wish to pursue a four-year non-traditional occupational education degree (Bachelors of Applied Arts and Science, BAAS).

Students desiring to pursue a traditional, Bachelor of Business Administration degree, may want to take some Management courses, but should be enrolled under the Associate of Science in Business Administration degree plan. Applicants for admission to the program must fulfill the general requirements for admission to Austin Community College. For more information see a Management advisor.

Semester I	Credit Hours
BUSI 1301 Introduction to Business	3
ENGL 1301 English Composition I	3
+ Mathematics ¹	3
ECON 2302 Principles of Microeconomics OR	3
ECON 2301 Principles of Macroeconomics	
MRKG 1311 Principles of Marketing	3

	15
Semester II	
BMGT 1303 Principles of Management	3
COSC 1301 Personal Computing	3
+ Humanities/Fine Arts ²	3
SPCH 1315 Fundamentals of Public Speaking	3
HRPO 2307 Organizational Behavior	3

	15
Semester III	
ACCT 2301 Principles of Financial Accounting	3
HRPO 2301 Human Resource Management	3
BUSI 1307 Personal Finance OR	3
BUSG 1345 Business Finance	
BUSI 2301 Business Law I OR	3
BUSI 2302 Business Law II	
+ Management Elective ³	3

	15
Semester IV	
+ ACCT 2302 Principles of Managerial Accounting	3
BMGT 1341 Business Ethics	3
+ Management Elective ³	3
+ Management Capstone ⁴	3
+ ENGL 2311 Technical & Business Writing	3

	15

TOTALS	60

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Required Math courses include MATH 1425, MATH 1314, MATH 1324, or MATH 1342.

² Select from Humanities/Fine Arts section of the General Education Course list.

³ Management electives include courses from the listing of management courses in this catalog.

⁴ Capstone electives include HRPO 2307, BMGT 2309, and BMGT 2389.

Administrative Management

Certificate

This program is designed to enhance career potential and skill development in the management area.

BUSI 1301 Introduction to Business	3
# BMGT 1341 Business Ethics	3
ACCT 2301 Principles of Financial Accounting	3
MRKG 1311 Principles of Marketing	3
COSC 1301 Personal Computing	3
BMGT 1303 Principles of Management	3

	18

TOTALS	18

Capstone course

Management Specialties Leadership

Certificate

Semester I	Credit Hours
BMGT 1303 Principles of Management OR	3
BMGT 1301 Supervision	
HRPO 2301 Human Resource Management	3
BMGT 1341 Business Ethics	3
HRPO 2307 Organizational Behavior	3
+# BMGT 2309 Leadership	3

	15

TOTALS	15

+ Prerequisites: See Course Descriptions.

Capstone course

Small Business Management

Basic Skills Certificate

Semester I	Credit Hours
BUSI 1301 Introduction to Business	3
MRKG 1311 Principles of Marketing	3
BUSI 2301 Business Law I ¹ OR	3
BUSI 2302 Business Law II ¹	
ACCT 2301 Principles of Financial Accounting OR	3
ACNT 1303 Introduction to Accounting I– Non-Business Majors	
BUSG 1345 Business Finance OR	3
BUSG 1341 Small Business Financing OR	
BUSI 1307 Personal Finance	
# BUSG 2309 Small Business Management	3

	18

TOTALS	18

Capstone course

¹ Commercial Music Management majors may substitute MUSB 1301 for Business Law I or II.

MARKETING

Fashion Merchandising

Associate of Applied Science Degree

The Fashion Merchandising curriculum provides students with an understanding of how the fashion industry operates. It prepares them for a career in buying and selling, entry-level management, display and sales promotion activities.

Semester I	Credit Hours
ENGL 1301 English Composition I	3
+ Humanities/Fine Arts	3
BMGT 1303 Principles of Management	3
ECON 2301 Principles of Macroeconomics	3
COSC 1300 Introduction to Computing OR	3
COSC 1301 Personal Computing	
MRKG 1311 Principles of Marketing	3

	18

Semester II	Credit Hours
SPCH 1315 Fundamentals of Public Speaking	3
MRKG 2371 Consumer Behavior	3
BMGT 1302 Principles of Retailing	3
BUSI 1311 Principles of Salesmanship	3
COMM2327 Principles of Advertising	3
+ Mathematics ¹	3

	18

Semester III

FSHD 1302 Introduction to Fashion	3
FSHN 1342 Visual Merchandising	3
FSHN 1301 Textiles	3
Fashion or Marketing Elective	3
Fashion or Marketing Elective	3

	15

Semester IV

FSHN 2303 Fashion Buying OR	3
BMGT 1347 Retail Buying	
Fashion or Marketing Elective	3
Unrestricted Elective	3
+ # FSHN 2388 Internship–Fashion Merchandising	3

	12

TOTALS

63

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from the following: MATH 1342, MATH 1324, MATH elective.

Fashion Merchandising

Basic Skills Certificate

This certificate program is designed to meet the needs of individuals in the community who desire skills and knowledge in marketing. All of the courses will aid these employees of all industries that are involved in all functions of marketing by allowing them to better understand how these marketing functions can affect the marketing process and how they are interrelated. All courses may be applied towards the Marketing Associates Degree program if the student at a later time desires to pursue an associates degree.

Semester I	Credit Hours
FSHD 1302 Introduction to Fashion	3
FSHN 1342 Visual Merchandising	3
FSHN 2301 Fashion Promotion	3
FSHN 2303 Fashion Buying OR	3
BMGT 1347 Retail Buying	
+ # FSHN 2388 Internship–Fashion Merchandising	3
BMGT 1302 Principles of Retailing	3

	18

TOTALS	18

+ Prerequisites: See Course Descriptions.

Capstone course

Marketing

Marketing Associate of Applied Science Degree

This is a two-year course of study that will provide detail knowledge and skills in the various functions of marketing and marketing management. The skills and knowledge will prepare the student to enter the work force and have the competencies and obtain mastery in the field of marketing. Course work includes both general marketing courses to establish a foundation of study and specialized courses that will allow the student to meet their individual career objectives. A graduate of this 2-year program has the option of continuing his or her education and pursuing a 4-year non-traditional occupational education degree (Bachelors of Applied Arts & Science) offered by a number of state universities.

Semester I		Credit Hours
	ENGL 1301 English Composition I	3
+	Humanities/Fine Arts	3
	BMGT 1303 Principles of Management	3
	ECON 2301 Principles of Macroeconomics	3
	COSC 1300 Introduction to Computing OR	3
	COSC 1301 Personal Computing	
	MRKG 1311 Principles of Marketing	3
	-----	18
Semester II		
	SPCH 1315 Fundamentals of Public Speaking	3
	MRKG 2371 Consumer Behavior	3
	BMGT 1302 Principles of Retailing	3
	BUSI 1311 Principles of Salesmanship	3
	ACCT 2301 Principles of Financial Accounting	3
+	Mathematics ¹	3
	-----	18
Semester III		
	COMM2327 Principles of Advertising	3
	ECON 2302 Principles of Microeconomics	3
+	ACCT 2302 Principles of Managerial Accounting	3
	BUSI 1307 Personal Finance	3
	PRCD 1311 Public Relations	3
	-----	15
Semester IV		
	BUSG 1345 Business Finance	3
	BMGT 1348 Marketing Research and Strategies	3
	Marketing Elective	3
+#	MRKG 2388 Internship–Business Marketing and	
	Marketing Management OR	3
#	Marketing Elective	
	-----	12
	-----	63

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from the following: MATH 1342, MATH 1324, MATH elective.

Marketing Certificate

This certificate program is designed to meet the needs of the individuals in the community who desire skills and knowledge in marketing. All of the courses will aid these employees of all industries that are involved in all functions of marketing by allowing them to better understand how these marketing functions can affect the marketing process and how they are interrelated. All courses may be applied towards the Marketing Associates Degree program if the student at a later time desires to pursue an associates degree.

Semester I		Credit Hours
	MRKG 1311 Principles of Marketing	3
	BUSI 1311 Principles of Salesmanship	3
#	COMM2327 Principles of Advertising	3
	BMGT 1302 Principles of Retailing	3
	PRCD 1311 Public Relations	3
	Marketing Elective	3
	-----	18
	TOTALS	18

Capstone course

Marketing Enhanced Skills Certificate

This certificate program is designed to acknowledge the attainment of advanced skills in Marketing. All courses may be applied towards the Marketing Associate Degree program if the student desires to pursue an associate degree.

Semester I		Credit Hours
	BMGT 1347 Retail Buying OR	3
	FSHN 2303 Fashion Buying	
	BMGT 1348 Marketing Research and Strategies	3
+	MRKG 2375 Advanced Advertising Campaigns	3
#	MRKG 1391 Special Topics in Business Marketing	
	and Marketing Management	3
	-----	12
	TOTALS	12

+ Prerequisites: See Course Descriptions.

Capstone course

MATHEMATICS

Mathematics

Associate of Science Degree

The Associate of Science degree in mathematics provides students with the general education and mathematics courses normally taken in the first two years of a mathematics program at a four-year college or university and provides the flexibility for students desiring only an associate degree to specialize the program to individual interests. To receive an Associate of Science degree in Mathematics, the student must (a) make a minimum grade of C in all required mathematics and science courses, and (b) have an overall GPA of 2.0 or greater

Semester I		Credit Hours
	ENGL 1301 English Composition I	3
	HIST 1301 United States History I ¹	3
+	MATH 2413 Calculus I ²	4
+	Natural Science ³	4

		14
Semester II		
+	ENGL 1302 English Composition II	3
	HIST 1302 United States History II	3
+	MATH 2414 Calculus II	4
+	Natural Science ³	4

		14
Semester III		
+	Humanities ⁴	4
	GOVT 2305 United States Government	3
	Core Curriculum Elective ⁵	3
+	MATH 2415 Calculus III	4
	Restricted Elective ⁶	3

		17
Semester IV		
	Oral Communication ⁷	3
	Core Curriculum Elective ⁵	3
	GOVT 2306 Texas State and Local Government	3
	Restricted Elective ⁶	3
	Core Curriculum Elective ⁵	3

		15

TOTALS		60

+ Prerequisites: See Course Descriptions.

¹ Any other US History I course in the Core Curriculum may be substituted for HIST 1301.

² Students should consult with a full-time mathematics instructor to determine if it is necessary to take one or more mathematics courses (like MATD 0390 or MATH 1314, MATH 1316, or MATH 2412) before taking calculus.

³ Select from the Natural Science section of the Core Curriculum Course list. The science courses should include at least two in one discipline. At least 8 hours of science must be included, which may be two or three courses, depending on the discipline. Students planning to major in mathematics at a four-year college or university should take 8 hours of engineering physics.

⁴ Select from Humanities section of the Core Curriculum Course list.

⁵ Select one course from Visual and Performing Arts section, one course from Other Social and Behavioral Science section, and an additional course from Humanities section of the Core Curriculum Course list. Also, most four-year degree plans in mathematics require some foreign language courses which students are encouraged to take in the first two years.

⁶ Restricted electives must be chosen from among the following courses: MATH 1342, MATH 2318, MATH 2420, MTH 2254, PHYS 2425, PHYS 2426, or COSC 1315 or another specialized programming language.

⁷ Select a Speech course from the Communications section of the Core Curriculum Course list.

MEDICAL CODING

Medical Coding Specialist

Certificate

The Medical Coding program balances knowledge of medical science, technical skills, and practical experience with assessment and evaluation by instructors. Medical coding specialists organize and evaluate patients' records for completeness and accuracy. They ensure that all forms are present and properly identified and signed. Sometimes, they talk to physicians or others to clarify diagnoses or get additional information. Technicians may then use a software program to assign the patient to one of several hundred "diagnosis-related groups," which determine the amount of health insurance reimbursement. Medical coding specialists work in hospitals, clinics, physicians' offices, health maintenance organizations, mental health care facilities, nursing homes, and insurance companies. You must satisfactorily complete prerequisite classes before enrolling in any Health Sciences program. Health Sciences program enrollment is limited, so you must apply for admission. You can learn more about Health Sciences prerequisites, admission procedures, and deadlines by registering for a Career Advising and Planning Session (CAPS) through the Health Sciences Information and Admissions Office, (512) 223-6104.

Semester I		Credit Hours
	HITT 1305 Medical Terminology	3
+	HITT 1301 Health Data Content and Structure	3
	HITT 1253 Legal & Ethical Aspects of Health Information	2
+	MDCA 1409 Anatomy & Physiology for Medical Assistants	4

		12
Semester II		
+	HPRS 2301 Pathophysiology	3
+	HITT 1441 Coding and Classification Systems	4
+	HITT 1270 Insurance Coding	2
	HPRS 2200 Pharmacology for Health Professions	2

		11
Semester II		
+	HITT 2435 Coding and Reimbursement Methodologies	4
+#	HITT 2266 Coding Practicum	2

		6

TOTALS		29

+ Prerequisites: See Course Descriptions.

Capstone course

Medical Laboratory Technology

MEDICAL LABORATORY TECHNOLOGY

Medical Laboratory Technology

Associate of Applied Science Degree

The Medical Laboratory Technology Program prepares students to function as Clinical Laboratory Technicians or Medical Laboratory Technicians in a wide variety of settings from physician office laboratories to modern tertiary care hospitals through classroom study and supervised clinical experience. The curriculum includes study of the formed elements of blood, coagulation mechanisms, analysis of body fluids, blood typing and cross-matching, techniques of sterilization and disinfection, bacterial descriptions and classifications, characteristics of pathogenic fungi and parasites, clinical chemistry analysis, and other aspects of medical laboratory technology. Upon successful completion of the prescribed curriculum, the student is eligible to take an examination for national certification. **The program is nationally accredited through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mawr, Suite 670, Chicago, IL, 60631: (773) 714-8880. ADMISSION TO THE COLLEGE DOES NOT GUARANTEE ADMISSION TO THE MEDICAL LABORATORY TECHNOLOGY PROGRAM. ADMISSION CRITERIA HAVE BEEN ESTABLISHED AND ENROLLMENT IS LIMITED.**

Students accepted into the program are required to have a physical examination, provide documentation of immunizations, and must verify tuberculosis status.

Prerequisites	Credit Hours
+ BIOL 1406 Cellular and Molecular Biology	4
+ CHEM 1405 Introduction to Chemistry	4

	8

Fall Semester (First Year)

MLAB 1201 Introduction to Clinical Laboratory Science	2
+ MLAB 1315 Hematology	3
+ MLAB 1227 Coagulation	2
MLAB 1235 Immunology/Serology	2
Oral Communication ¹	3
+ Mathematics ²	3

	15

Spring Semester (First Year)

MLAB 1211 Urinalysis/Body Fluids	2
+ MLAB 2431 Immunohematology	4
MLAB 1331 Parasitology/Mycology	3
+ BIOL 2421 Microbiology	4

	13

Summer Semester (First Year)

+ MLAB 2434 Clinical Microbiology	4
+ MLAB 2360 Clinical I	3

	7

Fall Semester (Second Year)

+ Humanities/Fine Arts ³	3
+ MLAB 2401 Clinical Chemistry	4
+ MLAB 2361 Clinical II	3
+ BIOL 2304 Human Anatomy Lecture	3
+ BIOL 2101 Human Anatomy Lab	1

	14

Spring Semester (Second Year)

+ MLAB 2362 Clinical III	3
PSYC 2301 Introduction to Psychology	3
COSC 1301 Personal Computing	3
ENGL 1301 English Composition I	3

	12

TOTALS

69

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from Oral Communication section of the General Education Course list.

² Select from the following: MATH 1314, MATH 1332, MATH 1342, MATH 1335, or acceptable equivalent.

³ Select from Humanities/Fine Arts section of the General Education Course list. PHIL 2306 is recommended.

Optional Courses

+ PLAB 1223 Phlebotomy	2
+ PLAB 1166 Phlebotomy Practicum	1
+ MLAB 1167 Medical Laboratory Assistant Practicum I	

	4

	4

TOTALS

4

+ Prerequisites: See Course Descriptions.

Meeting and Events Planning

MEETING AND EVENTS PLANNING

Meeting Management & Events Specialization

Associate of Applied Science Degree

Semester I	Credit Hours
HAMG 1321 Introduction to Hospitality Industry	3
IFWA 1217 Food Production and Planning (Math)	2
FDNS 1301 Introduction to Foods	3
IFWA 1213 Sanitation and Safety	2
ENGL 1301 English Composition I	3
+ MATH 1332 College Mathematics	3
	16
Semester II	
HAMG 1313 Front Office Procedures	3
HAMG 2332 Hospitality Financial Management	3
RSTO 1304 Dining Room Service	3
HAMG 1219 Computers in Hospitality	2
Restricted Elective ¹	3
TRVM 1327 Hospitality and Special Events OR	3
TRVM 2301 Introduction to Convention/Meeting Management	3
	17
Semester III	
+ CULA 1341 American Regional Cuisine	3
Oral Communication ²	3
Social and Behavioral Science ³	3
HAMG 1324 Hospitality Human Resources Management	3
Restricted Elective ¹	3
	15
Semester IV	
+# HAMG 2389 Internship–Hospitality Administration and Management	3
HAMG 2305 Hospitality Management and Leadership	3
Restricted Elective ¹	3
Restricted Elective ¹	3
+ Humanities/Fine Arts ³	3
	15
TOTALS	63

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select courses from the following areas: HAMG, CULA, TRVM.

² Select from Oral Communications section of the General Education Course list.

³ This includes a Visual and Performing Arts course, an additional Humanities course, and an additional Social and Behavioral Science course. Consult the catalog core curriculum for a list of acceptable courses.

Meeting Planning

Certificate

Semester I	Credit Hours
TRVM 2301 Introduction to Convention/Meeting Management	3
HAMG 2330 Convention and Group Management Services	3
TRVM 1325 Exposition and Trade Show Management	3
TRVM 1327 Hospitality and Special Events	3
	12
Semester II	
+ TRVM 2331 Convention and Exposition Law and Ethics	3
+ TRVM 2333 Applied Convention/Meeting Management	3
+# TRVM 2366 Practicum or Field Experience–Travel and Tourism	1
HAMG 2305 Hospitality Management and Leadership	3
	10
TOTALS	22

+ Prerequisites: See Course Descriptions.

Capstone course

MUSIC

Music

Associate of Arts Degree

(See Commercial Music Management degree plan, also.)
Students may choose to substitute 3-4 hours of Music courses for the additional hours required to satisfy the Natural Sciences requirement of the Core Curriculum. Please see an advisor in the Music department for the appropriate substitutions.

Semester I		Credit Hours
	ENGL 1301 English Composition I	3
	HIST 1301 United States History I	3
+	Mathematics ¹	3
+	MUSI 1311 Music Theory I	3
+	MUSI 1116 Sight-Singing and Ear Training I	1
	MUSI 1181 Piano Class I	1
	Ensemble	1
+	MUAP 1201 Applied-Strings	2
	Oral Communication ²	3

		20
Semester II		
+	ENGL 1302 English Composition II	3
	HIST 1302 United States History II	3
+	Natural Science ³	3-4
+	MUSI 1312 Music Theory II	3
+	MUSI 1117 Sight-Singing and Ear Training II	1
+	MUAP 1201 Applied-Strings	2
+	MUSI 1182 Piano Class II	1
	Ensemble	1

		17-18
Semester III		
	GOVT 2305 United States Government	3
+	Foreign Language ⁴	5
+	MUSI 2311 Music Theory III	3
	MUSI 1308 Music Literature I	3
+	MUSI 2116 Sight-Singing and Ear Training III	1
+	MUAP 1201 Applied-Strings	2
	Ensemble	1

		18
Semester IV		
	GOVT 2306 Texas State and Local Government	3
+	Foreign Language ⁴	5
+	MUSI 2312 Music Theory IV	3
	MUSI 1309 Music Literature II	3
+	MUSI 2118 Sight-Singing and Ear Training IV	1
+	MUAP 1201 Applied-Strings	2
	Ensemble	1
	Unrestricted Elective	3

		21

TOTALS		76-77

+ Prerequisites: See Course Descriptions.

¹ The course for the Math requirement may be chosen from the following: MATH 1332, MATH 1342, MATH 1324, or MATH 1314 (depending on math requirements of the four-year institution to which the student will be

transferring). Students should first consult with a mathematics advisor.

² Student may take SPCH 1311, SPCH 1315, SPCH 1318, or ENGL 1311. Students are encouraged to satisfy the Speech requirement of the Core Curriculum.

³ The course for the Natural Science requirement may be chosen from the following: PHYS 1311, PHYS 1312, BIOL 1406, CHEM 1405, GEOL 1305, ENVR 1301, PSC 1613, PHYS 1401.

⁴ Foreign language hours must be in the same language.

⁵ Select from Social and Behavioral Science section of the Core Curriculum Course list.

NURSING

(Licensed Vocational Nursing)

The Vocational Nursing Program is a certificate program, offering college credit, which includes classroom, laboratory, and clinical learning experiences. The program is designed to prepare the graduate to provide nursing care in structured health care settings for clients of all ages who have well defined health problems with predictable outcomes. Emphasis is placed on the ability to make sound judgments based on critical thinking skills, the knowledge of scientific principles and the ability to utilize technical skills in a variety of settings. Graduates are eligible to apply to take the National licensure examination to become a Licensed Vocational Nurse (LVN). The Board of Vocational Nurse Examiners determines eligibility for licensure. Applicants for licensure must provide necessary information regarding any drug, alcohol, psychiatric and/or conviction history for determination of licensure eligibility. The program is approved by the Texas Board of Vocational Nurse Examiners (333 Guadalupe Street Suite 3-400, Austin, TX 78701; telephone (512) 305-8100 and accredited by the National League for Nursing Accrediting Commission (61 Broadway, New York, NY 10006; telephone (212) 363-5555 ext.153).

Admission criteria have been established and enrollment is limited. Admission to the College does not guarantee admission to the Vocational Nursing Program. All courses must be taken in the following sequence. Students must consult with the Vocational Nursing Department Chair and be accepted into the program prior to enrolling for any VNSG course. Admission criteria may be obtained from the Vocational Nursing Office. CPR (Cardiopulmonary Resuscitation) for Healthcare Providers certification must be acquired prior to enrollment and maintained through the Vocational Nursing Program. Students accepted into the program are required to have a physical examination by their own private physician, provide documentation of immunizations, and must verify annual tuberculosis status.

Completion of BIOL 2401, BIOL 2402, HPRS 1206, HPRS 2300 and semester I VNSG courses required prior to enrollment in semester II.

Nursing (Professional)

Nursing (Vocational) Certificate

Prerequisites	Credit Hours
BIOL 2401 Anatomy & Physiology I ¹ OR	4
+ BIOL 2402 Anatomy and Physiology II ¹	
HPRS 1206 Medical Terminology ² OR	2-3
+ HPRS 2300 Pharmacology for Health Professions ^{1/2}	

	6-7
Semester I	
+ VNSG 1423 Basic Nursing Skills	4
+ VNSG 1304 Foundations of Nursing	3
+ VNSG 1400 Nursing in Health and Illness I	4
+ VNSG 1115 Disease Control and Prevention	1
+ VNSG 1160 Introductory Clinical for Vocational Nursing	1
HPRS 1206 Medical Terminology ² OR	2-3
+ HPRS 2300 Pharmacology for Health Professions ²	

	15-16
Semester II	
+ VNSG 1509 Nursing in Health and Illness II	5
+ VNSG 2331 Advanced Nursing Skills	3
+ VNSG 1461 Intermediate Clinical for Vocational Nursing	4

	12
Semester III	
+ VNSG 1510 Nursing in Health and Illness III	5
+ VNSG 2462 Advanced Clinical for Vocational Nursing	4

	9
Semester IV	
+ VNSG 1230 Maternal-Neonatal Nursing	2
+ VNSG 1234 Pediatrics	2
+# VNSG 2463 Maternal-Child and Leadership Clinical Vocational Nursing	4
+# VNSG 1219 Professional Development	2

	10

TOTALS	52-54

+ Prerequisites: See Course Descriptions.

Capstone course

¹ BIOL 2401 (or BIOL 2402) and HPRS 2300 must be current within the last five years.

² Students must complete both HPRS 1206 and HPRS 2300. Priority admission will be given to students who have completed all 3 prerequisites prior to admission to the nursing program.

Nursing

(Professional)

NURSING MOBILITY TRACK Associate of Applied Science Degree

The Associate Degree Nursing Program Mobility Track is a separate plan of study that includes classroom, laboratory, and clinical learning experiences for Licensed Vocational Nurses and Paramedics with current experience. Applicants must meet all entry requirements and must be licensed vocational nurses or paramedics in good standing in the state of Texas. All courses within the degree plan must be completed with a minimum grade of "C." Additional admission requirements may be obtained from the Associate Degree Nursing Program office. Upon successful completion of the Mobility Track, the graduate will be eligible to apply for licensure by examination to become a Registered Nurse. The Board of Nurse Examiners for the State of Texas determines eligibility for licensure. Applicants for licensure must provide necessary information regarding drug, alcohol, or conviction history for determination of licensure eligibility.

Prerequisites	Credit Hours
BIOL 2401 Anatomy & Physiology I ¹	4
BIOL 2420 Introduction to Microbiology ²	4
+ Mathematics ³	3
PSYC 2301 Introduction to Psychology	3
+ BIOL 2402 Anatomy and Physiology II	4
+ HPRS 2300 Pharmacology for Health Professions	3
+ PSYC 2314 Human Growth and Development	3
Oral Communication ⁴	3
Humanities/Fine Arts	3

	30
Semester I	
+ RNSG 1140 Nursing Skills for Articulating Students	1
+ RNSG 1170 Nursing Process for Articulating Students	1
+ RNSG 1517 Concepts of Nursing Practice I for Articulating Students	5
+ RNSG 1263 Nursing Practice I Clinical	2

	9
Semester II	
+ RNSG 1542 Concepts of Nursing Practice II for Articulating Students	5
+ RNSG 1463 Nursing Practice II Clinical for Articulating Students	4
ENGL 1301 English Composition I	3

	12
Semester III	
+ RNSG 2402 Concepts of Nursing Practice III for Articulating Students	4
+ RNSG 2263 Nursing Practice III Clinical for Articulating Students	2
Unrestricted Elective	3

	9

TOTALS	60

Nursing (Professional)

+ Prerequisites: See Course Descriptions.

¹ These courses must be current within the last 5 years.

² Select from the following: MATH 1314, MATH 1332, MATH 1342 or higher level math course.

³ Select from Oral Communications section of the General Education Course List.

⁴ Select from Humanities/Fine Arts section of the General Education Course List.

Nursing Traditional Track

Associate of Applied Science Degree

The Associate Degree Nursing Program Traditional Track is a two-year course of study that includes classroom, laboratory, and clinical learning experiences. Upon successful completion of the program, the graduate will be eligible to apply to take the national licensure examination to become a registered nurse (R.N.). The Board of Nurse Examiners for the State of Texas determines eligibility for licensure. Applicants for licensure must provide necessary information regarding drug, alcohol, or conviction history for determination of licensure eligibility. Registered nurses prepared at the associate degree level possess a high degree of technical nursing skills and apply scientific principles to all nursing care. Graduates of an associate degree-nursing program may continue their education for two or more years at a four-year college to earn a bachelor's degree. **ADMISSION TO THE COLLEGE DOES NOT GUARANTEE ADMISSION TO THE ASSOCIATE DEGREE NURSING PROGRAM.** All courses must be completed with a minimum grade of "C." Students may choose to complete any of the corequisite general education courses prior to enrolling in the nursing courses. Students must be accepted into the program prior to enrolling for any RNSG course. Admission criteria may be obtained from the Associate Degree Nursing Program office. CPR (Cardiopulmonary Resuscitation) training must be completed prior to enrollment and maintained throughout the Associate Degree Nursing Program. The Associate Degree Nursing Program is fully accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY, 10006; (212) 363-5555 Ext.153. Students accepted into the program are required to have a physical examination, provide documentation of immunizations, and must verify annual tuberculosis status.

Prerequisites	Credit Hours
BIOL 2401 Anatomy & Physiology I	4
BIOL 2420 Introduction to Microbiology	4
+ Mathematics ¹	3
+ BIOL 2402 Anatomy and Physiology II	4
+ HPRS 2300 Pharmacology for Health Professions	3
+ RNSG 1105 Nursing Skills I	1

19

Semester I

+ RNSG 1209	Introduction to Nursing	2
+ RNSG 1144	Nursing Skills II	1
+ RNSG 1260	Clinical I - Nursing	2
+ RNSG 1441	Common Concepts of Adult Health	4
PSYC 2301	Introduction to Psychology	3

12

Semester II

+ RNSG 1443	Complex Concepts of Adult Health	4
+ RNSG 1362	Clinical II - Nursing	3
+ RNSG 1210	Introduction to Community-Based Nursing	2
+ PSYC 2314	Human Growth and Development	3
	Oral Communication ²	3

15

Semester III

+ RNSG 1412	Nursing Care of the Childbearing/Childrearing Family	4
+ RNSG 1262	Childbearing/Childrearing Family Clinical	2
+ RNSG 2213	Mental Health Nursing	2
+ RNSG 2160	Mental Health Clinical	1
ENGL 1301	English Composition I	3

12

Semester IV

+ RNSG 2361	Clinical III - Nursing	3
+ RNSG 2221	Management of Client Care	2
+ RNSG 2161	Management Clinical	1
+	Humanities/Fine Arts ³	3
+ RNSG 2331	Advanced Concepts of Adult Health	3

12

TOTALS

70

+ Prerequisites: See Course Descriptions.

¹ May also choose from the following: MATH 1342, MATH 1314 or higher level math course.

² Select from Oral Communications section of the General Education Course List.

³ Select from Humanities/Fine Arts section of the General Education Course List.

Occupational Therapy Assistant

OCCUPATIONAL THERAPY ASSISTANT

Occupational Therapy Assistant

Associate of Applied Science Degree

Occupational Therapy helps patients of all ages with physical, emotional, social, and developmental disabilities. Activities used in treatment include, but are not limited to, creative arts such as painting; manual arts such as sewing or leather work; and daily living skills such as combing hair, brushing teeth, and dressing. Occupational therapy assistants and the registered occupational therapist work as a team to plan and carry out programs, observe patients, make progress reports, and order and prepare equipment. Opportunities for rewarding employment are found in hospitals, rehabilitation centers, public health agencies, special schools, mental health facilities, private practice settings, and nursing homes. This course of study has been accredited by the Accreditation Council for Occupational Therapy Education (ACOTE, AOTA P.O. Box 31220, Bethesda, MD 20824-1220; 301-652-2682). State licensure is presently required in Texas for occupational therapy assistants by the Texas Board of Occupational Therapy Examiners (TBOTE, 333 Guadalupe Suite 2-510, Austin TX 78701-3942; 512-305-6951). Graduates are eligible for national certification as an occupational therapy assistant (COTA), by the National Board for Certification in Occupational Therapy, Inc. (NBCOT, 800 S. Frederick Ave. Suite 200, Gaithersburg, MD 20877-4150; 301-990-7979) following completion of their certification examination for Occupational Therapy Assistants. Applicants for the certification examination and licensure must provide necessary information regarding drug, alcohol, or conviction history for determination of licensure eligibility. **ADMISSION TO THE COLLEGE DOES NOT GUARANTEE ADMISSION TO THE O.T.A. PROGRAM.** Admission criteria may be obtained from the Occupational Therapy Assistant office or by visiting the Program web site at <http://www2.austin.cc.tx.us/ota> Students accepted into the program are required to have a physical examination, provide documentation of immunizations, and verify annual tuberculosis status.

Credit Hours

Prior To Acceptance & Enrollment in OTHA 1305		
ENGL 1301	English Composition I	3
PSYC 2301	Introduction to Psychology	3
BIOL 2401	Anatomy & Physiology I	4
+ MATH 1333	Mathematics for Measurement	3

		13

Fall Semester

+ OTHA 1305	Principles of Occupational Therapy	3
OTHA 1409	Human Structure and Function in Occupational Therapy	4
	Oral Communication ¹	3
+ PSYC 2314	Human Growth and Development	3
HPRS 1106	Medical Terminology PCM	1

		14

Spring Semester

+ OTHA 2301	Pathophysiology in Occupational Therapy	3
+ OTHA 1315	Therapeutic Media I in Occupational Therapy	3
+ OTHA 1319	Therapeutic Modalities I in Occupational Therapy	3
+ OTHA 1162	Pediatric Level 1 Clinical	1
OTHA 1341	Life Skills Performance of Childhood in Occupational Therapy	3

		13

Summer Semester

OTHA 2204	Neurology In Occupational Therapy	2
+ OTHA 2302	Therapeutic Media II in Occupational Therapy	3
+	Humanities/Fine Arts ²	3

		8

Fall Semester

+ OTHA 2311	Abnormal Psychology in Occupational Therapy	3
+ OTHA 2331	Physical Function in Occupational Therapy	3
+ OTHA 2305	Therapeutic Modalities II in Occupational Therapy	3
+ OTHA 2309	Mental Health in Occupational Therapy	3
+ OTHA 1161	Clinical–Occupational Therapy Assistant	1

		13

Spring Semester

OTHA 1253	Life Span for Geriatrics	2
+ OTHA 2266	Level 2 Practicum	2
+ OTHA 2235	Health Care Management in Occupational Design	2

		6

Summer Semester

+ OTHA 2330	Workplace Skills for the Occupational Therapy Assistant	3
OTHA 2266	Level 2 Practicum	2

		5

TOTALS

72

+ Prerequisites: See Course Descriptions.

¹ Select from Oral Communications section of the General Education Course list.

² Select from Humanities/Fine Arts section of the General Education Course list.

Office Administration

OFFICE ADMINISTRATION

The Office Administration curriculum provides students with increased knowledge of specialized areas of office procedures and techniques. The specialized curricula prepare students with marketable skills to meet their individual requirements, current demands, and future needs of the business world. POFT 1329 or 35 words per minute keyboarding speed is a prerequisite for all Office Administration one-year certificates and AAS degrees.

Administrative Assistant

Associate of Applied Science Degree

This program prepares the student to carry out administrative and general office functions required in assistant or executive assistant positions. The student will learn to coordinate, expedite, and facilitate office operations by implementing specific use of selected word processing, spreadsheet, and database software. One semester of internship allows for practical application of marketable skills.

Semester I		Credit Hours
+ POFT 2301	Document Formatting and Skillbuilding: MS Word™ II	3
ENGL 1301	English Composition I	3
+ POFT 1302	Business Communications I	3
+ POFT 1309	Administrative Office Procedures I	3
SPCH 1318	Interpersonal Communication	3
		15

Semester II		Credit Hours
+ MATH 1332	College Mathematics	3
+ POFT 2312	Business Communications II	3
ACNT 1403	Introduction to Accounting I	4
+ POFT 2331	Administrative Systems: Office Management	3
+ POFT 1321	Business Math	3
+ POFT 1231	Business Machine Applications–Data Entry	2
		18

Semester III		Credit Hours
GOVT 2306	Texas State and Local Government	3
PHIL 2303	Logic OR	3
PHIL 2306	Ethics	3
+ ITSW 1310	Presentation Media Software–PowerPoint™	3
+ POFI 1449	Spreadsheets–Excel™	4
+ ITNW 1337	Introduction to the Internet	3
+ POFI 1371	Access™	3
		19

Semester IV		Credit Hours
+ POFT 2321	Machine Transcription I	3
+ POFT 2203	Speed and Accuracy Building	2
+ POFT 1449	Administrative Office Procedures II	4
+ ITSC 2331	Integrated Software Applications III	3
+# POFT 2386	Internship–Administrative Assistant/Secretarial Science, General	3
		15

TOTALS **67**

+ Prerequisites: See Course Descriptions.
Capstone course

Administrative Assistant

Certificate

Semester I		Credit Hours
+ POFT 2301	Document Formatting and Skillbuilding: MS Word™ II	3
+ POFT 1302	Business Communications I	3
+ POFT 1309	Administrative Office Procedures I	3
+ POFT 1321	Business Math	3
+ POFT 1231	Business Machine Applications–Data Entry	2
		14

Semester II		Credit Hours
+ POFT 2331	Administrative Systems: Office Management	3
+ POFI 1449	Spreadsheets–Excel™	4
+ POFI 1371	Access™	3
+# POFT 1449	Administrative Office Procedures II	4
+ ITSC 2331	Integrated Software Applications III	3
+ ITSW 1310	Presentation Media Software–PowerPoint™	3
		20

TOTALS **34**

+ Prerequisites: See Course Descriptions.
Capstone course

Office Assistant

Certificate

This certificate may be completed in one semester.

		Credit Hours
+ POFT 1329	Keyboarding and Document Formatting –MS Word™ I	3
+ POFT 1302	Business Communications I	3
+ POFT 1309	Administrative Office Procedures I	3
+ POFT 1321	Business Math	3
+ POFT 1231	Business Machine Applications–Data Entry	2
+# POFI 1449	Spreadsheets–Excel™	4
+ POFI 1371	Access™	3
		21

TOTALS **21**

+ Prerequisites: See Course Descriptions.
Capstone course

Office Administration

Software Applications Specialist

Certificate

This certificate **may** be completed in one semester. Prerequisite: Students choosing this certificate are required to key 35 WPM or take POFT 1329 and/or POFT 1127.

		Credit Hours
Semester I		
+ POFT	2301 Document Formatting and Skillbuilding: MS Word™ II	3
+ POFT	1302 Business Communications I	3
+ POFT	1309 Administrative Office Procedures I	3
+ ITSW	1310 Presentation Media Software–PowerPoint™	3
+ ITNW	1337 Introduction to the Internet	3

		15
Semester II		
+ POFI	1449 Spreadsheets–Excel™	4
+ POFI	1371 Access™	3
+# ITSC	2331 Integrated Software Applications III	3
+ ITSC	1313 Internet/Web Page Development	3

		13

TOTALS		28

+ Prerequisites: See Course Descriptions.

Capstone course

Legal Administrative Assistant

Associate of Applied Science Degree

This program prepares the student for work in the legal field as a legal office assistant or to enter the Legal Assistant program. The student will learn the specialized office administration skills required to work in a legal office including legal terminology, processing legal documents, and transcription of dictation specific to the legal field. One semester of internship in a legal office is a culmination of this specialized training.

		Credit Hours
Semester I		
+ POFT	2301 Document Formatting and Skillbuilding: MS Word™ II	3
	ENGL 1301 English Composition I	3
+ POFT	1302 Business Communications I	3
+ POFT	1309 Administrative Office Procedures I	3
	SPCH 1318 Interpersonal Communication	3

		15
Semester II		
+ MATH	1332 College Mathematics	3
+ POFT	2312 Business Communications II	3
+ POFT	2331 Administrative Systems: Office Management	3
+ LGLA	1311 Introduction to Law	3
+ POFT	1321 Business Math	3

+ POFT	1231 Business Machine Applications–Data Entry	2

		17

Semester III

	GOVT 2306 Texas State and Local Government	3
	PHIL 2306 Ethics OR	3
	PHIL 2303 Logic	3
+ ITSW	1310 Presentation Media Software–PowerPoint™	3
+ POFI	1449 Spreadsheets–Excel™	4
+ LGLA	1313 Introduction to Paralegal Studies	3
+ POFI	1371 Access™	3

		19

Semester IV

+ POFL	1359 Legal Transcription	3
+ POFT	2203 Speed and Accuracy Building	2
+ LGLA	2307 Law Office Management OR	3-4
+ POFT	1449 Administrative Office Procedures II	3
	BUSI 2301 Business Law I	3
+# POFT	2386 Internship–Administrative Assistant/Secretarial Science, General	3

		14-15

TOTALS		65-66

+ Prerequisites: See Course Descriptions.

Capstone course

Legal Administrative Assistant

Certificate

		Credit Hours
Semester I		
+ POFT	2301 Document Formatting and Skillbuilding: MS Word™ II	3
+ POFT	1302 Business Communications I	3
+ POFT	1309 Administrative Office Procedures I	3
+ POFT	2331 Administrative Systems: Office Management	3
+ LGLA	1311 Introduction to Law	3

		15
Semester II		
+ POFI	1449 Spreadsheets–Excel™	4
+ POFI	1371 Access™	3
+# POFT	1449 Administrative Office Procedures II	4
	BUSI 2301 Business Law I	3
+ ITSW	1310 Presentation Media Software–PowerPoint™	3

		17

TOTALS		32

+ Prerequisites: See Course Descriptions.

Capstone course

Office Administration

Medical Administrative Assistant

Associate of Applied Science Degree

This program provides office administration training with added emphasis in the tasks and knowledge pertaining to the medical field including medical terminology, medical coding, and application of office procedures specific to the medical office. One semester of internship provides practical application of specialized training.

Semester I		Credit Hours
+ POFT	2301 Document Formatting and Skillbuilding: MS Word™ II	3
+ POFT	1302 Business Communications I	3
ENGL	1301 English Composition I	3
HPRS	1206 Medical Terminology	2
SPCH	1318 Interpersonal Communication	3
HPRS	1201 Introduction to Health Professions	2
		16
Semester II		
+ MATH	1332 College Mathematics	3
+ POFT	2312 Business Communications II	3
+ POFT	1309 Administrative Office Procedures I	3
+ POFT	1321 Business Math	3
+ POFT	1231 Business Machine Applications–Data Entry	2
+ POFI	1371 Access™	3
		17
Semester III		
GOVT	2306 Texas State and Local Government	3
+ POFT	2331 Administrative Systems: Office Management	3
+ ITSW	1310 Presentation Media Software–PowerPoint™	3
+ POFI	1449 Spreadsheets–Excel™	4
+ POFM	1302 Computers in Health Care	3
		16
Semester IV		
+ POFT	2321 Machine Transcription I	3
HITT	1253 Legal & Ethical Aspects of Health Information	2
PHIL	2303 Logic	3
+ POFT	2203 Speed and Accuracy Building	2
+ POFM	1309 Medical Office Procedures	3
+# POFM	1364 Practicum (or Field Experience)–Medical Administrative Assistant	3
		16
TOTALS		65

+ Prerequisites: See Course Descriptions.
Capstone course

Medical Administrative Assistant

Certificate

Semester I		Credit Hours
+ POFT	2301 Document Formatting and Skillbuilding: MS Word™ II	3
+ POFT	1302 Business Communications I	3
+ POFT	1309 Administrative Office Procedures I	3
+ POFT	1321 Business Math	3
+ POFT	1231 Business Machine Applications–Data Entry	2
		14
Semester II		
+ POFI	1449 Spreadsheets–Excel	4
+ POFI	1371 Access	3
HPRS	1206 Medical Terminology	2
+ POFM	1302 Computers in Health Care	3
+# POFM	1309 Medical Office Procedures	3
		15
TOTALS		29

+ Prerequisites: See Course Descriptions.
Capstone course

Medical Office Assistant

Certificate

This certificate **may** be completed in one semester.

+ POFT	1329 Keyboarding and Document Formatting–MS Word™ I	3
+ POFT	1302 Business Communications I	3
+ POFT	1231 Business Machine Applications–Data Entry	2
HPRS	1206 Medical Terminology	2
+ POFM	1302 Computers in Health Care	3
+# POFM	1309 Medical Office Procedures	3
		16
TOTALS		16

+ Prerequisites: See Course Descriptions.
Capstone course

Personal Fitness Trainer

PERSONAL FITNESS TRAINER

Personal Fitness Trainer

Associate of Applied Science Degree

The PFT Associate of Applied Science curriculum is a sixty-hour degree program that is designed to integrate the educational and practical training skills needed to be an exercise professional, and also caters to the individual who may have plans to continue his/her education. The PFT Associate of Applied Science relies on a strong battery of support courses that not only provides a more comprehensive education when compared to the Certificate path, but also allows the option to transfer many courses to four-year institutions. The degree can be completed in a five-semester format although there is opportunity to alter the course sequencing based on individual student needs and circumstances. Please contact 223-6040 or visit www.austincc.edu/physfit for more information. NOTE: Student must hold current CPR certification in order to be awarded PFT Associate of Science Degree.

Semester I		Credit Hours
+	BIOL 2101 Human Anatomy Lab	1
+	BIOL 2304 Human Anatomy Lecture OR	3
	BIOL 2401 Anatomy & Physiology I	
	FITT 1401 Fitness and Exercise Testing	4
	Oral Communication ¹	3
+	FITT 1313 Exercise Science	3

		14
Semester IV		
+	BIOL 2305 Human Physiology Lecture	3
+	BIOL 2102 Human Physiology Lab OR	1
+	BIOL 2402 Anatomy and Physiology II	
	KINE 1306 First Aid and Safety	3
	Mathematics ²	3
+	FITT 2409 Theory of Exercise Program Design and Instruction	4

		14
Semester III		
	FITT 2301 Lifestyle Change for Wellness	3
	Social and Behavioral Science ³	3
+	BIOL 1323 Human Nutrition OR	3
	BIOL 1322 Contemporary Issues in Nutrition	
	ENGL 1301 English Composition I	3

		12
Semester IV		
	COSC 1301 Personal Computing OR	3
	COSC 1300 Introduction to Computing	
+	FITT 1343 Performance Enhancement for Athletics	3
+	FITT 2231 Group Exercise Instruction	2
+	Humanities/Fine Arts ⁴	3
	FITT 2333 Fitness Industry Operations and Technology	3

		14
Semester V		
	Restricted Elective ⁵	3
+#	FITT 2364 Fitness Technology Practicum	3

		6

TOTALS		60

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from Oral Communication section of the General Education Course list.

² Select from Computational Skills section of the General Education Course list.

³ Select from Social/Behavioral Sciences section of the General Education Course list.

⁴ Select from Humanities/Fine Arts section of the General Education Course list.

⁵ Students must take either FITT 2280 and KINE 1108 or KINE 1145 or select KINE 1108, KINE 1145 and one additional KINE course.

Personal Fitness Trainer

Certificate

The Certificate Program curriculum is a thirty-six hour program designed to offer focused instruction in the field of exercise science with minimal commitment to support course work. It is an Excellent choice for current professionals wanting to update their skills or individuals who desire instruction in the field of fitness. The Certificate articulates with the Personal Fitness Trainer Associate of Applied Science such that graduates of the certificate can choose to continue in the A.A.S. degree. The certificate is outlined in a three-semester format although students, with proper advising, can adapt the curriculum structure based on individual circumstances. Please contact 223-6040 or visit www.austincc.edu/physfit for more information. Note: Students must hold current CPR certification in order to be awarded the PFT certificate.

Semester I		Credit Hours
	BIOL 2401 Anatomy & Physiology I	4
	FITT 1401 Fitness and Exercise Testing	4
+	FITT 1313 Exercise Science	3
	FITT 2301 Lifestyle Change for Wellness	3
	BIOL 1322 Contemporary Issues in Nutrition	3

		17
Semester II		
+	BIOL 2402 Anatomy and Physiology II	4
+	FITT 2409 Theory of Exercise Program Design and Instruction	4
+	FITT 1343 Performance Enhancement for Athletics	3
+	FITT 2231 Group Exercise Instruction	2
	FITT 2333 Fitness Industry Operations and Technology	3

		16
Semester III		
+#	FITT 2364 Fitness Technology Practicum ¹	3

		3

TOTALS		36

+ Prerequisites: See Course Descriptions.

Capstone course

PHARMACY TECHNICIAN

Pharmacy Technician

Certificate

The Pharmacy Technician is an integral member of the health care team. Pharmacy Technicians work with pharmacists in the preparation and distribution of pharmaceutical products in a variety of health care settings, including hospital and community pharmacies. Duties of a Pharmacy Technician include: data entry, counting, pouring and labeling pharmaceutical products, customer service, sterile product preparation, and inventory management. The Pharmacy Technician program is a one-year certificate that combines classroom and laboratory instruction with clinical experiences in local pharmacies. The program accepts students each fall for evening classes and each spring for morning classes. Upon completion of the program, students are eligible to take the national Pharmacy Technician Certification Exam.

Admission to the college does not guarantee admission to the Pharmacy Technician program. Applicants admitted to the program are required to have a physical examination, documentation of immunizations, and verification of tuberculosis status.

Pharmacy Technician applicants must take the assessment test (or the TASP) reading and math portions prior to being considered for acceptance.

This Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists (ASHP), 7272 Wisconsin Avenue, Bethesda, MA, 20814; phone (301) 657-3000.

Students must consult with the Pharmacy Technician Program Coordinator and be accepted into the program prior to enrolling for any PHRA course, except PHRA 1301.

Semester I	Credit Hours
HPRS 1206 Medical Terminology	2
PHRA 1301 Introduction to Pharmacy	3
+ PHRA 1209 Pharmaceutical Mathematics I	2
+ PHRA 1413 Community Pharmacy Practice	4
+ PHRA 1449 Institutional Pharmacy Practice	4

	15
Semester II	
+ PHRA 1441 Pharmacy Drug Therapy and Treatment	4
+ PHRA 1345 Intravenous Admixture and Sterile Compounding	3
+# PHRA 2266 Practicum-Pharmacy Technician/Assistant	2

	9

TOTALS	24

+ Prerequisites: See Course Descriptions.

Capstone course

PHILOSOPHY

Philosophy

Associate of Arts Degree

The Associate of Arts degree in philosophy provides students with the foundation for a Bachelor of Arts degree in philosophy. All unspecified courses in the degree plan must be selected from the appropriate component area of the 42-hour Core Curriculum.

Semester I	Credit Hours
ENGL 1301 English Composition I	3
History	3
Foreign Language ¹	5
Oral Communication	3
PHIL 1301 Introduction to Philosophy	3

	17
Semester II	
+ ENGL 1302 English Composition II	3
History	3
+ Foreign Language ¹	5
+ Mathematics	3
PHIL 2306 Ethics	3

	17
Semester III	
GOVT 2306 Texas State and Local Government	3
+ Natural Science	3-4
Visual/Performing Arts	3
PHIL 2303 Logic	3
+ PHIL 2316 History of Philosophy I	3

	15-16
Semester IV	
GOVT 2305 United States Government	3
+ Natural Science	3-4
Social and Behavioral Science	3
+ PHIL 2317 History of Philosophy II	3
PHIL 2307 Introduction to Social and Political Philosophy OR	3
PHIL 2321 Philosophy of Religion	3

	15-16

TOTALS	64-66

+ Prerequisites: See Course Descriptions.

¹ All foreign language hours must be in the same language.

Photographic Technology

PHOTOGRAPHIC TECHNOLOGY

Advertising-Fashion Focus

Associate of Applied Science Degree

This program provides learning experience in theory, laboratory, and studio work in portrait and commercial photography for job entry in studios and color labs. Assignments also include photography of products, architecture, and fashions. Supporting skills in processing films, making prints by contact and enlarging, retouching prints and negatives, and drymounting are included. Graduates of this program qualify for jobs as photographer's assistants, laboratory workers, studio managers or owners. Minor variations desirable for student career goals may be accomplished within college policies by approval of the Program Coordinator.

Semester I			Credit Hours
+	PHTC 2401	Intermediate Photography	4
+	PHTC 1441	Color Photography I–Darkroom	4
+	PHTC 1321	Photographic Retouching I	3
+		Mathematics ¹	3

			14
Semester II			Credit Hours
+	PHTC 1441	Color Photography I–Darkroom OR	3-4
+	PHTC 2341	Color Photography II–Darkroom	
+	PHTC 1449	Photo Digital Imaging I	4
	BUSG 2309	Small Business Management	3
	ENGL 1301	English Composition I	3
+	PHTC 1445	Illustrative Photography I	4

			17-18
Semester III			Credit Hours
+	PHTC 2445	Illustrative Photography II ²	4
+	PHTC 1441	Color Photography I–Darkroom OR	3-4
+	PHTC 1302	Darkroom Techniques	
+	PHTC 1328	Photographic Studio Management	3
	SPCH 1315	Fundamentals of Public Speaking	3

			13-14
Semester IV			Credit Hours
	PHTC 1313	History of Photography	3
+		Humanities/Fine Arts	3
		Social and Behavioral Science	3
+	PHTC 2449	Photo Digital Imaging II	4
		Restricted Elective ^{2/3}	3

			16
Semester V			Credit Hours
		Restricted Elective ^{2/4}	3
+#	PHTC 2343	Commercial Photography	3

			6
TOTALS			66-68

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from Computational Skills section of the General Education Course list.

² PHTC 1306, PHTC 2351, PHTC 2445 - Students are encouraged to use

outside photo labs instead of darkroom courses enabling them to develop a working professional relationship.

³ Select from the following courses: PHTC 2378, PHTC 1343, PHTC 1306.

⁴ Select from the following courses: PHTC 2331, PHTC 1351, PHTC 2351.

People-Portrait Focus

Associate of Applied Science Degree

This program provides learning experience in theory, laboratory, and studio work in portrait and commercial photography for job entry in studios and color labs. Assignments include portraiture of men, women, children, and groups in studio and on location using electronic flash or natural light. Supporting skills in processing films, making prints by contact and enlarging, retouching prints and negatives, and drymounting are included. Graduates of this program qualify for jobs as photographer's assistants, laboratory workers, studio managers or owners. Minor variations desirable for student career goals may be accomplished within college policies by approval of the Program Coordinator.

Semester I			Credit Hours
+	PHTC 2401	Intermediate Photography	4
+	PHTC 1441	Color Photography I–Darkroom	4
+	PHTC 1321	Photographic Retouching I	3
+		Mathematics ¹	3

			14
Semester II			Credit Hours
+	PHTC 1441	Color Photography I–Darkroom OR	3-4
+	PHTC 2341	Color Photography II–Darkroom	
+	PHTC 1449	Photo Digital Imaging I	4
	BUSG 2309	Small Business Management	3
+	PHTC 1453	Portraiture I	4

			14-15
Semester III			Credit Hours
	ENGL 1301	English Composition I	3
	SPCH 1315	Fundamentals of Public Speaking	3
+	PHTC 1328	Photographic Studio Management	3
+	PHTC 2453	Portraiture II ²	4
+	PHTC 1441	Color Photography I–Darkroom OR	3-4
+	PHTC 1325	Photographic Science I	

			16-17
Semester IV			Credit Hours
		Restricted Elective ^{2/3}	3
		Social and Behavioral Science	3
	PHTC 1313	History of Photography	3
+	PHTC 2449	Photo Digital Imaging II	4
+		Humanities/Fine Arts	3

			16

Photographic Technology

Semester V

+ # PHTC 2343	Commercial Photography	3
	Restricted Elective ^{2/4}	3-4

6-7

TOTALS **66-69**

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from Computational Skills section of the General Education Course list.

² PHTC 1306, PHTC 2351, PHTC 2453 - Students are encouraged to use outside photo labs instead of darkroom courses enabling them to develop working professional relationships.

³ Select from the following courses: PHTC 2378, PHTC 1343, PHTC 1306.

⁴ Select from the following courses: PHTC 1347, PHTC 2433, PHTC 2351.

Photographer's Assistant

Certificate

Students successfully completing this program are training for careers as photographer's assistants. They are prepared to follow instructions by their employers, set up and operate complex equipment, interact with stylists and art directors, do photographic lab, and administrative duties in support of the lead photographer. Minor variations desirable for student career goals may be accomplished within college policies by approval of the Program Coordinator.

Semester I Credit Hours

PHTC 1311	Fundamentals of Photography	3
BUSG 2309	Small Business Management	3
ENGL 1301	English Composition I	3

9

Semester II

+ PHTC 1441	Color Photography I-Darkroom	4
+ PHTC 1449	Photo Digital Imaging I	4
+ PHTC 2401	Intermediate Photography	4
KINE 1145	Weight Training I	1

13

Semester III

PHTC 1313	History of Photography OR	3
+ PHTC 1325	Photographic Science I	
+ # PHTC 1445	Illustrative Photography I	4
+ PHTC 2449	Photo Digital Imaging II	4
+ # PHTC 1441	Color Photography I-Darkroom	4

15

TOTALS **37**

+ Prerequisites: See Course Descriptions.

Capstone course

Photographic Artist

Certificate

Students successfully completing this program are prepared for careers as photographic retouchers, print finishers, and print colorists, print restorers, and print copiers, and can perform the duties of a photographer's assistant in simple portrait and product photography, film processing, and print making. Job opportunities are found in studios, color labs, archives, and the film animation industry. The sit-down nature of much of the program makes the training ideally suited for the mobility impaired. Trainees should have good artistic sense, creative ability, fine visual acuity, accurate color perception, and Excellent eye-hand coordination. Employment opportunities are considered to be above average. Minor variations desirable for student career goals may be accomplished within college policies by approval of the Program Coordinator.

Semester I Credit Hours

PHTC 1311	Fundamentals of Photography	3
+ PHTC 1321	Photographic Retouching I	3
ENGL 1301	English Composition I	3
ARTC 1413	Digital Publishing I	4

13

Semester II

+ # PHTC 1441	Color Photography I-Darkroom	4
+ PHTC 1449	Photo Digital Imaging I	4
+ PHTC 2401	Intermediate Photography	4
+ PHTC 2473	Photographic Retouching II	4

16

Semester III

PHTC 1313	History of Photography OR	3
+ PHTC 1325	Photographic Science I	
PSYC 2315	Psychology of Adjustment	3
+ PHTC 2449	Photo Digital Imaging II	4

10

TOTALS **39**

+ Prerequisites: See Course Descriptions.

Capstone course

Physical Therapist Assistant

PHYSICAL THERAPIST ASSISTANT

Physical Therapist Assistant

Associate of Applied Science Degree

Physical therapist assistants perform physical therapy treatments and other duties under the supervision of a physical therapist. These may include teaching patients to walk again, helping them to learn to use an artificial limb, and helping them to learn to coordinate movement. They observe patients during treatment to gather information on their responses and progress and to report findings to the physical therapist, either orally or in writing. They also instruct patients in the use and care of artificial limbs, braces, and other devices such as crutches, canes, walkers, and wheelchairs. Heat, cold, ultrasound, electricity and massage may also be administered as part of the physical therapy program. Physical therapy personnel are needed in hospitals of all types, rehabilitation centers, and nursing homes. Clinics and community health agencies also offer employment opportunities. Texas requires that a licensure exam be successfully completed after graduation in order to practice as a PTA in this state. Upon applying to take the licensing examination, the student will have to answer questions about his/her drug, alcohol, psychiatric, and/or conviction history for determination of eligibility to take the national licensing exam. **ADMISSION TO THE COLLEGE DOES NOT GUARANTEE ADMISSION TO THE PTA PROGRAM.** Each applicant to the PTA program must complete a minimum of forty (40) hours as a volunteer/aide in a physical therapy facility. This Program is nationally accredited through the Commission on Accreditation of Physical Therapy Education of the American Physical Therapy Association, 1111 North Fairfax St., Alexandria, VA 22314-1488; (703) 706-3245. Admission criteria may be obtained from the Physical Therapist Assistant Program Office or by visiting the program web site at <http://www2.austincc.edu/pta>. Students accepted into the program are required to have a physical examination, provide documentation of immunizations, and verify annual tuberculosis status.

Prerequisites	Credit Hours
ENGL 1301 English Composition I	3
PSYC 2301 Introduction to Psychology	3
BIOL 2401 Anatomy & Physiology I	4
+ MATH 1333 Mathematics for Measurement	3

13

Fall Semester

+ BIOL 2402 Anatomy and Physiology II	4
+ PTHA 1409 Introduction to Physical Therapy	4
+ PTHA 1513 Functional Anatomy	5
HPRS 1106 Medical Terminology PCM	1

14

Spring Semester

	Oral Communication ¹	3
+ PTHA 1321	Clinical Pathophysiology	3
+ PTHA 2409	Therapeutic Exercise	4
+ PTHA 2301	Assessment Skills	3

13

Summer Semester

+ PTHA 2205	Clinical Neurology	2
+ PTHA 1431	Physical Agents	4

6

Fall Semester

+ PSYC 2314	Human Growth and Development	3
+ PTHA 2435	Rehabilitation Techniques	4
+ PTHA 1266	Practicum-PTA	2

9

Spring Semester

+	Humanities/Fine Arts ²	3
+ PTHA 2431	Management of Neurological Disorders	4
+ PTHA 1267	Practicum-PTA	2

9

Summer Semester

	PTHA 2230 Current Concepts in Physical Therapy	2
+ # PTHA 2267	Practicum PTA	2
+ PTHA 2239	Professional Issues	2

6

TOTALS

70

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from Oral Communication section of the General Education Course list.

² Select from Humanities/Fine Arts section of the General Education Course list, with PTA Program Coordinator approval.

PHYSICS

Physics

Associate of Science Degree

The Associate of Science in Physics is intended to match, within the constraints of the Core Curriculum, the course of study for the first two years in a typical university physics program. To receive an Associate of Science in Physics, students must: (a) make a minimum grade of "C" in all required math and science courses and (b) have an overall GPA of 2.0 or greater.

Semester I	Credit Hours
+ CHEM 1411 General Chemistry I	4
ENGL 1301 English Composition I	3
COSC 1315 Fundamentals of Programming	3
+ MATH 2413 Calculus I ¹	4
+ Humanities ²	3

	17
Semester II	Credit Hours
+ ENGL 1302 English Composition II ³	3
HIST 1301 United States History I ⁴	3
+ MATH 2414 Calculus II	4
+ CHEM 1412 General Chemistry II	4
Oral Communication ⁵	3

	17
Semester III	Credit Hours
HIST 1302 United States History II ⁴	3
GOVT 2305 United States Government	3
+ MATH 2415 Calculus III	4
+ PHYS 2425 Engineering Physics I ⁶	4
Visual and Performing Arts ⁷	3

	17
Semester IV	Credit Hours
GOVT 2306 Texas State and Local Government	3
+ MATH 2420 Differential Equations	4
+ PHYS 2426 Engineering Physics II ⁸	4
Social and Behavioral Science ⁹	3
+ Humanities ²	3

	17
TOTALS	68

+ Prerequisites: See Course Descriptions.

¹ Students should consult with a Mathematics faculty advisor since one or more mathematics courses may be required before enrolling in MATH 2413.

² Select from Humanities/Fine Arts section of the Core Curriculum Course list.

³ Or any ENGL course which will satisfy the legislative requirement; consult an English faculty advisor.

⁴ Or any HIST course which will satisfy the legislative requirement; consult a History faculty advisor.

⁵ Select any Speech course from Communication section of the Core Curriculum Course list.

⁶ Students lacking one full year of (recent) high school physics should take PHYS 1401/1402 or PHY 1653 before enrolling in PHYS 2425. All students must complete MATH 2413 before enrolling in PHYS 2425.

⁷ Select from Visual and Performing Arts section of the Core Curriculum Course list.

⁸ Credit for PHYS 2425 and credit for MATH 2414 are strictly required prerequisites for PHYS 2426.

⁹ Select from Other Social and Behavioral Science section of the Core Curriculum Course list.

PREMED

Pre-Dental/Pre-Medical/ Pre-Pharmacy/Pre-Veterinary

Associate of Science Degree

The Associate of Science degree is intended to provide students with the first two years of College Science education. To receive an Associate of Science degree in Pre-Dental/Pre-Medical/Pre-Pharmacy/Pre-Veterinary, students must: (a) make a minimum grade of "C" in all required math and science courses and (b) have an overall GPA of 2.0 or greater.

Semester I	Credit Hours
+ BIOL 1406 Cellular and Molecular Biology	4
+ CHEM 1411 General Chemistry I	4
ENGL 1301 English Composition I	3
+ Mathematics ¹	3-4
SPCH Oral Communication ²	3

	17-18
Semester II	Credit Hours
+ BIOL 1407 Structure and Function of Organisms	4
+ CHEM 1412 General Chemistry II	4
+ ENGL 1302 English Composition II	3
HIST History ³	3
+ Mathematics ⁴	3-4
+ Humanities ⁵	3

	20-21
Semester III	Credit Hours
+ CHEM 2423 Organic Chemistry I	4
GOVT 2305 United States Government	3
History ⁶	3
+ PHYS 1401 General College Physics I OR	4
+ PHYS 2425 Engineering Physics I	4
+ Humanities ⁵	3

	17
Semester IV	Credit Hours
+ CHEM 2425 Organic Chemistry II	4
GOVT 2306 Texas State and Local Government	3
+ PHYS 1402 General College Physics II OR	4
+ PHYS 2426 Engineering Physics II	4
Visual and Performing Arts ⁷	3
Social and Behavioral Science ⁸	3

	17
TOTALS	71-73

+ Prerequisites: See Course Descriptions.

¹ Select from the following courses: MATH 1314, MATH 1316, MATH 2412, MATH 2413. Students must confer with a mathematics advisor.

² Select any Speech course from Communications section of the Core Curriculum Course list.

³ Select from the following courses: HIST 1301, HIST 2381, HIST 2380, HIST 2301.

⁴ Select from the following courses: MATH 1316, MATH 2412, MATH 2413, MATH 2414.

⁵ Select from Humanities section of the Core Curriculum Course list.

⁶ Select from the following courses: HIST 1302, HIST 2381, HIST 2380, HIST 2341.

⁷ Select from Visual and Performing Arts section of the Core Curriculum Course list.

⁸ Select from Other Social and Behavioral Science section of the Core Curriculum Course list.

PSYCHOLOGY

Psychology

Associate of Arts Degree

The Associate of Arts degree in Psychology is intended to provide students with the first two years of general requirements and a basis in psychology that will prepare them for transfer to an institution which grants a baccalaureate degree.

Special note: Students who plan to transfer to an institution which grants a baccalaureate degree to continue their study of psychology should refer to the catalog of that institution and consult with an ACC instructor of psychology.

Semester I	Credit Hours
PSYC 2301 Introduction to Psychology	3
ENGL 1301 English Composition I	3
History ¹	3
GOVT 2305 United States Government	3
Oral Communication ²	3
	15
Semester II	
+ MATH 1332 College Mathematics OR	3
+ MATH 1314 College Algebra	3
+ ENGL 1302 English Composition II	3
History ³	3
GOVT 2306 Texas State and Local Government	3
Psychology Elective ⁴	3
	15
Semester III	
+ PSYC 2317 Statistical Methods for the Behavioral Sciences	3
English Elective from Humanities ⁵	3
Visual and Performing Arts ⁶	3
+ Natural Science ⁷	3-4
+ Foreign Language ⁸	4-5
	16-18
Semester IV	
+ PSY 2663 Research Methods in Psychology	3
Psychology Elective ⁴	3
+ Humanities ⁹	3
+ Natural Science ⁷	3-4
+ Foreign Language ⁸	4-5
	16-18
TOTALS	62-66

+ Prerequisites: See Course Descriptions.

¹ Select from the following courses: HIST 1301, HIST 2381, HIST 2380, HIST 2301, HIST 2341.

² Select any Speech course from the Communications section of the Core Curriculum Course list.

³ Select from the following courses: HIST 1302, HIS 1643, HIST 1663, HIST 2301, HIST 2341.

⁴ Psychology Elective. Students can choose from: PSYC 2306, PSYC 2309, PSYC 2314, PYSC 2315, PSYC 2316, PSYC 2319, PSYC 2389 or PSY 2673, or from a related area such as SOCW 2361.

⁵ Select an English elective from Humanities section of the Core Curriculum Course list.

⁶ Select from Visual and Performing Arts section of the Core Curriculum Course list.

⁷ Select from Natural Sciences section of the Core Curriculum Course list. At least one Natural Science course chosen must have a lab component.

⁸ Foreign language hours must be in the same language.

⁹ Select from Humanities section of the Core Curriculum Course list.

QUALITY ASSURANCE

Quality Management and Technology

Associate of Applied Science Degree

This award is deactivated August 31, 2003.

Semester I	Credit Hours
QCTC 1343 Quality Assurance	3
ENGL 1301 English Composition I	3
SPCH 1311 Introduction to Speech Communication	3
+ MATH 1314 College Algebra	3
Restricted Elective ¹	2-4
	14-16
Semester II	
+ QCTC 1341 Statistical Process Control	3
+ QCTC 1303 Quality Control	3
+ QCTC 1401 Total Quality Management	4
+ ENGL 2311 Technical & Business Writing	3
Restricted Elective ¹	3-4
	16-17
Semester III	
QCTC 1305 Teaming	3
+ QCTC 1448 Metrology	4
COSC 1300 Introduction to Computing OR	3
+ ITSC 1325 Personal Computer Hardware	3
Social and Behavioral Science ²	3
Restricted Elective ¹	3-4
	16-17
Semester IV	
+ # QCTC 2331 Standards	3
+ QCTC 1446 Testing and Inspection Systems	4
QCTC 1491 Special Topics in Quality Control	4
Technology/Technician	4
Restricted Elective ¹	3-4
+ Humanities/Fine Arts ³	3
	17-18
TOTALS	63-68

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Option Electives: QCTC 1242, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, BIOL 1406, BIOL 1407, BIOL 1323, BIOL 1420, BIOL 1404, BIOL 2420, MCHN 1419, DFTG 1405, WLDG 2411, PHY 1634, CETT 1403, CETT 1405, CETT 1429, CETT 1421, HPRS 1206, HPRS 2300, SCWK 1391.

² Select from Social and Behavioral Science section of the General Education Course list.

³ Select from Humanities/Fine Arts section of the General Education Course list.

Quality Management and Technology

Certificate

This award is deactivated August 31, 2003.

Semester I		Credit Hours
+ MATH 1332	College Mathematics OR	3
+ MATH 1314	College Algebra	
	QCTC 1343 Quality Assurance	3
+ QCTC 1401	Total Quality Management	4
+ QCTC 1341	Statistical Process Control	3

		13
Semester II		
+ QCTC 1303	Quality Control	3
# QCTC 1491	Special Topics in Quality Control Technology/Technician	4
	Restricted Elective ¹	3-4
	Restricted Elective ¹	3-4

		13-15

TOTALS		26-28

+ Prerequisites: See Course Descriptions.

Capstone course

¹ QCTC Electives: QCTC 1242, QCTC 1305, QCTC 1446, QCTC 1448, QCTC 2331.

RADIO-TELEVISION-FILM

Radio-Television-Film

Associate of Arts Degree

The Associate of Arts degree provides students with the first two years of college Radio-Television-Film education.

Semester I		Credit Hours
ENGL 1301	English Composition I	3
HIST 1301	United States History I Foreign Language ¹	3 5
COMM 1335	Introduction to Radio and Television Oral Communication ²	3 3

		17
Semester II		
+ ENGL 1302	English Composition II	3
HIST 1302	United States History II	3
+	Foreign Language ¹	5
	Radio-Television-Film Elective ³	3
	Social and Behavioral Science ⁴	3

		17
Semester III		
GOVT 2305	United States Government	3
+	Literature ⁵	3
	Radio-Television-Film Elective	3
+	Mathematics ⁶	3
	Humanities ⁷	3

		15
Semester IV		
GOVT 2306	Texas State and Local Government	3
+	Natural Science ⁸	6-8
+	Visual and Performing Arts ⁹	3
	Radio-Television-Film Elective	3

		15-17

TOTALS		64-66

+ Prerequisites: See Course Descriptions.

¹ Foreign language hours must be in the same language.

² RTF students are encouraged to take COMM 2331. However, they may take SPCH 1311 or SPCH 1315. Students are encouraged to satisfy the Speech requirements of the Core Curriculum.

³ The second semester Radio-Television-Film course must be chosen from the following: DRAM 2366, RTF 1624, COMM 2331, COMM 1336, RTF 2113, COMM 2339, or COMM 2325.

⁴ Select from Social and Behavioral Science section of the Core Curriculum Course list.

⁵ The literature course must be chosen from the following: ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343.

⁶ Select from Mathematics section of the Core Curriculum Course list.

⁷ Select from Humanities section of the Core Curriculum Course list.

⁸ Select from Natural Science section of the Core Curriculum Course list.

⁹ Select from Visual and Performing Arts section of the Core Curriculum Course list.

Industrial Video

Certificate

Prerequisites	Credit Hours
COMM 1335 Introduction to Radio and Television	3

	3
Semester I	
ENGL 1301 English Composition I	3
+ RTF 1733 Workshop	3
+ COMM1336 Television Production I	3

	9
Semester II	
+ COMM2325 Audio Production	3
COMM2331 TV and Radio Announcing	3
+# RTVB 1364 Practicum (or Field Experience)–Radio and Television Broadcasting	3

	9

TOTALS	21

+ Prerequisites: See Course Descriptions.

Capstone course

Industrial Video Production Management

Certificate

Prerequisites	Credit Hours
COMM 1335 Introduction to Radio and Television	3

	3
Semester I	
ENGL 1301 English Composition I	3
+ RTF 1733 Workshop	3
+ RTVB 2347 Management and Operation of Electronic Media	3
+ COMM1336 Television Production I	3

	12
Semester II	
+ COMM2325 Audio Production	3
+ COMM1337 Television Production II	3
COMM2331 TV and Radio Announcing	3
+# RTVB 1364 Practicum (or Field Experience)–Radio and Television Broadcasting	3

	12

TOTALS	27

+ Prerequisites: See Course Descriptions.

Capstone course

RADIOLOGY

Radiology

Associate of Applied Science Degree

This program provides radiologic technology and clinical experience with general education courses in the arts and sciences and is designed to prepare persons for the safe use of x-ray equipment in clinical settings under the supervision of a radiologist or other physician. Students are eligible to take the national credentialing examination administered by the American Registry of Radiologic Technologists upon successful completion of the prescribed curriculum. The Texas Department of Health, Medical Radiologic Technologist Certification Program also requires that graduates of the Radiography Program apply for State Certification/Licensure. It should be noted that both of these agencies require that the applicant disclose any history of felonies or misdemeanors. Applicants with a history of a felony or misdemeanor should contact the program department chair for additional information and may also submit a Pre-Application Review of Eligibility Form to the American Registry of Radiologic Technologists to determine their eligibility to take the credentialing examination.

The Program is nationally accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 900. Chicago, IL 60606-2901; phone (312) 704-5300; Website: <http://www.jrcert.org>

ADMISSION TO THE COLLEGE DOES NOT GUARANTEE ADMISSION TO THE RADIOLOGIC TECHNOLOGY PROGRAM AND ENROLLMENT IS LIMITED.

Students accepted into the program are required to have a physical examination, provide documentation of immunization, and must verify annual tuberculosis status.

Prerequisites	Credit Hours
+ MATH 1314 College Algebra	3
BIOL 2401 Anatomy and Physiology I	4

	7
Fall Semester	
+ RADR 1317 Radiographic Anatomy & Physiology I	3
+ RADR 1309 Introduction to Radiography and Patient Care	3
+ RADR 1213 Principles of Radiographic Imaging I	2
+ RADR 1411 Basic Radiographic Procedures	4

	12
Spring Semester	
+ RADR 2431 Advanced Radiographic Procedures	4
+ RADR 2209 Radiographic Imaging Equipment	2
+ RADR 2205 Principles of Radiographic Imaging II	2
+ RADR 1360 Clinical/Medical Radiologic Technology I	3
ENGL 1301 English Composition I	3

	14

Radiology

Summer Semester

+ RADR 2240	Sectional Anatomy for Medical Imaging	2
+ RADR 2213	Radiation Biology and Protection	2
+ RADR 1361	Clinical/Medical Radiologic Technology II	3
SPCH 1315	Fundamentals of Public Speaking	3

		10

Fall Semester

+ RADR 2217	Radiographic Pathology	2
+ RADR 2274	Advanced Technical Principles	2
+ RADR 2460	Clinical-Medical Radiologic Technology III	4
PHIL 2306	Ethics ¹	3

		11

Spring Semester

+ RADR 2233	Advanced Medical Imaging	2
+ RADR 2461	Clinical-Medical Radiologic Technology IV	4
PSYC 2301	Introduction to Psychology	3
COSC 1300	Introduction to Computing	3

		12

Summer Semester

+# RADR 2335	Radiologic Technology Seminar	3
+ RADR 2362	Clinical-Medical Radiologic Technology V	3

		6

TOTALS **72**

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Or from approved Humanities/Fine Arts section of the General Education Course list.

Computerized Tomography

Certificate

This certificate program provides advanced classroom and clinical instruction in Computerized Tomography. Admission is limited to American Registry of Radiologic Technologists certified applicants. Completion of the prescribed curriculum will help prepare the student for the Advanced Certification Examination in Computerized Tomography administered by the American Registry of Radiologic Technologists. Admission to the college does not guarantee admission to the program and enrollment is limited.

Fall Semester Credit Hours

+ RADR 2271	Sectional Anatomy and Patient Care	2
+ CTMT 2232	Principles of Computerized Tomography	2
+ CTMT 2460	Clinical-Computed Tomography Technology/Technician: Technical-Medical Rad Tech-CT 1	4

		8

Spring Semester

+ CTMT 2273	Computerized Tomography Procedures and Special Studies	2
+# CTMT 2461	Clinical-Computed Tomography Technology/Technician: Technical-Medical Rad Tech CT 2	4

		6

TOTALS **14**

+ Prerequisites: See Course Descriptions.

Capstone course

Magnetic Resonance Imaging

Certificate

This certificate program provides advanced classroom and clinical instruction in Magnetic Resonance Imaging. Admission is limited to American Registry of Radiologic Technologists certified applicants. Completion of the prescribed curriculum will help prepare the student for the Advanced Certification Examination in Magnetic Resonance Imaging administered by the American Registry of Radiologic Technologists. Admission to the college does not guarantee admission to the program and enrollment is limited.

Fall Semester Credit Hours

+ RADR 2271	Sectional Anatomy and Patient Care	2
+ MRIT 2230	Principles of Magnetic Resonance Imaging	2
+ MRIT 2460	Clinical-Magnetic Resonance Imaging Technology/Technician: Medical Rad MRI I	4

		8

Spring Semester

+ MRIT 2276	Magnetic Resonance Physics and Procedures	2
+# MRIT 2461	Clinical-Magnetic Resonance Imaging Technology/Technician	4

		6

TOTALS **14**

+ Prerequisites: See Course Descriptions.

Capstone course

Cardiovascular Interventional Radiology

Certificate

This certificate program provides classroom and clinical instruction in advanced techniques in cardiovascular and interventional radiology. Admission is limited to American Registry of Radiologic Technologists certified applicants. Completion of the prescribed curriculum will help prepare the student for the Advanced Certification Examination in Cardiovascular-Interventional Radiology administered by the American Registry of Radiologic Technologists. Admission to the college does not guarantee admission to the program and enrollment is limited.

Students accepted into the program are required to provide documentation of current immunizations.

Semester I		Credit Hours
+ CVIR	2250 Principles of Interventional Radiography I	2
+ CVIR	2364 Practicum–Cardiovascular Interventional Radiology I	3
+ CVIR	2351 Patient Care in Cardiovascular Interventional Radiography	3

		8
Semester II		
+ CVIR	2253 Principles of Interventional Radiography II	2
+ CVIR	2252 Cardiac Interventional Procedures	2
+# CVIR	2365 Practicum - Cardiovascular Interventional Radiology II	3

		7

TOTALS		15

+ Prerequisites: See Course Descriptions.

Capstone course

REAL ESTATE

Real Estate Brokers' Licensing

Associate of Applied Science Degree

Semester I		Credit Hours
BUSI	1301 Introduction to Business	3
ENGL	1301 English Composition I	3
RELE	1406 Real Estate Principles	4
COSC	1301 Personal Computing	3
	Restricted Elective ¹	3

		16
Semester II		
RELE	2301 Law of Agency	3
RELE	1319 Real Estate Finance	3
GOVT	2306 Texas State and Local Government	3
+ MATH	1332 College Mathematics	3
	Restricted Elective ¹	3

		15
Semester III		
RELE	1321 Real Estate Marketing	3
RELE	1311 Real Estate Contracts	3
RELE	1325 Real Estate Mathematics	3
ECON	2301 Principles of Macroeconomics	3
	Restricted Elective ¹	3

		15
Semester IV		
SPCH	1311 Introduction to Speech Communication	3
+# RELE	2367 Real Estate Practicum (Field Experience) OR	3
+ RELE	2331 Real Estate Brokerage	3
	Restricted Elective ¹	3
	Restricted Elective ¹	3
+	Humanities/Fine Arts ³	3

		15
TOTALS		61

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Business Electives may be chosen from the following programs: Real Estate, Management, Accounting, Economics, Marketing, or Financial Management.

³ Select from Humanities/Fine Arts section of the General Education Course list.

Real Estate

Certificate

Semester I		Credit Hours
RELE	1406 Real Estate Principles	3
RELE	1311 Real Estate Contracts	3
RELE	2301 Law of Agency	3
RELE	1319 Real Estate Finance	3
+ RELE	1391 Special Topics in Real Estate– Advanced Inspection OR	3
+# RELE	2367 Real Estate Practicum (Field Experience)	3

		15
TOTALS		15

+ Prerequisites: See Course Descriptions.

Capstone course

SOCIAL WORK

Social Work

Associate of Arts Degree

The Associate Degree program in Social Work is designed to prepare students for entry into the social service profession as a caseworker. In addition, it provides students with the first two years of college for transfer to a baccalaureate-granting institution.

Semester I	Credit Hours
SOCW 2361 Introduction to Social Work	3
ENGL 1301 English Composition I	3
	History ¹ 3
+ MATH 1332 College Mathematics OR	3
+ MATH 1314 College Algebra ²	
PSYC 2301 Introduction to Psychology	3
+ Natural Science ³	3-4

	18-19
Semester II	
	Humanities ⁴ 3
+ ENGL 1302 English Composition II	3
	History ⁵ 3
+ SOC 2743 Social Statistics	3
SOCI 1301 Introduction to Sociology	3
+ Natural Science ³	3-4

	18-19
Semester III	
+ SOC 2653 Research Methods in Sociology	3
GOVT 2305 United States Government	3
+ SOCW 2362 Social Welfare As A Social Institution	3
+ Foreign Language ⁶	4-5
	Oral Communication ⁷ 3

	16-17
Semester IV	
+ SOC 2753 Social Services–Field Experience	3
GOVT 2306 Texas State and Local Government	3
+ Foreign Language ⁶	4-5
	Humanities ⁴ 3
	Visual and Performing Arts ⁸ 3

	16-17

TOTALS	68-72

+ Prerequisites: See Course Descriptions.

¹ Select from the following courses: HIST 1301, HIST 2381, HIST 2380, HIST 2301, HIST 2341.

² College Algebra (MATH 1314) is recommended for students pursuing a four-year degree.

³ Select from Natural Sciences section of the Core Curriculum Course list. At least one Natural Science course chosen must have a lab component.

⁴ Select from Humanities section of the Core Curriculum Course list.

⁵ Select from the following courses: HIST 1302, HIS 1643, HIS 1663, HIST 2301, HIST 2341.

⁶ Foreign language hours must be in the same language. Spanish is strongly recommended.

⁷ Select a Speech course from Communications section of the Core Curriculum Course list.

⁸ Select from Visual and Performing Arts section of the Core Curriculum Course list.

SOCIOLOGY

Sociology

Associate of Arts Degree

The Associate of Arts degree in Sociology is intended to provide students with the first two years of sociology courses and to prepare them for transfer to an institution that grants a baccalaureate degree.

Semester I	Credit Hours
SOCI 1301 Introduction to Sociology	3
	History ¹ 3
+ MATH 1332 College Mathematics OR	3
+ MATH 1314 College Algebra ²	
ENGL 1301 English Composition I	3
	Foreign Language ³ 4-5

	16-17
Semester II	
	Restricted Elective ⁴ 3
+ ENGL 1302 English Composition II	3
	History ⁵ 3
	Foreign Language ³ 4-5
	Oral Communication ⁶ 3

	16-17
Semester III	
+ SOC 2743 Social Statistics	3
GOVT 2305 United States Government	3
ANTH 2351 Cultural Anthropology OR	3
ANTH 2301 Physical Anthropology	
+ Natural Science ⁷	3-4
+ Humanities ⁸	3

	15-16
Semester IV	
+ SOC 2653 Research Methods in Sociology	3
+ SOCI 2326 Social Psychology	3
GOVT 2306 Texas State and Local Government	3
	Natural Science ⁷ 3-4
+ Humanities ⁸	3
	Visual and Performing Arts ⁹ 3

	18-19

TOTALS	65-69

+ Prerequisites: See Course Descriptions.

¹ Select from the following courses: HIST 1301, HIST 2381, HIST 2380, HIST 2301, HIST 2341.

² College Algebra (MATH 1314) is recommended for students pursuing a four-year degree.

³ Foreign language hours must be in the same language.

⁴ Please choose from: SOCI 1306, SOCI 2301, SOCI 2319, SOC 2683, SOCI 2336.

⁵ Select from the following courses: HIST 1302, HIS 1643, HIS 1663, HIST 2301, HIST 2341.

⁶ Select any Speech course from Communications section of the Core Curriculum Course list.

⁷ Select from Natural Sciences section of the Core Curriculum Course list. At least one Natural Sciences course chosen must have a lab component.

⁸ Select from Humanities section of the Core Curriculum Course list.

⁹ Select from Visual and Performing Arts section of the Core Curriculum Course list.

SONOGRAPHY

Diagnostic Cardiac Sonography

(ECHOCARDIOGRAPHY)

Associate of Applied Science Degree

This degree plan is designed to prepare individuals with limited medical backgrounds for a career as a diagnostic cardiac sonographer (echocardiographer) through classroom study and a supervised clinical experience. **Minimum of Nurse Aid Certification is required.** Upon completion of the prescribed curriculum, the student is eligible to take examinations for the American Registry of Diagnostic Medical Sonographers (ARDMS) certification in Adult Echocardiography. This program is nationally accredited through the Committee on Accreditation of Allied Health Education Programs, 515 North State Street, Chicago, IL 60610; PHONE (312) 464-4695. **ADMISSION TO THE COLLEGE DOES NOT GUARANTEE ADMISSION TO THE PROGRAM. ENROLLMENT IS LIMITED.**

Students accepted into the program are required to have a physical examination and provide documentation of immunizations and must verify annual tuberculosis status.

Prerequisites	Credit Hours
HPRS 1206 Medical Terminology	2
PHIL 2306 Ethics	3
+ MATH 1314 College Algebra	3
BIOL 2401 Anatomy & Physiology I	4
+ BIOL 2402 Anatomy and Physiology II	4
ENGL 1301 English Composition I	3
PSYC 2301 Introduction to Psychology	3
+ PHYS 1401 General College Physics I OR	4
PHYS 1405 Conceptual Physics I	4

	26
Fall Semester	
SPCH 1315 Fundamentals of Public Speaking	3
+ DSAE 1100 Introduction to Diagnostic Imaging	1
+ DSAE 1315 Principles of Adult Echocardiography	3
+ DSAE 1203 Introduction to Echocardiography Techniques	2
+ DMSO 1302 Basic Ultrasound Physics	3

	12
Spring Semester	
+ DSAE 2404 Echocardiographic Evaluation of Pathology I	4
+ DSAE 1561 Clinical Echocardiography I	5
+ DMSO 1342 Intermediate Ultrasound Physics	3

	12
Summer Semester	
+ DSAE 2337 Echocardiographic Evaluation of Pathology II	3
+ DSAE 2462 Clinical Echocardiography II	4
+ DMSO 2351 Doppler Physics	3

	10

Fall Semester

DSVT 1103 Introduction to Vascular Technology	1
+ # DMSO 2345 Advanced Sonography Practices	3
+ # DMSO 2663 Medical Sonography Clinical III	6
+ DMSO 2243 Advanced Ultrasound Physics	2

	12

TOTALS	72

+ Prerequisites: See Course Descriptions.

Capstone course

Diagnostic Cardiac Sonography

(ECHOCARDIOGRAPHY)

Advanced Technical Certificate

Admission is limited to graduates of an accredited 2-year patient care based Allied Health program. This certificate program prepares the student for a career as a diagnostic cardiac sonographer (echocardiographer) through classroom study and supervised clinical experience. Upon completion of the prescribed curriculum, the student is eligible to take examinations for the American Registry of Diagnostic Medical Sonographers (ARDMS) certification in Adult Echocardiography. This program is currently accredited through the Committee on Accreditation of Allied Health Education Programs, 515 North State Street, Chicago, IL 60610; phone (312) 464-4695. **ADMISSION TO THE COLLEGE DOES NOT GUARANTEE ADMISSION TO THE PROGRAM. ENROLLMENT IS LIMITED.**

Students accepted into the program are required to have a physical examination, provide documentation of immunizations, and must verify annual tuberculosis status.

Prerequisites	Credit Hours
+ MATH 1314 College Algebra	3
+ PHYS 1401 General College Physics I OR	4
PHYS 1405 Conceptual Physics I	4

	7
Fall Semester	
+ DSAE 1100 Introduction to Diagnostic Imaging	1
+ DSAE 1315 Principles of Adult Echocardiography	3
+ DSAE 1203 Introduction to Echocardiography Techniques	2
+ DMSO 1302 Basic Ultrasound Physics	3

	9
Spring Semester	
+ DSAE 2404 Echocardiographic Evaluation of Pathology I	4
+ DSAE 1561 Clinical Echocardiography I	5
+ DMSO 1342 Intermediate Ultrasound Physics	3

	12

Sonography

Summer Semester

+ DSAE 2337	Echocardiographic Evaluation of Pathology II	3
+ DSAE 2462	Clinical Echocardiography II	4
+ DMSO 2351	Doppler Physics	3

		10

Fall Semester

DSVT 1103	Introduction to Vascular Technology	1
+# DMSO 2345	Advanced Sonography Practices	3
+# DSAE 2663	Clinical Echocardiography III	6
+ DMSO 2243	Advanced Ultrasound Physics	2

		12

TOTALS **50**

+ Prerequisites: See Course Descriptions.

Capstone course

Diagnostic Medical Sonography

Associate of Applied Science Degree

This degree plan is designed to prepare individuals with limited medical backgrounds for a career as a diagnostic medical sonographer through classroom study and supervised clinical experience. **Minimum of a Nurse Aid Certification is required.** Upon completion of the prescribed curriculum, the student is eligible to take examinations for the American Registry of Diagnostic Medical Sonographers (ARDMS) certification in Abdominal and OB/GYN specialties. This program is nationally accredited through the Committee on Accreditation of Allied Health Education Programs, 515 North State Street, Chicago, IL 60610; phone (312) 464-4695. **ADMISSION TO THE COLLEGE DOES NOT GUARANTEE ADMISSION TO THE PROGRAM AND ENROLLMENT IS LIMITED.**

Students accepted into the program are required to have a physical examination, provide documentation of immunizations, and verify annual tuberculosis status.

Prerequisites	Credit Hours	
HPRS 1206	Medical Terminology	2
PHIL 2306	Ethics	3
+ MATH 1314	College Algebra	3
BIOL 2401	Anatomy & Physiology I	4
+ BIOL 2402	Anatomy and Physiology II	4
ENGL 1301	English Composition I	3
PSYC 2301	Introduction to Psychology	3
+ PHYS 1401	General College Physics I OR	4
PHYS 1405	Conceptual Physics I	4

26

Fall Semester

SPCH 1315	Fundamentals of Public Speaking	3
+ DSAE 1100	Introduction to Diagnostic Imaging	1
+ DMSO 1441	Introduction to Abdominopelvic Sonography	4
+ DMSO 1172	Techniques of Medical Sonography	1
+ DMSO 1302	Basic Ultrasound Physics	3

		12

Spring Semester

+ DMSO 2441	Sonography of Abdominopelvic Pathology	4
+ DMSO 1561	Medical Sonography Clinical I	5
+ DMSO 1342	Intermediate Ultrasound Physics	3

		12

Summer Semester

+ DMSO 2342	Sonography of High Risk Obstetrics	3
+ DMSO 2462	Medical Sonography Clinical II	4
+ DMSO 2351	Doppler Physics	3

		10

Fall Semester

+ DSVT 1103	Introduction to Vascular Technology	1
+# DMSO 2345	Advanced Sonography Practices	3
+# DMSO 2663	Clinical Medical Sonography III	6
+ DMSO 2243	Advanced Ultrasound Physics	2

		12

TOTALS **72**

+ Prerequisites: See Course Descriptions.

Capstone course

Diagnostic Medical Sonography

Advanced Technical Certificate

Admission is limited to graduates of an accredited 2-year patient care based Allied Health program. This certificate program prepares the student for a career as a diagnostic medical sonographer through classroom study and supervised clinical experience. Upon completion of the prescribed curriculum, the student is eligible to take examinations for the American Registry of Diagnostic Medical Sonographers (ARDMS) certification in Abdominal and OB/GYN specialties. This program is nationally accredited through the Committee on Accreditation of Allied Health Education Programs 515 North State Street, Chicago IL, 60610; phone (312)464-4695. **ADMISSION TO THE COLLEGE DOES NOT GUARANTEE ADMISSION TO THE PROGRAM AND ENROLLMENT IS LIMITED.**

Students accepted into the program are required to have a physical examination, provide documentation of immunizations, and must verify annual tuberculosis status.

Prerequisites	Credit Hours
+ MATH 1314 College Algebra	3
+ PHYS 1401 General College Physics I OR PHYS 1405 Conceptual Physics I	4

	7
Fall Semester	
+ DSAE 1100 Introduction to Diagnostic Imaging	1
+ DMSO 1441 Introduction to Abdominopelvic Sonography	4
+ DMSO 1172 Techniques of Medical Sonography	1
+ DMSO 1302 Basic Ultrasound Physics	3

	9
Spring Semester	
+ DMSO 2441 Sonography of Abdominopelvic Pathology	4
+ DMSO 1561 Medical Sonography Clinical I	5
+ DMSO 1342 Intermediate Ultrasound Physics	3

	12
Summer Semester	
+ DMSO 2342 Sonography of High Risk Obstetrics	3
+ DMSO 2462 Medical Sonography Clinical II	4
+ DMSO 2351 Doppler Physics	3

	10
Fall Semester	
+ DSVT 1103 Introduction to Vascular Technology	1
+ # DMSO 2345 Advanced Sonography Practices	3
+ # DMSO 2663 Medical Sonography Clinical III	6
+ DMSO 2243 Advanced Ultrasound Physics	2

	12

TOTALS	50

+ Prerequisites: See Course Descriptions.

Capstone course

SPEECH

Speech

Associate of Arts Degree

The Associate of Arts degree provides students with the first two years of Liberal Arts education with an emphasis on Speech.

Semester I	Credit Hours
ENGL 1301 English Composition I	3
HIST 1301 United States History I Foreign Language ¹	3 5
SPCH 1311 Introduction to Speech Communication	3
COSC 1300 Introduction to Computing OR	3
COSC 1301 Personal Computing	3

	17
Semester II	
+ ENGL 1302 English Composition II	3
HIST 1302 United States History II Foreign Language ¹	3 5
+ SPCH 1315 Fundamentals of Public Speaking OR	3
SPCH 1321 Business and Professional Speaking	3
SPCH 1318 Interpersonal Communication	3

	17
Semester III	
GOVT 2305 United States Government	3
+ Literature ²	3
+ Mathematics ³	3
+ Natural Science ³	3-4
SPCH 2333 Small Group Communication	3

	15-16
Semester IV	
GOVT 2306 Texas State and Local Government	3
+ Natural Science ³	3-4
Visual and Performing Arts ⁴	3
Social and Behavioral Science ⁵	3
Elective ⁶	3

	15-16

TOTALS	64-66

+ Prerequisites: See Course Descriptions.

¹ The foreign language hours must be in the same language.

² The literature course must be chosen from the following: ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342.

³ The Math/Natural Science requirement may be satisfied by any Math/ Natural Science course from the Core Curriculum.

⁴ Select from Visual and Performing Arts section of the Core Curriculum Course list.

⁵ Select from Other Social and Behavioral Sciences section of the Core Curriculum Course list.

⁶ Students are encouraged to take a Speech course or a course that would satisfy the requirements of the Core Curriculum from the Humanities section.

Surgical Technology

SURGICAL TECHNOLOGY

Surgical Technology

Associate of Applied Science Degree

The Surgical Technologist is an integral member of the surgical team. The Surgical Technologist works closely with the surgeon, anesthesiologist, and registered nurse to deliver direct patient care before, during, and after surgery. This degree plan combines classroom teaching with supervised clinical experience for the surgical technologist. Emphasis is placed on the proper application of sterile technique and modern technology to patient care in the operating room. The student will receive information in anatomy and physiology, microbiology, pharmacology, surgical pathology, and surgical procedures along with the standard practices involved in surgical technology. Upon completion of the program the student is qualified to take the national certification examination for surgical technologists. **ADMISSION TO THE COLLEGE DOES NOT GUARANTEE ADMISSION TO THE SURGICAL TECHNOLOGY PROGRAM.** A separate application process is required for admission into the Surgical Technology Program. Departmental approval is required to register for any of the Surgical Technology Courses (SRGT). The program is nationally accredited, oversight of which is by the Accreditation Review Committee -Surgical Technology (7108-C S. Alton Way, Englewood, CO 80112; Phone (303) 694-9262) with CAAHEP (35 E. Wacker Drive Suite 1970, Chicago, IL 60601-2208; Phone (312) 553-9355). Students accepted into the program are required to have a physical examination, provide documentation of immunizations, and verify annual tuberculosis status.

Prior to acceptance in Surgical Technology Credit Hours

BIOL 2401	Anatomy and Physiology I ¹	4
BIOL 2420	Introduction to Microbiology ¹	4
HPRS 1206	Medical Terminology	2

		10

Semester I

+	Mathematics ²	3
	BIOL 2402 Anatomy and Physiology II ¹	4
	PSYC 2301 Introduction to Psychology	3
	ENGL 1301 English Composition I	3
+	HPRS 2300 Pharmacology for Health Professions	3

		16

Semester II

	SPCH 1318 Interpersonal Communication	3
	PHIL 2303 Logic OR	3
	PHIL 2306 Ethics OR	
+	Humanities	
	Unrestricted Elective	3

		9

Semester III

+	SRGT 1405 Introduction to Surgical Technology	4
+	SRGT 1409 Fundamentals of Aseptic Technique	4
+	SRGT 1160 Beginning Clinical	1

		9

Semester IV

+	SRGT 1441 Surgical Procedures I	4
+	SRGT 1660 Intermediate Clinical	6
	SRGT 1391 Special Topics in Surgical Technology–Orthopedic Specialty OR	3

SRGT 1391	Special Topics in Surgical Technology–Orthopedic Specialty	

		13

Semester V

+# SRGT 1442	Surgical Procedures II	4
+ SRGT 2660	Advanced Clinical	6

		10

TOTALS

67

+ Prerequisites: See Course Descriptions.

Capstone course

¹ These courses must be current within the past five years.

² Select from the following courses: MATH 1332, MATH 1342, MATH 1314.

Surgical Technology

Certificate

A student may (pending approval by the Department of Surgical Technology) be awarded a certificate in Surgical Technology at the completion of the following courses:

Prior to acceptance in Surgical Technology Credit Hours

BIOL 2401	Anatomy and Physiology I ¹	4
BIOL 2420	Introduction to Microbiology	4
HPRS 1206	Medical Terminology ¹	2

		10

Semester I

+	Mathematics ²	3

		3

Semester II

	BIOL 2402 Anatomy and Physiology II ¹	4
+	HPRS 2300 Pharmacology for Health Professions	3

		7

Semester III

+	SRGT 1405 Introduction to Surgical Technology	4
+	SRGT 1409 Fundamentals of Aseptic Technique	4
+	SRGT 1160 Beginning Clinical	1

		9

Semester IV

+	SRGT 1441 Surgical Procedures I	4
+	SRGT 1660 Intermediate Clinical	6
	SRGT 1391 Special Topics in Surgical Technology–Orthopedic Specialty OR	3
	SRGT 1391 Special Topics in Surgical Technology–Orthopedic Specialty	

		13

Semester V

+# SRGT 1442	Surgical Procedures II	4
+ SRGT 2660	Advanced Clinical	6

		10

TOTALS

52

+ Prerequisites: See Course Descriptions.

Capstone course

¹ These courses must be current within the past five years.

² Select from the following courses: MATH 1342, MATH 1332, MATH 1314.

Technical Communications

TECHNICAL COMMUNICATIONS

Technical Communications

Associate of Applied Science Degree

This program is designed to give students the writing and editing skills and the technical background necessary for careers in technical communication. The range of computer and technical electives permits students to coordinate their communications skills with training in a variety of technical areas.

Semester I		Credit Hours
ENGL 1301	English Composition I	3
SPCH 1315	Fundamentals of Public Speaking	3
	Computer Course ¹	3
	Elective ²	4
		13
Semester II		
+ ENGL 2311	Technical & Business Writing	3
+ POFT 1329	Keyboarding and Document Formatting–MS Word™ I	3
	Computer Elective ³	3-4
	Printing ⁴	4
+	Mathematics ⁵	3
		16-17
Semester III		
+ ETWR 1372	Grammar/Style	3
+ ETWR 1391	Special Topics in English Technical and Business Writing	3
+ ETWR 2372	Print Documentation	3
+ ETWR 2371	Editing and Layout–Technical Editing	3
+ BUSI 1304	Business Report Writing and Correspondence	3
	Restricted Elective ²	3-4
		18-19
Semester IV		
+ ETWR 2373	Online Documentation	3
ECON 2302	Principles of Microeconomics OR Social and Behavioral Science	3
+	Humanities ⁶	3
	Restricted Elective ²	9-12
#	Capstone Portfolio Examination ⁷	
		18-21
TOTALS		65-70

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from the following courses: COSC 1300, COSC 1315, ITSE 1331.

² Students must take all coursework in the minor plan from one of the following: Computer Information Systems, Engineering Design Graphics, Electronic Technology, Quality Assurance Technology or another scientific or technical subject area subject to program approval.

³ Must be taken from ITSE 1331, ITSW 1301, COSC 1320, ITSW 1327, ITSE 1344, ITSW 1372, ITSE 2431, COSC 2415, GRPH 1432, or GRPH 1454.

⁴ Must be taken from GRPH 1422 or DFTG 1405.

⁵ Select from MATH 1332, MATH 1314, MATH 1324 or higher.

⁶ Select from ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, or HUMA 1315.

⁷ The graduate's Capstone Portfolio Examination Project must be approved at the beginning of the semester and reviewed and approved at least one week before the end of the semester by the Program Coordinator or a designated faculty member.

Technical Communications

Certificate

The certificate program is designed to give students the writing, editing, and computer language skills necessary for careers in the technical communication profession.

Semester I		Credit Hours
COSC 1300	Introduction to Computing	3
ENGL 1301	English Composition I	3
	Computer Elective ¹	3-4
+ POFT 1329	Keyboarding and Document Formatting–MS Word™ I	3
		12-13
Semester II		
+ BUSI 1304	Business Report Writing and Correspondence	3
	Computer Elective ¹	3-4
	Printing Elective ²	4
+ ETWR 1372	Grammar/Style	3
+ ENGL 2311	Technical & Business Writing	3
+ ETWR 2373	Online Documentation	3
+ ETWR 2371	Editing and Layout–Technical Editing	3
#	Capstone Portfolio Examination ³	
		22-23
TOTALS		34-36

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from ITSE 1331, COSC 1315, ITSW 1301, COSC 1320, ITSE 1344, GRPH 1425, or GRPH 1457.

² Select from GRPH 1422 or DFTG 1405.

³ The graduate's Capstone Portfolio Examination project must be approved at the beginning of the semester and reviewed and approved at least one week before the end of the semester by the Program Coordinator or a designated faculty member.

Travel and Tourism

TRAVEL AND TOURISM

Travel and Tourism

Associate of Applied Science Degree

Semester I		Credit Hours
HAMG 1321	Introduction to Hospitality Industry	3
IFWA 1217	Food Production and Planning (Math)	2
FDNS 1301	Introduction to Foods	3
IFWA 1213	Sanitation and Safety	2
ENGL 1301	English Composition I	3
+ MATH 1332	College Mathematics	3

		16
Semester II		
HAMG 1313	Front Office Procedures	3
HAMG 2332	Hospitality Financial Management	3
RSTO 1304	Dining Room Service	3
HAMG 1219	Computers in Hospitality	2
TRVM 1300	Introduction to Travel and Tourism	3
	Travel and Tourism Elective ¹	3

		17
Semester III		
+ CULA 1341	American Regional Cuisine	3
	Oral Communication ²	3
	Social and Behavioral Science ³	3
HAMG 1324	Hospitality Human Resources Management	3
	Restricted Elective ¹	3

		15
Semester IV		
+# HAMG 2389	Internship–Hospitality Administration and Management	3
HAMG 2305	Hospitality Management and Leadership	3
	Restricted Elective ¹	3
	Restricted Elective ¹	3
+	Humanities ³	3

		15
TOTALS		63

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Restricted Electives may be chosen from the restricted elective list from the areas of Hospitality Management, Culinary Arts, Travel & Tourism or Meeting Planning. See Program Advisor for the listing.

² Select from Oral Communications section of the General Education Course list.

³ This includes a Visual and Performing Arts course, an additional Humanities course, and an additional Social and Behavioral Science course. Consult the catalog core curriculum for a list of acceptable courses.

Travel and Tourism

Certificate

The Travel and Tourism program is designed to give the student an overview of the travel industry, and provides the student with the necessary information to obtain an entry-level position in the travel industry. The student works in a professionally staffed atmosphere with modern equipment.

Semester I		Credit Hours
TRVM 1300	Introduction to Travel and Tourism	3
TRVM 1306	Travel Automation I	3
TRVM 1345	Travel and Tourism Sales and Marketing Techniques	3
TRVM 1391	Special Topics in Travel & Tourism–Internet Travel Specialist ¹	3

		12
Semester II		
+ TRVM 2335	Travel Automation II	3
TRVM 2305	Travel Industry Management	3
+# TRVM 2345	Advanced Topics in Tourism	3
TRVM 1391	Special Topics in Travel & Tourism–Destinations ¹	3

		12
TOTALS		24

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Special Topics courses may be repeated as subjects change.

Visual Communication Design

VISUAL COMMUNICATION DESIGN

2D Animation Specialization

Associate of Applied Science Degree

2D Animation degree focuses on various areas of traditional and computer animation offering students a comprehensive course of study and practicum in the field of animation. The objective of this degree is to prepare students for qualification in producing completed animation productions and preparing students for intermediate entry into the industry.

Semester I		Credit Hours
+ IMED 1211	Storyboard	2
ARTC 1305	Basic Graphic Design	3
ARTC 1409	Basic Illustration	4
+ ARTC 1391	Special Topics in Graphic Design, Commercial Art and Illustration: Color Theory for Design	3

		12
Semester II		
	Humanities ³	3
+ ARTC 1401	Basic Animation	4
	Mathematics ¹	3
ARTC 1402	Digital Imaging I	4

		14
Semester III		
+ ARTC 1491	Special Topics in Graphic Design, Commercial Art and Illustration: Advanced Animation	4
	Oral Communication ²	3

		7
Semester IV		
+ IMED 1451	Digital Video	4
+ ARTV 1401	Animation 2-D	4
ARTC 2311	History of Communication Graphics	3
+ IMED 1491	Special Topics in Educational/Instructional Media Technology: Typographic Design for Multimedia	4

		15
Semester V		
	Social and Behavioral Science ⁴	3
+ ARTV 1471	Advanced Animation 2-D	4
+ IMED 2441	Advanced Digital Video	4
ENGL 1301	English Composition I	3

		14
Semester VI		
+# ARTV 1491	Special Topics in Visual and Performing Arts: Portfolio Development for Animation	4
	Restricted Elective ⁵	4

		8

TOTALS		70

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select any Math course from Computation Skills section of the General Education Course List.

² Select any Speech course from Communications section of the General Education Course List.

³ Must be selected from the following Humanities and Fine Art courses: ARTS 1301, ARTS 1303, ARTS 1304, HUMA 1301, HUMA 1315.

⁴ Select from the Social Behavioral Science section of the General Education Course List.

⁵ Must be selected from the following Visual Communication Design electives: ARTC 1413, ARTC 1445, ARTC 1441, IMED 1441, IMED 1405, IMED 1416, IMED 1491, IMED 2388, RTF 1731, RTF 1732, COMM 2325, MUSC 1331, MUSC 1327, COSC 1301.

2D Animation

Certificate

2D Animation certificate will prepare students for intermediate entry into the field of traditional and 2D computer animation. The course of study will introduce students to various aspects of the field.

Semester I		Credit Hours
+ IMED 1211	Storyboard	2
ARTC 1409	Basic Illustration	4
+ IMED 1451	Digital Video	4
ARTC 1305	Basic Graphic Design	3

		13
Semester II		
+ ARTC 1401	Basic Animation	4
ARTC 1474	Designing for Animation	4
ARTC 1402	Digital Imaging I	4
ARTC 1391	Special Topics in Color Theory	3

		15
Semester III		
+ ARTV 1401	Animation 2-D	4
+ ARTC 1491	Special Topics in Graphic Design, Commercial Art and Illustration: Advanced Animation	4

		8
Semester IV		
+ ARTV 1471	Advanced Animation 2-D	4
+ IMED 2441	Advanced Digital Video	4

		8
Semester V		
+# ARTV 1491	Special Topics in Visual and Performing Arts: Portfolio Development for Animation	4
	Restricted Elective ¹	4

		8

TOTALS		52

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Must be selected from the following Visual Communication Design electives: ARTC 1413, ARTC 1445, ARTC 1441, IMED 1441, IMED 1405, IMED 2405, IMED 1416, IMED 1491, IMED 2388, RTF 1731, RTF 1732, COMM 2325, MUSC 1331, MUSC 1327, COSC 1301.

Visual Communication Design

3D Animation Specialization

Associate of Applied Science Degree

A specialized course of study focusing on 3D visual art production for the Film, Broadcast, and Computer Game Development industries. Courses provide a balance of technical skills and aesthetic development, culminating in a portfolio building project targeted to the student's chosen career path.

Semester I	Credit Hours
ARTC 1409 Basic Illustration	4
ARTC 1305 Basic Graphic Design	3
ARTC 1402 Digital Imaging I	4
ARTC 1445 3-D Modeling and Rendering	4

	15
Semester II	
+ ARTC 1401 Basic Animation	4
+ IMED 1211 Storyboard	2
+ ARTC 2445 Advanced 3D Modeling and Rendering	4
Math ¹	3

	13
Semester III	
+ ARTC 1441 3-D Animation I	4
Oral Communication ²	3
ARTC 1391 Special Topics in Color Theory	3

	10
Semester IV	
IMED 1491 Special Topics in Type Design for Multimedia	4
+ ARTC 1471 Design for 3D	4
Restricted Elective ⁵	4
ENGL 1301 English Composition I	3

	15
Semester V	
+ ARTC 1473 3D Project	4
Humanities ³	3
Social and Behavioral Sciences ⁴	3
ARTC 2311 History of Communication Graphics	3

	13
Semester VI	
+# ARTV 1491 Special Topics in Visual and Performing Arts: Portfolio Development for Animation	4

	4

TOTALS	70

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select any Math course from Computation Skills section of the General Education Course List.

² Select any Speech course from Communications section of the General Education Course List.

³ Select Humanities Courses from ARTS 1301, ARTS 1303, ARTS 1304, HUMA 1301, HUMA 1315.

⁴ Select from Social Behavioral Science section of the General Education Course List.

⁵ Must be selected from the following Visual Communication Design electives: ARTC 1391, IMED 1491, ARTC 1491, ARTC 1421, ARTS 2323, ARTV 1401, IMED 1451.

3D Animation

Certificate

A specialized course of study focusing on 3D visual art production for the film, broadcast, and computer game development industries. Courses provide a balance of technical skills and aesthetic development, culminating in a portfolio building project targeted to the student's chosen career path.

Semester I	Credit Hours
ARTC 1409 Basic Illustration	4
ARTC 1305 Basic Graphic Design	3
ARTC 1445 3-D Modeling and Rendering	4
ARTC 1391 Special Topics in Color Theory	3

	14
Semester II	
+ ARTC 1401 Basic Animation	4
+ IMED 1211 Storyboard	2
+ ARTC 2445 Advanced 3D Modeling and Rendering	4
ARTC 1402 Digital Imaging I	4

	14
Semester III	
+ ARTC 1441 3-D Animation I	4

	4
Semester IV	
+ ARTC 2441 3-D Animation II	4
Restricted Elective ¹	4
+ ARTC 1471 Design for 3D	4

	12
Semester V	
+# ARTC 1473 3D Project	4

	4

TOTALS	48

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Must be selected from the following Visual Communication Design electives: IMED 1491, ARTC 1491, ARTC 1421, ARTS 2323, ARTV 1401, IMED 1451.

Visual Communication Design

Graphic Design Specialization

Associate of Applied Science Degree

This specialized course of study is structured to establish the principals of graphic design and art direction. Courses in the program will offer students the opportunity to develop a real world skill set through the acquisition of conceptual thinking skills combined with practical technical skills using state of the art software and hardware. The result of student's course work will consist of a conceptual body of work that will culminate into a professional portfolio.

		Credit Hours
Semester I		
ARTC 1305	Basic Graphic Design	3
ARTC 1413	Digital Publishing I	4
ARTC 1402	Digital Imaging I	4
+ ARTC 1391	Special Topics in Graphic Design, Commercial Art and Illustration: Color Theory for Design	3

		14
Semester II		
ARTC 1409	Basic Illustration	4
+ ARTC 2413	Digital Publishing II	4
+ ARTC 2417	Typographic Design	4
+ ARTC 1449	Art Direction I	4

		16
Semester III		
+ ARTC 1417	Design Communication I	4
+ ARTC 1421	Illustration Techniques	4
ENGL 1301	English Composition I	3

		11
Semester IV		
ARTC 2311	History of Communication Graphics	3
+ ARTC 2447	Design Communication II	4
+ ARTC 2431	Illustration Concepts	4
+ _____	Humanities/Fine Arts ³	3
+ _____	Social and Behavioral Science ⁴	3

		17
Semester V		
+# ARTC 2435	Portfolio Development for Graphic Design	4
	Oral Communication ²	3
+ _____	Mathematics ¹	3
+ _____	Restricted Elective ⁵	4

		14

TOTALS		72

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select any Math course from Computation Skills section of the General Education Course List.

² Select any Speech course from Communications section of the General Education Course List.

³ Select Humanities Courses from ARTS 1301, ARTS 1303, ARTS 1304, HUMA 1301, HUMA 1315.

⁴ Select from Social Behavioral Science section of the General Education Course List.

⁵ Must be selected from the following Visual Communication Design electives: ARTC 1401, ARTC 1445, ARTC 1441, ARTC 1491, ARTC 2333, ARTV 1401 IMED 1211, IMED 1401, IMED 1416, IMED 1441, IMED 1451, IMED 1405, IMED 1491, IMED 2441, IMED 2416, IMED 2388, GRPH 1459, GRPH 1457, GRPH 1409, GRPH 2436, RTF 1731, RTF 1732, COMM 2325, MUSC 1331, MUSC 1327, COSC 1301.

Graphic Design

Certificate

This focused course of study is structured to establish the principals of graphic design and art direction. The result of student course work will consist of a conceptual body of work that will culminate into a professional portfolio.

		Credit Hours
Semester I		
ARTC 1305	Basic Graphic Design	3
ARTC 1413	Digital Publishing I	4
ARTC 1402	Digital Imaging I	4
+ ARTC 1391	Special Topics in Graphic Design, Commercial Art and Illustration: Color Theory for Design	3

		14
Semester II		
ARTC 1409	Basic Illustration	4
+ ARTC 2413	Digital Publishing II	4
+ ARTC 2417	Typographic Design	4
+ ARTC 1449	Art Direction I	4

		16
Semester III		
+ ARTC 1417	Design Communication I	4
+ ARTC 1421	Illustration Techniques	4

		8
Semester IV		
+ ARTC 2447	Design Communication II	4
+ ARTC 2431	Illustration Concepts	4

		8
Semester V		
+# ARTC 2435	Portfolio Development for Graphic Design	4
	Restricted Elective ¹	4

		8
TOTALS		54

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Must be selected from the following Visual Communication Design electives: ARTC 1401, ARTC 1445, ARTC 1441, ARTC 2333, ARTC 2441, ARTC 2445, ARTV 1401 IMED 1211, IMED 1401, IMED 1441, IMED 1451, IMED 1405, IMED 1491, IMED 2441, IMED 2388, GRPH 1459, GRPH 1457, GRPH 1409, GRPH 2436, RTF 1731, RTF 1732, COMM 2325, MUSC 1331, MUSC 1327, COSC 1301.

Visual Communication Design

Interactive Design Specialization

Associate of Applied Science Degree

This new program is structured to establish the foundation principals for the design, development, and implementation of interactive design projects, as well as, advanced techniques. Students will be instructed in methods that will enable them to identify, design, and develop intermediate to advanced elements of the interactive design development process. Course offered in the program will offer students the opportunity to develop a real world skill set through the acquisition of practical technical skills (computer skills) and critical thinking skills (a clear understanding of project requirements, i.e. problem solving skills). This is a five semester plan for acquiring this degree. Any deviation from or substitutions require departmental approval. Please see our Level II Certificate for Interactive.

Semester I	Credit Hours
Humanities ³	3
ARTC 1409 Basic Illustration	4
+ ARTC 1391 Special Topics in Graphic Design, Commercial Art and Illustration: Color Theory for Design	3
ARTC 1305 Basic Graphic Design	3
ARTC 1402 Digital Imaging I	4

	17
Semester II	
Mathematics ¹	3
IMED 1445 Interactive Multimedia I	4
+ IMED 1441 2-D Interface Design	4
+ IMED 1491 Special Topics in Educational/ Instructional Media Technology: Typographic Design for Multimedia	4
IMED 1211 Story Board	2

	17
Semester III	
Oral Communications ²	3
+ IMED 1416 Web Page Design I	4
ARTC 2311 History of Communication Graphics	3

	10
Semester IV	
ENGL 1301 English Composition I	3
+ IMED 2445 Interactive Multimedia II	4
Restricted Elective ⁵	4
+ IMED 2415 Web Page Design II	4

	15
Semester V	
Social and Behavioral Science ⁴	3
+ IMED 2413 Project Analysis and Design	4
+# IMED 2411 Portfolio Development	4

	11

TOTALS	70

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select any Math course from Computation Skills section of the General Education Course List.

² Select any Speech course from Communications section of the General Education Course List.

³ Must be selected from the following Humanities and Fine Art courses: ARTS 1301, ARTS 1303, ARTS 1304, HUMA 1301, HUMA 1315.

⁴ Select from Social Behavioral Science section of the General Education Course List.

⁵ Must be selected from the following Visual Communication Design electives: ARTC 1401, ARTC 1413, ARTC 1445, ARTC 1441, ARTC 1491, ARTV 1401 IMED 1211, IMED 1401, IMED 1405, IMED 1451, IMED 1491, IMED 2441, IMED 2405, IMED 2388, RTF 1731, RTF 1732, COMM 2325, MUSC 1331, MUSC 1327, COSC 1301.

Interactive Design

Certificate

This certificate program is structured to establish the foundation principals for the design, development, and implementation of interactive design projects, as well as, advanced techniques. Students will be instructed in methods that will enable them to identify, design, and develop intermediate to advanced elements of the interactive design development process. Course offered in the program will offer students the opportunity to develop a real world skill set through the acquisition of practical technical skills (computer skills) and critical thinking skills (a clear understanding of project requirements, i.e. problem solving skills). This is a five semester plan for acquiring this degree. Any deviation from or substitutions require departmental approval. Prerequisites may be waived with departmental approval. Please see our Associate of Applied Science - Interactive Design Specialization.

Semester I	Credit Hours
+ ARTC 1391 Special Topics in Graphic Design, Commercial Art and Illustration: Color Theory for Design	3
ARTC 1305 Basic Graphic Design	3
ARTC 1402 Digital Imaging I	4
ARTC 1409 Basic Illustration	4

	14
Semester II	
+ IMED 1441 2-D Interface Design	4
IMED 1445 Interactive Multimedia I	4
+ IMED 1416 Web Page Design I	4
IMED 1211 Story Board	2

	14
Semester III	
+ IMED 2445 Interactive Multimedia II	4
+ IMED 2415 Web Page Design II	4
+ IMED 1491 Special Topics in Educational/ Instructional Media Technology: Typographic Design for Multimedia	4

	12

Welding Technology

Semester IV		
+ IMED 1405	Multimedia Courseware Development I	4
	Restricted Elective ¹	4

		8

Semester V		
+ # IMED 2411	Portfolio Development	4

		4

TOTALS **52**

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Must be selected from the following Visual Communication Design electives: ARTC 1401, ARTC 1413, ARTC 1445, ARTC 1441, ARTV 1401, IMED 1401, IMED 1451, IMED 1491, IMED 2413, IMED 2405, IMED 2388, RTF 1731, RTF 1732, COMM 2325, MUSC 1331, MUSC 1327, COSC 1301

Online Web

Certificate

This online certificate program is structured in a way that allows the non-traditional student the opportunity to learn practical foundation through advanced level interactive design and development techniques and principles. Students will develop a skill set that ranges from design to development, and on through project management. Students who elect to pursue this program must also be focused, motivated, and equipped to work independently. Students will work primarily off campus, however, a minimum number of required lab hours must be satisfied in an on campus lab.

Semester I			Credit Hours
ARTC 1402	Digital Imaging I		4
IMED 1445	Interactive Multimedia I		4

			8

Semester II			
+ IMED 1441	2-D Interface Design		4
+ IMED 1416	Web Page Design I		4
+ IMED 1491	Special Topics in Educational/ Instructional Media Technology: Typographic Design for Multimedia		4

			12

Semester III			
+ IMED 2415	Web Page Design II		4
+ IMED 1405	Multimedia Courseware Development I		4

			8

Semester IV			
+ IMED 2405	Multimedia Courseware Development II		4

			4

Semester V			
+ # IMED 2413	Project Analysis and Design		4

			4

TOTALS **36**

+ Prerequisites: See Course Descriptions.

Capstone course

WELDING TECHNOLOGY

Code Welding

Associate of Applied Science Degree

This option is for the student desiring a production-based degree, and offers a synthesis of manipulative skills and technical knowledge. Its versatility allows the graduate to pursue a career as a code welder, or to work in supervision by utilizing technical competence acquired from academic course work.

Semester I		Credit Hours
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	4
+ WLDG 1413	Introduction to Blueprint Reading for Welders	4
+ MATH 1333	Mathematics for Measurement	3
COSC 1301	Personal Computing	3

		18

Semester II		
+ WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
+ WLDG 1435	Introduction to Pipe Welding-- API 1104	4
ENGL 1301	English Composition I	3
+ Humanities/Fine Arts ¹		3

		18

Semester III		
+ WLDG 2406	Intermediate Pipe Welding--ASME Section IX	4
+ WLDG 1453	Intermediate Layout and Fabrication	4
+ WLDG 2450	Orbital Tube Welding	4
SPCH 1315	Fundamentals of Public Speaking	3
HIST 1301	United States History I	3

		18

Semester IV		
+ # WLDG 1427	Welding Codes--Certification	4
WLDG 1437	Introduction to Metallurgy	4
	Restricted Elective ²	4
	Restricted Elective ²	4

		16

TOTALS **70**

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Select from Humanities/Fine Arts section of the General Education Course list.

² Departmental approval required.

Welding Technology

Code Welding-US Navy/ Tech Prep

Associate of Applied Science Degree Tech Prep

This welding degree has been designed to provide an avenue for United States Navy enlisted personnel to complete an Associate of Applied Science degree by building on the curricula of Navy training schools. Students completing this program will be recognized as a certified welder and awarded the Navy rating of hull technician or steelworker.

Semester I	Credit Hours
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW) ¹	4
+ WLDG 1413 Introduction to Blueprint Reading for Welders	4
WLDG 1425 Introduction to Oxy-Fuel Welding and Cutting ²	4
+ MATH 1333 Mathematics for Measurement	3
COSC 1301 Personal Computing ¹	3

	18
Semester II	
+ WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW)	4
+ WLDG 1435 Introduction to Pipe Welding--API 1104	4
WLDG 1434 Introduction to Gas Tungsten Arc (GTAW) Welding	4
ENGL 1301 English Composition I Humanities/Fine Arts	3

	18
Semester III	
+ WLDG 1453 Intermediate Layout and Fabrication	4
+ WLDG 2406 Intermediate Pipe Welding--ASME Section IX	4
+ WLDG 2450 Orbital Tube Welding	4
SPCH 1315 Fundamentals of Public Speaking	3
HIST 1301 United States History I	3

	18
Semester IV	
+# WLDG 1427 Welding Codes--Certification ²	4
WLDG 1437 Introduction to Metallurgy	4
WLDG 1417 Introduction to Layout and Fabrication ¹	4
+ WLDG 2435 Advanced Layout and Fabrication	4

	16

TOTALS	70

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Tech-Prep Courses.

² U.S. Navy ACE Recommended Credit.

Plate Welding

Certificate

This certificate provides training and shop experience in welding and fabricating plate. It prepares the student for immediate, entry-level employment with minimum training. All courses may be applied towards the Associate of Applied Science in Welding Technology with a specialization in Code Welding.

Semester I	Credit Hours
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)	4
+ WLDG 1413 Introduction to Blueprint Reading for Welders	4

	8
Semester II	
+ WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW)	4
+# WLDG 1453 Intermediate Layout and Fabrication	4

	8

TOTALS	16

+ Prerequisites: See Course Descriptions.

Capstone course

Pipe Welding

Certificate

This certificate builds upon the Plate Welding Certificate by providing additional training in welding piping and tubular products. It prepares the student to enter the workforce as a combination welder certified to weld pipe and plate. All courses may be applied towards the Associate of Applied Science in Welding Technology with a specialization in Code Welding.

Semester I	Credit Hours
+ WLDG 1435 Introduction to Pipe Welding--API 1104	4
WLDG 1417 Introduction to Layout and Fabrication	4

	8
Semester II	
+ WLDG 2406 Intermediate Pipe Welding--ASME Section IX	4
+# WLDG 1427 Welding Codes--Certification	4

	8

TOTALS	16

+ Prerequisites: See Course Descriptions.

Capstone course

Welding Technology

Ultrahigh Purity Piping

Certificate

The Certificate in Ultrahigh Purity Piping provides the student with the immediate, entry-level skills necessary for employment in industries using critical and close-tolerance piping, including semiconductor, biomedical and beverage applications. All courses can be applied towards the Associate of Applied Science degree in Welding Technology with a specialization in Code Welding.

Semester I	Credit Hours
WLDG 1407 Introduction to Welding Using Multiple Processes	4
WLDG 1434 Introduction to Gas Tungsten Arc (GTAW) Welding	4

	8
Semester II	
+ WLDG 1413 Introduction to Blueprint Reading for Welders	4
+# WLDG 2450 Orbital Tube Welding	4

	8

TOTALS	16

+ Prerequisites: See Course Descriptions.

Capstone course

Inspection

Certificate

This certificate is for students with advanced welding skills, and prepares the student for the challenging and diverse field of welding inspection. Graduates who are qualified can take the AWS QC-1 national Certified Welding Inspector examination administered by the American Welding Society. All of the courses can be applied towards the Associate of Applied Science degree in Welding Technology with a specialization in Code Welding.

Semester I	Credit Hours
+ WLDG 1427 Welding Codes–Certification	4
NDTE 1405 Introduction to Ultrasonic Testing	4

	8
Semester II	
+ NDTE 1454 Intermediate Ultrasonics	4
+# NDTE 2411 Preparation for Welding Inspection	4

	8

TOTALS	16

+ Prerequisites: See Course Descriptions.

Capstone course

Inert Gas Welding

Marketable Skills Award

This sequence of courses introduces the student to the technical aspects of Inert Gas Welding. It provides the student with entry-level skills for the close-tolerance welding required in the sheet-metal, piping, and related industries. All courses can be applied to the Associate of Applied Science degree in Welding Technology with a specialization in Code Welding.

Semester I	Credit Hours
WLDG 1434 Introduction to Gas Tungsten Arc (GTAW) Welding	4
+ WLDG 1413 Introduction to Blueprint Reading for Welders	4
+ WLDG 2451 Advanced Gas Tungsten Arc Welding	4

	12

TOTALS	12

+ Prerequisites: See Course Descriptions.

Art Metals

Associate of Applied Science Degree

With this degree, the student will receive traditional training in the arts, as well as experience and theory in welding technology and industrial applications. An additional feature of this interdisciplinary degree is the opportunity for the artist to achieve certification as a welder in order to gain access to an established employment market and a practical means of livelihood.

Semester I	Credit Hours
WLDG 1405 Art Metals	4
ARTS 1316 Drawing I	3
WLDG 1407 Introduction to Welding Using Multiple Processes	4
ARTS 1303 Art History I	3
ENGL 1301 English Composition I	3

	17
Semester II	
WLDG 1442 Metal Sculpture	4
WLDG 1434 Introduction to Gas Tungsten Arc (GTAW) Welding	4
+ WLDG 1413 Introduction to Blueprint Reading for Welders	4
COSC 1301 Personal Computing	3
+ WLDG 1491 Special Topics in Welder/Welding Technologist	4

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Welding Technology

Semester III		
WLDG 2433	Metalsmithing	4
+ ARTS 2323	Life Drawing I	3
+ MATH 1333	Mathematics for Measurement	3
WLDG 1437	Introduction to Metallurgy	4
SPCH 1311	Introduction to Speech Communication	3

17

Semester IV		
+ WLDG 2440	Advanced Art Metal (Studio Problems)	4
+ # WLDG 1427	Welding Codes–Certification	4
	Restricted Elective ¹	4
ARTS 1304	Art History II	3
ANTH 2301	Physical Anthropology	3

18

TOTALS **71**

+ Prerequisites: See Course Descriptions.

Capstone course

¹ Departmental approval required.

Art Metals

Certificate

This certificate provides the student who is interested in the technical applications of art and design with immediate, entry-level skills for employment in the field of art metals. All courses may be applied towards the Associate of Applied Science in Welding Technology with a specialization in Art Metals.

Semester I		Credit Hours
WLDG 1405	Art Metals	4
WLDG 1407	Introduction to Welding Using Multiple Processes	4

8

Semester II		
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
# WLDG 1442	Metal Sculpture	4

8

TOTALS **16**

Capstone course

Metal Sculpture

Certificate

This program builds upon the Art Metals Certificate. It offers additional training in the arts, as well as the applied-skills welding courses necessary to obtain employment as an art metals technician. All courses may be applied towards the Associate of Applied Science in Welding Technology with a specialization in Art Metals.

Semester I		Credit Hours
WLDG 1405	Art Metals	4
WLDG 1407	Introduction to Welding Using Multiple Processes	4
WLDG 2433	Metalsmithing	4
ARTS 1316	Drawing I	3
+ WLDG 1491	Special Topics in Welder/Welding Technologist	4

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Semester II		
WLDG 1442	Metal Sculpture	4
+ # WLDG 2440	Advanced Art Metal (Studio Problems)	4
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
+ ARTS 2323	Life Drawing I	3

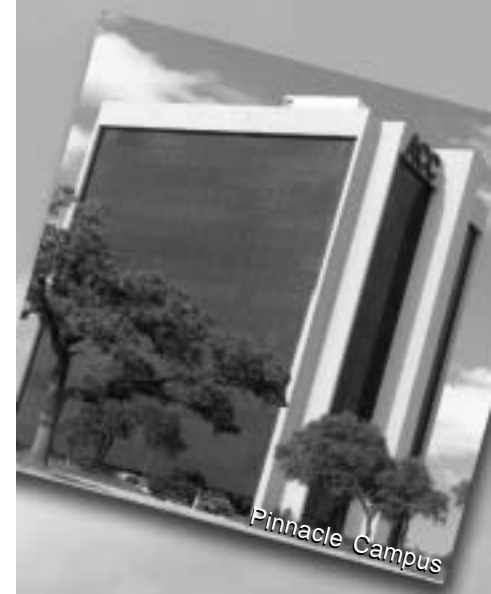
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TOTALS **34**

+ Prerequisites: See Course Descriptions.

Capstone course

Course Descriptions



Cross Reference by Discipline

Discipline	Rubric	Discipline	Rubric
Accounting	ACCT	Electronics	ECON
Air Force Science	ACNT		CETT
Allied Health Science	AFS		CPMT
Anthropology	HPRS		EECT
Art	ANT		ELMT
	ANTH		INTC
	ART		LOTT
	ARTS		RBTC
Astronomy	PHYS		SMFT
Automotive Technology and Outdoor Powered Equipment	AUMT	Emergency Medical Services Professions	EMSP
	MTRC	Engineering	ENGR
	SMER	Engineering Design Graphics	DFTG
	BIO		MCHN
Biology	BIOL	English	ENGL
Biotechnology	BITC	English-as-a-Second Language–Academic	DESL
	QTCT	Environmental Science and Technology	ENVR
Building Construction Technology	CNBT		EPCT
	CRPT		PSC
	OSHT	Financial Management	BNKG
	WDWK		BUSA
Chemistry	CHEM		BUSG
Child Care and Development	CDEC		BUSI
	TECA		IBUS
Commercial Music Management	MUSB	Fire Protection Technology	RELE
	MUSC		FIRS
	MUSP		FIRT
Computer Information Systems	BCIS	French	FREN
	INEW	Geography	GEOG
	ITCC		GOG
	ITMC	Geology	GEO
	ITNW		GEOL
	ITSC	German	GERM
	ITSE	Government	GOV
	ITSW		GOVT
Computer Science	COSC	Health & Kinesiology	KINE
Creative Writing	ENG	Heating, Air Conditioning & Refrigeration Technology	CETT
	ENGL		HART
Criminal Justice	CJCR	History	HIS
	CJLE		HIST
	CJSA	Hospitality Management	DITA
	CRIJ		EHKP
Culinary Arts	CULA		HAMG
	FDNS	Human Development	CREX
	IFWA		EDUC
	PSTR		HUDE
	RSTO		PSYC
Dance	DANC	Human Services	CMSW
Dental Hygiene	DHYG		DAAC
Digital Publishing and Graphics Technology	GRPH		PSYT
Drama	DRAM		RECT
Economics	ECO		SCWK

Cross Reference by Discipline

Discipline	Rubric	Discipline	Rubric
Humanities	SLNG HUMA	Psychology	SCIT PSY
International Business	IBUS	Quality Assurance	PSYC
Japanese	JAPN	Radio-Television-Film	QCTC COMM
Jewelry	HRGY		DRAM RTF
Journalism	COMM		RTVB
Land Surveying Technology	SRVY	Radiology	CTMT
Latin	LATI		CVIR
Legal Assistant	LGLA		MRIT
Management	BMGT BUSG BUSI		RADR
	HRPO	Reading-Developmental	DEVR
Marketing	BMGT BUSI COMM	Real Estate	RELE
	FSHD	Religion	PHIL
	FSHN	Russian	RUSS
	HRPO	Sociology	SOC SOCI
	IBUS		SOCW
	LMGT	Sonography	DMSO
	MRKG		DSAE
	PRCD	Spanish	DSVT
Mathematics	MATH	Speech	SPAN
	MTH	Study Skills-Developmental	SPCH
Mathematics-Developmental	MATD	Surgical Technology	DSSK
Medical Coding	HITT	Technical Communications	SRGT
	MDCA		BUSI
Medical Laboratory Technology	MLAB		ENGL
	PLAB	Travel and Tourism	ETWR
Meeting & Events Planning	HAMG	Visual Communication Design	TRVM
	TRVM		ARTC
Military Science	MLS		ARTV
Music	MUAP	Vocational Nursing	IMED
	MUEN	Welding Technology	VNSG
	MUS		NDTE
	MUSI		PFPB
Nursing	RNSG	Women's Studies	WLDG
Occupational Therapy Assistant	OTHA	Writing-Developmental	WMS
Office Administration	ITSC		DEVW
	ITSW		
	POFI		
	POFL		
	POFM		
	POFT		
Personal Fitness Trainer	FITT		
Pharmacy Technician	PHRA		
Philosophy	PHIL		
Photography	PHTC		
Physical Therapist Assistant	PTHA		
Physics	PHY		
	PHYS		

Cross Reference by Code

Rubric	Discipline	Rubric	Discipline
ACCT	Accounting	DFTG	Engineering Design Graphics
ACNT	Accounting	DHYG	Dental Hygiene
AFS	Air Force Science	DITA	Hospitality Management
ANT	Anthropology	DMSO	Sonography
ANTH	Anthropology	DRAM	Drama
ART	Art		Radio/TV/Film
ARTC	Visual Communication Design	DSAE	Sonography
ARTS	Art	DSSK	Study Skills
ARTV	Visual Communication Design	DSVT	Sonography
AUMT	Automotive Technology & Outdoor Powered Equipment	ECO	Economics
BCIS	Computer Information Systems	ECON	Economics
BIO	Biology	EDUC	Human Development
BIOL	Biology	EECT	Electronics
BITC	Biotechnology	EHKP	Hospitality Management
BMGT	Management	ELMT	Electronics
	Marketing	EMSP	Emergency Medical Services
BNKG	Financial Management		Professions
BUSA	Financial Management	ENG	Creative Writing
BUSG	Financial Management	ENGL	Creative Writing
	Management		English
BUSI	Financial Management		Technical Communications
	Management	ENGR	Engineering
	Marketing	ENVR	Environmental Science & Technology
	Technical Communications	EPCT	Environmental Science & Technology
CDEC	Child Care & Development	ETWR	Technical Communications
CETT	Electronics	FDNS	Culinary Arts
	Heating, Air Conditioning, & Refrigeration Technology	FIRS	Fire Protection Technology
CHEM	Chemistry	FIRT	Fire Protection Technology
CJCR	Criminal Justice	FITT	Personal Fitness Trainer
CJLE	Criminal Justice	FREN	French
CJSA	Criminal Justice	FSHD	Marketing
CMSW	Human Services	FSHN	Marketing
CNBT	Building Construction Technology	GEO	Geology
COMM	Journalism	GEOG	Geography
	Marketing	GEOL	Geology
	Radio/TV/Film	GERM	German
COSC	Computer Science	GOG	Geography
CPMT	Electronics	GOV	Government
CREX	Human Development	GOVT	Government
CRIJ	Criminal Justice	GRPH	Digital Publishing & Graphics Technology
CRPT	Building Construction Technology	HAMG	Hospitality Management
CTMT	Radiology		Meeting & Events Planning
CULA	Culinary Arts	HART	Heating, Air Conditioning, & Refrigeration Technology
CVIR	Radiology		History
DAAC	Human Services	HIS	History
DANC	Dance	HIST	History
DESL	English As A Second Language–Academic	HITT	Medical Coding
DEVR	Reading–Developmental	HPRS	Allied Health Sciences
DEVW	Writing–Developmental	HRGY	Jewelry
		HRPO	Management
			Marketing

Cross Reference by Code

Rubric	Discipline	Rubric	Discipline
HUDE	Human Development	PLAB	Medical Laboratory Technology
HUMA	Humanities	POFI	Office Administration
IBUS	Financial Management	POFL	Office Administration
	International Business	POFM	Office Administration
	Marketing	POFT	Office Administration
IFWA	Culinary Arts	PRCD	Marketing
IMED	Visual Communication Design	PSC	Environmental Science & Technology
INEW	Computer Information Systems	PSTR	Culinary Arts
INTC	Electronics	PSY	Psychology
ITCC	Computer Information Systems	PSYC	Human Development and Psychology
ITMC	Computer Information Systems	PSYT	Human Services
ITNW	Computer Information Systems	PTHA	Physical Therapist Assistant
ITSC	Computer Information Systems	QCTC	Biotechnology
	Office Administration		Quality Assurance
ITSE	Computer Information Systems	RADR	Radiology
ITSW	Computer Information Systems	RBTC	Electronics
	Office Administration	RECT	Human Services
JAPN	Japanese	RELE	Financial Management
KINE	Health & Kinesiology		Real Estate
LATI	Latin	RNSG	Nursing
LGLA	Legal Assistant	RSTO	Culinary Arts
LMGT	Marketing	RTF	Radio/TV/Film
LOTT	Electronics	RTVB	Radio/TV/Film
MATD	Mathematics–Developmental	RUSS	Russian
MATH	Mathematics	SCWK	Human Services
MCHN	Engineering Design Graphics	SLNG	Human Services
MDCA	Medical Coding	SMER	Automotive Technology &
MLAB	Medical Laboratory Technology		Outdoor Powered Equipment
MLS	Military Science	SMFT	Electronics
MRIT	Radiology	SOC	Sociology
MRKG	Marketing	SOCI	Sociology
MTRC	Automotive Technology &	SOCW	Sociology
	Outdoor Powered Equipment	SPAN	Spanish
MUAP	Music	SPCH	Speech
MUEN	Music	SRGT	Surgical Technology
MUS	Music	SRVY	Land Surveying Technology
MUSB	Commercial Music Management	TECA	Child Care & Development
MUSC	Commercial Music Management	TRVM	Hospitality Management
MUSI	Music		Meeting & Events Planning
MUSP	Commercial Music Management		Travel & Tourism
NDTE	Welding Technology	VNSG	Vocational Nursing
OSHT	Building Construction Technology	WDWK	Building Construction Technology
OTHA	Occupational Therapy Assistant	WLDG	Welding Technology
PFPB	Welding Technology	WMS	Women’s Studies
PHIL	Philosophy		
	Religion		
PHRA	Pharmacy Technician		
PHTC	Photography		
PHY	Physics		
PHYS	Astronomy		
	Physics		

Course Entry Requirements

Most college-credit courses have one or more skill requirements in reading, writing, or mathematics. (For example, English Composition I requires proficiency in reading and writing.) Proficiency is determined by the ACC assessment or ASSET test, or by the statewide TASP (Texas Academic Skills Program) test. Proficiency (or exemption) may also be proved with an official transcript from another college. Students must meet proficiency (or exemption) requirements of all courses. Other requirements, such as course prerequisites or departmental approval, must also be met. For more information about course requirements and prerequisites, see an academic counselor or faculty member. For more information about TASP, see current ACC Course Schedule.

Course Numbering System

Austin Community College has adopted the Texas Common Course Number system, which facilitates the identification of courses that transfer among public institutions. As the system is phased in, some disciplines identify courses using the new system (which features a four-letter rubric, e.g. ENGL) and some continue to use the old system (which features a three-letter rubric, e.g. ENG). Courses in both systems are identified by a four-character number (e.g. ENGL 1301).

Under the new common course numbering system, the first digit indicates the level at which the course is taught (e.g. 1=freshman, 2=sophomore). The second number indicates credit-hour value and the third and fourth numbers indicate sequence of the course. For courses using the old system the

first digit indicates the level at which the course is taught and the fourth digit indicates the credit-hour value. Developmental courses, which are not transferable and therefore not part of the Texas Common Course Number system, have nevertheless adopted a four-character rubric, though they continue to use the old numbering system.

The three figures in parentheses after the title of each course in the course descriptions section indicate the number of semester credit hours for the course, the number of lecture hours each week and the number of laboratory or activity hours each week, respectively.

Course numbers in parentheses at the end of each course description represent a previous designation for this course.

Skills Legend

B—Reading & Math; C—Reading & Special Approval; E—Reading & Writing; G—Reading, Writing & Math; I—Reading, Writing & Special Approval; J—Writing & Math; K—Writing and Special Approval; N—Math, Writing & Special Approval; O—Reading, Writing, Math & Special Approval; P—Special Approval; R—Reading; X—Math; Y—Math & Special Approval; Z—Writing; #—Capstone

Allied Health Sciences

In the health sciences areas, more complete or in-depth course descriptions are available from the individual programs.

Honors

Honors courses are available in many discipline areas. For specific offerings, consult the Schedule of Classes. Call 223-3255 for additional information.

ACCOUNTING

- ACCT 2301 PRINCIPLES OF FINANCIAL ACCOUNTING (3-3-1).** An introduction to financial accounting concepts and the communication of financial information to external users. Examines the accounting process, transaction analysis, asset and equity accounting, financial statement preparation and analysis, and related topics. Before enrolling in ACCT 2301, it is advisable to 1) have taken the equivalent of ACNT 1403 or BUSI 1301; or 2) have recently taken high school bookkeeping; or 3) have acquired relevant work experience. Although not required, the equivalent of MATH 1324 provides a good foundation for ACCT 2301. Basic computer skills utilizing word processing, spreadsheet, and presentation software are recommended for all accounting courses. If you have any questions, consult with an accounting advisor. Skills: R (ACC 1623)
- ACCT 2302 PRINCIPLES OF MANAGERIAL ACCOUNTING (3-3-1).** Introduction to communicating accounting information to internal users (enterprise managers). A study of the fundamentals of managerial accounting. Emphasis on accounting for a manufacturing concern, budgeting, planning, management decision making, and analysis of financial reports. Topics also include cost behavior and control, product cost accumulation and pricing, and responsibility accounting. Prerequisites: Successful completion of ACCT 2301 (or equivalent). (ACC 1633)
- ACNT 1171 FUNDAMENTALS OF INTERMEDIATE ACCOUNTING (1-1-0).** Course will provide a solid foundation in the accounting cycle, financial statement preparation and time value of money applications. In addition, the standard-setting process and environment will be reviewed in order to facilitate development of skills necessary to conduct accounting research. Skills: G Prerequisites: ACCT 2301.
- ACNT 1303 INTRODUCTION TO ACCOUNTING I–NON-BUSINESS MAJORS (3-3-1).** A study of analyzing, classifying, and recording business transactions in a manual and computerized (QuickBooks) setting. Emphasis on understanding the complete accounting cycle, preparing basic financial statements, bank reconciliation's, payroll and basic small business income tax issues. Skills: R
- ACNT 1311 INTRODUCTION TO COMPUTERIZED ACCOUNTING (3-2-2).** Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package (QuickBooks). Develops further skills in maintaining accounting records, provides in-depth exposure to accounts receivable/accounts payable, payroll and inventory modules. Skills: R Prerequisites: ACNT 1403. (ACC 1913)
- ACNT 1329 PAYROLL AND BUSINESS TAX ACCOUNTING (3-2-2).** A study of payroll tax procedures, taxing entities, and reporting requirements of local, state and federal taxing authorities in a manual and computerized environment. Prerequisites: ACNT 1404. (ACC 1943)
- ACNT 1331 FEDERAL INCOME TAX: INDIVIDUAL (3-3-0).** Basic instruction in the tax laws as currently implemented by the Internal Revenue Service, providing a working knowledge of preparing taxes for individuals. Emphasis on federal income tax law; individual income, exclusions, deductions, credits, gains, etc.; and incorporating these concepts into individual tax filing requirements. Prerequisites: ACCT 2301 or equivalent. (ACC 2023)
- ACNT 1347 FEDERAL INCOME TAX FOR PARTNERSHIPS AND CORPORATIONS (3-3-0).** Introduction to the tax laws as currently implemented by the Internal Revenue Service providing a working knowledge of applying and interpreting federal tax law for, as well as preparing taxes for, partnerships, S Corporations, and corporations. Prerequisites: ACNT 1331 or equivalent. (ACC 2513)
- ACNT 1391 SPECIAL TOPICS IN ACCOUNTING–ACCOUNTING THEORY (3-3-0).** Survey of current accounting theory, including historical development of accounting standards, the role of the FASB, SEC and other bodies on the standard-setting process; the FASB's Conceptual Framework project; concepts of income and valuation. May be repeated when topics vary. (ACC 2533)
- ACNT 1391 SPECIAL TOPICS IN ACCOUNTING–INTERNAL AUDITING: PRINCIPLES AND TECHNIQUES (3-3-0).** An introduction to principles and techniques commonly used in the practice of internal auditing. Course will provide a solid foundation in internal audit theory and applications, and introduce students to official pronouncements of the Institute of Internal Auditors. May be repeated when topics vary. Skills: G Prerequisites: ACNT 2403.
- ACNT 1391 SPECIAL TOPICS IN ACCOUNTING–BUSINESS FRAUD: OCCUPATIONAL FRAUD AND ABUSE (3-3-0).** Course will provide an overview of how and why occupational fraud is committed, how fraudulent conduct can be deterred, and how allegations of fraud should be investigated and resolved. May be repeated when topics vary. Skills: G Prerequisites: ACNT 2331.
- ACNT 1392 SPECIAL TOPICS IN ACCOUNTING TECHNICIAN (3-3-0).** Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Includes an examination of current accounting trends and topics in business and industry. Course may be repeated for credit when topics vary. Examples include industry-specific subjects such as mortgage banking, real estate, insurance and fund accounting. Prerequisites: ACNT 1404 and ACNT 2371. (ACC 1953)

- ACNT 1393 SPECIAL TOPICS IN TAXATION—ESTATE AND GIFT TAXATION (3-3-0).** Life and death transfers, property owned, life insurance, expenses, debts, charitable bequests, marital deduction, and generation skipping. Offered in Summer. This course may be repeated if topics and learning outcomes vary. Prerequisites: ACNT 1331. (ACC 2523)
- ACNT 1393 SPECIAL TOPICS IN TAXATION—TAX RESEARCH (3-3-0).** Tax research which includes extensive on-line research. Offered in Fall. This course may be repeated if topics and learning outcomes vary. Prerequisites: ACNT 1331.
- ACNT 1403 INTRODUCTION TO ACCOUNTING I (4-3-3).** A study of analyzing, classifying, and recording business transactions in a manual and computerized environment (Peachtree). Emphasizes an understanding of the complete accounting cycle, preparation of basic financial statements, bank reconciliation's, and payroll. Skills: R (ACC 1524)
- ACNT 1404 INTRODUCTION TO ACCOUNTING II (4-3-3).** A continuation of the first course with emphasis on merchandising transactions, notes payable and receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment; continued mastery of accounting software (Peachtree). Prerequisites: ACNT 1403. (ACC 1534)
- ACNT 1475 INDUSTRY ACCOUNTING (4-3-3).** A study of accounting procedures and operational issues facing accountants in industry. Topics include fixed asset and inventory accounting, an introduction to manufacturing, job costing and budgeting. Prerequisites: ACNT 1404 and ACNT 1311. (ACC 1544)
- ACNT 2303 INTERMEDIATE ACCOUNTING I (3-3-0).** Critical analysis of generally accepted accounting principles, concepts, and theory underlying the preparation of financial statements. Emphasis on current theory and practice. Prerequisites: ACNT 1171.
- ACNT 2304 INTERMEDIATE ACCOUNTING II (3-3-0).** Continued in-depth analysis of the accounting standards and principles for preparing financial statements; recording, analyzing, and disclosing accounting information related to liabilities, owners' equities, funds flow; comparative analysis; and related topics. Prerequisites: ACNT 2403 or equivalent. (ACC 2043)
- ACNT 2309 COST ACCOUNTING (3-3-0).** A study of budgeting and cost control systems including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. Includes introduction to alternative costing methods such as activity-based and just-in-time costing. Reviews planning of profit, cost, sales, cost and profit analysis, profit performance, and measurements. Prerequisites: ACCT 2302 or equivalent. (ACC 2063)
- ACNT 2330 GOVERNMENTAL AND NOT-FOR-PROFIT ACCOUNTING (3-3-0).** Introduction to fund accounting, emphasizing general, special revenue, capital improvement, debt service, trust agency, enterprise, intragovernmental, and other fund concepts used by state, municipal, and other governmental entities. Includes preparation and analysis of CAFR. Prerequisites: ACCT 2301 or equivalent. (ACNT 2372)
- ACNT 2331 INTERNAL CONTROL AND AUDITING (3-3-0).** A study of internal control and auditing standards and processes used by internal auditors, managers, and independent public accountants. Includes responsibilities of auditors, development of audit programs, accumulation of audit evidence and reporting. Prerequisites: ACNT 2304 or equivalent. (ACC 2073)
- ACNT 2333 ADVANCED ACCOUNTING (3-3-0).** Methods of measuring and communicating economic information, including consolidated statements, partnerships, real estate, foreign operations, and fund units. Prerequisites: ACNT 2304 or equivalent. (ACNT 2374)
- ACNT 2371 SMALL BUSINESS ACCOUNTING (3-2-2).** A review of accounting procedures relevant to accounting for small businesses, with an emphasis on computerized applications and hands-on familiarity. Areas to be addressed include: journals ordinarily used for small businesses; payroll and related reporting; reporting for taxes other than income taxes; reconciliation and analysis of the cash account; tax accounting practices relevant to financial accounting. Prerequisites: ACNT 1404 and ACNT 1311. (ACC 1923)
- ACNT 2373 ACCOUNTING INFORMATION SYSTEMS (3-3-0).** Data collection, retrieval, manipulation, filtering, and storing of accounting information with EDP systems. Prerequisites: ACCT 2302 or equivalent. (ACC 2103)
- ACNT 2375 ADVANCED THEORY AND PROBLEMS IN ACCOUNTING (3-3-0).** As a capstone experience, students use case studies, database research and group projects to apply knowledge obtained in previous accounting courses. Case studies incorporate managerial, governmental, tax, audit, internal control, accounting information system and financial accounting issues. Prerequisites: Student must be in last semester of coursework required for associates degree and have completed a minimum of 20 hours of accounting. (ACC 2573)
- ACNT 2376 FINANCIAL STATEMENT ANALYSIS (3-3-0).** A course designed for business and non-business majors. A study of the process of evaluating financial statements, cash flow, and ratio analysis of individuals and businesses. Emphasis on the relationship of comparative analysis and industry standards. Topics include ratio analysis; interpretation of the balance sheet, income statement, and statement of cash flows; account classifications; income measurements; time value of

money; and capital budgeting decisions. Heavy emphasis on analytical interpretation of ratios. Prerequisites: ACCT 2302 or instructor approval.

ACNT 2377 ADVANCED AUDITING CONCEPTS AND APPLICATIONS (3-3-0). Application of complex accounting principles in an audit environment.

Using authoritative literature for research, case studies address application of changes in accounting principles, balancing client service with ethics/independence, and applying professional judgment to complex auditing and financial reporting issues. Control exposure in systems, operational and program audits and computer applications are integrated into this course. Offered in Spring. Prerequisites: ACNT 2331.

ACNT 2378 GOVERNMENTAL AUDITING AND NONPROFIT ACCOUNTING (3-3-0).

Governmental auditing concepts and procedures, including the Yellow Book and Single Audit Act. Accounting for non profit entities, federal government, public schools, colleges and universities, hospitals, water districts, rural electrification coops, and others. Case studies are integrated into the course. Offered in Fall. Prerequisites: ACNT 2330. (ACC 2133)

ACNT 2379 ADVANCED COST ACCOUNTING (3-3-0).

Accounting related to the use of cost data for making managerial decisions. Includes budgeting, responsibility accounting, cost-volume-profit analysis, transfer pricing, statistical methods, and planning capital expenditures. Case studies and computer applications are integrated into the course. Offered in Fall. Prerequisites: ACNT 2309.

ACNT 2386 INTERNSHIP-ACCOUNTING TECHNICIAN (3-1-12).

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. A student will work a minimum of 12 hours per week at an accounting job approved by the Accounting Internship Advisor. Additionally, students will meet with an Accounting Instructor for one hour per week to review the students' progress and discuss related issues. Prerequisites: Student must be in last semester of course work required for the associates degree or certificate. Instructor approval required. (ACC 2543)

ACNT 2388 INTERNSHIP-ACCOUNTING (3-1-12).

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may

be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. A student will work a minimum of 12 hours per week at an accounting job approved by the Accounting Internship Advisor. Additionally, students will meet with an Accounting Instructor for one hour per week to review the students' progress and discuss related issues. Prerequisites: Student must be in last semester of course work required for the associates degree and have completed a minimum of 15 hours of accounting course work. Instructor approval required. (ACC 2543)

ACNT 2403 INTERMEDIATE ACCOUNTING I (4-4-0).

Critical analysis of generally accepted accounting principles, concepts, and theory underlying the preparation of financial statements. Emphasis on current theory and practice. An intense study of accounting standards and principles used by accounting professionals for disclosing accounting information related to enterprise assets. Examines professional accounting pronouncements for measuring, recording, and reporting of asset values. Prerequisites: ACNT 1171. (ACC 2033)

**ADDICTIONS COUNSELING
(See Human Services)**

AIR FORCE SCIENCE

AFS 1102 THE FOUNDATIONS OF THE UNITED STATES AIR FORCE I (1-1-0).

Introductory course exploring the overall roles and missions of the United States Air Force and career fields available in the Air Force. Emphasis on military customs and courtesies, appearance standards, Air Force core values, and written communication. One lecture hour a week for one semester.

AFS 1103 THE FOUNDATIONS OF THE UNITED STATES AIR FORCE II (1-1-0).

Continuation of Air Force Science 1102, with an introduction to American military history and emphasis on personal communication. One lecture hour a week for one semester.

AFS 1111 THE EVOLUTION OF USAF AIR AND SPACE POWER I (1-1-0).

Key historical events and milestones in the development of air power as a primary instrument of United States national security. One lecture hour a week for one semester.

AFS 1112 THE EVOLUTION OF USAF AIR AND SPACE POWER II (1-1-0).

Basic tenets of leadership and ethical behavior. Interweaves study of Air Force core values and competencies with history of events and leaders in United States air power. One lecture hour a week for one semester.

ALLIED HEALTH SCIENCE

- HPRS 1106 MEDICAL TERMINOLOGY PCM (1-1-0).** A short course of study of prefixes, suffixes, and word roots. A body systems approach is used to focus on select abbreviations and symbols, surgical, pathological, and diagnostic procedures. This web course allows the flexibility of participating in individual study and group study. Internet access is required.
- HPRS 1201 INTRODUCTION TO HEALTH PROFESSIONS (2-2-0).** An overview of the roles of the various members of the health care system, educational requirements, and issues affecting the delivery of health care.
- HPRS 1205 MEDICAL LAW/ETHICS FOR HEALTH PROFESSIONALS (2-2-0).** Introduction to the relationship between legal aspects and ethics associated with the health care field. Emphasis on ethical and legal responsibilities of health care professionals. (AHS 2303)
- HPRS 1206 MEDICAL TERMINOLOGY (2-2-0).** A 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. (AHS 1303)
- HPRS 1303 DEATH AND DYING (3-3-0).** Topics address grief, loss, death, and dying. Preparation for caregivers in health and related sciences to function in clinical settings where communication skills are used to give psychosocial support to dying persons and their families. (AHS 2303)
- HPRS 2200 PHARMACOLOGY FOR HEALTH PROFESSIONS (2-2-0).** A study of drug classifications, actions, therapeutic uses, adverse effects, methods of administration, client education, and calculation of dosages. This course is designed for Medical Coding Students, Medical Assisting Students, and Massage Therapy Students. HPRS 2200 is not an acceptable course for Clinical Nursing students. Prerequisites: Completion of 4 hours of Anatomy & Physiology I (BIOL 2401 or MDCA 1409), or Human Anatomy (BIOL 2304 and BIOL 2101) with a grade of C or better.
- HPRS 2300 PHARMACOLOGY FOR HEALTH PROFESSIONS (3-3-0).** A study of drug classifications, mechanism of actions, therapeutic uses, adverse effects, methods of administration, client education and calculation of dosages. Students: the Fredericksburg (FBG) campus is 80 miles from Austin. Prerequisites: Anatomy & Physiology (4 hours) with a grade of C or better AND passed math assessment (Compass 39 or higher) OR passed TASP Math (230 or higher) OR passed a math course above MATD 0330 with a grade of C or better. (AHS 1403)

- HPRS 2301 PATHOPHYSIOLOGY (3-3-0).** Study of the pathology and general health management of disease and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. Prerequisites: Completion of 4 hours of Anatomy and Physiology I (MDCA 1409 or BIOL 2401) or Human Anatomy (BIOL 2304 and BIOL 2101) AND a 1 or 2 or 3 hour Medical Terminology course (HPRS 1106 or HPRS 1206 or HITT 1305).

AMERICAN SIGN LANGUAGE (See Human Services)

ANTHROPOLOGY

- ANT 2433 TOPICS IN ANTHROPOLOGY (3-3-0).** An elective course designed to deal with special topics of current interest in Anthropology. Skills: E
- ANT 2433 TOPIC: HUMAN OSTEOLOGY/FORENSICS (3-3-0).** This course involves the study of human bones and aspects of forensic anthropology. Course objectives include use of prevailing criteria in the analyses of skeletal material to derive gender, age at death, ancestry, stature, anomalous and pathological conditions and cause of death where possible to arrive at osteobiographical profiles. Additionally, field techniques regarding the recovery of human remains and management of recovery sites are examined. Skills: E
- ANT 2433 TOPIC: ARCHAEOLOGICAL FIELD METHODS (3-3-0).** This course introduces students to field and laboratory methods in archaeology. Course objectives include research design, surface survey and excavation, analysis of artifacts and other remains, and preparation of final reports. Emphasis on specific aspect of archaeological fieldwork will depend on where (US or international) taught. Skills: E
- ANTH 2301 PHYSICAL ANTHROPOLOGY (3-3-0).** An introduction to the study of the bio/cultural diversity of humans. The interaction between culture and biology produces a variety of human biological adaptations that are traced through the following avenues: the fossil record of primates, primate behavior, and the genetic makeup of modern populations. Skills: E (ANT 2403)
- ANTH 2302 INTRODUCTION TO ARCHAEOLOGY (3-3-0).** This course covers archaeological techniques for reconstructing ancient societies. Emphasis is placed on archaeological questions, scientific methods, and culture change. Skills: E (ANT 2423)
- ANTH 2351 CULTURAL ANTHROPOLOGY (3-3-0).** This course introduces the student to a holistic study of culture. The major elements of human social behavior, material culture, and cultural diversity are studied as adaptations to social and environmental change—past and present. Skills: E (ANT 2413)

ART

ART 1701 SPECIAL TOPICS IN ART (1-1-0). Recent advances or special topics in art. May be repeated for a maximum of six credit hours when topics vary.

ART 1702 SPECIAL TOPICS IN ART (2-2-0). Recent advances or special topics in art. May be repeated for a maximum of six credit hours when topics vary.

ART 1703 SPECIAL TOPICS IN ART (3-2-3). Recent advances or special topics in art. May be repeated for a maximum of six credit hours when topics vary. Laboratory fee for classes with lab hours. Fee: \$8

ART 2323 METAL SMITHING (3-2-4). Designed to explore techniques for working ferrous and non-ferrous metals. Explorations in brazing, forging, and welding in all processes. Students will be urged to produce individualized items or objects for function. Combining metals and processes will be encouraged in order to give a strong understanding of the versatility of these techniques and materials and the vast number of objects that can be created. Fee: \$24 Insurance: \$3.10 Prerequisites: ARTS 1311 and ARTS 1316.

ART 2333 METAL SCULPTURE (3-2-4). A study utilizing techniques and methods of Art Metals and Metal Smithing. Required projects will promote creativity in both designer and spontaneous modes. Students will be urged to develop individualized work ethics and artistic styles. All welding, brazing, and finishing techniques will be open to student discretion. Professionalism will be discussed and encouraged. Fee: \$24 Insurance: \$3.10 Prerequisites: ARTS 1311 and ARTS 1316.

ART 2343 STUDIO PROBLEMS (3-2-4). (May be applied only to metal and jewelry courses, ARTS 2341, ART 2323, ART 2333, and ARTS 2342.) A course structured to give advanced students an opportunity to apply previously acquired skills in an open-studio atmosphere. Students will be encouraged to combine materials and techniques and to experiment freely. Instruction will be offered in an individualized format according to project demands. Portfolio presentation will be the final project. Repeatable. Fee: \$24 Insurance: \$3.10 Prerequisites: Department approval.

ARTS 1301 INTRODUCTION TO THE VISUAL ARTS (3-3-0). (Art Appreciation) The visual elements and principles of art; their nature, function and relationship in painting, sculpture, architecture and graphics. Emphasis on basic approaches to understanding works of art and the development of personal interpretations. Lecture and discussion with visits to museums. Skills: E

ARTS 1303 ART HISTORY I (3-3-0). A critical and analytic study of the great historical works of art in architecture, painting, and minor arts from prehistoric times to the Renaissance. Skills: E

ARTS 1304 ART HISTORY II (3-3-0). A critical and analytic study of the great historical works of art in architecture, sculpture, painting, and minor arts from the Renaissance to the present. Skills: E

ARTS 1311 DESIGN I (3-2-4). Introduction to fundamentals of design: line, color, form, texture, shape, and arrangement. Emphasis on two-dimensional principles. Fee: \$20

ARTS 1312 DESIGN II (3-2-4). A continuation on the fundamentals of design: line, color, form, texture, shape, and arrangement. Emphasis on three-dimensional principles. Fee: \$20 Prerequisites: ARTS 1311.

ARTS 1316 DRAWING I (3-2-4). Fundamentals of drawing; consideration of line, space, form, and perspective in rendering from still life, landscape, or the human figure. Emphasis on composition and development of hand-eye coordination. Fee: \$20

ARTS 1317 DRAWING II (3-2-4). Emphasis on drawing from still life, landscape, human figure, and architectural subjects. Rendering line, light and shade, and form in pencil, charcoal and pen and ink. Fee: \$20 Prerequisites: ARTS 1316 or department approval.

ARTS 2316 PAINTING I (3-2-4). Development of painting skills, techniques, and aesthetic sensibilities related to artistic expression in oil and/or acrylic mediums. Emphasis on color and composition. Fee: \$20 Prerequisites: ARTS 1316 or department approval.

ARTS 2317 PAINTING II (3-2-4). A continuation of Painting I with emphasis on development of independent problem solving and style in composition: figure, landscape, portrait painting, and still life. Fee: \$20 Prerequisites: ARTS 2316 or department approval.

ARTS 2323 LIFE DRAWING I (3-2-4). Detailed study of the human form. Emphasis on rendering, mood, expression, and skeletal and muscular structure. Fee: \$20 Prerequisites: ARTS 1316 or department approval.

ARTS 2324 LIFE DRAWING II (3-2-4). A continuation of ARTS 2323 with emphasis on special problems in drawing the human form in selected media. Fee: \$20 Prerequisites: ARTS 2323.

ARTS 2326 SCULPTURE I (3-2-4). Introduction to basic principles and techniques of sculpture. Emphasis on three-dimensional expression in a variety of materials. Fee: \$20 Insurance: \$3.10

ARTS 2327 SCULPTURE II (3-2-4). A continuation of ARTS 2326 with emphasis on advanced principles and techniques of sculpture. Emphasis on three-dimensional expression in a variety of materials. Fee: \$20 Insurance: \$3.10 Prerequisites: ARTS 2326.

- ARTS 2333 PRINTMAKING I (3-2-4).** Introduction to monotype, relief, lithography and intaglio printing methods; line and tonal etching, drypoint, aquatint, soft ground, and other techniques explored. Limited editions will be required. Prior credit in ARTS 1311 or ARTS 1316 recommended. Fee: \$20 Insurance: \$3.10
- ARTS 2334 PRINTMAKING II (3-2-4).** In depth experimentation with intaglio, lithograph and relief printmaking; line etching, aquatint, soft grounds, and multi-plate color techniques will be explored. Emphasis will be placed on using the printmaking media expressively. Fee: \$20 Insurance: \$3.10 Prerequisites: ARTS 2333.
- ARTS 2341 ART METALS (3-2-3).** Instruction in conceptualizing and producing utilitarian items in non-ferrous metals. Various handworking principles will be explored through the techniques of raising, chasing, repousse, piercing and planishing in order to create objects from flat sheet. Additional techniques in casting, brazing, soldering, tinning, patinizing, and polishing. Skills developed can be applied to decorative objects as well as functional and wearable art. Fee: \$24 Insurance: \$3.10 Prerequisites: ARTS 1311 and ARTS 1316.
- ARTS 2342 JEWELRY FABRICATION (3-2-4).** Explores the processes used to fabricate jewelry, wearable art, and small sculptural and functional objects, primarily of nonferrous and noble metals. The student will learn cold forging and joining, soldering, fabrication of settings, and the use of hand tools. Stone setting, lost wax casting, and surface finishing and decoration will also be explored. Standard industry techniques will be taught through assignments typical of those encountered by the jewelry professional. Includes a segment on business practices, pricing, and ethics. Fee: \$24 Insurance: \$3.10 Prerequisites: ARTS 1311 and ARTS 1316.
- ARTS 2346 CERAMICS I (3-2-4).** Introduction to basic ceramic processes and techniques: design, hand-building, wheel-throwing, and glazing. Fee: \$20 Insurance: \$3.10
- ARTS 2347 CERAMICS II (3-2-4).** A continuation of ARTS 2346 with emphasis on clay bodies, glazes, firing, and using the wheel. Fee: \$20 Insurance: \$3.10 Prerequisites: ARTS 2346.
- ARTS 2356 PHOTOGRAPHY I (3-2-4).** Introduction to fundamentals of black and white photography. Shooting techniques, film development, printing and portfolio presentation will be covered. An emphasis will be placed on the development of personal expression through photographs. Prior credit in ARTS 1311 recommended. Fee: \$24
- ARTS 2366 WATERCOLOR PAINTING (3-2-4).** Development of painting skills, techniques, and aesthetic sensibilities to artistic expression in watercolor medium. Emphasis on interpretation of still life, landscape, architectural, and figure subjects. Fee: \$20 Prerequisites: ARTS 1316 or department approval.

ASTRONOMY

- PHYS 1111 LABORATORY IN INTRODUCTORY ASTRONOMY (1-0-3).** An introduction to elements of observational astronomy. Topics include the celestial sphere and coordinates, star maps, the electromagnetic spectrum, telescopes, phases of the moon. Emphasis on naked-eye observation. Students will be required to attend a night-time field trip and a day-time field trip. Fee: \$20 Insurance: \$3.10 Skills: G Prerequisites: Credit for or concurrent enrollment in PHYS 1311 or PHYS 1312 or their equivalent or approval of instructor.
- PHYS 1311 STELLAR ASTRONOMY (3-3-0).** A study of stars, galaxies, and the universe. Discussion of atomic spectra, nuclear energy, and astronomical tools (such as optical, radio, and other telescopes and image enhancers) as they provide knowledge about distant objects. Emphasis on recent discoveries about quasars, black holes, and cosmology. Skills: B Prerequisites: MATD 0370 or one year of high school algebra or equivalent. One year of high school science recommended, but not required.
- PHYS 1312 SOLAR SYSTEM ASTRONOMY (3-3-0).** A study of the Sun and its solar system: planets, satellites, meteors, comets, asteroids. Theories about the structure and origin of the solar system, with emphasis on recent discoveries. Includes a scientific investigation of other solar systems and the possibilities for extraterrestrial life. Skills: B Prerequisites: MATD 0370 or one year of high school algebra or equivalent. One year of high school science recommended, but not required.

AUTOMOTIVE TECHNOLOGY & OUTDOOR POWERED EQUIPMENT

- AUMT 1405 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY (4-3-3).** 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. Emphasis is on automobile construction, major components, basic systems and their repair and maintenance. Fee: \$24 Insurance: \$3.10 Skills: P (AUT 1014)
- AUMT 1407 AUTOMOTIVE ELECTRICAL SYSTEMS (4-3-3).** An overview of automotive electrical systems including topics in operational theory, testing, magnetism, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams, chassis wiring and switches, and service manuals. Prepares students for ASE certification tests. Fee: \$24 Insurance: \$3.10 Skills: P (AUT 1024)

- AUMT 1410 AUTOMOTIVE BRAKE SYSTEMS (4-3-3).** Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory, concepts related to design, diagnosis and repair of power assist systems, manual, anti-lock brake systems, scan tool diagnostics, and parking brakes. Prepares students for ASE certification tests. Fee: \$24 Insurance: \$3.10 Skills: P (AUT 2044)
- AUMT 1416 SUSPENSION AND STEERING (4-3-3).** Theory and operation of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. Prepares students for ASE certification tests. Fee: \$24 Insurance: \$3.10 Skills: P (AUT 2124)
- AUMT 1419 AUTOMOTIVE ENGINE REPAIR (4-3-3).** 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. Prepares students for ASE certification tests. This class is recommended to be taken concurrently with AUMT 2428. Fee: \$24 Insurance: \$3.10 Skills: P (AUT 1034)
- AUMT 1445 AUTOMOTIVE HEATING AND AIR CONDITIONING (4-3-3).** Theory of and maintenance of manual and automatic automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements. Prepares students for ASE certification tests. Fee: \$24 Insurance: \$3.10 Skills: P (AUT 2014)
- AUMT 2413 MANUAL DRIVE TRAIN AND AXLES (4-3-3).** A study of automotive clutches, clutch operation devices, standard transmissions, transaxles, and differentials with emphasis on the diagnosis and repair of transmissions and drive lines. Prepares students for ASE certification tests. This class is recommended to be taken concurrently with AUMT 2428. Fee: \$24 Insurance: \$3.10 Skills: P (AUT 2054)
- AUMT 2417 ENGINE PERFORMANCE ANALYSIS I (4-3-3).** Theory, operation, diagnosis, and repair of basic engine dynamics, both early and electronic ignition systems, fuel delivery systems, including carburetion and throttle body injection repair, and emission control systems. Use, care, and maintenance of basic engine performance diagnostic equipment. Prepares students for ASE certification tests. Fee: \$24 Insurance: \$3.10 Skills: P (AUT 1044)
- AUMT 2425 AUTOMATIC TRANSMISSIONS AND TRANSAXLES (4-3-3).** A study of the operation, hydraulic principles, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper

repair techniques. Prepares students for ASE certification tests. This class is recommended to be taken concurrently with AUMT 2428. Fee: \$24 Insurance: \$3.10 Skills: P (AUT 1054)

- AUMT 2428 AUTOMOTIVE SERVICE (4-3-3).** Mastery of automotive vehicle service and component systems repair. Emphasis on mastering current automotive competencies covered in related theory courses in specialized areas previously obtained by the student. The course will enhance the student's competency of NATEF task listings and give additional preparation for ASE testing and employment. Fee: \$24 Insurance: \$3.10 Skills: P (AUT 2073)
- AUMT 2434 ENGINE PERFORMANCE ANALYSIS II (4-3-3).** Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; proper use of advanced engine performance diagnostic equipment. Prepares students for ASE certification tests. Fee: \$24 Insurance: \$3.10 Skills: P Prerequisites: Department approval. (AUT 2034)
- AUMT 2437 AUTOMOTIVE ELECTRONICS (4-3-3).** Topics address electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, computerized engine controls, and electrical test equipment as applied to automotive technology. Prepares students for ASE certification tests. Fee: \$24 Insurance: \$3.10 Skills: P (AUT 2024)
- AUMT 2489 INTERNSHIP AUTOMOTIVE TECHNICIAN (4-1-15).** An experience external to the college for the advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workforce employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Insurance: \$3.10 Skills: P (AUT 2134)
- MTRC 1402 MOTORCYCLE TUNE UP (4-3-3).** Introduction to tune up procedures for both two and four stroke motorcycles including analysis, valve train, ignition, fuel system, and chassis service. Emphasis on the appropriate procedures and equipment. Also included in the course are coolants, lubricants and various types of fuel octanes and proper carburetor jetting for climate and altitude. Fee: \$16 Insurance: \$3.10 (AUT 1314)
- MTRC 1405 MOTORCYCLE SERVICE PRINCIPLES (4-3-3).** Principles of operation of two and four stroke motorcycle engines and their associated systems. Emphasis on troubleshooting and analysis of faulty systems and their individual components using proper repair manuals and special tools. Also included are fuels, lubricants, oil and filter changes, and various types of engine cooling. Fee: \$16 Insurance: \$3.10 (AUT 1324)

- MTRC 1408 MOTORCYCLE CHASSIS AND DRIVE SYSTEMS (4-3-3).** Theory of operation, servicing procedures, and problem diagnosis of motorcycle chassis, final drive systems, wheels, brakes, frames, and suspensions with emphasis on troubleshooting for handling and riding problems with extensive training in the proper use of repair manuals for technical data and all special tools to perform needed repairs. Fee: \$16 Insurance: \$3.10 (AUT 2334)
- MTRC 1466 PRACTICUM-MOTORCYCLE MECHANICS & REPAIR (4-0-28).** Practical general training and experience in the work place. The college with the employer develops and documents an individualized plan for the student. The plan relates the work place training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Insurance: \$3.10
- SMER 1401 OUTBOARD TUNE UP (4-3-3).** An introductory course in tune up procedures for both two and four stroke outboard motors including analysis, valve train, ignition, fuel, cooling, and drive systems service. Emphasis on appropriate equipment and procedures using proper repair manuals. Also included are extensive test procedures for performance tuning. Fee: \$16 Insurance: \$3.10 (AUT 1214)
- SMER 1404 OUTBOARD SERVICE PRINCIPLES (4-3-3).** Principles of operation of two and four stroke outboard motors and their associated systems. Emphasis on troubleshooting and analysis of fault cooling, lubrication, and recirculation systems and their individual components. Fee: \$16 Insurance: \$3.10 (AUT 1224)
- SMER 1407 OUTBOARD POWERHEAD OVERHAUL (4-3-3).** An introductory course in overhaul procedures for two stroke outboard power head overhaul including emphasis on proper shop procedures; use of proper repair manuals for clearance and tolerances using precision measuring equipment for disassembly, inspection, servicing, and assembly of two stroke outboard power heads. Emphasis on troubleshooting for reasons the power head failed. Fee: \$16 Insurance: \$3.10 (AUT 2214)
- SMER 1410 OUTBOARD LOWER UNITS (4-3-3).** Operation, service, troubleshooting, and overhaul of all systems of an outboard motor located below the power head. Emphasis on the use of proper tools and procedures when servicing the mid-section, lower unit, trim, and tilt systems. Fee: \$16 Insurance: \$3.10 (AUT 2224)
- SMER 1413 OUTBOARD ELECTRICAL SYSTEMS (4-3-3).** Theory of operation and test procedures and equipment used in the diagnosis and repair of the various circuits which make up an outboard motor's electrical system. The systems are charging, ignition, starting, primer and auxiliary wiring. All color codes of various makes and models as well as test and wire routing schematics. Fee: \$16 Insurance: \$3.10 (AUT 1234)
- SMER 1419 MOTORCYCLE FOUR STROKE ENGINE/ TRANSMISSION (4-3-3).** Overhaul procedures for four stroke motorcycle engines and transmissions. Emphasis on approved shop procedures for disassembly, assembly, component inspection, measurement, servicing, and transmission troubleshooting in transmission inspection with the use of precision measuring equipment and proper repair manual needed for matching color coded bearings to races used on Japanese applications. Fee: \$16 Insurance: \$3.10 (AUT 2314)
- SMER 1422 MOTORCYCLE ELECTRICAL SYSTEMS (4-3-3).** Theory of operation and test procedures and equipment used in the diagnosis and repair of the various circuits which make up motorcycle electrical systems such as starting, charging, ignition, safety switches, lighting, and warning systems. Emphasis on color codes and repair and routing schematics. Fee: \$16 Insurance: \$3.10 (AUT 1334)
- SMER 1425 SMALL ENGINE ELECTRICAL SYSTEMS (4-3-3).** Theory of operation and test procedures and equipment used in the diagnosis and repair of the various circuits which make up a small engine electrical system. Ignition, charging, starting and all safety switches as well as color codes and wiring schematics are covered in this section. Fee: \$16 Insurance: \$3.10 (AUT 1134)
- SMER 1428 SMALL ENGINE SERVICE PRINCIPLES (4-3-3).** Principles of operation of two and four stroke small engines and their associated systems. Emphasis on troubleshooting and the analysis of faulty systems and their components. Also covered are cutter decks, bar and chains, belt and clutch belt drive applications. This class covers oil and fuel applications and service and maintenance on commonly used lawn equipment. Fee: \$16 Insurance: \$3.10 (AUT 2154)
- SMER 1431 SMALL ENGINE TUNE UP (4-3-3).** Tune up procedures for two and four stroke small engines including analysis, valve train, ignition fuel, starter, cutter, and safety compliance systems. Emphasis on the use of appropriate equipment and procedures. Fee: \$16 Insurance: \$3.10 (AUT 1124)
- SMER 1434 SMALL ENGINETWO STROKE OVERHAUL (4-3-3).** Overhaul procedures for two stroke small engines as used in lawn and garden applications. Emphasis on proper shop procedures for disassembly, inspection, servicing, and assembly of two stroke small engines and their applicable drive systems. Fee: \$16 Insurance: \$3.10 (AUT 1114)
- SMER 1437 SMALL ENGINE FOUR STROKE OVERHAUL (4-3-3).** Overhaul procedures for four stroke small engines, transmissions, and transaxles. Emphasis on shop procedures for disassembly, assembly, component inspection, component measurement, component servicing, transmission troubleshooting, transmission inspection, and transaxle inspection. Fee: \$16 Insurance: \$3.10

SMER 1466 PRACTICUM—SMALL ENGINE MECHANIC AND REPAIRER (4-0-28). Practical general training experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Insurance: \$3.10

BIOLOGY

BIO 1614 FIELD BIOLOGY (4-3-3). An introduction to the observation and identification of plants and animals and of the ecological associations in which they are found. Includes a consideration of the relationships of these organisms with their environment. Involves field excursions and techniques of field work. May be repeated once for credit when topics vary. Fee: \$24 Insurance: \$3.10 Skills: G

BIO 1673 ECOLOGY AND EVOLUTIONARY BIOLOGY (3-3-0). Designed for science majors and students with a strong science background who desire a more in-depth approach to biological topics. An introduction to the structures and functioning of ecological systems, including populations, communities and ecosystems. The impact of humans on the environment will also be discussed. Also includes a discussion of the principles of population genetics, evolution and speciation. BIOL 2206 and BIOL 1673 may not both be counted towards graduation. Skills: G

BIO 2614 AQUATIC BIOLOGY (4-3-3). An overview of aquatic ecosystems and their organisms. The course will focus on learning to sample and identify aquatic plants and animals from both freshwater and marine habitats. Exercises will involve collecting and analyzing samples from both freshwater and marine ecosystems. Field trips will be required. Fee: \$24 Insurance: \$3.10 Skills: E Prerequisites: BIO 1673.

BIO 2991 SPECIAL PROBLEMS IN BIOLOGY (1-1-0). Recent advances or special problems in the biological sciences. May be repeated for a maximum of six credit hours when topics vary. Skills: E Prerequisites: Three hours of biological science.

BIO 2992 SPECIAL PROBLEMS IN BIOLOGY (2-2-1). Recent advances or special problems in the biological sciences. May be repeated for a maximum of six credit hours when topics vary. Skills: E

BIO 2993 SPECIAL PROBLEMS IN BIOLOGY (3-3-0). Recent advances or special problems in the biological sciences. May be repeated for a maximum of six credit hours when topics vary. Insurance: \$3.10 Skills: E

BIOL 1309 LIFE ON EARTH (3-3-0). A survey of the living organisms on our planet for the non-science major. Emphasis on evolutionary and natural history, structural and behavioral adaptations, biological diversity and co-evolution. Skills: E (BIOL 1308)

BIOL 1322 CONTEMPORARY ISSUES IN NUTRITION (3-3-0). An introduction to basic nutrition. Special emphasis on understanding and evaluating fads and fallacies in nutrition. Topics include body systems, healthy cooking techniques, dietary restrictions and guidelines, diet and disease, recipe modifications and menu planning, nutritional concerns of the athlete or the vegetarian, and the relationship between addictions and nutrition. Skills: E (BIO 1633)

BIOL 1323 HUMAN NUTRITION (3-3-0). This course explores the various nutrients, their sources, digestion, absorption, metabolism, interaction, storage, and excretion. Current research is presented against a background of basic nutritional concepts. Special emphasis is given to the role nutrition plays in the current health care delivery system and how nutrition can be emphasized to promote health maintenance. This course is required for most BSN students and fulfills the requirements for a science elective in the College of Natural Sciences at U.T. Skills: E Prerequisites: High School Chemistry or CHEM 1411; BIOL 1406 or BIOL 1408 are recommended but not required. (BIO 1643)

BIOL 1406 CELLULAR AND MOLECULAR BIOLOGY (4-3-0). General Biology course designed for science majors and students with a strong science background who desire an in-depth approach to biological topics. An introduction to the physical and chemical organization of living organisms; cell structure, function, and metabolism; classical and molecular genetics; gene regulation; genetic engineering; molecular aspects of development; and reproduction. BIOL 1406 and 1408 may not both be counted towards graduation. Fee: \$24 Insurance: \$3.10 Skills: G Prerequisites: One year of high school chemistry or one semester of college chemistry; two years of high school algebra or MATD 0390. (BIO 1654)

BIOL 1407 STRUCTURE AND FUNCTION OF ORGANISMS (4-3-3). General Biology course designed for science majors and students with a strong science background who desire an in-depth approach to biological topics. An introduction to the diversity, anatomy, physiology, reproduction, development, behavior, and evolution of living organisms. Includes viruses, prokaryotes, protists, fungi, plants, and animals. BIOL 1407 and 1409 may not both be counted toward graduation. Fee: \$24 Insurance: \$3.10 Skills: E Prerequisites: BIOL 1406 with a minimum grade of C. (BIO 1664)

BIOL 1408 INTRODUCTORY BIOLOGY—UNITY OF LIFE (4-3-3). Introductory biology course designed for non-science majors who desire a conceptual approach to biological topics. An introduction to the nature of science, the characteristics of life, the

molecular and cellular basis of life, genetics, reproduction, and development. An emphasis will be placed on how these topics are related to current issues, such as genetic engineering, biotechnology, and problems facing modern society. BIOL 1406 and 1408 may not both be counted toward graduation. Fee: \$24 Insurance: \$3.10 Skills: E (BIO 1684)

BIOL 1409 INTRODUCTORY BIOLOGY–DIVERSITY OF LIFE (4-3-3).

Introductory biology course designed for non-science majors who desire a conceptual approach to biological topics. An introduction to the diversity of life: viruses, prokaryotes, protists, fungi, plants, and animals. Topics will include structures and functions, evolution, environmental and human interactions, and origin of life. BIOL 1407 and 1409 may not both be counted for graduation. Fee: \$24 Insurance: \$3.10 Skills: E (BIO 1694)

BIOL 1411 GENERAL BOTANY (4-3-3).

A survey of plant science; includes structure and function of leaves, stems, and roots; plant reproduction; life histories of archegoniate plants including mosses, ferns, and seed plants; plant-environment interactions; and local flora. Fee: \$24 Insurance: \$3.10 Skills: E (BIOL 1424)

BIOL 1413 GENERAL ZOOLOGY (4-3-3).

A survey of the animal kingdom and animal-like protists from an evolutionary perspective. Major lines of evolution will be traced as characteristics of each animal group are compared and contrasted. The taxonomy, diversity, behavior and ecology of all major animal phyla will be studied with an emphasis on the functional anatomy of each group. Fee: \$24 Insurance: \$3.10 Skills: E (BIO 1824)

BIOL 1424 NATIVE PLANTS (4-3-3).

Introduction to the flora of Central Texas. The course involves plant identification, distribution, comparisons, and discussions on the usefulness of native Texas plants. This includes medicinal, edible, and horticultural uses. Involves field trips. Fee: \$24 Insurance: \$3.10 Skills: E (BIO 1623)

BIOL 2101 HUMAN ANATOMY LAB (1-0-3).

Laboratory component of Human Anatomy. Emphasis on lab-based study of gross and histological anatomy. Corequisite enrollment in lecture course (BIOL 2304) also required. Fee: \$24 Insurance: \$3.10 Skills: G Prerequisites: BIOL 1406 or equivalent with lab.

BIOL 2102 HUMAN PHYSIOLOGY LAB (1-0-3).

Laboratory component of Human Physiology. Emphasis on lab-based investigations of physiological processes. Corequisite enrollment in lecture course (BIOL 2305) also required. Fee: \$24 Insurance: \$3.10 Skills: G Prerequisites: CHEM 1405 and BIOL 2401 or equivalents with lab.

BIOL 2106 ENVIRONMENTAL BIOLOGY LAB (1-0-3).

A companion lab/activity course to BIOL 2206. Investigates topics in environmental biology with demonstrations, lab activities and field trips. Fee: \$24 Insurance: \$3.10 Skills: E Prerequisites: Recommended Corequisite: BIOL 2206. (BIO 1671)

BIOL 2206 ENVIRONMENTAL BIOLOGY LECTURE (2-2-0).

An investigation into the biological, social, political, and economic effects of overpopulation, resource depletion and pollution. Course encourages the expression of diverse opinions and critical thinking on key environmental issues. Skills: E (BIO 1672)

BIOL 2304 HUMAN ANATOMY LECTURE (3-3-0).

Lecture component of Human Anatomy. A detailed study of the structures of the human body with emphasis on gross and histological study of the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Corequisite enrollment in laboratory course (BIOL 2101) also required. Skills: E Prerequisites: BIOL 1406 or equivalent with lab.

BIOL 2305 HUMAN PHYSIOLOGY LECTURE (3-3-0).

Lecture component of Human Physiology. A detailed study of the physiological processes of the human body. Corequisite enrollment in laboratory course (BIOL 2102) also required. Skills: G Prerequisites: CHEM 1405 and BIOL 2401 or equivalents with lab.

BIOL 2306 THE LIVING PLANET (3-3-0).

A survey of the major biomes of the world, environmental interactions of species, populations and community dynamics, and impact of humans on the world around them. Skills: E (BIO 1613)

BIOL 2316 GENETICS (3-3-0).

An introduction to the basic concepts of human heredity and cytogenetics including mendelian, molecular, and population genetics. Skills: E Prerequisites: BIOL 1406. (BIO 2653)

BIOL 2401 ANATOMY & PHYSIOLOGY I (4-3-3).

Introduction to the structure and function of the human body with an emphasis on anatomy. Designed for students in the ACC health science programs. Fee: \$24 Insurance: \$3.10 Skills: G. (BIO 1714)

BIOL 2402 ANATOMY AND PHYSIOLOGY II (4-3-3).

A sequel to Anatomy & Physiology I (BIOL 2401). Study of the structure and function of the human body with an emphasis on physiology. Designed for students in the ACC health science programs. Fee: \$24 Insurance: \$3.10 Skills: G Prerequisites: BIOL 2401 (A&P I or equivalent with lab) with a minimum grade of C. (BIO 1724)

BIOL 2420 INTRODUCTION TO MICROBIOLOGY (4-3-4).

An introduction to the microbial world including the basic characteristics of fungi, algae, bacteria, and viruses. Special emphasis is placed on applications to humans. This course will not count as credit toward the Associate of Science degree in Biology. Fee: \$24 Insurance: \$3.10 Skills: E (BIO 1704)

BIOL 2421 MICROBIOLOGY (4-3-4).

Characteristics and life activities of micro-organisms and their interactions with their surroundings. Emphasis is placed on relationships that influence man: infection, immunity, parasitism, and control. Includes laboratory techniques. Fee: \$24 Insurance: \$3.10 Skills: G Prerequisites: BIOL 1406 and CHEM 1405 or equivalent with lab.

BIOTECHNOLOGY

BITC 1311 INTRODUCTION TO BIOTECHNOLOGY (3-2-4). An introduction to biotechnology including career exploration, history and applications of DNA/RNA technology, molecular biology, bioethics, and laboratory safe practices. The course is supplemented with laboratory exercises, demonstrations and field trips that illustrate the basic techniques of biotechnology including laboratory topics, and finally the course concludes with a consideration of bioethical issues relating to this powerful new technology. Fee: \$24 Insurance: \$3.10 Prerequisites: CHEM 1405 or equivalent and ENGL 1301 or equivalent. (BIT 1613)

BITC 1401 BIOTECHNOLOGY LABORATORY INSTRUMENTATION (4-3-4). Lecture will discuss biochemistry as well as theory, applications, and operation of various analytical instruments with an emphasis on protein purification. Laboratory exercises will focus on quantitative and qualitative analyses by chromatography, centrifugation, spectrophotometry, electrophoresis, Western Blots and ELISAs. An introduction to protein bioinformatic tools is included. Fee: \$24 Insurance: \$3.10 Prerequisites: BITC 2401 or permission of instructor. (BIT 1624)

BITC 1402 BIOTECHNOLOGY LABORATORY METHODS AND TECHNIQUES (4-3-4). Emphasis is on researching information on the computer, laboratory operations, management, equipment, instrumentation, quality control techniques, and safety procedures. Lecture emphasis will be on biochemistry and bioorganic topics. Laboratory practice will be in lab safety, mixing buffers, preparing solutions, and performing organic chemistry including separation techniques that are used in industry. Fee: \$24 Insurance: \$3.10 Prerequisites: BITC 1311, MATH 1314, BIOL 1406, CHEM 1411. (BIT 1614)

BITC 2401 MOLECULAR BIOLOGY TECHNIQUES (4-3-4). An introduction to the theory and laboratory techniques in molecular biology with an emphasis on DNA replication, transcription, gene expression and regulation, recombinant DNA and RNA techniques such as transformation, RT-PCR, Northern Blots and DNA bioinformatic tools. Fee: \$24 Insurance: \$3.10 Prerequisites: BIOL 1406, BITC 1402 or permission of instructor. (BIT 2624)

BITC 2431 CELL CULTURE TECHNIQUES (4-3-4). A study of cell culture techniques, the laboratory emphasizes the principles and practices of initiation, cultivation, maintenance, and the preservation of cell lines including applications such as biomanufacturing and project management. Fee: \$24 Insurance: \$3.10 Prerequisites: BITC 1402 or permission of instructor. (BIT 2614)

BITC 2486 INTERNSHIP-BIOLOGICAL TECHNOLOGY/TECHNICIAN I (4-1-20). The experience can be internal to the college where the student prepares kits for the Biotechnology Center for distribution under the supervision of a trained

ACC instructor. Activities include designing and refining laboratory protocols for the classroom use. Or the experience can be external to the college, where the student is mentored and supervised by a workplace employee. This may be paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (Capstone for certificate or elective for A.A.S.). Insurance: \$3.10 Prerequisites: Assigned by the College. (BIT 2634)

BITC 2487 INTERNSHIP-BIOLOGICAL TECHNOLOGY/TECHNICIAN II (4-1-20). This is an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry partner. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college that directly relate to specific occupational outcomes. This may be paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (Capstone course for A.A.S.). Insurance: \$3.10 (BIT 2644)

QCTC 1242 QUALITY ASSURANCE FOR THE BIOSCIENCES (2-2-0). Information on quality assurance principles and applications; designed to introduce the student to the quality assurance profession in the biotechnology, biopharmaceutical, and biomedical device industries.

BUILDING CONSTRUCTION TECHNOLOGY

CNBT 1191 SPECIAL TOPICS IN CONSTRUCTION/BUILDING TECHNOLOGY/TECHNICIAN (1-0-2). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. May be repeated for credit. Fee: \$12 Insurance: \$3.10 Prerequisites: Department approval.

CNBT 1204 RESIDENTIAL AND LIGHT COMMERCIAL BLUEPRINT READING (2-2-0). Blueprint reading covering the theory of projection, architectural and engineering symbols, relationship of views, and measuring with emphasis on residential and light commercial construction. Prerequisites: CNBT 1411 or department approval.

CNBT 1205 RESIDENTIAL AND LIGHT COMMERCIAL BLUEPRINT READING (2-2-0). Blueprint reading covering the theory of projection, architectural and engineering symbols, relationship of views, and measuring with emphasis on residential and light commercial construction. Prerequisites: CNBT 1411 or department approval.

CNBT 1210 CONSTRUCTION METHODS AND MATERIALS-BEGINNING WOODWORKING (2-1-2). An introduction to construction materials and methods and their applications. A beginning course in wood working which allows students to

progress through a logical sequence of courses to reach a goal of being a cabinet maker or a furniture maker or both. Fee: \$16 Insurance: \$3.10

- CNBT 1211 CONSTRUCTION METHODS AND MATERIALS—INTERMEDIATE WOODWORKING—FURNITURE (2-1-2).** An introduction to construction materials and methods and their applications. An intermediate woodworking course in which students learn the skills and techniques of building furniture. The milling processing of jointing, planning, and table sawing are stressed as quality wood working skills. Hardwood joinery techniques are introduced as students learn the tolerances required to build fine furniture. Fee: \$16 Insurance: \$3.10 Prerequisites: CNBT 1210 or department approval.
- CNBT 1280 COOPERATIVE EDUCATION—CONSTRUCTION/BUILDING TECHNOLOGY (2-1-7).** Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. Insurance: \$3.10 Prerequisites: Department approval.
- CNBT 1291 SPECIAL TOPICS IN CONSTRUCTION/BUILDING TECHNOLOGY/TECHNICIAN (2-1-2).** Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Learning outcomes/objectives are determined by local occupational need and business and industry trends. May be repeated for credit. Fee: \$16 Insurance: \$3.10
- CNBT 1305 RESIDENTIAL AND LIGHT COMMERCIAL BLUEPRINT READING (3-3-0).** Blueprint reading covering the theory of projection, architectural and engineering symbols, relationship of views, and measuring with emphasis on residential and light commercial construction. Fee: \$16 Prerequisites: CNBT 1411 or department approval.
- CNBT 1311 CONSTRUCTION METHODS AND MATERIALS—ADVANCED FURNITURE CONSTRUCTION (3-2-4).** An introduction to construction materials and methods and their applications. An advanced course in which students further develop the refined skills and techniques of building fine furniture. Students will construct and finish a fine hardwood secretary table using hand and power tools to perform complex joinery techniques. Design and function will be emphasized. Instruction will include characteristics and behavior of wood that dictate quality construction techniques. Fee: \$24 Insurance: \$3.10 Prerequisites: WDWK 1413 or CNBT 1211 or department approval. (BCT 2054)
- CNBT 1342 BUILDING CODES AND INSPECTIONS (3-3-0).** An examination of the building codes and standards applicable to building construction and inspection processes. Prerequisites: CNBT 1411 or department approval.
- CNBT 1346 CONSTRUCTION ESTIMATING I (3-3-0).** Fundamentals of estimating materials and labor costs in construction. Students will read blueprints and interpret building specifications to verify dimensions of building components and determine total count of those components. Verification of construction procedures described in building specifications; and calculate costs for materials, labor, and contractor services. Prerequisites: CNBT 1411, CNBT 1305 or department approval.
- CNBT 1391 SPECIAL TOPICS IN CONSTRUCTION/BUILDING TECHNOLOGY/TECHNICIAN (3-2-2).** Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Repeatable for credit. Fee: \$20 Insurance: \$3.10 Prerequisites: Department approval.
- CNBT 1402 MECHANICAL, PLUMBING AND ELECTRICAL SYSTEMS IN CONSTRUCTION (4-3-3).** A presentation of the basic mechanical, plumbing and electrical components in construction and their relationship to the overall building. Fee: \$20 Insurance: \$3.10
- CNBT 1411 CONSTRUCTION METHODS AND MATERIALS (4-3-3).** An introduction to construction materials and methods and their applications. This is a hands-on survey course which has four components: construction management, concrete/masonry, carpentry, and woodworking. Students learn to use math, blueprints, building specifications, optical leveling equipment, hand tools, portable power tools, and stationary power tools in a sequence of learning activities designed for students to acquire entry level skills and knowledge of the construction industry. Fee: \$24 Insurance: \$3.10 (BCT 1014)
- CNBT 1413 CONCRETE—RESIDENTIAL (4-3-3).** A study of the various techniques for concrete utilization in residential and light construction from the theoretical concepts of hydration to the practical experience of verifying site conditions, interpreting data used to establish conditions of level, square, plumb, parallel, and perpendicular, tying steel, and placing and finishing a concrete slab. Fee: \$24 Insurance: \$3.10 Prerequisites: CNBT 1411 or department approval. (BCT 1024)
- CNBT 1446 CONSTRUCTION ESTIMATING I (4-3-3).** Fundamentals of estimating materials and labor costs in construction. The student will identify estimating procedures; estimate materials from blueprints; and calculate labor units and costs. (BCT 2064)
- CNBT 1449 CONCRETE—COMMERCIAL AND INDUSTRIAL (4-3-3).** In-depth coverage of the various techniques used in concrete utilization in

commercial and industrial construction. Fee: \$24 Insurance: \$3.10 Prerequisites: CNBT 1411 and CNBT 1413. (BCT 2114)

CNBT 1471 BUILDING FOR RESOURCE CONSERVATION (4-3-3). For the advanced student: skills and knowledge in theory and use of tools, materials, and techniques used by construction industry to conserve energy, materials, water, and human resources. Fee: \$24 Insurance: \$3.10 Prerequisites: CNBT 1411. (BCT 2074)

CNBT 1491 SPECIAL TOPICS IN CONSTRUCTION/BUILDING TECHNOLOGY/TECHNICIAN (4-3-3). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Repeatable for credit. Fee: \$24 Insurance: \$3.10 Prerequisites: CNBT 1411 or department approval.

CNBT 2280 COOPERATIVE EDUCATION-CONSTRUCTION/BUILDING TECHNOLOGY/TECHNICIAN (2-1-7). Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. Insurance: \$3.10 Prerequisites: CNBT 1411 or department approval.

CNBT 2332 PROJECT SCHEDULING (3-3-0). A study of conventional scheduling using critical-path-method, precedence and arrow networks, Gantt charts, monthly reports, and crashing time schedule. Prerequisites: CNBT 1411 or department approval.

CNBT 2335 COMPUTER-AIDED CONSTRUCTION SCHEDULING (3-3-0). Advanced construction scheduling utilizing computer scheduling software to perform various scheduling procedures. Prerequisites: CNBT 2332.

CNBT 2337 CONSTRUCTION ESTIMATING II (3-3-0). Advanced estimating concepts using computer software programs for the construction and crafts. Prerequisites: CNBT 1346.

CNBT 2344 CONSTRUCTION MANAGEMENT II (3-3-0). A management course in contract documents, safety, planning, scheduling, production control, and law and labor. Topics include contracts, planning, cost and production peripheral documents, and cost and work analysis. Focus will be on the responsibilities and duties of a sub-contractor. Prerequisites: CNBT 1411, CNBT 1305, or department approval.

CNBT 2346 CONSTRUCTION MANAGEMENT III (3-3-0). An advanced course in construction safety, project management, scheduling, material handling,

layout, payment scheduling, and inspection. Focus will be on the responsibilities and duties of the general contractor and the business of general contracting. Prerequisites: CNBT 2344.

CNBT 2442 CONSTRUCTION MANAGEMENT I (4-3-3). Human relations management skills in motivation on the job site. Topics include written and oral communications, leadership and motivation, problem solving, and decision making. (BCT 2024)

CNBT 2444 CONSTRUCTION MANAGEMENT II (4-3-3). A management course in contract documents, safety, planning, scheduling, production control, and law and labor. Topics include contracts, planning, cost and production peripheral documents, and cost and work analysis. Fee: \$24 Prerequisites: CNBT 1411. (BCT 2024)

CRPT 1191 SPECIAL TOPICS IN CARPENTRY (1-0-2). Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. May be repeated for credit. Fee: \$10 Insurance: \$3.10 Prerequisites: CNBT 1411 or department approval. (BCT 2081)

CRPT 1291 SPECIAL TOPICS IN CARPENTRY (2-1-2). Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. May be repeated for credit. Fee: \$16 Insurance: \$3.10 Prerequisites: CNBT 1411 or department approval. (BCT 2082)

CRPT 1411 CONVENTIONAL ROOF SYSTEMS (4-3-3). Study of the principles of design and construction of a conventional roof system incorporating gable, hip, and intersections. Emphasis on safe work practices and the selection, use and maintenance of tools and equipment. Fee: \$24 Insurance: \$3.10 Prerequisites: CNBT 1411. (CNBT 1044)

CRPT 1415 CONVENTIONAL WALL SYSTEMS (4-3-3). Instruction on conventional wall and floor systems, and installation of trusses of wood frame construction. Topics include math to solve construction problems, identification of components, slab and building layout, build up of floor and wall members, construction of a floor and wall system and layout and installation of wood trusses. Fee: \$24 Insurance: \$3.10 Prerequisites: CNBT 1411 or department approval.

CRPT 1441 CONVENTIONAL EXTERIOR FINISH SYSTEMS (4-3-3). Skill development in the installation of exterior finish systems and components including the placement and installation of cornice, windows, doors, siding, and flashing. Emphasis on safe work practices and the selection, use, and maintenance of tools and equipment. Fee: \$24 Insurance: \$3.10 Prerequisites: CNBT 1411 or department approval. (BCT 2134)

- CRPT 1445 CONVENTIONAL INTERIOR FINISH SYSTEMS (4-3-3).** Instruction in the installation of interior finish systems and components including the placement and installation of doors and trim and floor, wall, and ceiling finishes. Emphasis on safe work practices and the selection, use, and maintenance of tools and equipment. Fee: \$24 Insurance: \$3.10 Prerequisites: CNBT 1411 or department approval.
- CRPT 1491 SPECIAL TOPICS IN CARPENTRY (4-3-3).** Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. May be repeated for credit. Fee: \$24 Insurance: \$3.10 Prerequisites: CNBT 1411 or department approval. (BCT 2084)
- CRPT 2335 METAL WALL SYSTEMS (3-2-2).** Instruction in metal wall system construction. Topics include walls, partitions, framing materials, and fastening systems with emphasis on safe work practices and the selection, use, and maintenance of tools and equipment. Fee: \$20 Insurance: \$3.10 Prerequisites: Departmental approval.
- CRPT 2435 METAL WALL SYSTEMS (4-3-3).** Instruction in metal wall system construction. Topics include walls, partitions, framing materials, and fastening systems with emphasis on safe work practices and the selection, use and maintenance of tools and equipment. Fee: \$24 Insurance: \$3.10 Prerequisites: CNBT 1411 or department approval.
- OSHT 1405 OSHA REGULATIONS—CONSTRUCTION INDUSTRY (4-3-3).** A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to the construction industry. Fee: \$24 Insurance: \$3.10
- WDWK 1191 SPECIAL TOPICS IN CABINET MAKER AND MILLWORKER (1-0-2).** Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. May be repeated for credit. Fee: \$10 Insurance: \$3.10 Prerequisites: CNBT 1411 or department approval. (BCT 2081)
- WDWK 1291 SPECIAL TOPICS IN CABINET MAKER AND MILLWORKER (2-1-2).** Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. May be repeated for credit. Fee: \$16 Insurance: \$3.10 Prerequisites: CNBT 1411 or department approval. (BCT 2082)
- WDWK 1413 CABINET MAKING (4-3-3).** Introduction to cabinet construction, including base and upper units and shelving using typical carcass joinery, and hardwood face frame joinery. Students learn correct and safe methods of millwork, and install plastic

laminate and hardware. Fee: \$20 Insurance: \$3.10 Skills: P Prerequisites: CNBT 1411 or instructor approval. (BCT 1054)

- WDWK 1491 SPECIAL TOPICS IN CABINET MAKER AND MILLWORKER (4-3-3).** Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. May be repeated for credit. Fee: \$20 Insurance: \$3.10 Skills: P (BCT 2054)

- WDWK 2451 CABINET MAKING II (4-3-3).** Advanced skills in machine woodworking and hand craftsmanship. Emphasizes advanced design and door and drawer construction, laminate laying, and customer and co-worker relations. Fee: \$20 Insurance: \$3.10 (BCT 2014)

CHEMISTRY

- CHEM 1405 INTRODUCTION TO CHEMISTRY (4-3-3).** An introduction to the basic concepts of chemistry. Includes the metric system, atomic structure, the periodic table, ionic and covalent bonding, nomenclature of chemical elements and compounds, balancing chemical reactions, oxidation/reduction, states of matter, and solution concentrations. Some fundamental mathematical concepts crucial to chemistry are also covered. Does not count as science credit for degrees in sciences and engineering. Fee: \$16 Insurance: \$3.10 Prerequisites: Two years high school Algebra or MATD 0390. (CHM 1614)
- CHEM 1411 GENERAL CHEMISTRY I (4-3-3).** Covers the fundamental facts, laws, principles, theories, and concepts of chemistry necessary for further work in science or science-related subjects. Stresses atomic structure, periodic properties of matter, chemical bonding, and molecular geometry of organic and inorganic molecules, states of matter, stoichiometry, and properties of solutions. Fee: \$16 Insurance: \$3.10 Skills: B Prerequisites: One year of high school chemistry or CHEM 1405; two years of high school algebra or MATD 0390. (CHM 1634)
- CHEM 1412 GENERAL CHEMISTRY II (4-3-3).** A continuation of CHEM 1411. Stresses the quantitative aspects of kinetics, chemical equilibria, acid-base theories, coordination complexes, thermodynamics, and electrochemistry. Includes introductions to organic chemistry and nuclear chemistry. Fee: \$16 Insurance: \$3.10 Prerequisites: CHEM 1411 and MATH 1314. (CHM 1644)
- CHEM 2423 ORGANIC CHEMISTRY I (4-3-3).** An introduction to the chemistry of carbon compounds. An integration of aromatic and aliphatic compounds treating the principal classes of each. Emphasis on molecular structure theory, stereochemistry, structure and reactivity, and reaction mechanisms. Fee: \$16 Insurance: \$3.10 Skills: Z Prerequisites: CHEM 1412. (CHM 2614)

CHEM 2425 ORGANIC CHEMISTRY II (4-3-3). A continuation of CHEM 2423. Emphasis on the classes of aliphatic and aromatic compounds not previously discussed; spectroscopy; the use of instrumentation in organic chemistry; and introduction to the chemistry of carbohydrates, amino acids, proteins, and natural products. Qualitative analysis included in the laboratory work. Fee: \$16 Insurance: \$3.10 Prerequisites: CHEM 2423. (CHM 2624)

CHILD CARE & DEVELOPMENT

CDEC 1166 PRACTICUM I—CHILD DEVELOPMENT AND EARLY CHILDHOOD (1-0-10). A specialized workplace experience designed to strengthen students' job skills by providing an opportunity to use acquired skills and techniques with young children. An individualized learning plan will be developed by the placement site, college and student. This course and CDEC 1392 replace CDP 1634. NOTE: Ten hours per week of regularly scheduled lab experience is required; five hours of this must be completed at the ACC Lab School. Students who have taken 15-25 hours of CDEC must enroll in this course before completing additional CDEC hours. Offered in spring semester. Prerequisites: DEVR 0303 and DEVW 0403 or satisfactory score on appropriate placement test and completion of 15-25 hours of CDEC courses and departmental approval; Corequisite: CDEC 1392 and DEVR 1303 and DEVW 1403 or satisfactory score on appropriate placement test.

CDEC 1321 THE INFANT AND TODDLER (3-3-1). A study of appropriate infant and toddler (birth to 3 years) child care programs. Topics covered include an overview of development; quality care giving routines; appropriate environments; and age-appropriate teaching techniques. Regularly scheduled observations of young children are required. Prerequisites: DEVR 0303 and DEVW 0403 or satisfactory score on appropriate placement test. Corequisite: DEVR 1303 and DEVW 1403 or satisfactory score on appropriate placement test. (CDEC 2321)

CDEC 1359 CHILDREN WITH SPECIAL NEEDS (3-3-1). A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues. Regularly scheduled observations of children are required. Prerequisites: DEVR 0303 and DEVW 0403 or satisfactory score on appropriate placement test. Corequisite: DEVR 1303 and DEVW 1403 or satisfactory score on appropriate placement test. (CDP 1323)

CDEC 1392 SPECIAL TOPICS IN CHILD DEVELOPMENT (3-3-0). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional

development of the student. Emphasis in this course is placed on observing and recording children's behaviors, professional ethics and using these skills in the workplace. This course and CDEC 1166 replace CDP 1634. Offered in spring semester. Prerequisites: DEVR 0303 and DEVW 0403 or satisfactory score on appropriate placement test and completion of 15-25 hours of CDEC courses and departmental approval. Corequisite: CDEC 1166 and DEVR 1303 and DEVW 1403 or satisfactory score on appropriate placement test.

CDEC 1393 SPECIAL TOPICS IN FAMILY LIVING AND PARENTHOOD (3-3-1). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Emphasis in this course is on methods of parenting that encourage positive attitudes in children. Offered in Spring. Skills: E Prerequisites: DEVR 0303 and DEVW 0403 or satisfactory score on appropriate placement test. Corequisite: DEVR 1303 and DEVW 1403 or satisfactory score on appropriate placement test. (CDP 1613)

CDEC 1394 SPECIAL TOPICS IN EARLY CHILDHOOD (3-3-0). An in-depth study of the attitudes and behaviors pertinent to early childhood and to the student's professional development. Emphasis is placed on using developmentally appropriate practices in the workplace, professional ethics and workplace behaviors. This course and CDEC 2166 replace CDP 2664. Offered in Spring. Skills: E Prerequisites: Instructor Approval and DEVR 0303 and DEVW 0403 or satisfactory score on appropriate placement test. Corequisite: CDEC 2166 and DEVR 1303 and DEVW 1403 or satisfactory score on appropriate placement test.

CDEC 1413 CURRICULUM RESOURCES FOR EARLY CHILDHOOD PROGRAMS (4-3-3). This course emphasizes the fundamentals of curriculum design and implementation in developmentally appropriate programs for children. Topics covered include developmentally appropriate practices; curricula models; and anti-bias curricula. Requires 3 hours per week of supervised fieldwork with young children. Prerequisites: TECA 1311(CDP 1214) and DEVR 0303 and DEVW 0403 or satisfactory score on appropriate placement test. Corequisite: DEVR 1303 and DEVW 1403 or satisfactory score on appropriate placement test. (CDP 1314)

CDEC 1417 CHILD DEVELOPMENT ASSOCIATE TRAINING I (4-3-4). Based on the requirements for the Child Development Associate National Credential (CDA). Topics on CDA overview, general observation skills, and child growth and development overview. The four functional areas of study are creative, cognitive, physical, and communication. Students must be employed working with a group of children in 0-5 years range. Instructor visits will be scheduled.

- CDEC 1419 CHILD GUIDANCE (4-3-3).** An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences. Practical application through direct participation with children. Three hours per week of supervised fieldwork with young children is required. Offered in Spring. Prerequisites: TECA 1311 (CDP 1214) and DEVR 0303 and DEVW 0403 or satisfactory score on appropriate placement test. Corequisite: DEVR 1303 and DEVW 1403 or satisfactory score on appropriate placement test. (CDP 1624)
- CDEC 1456 EMERGENT LITERACY FOR EARLY CHILDHOOD (4-3-3).** An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum. Three hours per week of supervised fieldwork with young children is required. Offered in Fall. Prerequisites: TECA 1311 (CDP 1214) and CDEC 1413 (CDP 1314) (or concurrent enrollment in CDEC 1413 (CDP 1314)) and DEVR 0303 and DEVW 0403 or satisfactory score on appropriate placement test. Corequisite: DEVR 1303 and DEVW 1403 or satisfactory score on appropriate placement test. (CDP 1564)
- CDEC 1457 MATH & SCIENCE FOR EARLY CHILDHOOD (4-3-3).** An exploration of principles, methods, and materials for teaching children math and science concepts through discovery and play. Three hours per week of supervised fieldwork with young children is required. Offered in Spring. Prerequisites: TECA 1311 (CDP 1214) and CDEC 1413 (CDP 1314) (or concurrent enrollment in CDEC 1413 (CDP 1314)) and DEVR 0303 and DEVW 0403 or satisfactory score on appropriate placement test. Corequisite: DEVR 1303 and DEVW 1403 or satisfactory score on appropriate placement test. (CDP 1424)
- CDEC 1458 CREATIVE ARTS FOR EARLY CHILDHOOD (4-3-3).** An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. Three hours per week of supervised fieldwork with young children is required. Offered in Fall. Prerequisites: TECA 1311 (CDP 1214) and CDEC 1413 (CDP 1314) (or concurrent enrollment in CDEC 1413 (CDP 1314)) and DEVR 0303 and DEVW 0403 or satisfactory score on appropriate placement test. Corequisite: DEVR 1303 and DEVW 1403 or satisfactory score on appropriate placement test. (CDP 1584)
- CDEC 2166 PRACTICUM II—CHILD DEVELOPMENT AND EARLY CHILDHOOD (1-0-10).** A specialized, intensive workplace experience designed to strengthen a student's job skills by providing an opportunity to use acquired skills and techniques with young children. An individualized learning plan will be developed by the placement site, college and student. This course and CDEC 1394 replace CDP 2664. NOTE: Ten hours per week of regularly scheduled lab experience is required; five hours of this must be completed at the ACC Lab School. Offered in Spring. Skills: E Prerequisites: Departmental approval and DEVR 0303 and DEVW 0403 or satisfactory score on appropriate placement test. Corequisite: CDEC 1394 and DEVR 1303 and DEVW 1403 or satisfactory score on appropriate placement test.
- CDEC 2326 ADMINISTRATION OF PROGRAMS FOR CHILDREN (3-3-1).** A practical application of management procedures for early care and education programs, including a study of planning, operating, supervising, and evaluating programs. Topics covered include program philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation and communication. Regularly scheduled field assignments are required. Offered in Fall. Prerequisites: TECA 1311 or CDP 1214 or departmental approval and DEVR 0303 and DEVW 0403 or satisfactory score on appropriate placement test. Corequisite: DEVR 1303 and DEVW 1403 or satisfactory score on appropriate placement test. (CDP 1643)
- CDEC 2328 ADMINISTRATION OF PROGRAMS FOR CHILDREN II (3-3-1).** An in-depth study of the skills and techniques required in managing early care and education programs. Topics covered include legal and ethical issues, personnel management, conflict resolution, leadership, team building, stress management, advocacy, professionalism and fiscal analysis planning, parent education/partnerships and technical applications in programs. Regularly scheduled field assignments are required. Offered in Spring. Prerequisites: CDEC 2326 (CDP 1643) or departmental approval and DEVR 0303 and DEVW 0403 or satisfactory score on appropriate placement test. Corequisite: DEVR 1303 and DEVW 1403 or satisfactory score on appropriate placement test. (CDP 2223)
- CDEC 2341 THE SCHOOL AGE CHILD (3-3-1).** A study of age appropriate child care programs for children 5 to 13 years old. Topics covered include an overview of school age development, developmentally appropriate environments, activities, planning and teaching techniques appropriate for school age children. Weekly observations of school age children are required. Offered in Spring. Prerequisites: DEVR 0303 and DEVW 0403 or satisfactory score on appropriate placement test. Corequisite: DEVR 1303 and DEVW 1403 or satisfactory score on appropriate placement test. (CDP 2413)
- CDEC 2386 INTERNSHIP—EARLY CHILDHOOD PROGRAMS (3-1-8).** A course designed to develop workplace competencies related to the child care center manager's role in working with staff and families. Eight hours per week of regularly scheduled fieldwork with a child care center director is required. Offered in Spring. Prerequisites: CDEC 2326 (CDP 1643) and concurrent enrollment in CDEC 2328 (CDP 2223) and DEVR 0303 and DEVW 0403 or satisfactory score on appropriate placement test. Corequisite: DEVR 1303 and DEVW 1403 or satisfactory score on appropriate placement test. (CDP 2233)

CDEC 2422 CHILD DEVELOPMENT ASSOCIATE TRAINING II (4-3-4). A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance. Students must be employed working with a group of children in 0-5 years range. Instructor visits will be scheduled. Prerequisites: C or above in CDP 1114 or CDEC 1417 and instructor approval. (CDP 1124)

CDEC 2424 CHILD DEVELOPMENT ASSOCIATE TRAINING III (4-3-4). A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include family, program management, and professionalism. Students must be employed working with a group of children in 0-5 years range. Instructor visits will be scheduled. Prerequisites: C or above in CDP 1114 or CDEC 1417 and instructor approval. (CDP 1134)

TECA 1303 FAMILY AND COMMUNITY (3-3-1). A study of the relationship between the child, the family, the community, and early childhood educators. Also includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Students will develop activities to enhance understanding of diverse lifestyles and multi-cultural influences. Field projects in the community are required. Offered in Fall. Prerequisites: DEVR 0303 and DEVW 0403 or satisfactory score on appropriate placement test. Corequisite: DEVR 1303 and DEVW 1403 or satisfactory score on appropriate placement test. (CDEC 1303)

TECA 1311 INTRODUCTION TO EARLY CHILDHOOD EDUCATION (3-3-1). An introduction to the profession of early childhood education. Topics covered include developmentally appropriate programs for young children; the history of early care and education; future trends and issues of the early childhood profession. One hour per week of supervised fieldwork with young children is required. (CDP 1214) Prerequisites: DEVR 0303 and DEVW 0403 or satisfactory score on appropriate placement test. Corequisite: DEVR 1303 and DEVW 1403 or satisfactory score on appropriate placement test. (CDEC 1411)

TECA 1318 NUTRITION, HEALTH, AND SAFETY (3-3-1). A study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles will be applied to a variety of settings through field projects. (CDP 1423) Prerequisites: DEVR 0303 and DEVW 0403 or satisfactory score on appropriate placement test. Corequisite: DEVR 1303 and DEVW 1403 or satisfactory score on appropriate placement test. (CDEC 1318)

TECA 1354 CHILD GROWTH AND DEVELOPMENT (3-3-1). A study of the principles of normal child growth and development from conception to adolescence. Topics covered include physical, social-emotional and cognitive development; influences on development; and methods of child observation. Regularly scheduled observations of children are required. (CDP 1023) Prerequisites: DEVR 0303 and DEVW 0403 or satisfactory score on appropriate placement test. Corequisite: DEVR 1303 and DEVW 1403 or satisfactory score on appropriate placement test. (CDEC 1354)

COMMERCIAL MUSIC

MUSB 1301 LEGAL ASPECTS OF THE ENTERTAINMENT INDUSTRY (3-3-0). A course in the basics of copyright law and the various agreements used in the entertainment industry with emphasis on contracts used by music publishers, record companies, artist management, record producers, film and television producers, and booking agencies. Materials will include actual and sample contracts used in the music business, such as recording agreements, publishing agreements and management agreements. We will also refer to current articles in newspapers and trade publications in order to examine legal developments in the music industry. (CMM 2613)

MUSB 1305 SURVEY OF THE MUSIC BUSINESS (3-3-0). An overview of the music industry including songwriting, live performance, the record industry, music merchandising, contracts and licenses, and career opportunities. Discussion regarding Music Business on the Internet will be included. (CMM 1613)

MUSB 1341 CONCERT PROMOTION AND VENUE MANAGEMENT (3-3-0). A course in the basics of concert promotion and venue management including considerations in purchasing a club; concert promotion and advertising; talent buying; city codes; insurance; Texas Alcoholic Beverage Commission Regulation; American Society of Composers, Arrangers, and Producers (ASCAP/BMI) licenses; personnel management; and concert production and administration. (CMM 1653)

MUSB 1491 SPECIAL TOPICS IN MUSIC BUSINESS MANAGEMENT AND MERCHANDISING: STUDENT INITIATED PROJECT (4-3-4). Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Advanced work in areas of special interest with the approval of the instructor. May be repeated for credit with different emphasis. The primary objective of this course is to apply the skills learned in other Commercial Music Management courses. This is a hands on, project oriented course aimed at helping students create a portfolio of their work. Artists and their music will be our focus. Each student must

design and complete their own project with instructor approval. The student will submit a written proposal outlining the project they have chosen within the first two weeks of the semester. After approval is given, the student will meet with the instructor on a weekly basis to discuss the project. The student will be evaluated for timeliness and professionalism as well as content. Each student must complete their project in order to receive credit for the class. May be repeated for credit with different emphasis. Prerequisites: Departmental approval.

- MUSB 2301 MUSIC MARKETING AND MERCHANDISING (3-2-2).** A study of the methods of distribution, retailing, and wholesaling. Topics include the basics of purchasing, inventory control, shipping and receiving, returns, pricing and cost analysis, merchandising, retail display, sales promotion, advertising, security and shrinkage, personnel management, and relationships between retailers and distributors. (CMM 2643)
- MUSB 2305 MUSIC PUBLISHING (3-3-0).** A study of the administrative and marketing aspects of music publishing including the application of current copyright law, developing songwriters, rights exploration, and royalty collection. (CMM 2623)
- MUSB 2309 THE RECORD INDUSTRY (3-3-0).** A study of the history of the record industry and the organization of large and small record companies. Topics include record company functions such as A & R, promotion, marketing, business affairs, and administration and distribution. (CMM 1633)
- MUSB 2345 LIVE MUSIC AND TALENT MANAGEMENT (3-3-0).** An examination of the role, scope, and activities of the talent manager including establishing the artist/manager relationship; planning the artist's career; and developing goals, strategies, and tactics with an overall view of the live music business. (CMM 1623)
- MUSB 2386 INTERNSHIP–MUSIC BUSINESS MANAGEMENT AND MERCHANDISING (3-0-15).** An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisites: Department approval. (CMM 2813)
- MUSC 1213 COMMERCIAL MUSIC THEORY I (2-1-2).** Introduction to chord progressions, song forms, and harmonic techniques used in commercial music. Topics include modern chord notation and chord voicing. Additional topics include use of scales and modes, rhythmic notation and interpretation. To be taken concurrently with MUSC 1311. Prerequisites: MUSI 1301 or instructor approval. (CMM 1413)
- MUSC 1303 HISTORY OF POPULAR MUSIC (3-3-0).** A study of commercial music industry trends and developments through historical analysis. Topics include the evolution of the music industry with emphasis on the development of popular musical styles and the impact of culture and technology on industry growth. (CMM 1663)
- MUSC 1311 COMMERCIAL MUSIC SIGHT SINGING AND EAR TRAINING I (3-3-0).** Introduction to basic aural, visual, and vocal experiences in dictation and singing at sight with emphasis on identification of chord progression, motion, and melody/harmony relationship of popular music. To be taken concurrently with MUSC 1213. Prerequisites: Instructor approval. (CMM 1312)
- MUSC 1321 SONGWRITING (3-3-0).** Introduction to the techniques of writing marketable songs including the writing of lyrics and melodies, setting lyrics to music, developing lyrical and musical "hooks," analyzing the marketplace, and developing a production plan for a song demo. (CMM 2213)
- MUSC 1325 ACOUSTICS (3-2-2).** Presentation of general principles of sound in air, characteristics of sound in recording, and applications of sound reinforcement. Topics include acoustical properties of studios, live performance facilities, resonances, and electronic and acoustic control.
- MUSC 1327 AUDIO ENGINEERING I (3-2-2).** An overview of the modern recording studio and related personnel. Topics include basic studio electronics and acoustic principles, wave form 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. (CMM 1703)
- MUSC 1331 MUSICAL INSTRUMENT DIGITAL INTERFACE (MIDI) I (3-2-2).** An overview of Musical Instrument Digital Interface (MIDI) systems and applications. Topics include the history and evolution of MIDI, hardware requirements, computer numbering systems, channels and modes, the MIDI language, and typical implementation of MIDI applications in the studio environment using software-based sequencing programs. (CMM 1713)
- MUSC 1333 SYNTHESIS I (3-2-2).** A study of sound synthesis including sound considerations, electronic sound sources, basic signal processing, and voltage control and modulation. Topics include additive, subtractive, and AM and FM synthesis types. The student will also receive an introductory overview of digital audio sampling and sample processing. (CMM 1733)
- MUSC 1491 SPECIAL TOPICS IN MUSIC: REMIXING (4-2-4).** Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. The student will acquire proficiency in

skills that are used in much of today's popular music. Using audio and MIDI sequencing tools in conjunction with synthesizers, students will learn the basic techniques necessary to produce finished remixes of previously recorded musical compositions. Prerequisites: MUSC 1327, MUSC 1331, and MUSC 1333 or departmental approval.

MUSC 2213 COMMERCIAL MUSIC THEORY II (2-1-2).

Continuation of Commercial Music Theory I with emphasis on composing and harmonizing melodies. Study will stress using appropriate principles of chord substitution, extended chord voicing and use of altered scales. To be taken concurrently with MUSC 2311. Prerequisites: MUSC 1311, MUSC 1213 and instructor approval. (CMM 2423)

MUSC 2311 COMMERCIAL MUSIC SIGHT SINGING AND EAR TRAINING II (3-3-0).

Continuation of Commercial Music Sight Singing and Ear Training I with emphasis on chromatic tonalities and melodies. Use of the blues scales and altered modes will be included. To be taken concurrently with MUSC 2213. Prerequisites: MUSC 1311, MUSC 1213 and instructor approval. (CMM 2322)

MUSC 2319 ORCHESTRATION (3-3-0).

Exploration of writing for voices and instruments to include ranges, transposition, and idiosyncrasies of each instrument with emphasis on commercial music chord voicing. Also to include work with computer/MIDI based systems. Prerequisites: MUSI 1311, MUSI 1116 or instructor approval. (CMM 2713)

MUSC 2345 SYNTHESIS II (3-2-2).

A continuation of Synthesis I including hybrid synthesis and digital sampling. Prerequisites: MUSC 1333 or instructor approval. (CMM 1743)

MUSC 2355 MUSICAL INSTRUMENT DIGITAL INTERFACE (MIDI) II (3-2-2).

Advanced study of and skill development in music notation software at a professional level, including large score notation. The class will also study sequencing technology, hybrid sequencing and audio/MIDI techniques. Prerequisites: MUSC 1311 or instructor approval. (CMM 1763)

MUSC 2427 AUDIO ENGINEERING II (4-3-2).

A continuation of Audio Engineering I with emphasis on implementation of the techniques and theories of the recording process. Topics include applications of microphones, the audio console, the multitrack tape recorder, and signal processing devices in recording session environments. Prerequisites: MUSC 1327 or instructor approval. (CMM 1723)

MUSC 2447 AUDIO ENGINEERING III (4-3-2).

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. Prerequisites: MUSC 1327, MUSC 2427 or instructor approval. (CMM 1773)

MUSC 2448 AUDIO ENGINEERING IV (4-3-2).

Examination of the role of the producer including recording, mixing, arranging, analyzing projects, session planning, communication, budgeting, business aspects, technical considerations, and music markets. Prerequisites: MUSC 1327, MUSC 2427, MUSC 2447 or instructor approval. (CMM 1783)

MUSP 1142 SMALL COMMERCIAL MUSIC ENSEMBLE (1-0-4).

Participation in a small commercial music ensemble concentrating on commercial music performance styles. The class will focus on rock and blues performance styles. May be repeated for credit. Prerequisites: Instructor approval. (CMM 2161)

MUSP 1146 SMALL COMMERCIAL MUSIC ENSEMBLE: COUNTRY (1-0-4).

Participation in a country ensemble concentrating on commercial music performance styles. May be repeated for credit. Prerequisites: Instructor approval. (CMM 2171)

MUSP 1148 SMALL COMMERCIAL MUSIC ENSEMBLE: IMPROVISATION (1-0-4).

Participation in a small ensemble concentrating on improvisation of commercial music performance styles. Jazz, blues and Latin music will be emphasized. May be repeated for credit. Prerequisites: MUSI 1311, MUSI 1116 or instructor approval. (CMM 2723)

MUSP 1150 SMALL COMMERCIAL MUSIC ENSEMBLE: JAZZ (1-0-4).

Participation in a jazz ensemble concentrating on commercial music performance styles. May be repeated for credit. Prerequisites: Instructor approval. (CMM 2181)

MUSP 1151 SMALL COMMERCIAL MUSIC ENSEMBLE: RECORDING (1-0-4).

Participation in a small recording ensemble concentrating on commercial music performance styles. May be repeated for credit. Prerequisites: Instructor approval. (CMM 2191)

MUSP 1329 LIVE PERFORMANCE PRESENTATION (3-2-2).

A study of the presentation of music to the public including development of image and stagecraft, production elements, and effective presentation programming. (CMM 2633)

COMPUTER INFORMATION SYSTEMS

BCIS 1305 BUSINESS COMPUTER APPLICATIONS (3-3-1).

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment will be covered. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. Fee: \$12 Skills: E

- NEW 2334 ADVANCED WEB PAGE PROGRAMMING (USING ASP.NET) (3-3-1).** Advanced applications for Web authoring. Topics may include Perl Scripts, Common Gateway Interface (CGI), Database Interaction, Active Server Pages, Java Applets, Javascripts, tables, HTML, and/or interactive elements. The course extends the topics introduced in ITSE 2302. This course also covers ASP.NET caching, web services, and configuration topics. Fee: \$12 Prerequisites: ITSE 2302 or Department Approval.
- NEW 2338 ADVANCED JAVA PROGRAMMING: VISUAL (3-2-2).** Continued study of the use of the Java programming language for writing complex and sophisticated stand-alone applications and internet Applets having visual objectives. Fee: \$12 Prerequisites: ITSE 2317 or departmental approval. (ITSE 2371)
- ITCC 1306 BASIC ROUTER CONFIGURATION: CISCO 2 (3-2-2).** An introduction to Cisco basic router configuration for local area networks. Topics include initial router configuration for TCP/IP, management of the configuration, backup of router configuration files, routing protocols. Fee: \$12 Prerequisites: ITNW 1325 or Department Approval.
- ITMC 1319 INSTALLING AND ADMINISTERING WINDOWS 2000 (3-2-2).** An introduction to Microsoft Windows 2000 operating system in a single domain environment. Topics include basic installation, configuration tasks, and day-to-day administration tasks in a Windows 2000-based network. Fee: \$12 Prerequisites: ITMC 1342 or departmental approval. (ITNW 2356)
- ITMC 1342 IMPLEMENTING MICROSOFT WINDOWS 2000 NETWORK INFRASTRUCTURE (3-2-2).** Installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows 2000 server family of products. Fee: \$12 Prerequisites: ITNW 1325 or departmental approval. (ITNW 2351)
- ITNW 1325 FUNDAMENTALS OF NETWORKING (3-3-1).** Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Fee: \$12 Prerequisites: or Corequisite: COSC 1300 or department approval. (CIS 1303)
- ITNW 1337 INTRODUCTION TO THE INTERNET (3-2-2).** Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information. Survey of emerging technologies on the Internet. Fee: \$12 Prerequisites or corequisite COSC 1300 or COSC 1301 or department approval. (CIS 1063)
- ITNW 2317 NETWORK SECURITY (3-3-1).** Instruction in security for network hardware, software, and data including physical security, backup procedures, firewalls, encryption, and protection from viruses. Fee: \$12 Prerequisites: ITMC 1319 or ITNW 2405 or Department Approval.
- ITNW 2405 NETWORK ADMINISTRATION FOR NOVELL NETWORK (4-3-3).** Preparation to effectively manage a Novell NetWare network. Topics include network components, user accounts and groups, network file systems, file system security, and network printing. Fee: \$12 Prerequisites: ITMC 1342 or department approval. (CIS 2304)
- ITSC 1307 UNIX OPERATING SYSTEM I (3-2-2).** A study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts. Fee: \$12 Prerequisites: One semester of programming. (ITSW 1306)
- ITSC 1309 INTEGRATED SOFTWARE APPLICATIONS I (3-2-2).** 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. Fee: \$12 Prerequisites: COSC 1301 or COSC 1300 (for CIT majors only) or department approval. (CSC 1013)
- ITSC 1313 INTERNET/WEB PAGE DEVELOPMENT (3-2-2).** Instruction in the use of Internet services and the fundamentals of web page design and web site development. Fee: \$12 Prerequisites: or Corequisite: COSC 1300 or department approval.
- ITSC 1325 PERSONAL COMPUTER HARDWARE (3-2-2).** A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. Fee: \$12 Prerequisites: COSC 1300 and one semester of programming or department approval. (CIS 1093)
- ITSC 1327 MULTI-USER OPERATING SYSTEMS (3-3-1).** Summary of multi-user operating systems including a contrast of single user and multi-user systems. Investigation of a variety of multi-user operating systems, similarities, and differences. Fee: \$12 Prerequisites: COSC 1300 and one semester of programming. (ITSW 1327)
- ITSC 2337 UNIX OPERATING SYSTEMS II (3-2-2).** Advanced study of the UNIX operating system. Includes advanced concepts of system management and communication, the installation and maintenance of software, network security, and data integrity issues. Fee: \$12 Prerequisites: ITSC 1307 or departmental approval.
- ITSC 2346 COMPUTER CENTER MANAGEMENT (3-3-0).** Assessment of needs of a computing center and general principles of hardware and software acquisition, maintenance, licensing, and improving usage scheduling. Emphasis on interpersonal communication and management skills. Prerequisites: CIT major with sophomore standing or comparable work experience. (CIS 2083)

ITSC 2364 PRACTICUM—CIS, GENERAL (3-0-21). Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Prerequisites: Sophomore standing, B average, and department approval. (CIS 2053)

ITSE 1331 INTRODUCTION TO VISUAL BASIC PROGRAMMING .NET (3-2-2). 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. Fee: \$12 (CIS 1023)

ITSE 1344 MASTERING MS VISUAL BASIC DEVELOPMENT .NET (3-2-2). Skill development in the creation of database applications using component object model (COM). Sequential and random file access are also covered. A review of BASIC syntax is included. Fee: \$12 Prerequisites: ITSE 1331, COSC 1315 or department approval. (CIS 2043)

ITSE 1345 INTRODUCTION TO ORACLE SQL AND PL/SQL (3-2-2). An introduction to the design and creation of relational databases. Topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL) and Procedure Language (PL). Fee: \$12 Prerequisites: ITSE 2309. (CIS 2153)

ITSE 1411 WEB PAGE PROGRAMMING (4-3-3). Instruction in Internet Web Page programming and related graphic design issues including mark-up languages, Web sites, Internet access software, and interactive topics. May include use of HTML, CGI, JAVA, ASP or JavaScript. Fee: \$12 (ITSE 1491)

ITSE 1450 SYSTEM ANALYSIS AND DESIGN (4-3-3). Comprehensive introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools. Fee: \$12 Prerequisites: Two semesters of programming or department approval. (CIS 2024)

ITSE 2302 INTERMEDIATE WEB PROGRAMMING (USING ASP.NET) (3-3-1). Intermediate applications for web authoring. Topics may include server side include (SSI), Perl, HTML, Java, Javascript, and/or ASP. The course focuses on building database related web applications using server side web programming techniques. This course will use ASP.NET, VB.NET, and XML. Fee: \$12 Prerequisites: ITSE 1344 and (C0-requisite ITSC 1313 or IMED 1316) or Department Approval.

ITSE 2309 INTRODUCTION TO DATABASE PROGRAMMING: ORACLE (3-2-2). Application development using database programming techniques emphasizing database structures, modeling, and database access. This course instructs the student in the essential concepts and design methodology for the Relational Database Model as implemented by Oracle. Other topics include: the Data definition Language, the Data Manipulation Language, database normalization, transaction processing, security, multi-user problems and solutions. Fee: \$12 Prerequisites: COSC 1315 (or corequisite) or departmental approval. (ITSW 1372)

ITSE 2317 JAVA PROGRAMMING (INTERMEDIATE) (3-2-2). Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets. Fee: \$12 Prerequisites: ITSE 2321 or department approval. (CIS 2513)

ITSE 2321 INTRODUCTION TO OBJECT-ORIENTED PROGRAMMING (JAVA) (3-2-2). Introduction to object-oriented programming. Emphasis on the fundamentals of structured design with classes, including development, testing, implementation, and documentation. Includes object-oriented programming techniques, classes, and objects. Fee: \$12 Prerequisites: COSC 1315 or ITSE 1411 OR department approval. (CIS 2503)

ITSE 2339 ADVANCED WINDOWS PROGRAMMING USING C++ (3-3-1). Further applications of windows programming techniques using C++, including file program testing, and documentation. This course covers the application of windows programming techniques using C++, including use of the MFC application framework. Fee: \$12 Prerequisites: ITSE 2431 or department approval. (CIS 2243)

ITSE 2349 ADVANCED VISUAL BASIC PROGRAMMING .NET (3-2-2). Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation. Database controls, SQL, classes, report writers, and Internet topics are also covered. Fee: \$12 Prerequisites: ITSE 1344 or department approval. (CIS 2103)

ITSE 2356 ORACLE DATABASE ADMINISTRATION I (3-2-2). Fundamentals of the tasks and functions required of a database administrator. While Oracle is the primary DBMS utilized, the concepts and procedures presented in this course are typical for any Database Management System server. Fee: \$12 Prerequisites: ITSE 1345 or department approval.

ITSE 2357 ADVANCED OBJECT-ORIENTED PROGRAM (JAVA) (3-2-2). Application of advanced object-oriented programming techniques such as abstract data structures, class inheritance, virtual functions, and exception handling. Fee: \$12 Prerequisites: ITSE 2317 or department approval. (CIS 2523)

ITSE 2359 ADVANCED PROGRAMMING (OOA/ OOD/OOP) (3-3-1). Further applications of programming techniques. Topics include file access methods, data structures and modular programming, program testing and documentation. This course covers the basic theory and application of the methodology of Object-Oriented Analysis and Design, emphasizing static and dynamic system decomposition into objects and classes. Students may use either C++ or Java for their project's programming language. Programming examples are provided during lectures using either C++ or Java or both. Fee: \$12 Prerequisites: ITSE 2431 or ITSE 2321 or department approval. (CIS 2233)

ITSE 2431 ADVANCED C++ PROGRAMMING (4-3-3). Further application of C++ programming techniques including subjects such as file access, abstract data structures, class inheritance, and other advanced techniques. The following C++ programming topics are covered: classes, objects, function and operator overloading, inheritance and dynamic polymorphism, templates, exception handling, reference counting, complex data structures, complex input/output standard and file handling techniques, program documentation and other advanced C++ techniques. Fee: \$12 Prerequisites: COSC 1320 or department approval. (CIS 2204)

ITSE 2443 ADVANCED WINDOWS PROGRAMMING (C#) (4-3-3). Further applications of windows programming techniques, including file access methods, data structures, and modular programming, program testing and documentation. The following C# topics are covered: Common Language Runtime (CLR), basics of C# classes, interfaces, exception handling, assemblies, .NET collections, reflections, Windows Forms, and input and output. Fee: \$12 Prerequisites: COSC 1320 or ITSE 2321 or Department Approval.

ITSW 1304 INTRODUCTION TO SPREADSHEETS (3-2-2). Instruction in the concepts, procedures, and importance of electronic spreadsheets. Fee: \$12 Prerequisites: One semester of programming, or COSC 1301, or COSC 1300, or department approval. (CIS 1043)

ITSW 1307 INTRODUCTION TO DATABASE (3-2-2). Introduction to database theory and the practical applications of a database. Fee: \$12 Prerequisites: COSC 1300 or departmental approval. (ITSW 1407)

COMPUTER SCIENCE

COSC 1300 INTRODUCTION TO COMPUTING (3-3-1). A survey course discussing computing terminology, components, programming concepts, and the computer's integration into business activities. Laboratory experience includes word processing, spreadsheets, presentation software and databases. Fee: \$8 Skills: R (CIS 1003)

COSC 1301 PERSONAL COMPUTING (3-2-2). A hands-on course for the development of skills needed to use personal computer systems for business, individual, and educational applications. Learn word processing, database management, spreadsheet development, and how to use the operating system. Keyboarding skills are not required, but are helpful. May not be applied toward a CSC degree. Fee: \$12 Skills: R (CSC 1003)

COSC 1315 FUNDAMENTALS OF PROGRAMMING (3-3-1). An introduction to computer concepts, logic, and computer programming. Includes designing, coding, debugging, testing, and documenting programs using a high-level programming language. Fee: \$12 Skills: B (CIS 1033)

COSC 1320 C++ PROGRAMMING (3-2-2). This is an introduction to the C++ programming language and its subset, the C programming language. Program structure, blocks, storage types, console and file I/O, functions, arrays, strings, pointers, call-by-reference, call-by-value, and dynamic memory allocation will be discussed. The concept of classes will be introduced. The differences between C++ and C will also be discussed. Fee: \$12 Prerequisites: COSC 1315 or department approval. (CIS 2003)

COSC 2415 DATA STRUCTURES (4-3-3). Investigation of techniques for program design, testing, and debugging. Data structures are studied including stacks, queues, linked lists and binary trees. Searching, sorting, recursion, strings, and arrays are also covered. Taught in appropriate high-level language. Fee: \$12 Prerequisites: COSC 1320 or department approval. (CSC 1044)

COSC 2425 COMPUTER ORGANIZATION AND MACHINE LANGUAGE-PC ASSEMBLY (4-3-3). Computer organization and programming for the microcomputer. Emphasis on macros, assemblers, loaders, linkers, channels, subroutines, coroutines, internal and I/O operations, low level I/O, recursion, data manipulation including arrays and records. Fee: \$12 Prerequisites: Two semesters of programming or department approval. (CIS 2064)

CREATIVE WRITING

ENG 0021 WRITTEN PERFORMANCE LAB (1-0-1). Rehearsal and performance of student's literary work under the direction of faculty or guest writer. An end of semester performance is required. Corequisite with ENGL 2308 Poetry. Prerequisites: ENGL 2307 (or the equivalents) and Instructor approval.

ENG 2673 WRITING PRACTICE/INTERNSHIP (3-3-0). Academic cooperation in Fine Arts to include individualized practice in editing, publication, journalism and writing craft through work on the College literary journal or newspaper or other approved program opportunities; internships available in the community. There is also

opportunity for individual instruction of manuscript preparation for publication. Prerequisites: ENGL 1302 or the equivalent and approval by Instructor and Dean.

- ENGL 2307 CREATIVE WRITING (3-3-0).** Instruction in literary writing: prose, poetry, screenwriting and drama. Topics may vary. Possible markets for creative writing to be discussed. Prerequisites: ENGL 1301. (ENG 1653)
- ENGL 2307 CREATIVE WRITING–SCREENWRITING (3-3-0).** Students study and analyze the process of writing for film by examining story concept, theme, characterization, structure, and script formatting, and by creating synopses and treatments. Students write a screen play. Prerequisites: ENGL 1301 (or the equivalent) or instructor approval. (ENG 1653)
- ENGL 2307 CREATIVE WRITING–PLAY WRITING (3-3-0).** Students study and analyze the structure of different styles and movements of theater and how it differs from film and other genres of the written word. Students edit and critique plays, and write a one act play or 2 fifteen minute scenes. Prerequisites: ENGL 1301 (or the equivalent) or instructor approval. (ENG 1653)
- ENGL 2307 CREATIVE WRITING–POETRY WITH SPANISH IV TRANSLATION (3-3-0).** Students write poetry, study translation techniques and translate their own work and the work of others. Performance opportunity available. Corequisite with SPAN 2389. Prerequisites: ENGL 1301 (or the equivalent) or instructor approval and SPAN 2311 or instructor approval. (ENG 1653)
- ENGL 2307 CREATIVE WRITING–POETRY (3-3-0).** Instruction in literary writing: poetry. Genre may vary. Possible markets for creative writing to be discussed. Prerequisites: ENGL 1302. (ENG 1653)
- ENGL 2307 CREATIVE WRITING–PROSE (3-3-0).** Instruction in literary writing: prose. Genre may vary. Possible markets for creative writing to be discussed. Prerequisites: ENGL 1301. (ENG 1653)
- ENGL 2308 ADVANCED WRITING WORKSHOP (3-3-0).** Continuation of ENGL 1301 with emphasis on persuasion and argumentation (prerequisite: ENGL 1301 or equivalent) or continuation of ENGL 2307 with emphasis on literary writing. Prerequisites: ENGL 2307 or equivalent or instructor approval. (ENG 1663)
- ENGL 2308 ADVANCED WRITING WORKSHOP–POETRY WITH WRITTEN PERFORMANCE LAB (3-3-0).** Continuation of 2307 with emphasis on poetry writing in a seminar setting. Corequisite with Written Performance Lab with emphasis on the rehearsal and performance of literary work under the direction of faculty or guest writers. Performance opportunity available. Prerequisites: ENGL 1301 and ENGL 2307 or instructor approval. (ENG 1663)

ENGL 2308 ADVANCED WRITING WORKSHOP–PROSE WITH WRITTEN PERFORMANCE LAB (3-3-0). Continuation of 2307 with emphasis on prose writing in a seminar setting. Corequisite with Written Performance Lab with emphasis on the rehearsal and performance of literary work under the direction of faculty or guest writers. Performance opportunity available. Prerequisites: ENGL 1301 and ENGL 2307 or instructor approval. (ENG 1663)

ENGL 2308 ADVANCED WRITING WORKSHOP–SCREENWRITING (3-3-0). Continuation of ENGL 2307–Screenwriting with an emphasis on editing and analysis in a seminar setting. Skills: E Prerequisites: ENGL 2307–Screenwriting.

CRIMINAL JUSTICE

CJCR 1304 LE–PROBATION AND PAROLE (3-3-0). A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines. Skills: R (CRJ 2053)

CJCR 1400 LE–BASIC JAIL COURSE (4-3-2). Provides instruction in human relations, observation, evaluation of prisoners, booking procedures, classification, mug shots, fingerprinting, strip searches, meals, medical services, visitation, inmates rights and privileges, detention areas, key, knife and tool control, disturbances, riots, fire procedures, and release procedures. Taught in accordance with the current TCLEOSE instructor guides provided by the Commission for course #1005. Skills: E

CJLE 2420 TEXAS PEACE OFFICER PROCEDURES (4-3-4). Study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note-taking and report writing, vehicle operation, traffic direction, crowd control and jail operations. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate's or Bachelor's Degree and approval of the college department administrator. Skills: R Prerequisites: Department Chair approval. (CRJ 2114)

CJLE 2421 TEXAS PEACE OFFICER LAW (4-3-4). Study of laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer Licensure exam in addition to obtaining an Associate's or Bachelor's Degree and approval of the college department administrator. Skills: R Prerequisites: Department Chair approval. (CRJ 2104)

- CJLE 2522 TEXAS PEACE OFFICER SKILLS (5-3-5).** Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. This is a TCLEOSE-approved sequencing course to satisfy requirements to sit for the Basic Peace Officer licensure exam in addition to obtaining an Associate's or Bachelor's Degree and approval of the college department administrator. Fee: \$24 Insurance: \$3.10 Skills: R Prerequisites: Department Chair approval. (CRJ 2125)
- CJSA 1348 ETHICS IN CRIMINAL JUSTICE (3-3-0).** A study of ethical thought and issues facing the criminal justice professional. Topics include constitutional ethics, codes of conduct, and standards of conduct. Skills: R (CRJ 2143)
- CRIJ 1301 INTRODUCTION TO CRIMINAL JUSTICE (3-3-0).** History and philosophy of criminal justice and ethical considerations; crime defined: its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections. Skills: R (CRJ 1013)
- CRIJ 1306 COURT SYSTEMS AND PRACTICES (3-3-0).** The judiciary in the criminal justice system; structure of American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence and sentencing. Skills: R (CRJ 1133)
- CRIJ 1307 CRIME IN AMERICA (3-3-0).** American crime problems in historical perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime. Skills: R (CRJ 1113)
- CRIJ 1310 FUNDAMENTALS OF CRIMINAL LAW (3-3-0).** A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility. Skills: R (CRJ 1123)
- CRIJ 1313 JUVENILE JUSTICE SYSTEM (3-3-0).** A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. Skills: R (CRJ 2043)
- CRIJ 2301 COMMUNITY RESOURCES IN CORRECTIONS (3-3-0).** An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. Skills: R (CRJ 2083)
- CRIJ 2313 CORRECTIONAL SYSTEMS AND PRACTICES (3-3-0).** Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. Skills: R (CRJ 2063)
- CRIJ 2314 CRIMINAL INVESTIGATION (3-3-0).** Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. Skills: R (CRJ 1023)
- CRIJ 2323 LEGAL ASPECTS OF LAW ENFORCEMENT (3-3-0).** Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability. Skills: R (CRJ 1033)
- CRIJ 2328 POLICE SYSTEMS AND PRACTICES (3-3-0).** The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues. Skills: R (CRJ 2093)
- ## CULINARY ARTS
- CULA 1191 SPECIAL TOPICS IN CULINARY ARTS/ CHEF TRAINING-VITICULTURE EXCURSION (1-0-3).** Optional trip to reinforce all materials covered in RSTO 1319. Students will be able to interact with various wineries, perform various samples of vintages from wineries toured and learn about wine making operations. Prerequisites: RSTO 1319 and department approval.
- CULA 1191 SPECIAL TOPICS IN CULINARY ARTS/ CHEF TRAINING-CULINARIAN EXCURSION (1-0-3).** Culinary excursion trip to reinforce materials covered in CULA classes. Trip will consist of tours, demonstrations, interaction with regional chefs and food tasting. Prerequisites: Department approval.
- CULA 1301 BASIC FOOD PREPARATION (3-1-4).** 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. Fee: \$24 Insurance: \$3.10 Prerequisites: FDNS 1301 and IFWA 1213. (CUL 1062)
- CULA 1341 AMERICAN REGIONAL CUISINE (3-1-6).** A study of the development of regional cuisine's in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize, and built a portfolio of recipe strategies and production systems. Fee: \$24 Skills: P Prerequisites: IFWA 1213 and FDNS 1301. Department approval required.
- CULA 1345 INTERNATIONAL CUISINE (3-1-6).** The study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and other regions of the world. Fee: \$24 Insurance: \$3.10 Prerequisites: FDNS 1301, IFWA 1213, and CULA 1341 and department approval.

CULA 1391 SPECIAL TOPICS IN CULINARY ARTS/CHEF TRAINING—MEAT PREPARATION AND COOKING (3-1-4). A study of the preparation, storage and cooking techniques for beef, pork, lamb, poultry, seafood, and game. Class will cover moist heat and dry heat preparation methods as related to both classical and modern methods of preparation of dishes. Fee: \$24 Insurance: \$3.10 Skills: P Prerequisites: IFWA 1319 and department approval.

CULA 1391 SPECIAL TOPICS IN CULINARY ARTS/CHEF TRAINING—CAJUN CUISINE (3-1-4). Through lecture and hands-on cooking, students will explore Cajun and Creole cuisines and local food specialties of Southern Louisiana. Authentic recipes from working chefs from the region will be utilized. Correct cooking techniques and authentic traditional seasoning are emphasized. Fee: \$24 Insurance: \$3.10 Prerequisites: IFWA 1213, CULA 1301 or department approval.

CULA 1391 SPECIAL TOPICS IN CULINARY ARTS/CHEF TRAINING—UNDERSTANDING BEERS (3-3-0). An overview of understanding and evaluating the components and sensory evaluation of beers from around the world. Class will include an in-depth evaluation of the components of beers, production differences among styles and possible pairings with foods. Fee: \$24 Insurance: \$3.10 Prerequisites: Prior approval from department. Must be 21 years old prior to start of class.

CULA 1391 SPECIAL TOPICS IN CULINARY ARTS/CHEF TRAINING—SENSORY EVALUATIONS (3-1-4). An overview of the art of understanding and demonstrating the proper technique for using sensory evaluation to analyze food and beverages. Fee: \$24 Insurance: \$3.10 Prerequisites: IFWA 1319 and Department approval.

CULA 2301 INTERMEDIATE FOOD PREPARATION (3-2-4). 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. Fee: \$24 Insurance: \$3.10 Prerequisites: FDNS 1301 and CULA 1301 and department approval.

CULA 2302 SAUCIER (3-1-4). Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods. Fee: \$24 Insurance: \$3.10 Prerequisites: FDNS 1301 and IFWA 1213 and department approval. (CUL 1073)

CULA 2336 CHARCUTERIE (3-1-4). Advanced concepts in the construction of sausages, pates, and related forced meat preparations. Fee: \$24 Insurance: \$3.10 Prerequisites: FDNS 1301, IFWA 1213, and IFWA 1319 or department approval.

FDNS 1301 INTRODUCTION TO FOODS (3-2-2). A study of the composition of food and the chemical and biological changes that occur in storage and processing. Includes preparation techniques and selection principles. Fee: \$24 Skills: G (CUL 1023)

IFWA 1213 SANITATION AND SAFETY (2-2-0). Introduction to sanitation and public health as related to the food service industry, including potential hazards that may occur in the operation and production of food.

IFWA 1217 FOOD PRODUCTION AND PLANNING (MATH) (2-2-0). Skill development in basic mathematical operations and study of their applications in the food service industry. Topics include percentages, weights and measures, ratio and proportion, weights and measures conversions, determination of portion costs for menu items and complete menus, portion control, and the increase and decrease of standard recipes.

IFWA 1319 HOTEL, RESTAURANT, AND INSTITUTIONAL MEAT (3-2-3). A study of the identification and characteristics of wholesale and retail cuts of meat; hotel, restaurant, and institutional cuts of meat; U.S.D.A. quality grades; quality control; and the Federal Meat Inspection Regulation. Fee: \$24 Insurance: \$3.10 Prerequisites: FDNS 1301 and IFWA 1213.

IFWA 2343 PROFESSIONAL TECHNIQUES FOR COOKS/CATERERS (3-2-4). A study and practice of professional techniques for cooks and caterers, including planning menus, serving, garnishing, preparing hors d'oeuvres, and displaying food showmanship. Fee: \$24 Insurance: \$3.10 Prerequisites: Department approval required.

PSTR 1301 FUNDAMENTALS OF BAKING (3-2-4). Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the use of proper flours. Fee: \$24 Insurance: \$3.10 Prerequisites: Department approval required.

PSTR 2331 ADVANCED PASTRY SHOP (3-2-4). A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis on advanced techniques. Fee: \$24 Insurance: \$3.10 Prerequisites: PSTR 1301 and department approval.

RSTO 1304 DINING ROOM SERVICE (3-3-1). Introduces the principles, concepts, and systems of professional table service. Topics include dining room organization, scheduling, and management of food service personnel. Insurance: \$3.10

RSTO 1317 NUTRITION FOR THE FOOD SERVICE PROFESSIONAL (3-3-0). An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques. (IFWA 1229)

RSTO 1319 VITICULTURE AND ENOLOGY (3-2-3). A study of the growing regions, production, processing, and distribution of domestic and international wines. Topics include types of wine grapes, varieties of wine, proper storage procedures,

and the techniques of proper wine service. Fee: \$24 Insurance: \$3.10 Prerequisites: Must be 21 years old and receive department approval to take class.

RSTO 2264 CULINARY PRACTICUM (2-0-15). Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. Insurance: \$3.10 Prerequisites: Must have department approval.

DANCE

DANC 1141 BALLET I (1-1-2). An introduction to the fundamentals of classical ballet designed for the student with little or no training. Primary emphasis on placement and alignment of the body, turnout, stretches, barre work, simple adagio and allegro movements, brief history and French terminology, as well as other preparatory work necessary for the establishment of a basic technical foundation. May be repeated for one additional credit with instructor's approval. Insurance: \$3.10 (DNC 1631)

DANC 1142 BALLET II (1-1-2). A continued study of the technical fundamentals of classical ballet. Designed for the student with at least one semester of previous ballet training. Primary emphasis on sequence combinations of beginning ballet movements, positions of the body, vertical posture, centering coordination of port de bras with adagio and allegro movements and continuation of French terminology. Insurance: \$3.10 Prerequisites: DANC 1141 or consent of instructor. (DNC 2631)

DANC 1147 JAZZ DANCE I (1-1-2). Introductory course designed for the student with little or no previous training. Primary emphasis on jazz dance technique; placement and alignment of the body, footwork, stretches, musicality and other preparatory work necessary for establishment of a basic technical foundation. Different styles of jazz dance such as musical theatre, show style, Broadway, funky jazz, television and movie styles are explored. May be repeated for one additional credit with instructor's approval. Insurance: \$3.10 (DNC 1651)

DANC 1148 JAZZ DANCE II (1-1-2). A continuation of DANC 1147. Designed for the student with at least one semester of previous jazz dance training. Primary emphasis on jazz dance techniques; placement and alignment of the body, footwork, stretches, turns, musicality and other work necessary for continued growth in jazz technique. Work on developing each dancer's unique style will be emphasized. Insurance: \$3.10 Prerequisites: DANC 1147 or consent of instructor. (DNC 2651)

DANC 1201 DANCE COMPOSITION (2-1-4). Development of principles and theories of dance composition. A continuation of DANC 1212. May be repeated once for credit. Performance opportunity available. Insurance: \$3.10 Prerequisites: DANC 1212. (DANC 1102)

DANC 1212 PRACTICUM/PRINCIPLES OF CHOREOGRAPHY (2-1-4). An introduction to the basic principles of composition and choreography with emphasis on the study, design, and evaluation of compositional forms. Performance opportunity available. May be repeated once for credit. Insurance: \$3.10 Prerequisites: DANC 2245. (DANC 1101)

DANC 1245 MODERN DANCE I (2-1-4). Introductory course in the fundamentals of modern dance technique. Students learn and practice warm-up exercises and dance sequences emphasizing articulation and coordination of body parts, rhythm, musicality and expressive qualities of movement. May be repeated for one additional credit with instructor's approval. Insurance: \$3.10 (DNC 1641)

DANC 1246 MODERN DANCE II (2-1-4). A continuation of DANC 1245 with emphasis on refining technique and performance skills. Insurance: \$3.10 Prerequisites: DANC 1245 or consent of instructor. (DNC 2641)

DANC 1251 DANCE PERFORMANCE WORKSHOP (2-1-4). Rehearsals and performances of dance works under the direction of faculty or guest choreographers. May be repeated for up to four credit hours. Performance opportunity available. Insurance: \$3.10 (DANC 1131)

DANC 2146 DANCE IMPROVISATION II (1-1-2). Extended study of the basic elements of DANC 2245 with emphasis on refining student's spatial/body awareness and creative choices. Insurance: \$3.10 Prerequisites: DANC 2245 or consent of instructor. (DNC 2671)

DANC 2245 DANCE IMPROVISATION I (2-1-4). Introductory course designed for the beginning dance student. Improvisational dance techniques provide opportunities for students to explore and expand their personal range of creativity, movement and awareness. Activities include exercises and information on body alignment, muscular development and effective relaxation/breathing techniques. May be repeated for one additional credit with instructor's approval. Insurance: \$3.10 Prerequisites: DANC 2245. (DNC 1671)

DANC 2289 ACADEMIC COOPERATIVE (2-1-4). 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 dance. Prerequisites: DANC 2245, DANC 1251, and DANC 1212 or consent of Department Chair.

DANC 2303 HISTORY AND APPRECIATION OF DANCE (3-3-0). An introductory survey course in the history and development of primitive, classical, and contemporary dance forms. Involves a study of stylistically authentic dances from several of the major periods based on research and films. Skills: R (DNC 1623)

DANC 2325 ANATOMY FOR DANCERS (3-3-0). An introduction to the interdependent elements of human anatomy, with emphasis on the musculoskeletal system and principles of movement. Designed to provide knowledge of the function of the human body as a means to facilitate the technical details of physical movements used in the art of dancing. Skills: R (DNC 2683)

DENTAL HYGIENE

DHYG 1123 DENTAL HYGIENE PRACTICE (1-1-0). Examination of the dental hygienist's role in practice settings including dental office management, employment considerations, resume preparation, and job interviewing. Emphasis on the laws governing the practice of dentistry and dental hygiene and the ethical standards established by the dental hygiene profession. Additionally, dental economics and the health care issues and dilemmas facing the dental hygiene professional are emphasized. This course is a Capstone course incorporating workplace simulations, case studies, and Program integrated projects. Prerequisites: Admission to the Program; successful completion of Program semesters 1, 2, 3, and 4.

DHYG 1207 GENERAL AND DENTAL NUTRITION (2-2-0). A study of general nutrition and nutritional biochemistry with emphasis on the effects of nutrition and dental health. Analysis of diet and application of counseling strategies to assist the patient in attaining and maintaining optimum oral health are stressed. Issues related to nutrition and oral health in the context of chronic disease, special care patients, stages of life, health promotion, food safety and concerns are also presented. Skills: P Prerequisites: Admission to the Program; successful completion of Program semester 1.

DHYG 1227 PREVENTIVE DENTAL HYGIENE CARE (2-2-0). Study of the dental hygienist in the dental health care system and the basic concepts of disease prevention and health promotion. Communication and behavior modification skills are emphasized to facilitate the role of the dental hygienist as an educator. Includes etiology of dental disease, plaque control, oral physiotherapy, and methodology of oral health instruction. Prerequisites: BIOL 2401 (BIO 1714) and BIOL 2402 (BIO 1724); CHEM 1405; Admission to the Program.

DHYG 1239 GENERAL AND ORAL PATHOLOGY (2-2-0). General study of disturbances in human body development, diseases of the body, and disease prevention measures. Emphasis on the oral cavity and associated structures. Study will include traits, causes, and effects of diseases to include immunological factors. There is emphasis on the disturbances found in the oral cavity and the assessment and differentiation of normal and abnormal conditions. Prerequisites: Admission to the Program; successful completion of Program semesters 1, 2, and PSYC 2301.

DHYG 1260 CLINIC I, INTRODUCTORY CLINICAL (2-0-12). A basic type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional, generally in a clinical settings. Clinical education is an unpaid learning experience. The first in a series of three progressive clinical courses that utilize the process of care model of assessment, planning, implementation, and evaluation. In this competency-based clinical course students provide comprehensive dental hygiene care for adult patients with minimal periodontal involvement with an emphasis on re-care cases. Fee: \$24 Insurance: \$13.10 Prerequisites: Admission to the Program; successful completion of Program semester 1.

DHYG 1301 OROFACIAL ANATOMY, HISTOLOGY AND EMBRYOLOGY (3-2-4). The histology and embryology of oral tissues, gross anatomy of the head and neck, tooth morphology, and individual tooth identification. Emphasis is placed on clinical considerations of oral development and anatomy relevant to dental hygiene practice. The laboratory includes manikin and student partner experiences. Fee: \$24 Skills: P Prerequisites: BIOL 2401 (BIO 1714) and BIOL 2402 (BIO 1724); admission to the Program.

DHYG 1304 DENTAL RADIOLOGY (3-2-4). A study of radiation physics, hygiene, and safety theories. Emphasis on the fundamentals of oral radiographic techniques and interpretation of radiographs. Includes exposure of intra-oral radiographs, quality assurance, radiographic interpretation, patient selection criteria, and other ancillary radiographic techniques. The laboratory setting that includes manikin and student-partner experiences. Fee: \$24 Insurance: \$13.10 Prerequisites: BIOL 2401 (BIO 1714) and BIOL 2402 (BIO 1724); admission to the Program.

DHYG 1311 PERIODONTOLOGY (3-3-0). Study of normal and diseased periodontium to include the structural, functional, and environmental factors. Emphasis on etiology, pathology, treatment modalities, and therapeutic and preventive periodontics in a contemporary private practice setting. Prerequisites: Admission to the Program; successful completion of Program semesters 1, 2, and PSYC 2301.

DHYG 1315 COMMUNITY DENTISTRY (3-2-4). Study of the principles and concepts of community public health and dental health education with an emphasis on community assessment, educational planning, implementation, and evaluation. Laboratory emphasizes methods and materials used in teaching dental health education in various community settings. Additionally, this course includes a study of basic research principles to facilitate the reading and reviewing of professional, scientific, and trade literature in order to counsel clients and groups accordingly. The Laboratory emphasizes methods

and materials used in teaching dental health education in various community settings and extern-site presentations. Fee: \$24 Insurance: \$13.10 Prerequisites: Admission to the Program; successful completion of Program semesters 1, 2 and PSYC 2301.

- DHYG 1319 DENTAL MATERIALS (3-2-4).** Study of dental materials including the physical and chemical properties and application of the various materials used in dentistry. Student experiences include manipulation of dental materials in the laboratory setting and manikin and student partner experiences. Fee: \$24 Insurance: \$13.10 Prerequisites: Admission to the Program; successful completion Program semester 1.
- DHYG 1331 PRECLINICAL DENTAL HYGIENE (3-1-7).** Foundational knowledge for performing clinical skills on patients. Emphasis on principles, procedures, and professionalism for performing comprehensive oral prophylaxis. The laboratory includes manikin and student-partner experiences. Fee: \$24 Insurance: \$13.10 Prerequisites: Admission to the Program; BIOL 2420 and DHYG 1301 must be taken concurrently or completion prior.
- DHYG 2201 CONTEMPORARY DENTAL HYGIENE CARE I (2-2-0).** Introduction to dental hygiene care for the medically or dentally compromised patient. Emphasizes supplemental instrumentation techniques. This course deals with the prevention, recognition, and management of medical and dental emergencies with specific emphasis on systemic disease processes. Additionally this course includes an introduction to the study of health care ethics. Fee: \$24 Insurance: \$3.10 Prerequisites: Admission to the Program; successful completion of Program semesters 1, 2, and PSYC 2301.
- DHYG 2231 CONTEMPORARY DENTAL HYGIENE CARE II (2-2-0).** A continuation of dental hygiene care for the medically and dentally compromised patient. Emphasizes advanced instrumentation techniques and alternative dental hygiene therapies. Fee: \$24 Insurance: \$3.10 Prerequisites: Admission to the Program; successful completion of Program semesters 1, 2, 3, and 4.
- DHYG 2261 CLINIC II, INTERMEDIATE CLINICAL (2-0-12).** Intermediate type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional, generally in a clinical setting. Clinical education is an unpaid learning experience. The second of the progressive clinical courses that utilize the process of care model of assessment, planning, implementation, and evaluation. In this competency-based clinical course students provide comprehensive dental hygiene care for medically compromised and moderately complex adult patient treatment cases. Fee: \$24 Insurance: \$13.10 Prerequisites: Admission to the Program; successful completion of Program semesters 1, 2, and PSYC 2301.

- DHYG 2362 CLINIC III, ADVANCED CLINICAL (3-1-15).** Advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional, generally in a clinical setting. Clinical education is an unpaid learning experience. The bridging course from the academic clinical environmental to entry to the profession. Critical thinking skills, time management, and self assessment are emphasized for the practical application of dental hygiene theory; patient cases involve medically compromised, advanced complex treatment cases, pediatric, and special needs populations. Fee: \$24 Insurance: \$13.10 Prerequisites: Admission to the Program; successful completion of Program semesters 1, 2, 3 and 4.

DIAGNOSTIC MEDICAL IMAGING – RADIOLOGY (See Radiology)

DIGITAL PUBLISHING AND GRAPHICS TECHNOLOGY

- GRPH 1191 SPECIAL TOPICS IN DESKTOP PUBLISHING EQUIPMENT OPERATOR (1-1-1).** Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Or specific objectives developed for an individual student for self-study with instructor guidance. Prerequisites: Instructor approval. (PRT 2061)
- GRPH 1367 PRACTICUM–GRAPHIC & PRINTING EQUIPMENT OPERATOR (3-1-20).** Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. Insurance: \$3.10 Prerequisites: Instructor approval. (PRT 2083)
- GRPH 1409 PRESS OPERATIONS I (4-2-6).** An introduction to offset printing including knowledge and skills to operate a small offset press to print single color jobs. Emphasis on parts of the press and operation procedures, printing terminology, paper types and ink types and their uses, make ready and cleanup. Fee: \$24 Insurance: \$3.10 Prerequisites: May be used as a starting course with or without GRPH 2235 or GRPH 1422. (PRT 1034)

GRPH 1432 ELECTRONIC IMAGING SYSTEM (4-3-3).

An introduction to electronic publishing systems, including advantages, disadvantages, and characteristics of these systems. An overview of hardware and software platforms, as well as disk and file formats. Emphasis on procedures for transferring information between different hardware and software platforms. Exploration of characteristics of printers and scanners used in electronic publishing and communication with service bureaus. Use of utility software for troubleshooting and repair of system files. Establishing network communications between local computers and printers. Fee: \$24 Prerequisites: GRPH 1422 or Instructor approval. (PRT 2244)

GRPH 1457 DIGITAL IMAGING II (4-3-3). An in-depth investigation of digital imaging on the computer using image editing and/or image creation software. Optimizing images for print and/or the web will be covered. Manipulation, creation, and editing of digital images using advanced masking techniques and channels for spot color will be covered. Topics include image capture, low and high-resolution color images, image bit-depth, interaction with service bureaus and printing industries. Fee: \$24 Prerequisites: GRPH 1425 or Instructor approval. (PRT 2144)

GRPH 1459 OBJECT ORIENTED COMPUTER GRAPHICS (4-0-0). Mastery of the tools and transformation options of an industry standard draw program to create complex illustrations and follow them through to the color output stage. Mastery in the use of basic elements of good layout and design principles and use of the capabilities specific to vector (object oriented) drawing software to manipulate both text and graphics with emphasis on the use of bezier curves. Acquisition of images via scanning and the creative use of clip art is included. Fee: \$24

GRPH 1494 SPECIAL TOPICS IN PRINTING PRESS OPERATOR (4-2-7). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Or specific objectives developed for an individual student for self-study with instructor guidance. Fee: \$12 Insurance: \$3.10 Prerequisites: Instructor approval.

GRPH 2436 PREPRESS TECHNIQUES (4-2-6). Hands-on experience in both electronic file imaging and/or traditional graphics camera use. Electronic file output and troubleshooting, graphics camera knowledge, traditional film assembly, and proofing process. High-end color scanning. Fee: \$24 Prerequisites: ARTC 1413, ARTC 1402, GRPH 1459 or Departmental approval.

GRPH 2441 ELECTRONIC PUBLISHING III (4-2-7). Advanced typographical concepts in electronic publishing using an industry standard page layout software package. In-depth color separations, trapping and advanced techniques for controlling type and graphics. Overview of color schemes,

software additions (plug-ins, filters, utilities), and preparation of files for printing. Fee: \$24 Prerequisites: GRPH 1422 or Instructor approval. (PRT 2234)

DRAMA

DRAM 1120 THEATRE WORKSHOP (1-1-3). Laboratory course in phases of theater. Students assigned areas compatible with experience and/or interest. May be repeated for a maximum of four credit hours. Insurance: \$3.10 (DRM 1711)

DRAM 1310 INTRODUCTION TO THEATRE (3-3-0). A general survey of theater including exploration of dramatic literature, theory, and criticism; production arts, skills, and crafts; and theater history from 500 BC to the present. Course requires good reading and writing skills. Attendance at plays and Technical Lab hours required. Insurance: \$3.10 Skills: E (DRM 1613)

DRAM 1320 THEATRE PRACTICUM I: PLAY READING AND ANALYSIS (3-2-3). A study of plays written for the stage in terms of genre, style, and period. Basic dramatic theory and criticism and some historical production techniques are included, along with modern possibilities for production and scene work. Insurance: \$3.10

DRAM 1320 THEATRE PRACTICUM I: CREATIVE DRAMATICS (3-2-3). A course for those interested in helping children learn to enhance their creative abilities through playmaking. Of special interest to drama majors, elementary education majors, child development majors, therapeutic recreation majors, and those interested in working with children in a social services or parks and recreation environment. Required lab involves observation of children in formal and informal settings. Insurance: \$3.10

DRAM 1322 STAGE MOVEMENT (3-2-3). Principles, practices, and exercises in body techniques and stage movement; emphasis on character movement and body control. Insurance: \$3.10

DRAM 1330 STAGECRAFT (3-2-4). Basic skills and techniques of theatrical mounting. Materials and principles of scene construction and painting, properties, and stage lighting. Participation on technical crews required. Insurance: \$3.10

DRAM 1341 STAGE MAKE-UP (3-3-2). The design and execution of make-up for the purpose of developing believable characters. Focus on basic makeup principles and experience with makeup application. Laboratory and Technical Lab hours required. Insurance: \$3.10 (DRM 1663)

DRAM 1342 INTRODUCTION TO COSTUME (3-2-3). A study of the principles and techniques of costume design and construction for the stage. Review of the costume designer's duties and responsibilities, and a brief overview of costume history. Insurance: \$3.10

DRAM 1351 ACTING I (3-3-2). Basic skills and techniques of acting, including increased sensory awareness, ensemble and solo performing, character analysis, and script analysis. Development of stage presence and characterizations through improvisations and scenes. Technical Lab hours required. Insurance: \$3.10 Skills: R (DRM 1633)

DRAM 1352 ACTING II (3-3-2). A study of the process of creating the dramatic character from text to performance with emphasis on scene study and audition techniques. Technical lab hours required. Insurance: \$3.10 Prerequisites: DRAM 1351. (DRM 1643)

DRAM 2336 VOICE AND DICTION (3-3-0). Principles of diction, voice development, and improvement, vocal variety and expressiveness. Focus on various aspects of using the voice effectively, including volume and projection, rate and phrasing, inflection, and resonance. Study of the International Phonetic Alphabet to correct and eliminate individual articulation problems. (DRM 1653)

DRAM 2351 ACTING III (3-2-3). A continuation of the study of creating dramatic character from text through monologues and scene study, focusing primarily on the analysis, interpretation, and performance of Shakespeare and other classical works. Insurance: \$3.10 Prerequisites: DRAM 1352.

DRAM 2366 FILM APPRECIATION (3-3-2). Analysis of the visual, aural, dramatic, thematic, and structural aspects of motion pictures that best depict the cinematic art. Skills: E (RTF 1614)

DRAM 2367 FILM HISTORY (3-3-0). A chronological and world-wide-survey of the history of the film, plus study of progress in film technology, changing audiences, and the socio-cultural impact of film.

ECONOMICS

ECO 1603 ISSUES IN ECONOMICS (3-3-0). A course for students who have active interests in fields other than business administration or economics, but also of interest to students majoring in these areas. This is an issues-oriented course; a number of social, political and business issues of current interest will be studied from an economic perspective. This issues approach will help develop an understanding of people in relation to their economic environment. Students will gain a knowledge of the purpose, functioning, and results of a capitalistic system and an understanding of current economic problems.

ECON 2301 PRINCIPLES OF MACROECONOMICS (3-3-0). Deals with consumers as a whole, producers as a whole, the effects of government spending and taxation, and the monetary policy of the Federal Reserve. Macroeconomics is concerned with unemployment, inflation and the business cycle. Skills: G (ECO 1633)

ECON 2302 PRINCIPLES OF MICROECONOMICS (3-3-0). Deals with the interactions between individual households and business firms. The concepts of supply and demand will be studied; students will learn what these concepts mean, how they operate, and how prices are determined. Market structure, market failure and income distribution will also be considered. Skills: G (ECO 1623)

ELECTRONICS

CETT 1403 DC CIRCUITS (4-3-3). A study of the fundamentals of direct current including Ohm's law, Kirchoff's laws and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements. Includes steady state analysis of magnetism, electromagnetism, inductance, and capacitance. Fee: \$20 Insurance: \$3.10 Skills: B Prerequisites: MATD 0370 or higher or department approval. (ELN 1034)

CETT 1405 AC CIRCUITS (4-3-3). A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. Fee: \$20 Insurance: \$3.10 Prerequisites: CETT 1403 or department approval. Prerequisite or corequisite: MATH 1314 or higher or department approval. (ELN 1044)

CETT 1421 ELECTRONIC FABRICATION (4-3-3). A study of electronic circuit fabrication techniques including printed circuit boards, wire wrapping, bread boarding, and various soldering techniques. Fee: \$20 Insurance: \$3.10 Prerequisites: CETT 1429 and MATH 1314 or higher or department approval. (ELN 2074)

CETT 1425 DIGITAL FUNDAMENTALS (4-3-3). An entry level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Boolean algebra, Karnaugh maps, and combination logic. Emphasis on circuit logic analysis and troubleshooting digital circuits. Fee: \$20 Insurance: \$3.10 Prerequisites: CETT 1403 or department approval. Prerequisite or corequisite: MATH 1314 or higher or department approval. (ELN 2094)

CETT 1429 SOLID STATE DEVICES (4-3-3). A study of diodes and other semiconductor devices, including analysis of static and dynamic characteristics, biasing techniques, and thermal considerations of solid state devices. Fee: \$20 Insurance: \$3.10 Prerequisites: CETT 1405 or department approval. Prerequisite or corequisite: MATH 1314 or higher or department approval. (ELN 1154)

CETT 1445 MICROPROCESSOR (4-3-3). An introductory course in microprocessor software and hardware—its architecture, timing sequence, operation, and programming—and discussion of appropriate software diagnostic language and tools. Fee: \$20 Insurance: \$3.10 Prerequisites: CETT 1425 or department approval. (ELN 2114)

CETT 1457 LINEAR INTEGRATED CIRCUITS (4-3-3). A study of the characteristics, operations, stabilization, testing, and feedback techniques of linear integrated circuits. Application in computation, measurements, instrumentation, and active filtering. Fee: \$20 Insurance: \$3.10 Prerequisites: CETT 1429 or department approval. (ELN 2104)

CETT 2435 ADVANCED MICROPROCESSORS (4-3-3). An advanced course utilizing the microprocessor in control systems and interfacing. Emphasis on microprocessor hardware and implementation of peripheral interfacing. Fee: \$20 Insurance: \$3.10 Prerequisites: CETT 1445 or department approval. (ELN 2214)

CETT 2471 PULSE CIRCUITS AND WAVESHAPING (4-3-3). A study of pulse and waveshaping using passive components and diodes. Course contains high-pass, low-pass filters, clippers, and clampers. Active circuits are covered for buffers, inverters, level shifters, one-shots, and oscillators. Course prepares a student to do signal conditioning for digital applications. Fee: \$20 Insurance: \$3.10 Prerequisites: CETT 1403 or department approval. Prerequisite or corequisite: MATH 1314 or higher or department approval. (ELN 2084)

CPMT 1445 COMPUTER SYSTEMS MAINTENANCE (4-3-3). Examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids. Fee: \$16 Insurance: \$3.10 (ELN 2204)

CPMT 1449 COMPUTER NETWORKING TECHNOLOGY (4-3-3). 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 operation. Fee: \$16 Insurance: \$3.10 Skills: B (ELN 2294)

CPMT 2437 MICROCOMPUTER INTERFACING (4-3-3). An interfacing course exploring the concepts and terminology involved in interfacing the internal architecture of the microcomputer with commonly used external devices. A study of data acquisition circuits primarily used in microcomputer systems, including computer controls, interfacing between mechanical, electrical, electronic, and/or computer equipment. Fee: \$16 Insurance: \$3.10 Prerequisites: CETT 1445 and CETT 1425 or department approval. (ELN 2264)

CPMT 2445 COMPUTER SYSTEM TROUBLESHOOTING (4-3-3). Principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment. The study of maintenance and repair of mini-computers and small digital systems. Includes service techniques on solid-state memory machines and I/O peripherals. Fee: \$16 Insurance: \$3.10 Prerequisites: CETT 2435 or instructor approval. (ELN 2204)

CPMT 2449 ADVANCED COMPUTER NETWORKING TECHNOLOGY (4-3-3). An in-depth study of network technology with emphasis on network operating systems, network connectivity, hardware, and software. Mastery of implementation, troubleshooting, and maintenance of LAN and/or WAN network environments. Fee: \$16 Insurance: \$3.10 Skills: B Prerequisites: CPMT 1449 or department approval. (ELN 2324)

EECT 2433 TELEPHONE SYSTEMS (4-3-3). A study of installation and maintenance systems including telephone set, public switched networks, local exchanges, networks, two and four wire systems, tip and ringing requirements, and digital transmission techniques. Fee: \$16 Insurance: \$3.10 (ELN 2274)

EECT 2435 TELECOMMUNICATIONS (4-3-3). A study of modern telecommunications systems incorporating microwave, satellite, optical, and wire/cable-based communications systems. Instruction in installation, testing, and maintenance of communications systems components. Fee: \$16 Insurance: \$3.10 (ELN 2284)

EECT 2439 COMMUNICATIONS CIRCUITS (4-3-3). A study of communications systems with emphasis on amplitude modulation, frequency modulation, phase modulation, and digital pulse modulation. Discussion of several types of modulators, demodulators, receivers, transmitters, and transceivers. Fee: \$16 Insurance: \$3.10 Prerequisites: CETT 2435 or instructor approval. (ELN 2244)

EECT 2488 INTERNSHIP-ELECTRICAL, ELECTRONIC, AND COMMUNICATIONS ENGINEERING TEC (4-0-15). A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Insurance: \$3.10

ELMT 2335 CERTIFIED ELECTRONICS TECHNICIAN TRAINING (3-3-0). Review of electronics concepts and principles in preparation for sitting for a certification examination administered by an outside organization or agency. Insurance: \$3.10

ELMT 2433 INDUSTRIAL ELECTRONICS (4-3-3). A study of devices, circuits, and systems primarily used in automated manufacturing and/or process control, including computer controls and interfacing between mechanical and electrical, electronic, and computer equipment. Presentation of programming schemes. Fee: \$20 Insurance: \$3.10 Prerequisites: CETT 1425 or department approval. (ELN 2364)

ELMT 2437 ELECTRONIC TROUBLESHOOTING, SERVICE, AND REPAIR (4-3-3). In-depth coverage of electronic systems, maintenance, troubleshooting, and repair. Topics include symptom identification, proper repair procedures, repair checkout, and preventative maintenance. Emphasis on safety and proper use of test equipment. May be offered as a capstone course. Fee: \$16 Insurance: \$3.10 Prerequisites: CETT 1425 and CETT 1457 or department approval. (ELN 2254)

- ELMT 2441 ELECTROMECHANICAL SYSTEMS (4-3-3).** A study of devices and components that translate electrical energy into mechanical motion. Topics include DC and AC motors and controllers, servo motors, stepping motors, solenoids, linear motors, and actuators. Introduction to pneumatics principles, components, control systems, and mass flow controllers. Principles of robotics, types of robots, and common applications. Programmable logic controllers and ladder logic. Open and closed control principles. PID controllers. Fee: \$16 Insurance: \$3.10 Prerequisites: CETT 1425.
- INTC 2471 DATA ACQUISITION AND MEASUREMENT (4-3-3).** A study of transducers and measurement techniques. Introduction to data conversion and computer data acquisition methods. Includes testing and calibration as well as repair of industrial instrumentation. Fee: \$16 Insurance: \$3.10 Prerequisites: CETT 1425. (ELN 2304)
- LOTT 1401 INTRODUCTION TO FIBER OPTICS (4-3-3).** An introductory course in fiber optics and its application including advantages of fiber, light transmission in fiber, types of fiber, sources, detectors, and connectors. Fee: \$16 Insurance: \$3.10 Prerequisites: CETT 1425 and CETT 1457 or department approval. (ELN 2174)
- RBTC 1405 ROBOTICS FUNDAMENTALS (4-3-3).** An introduction to flexible automation. Topics include installation, repair, maintenance, and development of flexible robotic manufacturing systems. Course will cover Robotic systems and will introduce students to robotic architectures as well as to various robotic applications. The course will involve the connection of various transducers and actuators to robots with a microprocessor that will be programmed in C. Fee: \$24 Prerequisites: ELMT 2441 and CETT 1445.
- RBTC 2305 INDUSTRIAL WIRING (4-3-3).** The study of national electrical code and approved electrical installations as applied to industrial automation systems. Includes all aspects from the standpoint of safety for personnel and equipment. Prerequisites: CETT 1457 and CETT 1445. (ELN 2314)
- SMFT 1101 SEMICONDUCTOR INDUSTRY OVERVIEW (1-1-0).** A study of the history of the semiconductor industry including its culture, history, products, organization, and employment opportunities. Insurance: \$3.10 (ELN 1051)
- SMFT 1341 SEMICONDUCTOR MANUFACTURING METHODS (3-3-0).** In this certificate capstone course, students will study various aspects of manufacturing while applying knowledge and experience learned from previous courses. Topics to be studied include the elements of manufacturing, Total Productive Manufacturing (TPM), manufacturing teamwork dynamics, quality control, continuous improvement, Statistical Process Control (SPC) capability studies, inspection and measurement procedures, and productivity issues. Classes include computer usage in a manufacturing environment, workplace simulation, and case studies. Insurance: \$3.10 Prerequisites: SMFT 1101. (ELN 2423)
- SMFT 1473 SEMICONDUCTOR MANUFACTURING TECHNOLOGY I (4-3-2).** A study of the processes, materials, and equipment used in the manufacturing of semiconductors, including an overview of the semiconductor industry, related terminology, and standard safety practices. Fee: \$16 Insurance: \$3.10
- SMFT 2341 VACUUM PRINCIPLES & RF PLASMA SYSTEMS (3-2-4).** A study of vacuum principles and RF plasma systems in the semiconductor manufacturing industry. Vacuum topics include principles, components, systems, leak detection, and safety practices. RF plasma topics include plasma physics, RF power amplification and oscillators, transmission line, impedance matching, and safety. Fee: \$16 Insurance: \$3.10 Prerequisites: CETT 1457 and PHY 1634. (ELN 2403)
- SMFT 2472 SEMICONDUCTOR EQUIPMENT OPERATION AND MAINTENANCE (4-3-3).** This is the capstone course for the AAS degree program in which students integrate their knowledge from previous courses and apply it to learning the operation, maintenance and repair of the semiconductor manufacturing tools and equipment used in the fab. Students will actually use and service many typical fab tools during lab sessions. Fee: \$16 Insurance: \$3.10 Prerequisites: ELMT 2433 and corequisite SMFT 2341 or faculty consent. (ELN 2424)
- SMFT 2473 SEMICONDUCTOR MANUFACTURING TECHNOLOGY II (4-3-2).** The continuation of Semiconductor Manufacturing Technology I covering the processes, materials, and equipment used in the manufacturing of semiconductors. Topics address process-yield analysis and process troubleshooting. Fee: \$16 Insurance: \$3.10 Prerequisites: SMFT 1473.

EMERGENCY MEDICAL SERVICES PROFESSIONS

- EMSP 1145 BASIC TRAUMA LIFE SUPPORT (1-1-0).** Intense skill development in emergency field management, systemic rapid assessment, resuscitation, packaging, and transportation of patients. Includes experience necessary to meet initial certification requirements. Offered in Fall and Spring Semesters. Fee: \$16 Insurance: \$3.10
- EMSP 1147 PEDIATRIC ADVANCED LIFE SUPPORT (1-1-0).** A course in a system of protocols for management of the pediatric patient experiencing difficulties in medical and/or trauma related emergencies. Offered in Spring Semester. Fee: \$24 Insurance: \$3.10
- EMSP 1149 PREHOSPITAL TRAUMA LIFE SUPPORT (1-1-0).** Intense skill development in emergency field management, systematic rapid assessment, resuscitation, packaging, and transportation of patients. Includes experience necessary to meet initial certification requirements. Offered in Fall and Spring Semesters. Fee: \$16 Insurance: \$3.10

EMSP 1160 EMT–BASIC CLINICAL (1-0-4). 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 experiences. Course may be repeated if topics and learning outcomes vary. Rideout Fee: \$36 Insurance: \$63.10

EMSP 1161 PARAMEDIC CLINICAL I (1-0-6). 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 experiences. Course may be repeated if topics and learning outcomes vary. Offered in Fall and Summer Semesters. Rideout Fee: \$75 Insurance: \$34.10 Prerequisites: EMSP 1501, EMSP 1160, BIOL 2401.

EMSP 1162 PARAMEDIC CLINICAL II (1-0-6). 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 experiences. Course may be repeated if topics and learning outcomes vary. Offered in Fall and Spring Semesters. Rideout Fee: \$75 Insurance: \$34.10 Prerequisites: EMSP 1338, EMSP 1356, EMSP 1161.

EMSP 1338 INTRODUCTION TO ADVANCED PRACTICE (3-2-4). An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. Offered in Fall and Summer Semesters. Fee: \$24 Insurance: \$3.10 Prerequisites: EMSP 1501, EMSP 1160, BIOL 2401.

EMSP 1355 TRAUMA MANAGEMENT (3-3-2). A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. Offered in Fall and Spring Semesters. Fee: \$24 Insurance: \$3.10 Prerequisites: EMSP 1338, EMSP 1356, EMSP 1161.

EMSP 1356 PATIENT ASSESSMENT AND AIRWAY MANAGEMENT (3-2-3). A detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management. Offered in Fall and Summer Semesters. Fee: \$24 Insurance: \$3.10 Prerequisites: EMSP 1501, EMSP 1160, BIOL 2401.

EMSP 1501 EMT–BASIC (5-3-6). Introduction to the level of Emergency Medical Technician (EMT)–Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. Fee: \$24 Insurance: \$3.10

EMSP 2135 ADVANCED CARDIAC LIFE SUPPORT (1-1-0). Skill development for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. Establishes a system of protocols for management of the patient experiencing cardiac difficulties. Offered in Spring Semester. Fee: \$8 Insurance: \$3.10

EMSP 2237 EMERGENCY PROCEDURES (2-0-4). Instruction in a laboratory environment concentrating on development of practical medical skills and critical thinking abilities. Students will master a variety of skills appropriate to their training level by a combination of practice: use mannequins, actors or other students, and stage scenarios. Required verifications of specific skills may be included. Offered in Spring Semester. Fee: \$24 Insurance: \$3.10 Prerequisites: EMSP 2534, EMSP 2330.

EMSP 2243 ASSESSMENT BASED MANAGEMENT (2-2-0). The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive, assessment-based patient care management. Offered in Spring Semester. Fee: \$24 Prerequisites: EMSP 2534, EMSP 2330, EMSP 2260.

EMSP 2252 EMS RESEARCH (2-2-0). Primary and/or secondary research in current and emerging issues in EMS. Basic research principles, scientific inquiry, and interpretation of professional literature are emphasized. Offered in Spring Semester. Prerequisites: EMSP 2534, EMSP 2330, EMSP 2260.

EMSP 2260 PARAMEDIC CLINICAL III (2-0-10). 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 experiences. Course may be repeated if topics and learning outcomes vary. Offered in Fall Semester. Rideout fee: \$212 Insurance: \$34.10 Prerequisites: EMSP 1160, EMSP 1161, EMSP 1162.

EMSP 2266 PRACTICUM (2-0-14). Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student’s general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Offered in Spring Semester. Rideout Fee: \$212 Insurance: \$34.10 Prerequisites: EMSP 1501, EMSP 1160, EMSP 1161, EMSP 2260.

- EMSP 2330 SPECIAL POPULATIONS (3-2-3).** A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations. Offered in Fall Semester. Fee: \$24 Insurance: \$3.10 Prerequisites: EMSP 1355, EMSP 2238, EMSP 1162, EMSP 2344.
- EMSP 2338 EMS OPERATIONS (3-3-0).** A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. Offered in Fall and Spring Semesters. Fee: \$24 Prerequisites: EMSP 1338, EMSP 1356, EMSP 1161.
- EMSP 2444 CARDIOLOGY (4-3-3).** A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. Offered in Spring/Summer Semester. Fee: \$24 Insurance: \$3.10 Prerequisites: BIOL 2401 and HPRS 2300.
- EMSP 2534 MEDICAL EMERGENCIES (5-4-3).** A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. Offered in Fall Semester. Fee: \$24 Prerequisites: EMSP 1355, EMSP 2238, EMSP 1162, EMSP 2344.

ENGINEERING

- ENGR 0145 STATICS TUTORIAL (1-0-2).** Optional problem session designed for students currently registered in Statics, ENGR 2301. Individualized and group setting provides additional practice and explanation. This course is not for college-level credit. Repeatable up to two credit hours. Skills: P (ENR 0271)
- ENGR 0147 DYNAMICS TUTORIAL (1-0-2).** Optional problem session designed for students currently registered in Dynamics, ENGR 2302. Individualized and group setting provides additional practice and explanation. This course is not for college-level credit. Repeatable up to two credit hours. Skills: P (ENR 0271)
- ENGR 1201 INTRODUCTION TO ENGINEERING (2-2-0).** Introduction to engineering as a discipline and profession. Includes instruction in the application of mathematical and scientific principles to the solution of practical problems. A broad range of problems will be considered in order to introduce the student to various engineering majors and careers. Prerequisites: One full year of high school physics or equivalent and mathematics through trigonometry. (ENR 1212)
- ENGR 2301 VECTOR MECHANICS—STATICS (3-3-0).** Calculus-based study of the composition and resolution of forces. Vector algebra, force systems, freebody diagrams; equilibrium of rigid bodies and structures; centroids, distributed loads, friction; moment of inertia. Prerequisites: PHYS 2425 or equivalent and credit in or registration for MATH 2415.
- ENGR 2302 VECTOR MECHANICS—DYNAMICS (3-3-0).** Calculus-based study of the dynamics of rigid bodies. Includes force-mass-acceleration methods, work and energy, and impulse-momentum computations. Emphasis on two- and three-dimensional kinematics and dynamics, applied to a broad class of engineering problems. Offered only in the Spring semester. Prerequisites: ENGR 2301 or equivalent and MATH 2415 or equivalent. (ENR 2424)
- ENGR 2332 MECHANICS OF MATERIALS (3-3-0).** Stresses and deformations in solids; stress-strain relationships and torsions; beams, shafts and columns; elastic deflections in beams; combined loading and combined stresses. Emphasis on application to engineering problems. Offered once per year in the Fall semester. Prerequisites: ENGR 2301 or equivalent and MATH 2415 or equivalent. (ENGR 2432)

ENGINEERING DESIGN GRAPHICS

- DFTG 1405 TECHNICAL DRAFTING (4-3-3).** 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. Instructs students in modern graphics and modeling fundamentals for engineering design. Students will be introduced to freehand sketching, multi-view orthographic projection, shape modeling and its applications in computer-aided drafting and design (CADD). Studies will include graphic geometry and projection techniques, visualization methods, pictorial drawings, geometric modeling techniques for CADD, drafting practices, and manufacturing processes and materials documentation. Fee: \$16 Skills: R
- DFTG 1409 BASIC COMPUTER AIDED DRAFTING (4-3-3).** An introduction to basic computer-aided drafting course. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices. This course in computer-aided-drafting and design (CADD) employs AutoCAD software. Additional topics to be covered include drawing set-up, drawing and editing techniques, pictorial drawing, dimensioning, printing, plotting, and basic 3D modeling. Fee: \$16 Prerequisites: DFTG 1405 or departmental approval. (EDG 1064)
- DFTG 1417 ARCHITECTURAL DRAFTING—RESIDENTIAL (4-3-3).** Topics will cover the principles and practices used in residential construction. This course is an introduction to the preparation of architectural construction documents for a single family residence. Fee: \$16 Prerequisites: DFTG 1409 or Instructor approval. Laboratory fees. (EDG 2044)

- DFTG 1421 ARCHITECTURAL ILLUSTRATION (4-3-3).** Architectural drawing and sketching, including freehand drawing, perspectives, delineation in various media and development of students' graphical expression, including an introduction to various reproduction methods. Visual communication is a drawing studio intended to help the student visualize his/her creative thought process and the environment around him/her. The class is structured to advance the students visualization skills of architectural subjects by developing hand-drawn perspectives and presentation techniques. Basics of three dimensional CAD modeling will also be covered. Fee: \$16 Prerequisites: DFTG 1417. (EDG 2144)
- DFTG 1425 BLUEPRINT READING AND SKETCHING (4-3-3).** An introduction to reading and interpreting the "working drawings" for manufactured products and associated tooling. Use of sketching techniques to create pictorial and multiple-view drawings of manufactured parts. A survey course for students enrolled in vocational-technical majors. Methods of representation used in construction trades with emphasis on rough layouts and blueprint reading, with a section on materials take-off and cost estimating. CNBT 1446 may be substituted for DFTG 1425. Fee: \$16 Skills: R (EDG 1034)
- DFTG 1433 MECHANICAL DRAFTING (4-3-3).** An intermediate course covering detail drawings with proper dimensioning and tolerances, use of sectioning techniques, common fasteners, and 3D isometric and oblique drawings, including bill of materials. This is an advanced course in modern graphic drawing and design. Topics covered include dimensioning techniques, drafting standards, pictorial drawings, auxiliary views, sections, fasteners, assembly and detail drawings. The engineering design process is also covered. Fee: \$16 Skills: R Prerequisites: DFTG 1405 and DFTG 1409 or Instructor approval. May be taken concurrently with DFTG 1409. (EDG 1044)
- DFTG 1458 ELECTRICAL/ELECTRONIC DRAFTING (4-3-3).** A study of the principles of layout of electrical and electronic drawings, stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. An introduction to schematics, logic diagrams and electro/mechanical design. Study of electronic symbols and the use of industrial standards. Fee: \$16 Prerequisites: DFTG 1405. May be taken concurrently with DFTG 1409. (EDG 2034)
- DFTG 1491 SPECIAL TOPICS IN DRAFTING (4-2-4).** EDG's capstone course. Particular attention is given to the development of a portfolio suitable for job hunting in the Engineering Design Graphics field. May be repeated to meet the requirements of an EDG internship. Fee: \$16 Prerequisites: Departmental approval - advanced students only - students must attend orientation.(EDG 2184)
- DFTG 1494 SPECIAL TOPICS IN ELECTRICAL/ELECTRONICS DRAFTING-INTEGRATED CIRCUIT LAYOUT AND DESIGN III (4-3-3).** This course is designed to build on the knowledge accumulated in IC I and IC II. The nature of the topics to be covered requires student use of state-of-the-art design and verification tools and the technical support for those tools. For this reason, the class will be held in an industrial setting where the tools and the technical support already exist. The class will be fast paced and it will cover complex topics in depth. Some programming knowledge will be helpful. Fee: \$16 Prerequisites: DFTG 2470, concurrent enrollment in DFTG 2471, and department approval.
- DFTG 1495 SPECIAL TOPICS IN MECHANICAL DRAFTING-PRO/E SURFACE MODELING AND ADVANCED TOPICS (4-3-3).** This course focuses on advanced Pro/E techniques and touches on the Pro/Surface module. Modeling of solid and surface features as well as advanced modeling techniques that provide more flexibility in the design process will be studied. Fee: \$16 Prerequisites: DFTG 2440.
- DFTG 1495 SPECIAL TOPICS IN DRAFTING-MICRO-ELECTRO/MECHANICAL SYSTEMS (4-3-3).** Micro Electromechanical Systems (MEMS) are physical structures with dimensions in the micron range built using layers of poly silicon and sacrificial silicon dioxide. The designs are created using leading edge technology and design tools. The student will be introduced to MEMS through the use of AutoCAD as a base with extensions to support 2D and 3D modeling, layer cross section views and a design rule verification capability similar to the tools available in the integrated circuit design world. Fee: \$16
- DFTG 2402 MACHINE DRAFTING (4-3-3).** Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings. This course is a study of machine design dimensioning and tolerancing (including geometric dimensioning and tolerancing) using ASME/ANSI and ISO standards. Also, an introduction to producing part drawings from parametric solid models is provided. Fee: \$16 Prerequisites: DFTG 1405 and DFTG 1433. (EDG 2014)
- DFTG 2404 PRINTED CIRCUIT BOARD DESIGN (4-3-3).** An intermediate course including single-sided and double-sided printed circuit board design, emphasizing the drawings, standards, and processes required to layout printed circuit board and manufacturing documentation. Develop a student's understanding of what a printed circuit board is and how it is designed and manufactured. The study of an electronic schematic and its relationship to the printed circuit board. Includes methods for creating the master layout, skills required to produce master photographic artwork from master layout, and the fabrication of printed circuit boards. Fee: \$16 Prerequisites: DFTG 1458. DFTG 1409 and HART 1401 are recommended. (EDG 2094)

DFTG 2410 STRUCTURAL DRAFTING (4-3-3).

Discussion of detail drawings of structural shapes for fabrication with emphasis on framed and seated connectors and beam and column detailing. Designed to meet the standards of American Institute of Steel Construction, including units on concrete detailing conforming to American Concrete Institute standards. This course covers the AISC specifications and standards, stressing structural theory and data. Students prepare working drawings depicting structural steel, pipe, and reinforced concrete. Fee: \$16 Prerequisites: DFTG 1409. (EDG 2054)

DFTG 2412 TECHNICAL ILLUSTRATION (4-3-3).

Topics include pictorial drawing including isometrics, obliques, perspectives, charts, and graphs; shading and transfer lettering; and use of different media. Introduction to 3D CAD drawings as used in manufacturers' catalogues, engineering manuals, and promotional literature. Students will also create 3D Animations. Introduction to design, problem solving, and team building. Fee: \$16 Prerequisites: DFTG 1405 and DFTG 1409. (EDG 2024)

DFTG 2417 DESCRIPTIVE GEOMETRY (4-3-3).

Examination of the graphical solution to problems involving points, lines, and planes in space. A study of drawing projection (orthographic projection and auxiliary views) used in engineering graphics. Projection principles are applied to analyze drawings using manual and computer graphics. Fee: \$16 Prerequisites: DFTG 1405, High School Drafting or Instructor approval. (DFTG 1456)

DFTG 2419 INTERMEDIATE COMPUTER-AIDED DRAFTING (4-3-3).

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 three-dimensional drawings, interfacing 2D and 3D environments and extracting data. Fee: \$16

DFTG 2428 ARCHITECTURAL DRAFTING—COMMERCIAL (4-3-3).

Architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. This course emphasizes accuracy of details and knowledge of building materials. Each student will prepare a set of construction documents for a commercial structure. The course will be operated in the same manner as a typical architectural firm. Fee: \$16 Prerequisites: DFTG 1409 and DFTG 1417. (DFTG 1454)

DFTG 2430 CIVIL DRAFTING (4-3-3).

An in-depth study of drafting methods and principles used in public works civil engineering. Fee: \$16

DFTG 2432 ADVANCED COMPUTER-AIDED DRAFTING (4-3-3).

Exploration of the use of system customization for drawing production enhancement and the principles of data manipulation. Presentation of advanced

applications, such as three-dimensional object creation and linking graphic entities to external nongraphic data. This course builds on the skills achieved in earlier Computer-Aided Drafting (CAD) courses. The student exploits advanced and customizable features of the CAD software to build an efficient, integrated, customized CAD environment. The course explores in more detail several advanced concepts aimed at increasing drawing efficiency, including linking with external drawings and documents, creating, editing, and maintaining libraries of drawing components, and creating dimension styles and viewpoints. The student also gains exposure to the customizable features of the CAD software, including linetypes, hatch patterns, scripts, slide shows, macros, shapes, and an integrated custom menu system. The course concludes with a brief introduction to the programming environment accessible from the CAD software to help the student decide whether to continue on into the CAD Programming course. Prerequisites: DFTG 1409.

DFTG 2436 CAD PROGRAMMING (4-3-3).

Use of programming language to enhance CAD software. This course builds on the topics discussed in the Advanced Computer-Aided Drafting (CAD) course (DFTG 2432). The student investigates several programming environments accessible from the CAD software to continue in the creation of a customized CAD environment. Various programming principles are introduced via AutoLISP and the Visual LISP Integrated Development Environment (IDE), including basic math and geometric functions, requesting user input, data typing and type conversions, string and list manipulation, conditional expressions, loops, selection sets, entity and symbol table manipulation, and text file input/output. The student progresses through the creation of dialog interfaces using the CAD Programmable Dialog Box facility, ActiveX automation, and the Visual Basic for Application (VBA) environment. Fee: \$16 Prerequisites: DFTG 2432. (EDG 2174)

DFTG 2440 SOLID MODELING/DESIGN (4-3-3).

A computer-aided solid modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Fee: \$16 Prerequisites: DFTG 1433 and DFTG 2402. (EDG 2014)

DFTG 2470 INTEGRATED CIRCUIT LAYOUT AND DESIGN I (4-3-3).

This is an introductory course in the design of integrated circuitry and the I.C. designer's role in industry. Students will study I.C. design theory and employ specialized CADD software to plan chips and create "cells." Fee: \$16 Prerequisites: DFTG 1409, DFTG 1458, or Instructor approval. May be taken concurrently with HART 1401. CETT 1425 recommended. (EDG 2084)

DFTG 2471 INTEGRATED CIRCUIT LAYOUT AND DESIGN II (4-3-3).

An advanced course in the layout and design of integrated circuits. Students will study advanced design theory and employ

specialized CAD tools to layout and verify circuits. Prerequisites: DFTG 2470 and Instructor approval. May be taken concurrently with CETT 1425. (EDG 2104)

DFTG 2472 INTRODUCTION TO GIS (4-3-3). This course will present Geographic Information Systems technology and how GIS works across a variety of industries. Topics may include Geographic Information Systems and city planning, emergency-911 systems, engineering, statistics, real estate, federal and state governments. Prerequisites: DFTG 1409 or instructor approval. (EDG 2134)

DFTG 2473 INTRODUCTION TO CAD/CAM (4-3-3). This course is a further study of the parametric modeling software covered in DFTG 2402. This course is also an introduction to the use of software to create numerically controlled machining toolpaths from 2D and 3D drawing geometry. Fee: \$16 Prerequisites: DFTG 1433 and DFTG 2402. (EDG 2154)

DFTG 2474 ARCHITECTURAL MODELING (4-3-3). This course presents computer techniques used in the creation of three dimensional architectural models. Prerequisites: DFTG 1454 or department approval. (EDG 2114)

MCHN 1319 MANUFACTURING MATERIALS AND PROCESSES (3-0-0). A basic study of various materials used in the metals industry and the chemical, physical, and mechanical properties of various metals. Emphasis on manufacturing processes, including casting, forming, machining, and molding. Skills: R Prerequisites: High School Algebra or equivalent.

ENGLISH

ENGL 1301 ENGLISH COMPOSITION I (3-3-0). A study of the principles of composition with emphasis on language, the mechanics of writing, the types of discourse, and research and documentation. Skills: E (ENG 1613)

ENGL 1301 ENGLISH COMPOSITION I-ESL (3-3-0). English 1301 ESL is a study of the principles of composition with emphasis on language, the mechanics of writing, documentation and research, and the types of discourse. ENGL 1301 ESL is the equivalent of ENGL 1301 and is designed to help students who are non-native speakers of English develop the skills they will need to succeed academically.

ENGL 1302 ENGLISH COMPOSITION II (3-3-0). A continuation of English 1301 with emphasis on analysis of readings in prose fiction. Prerequisites: ENGL 1301 or equivalent. (ENG 1623)

ENGL 2322 BRITISH LITERATURE I: ANGLO-SAXON THROUGH 18TH CENTURY (3-3-0). Survey of English literature from Anglo-Saxon times through the 18th Century. Prerequisites: ENGL 1301 and 1302 or equivalent. (ENG 2613)

ENGL 2323 BRITISH LITERATURE II: 18TH CENTURY TO THE PRESENT (3-3-0). Survey of English literature from 1800 to the present. Prerequisites: ENGL 1301 and 1302 or equivalent. (ENG 2623)

ENGL 2327 AMERICAN LITERATURE I: BEGINNINGS THROUGH CIVIL WAR (3-3-0). Survey of American literature from 1620 to 1865. Prerequisites: ENGL 1301 and 1302 or equivalent. (ENG 2633)

ENGL 2328 AMERICAN LITERATURE II: CIVIL WAR TO THE PRESENT (3-3-0). Survey of American literature from 1865 to present. Prerequisites: ENGL 1301 and 1302 or equivalent. (ENG 2643)

ENGL 2332 WORLD LITERATURE I: ANCIENT WORLD THROUGH 17TH CENTURY (3-3-0). Introduction to masterpieces of the literary tradition from the ancient world to 17th century (the Enlightenment). Prerequisites: ENGL 1301 and 1302 or equivalent. (ENG 2653)

ENGL 2333 WORLD LITERATURE II: 18TH CENTURY TO THE PRESENT (3-3-0). Introduction to masterpieces of the literary tradition from the 17th century (the Enlightenment) to the 20th century. Prerequisites: ENGL 1301 and 1302 or equivalent. (ENG 2663)

ENGL 2342 INTRODUCTION TO LITERATURE I (3-3-0). Selected readings, arranged by types. Prerequisites: ENGL 1301 and ENGL 1302 or equivalent. (ENG 2713)

ENGL 2343 INTRODUCTION TO LITERATURE II (3-3-0). Selected readings, arranged by theme. Topics vary. Prerequisites: ENGL 1301 and ENGL 1302 or equivalent. (ENG 2723)

ENGLISH AS A SECOND LANGUAGE - ACADEMIC

DESL 0613 HIGH BEGINNING READING AND VOCABULARY (3-4-0). Designed for high beginning ESL students. Emphasis on comprehension skills, such as identifying main idea, supporting details, and patterns of paragraph development. Features reading short passages of academic materials. Focus on high frequency vocabulary and word forms. Repeatable for up to six-credit hours. Prerequisites: Placement in the course by ESL Assessment or Compass Test. (ESL 0613)

DESL 0623 ESL READING FOR STUDENTS WHO ARE DEAF OR HARD OF HEARING (3-4-0). The course emphasizes intensive vocabulary study and will progress from literal understanding to higher levels of comprehension that are inference and critical reading. Students will identify main idea and supporting details in a paragraph and learn how to determine unfamiliar word meanings from context. Following directions and summarizing information will be taught as well as dictionary and thesaurus skills.

- DESL 0643 ESL WRITING FOR STUDENTS WHO ARE DEAF OR HARD OF HEARING (3-4-0).** The course is designed to develop the writing skills necessary for college success. By examining grammatical features of both American Sign Language and American Standard English, the student will recognize how grammatical functions differ and apply this knowledge when writing. The course includes the study of simple and progressive verb tenses, comparison and contrast and the use of articles and time clauses. Students work on developing simple and compound sentences to write descriptive paragraphs.
- DESL 0663 HIGH BEGINNING WRITING AND GRAMMAR ESL (3-4-0).** Designed for high beginning ESL students. Course emphasizes using standard English grammar in writing paragraphs and short essays. Introduction of parts of speech. Study of simple and progressive verb tenses and modal auxiliaries. Practice in writing simple and compound sentences, using transitional expressions and punctuation. Exposure to and practice with different modes of writing. Required lab work will supplement classroom work. Repeatable for up to six credit hours. Prerequisites: Placement in the course by the ESL Assessment or the Compass Test. (ESL 0663)
- DESL 0683 HIGH BEGINNING ORAL COMMUNICATION ESL (3-4-0).** Designed for high beginning ESL students. Course emphasizes speaking and listening to everyday American English. Strong focus on understanding English speaker conversation and using correct pronunciation, including vowel and consonant sounds as well as stress and intonation. Repeatable for up to six credit hours. Prerequisites: Placement in the course by the ESL Oral Assessment. (ESL 0683)
- DESL 1373 LOW INTERMEDIATE READING AND VOCABULARY ESL (3-4-0).** Designed for low intermediate ESL students. Continued emphasis on building comprehension skills. Introduction to analytical components of reading. Continues emphasis on development of vocabulary through analysis of word structure. Repeatable for up to six credit hours. Prerequisites: A grade of C or better in DESL 0613 or placement in course by ESL Assessment or the Compass Test. (ESL 1373)
- DESL 1383 HIGH INTERMEDIATE READING AND VOCABULARY ESL (3-4-0).** Designed for high intermediate ESL students. Emphasis on more complex analytical reading skills for reading college textbooks and novels. Introduction to annotation. Advanced study of vocabulary using context. Repeatable for up to six credit hours. Prerequisites: A grade of C or better in DESL 1373 or placement in the course by ESL Assessment or the Compass Test. (ESL 1383)
- DESL 1393 ADVANCED READING AND VOCABULARY SKILLS ESL (3-4-0).** Designed for advanced ESL students. This exit-level course prepares students for reading in college courses and the workplace. Emphasis on critical and analytical reading skills and advanced reading strategies for reading college-level textbooks, novels, and periodicals. Continued expansion and application of vocabulary. Repeatable for up to six credit hours. Prerequisites: A grade C or better in DESL 1383 or placement in the course by the ESL Assessment or Compass Test. (ESL 1393)
- DESL 1473 LOW INTERMEDIATE WRITING AND GRAMMAR ESL (3-4-0).** Designed for low intermediate ESL students. Course emphasizes using standard English grammar in writing short essays. Study of perfect tenses, passive voice, gerunds and infinitives. Introduction to clauses. Continued emphasis on writing compound sentences and introduction to complex sentence structures with appropriate conjunctions, transitional expressions, and punctuation. Continued practice in paragraph development and longer academic compositions. Exposure to and practice with different modes of writing. Repeatable for up to six credit hours. Prerequisites: A grade of C or better in DESL 0663 or placement in the course by the ESL Assessment. (ESL 1473)
- DESL 1483 HIGH INTERMEDIATE WRITING AND GRAMMAR ESL (3-4-0).** Designed for high intermediate ESL students. Continued study of the perfect tenses, passive voice, modal auxiliaries, gerunds, and infinitives. Emphasis on adjective, noun, and adverb clauses showing relationships. Introduction to conditionals. Further practice in formal essay writing with continued exposure to different modes of writing. Focus on error correction, paraphrasing, and editing. Introduction to using the library to locate and collect resource materials. Repeatable for up to six credit hours. Prerequisites: A grade of C or better in DESL 1473 or placement in the course by the ESL Assessment. (ESL 1483)
- DESL 1493 ADVANCED WRITING AND GRAMMAR ESL (3-4-0).** Designed for advanced ESL students. This exit-level course prepares students for English 1301, other college writing and writing in the workplace. Continued study of clauses and introduction of reduced forms. Practice in writing more sophisticated formal essays and selected modes of writing, including the persuasive mode. Instruction on introduction to the research paper. Repeatable for up to six credit hours. Prerequisites: A grade of C or better in DESL 1483 or placement in the course by the ESL Assessment. (ESL 1493)
- DESL 1503 AMERICAN ENGLISH PRONUNCIATION FOR ADVANCED ESL LEARNERS (3-4-0).** This course practices the ways in which spoken English differs from written with emphasis on the strategies English speakers use to make their message very clear for listeners. Time is spent learning how difficult English sounds are produced, and how native speakers produce the characteristic rhythm and intonation patterns of the language. Repeatable to 6 hours credit. Prerequisites: Students needs to have been placed in DESL 1493.

DESL 1513 TASP PREPARATION READING (3-4-0). Preparation for the reading portion of the Texas Assessment of Academic Skills (TASP). Assists ESL students in developing reading strategies in the six skills covered on the reading portion of the TASP exam. Repeatable to 6 hours credit. Prerequisites: Placement in DESL 1383, DESL 1393 or permission of instructor.

DESL 1523 TASP PREPARATION: WRITING (3-4-0). Preparation for the writing portion of the Texas Assessment of Academic Skills (TASP). A review of TASP writing criteria: appropriateness, unity and focus, organization and development in the context of essay writing, and of the grammar points that are most problematic for ESL students. Repeatable to 6 hours credit. Prerequisites: Placement in DESL 1483 or DESL 1493 or permission of instructor.

DESL 1533 ACADEMIC RESEARCH AND WRITING FOR ESL STUDENTS (3-4-0). This course is designed to help ESL students acquire essential skills needed for successful college work with the main focus being the research paper. ESL students learn to use the library and the internet to locate appropriate materials, to take notes from those materials, and to write a research paper with documentation. Repeatable up to 6 hours credit. Prerequisites: "C" or better in DESL 1483 and DESL 1383.

DESL 1773 LOW INTERMEDIATE ORAL COMMUNICATION ESL (3-4-0). Designed for low intermediate ESL students. Course emphasizes speaking and listening to American English. Development of better listening skills by listening to real-life conversations and short academic talks. Practice in speaking in pairs and groups. Continued focus on correct pronunciation with the goal of helping reduce accents that interfere with communication. Repeatable for up to six credit hours. Prerequisites: A grade of C or better in DESL 0683 or placement in the course by the ESL Oral Assessment. (ESL 1773)

DESL 1783 HIGH INTERMEDIATE ORAL COMMUNICATION ESL (3-4-0). Designed for high intermediate ESL students. Course emphasizes speaking and listening to formal American English. Development of academic listening and note-taking skills. Exposure to long talks and short college lectures. Practice in giving short presentations and leading group discussions. Continued practice in using correct pronunciation to reduce accent interference. Repeatable for up to six credit hours. Prerequisites: A grade of C or better in DESL 1773 or placement in the course by the ESL Oral Assessment. (ESL 1783)

DESL 1793 ADVANCED ORAL COMMUNICATION ESL (3-4-0). Designed for advanced ESL students. This exit-level course prepares students for participation in discussions and presentation of oral reports in the college classroom and the workplace. Emphasizes listening to formal American English. Continued practice in academic listening and note-taking skills. Exposure to real-life formal talks and

college lectures. Class activities include explaining and defending one's opinion in group discussions and giving formal presentations in class. Further work on pronunciation problems and development of vocal variety including intonation, emphasis, and pitch. Repeatable for up to six-credit hours. Prerequisites: A grade of C or better in DESL 1783 or placement in the course by the ESL Oral Assessment. (ESL 1793)

ENVIRONMENTAL SCIENCE AND TECHNOLOGY

ENVR 1301 INTRODUCTION TO ENVIRONMENTAL SCIENCE (3-3-0). An overview of environmental science and current global concerns, exploring scientific, economic, social and political solutions to environmental problems. Discussion of the history of the environmental movement, environmental regulatory agencies, fundamental principles of resources and their use, population, conservation, and environmental health. A field trip may be required. A student may not receive credit for both ENVR 1301 and BIOL 2206. Insurance: \$3.10 Skills: E (PSC 1603)

ENVR 1302 ISSUES IN ENVIRONMENTAL SCIENCE (3-3-0). A detailed examination of environmental science and current global concerns, including scientific, economic, social and political aspects of environmental problems. A field trip may be required. Insurance: \$3.10 Skills: E Prerequisites: ENVR 1301. (PSC 1643)

EPCT 1205 ENVIRONMENTAL REGULATIONS OVERVIEW (2-2-0). An introduction to the history of the environmental movement, including basic requirements for compliance with the environmental regulations. Discussion of local, state, and national regulations, ordinances, laws and court decisions relating to environmental hazards, pollution, conservation, and environmental preservation. Description of the process of permit application, compliance, and enforcement of environmental regulations. Skills: E

EPCT 1344 INTRODUCTION TO ENVIRONMENTAL FIELD METHODS (3-2-3). Sampling protocol, procedures, quality control, preservation and field study of surface and ground water. The emphasis is on analysis commonly performed by the field technician, especially on natural waters. Laboratory exercises will involve monitoring and sampling water wells and nearby lakes and creeks. Field trips will be required. Fee: \$20 Insurance: \$3.10 Skills: G Prerequisites: CHEM 1405 or permission of instructor.

EPCT 2403 FIELD METHODS WITH NATURAL WATERS (4-3-3). In-depth study of operations and maintenance procedures for surface- and ground-water collection and control. Included are procedures for the monitoring of water flow, turbidity, and temperature, as well as the calculation of capacities and flow rates. Exercises will involve

field measurement of flow conditions in nearby creeks and lakes, calculation of well capacities and stream discharge, interpretation of state well reports, source water assessments, field recognition of recharge and discharge features, and visits to a dam and water treatment plan. Field trips will be required. Fee: \$20 Insurance: \$3.10 Skills: G Prerequisites: GEOL 1105 or permission of instructor.

- EPCT 2415 CHEMISTRY OF NATURAL WATERS (4-3-3).** Basic techniques for sampling and chemical and microbiological analysis of water. Laboratory exercises will involve analysis of ground and surface water, interpretation of water and microbial analyses from government agencies and commercial laboratories, and visits to such facilities. Field trips will be required. Fee: \$20 Insurance: \$3.10 Skills: G Prerequisites: Previous or co-enrollment in CHEM 1411 or permission of instructor.
- EPCT 2488 ENVIRONMENTAL TECHNOLOGY–INTERNSHIP (4-1-20).** A capstone experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a government agency, business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college that directly relate to specific occupational outcomes. This may be paid or unpaid experience and may be repeated if topics and learning outcomes vary. Insurance: \$3.10 Prerequisites: As assigned by college.
- PSC 1613 SCIENCE: AN INTERDISCIPLINARY APPROACH (3-3-0).** This course is designed for the general interest student and requires a minimum of previous science preparation. The course considers the philosophy and methods of science in a humanistic and interdisciplinary perspective through a carefully selected set of topics in physics, chemistry, geology, astronomy, meteorology, and life science.
- PSC 1633 ENERGY RESOURCES (3-3-0).** A general survey of the manner in which mankind's energy needs are and will be met by electro-chemical sources, nuclear energy, solar energy, and wind-tide-geothermal action, and other resources. Skills: B Prerequisites: MATD 0370 or equivalent.

FINANCIAL MANAGEMENT

- BNKG 1357 INVESTOR ACCOUNTING (3-3-0).** An introduction to investor & accounting reporting functions that relate to the financial aspects of servicing mortgages that are in the first or second position. Topics include custodial and remittance accounting methods, reporting procedures, and rules for establishment of a custodial account. (Previously FNM 2213) Skills: R Prerequisites: RELE 1324 or department approval. (FNM 2213)
- BNKG 1358 SECONDARY MARKETS (3-3-0).** A study of the purpose of the secondary mortgage market and its history. Included are secondary market conduits, review of the basic strategies used in the selling of closed real estate mortgages into the secondary market, conventional and governmental segments, mortgage-backed securities and bonds, regulatory requirements, GNMA mortgage-backed securities, preparing and completing loans for sale, and servicing sold loans. Other topics included are institutional and non-institutional lenders, types of mortgages, and alternative mortgage instruments. Skills: R Prerequisites: RELE 1324 or department approval. (FNM 2223)
- BNKG 1371 LOAN UNDERWRITING (3-3-0).** This course is designed to provide the student with an in-depth training of mortgage loan underwriting for all facets of conventional loans as well as some discussion of FHA/VA lending practices. It provides a thorough understanding of Underwriting Guidelines as set forth by the Federal National Mortgage Association, Federal Home Loan Mortgage Corporation and most institutional type lenders. Topics include analyzing and evaluating documentation, analyzing IRS forms and working with private and secondary market investors. Skills: R Prerequisites: RELE 1324 or department approval. (FNM 1123)
- BNKG 1372 LOAN QUALITY CONTROL (3-3-0).** This course provides the student with the understanding of quality control, its purpose and procedure. Skills: R Prerequisites: RELE 1324 or department approval. (FNM 1141)
- BNKG 1373 LOAN CLOSING (3-3-0).** This course provides the student with comprehensive training in mortgage loan closing with an in-depth study of title commitments/policies, engineer's survey, deed restrictions, and various documents (legal and other) used for residential mortgage loans. Skills: R (FNM 1133)
- BUSA 1313 INVESTMENTS (3-3-0).** An overview of the theory and mechanics of business investment decisions and management of business financial assets using quantitative management techniques. Topics include time value of money, cash flow, capital budgeting, sources of funds, break-even analysis, and investment decisions. Skills: B
- BUSG 1341 SMALL BUSINESS FINANCING (3-3-0).** A study of the financial structure of a small business. Topics address business finance, including where the funds come from and what they are used for; budgeting including planning and preparing, record keeping, taxation, insurance, and banking. Skills: R
- BUSG 1345 BUSINESS FINANCE (3-3-0).** Survey of financial dynamics of the business firm. Study of monetary and credit theory, cash inventory, capital management, and consumer and government finance with emphasis on the relationship of time to money. Stresses initial & follow-up considerations in financing a business. Skills: R (FNM 2093)

BUSI 1307 PERSONAL FINANCE (3-3-0). Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting and homeownership, and wills & trusts plans. Skills: R (FNM 1093)

IBUS 2339 INTERNATIONAL BANKING AND FINANCE (3-3-0). A course in international monetary systems, financial markets, flow of capital, foreign exchange, and financial institutions. Topics include export-import payments and financing, the preparation of letters of credit, related shipping documentation, and electronic transfers. An introduction to multinational financial decisions, such as financing foreign investment or working capital. (FNM 2073)

RELE 1324 LOAN ORIGATION AND QUALITY CONTROL (3-3-0). An introduction to the mortgage loan application process. Topics include regulatory compliance and documentation; real estate contracts; the mortgage application process, interview techniques; credit, income and property qualification, quality controls and procedures. Skills: R (FNM 1213)

FIRE PROTECTION TECHNOLOGY

FIRS 1313 FIREFIGHTER CERTIFICATION III (3-2-4). General principles of fire apparatus, pump operations, fire streams, and public relations as they relate to fundamental development of basic firefighter skills. Familiarization of fire apparatus including pumpers, aerials, tankers and brush trucks. Fee: \$90 Insurance: \$3.10 Skills: R (FIPR 1063)

FIRS 1323 FIREFIGHTER CERTIFICATION V (3-2-4). The study of ropes and knots, rescue procedures and techniques and hazardous materials. Preparation for certification as a basic firefighter. Student will be trained to the level of a hazardous materials' first responder. Fee: \$90 Insurance: \$3.10 Skills: R (FIR 1082)

FIRS 1401 FIREFIGHTER CERTIFICATION I (4-3-3). An introduction to firefighter safety and development. Topics include Texas Commission on Fire Protection Rules and Regulations, firefighter safety, fire science, personal protective equipment, self contained breathing apparatus, and fire reports and records. Fee: \$90 Insurance: \$3.10 (FIR 1053)

FIRS 1407 FIREFIGHTER CERTIFICATION II (4-3-3). The study of basic principles and skill development in handling fire service hose and ladders. Topics include the distribution system of water supply, basic building construction, and emergency service communication, procedures, and equipment. Fee: \$90 Insurance: \$3.10 Skills: R (FIR 1062)

FIRS 1433 FIREFIGHTER CERTIFICATION VII (4-3-3). An in-depth study and practice of simulated emergency operations and hands-on portable live fire training exercises, incident command procedures, and combined operations using proper extinguishing methods. The course emphasis is on safety. Fee: \$83 Insurance: \$3.10 Skills: R (FIPR 1092)

FIRT 1301 FUNDAMENTALS OF FIRE PROTECTION (3-3-0). Study of the philosophy, history and fundamentals of public and private fire protection. Topics include statistics of fire and property loss, agencies involved in public and private protection, legislative development, departmental organization, training and staffing.

FIRT 1303 FIRE AND ARSON INVESTIGATION I (3-3-0). In-depth study of basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination.

FIRT 1307 FIRE PREVENTION CODES AND INSPECTIONS (3-3-0). Study of local building and fire prevention codes. Emphasis on fire prevention inspections, practices, and procedures. (FIR 1023)

FIRT 1309 FIRE ADMINISTRATION I (3-3-0). Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.

FIRT 1315 HAZARDOUS MATERIALS I (3-3-0). This is a basic course designed for first responders (police, fire, medical) to hazardous materials incidents. The course materials include an introduction to Haz-Mat, identifying hazardous materials, community risk assessment, command and control of incidents, and operations at incidents. Federal, state, and local regulations that apply to hazardous material will also be studied. Recognition of shipping containers and knowledge of labels, placards, and other marking systems will be learned. Skills: R (FIPR 2043)

FIRT 1319 FIREFIGHTER HEALTH AND SAFETY (3-3-0). Study of firefighter occupational safety and health in emergency and non-emergency situations.

FIRT 1323 BUILDING CODES/FIRE CODES (3-3-0). Survey of model codes used nationally to develop understanding of the interrelationships of building construction, occupancy, and related safety issues. Topics include Underwriters Laboratory (U.L.) listings and Factory Mutual (F.M.) approvals.

FIRT 1327 BUILDING CONSTRUCTION IN FIRE SERVICE (3-3-0). Exploration of building construction and design related to fire spread and suppression in various structures. Examination of potential hazards resulting from construction practices and materials.

- FIRT 1331 FIREFIGHTING STRATEGIES AND TACTICS (3-3-0).** This course is designed to meet specific needs of fire officers with responsibilities to manage the operations of companies in structural firefighting operations. The course components include preparations for response and decision making. The foundation of the course is an extensive use of simulation to provide application of concepts and the development of skills. Skills: R (FIPR 2123)
- FIRT 1338 FIRE PROTECTION SYSTEMS (3-3-0).** Study of fire detection, alarm, and extinguishing systems.
- FIRT 1345 HAZARDOUS MATERIALS II (3-3-0).** In-depth study of mitigation practices and techniques to effectively control hazardous material spills and leaks. Prerequisites: FIRT 1315.
- FIRT 1347 INDUSTRIAL FIRE PROTECTION (3-3-0).** Study of industrial emergency response teams and specific concerns related to business and industrial facilities.
- FIRT 1349 FIRE ADMINISTRATION II (3-3-0).** In-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies. This course is a continuation of the subject matter presented in Fire Administration I. It is designed to prepare the student for middle and upper level management challenges in the fire service. Prerequisites: FIR 2013. (FIRT 1309)
- FIRT 1353 LEGAL ASPECTS OF FIRE PROTECTION (3-3-0).** Study of the rights, duties, liability concerns, and responsibilities of public fire protection agencies while performing assigned duties. (FIR 2063)
- FIRT 1355 METHODS OF TEACHING (3-3-0).** Preparation of public safety personnel to effectively teach technical skills, techniques, and information.
- FIRT 2333 FIRE AND ARSON INVESTIGATION II (3-3-0).** Continuation of Fire and Arson Investigation I. Topics include reports, courtroom demeanor, and expert witnesses. Prerequisites: FIRT 1303.

FRENCH

- FREN 0041 FRENCH I LAB (1-0-2).** An elective lab course for students desiring improvement of listening, writing, reading, or speaking skills in French I, a course in which they are enrolled. Content to come from text, workbook, and tapes required in the French course and any additional materials provided by the lab instructor. (FRN 0041)
- FREN 0041 FRENCH II AND III LAB (1-0-2).** An elective lab course for students desiring improvement of listening, writing, reading, or

speaking skills in French II or III, a course in which they are enrolled. Content to come from text, workbook, and tapes required in the French course and any additional materials provided by the lab instructor. (FRN 0041)

- FREN 1200 FRENCH CONVERSATION (2-3-0).** The primary objective of the course is to develop the student's competency in communicating through the spoken medium. Class time will be spent in simple conversation and discussion of material read outside class. Emphasis will be on idiomatic expressions used in daily speech, pronunciation, and vocabulary building. Prerequisites: FREN 1511 or equivalent, or instructor approval. (FRN 1642)
- FREN 1511 FRENCH I (5-5-0).** Study of fundamentals of French: conversation, basic writing, listening and reading comprehension, vocabulary building, grammar, and culture. It is highly recommended that students with no previous experience with a foreign language also enroll in a French I Lab course. No prerequisite. Skills: E (FRN 1615)
- FREN 1512 FRENCH II (5-5-0).** Continuation of FREN 1511 with more advanced conversation, basic writing, listening and reading comprehension, vocabulary building, grammar, and culture. Prerequisites: Students must have completed a first semester college French course of at least four semester hours with a grade of C or better, or have equivalent credit by examination to enroll in FREN 1512. (FRN 1625)
- FREN 2311 FRENCH III (3-3-0).** Advanced French grammar, directed composition, conversation, and discussion of culture based on readings. Class conducted largely in French. Prerequisites: Students must have completed a second semester college French course of at least four semester hours with a grade of C or better, or have equivalent credit by examination to enroll in FREN 2311. (FRN 2613)
- FREN 2312 FRENCH IV (3-3-0).** Continuation of FREN 2311. Prerequisites: FREN 2311 with a grade of C or better, or equivalent. (FRN 2623)

GEOGRAPHY

- GEOG 1301 INTRODUCTION TO PHYSICAL GEOGRAPHY (3-3-0).** This course introduces the student to an area of study that brings together and interrelates the important elements of the physical environment of humans. The nature and characteristics of the physical environment, their development and distribution are emphasized. Skills: E (GOG 2403)
- GEOG 1302 INTRODUCTION TO CULTURAL GEOGRAPHY (3-3-0).** This course explores how humans create "places" through culture and their adaptation to the physical environment. Formal and functional aspects of spatial decision making are stressed. Skills: E (GOG 2413)

GEOG 1410 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (4-3-3). GIS (Geographic Information Systems) is a computer-based tool that uses spatial (geographic) data to analyze and solve real-world problems. This course is designed to introduce the student to the basic principles and techniques of GIS. The lab material will emphasize GIS data collection, entry, storage, analysis, and output using ArcGIS.

GOG 1413 INTRODUCTION TO ELEMENTARY METEOROLOGY (3-3-0). This course is designed to introduce the student to the processes involved in the formation of weather patterns and the longer term patterns of climate. Emphasis is placed on the interpretation of aerial photography and radar imaging.

GOG 2433 WORLD/REGIONAL GEOGRAPHY (3-3-0). This course focuses on the culture and physical environments of the world's geographic regions. It is both a survey course and an introduction to the discipline of geography. Skills: E

GEOLOGY

GEO 2614 PALEONTOLOGY (4-3-3). A survey of invertebrate and vertebrate organisms, including dinosaurs, the use of fossils in paleoecological and stratigraphic interpretation, and evolutionary processes and principles. A field trip will be required. Offered once per year in the Spring semester. Fee: \$20 Insurance: \$3.10 Skills: G Prerequisites: GEOL 1403 or equivalent.

GEOL 1105 LABORATORY IN ENVIRONMENTAL GEOLOGY (1-0-3). A companion laboratory/activity course to GEOL 1305. Investigates topics and techniques in environmental geology with demonstrations, lab activities and field trips. Emphasis is placed on water, soils, and landforms in Central Texas. Designed for science majors or students with a strong science background. Field trips will be required. Fee: \$20 Insurance: \$3.10 Prerequisites: Credit for or concurrent enrollment in GEOL 1403 or GEOL 1305.

GEOL 1305 ENVIRONMENTAL GEOLOGY (3-3-0). A study of earth processes and natural hazards and their influences on rocks, soils, fluids, and life in ways that either affect or control man's environment. A field trip may be required. Insurance: \$3.10 Skills: R

GEOL 1345 ENVIRONMENTAL OCEANOGRAPHY (3-3-0). The study of the oceanic environment and its influence on human physical and historical development, its impact on geopolitical and economic systems, and the interrelationships between man and the marine environment including oceanic pollutants and the development and exploitation of marine resources. Skills: B (GEO 1653)

GEOL 1403 PHYSICAL GEOLOGY (4-3-3). An introduction to geology, minerals, rocks, plate tectonics, geological processes, landforms, and structural geology. A field trip will be required. Fee: \$20 Insurance: \$3.10 Skills: B Prerequisites: One year of high school science.

GEOL 1404 HISTORICAL GEOLOGY (4-3-3). A geological history of the earth with emphasis on fossils, evolution, and depositional environments. A field trip will be required. Fee: \$20 Insurance: \$3.10 Prerequisites: GEOL 1403.

GEOL 1445 INTRODUCTION TO OCEANOGRAPHY (4-3-3). Description of basic biological, chemical, geological, hydrological, and physical features and processes of the oceans including origin, evolution, uses, and resources. A field trip will be required. Fee: \$20 Insurance: \$3.10 Skills: B (GEOL 1345)

GEOMATICS

(See Land Surveying Technology)

GERMAN

GERM 0041 GERMAN I LAB (1-0-2). An elective lab course for students desiring improvement of listening, writing, reading, or speaking skills in German I, a course in which they are enrolled. Content to come from text, workbook, and tapes required in the German course and any additional materials provided by the lab instructor. (GER 0041)

GERM 0041 GERMAN II AND III LAB (1-0-2). An elective lab course for students desiring improvement of listening, writing, reading, or speaking skills in German II or III, a course in which they are enrolled. Content to come from text, workbook, and tapes required in the German course and any additional materials provided by the lab instructor. (GER 0041)

GERM 1200 GERMAN CONVERSATION (2-3-0). The primary objective of the course is to develop the student's competency in communicating through the spoken medium. Class time will be spent in simple conversation and discussion of material read outside class. Emphasis will be on idiomatic expressions used in daily speech, pronunciation and vocabulary building. Prerequisites: GERM 1511 or equivalent, or instructor approval. (GER 1642)

GERM 1511 GERMAN I (5-5-0). Study of fundamentals of German: conversation, basic writing, listening and reading comprehension, vocabulary building, grammar, and culture. It is highly recommended that students with no previous experience with a foreign language also enroll in a German I lab course. No prerequisite. Skills: E (GER 1615)

GERM 1512 GERMAN II (5-5-0). Continuation of GERM 1511 with more advanced conversation, basic writing, listening and reading comprehension, vocabulary building, grammar, and culture. Prerequisites: Students must have completed a first semester college German course of at least four semester hours with a grade of C or better, or have equivalent credit by examination to enroll in GERM 1512. (GER 1625)

GERM 2311 GERMAN III (3-3-0). Advanced German grammar, directed composition, conversation, and discussion of culture based on readings. Class conducted largely in German. Prerequisites: Students must have completed a second semester college German course of at least four semester hours with a grade of C or better, or have equivalent credit by examination to enroll in GERM 2311. (GER 2613)

GERM 2312 GERMAN IV (3-3-0). Continuation of GERM 2311. Prerequisites: GERM 2311 with a C or better, or equivalent. (GER 2623)

GOVERNMENT

GOV 2633 SPECIAL TOPICS IN UNITED STATES GOVERNMENT (3-3-0). Currently, ACC offers two special topics courses, one examining U.S. foreign policy, and one examining civil liberties & civil rights. (See detailed course descriptions below.) A special topics course is required for Government majors. For non-majors, this course may be substituted for GOVT 2305 for degree and graduation requirements. Skills: E

GOV 2633 UNITED STATES FOREIGN POLICY (3-3-0). This course focuses on United States foreign policy since World War II. Topics covered include the United States Constitution, the institutions and processes involved in making United States foreign policy, United States relations with other nations since World War II, and contemporary issues in United States foreign policy. This course may be substituted for GOVT 2305 for degree and graduation requirements. Skills: E

GOV 2633 CIVIL LIBERTIES AND CIVIL RIGHTS (3-3-0). This course surveys United States national government with an emphasis on civil liberties and civil rights and on the substantive issues that face the United States Supreme Court in determining the nature and scope of civil liberties and civil rights. This course may be substituted for GOVT 2305 for degree and graduation requirements. Skills: E

GOVT 2305 UNITED STATES GOVERNMENT (3-3-0). This course is an introduction to United States national government. The course includes a framework for understanding United States government and politics and the constitutional basis for, the processes of, the institutions of, and the policies of United States government and politics. Skills: E (GOV 2613)

GOVT 2305 UNITED STATES GOVERNMENT—OPEN CAMPUS—PRN (3-3-0). This course is an introduction to United States national government. The course includes a framework for understanding United States government and politics and the constitutional basis for, the processes, the institutions, and the policies of United States government and politics. However, students do not attend scheduled classes, but study a textbook and use a study guide to complete assignments. Students must attend an orientation meeting during the first week of classes, take all exams in ACC testing centers, and maintain satisfactory progress in the course to remain enrolled. Skills: E (GOV 2613)

GOVT 2305 UNITED STATES GOVERNMENT—MINORITIES—PCM (3-3-0). This course views national government through the perspectives of its political cultures. Four groups are identified and studied: African-Americans, Hispanics, Asian-Americans, and Native Americans. Study of the United States Constitution and the institutions and processes of the United States government are an integral part of this course. However, students do not attend scheduled classes, but study a textbook and use web-based resources to complete assignments. Students must complete an online orientation during the first week of classes, take all exams in ACC testing centers, and maintain satisfactory progress in the course to remain enrolled. Students are required to have an Internet account to take this course. ACC does not provide Internet accounts. Skills: E (GOV 2613)

GOVT 2305 UNITED STATES GOVERNMENT—OPEN CAMPUS—PCM (3-3-0). This course is an introduction to United States national government. The course includes a framework for understanding United States government and politics and the constitutional basis for, the processes of, the institutions of, and the policies of United States government and politics. However, students do not attend scheduled classes, but study a textbook and use web-based resources to complete assignments. Students must complete an online orientation during the first week of classes, take all exams in ACC testing centers, and maintain satisfactory progress in the course to remain enrolled. Students are required to have an Internet account to take this course. ACC does not provide Internet accounts. Skills: E (GOV 2613)

GOVT 2305 UNITED STATES GOVERNMENT—INTERNSHIP—DIR (3-3-0). This course is an introduction to United States national government. The course includes an introduction to a framework for understanding United States government and politics and the constitutional basis for, the processes, the institutions, and the policies of United States government and politics. However, students attend scheduled classes for part of the semester and work as interns in federal agencies located in Austin for the remainder of the semester. Students will spend time away from the campus while participating in the internship. Students may not intern in a government office where they are currently employed. Skills: E (GOV 2613)

GOVT 2306 TEXAS STATE AND LOCAL GOVERNMENT (3-3-0). This course is an introduction to Texas state and local government. The course includes an introduction to a framework for analyzing Texas government and politics and the constitutional basis for, the processes of, the institutions of, and the policies of Texas government and politics. Skills: E (GOV 2623)

GOVT 2306 TEXAS STATE AND LOCAL GOVERNMENT WITH EMPHASIS ON LAND USE POLICY (3-3-0). This course is an introduction to Texas state and local government with an emphasis on land use policy. The course includes the powers and practices of local governments in controlling land use. Topics include annexation, extraterritorial jurisdiction (ETJ), the legal issue of “takings,” eminent domain, zoning, Municipal Utility Districts (MUDs), environmental impact considerations, subdivision ordinances, and deed restrictions. This course substitutes for GOVT 2306 for degree and graduation requirements. Skills: E (GOV 2623)

GOVT 2306 TEXAS STATE AND LOCAL GOVERNMENT—INTERNSHIP—DIR (3-3-0). This course is an introduction to Texas state and local government. The course includes a framework for analyzing Texas government and politics and the constitutional basis for, the processes of, the institutions of, and the policies of Texas government and politics. However, students attend scheduled classes for part of the semester and work as interns in state and local government offices for the remainder of the semester. Students will spend time away from the campus while participating in the internship. Students may not intern in a government office where they are currently employed. Skills: E (GOV 2623)

GOVT 2306 TEXAS STATE AND LOCAL GOVERNMENT—OPEN CAMPUS—PRN (3-3-0). This course is an introduction to Texas state and local government. The course includes a framework for analyzing Texas government and politics and the constitutional basis for, the processes of, the institutions of, and the policies of Texas government and politics. However, students do not attend scheduled classes, but study a textbook and follow a study guide to complete assignments. Students must attend an orientation meeting during the first week of classes, take all exams in ACC testing centers, and maintain adequate progress in the course to remain enrolled. Skills: E (GOV 2623)

GOVT 2306 TEXAS STATE AND LOCAL GOVERNMENT—OPEN CAMPUS—PCM (3-3-0). This course is an introduction to Texas state and local government. The course includes a framework for analyzing Texas government and politics and the constitutional basis for, the processes of, the institutions of, and the policies of Texas government and politics. However, students do not attend scheduled classes, but study a textbook and use web-based resources to complete assignments. Students must complete an online orientation during

the first week of classes, take all exams in ACC testing centers, and maintain satisfactory progress in the course to remain enrolled. Students are required to have an Internet account to enroll in this course. ACC does not provide Internet accounts. Skills: E (GOV 2623)

GOVT 2306 TEXAS STATE AND LOCAL GOVERNMENT—HONORS INTERNSHIP—DIR (3-3-0). This course is an introduction to Texas state and local government. It consists of experiential learning in which the student serves as an intern to a state legislator or in another state or local government agency. The goal of the course is to provide the student with first-hand experience in the daily workings of state and local government. Through self-study, seminars, and online discussions, the course introduces a framework for understanding Texas state government and politics, its constitutional basis, and its processes, institutions, and policies. The objective is to compare the intent of the 1876 Texas Constitution with the realities of modern economic and political life in the state. The student will analyze the effects of government structure and regulation on our society today, compare those effects with the original intent, and assess why differences exist and how they affect the student’s world. Skills: E Prerequisites: Must meet academic requirements of Honors Program.

HEALTH AND KINESIOLOGY

KINE 1101 AEROBICS I (1-1-2). Aerobic exercise to music. Students will be provided with an opportunity to strengthen their cardiorespiratory system, decrease percent body fat, tone and firm muscles. This course is designed to increase energy, mental clarity and health as a part of one’s lifestyle. The class will incorporate high, light, and low impact movements, flexibility. Some classes incorporate bench-step, slide, kick-boxing, body sculpting, NIA dance, and circuit aerobics. Insurance: \$3.10 (HKN 1601)

KINE 1103 AQUA FITNESS (1-1-2). A water aerobics class incorporating a warm up, cardiorespiratory conditioning, a muscle strengthening segment and a cool down. The buoyancy of the water lessens the stress and impact of exercise on the joints while providing resistance, which tones and conditions the muscles and cardiovascular system. Some fundamental swimming skills are incorporated into the class but no swimming experience is necessary. Insurance: \$3.10 (HKN 1601)

KINE 1105 BASKETBALL (1-1-2). Instruction for all levels of skill in the fundamentals of basketball. Emphasis upon the development and improvement of total fitness, skill and general knowledge about basketball for leisure time use. Insurance: \$3.10 (HKN 1601)

KINE 1106 BOWLING I (1-1-2). Fundamentals of bowling skills, strategies and scoring. For beginning and intermediate skill levels. Site fee: \$75.00 Insurance: \$3.10 (HKN 1601)

- KINE 1107 CONDITIONING–STRETCHING/ FLEXIBILITY (1-1-2).** A self-paced physical-conditioning course that emphasizes correct techniques for improving flexibility with individual and partner stretches from athletics, dance and yoga. May include pilates exercise. Insurance: \$3.10 (HKN 1701)
- KINE 1108 CONDITIONING–WALK/JOG (1-1-2).** A self-paced physical conditioning course that emphasizes cardiovascular fitness through your choice of walking, jogging, or a combination of both. Students will not be required to run. Correct techniques in striding and form will be introduced in addition to discussion of the benefits of aerobic exercise, nutrition, weight management, and associated topics. Insurance: \$3.10 (HKN 1701)
- KINE 1109 DANCE–BALLET I (1-1-2).** An introduction to the fundamentals of classical ballet designed for students with little or no training. Primary emphasis on placement and alignment of the body, turnout, stretches, barre work, simple addagio and allegro movements, brief history and French terminology, as well as other preparatory work necessary for the establishment of a basic technical foundation. Insurance: \$3.10 (HKN 1601)
- KINE 1110 DANCE–COUNTRY/WESTERN (1-1-2).** A variety of traditional and modern country/western dances will be taught, including two-step, polkas, waltzes, schotische and line dances. Insurance: \$3.10 (HKN 1701)
- KINE 1112 DANCE–IMPROVISATIONAL (1-1-2).** An introductory course designed for the beginning dance student. Improvisational dance techniques provide opportunities for students to explore and expand their personal range of creativity, movement and awareness. Activities include exercises and information on body alignment, muscular development, and effective relaxation/breathing techniques. Insurance: \$3.10 (HKN 1601)
- KINE 1113 DANCE–JAZZ I (1-1-2).** An introductory course designed for the student with little or no previous training. Primary emphasis on jazz technique; placement and alignment of the body, footwork, stretches musicality, and other preparatory work necessary for the establishment of a basic foundation. Different styles of jazz dance such as musical theatre, television, and movie styles are explored. Insurance: \$3.10 (HKN 1601)
- KINE 1114 DANCE–MID-EAST (1-1-2).** Traditional and modern techniques of middle eastern dancing emphasizing fluidity of movement. Insurance: \$3.10 (HKN 1601)
- KINE 1115 DANCE–MODERN I (1-1-2).** An introductory course in the fundamentals of modern dance technique. Students learn and practice warm-up exercises and dance sequences emphasizing articulation and coordination of body parts, rhythm, musicality and expressive qualities of movement. NIA dance may be included. Insurance: \$3.10 (HKN 1601)
- KINE 1116 SOCIAL DANCE (1-1-2).** A survey of popular and traditional social and ballroom dances including the Waltz, Fox Trot, Polka, Swing, Cha-Cha, Tango, Latin Rhythms, Country Western, and other current dances. Emphasis on partnering techniques and variations of each dance. Insurance: \$3.10 (HKN 1701)
- KINE 1118 FENCING I (1-1-2).** Beginning fencing techniques and strategies of proper footwork and bladework. The beginning fencer will also learn the methodology of bouting along with a brief history of fencing. Fee: \$8 Insurance: \$3.10 (HKN 1601)
- KINE 1120 GOLF I (1-1-2).** Golf I covers the swing and the use of long irons, mid irons, short irons, and the putter. Application of the golf swing for all irons is included with course etiquette. Fee: \$24 Insurance: \$3.10 (HKN 1601)
- KINE 1121 GYMNASTICS I (1-1-2).** Beginning to intermediate individual skill performance on tumbling, uneven parallel bars, balance beam and vaulting for women, and tumbling, parallel bars, high bar, rings, pommel horse, and vaulting for men. Emphasis on strength, flexibility, balance and coordination. Insurance: \$3.10 (HKN 1601)
- KINE 1125 JUDO (1-1-2).** Fundamentals of a Japanese Martial Art form for personal safety and self-defense and to improve physical condition and mental discipline. Activities will include breakfalls, throws, grappling, holds, and practical self defense techniques. Short lectures on history, rules, and ranking requirements will be given. Insurance: \$3.10 (HKN 1601)
- KINE 1126 LIFEGUARDING (1-1-2).** A swimming conditioning and training program leading to American Red Cross lifeguarding certification. Community First Aid and CPR for the Professional Rescuer will also be included in the class. Insurance: \$3.10 (HKN 1601)
- KINE 1127 MARTIAL ARTS AIKIDO (1-1-2).** Aikido is a no punch, no kick art of self-defense. Using Aikido's throwing and pinning arts properly, an attack can be neutralized without inflicting serious injury. At its higher levels, it is an effective discipline for the development, integration and utilization of all human powers—physical, mental and spiritual. Aikido I covers history, philosophy and basic techniques. Insurance: \$3.10 (HKN 1601)
- KINE 1128 MARTIAL ARTS CONDITIONING (1-1-2).** A comprehensive physical conditioning course, which includes calisthenics, plyometrics with medicine balls and strength and speed drills. Prepares and/or supplements conditioning for all forms of martial arts. Insurance: \$3.10 (HKN 1701)
- KINE 1130 MARTIAL ARTS TAE KWON DO (1-1-2).** This physical activity course will enable the student to learn Korean Tae Kwon Do, a practical form of self-defense; to improve physical conditioning and mental discipline; and to develop an appreciation for Tae Kwon Do as an Olympic sport. Class

activities will include principles of movement such as kicking, punching, offensive and defensive techniques, and basic self-defense. Insurance: \$3.10 (HKN 1601)

- KINE 1131 MARTIAL ARTS TAI CHI I (1-1-2).** Fundamentals of a Chinese martial art form emphasizing health and self-defense (non-contact). It involves slow movements that resemble various animals in motion. It may be considered moving meditation. Insurance: \$3.10 (HKN 1601)
- KINE 1132 MARTIAL ARTS WEAPONRY (1-1-2).** A wide variety of martial arts weapons skills will be covered beginning with the short and long sticks. Conditioning drills will be included. Insurance: \$3.10 (HKN 1701)
- KINE 1138 SELF DEFENSE (1-1-2).** Safety principles and skills which will enable students to avoid and/or minimize violence will be taught. Information on acculturated and lifestyle factors, which influence "victim profile" will be covered. Insurance: \$3.10 (HKN 1701)
- KINE 1139 SOCCER (1-1-2).** Basic offensive and defensive skills and strategies of soccer. Conditioning drills will be included. Fee: \$8 Insurance: \$3.10 (HKN 1601)
- KINE 1141 SWIMMING I (1-1-2).** Beginning swimming skills are taught including the American crawl, backstroke, breaststroke and sidestroke. Correct breathing skills are emphasized. Insurance: \$3.10 (HKN 1601)
- KINE 1142 TENNIS I (1-1-2).** The fundamentals of tennis strokes, forehand, backhand, serve and volley as well as game scoring, positioning and etiquette for beginning player with emphasis for lifetime activity. Fee: \$8 Insurance: \$3.10 (HKN 1601)
- KINE 1144 VOLLEYBALL (1-1-2).** An introductory course to the fundamentals of volleyball including passing, serving, setting, and spiking. Students will learn rules and court strategy for playing the game. Emphasis on total fitness and recreational skills for leisure. Insurance: \$3.10 (HKN 1601)
- KINE 1145 WEIGHT TRAINING I (1-1-2).** This course is designed to help students identify and understand the benefits of weight training and how weight training affects the body. They will also be able to design and develop a balanced weight training program to meet their individual needs. Fee: \$24 Insurance: \$3.10 (HKN 1601)
- KINE 1146 YOGA I (1-1-2).** Introduction to yoga including traditional yoga postures emphasizing flexibility, breathing and relaxation techniques as well as careful attention to alignment in classical yoga poses. Props will be utilized depending upon the instructor. Insurance: \$3.10 (HKN 1601)
- KINE 1147 MARTIAL ARTS KARATE I (1-1-2).** Japanese-American Martial Art form stressing physical fitness and self defense. Insurance: \$3.10 (HKN 1601)

- KINE 1153 SWIMMING II (1-1-2).** A conditioning swimming class to improve cardiorespiratory endurance, swimming skills and speed. The front crawl, breast stroke, sidestroke, backstroke, and butterfly will be covered. Insurance: \$3.10 Prerequisites: Ability to swim 100 meters. (HKN 2611)
- KINE 1201 DIRECTED PHYSICAL FITNESS CONCEPTS (2-1-2).** Students set-up their workout schedule (must be completed at the Riverside Campus). This course was designed to provide the diagnosis and explanation of cardiovascular fitness. It includes the meaning and use of selected physiological parameters of fitness, weight training, flexibility, and wellness concepts. Orientation must be attended. Insurance: \$3.10 (HKN 1612)
- KINE 1301 FOUNDATIONS OF PHYSICAL EDUCATION (3-3-0).** An introduction to the profession of physical education, including philosophical, historical and scientific foundations. Course includes assessment of physical qualities and personal and professional qualifications. (PHED 1301) Skills: R (HKN 1613)
- KINE 1304 PERSONAL HEALTH (3-3-0).** A fundamental course in principles and problems of healthful living, as they apply today. This course emphasizes assessment of health status and a body of information that can lead to rational choice in lifestyle. Skills: R (HKN 1673)
- KINE 1305 COMMUNITY HEALTH (3-3-0).** The principles of personal health: nutrition, mental health, stimulants and narcotics, exercise, sleep and rest; also includes community health, sanitation, community services and public health agencies. Skills: R (HKN 1683)
- KINE 1306 FIRST AID AND SAFETY (3-3-0).** A course designed to enable the student to recognize and avoid hazards within his/her environment; to intelligently assist in case of accident or illness; to develop skills necessary for immediate and temporary care of a victim. First Aid and CPR Certification will be offered. (PHED 1306) Fee: \$8 Skills: R (HKN 1653)
- KINE 1308 OFFICIATING BASEBALL/SOFTBALL/ SOCCER (3-3-0).** This course is for students desiring to officiate and to increase their knowledge and appreciation of sports. Students will be given an insight into the rules of various sports (soccer and baseball in the spring) and the technique, procedure and practice of officiating. (HKN 2613)
- KINE 1309 OFFICIATING VOLLEYBALL/ BASKETBALL (3-3-0).** This course is for students desiring to officiate and to increase their knowledge and appreciation of sports. Students will be given an insight into the rules of various sports (basketball and volleyball in the fall) and the technique, procedure, and practice of officiating. (HKN 2613)

- KINE 1321 COACHING (3-3-0).** A course designed to teach fundamentals of team play (e.g., volleyball, basketball, soccer, baseball, football), comparison of systems, strategy, training and conditioning, selection of individuals for positions, responsibilities of the coach and public relations. (HKN 2623)
- KINE 1322 AEROBIC INSTRUCTOR (3-2-2).** A course to train individuals in skills necessary to lead group instruction in the areas of aerobic step, slide, interval training, circuit training and aqua fitness. Other topics covered are physiology, anatomy, biomechanics, applied kinesiology, nutrition and weight control. Areas of instruction include assessment, programming and instruction, individual needs, and instructor responsibilities. Insurance: \$3.10 Prerequisites: KINE 1101 or equivalent experience recommended. (HKN 2503)
- KINE 1370 FOUNDATIONS OF HEALTH EDUCATION (3-3-0).** Concepts essential to understanding health education as a discipline; competencies and career opportunities related to school and community health education are discussed. (HKN 1623)
- KINE 2101 AEROBICS II (1-1-2).** A well structured course in which the student will achieve coordination and strength through a cardiovascular workout. This achievement will come from combining high and low impact movement performed at a level suitable to the individual. The course includes an easy understanding of anatomy and physiology as well as nutrition and diet control. Insurance: \$3.10 Prerequisites: KINE 1101 or equivalent. (HKN 2601)
- KINE 2103 BOWLING II (1-1-2).** Intermediate and advanced level skills will be covered in the course. Strategies, scoring and conditioning will be introduced. Site Fee: \$75.00. Insurance: \$3.10 Prerequisites: KINE 1106 or equivalent experience. (HKN 2601)
- KINE 2105 DANCE-BALLET II (1-1-2).** A continued study of the technical fundamentals of classical ballet. Designed for the student with at least one semester of previous ballet training. Primary emphasis on sequence combinations, of beginning ballet movements, positions of the body, vertical posture, centering coordination of port de bras, with addagio and allegro movements and continuation of French terminology. Insurance: \$3.10 Prerequisites: KINE 1109 or consent of instructor. (HKN 2601)
- KINE 2106 DANCE-JAZZ II (1-1-2).** A continuation of Dance Jazz I (KINE 1112). Designed for the student with at least one semester of previous jazz dance training. Primary emphasis on jazz dance techniques; placement and alignment of the body, footwork, stretches, turns, musicality, and other work necessary for continued growth in jazz technique. Work on developing each dancer's unique style will be emphasized. Insurance: \$3.10 Prerequisites: KINE 1113 or equivalent experience. (HKN 2601)
- KINE 2107 DANCE-MODERN II (1-1-2).** Creative way of moving involving technical skill and improvisation. Begun as a way of breaking the boundaries and confines of ballet, modern dance expands your range of movement and awareness of space and time. Insurance: \$3.10 Prerequisites: KINE 1115 or equivalent experience. (HKN 2601)
- KINE 2108 DANCE-MIDEAST II (1-1-2).** More intricate movements and choreography of Middle Eastern dancing will be covered. Traditional and modern techniques will be offered. Insurance: \$3.10 Prerequisites: KINE 1114 or equivalent experience. (HKN 2601)
- KINE 2110 FENCING II (1-1-2).** Students required to have had previous fencing training. Fitness, footwork, bladework and bouts emphasized. Students may continue with the foil or other weapons. Fee: \$8 Insurance: \$3.10 Prerequisites: KINE 1118 or equivalent experience. (HKN 2601)
- KINE 2111 GOLF II (1-1-2).** Golf II addresses individual problems and strives to improve techniques. Fee: \$24 Insurance: \$3.10 Prerequisites: Have played on a high school golf team, completed KINE 1120, or had experience playing golf. (HKN 2601)
- KINE 2112 GYMNASTICS II (1-1-2).** Intermediate and advanced tumbling and apparatus skills. Improve flexibility, conditioning and muscle tone. Continuation of skill development from Gymnastics I. Insurance: \$3.10 Prerequisites: KINE 1121 or equivalent experience. (HKN 2601)
- KINE 2113 MARTIAL ARTS AIKIDO II (1-1-2).** This course is a further clarification of the basic techniques and their applied variations. Students should have previous Aikido instruction. Insurance: \$3.10 (HKN 2601)
- KINE 2114 MARTIAL ARTS KARATE II (1-1-2).** Advanced techniques of a Japanese-American Martial Art form emphasizing fitness and self-defense. Insurance: \$3.10 Prerequisites: KINE 1147 or equivalent experience. (HKN 2601)
- KINE 2115 MARTIAL ARTS TAICHI II (1-1-2).** This course is designed for students who have completed Tai Chi I. The continuation and progression includes moving mediation and the remainder of the 108 movements that compromise the form. Emphasis will be placed on deepening one's own practice by focusing on the inner vertical; learning within each movement. Insurance: \$3.10 Prerequisites: KINE 1131 or previous Tai Chi experience. (HKN 2601)
- KINE 2118 SNORKELING (1-1-2).** Mastery of techniques of snorkeling including the use of mask, fins, and snorkel. Physical conditioning will be emphasized. Insurance: \$3.10 Prerequisites: Ability to swim. (HKN 2611)
- KINE 2119 SOCCER II (1-1-2).** Intermediate and advanced offensive and defensive techniques, player positions and responsibilities, shielding and tracking skills, systems of play, terminology and rules of the game are covered. Fee: \$8 Insurance: \$3.10 Prerequisites: KINE 1139 or equivalent experience. (HKN 2601)

- KINE 2120 TENNIS II (1-1-2).** Continuation and progression from beginning tennis. Students with mastery of fundamental strokes will learn through play and instruction in the more advanced strategies and skills. Emphasis on development of total fitness and more advanced play for leisure use. Fee: \$8 Insurance: \$3.10 Prerequisites: KINE 1142 or equivalent experience. (HKN 2601)
- KINE 2121 VOLLEYBALL II (1-1-2).** Continuation and progression from beginning volleyball. Students with mastery of the fundamental skills of volleyball will learn more advanced strategies and skills of the game. Emphasis on development of total fitness and more advanced play for leisure use. Insurance: \$3.10 Prerequisites: KINE 1144 or equivalent experience. (HKN 2601)
- KINE 2122 WEIGHTTRAINING II (1-1-2).** Intermediate and advanced level training routines for complete muscular development. Fee: \$24 Insurance: \$3.10 Prerequisites: KINE 1145 or equivalent experience. (HKN 2601)
- KINE 2123 YOGA II (1-1-2).** Continuation and progression from beginning Yoga to include advanced traditional Yoga postures emphasizing flexibility, breathing and relaxation techniques. Insurance: \$3.10 Prerequisites: KINE 1146 or previous Yoga training. (HKN 2601)
- KINE 2155 WATER SAFETY (1-0-3).** Instruction in life saving and water safety for leaders in schools, camps and recreation centers; leads to American Red Cross Water Safety Certificate. Insurance: \$3.10 (HKN 2621)
- KINE 2356 CARE AND PREVENTION OF ATHLETIC INJURIES (3-3-0).** The study of the treatment and prevention of specific sport injuries resulting from activities in the home, recreational, intramural, and extramural settings. Identification of injuries, proper treatment after they occur, and preventative measures. Students learn how to create a safe environment for athletes. Cramer and American Red Cross techniques will be covered.

HEATING, AIR CONDITIONING, & REFRIGERATION TECHNOLOGY

- CETT 1402 ELECTRICITY PRINCIPLES (4-3-3).** Principles of electricity as required by HVAC technicians including proper use of test equipment, A/C and D/C circuits, and component theory and operation. Insurance: \$3.10 (ELN 1034)
- HART 1403 A/C CONTROL PRINCIPLES (4-3-3).** A basic study of electrical, pressure, and temperature controls including motor starting devices, operating relays, and troubleshooting safety controls and devices. Emphasis on use of wiring diagrams to analyze high and low voltage circuits. A review of Ohm's law as applied to A/C controls and circuits. Insurance: \$3.10 Prerequisites: CETT 1402. (ACR 1024)
- HART 1407 REFRIGERATION PRINCIPLES (4-3-3).** An introduction to the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, safety, refrigeration containment, and refrigeration components. Insurance: \$3.10 (ACR 1014)
- HART 1441 RESIDENTIAL AIR CONDITIONING (4-3-3).** A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. Fee: \$24 Insurance: \$3.10 Prerequisites: CETT 1402, HART 1403 and HART 1407. (ACR 1034)
- HART 1445 GAS AND ELECTRIC HEATING (4-3-3).** A study of the procedures and principles used in servicing heating systems including gas fired and electric furnaces. Fee: \$24 Insurance: \$3.10 Prerequisites: HART 1441. (ACR 1044)
- HART 1449 HEAT PUMPS (4-3-3).** A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems. Offered in the Fall Semester. Fee: \$24 Insurance: \$3.10 Prerequisites: HART 2431. (ACR 2064)
- HART 1491 SPECIAL TOPICS IN HEATING, AIR CONDITIONING, AND REFRIGERATION—AIR CONDITIONING MECHANICAL CODES (4-3-3).** Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Offered in the Spring Semester. Prerequisites: HART 2431. (ACR 2035)
- HART 2288 INTERNSHIP—HEATING, AIR CONDITIONING, REFRIGERATION MECHANIC (2-1-7).** An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Insurance: \$3.10 Prerequisites: HART 2431. (ACR 2083)
- HART 2431 ADVANCED ELECTRICITY (4-3-3).** Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution and introduction to solid state devices. Fee: \$24 Insurance: \$3.10 Prerequisites: HART 1441. (ACR 1044)
- HART 2441 COMMERCIAL AIR CONDITIONING (4-3-3).** A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Offered in the Fall Semester. Fee: \$24 Insurance: \$3.10 Prerequisites: HART 2431. (ACR 2054)

HART 2442 COMMERCIAL REFRIGERATION (4-3-3). Theory of and practical application in the maintenance of commercial refrigeration; high, medium, and low temperature applications and ice machines. Offered in the Fall Semester. Fee: \$24 Insurance: \$3.10 Prerequisites: HART 2431. (ACR 2024)

HART 2443 INDUSTRIAL AIR CONDITIONING (4-3-3). A study of components, accessories, applications, and installation of air conditioning systems above 25 tons capacity. Offered in the Spring Semester. Fee: \$24 Insurance: \$3.10 Prerequisites: HART 2431. (ACR 2064)

HART 2445 AIR CONDITIONING SYSTEMS DESIGN (4-3-3). A study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. Offered in the Spring Semester. Fee: \$24 Insurance: \$3.10 Prerequisites: HART 2431. (ACR 2044)

HISTORY

HIS 1643 U.S. HISTORY II—AFRICAN-AMERICAN EMPHASIS (3-3-0). A continuation of HIST 2381, beginning with Reconstruction and continuing to the present. Skills: E

HIS 1663 U.S. HISTORY II—MEXICAN-AMERICAN EMPHASIS (3-3-0). A continuation of HIST 2380, emphasizing the modern contributions and leaders of the Mexican-American culture in America. Counts toward U.S. History requirement or as an elective.

HIS 2653 EAST ASIAN HISTORY I (3-3-0). A survey of the political, social, and cultural history of East Asia until 1800 concentrating on China, Japan, and Korea.

HIS 2663 EAST ASIAN HISTORY II (3-3-0). A survey of the political, social, and cultural history of East Asia from 1800 to the present concentrating on China, Japan, and Korea.

HIST 1301 UNITED STATES HISTORY I (3-3-0). A study of the history of the United States to 1877. Skills: E (HIS 1613)

HIST 1302 UNITED STATES HISTORY II (3-3-0). A study of the history of the United States from 1877 to present. Skills: E (HIS 1623)

HIST 2301 HISTORY OF TEXAS (3-3-0). A survey of the political, economic, social, cultural, and intellectual development of Texas from prehistoric time to the present with attention given to ethnic minorities. Counts toward U.S. History requirement or as an elective. Skills: E (HIS 1693)

HIST 2311 WESTERN CIVILIZATION I (3-3-0). Development of ancient, medieval, and early modern civilizations to 1660. Skills: E (HIS 1673)

HIST 2312 WESTERN CIVILIZATION II (3-3-0). Development of modern western civilization from 1660 to present. Skills: E (HIS 1683)

HIST 2331 LATIN AMERICAN HISTORY I—THE COLONIAL EXPERIENCE (3-3-0). An historical survey of the political, economical, social, and cultural developments of Spanish and Portuguese America prior to independence in the 1830s. Skills: E (HIS 2633)

HIST 2332 LATIN AMERICAN HISTORY II—THE NATIONAL EXPERIENCE (3-3-0). An historical survey of the political, economical, social, and cultural developments of Spanish and Portuguese America since independence. Skills: E (HIS 2643)

HIST 2341 STUDIES IN U.S. HISTORY (3-3-0). A treatment of selected topics in the history of the United States. May be repeated when topics vary. Counts toward U.S. History requirement or as an elective. Skills: E (HIS 2613)

HIST 2341 MILITARY HISTORY OF THE U.S. (3-3-0). A survey of American military policy and development from the 17th century to the present. Skills: E (HIS 2613)

HIST 2341 THE SOUTHWEST (3-3-0). A survey of the political, social, and cultural developments of the border region. Skills: E (HIS 2613)

HIST 2341 CIVIL WAR (3-3-0). A survey of the political, military, constitutional, economic, and social events in the American Civil War. Skills: E (HIS 2613)

HIST 2341 AMERICAN INDIANS (3-3-0). A survey of the society and culture of American Indians and how it changed through time. Skills: E (HIS 2613)

HIST 2341 WORLD WAR II (3-3-0). A survey of the political, military, and social history of the United States in World War II. Skills: E (HIS 2613)

HIST 2341 DEPRESSION ERA U.S. (3-3-0). A survey of the political, economic, social, and cultural events of the Twenties and Thirties in the United States. Skills: E (HIS 2613)

HIST 2341 WOMEN IN THE UNITED STATES (3-3-0). A comprehensive survey of events and issues in United States history, focusing on the specific contributions of women and the relationship between race, class, and gender. Skills: E (HIS 2613)

HIST 2341 LATINOS IN THE UNITED STATES (3-3-0). A comprehensive survey of the different Latino experiences in the history of the United States. Skills: E (HIS 2613)

HIST 2341 OLD SOUTH (3-3-0). A survey of the political, economic, social, and constitutional events in the American South from 1607 to 1861. Skills: E (HIS 2613)

- HIST 2341 NEW SOUTH (3-3-0).** A survey of the political, economic, social, and constitutional events in the American South from 1865 to present. Skills: E (HIS 2613)
- HIST 2341 COLD WAR (3-3-0).** A history of conflict between the United States and Soviet Union after 1945. Counts toward U.S. History requirement or as an elective. Skills: E (HIS 2613)
- HIST 2341 THE WEST IN UNITED STATES HISTORY (3-3-0).** The course will focus on the area, people, economy and ecology of the United States west of the Mississippi River, from European conquest to about 1900, with primary focus on the 19th century. Skills: E (HIS 2613)
- HIST 2341 U.S. BUSINESS AND ECONOMIC HISTORY (3-3-0).** This course is designed to provide a survey of U.S. business and economic history from 1607 to the 1980's. It addresses themes such as the nature and timing of American economic growth, business strategies in the face of changing markets, labor relations, the role of government in the economy, and the nature of women's workforce participation. Skills: E
- HIST 2380 U.S. HISTORY I—MEXICAN-AMERICAN EMPHASIS (3-3-0).** A study of the economic, social, cultural, and political development of Mexican-American people with particular emphasis upon their contribution to American society. Counts toward U.S. History requirement or as an elective. Skills: E (HIS 1653)
- HIST 2381 U.S. HISTORY I—AFRICAN-AMERICAN EMPHASIS (3-3-0).** A study of the history of African-Americans in the United States. Includes the role African-American culture has played in the development of the American nation to 1865. Counts toward U.S. History requirement or as an elective. Skills: E (HIS 1633)

HOSPITALITY MANAGEMENT

- DITA 2331 PURCHASING, RECEIVING AND STORAGE OF FOOD (3-3-0).** Study of the quality of various purchased forms of food; receiving and inspection of food and supplies; food storage procedures; resources and energy conservation; and ethical purchasing practices. The basics of purchasing to include specification, methods, ordering, inventory, and receiving controls. In depth study of meat, poultry, fish, dairy, and fruits and vegetables and how they relate to inspection, regulations, storage and receiving. Emphasis on alcoholic beverage purchasing, receiving, and storeroom control to include an understanding of wines, beer and distilled spirits. (HHM 1633)
- EHKP 1301 HOUSEKEEPING SUPERVISION (3-3-0).** An overview of the fundamentals of housekeeping management in the hospitality industry including the management functions, tools, and practices in today's lodging and institutional housekeeping departments.

- HAMG 1219 COMPUTERS IN HOSPITALITY (2-1-2).** An introduction to computers and their relationship as an information system to the hospitality industry. Offered in Spring. (HHM 1031)
- HAMG 1291 SPECIAL TOPICS IN HOSPITALITY ADMINISTRATION AND MANAGEMENT—FORMAL SERVICE (2-2-0).** An overview of the art of business entertaining and being entertained as well as the proper service etiquette in formal dining. Objectives with emphasis on navigating the place setting, correct handling of the knife, fork and napkin, the silent service codes, American, Continental, and Japanese styles of eating, making the toast, managing difficult-to-eat foods, invitations and arrivals, description of table equipment; i.e., glasses, flatware, plates, etc., arriving at the dining table and order of service, and host etiquette will be included.
- HAMG 1313 FRONT OFFICE PROCEDURES (3-3-0).** A study of the flow of activities and functions in today's lodging operation. Topics include a comparison of manual, machine assisted, and computer based methods for each front file function. Skills: R (HHM 2043)
- HAMG 1321 INTRODUCTION TO HOSPITALITY INDUSTRY (3-3-0).** Overview of the elements of the hospitality industry, discussion of current issues facing the food service, lodging, travel/tourism and meeting management industry. Discussion of current guest needs and service and the role of service in the hospitality industry.
- HAMG 1324 HOSPITALITY HUMAN RESOURCES MANAGEMENT (3-3-0).** A study of the principles and procedures of managing people in the hospitality industry. (HHM 1643)
- HAMG 1340 HOSPITALITY LEGAL ISSUES (3-3-0).** A course in legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations, and product liability laws. Hospitality Management policies are presented to ensure compliance and minimize the danger of legal liability. Innkeeping, restaurants, alcoholic beverage, insurance and labor laws and legislation affecting the hospitality industry are the major themes of the course. Offered in Fall. Skills: R (HHM 2013)
- HAMG 1391 SPECIAL TOPICS IN HOSPITALITY ADMINISTRATION AND MANAGEMENT—HISTORY OF THE HOSPITALITY INDUSTRY (3-3-0).** Classroom lectures on the historical impact on the hospitality industry complement on-site experiences at famous hotels, restaurants in New York City, New York. Additional presentations familiarize the student with the host city's culture as well as its innkeeping and tourism.
- A trip is planned to attend the American Hotel/Motel & Restaurant Show in New York City. The approximate cost will be published in the course schedule.

- HAMG 1391 SPECIAL TOPICS IN HOSPITALITY ADMINISTRATION AND MANAGEMENT—CASINOS AND GAMING (3-3-0).** Classroom lectures. Overview of the casino; topics include the economics of the casino, its interface with the hotel, organizations and terminology. Lectures will also include practices and problems associated with casino management including staffing, security and control, taxation, and entertainment.
- HAMG 2201 PRINCIPLES OF FOOD AND BEVERAGE OPERATIONS (2-2-0).** An introduction to food, beverage, and labor cost controls with an overview of the hospitality industry from procurement to marketing. Examination of cost components including forecasting, menu planning and pricing, logistical support, production, purchasing, and quality assurance.
- HAMG 2305 HOSPITALITY MANAGEMENT AND LEADERSHIP (3-3-0).** An overview of management and leadership in the hospitality industry with an emphasis on management philosophy, policy formulation, communications, motivation and team building. Offered in Spring. (HHM 2063)
- HAMG 2307 HOSPITALITY MARKETING AND SALES (3-3-0).** Identification of the core principles of marketing and their impact on the hospitality industry. Offered in Fall. Skills: R (HHM 1051)
- HAMG 2332 HOSPITALITY FINANCIAL MANAGEMENT (3-3-0).** Methods and application of financial management within the hospitality industry. Primary emphasis on sales accountability, internal controls, and report analysis. Skills: R (HHM 1041)
- HAMG 2337 HOSPITALITY FACILITIES MANAGEMENT (3-3-0).** Identification of building systems, facilities management, security and safety procedures.
- HAMG 2389 INTERNSHIP—HOSPITALITY ADMINISTRATION AND MANAGEMENT (3-1-12).** An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisites: Department approval required. (HHM 2113)

HUMAN DEVELOPMENT

- CREX 1309 CAREER EXPLORATION/PLANNING (3-3-0).** An introduction to the process of career decision-making, educational planning, and job searching. Topics includes analyzing personal career interests, values, and aptitudes; surveying and

researching career fields with related educational and training requirements; practicing the decision-making process; and basic job search skills such as completing applications, writing letters of application, developing and using resumes and interviewing. Formerly called HDP 1643 Career Development. Skills: R

- EDUC 1301 SCHOOLS AND SOCIETY (3-3-0).** An integrated pre-service course and content experience for those interested in a teaching career. The course will provide active recruitment and support for those interested in a teaching career, field experiences, and support from college and school faculty for the purpose of introducing and analyzing the culture of schooling and classrooms from a variety of perspectives. Skills: E
- HUDE 0111 TRANSITION TO COLLEGE SUCCESS (1-1.5-0).** This is a developmental level course designed for entering freshmen with priority needs. It provides an overview of key aspects, knowledge, and skills needed in the transition to college life. Students identify their educational goals, personal strengths, and areas for development; become familiar with college resources and services; and briefly explore strategies for academic success such as time management and study skills. Course formerly called Orientation. (HDP 1601)
- PSYC 1300 EFFECTIVE LEARNING—STRATEGIES FOR COLLEGE SUCCESS (3-3-0).** This course teaches learning and self-management principles and practices that increase a student's success in college and in life. Drawing from cognitive, affective, and behavioral theories in psychology, students examine the factors which impact their learning, select relevant methods of deepening their learning and thinking processes, and develop self-regulation strategies for maximizing the effectiveness of their efforts. Formerly titled Creative Learning: Keys to College Success. Skills: E (HDP 1603)

HUMAN SERVICES

- CMSW 1323 THE EXCEPTIONAL PERSON (3-3-0).** This course will provide an overview of the disabling conditions most often encountered by human service professionals. Studies will include sensory deficits, physical, intellectual and learning disabilities as well as giftedness. Attitudes, definitions, etiologies, prevalence, treatments and service delivery systems will be discussed. Skills: E (HSR 1053)
- DAAC 1307 ADDICTED FAMILY INTERVENTION (3-3-0).** An introduction to the family as a dynamic system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. Discusses the impact of mood altering substances and behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective. Skills: E Prerequisites: DAAC 1319. (HSR 2183)

DAAC 1319 INTRODUCTION TO ALCOHOL AND OTHER ADDICTIONS (3-3-0). Causes and consequences of addiction as they relate to the individual, family, community, and society are discussed. Response alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented. (HSR 2033)

DAAC 1391 SPECIAL TOPICS IN ALCOHOL/DRUG COUNSELING—SUBSTANCE ABUSE TREATMENT MODELS (3-3-0). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Skills: E Prerequisites: DAAC 1319. (HSR 2263)

PSYT 1303 DYNAMICS OF HUMAN RELATIONS (3-3-0). Discussion of the dynamics necessary for developing and maintaining positive/productive interpersonal and work relationships. Exploration will include open communication, assertiveness, self-disclosure, and building relationships with group members in a way that enhances trust and mutual concern. Knowledge gained in class is designed to transfer to actual working situations. (HSR 1013)

PSYT 1345 PRINCIPLES OF BEHAVIOR MANAGEMENT AND MODIFICATION (3-3-0). A study of the theories and principles of behavior management, cognitive theories and techniques. Emphasis will be on their applications including managing self-behavior. In-depth study will be in operant conditioning techniques. Skills: E (HSR 2013)

PSYT 1394 SPECIAL TOPICS IN COUNSELING PSYCHOLOGY—COUNSELING SKILLS AND ISSUES (3-3-0). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Skills: E Prerequisites: PSYT 2339. (HSR 2253)

PSYT 2339 COUNSELING THEORIES (3-3-0). An examination of major theories of various treatment modalities. Topics include reality therapy, psychodynamics, grief therapy, person-centered therapy, rational emotive therapy, and cognitive behavioral approaches. Attention is given to the role of counselor as part of the total spectrum of human services. Skills: E (HSR 2243)

RECT 1301 INTRODUCTION TO THERAPEUTIC RECREATION (3-3-0). Introduction to the value, history, philosophy, terminology, process, and outcomes of therapeutic recreation. Emphasis on identification of client groups, leisure activities, application of therapeutic recreation in human

services various settings, and professional development and career opportunities. Fieldwork is required. (HSR 2023)

RECT 1341 THERAPEUTIC RECREATION LEADERSHIP I (3-3-0). Provides the student with the knowledge and practice necessary to plan and implement therapeutic activities that involve music, drama, dance, arts, and crafts. Focus on the range of individuals who may benefit from these activities. Leadership skills, rather than mastery of performance skills, will be stressed. Fieldwork is required. (HSR 2303)

RECT 1342 THERAPEUTIC RECREATION LEADERSHIP II (3-3-0). Provides the student with the knowledge and practice necessary to plan and implement therapeutic activities that involve sports, games, fitness, and outdoor recreation activities with emphasis on the range of individuals who benefit from these activities. Leadership skills, rather than mastery of performance, will be stressed. Fieldwork is required. Skills: E (HSR 2313)

RECT 2431 THERAPEUTIC RECREATION PROGRAM PLANNING (4-3-3). Development of the knowledge and skills required to effectively plan recreation and leisure programs that meet the physical, psychological, and social needs of participants. Major topics include assessment techniques, goal writing, developing outcome measures, facilitation and implementation techniques, adaptations, and evaluation. Fieldwork is required. Skills: E Prerequisites: RECT 1301 and prior completion or concurrent enrollment in RECT 1341 and RECT 1342. (HSR 1254)

SCWK 1301 ADOLESCENT LIFE CYCLE (3-3-0). Study of the developmental phases from adolescence through young adulthood and the tasks and goals to be achieved during these stages. Topics include physiological and psychological changes, interpersonal relationships, and the individual's ability to relate to the social environment. Emphasis on critical areas of the adolescent period of the life cycle. Skills: E

SCWK 1305 GROUP WORK INTERVENTION (3-3-0). Examination of the various stages of the group work treatment process with emphasis on roles, tasks, and potential problem areas. Topics include mechanics of group function, structure of groups, communication patterns within groups, effective group facilitation skills, and techniques used to address special population issues and needs. Skills: E Prerequisites: PSYT 2339. (HSR 2233)

SCWK 1321 ORIENTATION TO SOCIAL SERVICES (3-3-0). Introduction to the basic concepts, information, and practices within the field of social services. Topics include a survey of the historical development of social services; social, legal, and clinical definitions; and review of current information regarding indications for and methods of treatment and/or services. (HSR 1023)

- SCWK 1391 SPECIAL TOPICS IN SOCIAL WORK–ETHICAL ISSUES IN HUMAN SERVICES (3-3-0).** Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Skills: E (HSR 1623)
- SCWK 2307 HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT (3-3-0).** A basic framework for creating and organizing knowledge of human behavior and the social environment. Introduction of social system, life span, and strength approaches to understanding human behavior and environmental impact. Emphasis on the impact of human diversity, discrimination, and oppression on the individual's ability to reach or maintain optimal health and well-being. Skills: E Prerequisites: PSYT 1303 and SCWK 1321. (HSR 1043)
- SCWK 2331 ABNORMAL BEHAVIOR (3-3-0).** An introduction to the literature concerning maladaptive behavior including characteristics, classification, diagnosis, and treatment modalities. Topics include factors associated with defining and identifying abnormal behavior. Students will better understand diagnosis, medications, and treatment strategies for a variety of illnesses and settings. Skills: E Prerequisites: PSYT 2339. (HSR 2153)
- SCWK 2486 INTERNSHIP I (4-2-10).** An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Skills: E Prerequisites: Department approval required. (HSR 1054)
- SCWK 2487 INTERNSHIP II (4-2-10).** An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Skills: E Prerequisites: Department approval required. (HSR 2054)
- SLNG 1317 INTRODUCTION TO THE DEAF COMMUNITY (3-3-0).** An overview of the physical, educational, social, and cultural implications of deafness and hearing loss within the context of the individual's personal life, family, and community in today's multicultural world. Emphasis on current educational and vocational programs, legislation, technology, and other issues. (HSR 1183)
- SLNG 1321 INTRODUCTION TO THE INTERPRETING PROFESSION (3-3-0).** An overview of the field of sign language interpretation. Provides an historical framework for the principles, ethics, roles, responsibilities, and standard practices of the interpreting profession. Skills: E (HSR 1163)
- SLNG 1371 SPECIAL TOPICS IN SIGN LANGUAGE INTERPRETER–AMERICAN SIGN LANGUAGE VI (3-2-3).** An advanced course in the linguistic structure and vocabulary of American Sign Language. Advanced proficiency in interpreting skills will also be emphasized. Lab exercises are designed to enhance physical and cognitive skills necessary for ASL/English interpreting. Skills: E Prerequisites: SLNG 1391. To be eligible to enroll in this sign language class, you must have at least a grade of C in the prerequisite. Course requires significant time outside of class. (SLNG 2392)
- SLNG 1391 SPECIAL TOPICS IN SIGN LANGUAGE INTERPRETER–AMERICAN SIGN LANGUAGE V (3-2-3).** This course will continue to build, among students entering the field of deafness, and interpreting, further knowledge and skills of American Sign Language. Students will be exposed to various topics related to American Sign Language as well as interpreting topics. Expressive skills development will focus on continued implementation of expansion techniques, including role shift, 3-D, contrasting, and faceting. Using articles on Deaf culture as the stimulus material, students will engage in dialogue and debate during which they will apply the linguistic and grammatical principles mastered to date. Skills: E Prerequisites: SLNG 1445. (HSR 2373)
- SLNG 1404 AMERICAN SIGN LANGUAGE–BEGINNING I (4-3-3).** An introduction to the basic skills in production and comprehension of American Sign Language (ASL). Includes the manual alphabet and numbers. Develops conversational ability, culturally appropriate behaviors, and exposes students to ASL grammar. (HSR 1035)
- SLNG 1405 AMERICAN SIGN LANGUAGE–BEGINNING II (4-3-3).** Develops receptive and expressive ability and allows recognition and demonstration of more sophisticated grammatical features of American Sign Language (ASL). Increases fluency and accuracy in fingerspelling and numbers. Provides opportunities for interaction within the deaf community. Prerequisites: SLNG 1404. To be eligible to enroll in this sign language class, you must have at least a grade of C in the prerequisite. Course requires significant time outside of class. (HSR 1135)
- SLNG 1444 AMERICAN SIGN LANGUAGE–INTERMEDIATE I (4-4-0).** Integrates and refines expressive and receptive skills in American Sign Language (ASL), including recognition of sociolinguistic variation. A practice oriented approach to language acquisition, including the use of multimedia. Prerequisites: SLNG 1405. To be

eligible to enroll in this sign language class, you must have at least a grade of C in the prerequisite. Course requires significant time outside of class. (HSR 2134)

SLNG 1445 AMERICAN SIGN LANGUAGE–INTERMEDIATE II (4-4-0). An integration of expressive and receptive skills with emphasis on literature, discourse styles, and contextualization at an intermediate level. Provides students with information on idiomatic/colloquial usages for signs and grammatical structures for complex sentences. Skills: E Prerequisites: SLNG 1444. To be eligible to enroll in this sign language class, you must have at least a grade of C in the prerequisite. Course requires significant time outside of class. (HSR 2144)

SLNG 2311 SPECIALIZED INTERPRETING/TRANSLITERATING (3-2-3). A focus on interpreting/transliterating with special populations (e.g., deaf/blind, high visual, oral) in special settings (e.g., religious, artistic, medical, legal, mental health). Reinforce basic theories and techniques in relation to the special population(s) and/or setting(s). Skills: E Prerequisites: SLNG 2431. (HSR 2383)

SLNG 2315 INTERPRETING IN EDUCATIONAL SETTINGS (3-2-3). Increases awareness of current techniques, issues, and ethics in mainstreaming and bilingual/bicultural education practices. Includes a survey of technical signs and signed English systems currently in use. Skills: E Prerequisites: SLNG 2401 or permission of instructor. (HSR 2393)

SLNG 2401 INTERPRETING I (4-3-3). An overview of the interpreting process and current models. Introduces the skills necessary to achieve message equivalency in interpreting. Skills: E Prerequisites: SLNG 1445 or permission of instructor. (SLNG 2301)

SLNG 2402 INTERPRETING II (4-3-3). Enhancement of interpreting skills and discourse analysis to increasingly complex tasks utilizing simulated interpreting experiences via multimedia materials. Emphasis on skill analysis and peer evaluation. Skills: E Prerequisites: SLNG 2401. (SLNG 2302)

SLNG 2431 INTERPRETING III (4-3-3). A practice oriented course to strengthen skills in the integration and application of processing more complex selections. Continued exposure to simulated interpreting experience through the use of multimedia material. Skills: E Prerequisites: SLNG 2402. (SLNG 2331)

SLNG 2488 INTERNSHIP–SIGN LANGUAGE INTERPRETER (4-2-10). An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational

outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Skills: E Prerequisites: Instructor approval. (HSR 1054)

HUMANITIES

HUMA 1301 INTRODUCTION TO HUMANITIES (3-3-0). A study of representative samples of literature, art, and music of various periods and cultures. The study of the interrelationships of the arts and their philosophies emphasizes an understanding of human nature and the values of human life. Skills: R (HUM 1613)

HUMA 1315 THE ARTS IN CONTEMPORARY SOCIETY (3-3-0). An introductory course designed to enhance a student's understanding and appreciation of the modes of communicating ideas and emotions through the visual and performing arts. May be repeated for a maximum of six credit hours when topics vary. Skills: R (HUM 1603)

INTERNATIONAL BUSINESS

IBUS 1301 PRINCIPLES OF IMPORTS-EXPORTS I (3-3-0). This is a study of export management processes and procedures. Topics include governmental controls, licensing of products, documentation, commercial invoices, and traffic procedures. Students examine the application of export principles to human and public relations, management of personnel, finance and accounting procedures. Skills: R (MGT 2263)

IBUS 1302 PRINCIPLES OF IMPORTS-EXPORTS II (3-3-0). Examines practices and processes of import management operations including government controls. Skill development in the preparation and understanding of import documents such as customs invoices, packing lists, and commercial invoices. Customs regulations and a review of the appropriate aspects of NAFTA and GATT are studied. Skills: R (MGT 2273)

IBUS 1305 INTRODUCTION TO INTERNATIONAL BUSINESS AND TRADE (3-3-0). The techniques for entering the international marketplace. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. Skills: E (MGT 2213)

IBUS 1366 PRACTICUM OR FIELD EXPERIENCE–INTERNATIONAL BUSINESS (3-1-20). Work-based instruction that helps students gain practical experience in international business, enhance skills, and integrate knowledge. As outlined in the learning plan, students will apply theory, concepts, and skills involving specialized materials, procedures,

regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with international business/industry and will demonstrate legal and ethical behavior, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of international commerce. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience. Student internship placement will serve as a capstone experience to International Business Certificate. Prerequisites: Department Chair approval.

IBUS 1391 SPECIAL TOPICS IN INTERNATIONAL BUSINESS—PRACTICE FIRM (3-3-0). As the capstone course, a student simulates real workplace problems through the creation of a start-up business where the student prepares a business plan, evaluates the effect of current events such as intellectual property, and utilizes the internet and other communication technologies for staff meetings, exchange rate information and international electronic communications. Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course is the capstone course for the International Business Certificate. Skills: R (MGT 2283)

IBUS 2335 INTERNATIONAL BUSINESS LAW (3-3-0). A course in law as it applies to international business transactions in the global political-legal environment. Study of interrelationships among laws of different countries and the legal effects on individuals and business organizations. Topics include agency agreements, international contracts and administrations, regulations of exports and imports, technology transfers, regional transactions, intellectual property, product liability, and legal organization. Skills: R

IBUS 2345 IMPORT CUSTOMS REGULATIONS (3-3-0). A study of the US Customs Import Regulations to include the duties and responsibilities of the licensed customs broker or customhouse broker. Topics include processes for customs clearance including customs organization, consumptions, and the three keys to successful liquidation (valuation, classification, and entry), the Automated Broker Interface to the Automated Commercial System, types of entries, surety bonds, quotas, penalties, appraisal, bonded warehouse entry, examination of goods, harmonized tariffs, fees, quotas, immediate delivery, laws, and regulations. Skills: R

INTERPRETER PREPARATION (See Human Services)

JAPANESE

JAPN 1511 JAPANESE I (5-5-0). Study of fundamentals of Japanese: conversation, basic writing, listening and reading comprehension, vocabulary building, grammar, and culture. No prerequisites. Skills: E (JPN 1615)

JAPN 1512 JAPANESE II (5-5-0). Continuation of JAPN 1511 with more advanced conversation, basic writing, listening and reading comprehension, vocabulary building, grammar, and culture. Prerequisites: Students must have completed a first semester college Japanese course of at least four semester hours with a grade of C or better, or have equivalent credit by examination to enroll in JAPN 1512. (JPN 1625)

JAPN 2311 JAPANESE III (3-3-0). Advanced Japanese grammar, directed composition, conversation, and discussion of culture based on readings. Class conducted largely in Japanese. Prerequisites: Students must have completed a second semester college Japanese course of at least four semester hours with a grade of C or better, or have equivalent credit by examination to enroll in JAPN 2311. (JPN 2613)

JAPN 2312 JAPANESE IV (3-3-0). Continuation of JAPN 2311. Prerequisites: JAPN 2311 with a C or better, or equivalent. (JPN 2623)

JEWELRY

HRGY 1401 JEWELRY TECHNIQUES I (4-3-3). An introduction to basic techniques of jewelry repair, including layout, sawing, filing, emergysoldering, ring construction, and bezel setting. Emphasis on industry standards. Fee: \$24 Insurance: \$3.10 (WLD 1554)

HRGY 1402 JEWELRY TECHNIQUES II (4-3-3). Continuation of Jewelry Techniques I with emphasis on polishing. Fee: \$24 Insurance: \$3.10 Prerequisites: HRGY 1401.

HRGY 1409 JEWELRY CASTING I (4-3-3). Emphasis on lost wax casting, both centrifugal and vacuum processes, including an introduction to wax carving and mold making. Fee: \$24 Insurance: \$3.10 Prerequisites: HRGY 1401 or Instructor approval. (WLD 1574)

HRGY 1417 APPLIED JEWELRY PRACTICES (4-3-3). Survey of the business practices of the jewelry industry. Emphasis on communication skills, security, insurance, copyright/trademark law, industry organizations, and common ethical expectations within the industry. Fee: \$24 Insurance: \$3.10 Prerequisites: HRGY 2435.

HRGY 1441 STONESETTING I (4-3-3). Focus on channel, bead setting, and bright cutting techniques. Fee: \$24 Insurance: \$3.10 Prerequisites: HRGY 1449 and HRGY 1448 or Instructor approval. (WLD 1504)

- HRGY 1442 STONESETTING II (4-3-3).** Continuation of Stonesetting I. Focus on prong setting, repringing, retipping, and reheading. Fee: \$24 Insurance: \$3.10 Prerequisites: HRGY 1441.
- HRGY 1448 JEWELRY REPAIR/FABRICATION I (4-3-3).** Emphasis on techniques, the fabrication and repair of jewelry. Introduction to equipment and techniques of jewelry manufacturing, including assembly of findings. This is the Capstone Experience for the Certificate in Jewelry. Fee: \$24 Insurance: \$3.10 (WLD 1564)
- HRGY 1449 JEWELRY REPAIR/FABRICATION II (4-3-3).** Continuation of Jewelry Repair/Fabrication I with emphasis on techniques, fabrication, and repair of jewelry. Introduction to equipment and techniques of jewelry manufacturing including chain repair and electroplating. Fee: \$24 Insurance: \$3.10 Prerequisites: HRGY 1448 or Instructor approval.
- HRGY 1491 SPECIAL TOPICS IN WATCH, CLOCK, AND JEWELRY REPAIRER—INDUSTRY PRACTICES (4-3-3).** Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the jewelry technology or occupation and relevant to the professional development of the student. Topics initiated by students on current industry practices with instructor approval. Fee: \$24 Insurance: \$3.10 Prerequisites: Instructor approval.
- HRGY 2433 JEWELRY CASTING II (4-3-3).** Continuation of Casting I. Includes instruction in mold making and vibratory finishing. Fee: \$24 Insurance: \$3.10 Prerequisites: HRGY 1409.
- HRGY 2435 PRECIOUS METALS I (4-3-3).** Emphasis on layout, bright cuts, baguettes, marquise, pear, cushion, and emerald cut stones. Focus on utilization of commercial shop guidelines. Fee: \$24 Insurance: \$3.10 Prerequisites: HRGY 1402.
- HRGY 2436 PRECIOUS METALS II (4-3-3).** A continuation of Precious Metals I. Focus on layout, bright cuts, baguettes, marquise, pear, cushion, and emerald cut stones as well as pave in precious metals. Includes utilization of commercial shop guidelines. This is the Capstone Experience course for the Associate of Applied Science degree in Jewelry. Emphasis on speed. Fee: \$24 Insurance: \$3.10 Prerequisites: HRGY 2435.

JOURNALISM

- COMM 1307 INTRODUCTION TO MASS COMMUNICATIONS (3-3-0).** A survey of the basic factors affecting human communication, including theories and models of communication. In-depth study of the relationship of mass media and society. An overview of trends in newspapers, radio, television, film, and books, and the related institutions of advertising, public relations, and photography. (CB 060101) (JRN 1603)

- COMM 2305 COPY EDITING (3-1-3).** A study of copy editing for errors of fact and expression with emphasis on editing for readability, headline writing, and page make-up. Prerequisites: COMM 2311. (JRN 1623)
- COMM 2311 NEWS REPORTING I (3-3-0).** Gathering and writing news stories for newspapers, newsmagazines, and newsletters. Study of news writing techniques and appeal to reader interest. Prerequisites: ENGL 1301. (Formerly Writing for the Mass Media.) (JRN 1613)
- COMM 2315 NEWS REPORTING II (3-3-0).** Gathering and writing advanced news stories for newspapers, news-magazines, and newsletters. Interviewing techniques for specialized writing assignments (e.g., science, law, drama, literary criticism, music). Prerequisites: COMM 2311. (JRN 2603)

LAND SURVEYING TECHNOLOGY

- SRVY 1301 INTRODUCTION TO SURVEYING (3-3-0).** An overview of the surveying profession. The history of surveying and its impact on the world. Review of the mathematics used in surveying. Introduction to basic surveying equipment with emphasis on horizontal and vertical measurements. Instruction on surveying procedures and the limitation of errors. Calculation to determine precision and error of closure. (SRV 1003)
- SRVY 1341 LAND SURVEYING (3-3-0).** A study of the measurement and determination of boundaries, areas, shapes, location through traversing techniques. Instruction in a variety of adjustment methods using programmed and non-programmed hand-held calculators and computers. Methods of traversing and adjustment of errors according to prevailing and applicable professional standards and the standards of the Texas Board of Professional Land Surveying. Prerequisites: SRVY 1301. May be taken concurrently with SRVY 1345. (SRV 1033)
- SRVY 1345 LAND SURVEYING APPLICATIONS—LAB (3-2-4).** An intermediate lab course covering the equipment, techniques, and hardware of the profession necessary to measure horizontal and vertical angles and distances used in traversing according to prevailing and applicable professional standards: e.g. electronic distance measuring equipment, total stations, theodolites, compasses, remote sensing equipment, global positioning receivers, data collectors and hand-help programmable calculators. Practice in the establishment of monuments, corners, lines and witness points in accordance with available data. Fee: \$12 Prerequisites: SRVY 1341. May be taken concurrently with SRVY 1341. (SRV 1043)
- SRVY 1391 SPECIAL TOPICS IN SURVEYING (3-2-4).** Designed for the advanced students who wish to pursue special topics in surveying. Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the

technology or occupation and relevant to the professional development of the student. (SRV 2043)

SRVY 2339 ENGINEERING DESIGN SURVEYING (3-3-0). A study of the theory and field methods of surveying alignments; e.g., highway routes, pipelines, utility and waterway construction, transmission lines and site stakeout, including the study of horizontal circular curves, parabolic curves, areas, and earthwork volumes. Prerequisites: SRVY 1341. (SRV 2023)

SRVY 2341 ENGINEERING DESIGN SURVEYING LAB (3-2-4). The companion lab for Engineering Design Surveying. Emphasis on field methods of surveying alignments; e.g.—highway routes, pipelines, utility and waterway construction, transmission lines, including the study of procedures for route construction, design, calculation and stakeout. Fee: \$12 Prerequisites: SRVY 1345. May be taken concurrently with SRVY 2339. (SRV 2033)

SRVY 2343 SURVEYING LEGAL PRINCIPLES I (3-3-0). An introductory course in the study of location, conveyance, ownership and transfer of real property under the laws of the State of Texas. Emphasis on the history of the disposition of public land, interpreting written descriptions, dignity of calls and evidence, record search of public and private land records and preparation of a deed record sketch. May be taken concurrently with SRVY 1301. (SRV 1023)

SRVY 2344 SURVEYING LEGAL PRINCIPLES II (3-3-0). An advanced course in legal principles, retracement and boundary location with application of legal principles and rules of construction including writing survey reports and property descriptions; and a review of boundary law cases. Prerequisites: SRVY 2343. (SRV 2073)

SRVY 2486 INTERNSHIP—SURVEYING (4-1-6). A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: SRVY 2339 and SRVY 2343.

LATIN

LATI 1511 LATIN I (5-5-0). Study of the fundamentals of Latin: grammar, vocabulary building, reading comprehension and culture. (LAT 1615)

LATI 1512 LATIN II (5-5-0). Continuation of LATI 1511 with more advanced grammar, vocabulary building, reading comprehension and culture. Prerequisites: Students must have completed a first semester college Latin course of at least four semester hours with a grade of C or better, or have equivalent credit by examination to enroll in LATI 1512. (LAT 1625)

LATI 2311 LATIN III (3-3-0). Advanced Latin grammar, reading, writing, and discussion of culture. Prerequisites: Students must have completed a second semester college Latin course of at least four semester hours with a grade of C or better, or have equivalent credit by examination to enroll in LATI 2311. (LAT 2613)

LATI 2312 LATIN IV (3-3-0). Continuation of LATI 2311. Prerequisites: LATI 2311 or equivalent with a grade of C or better. (LAT 2623)

LEGAL ASSISTANT

LGLA 1303 LEGAL RESEARCH (3-3-0). This course provides a working knowledge of the fundamentals of effective legal research. Topics include law library techniques, computer assisted legal research, briefs, and legal memoranda. Skills: E Prerequisites: LGLA 1351. (LEA 1053)

LGLA 1305 LEGAL WRITING (3-3-0). This course provides a working knowledge of the fundamentals of effective legal writing. Topics include briefs, legal memoranda, case and fact analysis, citation forms, and legal writing styles. Prerequisites: ENGL 1301 or equivalent. (TCM 1603)

LGLA 1311 INTRODUCTION TO LAW (3-3-0). This course provides an overview of the law and the legal system. Topics include legal concepts, procedures, terminology and current issues in law. Skills: E Prerequisites: Must be taken prior to, or contemporaneously with, LGLA 1313. (LEA 1003)

LGLA 1313 INTRODUCTION TO PARALEGAL STUDIES (3-3-0). This course provides an overview of the paralegal profession including ethical obligations, regulation, professional trends and issues, and the paralegal's role in assisting the delivery of legal services. Prerequisites: Bachelor's degree, LGLA 1311 or one year law office experience. (LEA 1013)

LGLA 1317 LAW OFFICE TECHNOLOGY (3-3-0). This course introduces computer technology and its applications within the law office. Topics include the use of computer technology in the delivery of legal services with particular emphasis on the paralegal's role. Skills: E Prerequisites: LGLA 1313. (LEA 1083)

LGLA 1341 ADMINISTRATIVE LAW (3-3-0). This course presents fundamental concepts of administrative law and procedure in governmental agencies at all levels with emphasis on the paralegal's role in the administrative process. Topics include creation of governmental agencies, operation, rule making, and adjudication. Skills: E Prerequisites: LGLA 1351. (LEA 1073)

LGLA 1343 BANKRUPTCY (3-3-0). 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. Skills: E Prerequisites: LGLA 1351. (LEA 2143)

LGLA 1346 CIVIL LITIGATION I (3-3-0). This course presents fundamental concepts and procedures of civil litigation and evidence with emphasis on the paralegal's role. Civil Litigation I together with Civil Litigation II covers litigation from the pretrial stage to the post-trial phase. Prerequisites: LGLA 1313. (LEA 1033)

LGLA 1347 CIVIL LITIGATION II (3-3-0). This course presents fundamental concepts and procedures of civil litigation and civil evidence with emphasis on the paralegal's role. Civil Litigation II together with Civil Litigation I covers litigation from the pretrial state to the post trial stage. Prerequisites: LGLA 1313. (LEA 1043)

LGLA 1349 CONSTITUTIONAL LAW (3-3-0). This course provides an overview of the U.S. Constitution and its articles, amendments, and judicial interpretations. Topics include separation of powers, checks and balances, governmental structures and process, and individual rights in relation to government. Skills: E Prerequisites: LGLA 1351. (LEA 2163)

LGLA 1351 CONTRACTS (3-3-0). This course presents fundamental concepts of issue identification and contract law with emphasis on the paralegal's role. Topics include business organizations, case briefing, and formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code. Prerequisites: LGLA 1313 must be taken prior to or, contemporaneously. (LEA 1023)

LGLA 1353 WILLS, TRUSTS AND PROBATE ADMINISTRATION (3-3-0). This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role. Offered Spring semester. Skills: E Prerequisites: LGLA 1351. (LEA 2043)

LGLA 1355 FAMILY LAW (3-3-0). 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. Skills: E Prerequisites: LGLA 1351. (LEA 2023)

LGLA 1391 SPECIAL TOPICS IN PARALEGAL/ LEGAL ASSISTANT (3-3-0). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Learning outcomes/objectives are determined by local occupational need and business and industry trends. Skills: E

LGLA 2239 CERTIFIED LEGAL ASSISTANT REVIEW (2-2-0). This course provides a review of the mandatory and optional topics covered in the Certified Legal Assistant Examination administered by the National Association of Legal Assistants. Prerequisites: This course should only be taken the last semester of the program. (LEA 2223)

LGLA 2303 TORTS AND PERSONAL INJURY LAW (3-3-0). This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability. Skills: E Prerequisites: LGLA 1351. (LEA 2073)

LGLA 2305 INTERVIEWING AND INVESTIGATION (3-3-0). This course is a study of principles, methods, and investigative techniques utilized to locate, gather, document, and manage information. Emphasis on developing interviewing and investigative skills to prepare the paralegal to communicate effectively while recognizing ethical problems. Skills: E Prerequisites: LGLA 1351. (LEA 2153)

LGLA 2307 LAW OFFICE MANAGEMENT (3-3-0). This course presents the fundamentals of law office management and organization including basic principles and structure of management, administrative and substantive systems in the law office, and law practice technology. Skills: E Prerequisites: LGLA 1351. (LEA 1083)

LGLA 2309 REAL PROPERTY (3-3-0). This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents. Offered Fall semester. Skills: E Prerequisites: LGLA 1351. (LEA 2033)

LGLA 2313 CRIMINAL LAW AND PROCEDURE (3-3-0). 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. Skills: E Prerequisites: LGLA 1351. (LEA 1063)

LGLA 2331 ADVANCED LEGAL RESEARCH AND WRITING (3-3-0). This course builds upon skills acquired in prior legal research and writing courses including computerized research techniques and preparation of complex legal documents such as briefs, legal office memoranda, and citation forms. Offered Spring semester. Skills: E Prerequisites: LGLA 1303 and LGLA 1305. (LEA 2113)

LGLA 2333 ADVANCED LEGAL DOCUMENT PREPARATION (3-3-0). Preparation of legal documents based on hypothetical fact situations drawn from various areas including real estate, family law, contracts, litigation, and business organizations. Offered Fall semester. Prerequisites: LGLA 1346, LGLA 1347, LGLA 1355, & LGLA 1353. (LEA 2123)

LGLA 2335 ADVANCED CIVIL LITIGATION (3-3-0). This course provides opportunities to implement advanced civil litigation techniques and builds upon skills acquired in prior civil litigation courses. Skills: E Prerequisites: LGLA 1346 and LGLA 1347. (LEA 2053)

LGLA 2337 MEDIATION (3-3-0). This course provides an introduction to alternative dispute resolution with emphasis on mediation. Topics include differences between mediation and arbitration, the process of mediation, and dispute resolution techniques. Skills: E Prerequisites: LGLA 1346. (LEA 2153)

LGLA 2388 INTERNSHIP-PARALEGAL/LEGAL ASSISTANT (3-1-17). An experience external to the college for an advanced student involving a written agreement between the College and an employing law office or legal agency. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes while employed in the legal environment at least 20 hours per week. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Skills: E Prerequisites: Department Chair approval. (LEA 2013)

MANAGEMENT

BMGT 1301 SUPERVISION (3-3-0). A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined. Skills: R (MGT 1053)

BMGT 1303 PRINCIPLES OF MANAGEMENT (3-3-0). Management theories and analysis of basic management functions: planning, organizing, staffing, directing, and controlling for establishing and accomplishing business objectives. Case studies are utilized. Skills: R (MGT 1023)

BMGT 1341 BUSINESS ETHICS (3-3-0). Topics address ethical issues, the development of a moral frame of reference and the need for an awareness of social justices in management practices and business activities. A review of ethical responsibilities and relationships between organizational departments, divisions, executive management, and the public. Skills: R (BMGT 2370)

BMGT 2309 LEADERSHIP (3-3-0). Concepts of leadership and its relationship to management. Prepares the student with leadership and communications skills needed to inspire and influence. This course may be taken as the capstone course for the Associate of Applied Science degree in Management. Skills: R Prerequisites: 12 hours of courses from one or more of the following departments: management, marketing, finance or approval from a management department advisor. (MGT 2263)

BMGT 2388 OJT/INTERNSHIP I-MANAGEMENT (3-1-17). Students will be employed at least 20 hours per week performing management duties. These duties will normally be at the supervisory management level and will apply skills and knowledge from previous courses. Concurrent enrollment in another management or marketing course is required. The student's internship objectives and project will be established by the instructor and the employer supervisor. The student is required to attend the

weekly one hour seminar and discussion class. Progress and final reports are required. Skills: R Prerequisites: BUSI 1301 and BMGT 1303. (MGT 1083)

BMGT 2389 OJT/INTERNSHIP II-MANAGEMENT (3-1-17). Students will be employed at least 20 hours per week performing management duties. These duties will normally be at a higher level than those performed in BMGT 2388 or in a functional area of management. Concurrent enrollment in another management or marketing course is required. The student's internship objectives and project will be established by the instructor and employer supervisor. The Student is required to attend the weekly one-hour seminar and discussion class. Progress and final reports are required. This course may be taken as the capstone course for the Associate of Applied Science degree in Management. Skills: R Prerequisites: BMGT 2388. If this course is taken as the capstone course for the AAS in Management degree an additional nine hours of courses must be taken in one or more of the following departments: management, marketing, and finance. (MGT 2113)

BUSG 1392 SPECIAL TOPICS IN SMALL BUSINESS (3-3-0). A student stimulates real workplace problems through the development of a comprehensive business plan. Special emphasis will be given to the research, development and preparation of a small business plan appropriate for presentation to investors. Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Skills: R (MGT 2253)

BUSG 2309 SMALL BUSINESS MANAGEMENT (3-3-0). 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. Skills: R (MGT 2053)

BUSG 2371 BUSINESS STATISTICS (3-3-0). A course designed for students majoring in business. Topics include organization of measurements, determining measures of central tendency, variability, counting, probability, statistical inference, hypothesis testing (large and small samples), simple and multiple regression and correlation, non-parametric methods, and time series. Prerequisites: MATH 1324, MATH 1314, or instructor approval. (ACC 2013)

BUSI 1301 INTRODUCTION TO BUSINESS (3-3-0). A general survey of the entire field of business and management in the free enterprise system. Concepts of business and management functions, organizational considerations, and decision-making processes. Explores areas of specialization in the business world. Skills: R (MGT 1013)

BUSI 2301 BUSINESS LAW I (3-3-0). The legal and social environment of business; contracts; personal property and bailments; and sales. Skills: R (MGT 2013)

BUSI 2302 BUSINESS LAW II (3-3-0). Additional studies in business law including commercial paper, secured transactions, creditor's rights, and insurance; agency and employment; business organizations; real property, and estates. Skills: R (MGT 2023)

HRPO 1305 MANAGEMENT AND LABOR RELATIONS (3-3-0). The development and structure of the labor movement including labor legislation, collective bargaining, societal impact, labor/management relationships, and international aspects. Skills: R (MGT 2043)

HRPO 2301 HUMAN RESOURCE MANAGEMENT (3-3-0). Behavioral and legal approaches to the management of human resources in organizations. Skills: R (MGT 2033)

HRPO 2303 EMPLOYMENT PRACTICES (3-3-0). A study of employment issues including techniques for human resource forecasting, selection, and placement including interview techniques, pre-employment testing and other predictors. Topics include recruitment methods, the selection process, Equal Employment Opportunity (EEO), EEO recordkeeping, and Affirmative Action Plans. Skills: R (HRPO 2391)

HRPO 2307 ORGANIZATIONAL BEHAVIOR (3-3-0). The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. Skills: R (MGT 1043)

MARKETING

BMGT 1302 PRINCIPLES OF RETAILING (3-3-0). Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing. Skills: R (MKT 2023)

BMGT 1323 PURCHASING (3-3-0). A study of the purchasing process and the basis of sound purchasing decisions; materials management; selection and evaluation of suppliers/vendors; price, quality, and value determinants; and issues that require legal or ethical consideration. Skills: R (MKT 2053)

BMGT 1347 RETAIL BUYING (3-3-0). A detailed study of the organizational structure of retail buying, the internal and external sources of buying information, the fundamentals of effective purchasing, and the buyer's role in planning. Offered in Fall Semester. Skills: R (MKT 2043)

BMGT 1348 MARKETING RESEARCH AND STRATEGIES (3-3-0). Designed to enhance student understanding of the marketing environment and the dynamic interrelationships of the functions of marketing price, channels of distribution, promotion, and product responsibility.

Provides a simulated marketing environment for experience in marketing decision-making and provides practical experiences in analyzing market cases for the students. Offered in Fall Semester. Skills: R (MKT 2083)

BUSI 1311 PRINCIPLES OF SALESMANSHIP (3-3-0). Principles of personal salesmanship including methods and tasks applicable to a wide variety of industries & commercial settings. Skills: R (MKT 1023)

COMM 2327 PRINCIPLES OF ADVERTISING (3-3-0). Fundamentals of Advertising including marketing theory and strategy, copy writing, design and selection of media. Skills: R (MKT 2013)

FSHD 1302 INTRODUCTION TO FASHION (3-3-0). Survey of the world of fashion businesses. Introduction to the creation and merchandising of fashion through the study of fashion vocabulary, the fashion process, fashion publications, and career opportunities. Skills: R (FAS 1103)

FSHD 1308 FASHION TRENDS (3-3-0). A study of the effects of eastern and western cultures on the development of fashion. Examination of the relationship of social, psychological, economic, demographic, and lifestyle trends to fashion trends. Offered in Fall. Skills: R

FSHN 1301 TEXTILES (3-3-0). A general study of textiles with emphasis on factors that affect the hand, appearance, and performance in clothing use. Examination of the properties of natural and man-made fibers, how yarn is formed, methods of production, and the properties of a variety of fabrics. Application of textiles used in the apparel industry. Skills: W (FAS 1133)

FSHN 1342 VISUAL MERCHANDISING (3-3-0). Skill development in the creation of showroom or retail store window/interior displays that sell merchandise. Study of the basic techniques of store planning, mannequin dressing, alternate form design, and display space conceptualization and implementation. Offered in Spring. Skills: R (FAS 2123)

FSHN 1366 PRACTICUM-FASHION MERCHANDISING (3-0-20). Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Skills: R Prerequisites: FSHD 1302. (FAS 1023)

FSHN 2301 FASHION PROMOTION (3-3-0). A survey of fashion direction, publicity, and fashion event coordination. Emphasis on fashion show production from idea to runway including theme development, stage/set design, choreography, music coordination, lighting, line-up, model fittings, rehearsal, and press kit development. Offered in Spring. Skills: R

- FSHN 2303 FASHION BUYING (3-3-0).** Fundamentals of fashion buying with instruction in planning, pricing, and purchasing retail fashion inventories. Identification of wholesale merchandise and media resources. Offered in Fall. Skills: R (FAS 2103)
- FSHN 2309 FASHION IMAGE (3-3-0).** Instruction in the techniques used to analyze the fashion image of individual clients. Emphasis on personal coloring, seasonal color harmonies, appropriate fabric textures, body proportion and silhouette, figure, facial and hair analysis, and wardrobe coordination. Study of fashion image consultant business practices and job qualifications. Offered in Spring. Skills: R (FAS 1123)
- FSHN 2388 INTERNSHIP–FASHION MERCHANDISING (3-1-15).** An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to a specific occupational outcome. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Skills: R Prerequisites: 6 hours of Fashion Merchandising or other Business Courses. (FAS 2013)
- FSHN 2389 INTERNSHIP–FASHION MERCHANDISING (3-1-15).** An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Skills: R Prerequisites: 9 hours of Fashion Merchandising or other Business Courses. (FAS 2023)
- HRPO 1301 CUSTOMER RELATIONS (3-3-0).** Topics address general principles of customer service including skills, knowledge, attitudes, and behaviors pertinent to the professional development of the student. Skills: R
- IBUS 1354 INTERNATIONAL MARKETING (3-3-0).** Analysis of international marketing strategies using market trends, costs, forecasting, pricing, sourcing, and distribution factors. Development of an international export/import marketing plan. Skills: R (MKT 2113)
- LMGT 1319 INTRODUCTION TO BUSINESS LOGISTICS (3-3-0).** A systems approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, packaging, order processing, and materials handling.
- MRKG 1311 PRINCIPLES OF MARKETING (3-3-0).** 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. Skills: R (MKT 1013)
- MRKG 1391 SPECIAL TOPICS IN BUSINESS MARKETING AND MARKETING MANAGEMENT (3-3-0).** Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Learning outcomes/objectives are determined by local occupational need and business and industry trends. Topics may vary. Offered in Fall Semester. Skills: R (MKT 2103)
- MRKG 2371 CONSUMER BEHAVIOR (3-3-0).** A study of how marketing meets consumer needs. Covers consumer behavior as it affects marketing. Topics include needs, motivations, perceptions, and attitudes of consumers, and the influence of social class, culture and subculture on consumer behavior and behavior research are discussed in depth. Course addresses strategies for creating customer values and trends in customer behavior. Case studies are used extensively. Offered in Spring Semester. Skills: R (MKT 1043)
- MRKG 2375 ADVANCED ADVERTISING CAMPAIGNS (3-3-0).** An advanced managerial approach to advertising program and campaign development for both profit and non-profit organizations. Emphasis on developing an advertising strategy as a component of the total market mix. Offered in Spring Semester. Skills: R Prerequisites: COMM 2327. (MKT 2093)
- MRKG 2388 INTERNSHIP–BUSINESS MARKETING AND MARKETING MANAGEMENT (3-1-17).** An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Skills: R Prerequisites: 6 hours of Marketing Courses. (MKT 2223)
- PRCD 1311 PUBLIC RELATIONS (3-3-0).** Exploration of theories, techniques, and processes of public relations including means of influencing methods of building good will, analysis of media, obtaining publicity, and implementation of public relations programs. Skills: R (MKT 2073)

MATHEMATICS

- MATH 0153 COLLEGE ALGEBRA LAB (1-0-2).** Designed for students currently registered in College Algebra, MATH 1314. Individualized and group setting provides additional practice and explanation. This course is not for college-level credit. Repeatable up to two credit hours. (MTH 0211)
- MATH 0155 TRIGONOMETRY LAB (1-0-2).** Designed for students currently registered in Trigonometry, MATH 1316. Individualized and group setting provides additional practice and explanation. This course is not for college-level credit. Repeatable up to two credit hours. (MTH 0211)
- MATH 0161 MATHEMATICS FOR BUSINESS AND ECONOMICS LAB (1-0-2).** Designed for students currently registered in Math for Business and Economics, MATH 1324. Individualized and group setting provides additional practice and explanation. This course is not for college-level credit. Repeatable up to two credit hours. (MTH 0231)
- MATH 0163 BUSINESS CALCULUS AND APPLICATIONS I LAB (1-0-2).** Designed for students currently registered in Business Calculus and Applications I, MATH 1425. Individualized and group setting provides additional practice and explanation. This course is not for college-level credit. Repeatable up to two credit hours. (MTH 0241)
- MATH 0165 BUSINESS CALCULUS AND APPLICATIONS II LAB (1-0-2).** Designed for students currently registered in Business Calculus and Applications II, MATH 1476. Individualized and group setting provides additional practice and explanation. This course is not for college-level credit. Repeatable up to two credit hours. (MTH 0241)
- MATH 0185 PRE-CALCULUS LAB (1-0-2).** Designed for students currently registered in Pre-calculus, MATH 2412. Individualized and group setting provides additional practice and explanation. This course is not for college-level credit. Repeatable up to two credit hours. (MTH 0211)
- MATH 0187 CALCULUS I LAB (1-0-2).** Designed for students currently registered in Calculus I, MATH 2413. Individualized and group setting provides additional practice and explanation. This course is not for college-level credit. Repeatable up to two credit hours. (MTH 0221)
- MATH 0189 CALCULUS II LAB (1-0-2).** Designed for students currently registered in Calculus II, MATH 2414. Individualized and group setting provides additional practice and explanation. This course is not for college-level credit. Repeatable up to two credit hours. (MTH 0221)
- MATH 0193 CALCULUS III LAB (1-0-2).** Designed for students currently registered in Calculus III, MATH 2415. Individualized and group setting provides additional practice and explanation. This course is not for college-level credit. Repeatable up to two credit hours. (MTH 0221)
- MATH 0197 DIFFERENTIAL EQUATIONS LAB (1-0-2).** Designed for students currently registered in Differential Equations, MATH 2420. Individualized and group setting provides additional practice and explanation. This course is not for college-level credit. Repeatable up to two credit hours. (MTH 0251)
- MATH 0199 CALCULUS IV LAB (1-0-2).** Designed for students currently registered in Calculus IV, MTH 2254. Individualized and group setting provides additional practice and explanation. This course is not for college-level credit. Repeatable up to two credit hours. (MTH 0221)
- MATH 1314 COLLEGE ALGEBRA (3-3-0).** A course designed for students majoring in business, mathematics, science, engineering, or certain engineering-related technical fields. Content includes the rational, real, and complex number systems; the study of functions including polynomial, rational, exponential, and logarithmic functions and related equations; inequalities; and systems of linear equations and determinants. Prerequisites: MATD 0390 with a C or better or satisfactory score on the ACC Mathematics Assessment Test taken before enrolling in ACC mathematics courses. (MTH 1743)
- MATH 1316 TRIGONOMETRY (3-3-0).** A course designed for students majoring in mathematics, science, engineering, or certain engineering-related technical fields. Content includes the study of trigonometric functions and their applications, trigonometric identities and equations, vectors, and the complex number system. Prerequisites: MATH 1314 with a C or better or equivalent or recent completion of ACC's MATD 0390 with a B or better. A third option is an appropriate secondary school course (one semester of precalculus or trigonometry) and a satisfactory entrance score on ACC's Mathematics Assessment Test. A fourth option is an appropriate higher score on ACC's Mathematics Assessment Test. (MTH 1753)
- MATH 1324 MATHEMATICS FOR BUSINESS AND ECONOMICS (3-3-0).** A course in finite mathematics for business students including sets, basic algebraic properties, linear equations and inequalities, functions and graphs, the exponential and logarithmic functions, the mathematics of finance, systems of linear equations and matrices, linear inequalities and linear programming, the simplex method, and an introduction to probability. Prerequisites: MATD 0390 with a C or better or satisfactory score on the ACC Mathematics Assessment Test taken before enrolling in ACC mathematics courses. (MTH 1643)

- MATH 1332 COLLEGE MATHEMATICS (3-3-0).** A course designed for non-mathematics and non-science majors. Topics may include, but are not limited to, sets, logic, number theory, geometric concepts, and an introduction to probability and statistics. Prerequisites: A satisfactory score on the ACC Mathematics Assessment Test. A second option is an appropriate secondary school course (Algebra II) and completion of any TASP-mandated mathematics remediation. (MTH 1513)
- MATH 1333 MATHEMATICS FOR MEASUREMENT (3-3-0).** A course designed for non-mathematics and non-science majors. Topics include logic, variation, functions, equivalence, congruence, right triangle geometry, and other measurement topics. Prerequisites: A passing score on the mathematics portion of the TASP test or a satisfactory score on the ACC Mathematics Assessment Test or MATD 0360 with a C or better. (MTH 1573)
- MATH 1342 ELEMENTARY STATISTICS (3-3-0).** A first course in statistics for students in business; nursing; allied health; or the social, physical, or behavioral sciences; or for any student requiring knowledge of the fundamental procedures for data organization and analysis. Topics include frequency distributions, graphing, measures of location and variation, the binomial and normal distributions, z-scores, t-test, chi-square test, F-test, hypothesis testing, analysis of variance, regression, and correlation. Prerequisites: A satisfactory score on the ACC Mathematics Assessment Test. A second option is an appropriate secondary school course (Algebra II) and completion of any TASP-mandated mathematics remediation. (MTH 1563)
- MATH 1350 MATHEMATICS FOR MIDDLE GRADE TEACHER CERTIFICATION I (3-3-0).** 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. Prerequisites: College Algebra or the equivalent, and completion of any TASP mandated reading and writing requirements.
- MATH 1351 MATHEMATICS FOR MIDDLE GRADE TEACHER CERTIFICATION II (3-3-0).** Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real number to concepts of measurement with an emphasis on problem solving and critical thinking. Prerequisites: MATH 1350 and completion of any TASP mandated reading and writing requirements.
- MATH 1425 BUSINESS CALCULUS AND APPLICATIONS I (4-4-0).** Course treating standard one-variable calculus and its applications for business students, as well as selected other business applications, and an introduction to multivariable calculus. Calculus topics include the derivative, methods of finding derivatives, applications of derivatives, the integral, methods of integration, applications of integration, and the calculus of the exponential and logarithmic functions. Multivariable calculus topics include partial derivatives and finding local extrema. Prerequisites: MATH 1314 or MATH 1324 with a C or better or equivalent. Another option is an appropriate secondary school course (one semester of precalculus or the equivalent) and a satisfactory entrance score on the ACC Mathematics Assessment Test. MATH 1314 is the recommended preparation for students who will also take MATH 1476. (MTH 1674)
- MATH 1476 BUSINESS CALCULUS AND APPLICATIONS II (4-4-0).** A course treating multivariable calculus and its applications for business students, as well as selected other business applications. Topics include functions of several variables and their derivatives, partial differentiation, optimization problems and LaGrange multipliers, special methods of integration, differential equations, probability and calculus, Taylor polynomials and infinite series, and topics in matrix theory and linear programming. Prerequisites: MATH 1425 or MATH 2413 with a C or better or the equivalent. (MATH 1426)
- MATH 2318 LINEAR ALGEBRA AND MATRIX THEORY (3-3-0).** A study of linear equations, linear transformations, matrices, determinants, finite-dimensional vector spaces, and quadratic forms. Prerequisites: MATH 2415 with a C or better or its equivalent. (MTH 2053)
- MATH 2412 PRECALCULUS-FUNCTIONS AND GRAPHS (4-4-0).** This is a course designed to prepare students for MATH 2413 Calculus I. Content includes algebraic, logarithmic, exponential, and trigonometric functions and equations; parametric equations; and the polar coordinate system. Prerequisites: MATH 1316 with a C or better or equivalent. Another option is an appropriate secondary school course (one semester of trigonometry or precalculus or the equivalent, including trigonometry) and a satisfactory entrance score on the ACC Mathematics Assessment Test. (MTH 1764)
- MATH 2413 CALCULUS I (4-4-0).** A standard first course in calculus. Topics include inequalities; functions; limits; continuity; the derivative; differentiation of elementary functions; Newton's method; applications of the derivative; the integral; integration of algebraic functions and the sine and cosine functions; numerical integration; and basic applications of the integral. Prerequisites: MATH 2412 with a C or better or equivalent. Another option is an appropriate secondary school course (one year of precalculus or the equivalent, including trigonometry with a grade of B or better) and a satisfactory entrance score on the ACC Mathematics Assessment Test. (MTH 1854)

MATH 2414 CALCULUS II (4-4-0). A standard second course in calculus. Topics include integration of elementary functions; techniques of integration; integrals with infinite limits of integration; integrals of discontinuous integrands; applications of the definite integral; an introduction to differential equations; infinite series; analytical geometry; and other applications. Prerequisites: MATH 2413 with a C or better or the equivalent. (MTH 1864)

MATH 2415 CALCULUS III (4-4-0). A standard third course in calculus. Topics include polar coordinates and polar curves; vectors and analytical geometry in three dimensions; vector-valued functions and curvature; components of acceleration; functions of several variables; limits and continuity in three-space; partial and directional derivatives; gradients, tangent planes, and extreme of functions of two variables; multiple integrals in rectangular, polar, spherical, and cylindrical coordinates; applications of multiple integrals to area, volume, moments, centroids, and surface area. Prerequisites: MATH 2414 with a C or better or its equivalent. (MTH 2154)

MATH 2420 DIFFERENTIAL EQUATIONS (4-4-0). A course in the standard types and solutions of linear and nonlinear ordinary differential equations, include Laplace transform techniques. Series methods (power or Fourier) will be applied to ordinary and partial linear differential equations. Systems of linear differential equations will be studied. Prerequisites: MATH 2414 with a C or better or its equivalent. (MTH 2164)

MTH 2254 CALCULUS IV (4-4-0). This course develops the calculus of real- and vector-valued functions of one and several variables. Topics include matrix algebra and linear maps; vector-valued functions and their analysis; the geometry of Euclidean n -space; functions of several variables and their differentiation; gradients and directional derivatives; partial derivative; arc length; vector fields, divergence, and curl; Taylor's theorem for several variables; extreme of real-valued functions in n -space; LaGrange multipliers; multiple integrals and the chain rule; improper integrals; line integrals; area of surface; surface integrals; Green's Theorem; Gauss' Theorem; Stokes' Theorem; conservative fields. Prerequisites: MATH 2415 with a C or better or its equivalent.

MATHEMATICS - DEVELOPMENTAL

MATD 0123 BASIC MATH SKILLS LAB (1-0-2). Designed for students currently registered in Basic Math Skills: MATD 0130, 0230, or 0330. Individualized and group setting providing additional practice and explanation. Repeatable up to two credit hours. (DVM 0011)

MATD 0127 ELEMENTARY ALGEBRA LAB (1-0-2). Designed for students currently registered in Elementary Algebra, MATD 0170, 0270, 0370. Individualized and group setting providing additional practice and explanation. Repeatable up to two credit hours. (DVM 0171)

MATD 0129 INTERMEDIATE ALGEBRA LAB (1-0-2). Designed for students currently registered in MATD 0190, 0290, or 0390. Individualized and group setting provides additional practice and explanation. Repeatable up to two credit hours. (DVM 0191)

MATD 0162 TASP MATH PREPARATION (1-0-2). Designed to prepare students with minimal math deficiencies to perform effectively in college-level course work as defined by the Texas Academic Skills Program. (DVM 1051)

MATD 0290 INTERMEDIATE ALGEBRA (2-2-0). A course designed to develop the skills and understanding contained in the second year of secondary school algebra. Topics include the properties of the real numbers; operations on polynomials and fractions; special products and factoring; radicals and rational exponents; solutions of linear, fractional, and quadratic equations; systems of linear equations; inequalities; coordinate systems; graphing. Prerequisites: When this course is combined with MATD 0370, it has the same prerequisite as MATD 0370. Otherwise it has the same prerequisite as MATD 0390. (DVM1 1142)

MATD 0330 BASIC MATH SKILLS (3-4-0). A course designed to develop basic arithmetic and algebra skills to prepare for courses covering secondary school algebra, the first of which is MATD 0370. Content includes operations on whole numbers, integers, fractions, decimals, ratio and proportions, percent, solving linear equations in one variable applications, and relating simple algebra concepts to geometry. The same course is offered in a one hour (0130) and two hour (0230) format. (DVM 1103)

MATD 0360 TOPICS IN DEVELOPMENTAL MATHEMATICS (3-4-0). This course surveys a variety of mathematical topics needed to prepare students for the college-level courses MATH 1332, 1342, and MATH 1333. It also covers most TASP mathematics topics. Topics include the arithmetic of integers and rational numbers, evaluating expressions and formulas, calculator use, problem-solving using data interpretation and analysis, informal geometry, pattern recognition, percentages, ratio and proportion, measurements, algebraic

techniques for solving linear equations and inequalities, quadratic equations, rational equations, systems of equations, etc. Students who need to prepare for MATH 1314, MATH 1324, MATH 1316, etc., should not take this course, but instead should take MATD 0370 and MATD 0390. The same course is offered in a one hour (0160) and two hour (0260) format. Prerequisites: A passing grade of C or better in MATD 0330 (Basic Math Skills) or an acceptable score on the ACC Mathematics Assessment Test taken before enrolling in ACC mathematics courses. (DVM 1163)

MATD 0370 ELEMENTARY ALGEBRA (3-4-0). A course designed to develop the skills and understanding contained in the first year of secondary school algebra. Topics include review of operations on real numbers, graphing linear equations, variation, solving linear and quadratic equations, solving systems of linear equations, polynomials, factoring, and applications. The same course is offered in a one hour (0170) and two hour format (0270). Prerequisites: C or better in MATD 0330 or its equivalent knowledge, or appropriate score on the ACC Mathematics Assessment Test taken before enrolling in ACC mathematics courses. (DVM 1173)

MATD 0390 INTERMEDIATE ALGEBRA (3-4-0). A course designed to develop the skills and understanding contained in the second year of secondary school algebra. Topics include review of properties of real numbers, functions, algebra of functions, inequalities, polynomials and factoring, rational expressions and equations, radical expressions and equations, quadratic functions and their graphs, solving quadratic equations, and exponential functions. The same course is offered in a one hour (0190) and two hour (0290) format. Prerequisites: C or better in MATD 0370 or its equivalent knowledge, or appropriate score on the ACC Mathematics Assessment Test taken before enrolling in ACC mathematics courses. (DVM 1193)

MEDICAL CODING

HITT 1253 LEGAL & ETHICAL ASPECTS OF HEALTH INFORMATION (2-2-0). Concepts of confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information. Suitable for all health care majors.

HITT 1270 INSURANCE CODING (2-1-2). Introduction to computerized methods for the management and operation of medical coding and reimbursement systems for various types of medical facilities. Skills: P Prerequisites: HITT 1441.

HITT 1301 HEALTH DATA CONTENT AND STRUCTURE (3-3-0). Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information. Instruction in delivery and organizational structure to include content of health

record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens. Prerequisites: HITT 1305.

HITT 1305 MEDICAL TERMINOLOGY (3-3-0). An in-depth 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.

HITT 1441 CODING AND CLASSIFICATION SYSTEMS (4-2-4). Application of basic coding rules, principles, guidelines, and conventions. Includes 3 hours lecture and 3 hours lab. Prerequisites: HITT 1305 and MDCA 1409.

HITT 2266 CODING PRACTICUM (2-0-14). Practical general training and experiences in the workplace. The college, with the employer, develops and documents a plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided experiences may be paid or unpaid. This will be a non-paid experience according to the American Health Information Management Association's Council on Accreditation. Placement is the responsibility of the college faculty. Insurance: \$12.00 Prerequisites: HITT 1305, HITT 1253, HITT 1301, and HITT 1441.

HITT 2435 CODING AND REIMBURSEMENT METHODOLOGIES (4-2-4). Development of advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding perspective payment systems and methods of reimbursement. Prerequisites: HITT 1301, HITT 1305, HITT 1253, HITT 1441.

MDCA 1409 ANATOMY & PHYSIOLOGY FOR MEDICAL ASSISTANTS (4-3-3). Emphasis on normal human anatomy and physiology of cells, tissues, organs, and systems with overview of common Pathophysiology.

MEDICAL LAB TECHNOLOGY

MLAB 1167 MEDICAL LABORATORY ASSISTANT PRACTICUM (1-0-7). The college and the clinical site develop and document an individualized medical laboratory assistant training plan for the student which is designed to develop technical skills in specimen accessioning and processing, performance of CLIA waived testing, and interpersonal skills. The guided external experiences may be paid or unpaid. Successful completion of this course and MLAB 1201 will result in the awarding of a Certificate of Completion as a Medical Laboratory Assistant. Insurance: \$13.10 Prerequisites: MLAB 1223 and MLAB 1166 or completion of a formal, structured Phlebotomy Program or 1 year full time Phlebotomy experience and MLT departmental approval. (MLT 1201)

- MLAB 1201 INTRODUCTION TO CLINICAL LABORATORY SCIENCE (2-1-4).** An introduction to clinical laboratory science, including quality control, laboratory math, safety, basic laboratory equipment, laboratory settings, accreditation and certification. Students successfully completing MLAB 1167, Clinical Laboratory Assistant Practicum, in conjunction with or within 1 year of completion of MLT 1201 will receive a certificate of completion as a Medical Laboratory Assistant. Fee: \$12 Insurance: \$3.10 (MLT 1202)
- MLAB 1211 URINALYSIS/BODY FLUIDS (2-1-4).** An introduction to urinalysis and body fluid analysis, including the anatomy and physiology of the kidney, and physical, chemical and microscopic examination of urine, cerebrospinal spinal fluid, and other body fluids. Fee: \$24 Insurance: \$3.10
- MLAB 1227 COAGULATION (2-1-2).** A course in coagulation theory, procedures, and practical applications. Includes laboratory exercises which rely on commonly performed manual and semi-automated methods. Fee: \$24 Insurance: \$3.10 Prerequisites: Admission to MLT Program or MLT departmental approval.
- MLAB 1235 IMMUNOLOGY/SEROLOGY (2-1-4).** Introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures. Fee: \$24 Insurance: \$3.10
- MLAB 1315 HEMATOLOGY (3-2-4).** Introduction to the theory and practical application of routine and special hematology procedures, both manual and automated; red blood cells and white blood cells maturation sequences, and normal and abnormal morphology and associated diseases. Fee: \$24 Insurance: \$13.10 Prerequisites: Admission to MLT Program or departmental approval. (MLT 1405)
- MLAB 1331 PARASITOLOGY/MYCOLOGY (3-2-3).** A study of the taxonomy, morphology, and pathogenesis of human parasites and fungi, including the practical application of laboratory procedures. Fee: \$20 Insurance: \$3.10 (MLT 2603)
- MLAB 2360 CLINICAL I (3-1-8).** A method of instruction providing detailed education, training, 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. Course may be repeated if topics and learning outcomes vary. In a simulated clinical setting, students process clinical specimens and function in the role of medical laboratory technicians in preparation for subsequent clinical rotations. Students also practice phlebotomy skills in an actual hospital or clinical laboratory. Fee: \$24 Insurance: \$13.10 Prerequisites: MLAB 1211, MLAB 1315, MLAB 1227, and MLAB 2431 or departmental approval. (MLT 1703)
- MLAB 2361 CLINICAL II (3-0-16).** A method of instruction providing detailed education, training, 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. Course may be repeated if topics and learning outcomes vary. Students are assigned to a hospital or clinical laboratory and rotate through assigned departments to meet established clinical objectives. Insurance: \$13.10 Prerequisites: MLAB 2360 or departmental approval. (MLT 2503)
- MLAB 2362 CLINICAL III (3-0-16).** A method of instruction providing detailed education, training, 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. Course may be repeated if topics and learning outcomes vary. Students are assigned to a hospital or clinical laboratory and rotate through assigned departments to meet established clinical objectives. This course is a continuation of MLAB 2361. Insurance: \$13.10 Prerequisites: MLAB 2361 or MLT departmental approval. (MLT 2703)
- MLAB 2401 CLINICAL CHEMISTRY (4-3-4).** An introduction to the principles and procedures of various tests performed in Clinical Chemistry. Presents the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values. Also includes basic chemical laboratory technique, chemical laboratory safety, electrolytes and acid-base balance, proteins, carbohydrates, lipids, enzymes, metabolites, endocrine function, and toxicology. Fee: \$24 Insurance: \$3.10 Prerequisites: CHEM 1405 and departmental approval. (MLT 2404)
- MLAB 2431 IMMUNOHEMATOLOGY (4-3-4).** A study of blood antigens and antibodies. Performance of routine blood banking procedures, including blood group and Rh typing, antibody screens, antibody identification, cross matching, elution, and absorption techniques. Fee: \$24 Insurance: \$13.10 Prerequisites: MLAB 1235 or departmental approval.
- MLAB 2434 CLINICAL MICROBIOLOGY (4-3-3).** Instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, setup, identification, susceptibility testing, and reporting procedures. Fee: \$24 Insurance: \$13.10 Prerequisites: BIOL 2420 or BIO 1704, and departmental approval. (MLT 1604)
- PLAB 1166 PHLEBOTOMY PRACTICUM (1-0-7).** An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has

already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience. Insurance: \$13.10 Skills: P Prerequisites: Departmental approval. (MLAB 1166)

PLAB 1223 PHLEBOTOMY (2-1-4). Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology. Fee: \$20 Insurance: \$3.10 Skills: P Prerequisites: Application required and departmental approval. (MLAB 1223)

MEETING AND EVENT PLANNING

HAMG 2330 CONVENTION AND GROUP MANAGEMENT SERVICES (3-3-0). A course in the scope of the various segments of the convention market. Exploration of individual needs and the methods and techniques to provide better service to conventions and groups.

TRVM 1325 EXPOSITION AND TRADE SHOW MANAGEMENT (3-3-0). A broad based introduction to the principles and skills required for the management of expositions. Examination of the fundamental business philosophy of expositions and their position in the marketplace. An overview of the major issues in exposition management including needs assessment, budget strategies, site selection, floor plan development, contractor relationships, sales and marketing, and related management issues.

TRVM 1327 HOSPITALITY AND SPECIAL EVENTS (3-3-0). Focus on planning and managing special events in the meeting planning arena. An overview of the entire sequence of events, from conceptual stage of the first meeting through completion of the event. Emphasis on technical planning skills including site selection, negotiating with suppliers, devising meeting specifications, preparing a budget, and working with facility staff to manage a successful event.

TRVM 2301 INTRODUCTION TO CONVENTION/ MEETING MANAGEMENT (3-3-0). Overview of the meetings and convention industry and the various aspects and skills involved in planning and managing meetings and conventions. Emphasis on types of meetings, meeting markets, industry suppliers, budget and program planning, site selection and contract negotiations, registration and housing, food and beverage requirements, function and meeting room setup, and audiovisual requirements.

TRVM 2331 CONVENTION AND EXPOSITION LAW AND ETHICS (3-3-0). Application of general legal principles and statutory requirements to meetings, conventions, and trade shows. Emphasis on ethical considerations to problems faced by meeting planners, hotels, and convention centers in the negotiations and implementation of agreements for meetings and similar events. Prerequisites: TRVM 2301.

TRVM 2333 APPLIED CONVENTION/MEETING MANAGEMENT (3-3-0). Discussion of meeting planning with emphasis on the key areas of meeting management. Topics include needs assessment, identifying meeting objectives, program development, facility selection, negotiations, contracts, meeting and function space setup, promotion and publicity, budgeting, evaluation, and legal issues. Prerequisites: TRVM 2301.

TRVM 2366 PRACTICUM OR FIELD EXPERIENCE- TRAVEL AND TOURISM (3-1-15). Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the students' general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. Prerequisites: Department approval required.

MILITARY SCIENCE

MLS 1612 BASIC MILITARY SCIENCE I-A (2-2-1). Organization and functions of the military and ROTC; customs and courtesies of the service; adventure training; introduction to repelling and mountaineering techniques; first aid. Includes one and one-half hours per week of leadership lab and incurs no military obligation.

MLS 1622 BASIC MILITARY SCIENCE I-B (2-2-1). Leadership roles of junior officers and noncommissioned officers; marksmanship techniques, familiarization with the weapons used in infantry units. Includes one and one-half hours per week of leadership lab and incurs no military obligation.

MLS 1632 BASIC MILITARY SCIENCE II-A (2-2-1). Organization, equipment, and missions of Army combat units; individual and small-unit tactics; leadership in a dynamic environment. Includes one and one-half hours per week of leadership lab and incurs no military obligation.

MLS 1642 BASIC MILITARY SCIENCE II-B (2-2-1). Leadership skills in adverse conditions. Map reading and small unit patrolling missions. Includes a weekend of practical exercise in survival. Includes one and one-half hours per week of leadership lab and incurs no military obligation.

MUSIC

- MUAP 1101 APPLIED–STRINGS (1-.5-0).** Private instruction on instruments or in voice and consists of one-half hour lesson per week. May be repeated for credit. Fee: \$90 Prerequisites: Instructor approval.
- MUAP 1117 APPLIED–WOODWINDS (1-.5-0).** Private instruction on instruments or in voice and consists of one-half hour lesson per week. May be repeated for credit. Fee: \$90 Prerequisites: Instructor approval.
- MUAP 1137 APPLIED–BRASS (1-.5-0).** Private instruction on instruments or in voice and consists of one-half hour lesson per week. May be repeated for credit. Fee: \$90 Prerequisites: Instructor approval.
- MUAP 1157 APPLIED–DRUMS (1-.5-0).** Private instruction on instruments or in voice and consists of one-half hour lesson per week. May be repeated for credit. Fee: \$90 Prerequisites: Instructor approval.
- MUAP 1161 APPLIED–GUITAR (1-.5-0).** Private instruction on instruments or in voice and consists of one-half hour lesson per week. May be repeated for credit. Fee: \$90 Prerequisites: Instructor approval.
- MUAP 1169 APPLIED–PIANO (1-.5-0).** Private instruction on instruments or in voice and consists of one-half hour lesson per week. May be repeated for credit. Fee: \$90 Prerequisites: Instructor approval.
- MUAP 1173 APPLIED–SYNTHESIS (1-.5-0).** Private instruction on instruments or in voice and consists of one-half hour lesson per week. May be repeated for credit. Fee: \$90 Prerequisites: Instructor approval.
- MUAP 1181 APPLIED–VOICE (1-.5-0).** Private instruction on instruments or in voice and consists of one-half hour lesson per week. May be repeated for credit. Fee: \$90 Prerequisites: Instructor approval.
- MUAP 1187 APPLIED–COMPOSITION (1-.5-0).** Private instruction on instruments or in voice and consists of one-half hour lesson per week. May be repeated for credit. Fee: \$90 Prerequisites: Instructor approval.
- MUAP 1201 APPLIED–STRINGS (2-1-0).** Private instruction on instruments or in voice and consists of one hour lesson per week. May be repeated for credit. Fee: \$160 Prerequisites: Instructor approval.
- MUAP 1217 APPLIED–WOODWIND (2-1-0).** Private instruction on instruments or in voice and consists of one hour lesson per week. May be repeated for credit. Fee: \$160 Prerequisites: Instructor approval.
- MUAP 1237 APPLIED–BRASS (2-1-0).** Private instruction on instruments or in voice and consists of one hour lesson per week. May be repeated for credit. Fee: \$160 Prerequisites: Instructor approval.
- MUAP 1257 APPLIED–DRUMS (2-1-0).** Private instruction on instruments or in voice and consists of one hour lesson per week. May be repeated for credit. Fee: \$160 Prerequisites: Instructor approval.
- MUAP 1261 APPLIED–GUITAR (2-1-0).** Private instruction on instruments or in voice and consists of one hour lesson per week. May be repeated for credit. Fee: \$160 Prerequisites: Instructor approval.
- MUAP 1269 APPLIED–PIANO (2-1-0).** Private instruction on instruments or in voice and consists of one hour lesson per week. May be repeated for credit. Fee: \$160 Prerequisites: Instructor approval.
- MUAP 1273 APPLIED–SYNTH (2-1-0).** Private instruction on instruments or in voice and consists of one hour lesson per week. May be repeated for credit. Fee: \$160 Prerequisites: Instructor approval.
- MUAP 1281 APPLIED–VOICE (2-1-0).** Private instruction on instruments or in voice and consists of one hour lesson per week. May be repeated for credit. Fee: \$160 Prerequisites: Instructor approval.
- MUAP 1287 APPLIED–COMPOSITION (2-1-0).** Private instruction on instruments or in voice and consists of one hour lesson per week. May be repeated for credit. Fee: \$160 Prerequisites: Instructor approval.
- MUEN 1121 STAGE ENSEMBLE (1-0-4).** Provides training in the specific techniques necessary for ensemble performance. Emphasizes both ensemble and solo playing. Repertoire varies according to emphasis. May be repeated for maximum of four hour credits. Open to any student who can qualify by audition. Prerequisites: Instructor approval.
- MUEN 1122 JAZZ ENSEMBLE (1-0-4).** Provides training in the specific techniques necessary for ensemble performance. Emphasizes both ensemble and solo playing. Repertoire varies according to emphasis. May be repeated for maximum of four hour credits. Open to any student who can qualify by audition. Prerequisites: Instructor approval.
- MUEN 1123 CHAMBER ORCHESTRA (1-0-4).** Provides training in the specific techniques necessary for ensemble performance. Emphasizes both ensemble and solo playing. Repertoire varies according to emphasis. May be repeated for maximum of four hour credits. Open to any student who can qualify by audition. Prerequisites: Instructor approval.
- MUEN 1124 PERCUSSION ENSEMBLE (1-0-4).** Provides training in the specific techniques necessary for ensemble performance. Emphasizes both ensemble and solo playing. Repertoire varies according to emphasis. May be repeated for maximum of four hour credits. Open to any student who can qualify by audition. Prerequisites: Instructor approval.

- MUEN 1125 COMMUNITY COLLEGE VOCAL ENSEMBLE (1-0-4).** This class is designed for full or part-time students who desire to improve their voice ensemble performance levels. Performance required. May be repeated for credit. Prerequisites: Consent of instructor. (MUS 2901)
- MUEN 1126 COMMUNITY COLLEGE BAND (1-0-4).** This class is designed for full or part-time students who desire to improve their performance levels on band instruments, observe rehearsal methods and techniques, and learn band organizational strategies. Performance required. May be repeated for credit. Prerequisites: Consent of instructor. (MUS 2911)
- MUEN 1127 COMMUNITY COLLEGE JAZZ BAND (1-0-4).** This class is designed for full or part-time students who desire to improve their skills in jazz improvisation and performance. Performance required. May be repeated for credit. Prerequisites: Consent of instructor. (MUS 2921)
- MUEN 1132 GUITAR ENSEMBLE (1-0-4).** Provides training in the specific techniques necessary for ensemble performance. Emphasizes both ensemble and solo playing. Repertoire varies according to emphasis. May be repeated for maximum of four hour credits. Open to any student who can qualify by audition. Prerequisites: Instructor approval.
- MUEN 1133 BRASS ENSEMBLE (1-0-4).** A brass performance group that is open to any student who can qualify by audition. Emphasis on performance of literature for small ensembles. May be repeated for credit. Prerequisites: Consent of instructor. (MUS 2171)
- MUEN 1134 STRING ENSEMBLE (1-0-4).** A string ensemble group that is open to any student who can qualify by audition. Emphasis is on performance of literature for small ensembles. May be repeated for credit. Prerequisites: Consent of instructor. (MUS 2181)
- MUEN 1135 KEYBOARD ENSEMBLE (1-0-4).** Provides training in the specific techniques necessary for ensemble performance. Emphasizes both ensemble and solo playing. Repertoire varies according to emphasis. May be repeated for maximum of four hour credits. Open to any student who can qualify by audition. Prerequisites: Instructor approval.
- MUEN 1136 WOODWIND ENSEMBLE (1-0-4).** Provides training in the specific techniques necessary for ensemble performance. Emphasizes both ensemble and solo playing. Repertoire varies according to emphasis. May be repeated for maximum of four hour credits. Open to any student who can qualify by audition. Prerequisites: Instructor approval.
- MUEN 1141 VOCAL ENSEMBLE (1-0-4).** A choral ensemble that is open to any student who can qualify by audition. Will give several public performances each semester. Repertoire varies according to emphasis. Three hours of rehearsal required per week. May be repeated for a maximum of four credit hours. Prerequisites: Instructor approval.
- MUEN 1142 JAZZ CHOIR ENSEMBLE (1-0-4).** A choral ensemble that is open to any student who can qualify by audition. Will give several public performances each semester. Repertoire varies according to emphasis. Three hours of rehearsal required per week. May be repeated for a maximum of four credit hours. Prerequisites: Instructor approval.
- MUEN 1143 COLLEGE CHOIR (1-0-4).** A choral ensemble that is open to any student who can qualify by audition. Will give several public performances each semester. Repertoire varies according to emphasis. Three hours of rehearsal required per week. May be repeated for a maximum of four credit hours. Prerequisites: Instructor approval.
- MUEN 1151 CHAMBER ENSEMBLE (1-0-4).** An instrument or vocal performance group that is open to any student who can qualify by audition. Emphasis on performance of literature for small ensembles. May be repeated for Credit. Prerequisites: Consent of instructor. (MUS 2161)
- MUS 1773 JAZZ HISTORY (3-3-0).** A foundation course for enjoyment and understanding of music through use of recorded music and song literature. Elements of music and analysis of music form and design, with emphasis on the development of jazz and its contribution to American culture. Skills: R
- MUSI 1116 SIGHT-SINGING AND EAR TRAINING I (1-1-2).** Basic aural, visual, and vocal experiences in dictation and singing at sight. To be taken concurrently with Music Theory I. Skills: R Prerequisites: MUSI 1301 or Instructor approval. (MUS 1121)
- MUSI 1117 SIGHT-SINGING AND EAR TRAINING II (1-1-2).** A continuation of Sight-Singing and Ear Training I. To be taken concurrently with Music Theory II. Skills: R Prerequisites: MUSI 1116 and MUSI 1311. (MUS 1131)
- MUSI 1181 PIANO CLASS I (1-1-2).** Group instruction in the fundamentals of keyboard technique for beginning piano students. Skills: R (MUS 1701)
- MUSI 1182 PIANO CLASS II (1-1-2).** Group instruction in the study of harmony, transposition, accompaniment styles, improvisation, sight reading, keyboard technique, and major and minor scales. Skills: R Prerequisites: MUSI 1181. (MUS 1711)
- MUSI 1183 VOICE CLASS I (1-1-2).** A study of voice, emphasizing the principles of breathing, voice production, tone quality, enunciation, and interpretation. Skills: R (MUS 1501)
- MUSI 1184 VOICE CLASS II (1-1-2).** A continuation of Voice Class I including a review of the fundamentals of vocal technique with an emphasis on intermediate repertoire and performance. Prerequisites: MUSI 1183. (MUS 1511)

MUSI 1188 PERCUSSION CLASS (1-1-2). Group instruction on percussion instruments. Includes playing techniques, notation, tone production, aural and written skills as applied to keyboard percussion, drums and hand drums. Open to all students. (MUS 1401)

MUSI 1192 GUITAR CLASS (1-1-2). Class instruction in the fundamentals of guitar technique for guitar students. Course objectives include development of accompaniment style, scales, fingerpicking, chord construction, music reading, melody playing, and solo guitar techniques. Generally, students are expected to provide their own guitars. Skills: R (MUS 1601)

MUSI 1193 ADVANCED GUITAR (1-1-2). Class instruction in advanced guitar technique, including solo guitar techniques.

MUSI 1301 MUSIC FUNDAMENTALS (3-3-0). An introduction to the elements of music, including study of the staff, clefs, key signatures, scales, time signatures, notation, meter and rhythm, major and minor chords, song writing techniques, application of theory at the keyboard, and rhythmic, melodic, and harmonic ear training. Skills: R (MUS 2013)

MUSI 1306 MUSIC APPRECIATION (3-3-0). A foundation course for enjoyment and understanding of music through use of recorded music and song literature. Elements of music and analysis of music form and design and its relation to other subjects and activities. Skills: R (MUS 1753)

MUSI 1308 MUSIC LITERATURE I (3-3-0). A survey of principal forms, styles, and periods through the study of representative composers and works. Emphasis is on the music from Antiquity through the Baroque. Skills: R (MUS 2213)

MUSI 1309 MUSIC LITERATURE II (3-3-0). A continuation of Music Literature I. Emphasis is on the music of the Classical, Romantic, and Modern periods. (MUS 2223)

MUSI 1311 MUSIC THEORY I (3-3-0). A review of the fundamentals of music; part writing and figured bass exercises, melody harmonizations, dominant seventh chords, and non-harmonic tones. To be taken concurrently with Sight-Singing and Ear Training I. Skills: R Prerequisites: MUSI 1301 or Instructor approval. (MUS 1413)

MUSI 1312 MUSIC THEORY II (3-3-0). A study of diatonic seventh chords, modulation to closely related keys, secondary dominants and other chromatically altered chords. To be taken concurrently with Sight-Singing and Ear Training II. Skills: R Prerequisites: MUSI 1116 and MUSI 1311. (MUS 1423)

MUSI 2116 SIGHT-SINGING AND EAR TRAINING III (1-1-2). A continuation of aural, visual, and vocal experiences including modulations to closely related keys, modal melodies and compound intervals. Advanced harmonic, melodic, and rhythmic

dictation exercises. To be taken concurrently with Music Theory III. Prerequisites: MUSI 1117 and MUSI 1312. (MUS 2131)

MUSI 2118 SIGHT-SINGING AND EAR TRAINING IV (1-1-2). A continuation of Sight-Singing and Ear Training III including the study of unusual and mixed meters, remote modulation, altered chords, 9th, 11th, and 13th chords. To be taken concurrently with Music Theory IV. Prerequisites: MUSI 2116 and MUSI 2311. (MUS 2141)

MUSI 2181 PIANO CLASS III (1-1-2). A continuation of all keyboard studies in Piano Class II with emphasis on performance of all major and minor scales and literature from various style periods. Also includes arpeggio studies. Prerequisites: MUSI 1182. (MUS 2701)

MUSI 2182 PIANO CLASS IV (1-1-2). A continuation of Piano Class III with an emphasis on advanced harmonization's and appropriate technical skills. Prerequisites: MUSI 2181. (MUS 2711)

MUSI 2311 MUSIC THEORY III (3-3-0). A study of advanced diatonic and chromatic harmony as an extension of Music Theory I and II. The emphasis will be placed upon analysis and composition of music. To be taken concurrently with Sight-Singing and Ear Training III. Skills: R Prerequisites: MUSI 1312 and MUSI 1117. (MUS 2413)

MUSI 2312 MUSIC THEORY IV (3-3-0). A study of the structure of music, the principal forms, harmonic structures and advanced compositional techniques with an emphasis on 20th century music. To be taken concurrently with Sight-Singing and Ear Training IV. Prerequisites: MUSI 2311 and MUSI 2116. (MUS 2423)

NURSING

RNSG 1105 NURSING SKILLS I (1-0-4). Study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. Fee: \$15 Insurance: \$3.10 Skills: P Prerequisites: MATH 1332 or MATH 1314 or MATH 1342; BIOL 2401 (BIO 1714); and BIOL 2420 (BIO 1704) or BIOL 2421. Departmental approval.

RNSG 1140 NURSING SKILLS FOR ARTICULATING STUDENTS (1-0-4). Validation of current skills and procedures in a variety of settings; application of a systematic problem solving process and critical thinking skills; focus on the expansion of the scientific knowledge and principles underlying nursing skills and procedures; and competency in knowledge, judgment, skills, and professional values within a legal/ethical framework. Fee: \$10 Insurance: \$3.10 Skills: P Prerequisites: Admission into the associate degree nursing program-mobility track or departmental approval.

- RNSG 1144 NURSING SKILLS II (1-0-4).** Study of the concepts and principles necessary to perform intermediate or advanced nursing skills; and demonstrate competence in the performance of nursing procedures. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework. Fee: \$15 Insurance: \$3.10 Skills: P Prerequisites: RNSG 1105 and admission into the associate degree nursing program-traditional track.
- RNSG 1170 NURSING PROCESS FOR ARTICULATING STUDENTS (1-1-0).** Exploration of the nursing process as a problem-solving methodology used by associate degree nurses to provide safe, individualized nursing care. Focuses on application of each step of the process to a variety of clinical experiences. Skills: P Prerequisites: Admission into the associate degree program-mobility track or departmental approval.
- RNSG 1192 SPECIAL TOPIC IN NURSING—CARE OF THE CLIENT WITH COMPLEX HEALTH CARE NEEDS (1-1-0).** Application of a systematic problem-solving process and critical-thinking skills to provide nursing care to diverse clients/families across the life span with complex health care needs in health maintenance and health restoration. Opportunities to collaborate with members of the multidisciplinary health care team. Topics include the role of the nurse as client advocate and coordinator of care and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. Skills: P Prerequisites: Instructor approval.
- RNSG 1209 INTRODUCTION TO NURSING (2-2-1).** Overview of nursing and the role of the professional nurse as a provider of care, coordinator of care, and member of a profession. Topics include knowledge, judgment, skills and professional values with a legal/ethical framework. Insurance: \$3.10 Skills: P Prerequisites: RNSG 1105 and admission into the associate degree nursing program-traditional track.
- RNSG 1210 INTRODUCTION TO COMMUNITY-BASED NURSING (2-2-1).** Overview of the delivery of nursing care in a variety of community-based settings; application of systematic problem-solving processes and critical thinking skills, focusing on the examination of concepts and theories relevant to community-based nursing; and development of judgment, skill, and professional values within a legal/ethical framework. Fee: \$5 Insurance: \$3.10 Prerequisites: RNSG 1441, RNSG 1144, RNSG 1209, RNSG 1260 and PSYC 2301.
- RNSG 1260 CLINICAL I - NURSING (2-0-8).** Application of the theories, concepts and knowledge base presented in RNSG 1513 Foundations for Nursing Practice at a specific clinical site or sites. Insurance: \$13.10 Prerequisites: Admission to the Associate Degree Nursing Program, Minimum grade of "C" in BIOL 2401 (BIO 1714)*, BIOL 2402 (BIO 1724), BIOL 2420*, MATH 1332*, HPRS 2300. Corequisite: RNSG 1441.
- RNSG 1262 CHILDBEARING/CHILDREARING FAMILY CLINICAL (2-0-8).** Application of the theories, concepts and knowledge base presented in RNSG 1412 Nursing Care of the Childbearing/Childrearing Family at a specific site or sites. Insurance: \$13.10 Skills: P Prerequisites: RNSG 1443, RNSG 1362, PSYC 2314, SPCH 1311* (*or equivalent). Corequisite: RNSG 1412.
- RNSG 1263 NURSING PRACTICE I CLINICAL (2-0-8).** Application of the theories, concepts and knowledge base presented in RNSG 1517 Concepts of Nursing Practice I for Articulating Students at a specific clinical site or sites. Insurance: \$13.10 Skills: P Prerequisites: BIOL 2401 (BIO 1714)*, BIOL 2420*, MATH 1332*, PSYC 2314, BIOL 2402 (BIO 1724)*, HPRS 2300, SPCH 1311*, PSYC 2301. (*or equivalent) Corequisite: RNSG 1140, RNSG 1170, and RNSG 1517.
- RNSG 1362 CLINICAL II - NURSING (3-0-12).** A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. Application of the theories, concepts and knowledge base presented in RNSG 1431 and RNSG 1443 at specific clinical site or sites. Corequisite: RNSG 1443. Insurance: \$13.10 Prerequisites: RNSG 1441 and RNSG 1260.
- RNSG 1412 NURSING CARE OF THE CHILDBEARING/CHILDREARING FAMILY (4-4-0).** 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, pediatric settings; and utilize a systematic problem-solving approach and critical thinking skills when providing nursing care for the childbearing and childrearing family. Prerequisites: RNSG 1443, RNSG 1362 and PSYC 2314. Corequisite: RNSG 1262.
- RNSG 1441 COMMON CONCEPTS OF ADULT HEALTH (4-4-0).** 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 on knowledge judgment, skills, and professional values within a legal/ethical framework. Insurance: \$3.10 Skills: P Prerequisites: RNSG 1105 and admission into the associate degree nursing program-traditional track. Corequisite: RNSG 1260.
- RNSG 1443 COMPLEX CONCEPTS OF ADULT HEALTH (4-4-1).** Integration of previous knowledge and skills related to common adult

health needs into the continued development of the professional nurse as a 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 on knowledge, judgments, skills, and professional values within a legal/ethical framework. Fee: \$5 Insurance: \$3.10 Prerequisites: RNSG 1441, RNSG 1260, RNSG 1209, RNSG 1144, and PSYC 2301. Corequisite: RNSG 1362.

RNSG 1463 NURSING PRACTICE II CLINICAL FOR ARTICULATING STUDENTS (4-0-16).

Application of the theories, concepts and knowledge base presented in RNSG 1542 in a specific clinical site or sites. Fee: \$24 Insurance: \$13.10 Prerequisites: RNSG 1263, RNSG 1517, RNSG 1140, and RNSG 1170. Corequisite: RNSG 1542.

RNSG 1517 CONCEPTS OF NURSING PRACTICE I FOR ARTICULATING STUDENTS (5-5-1).

Provides the articulating student the opportunity to examine the role of the associate degree 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. Fee: \$10 Insurance: \$3.10 Skills: P Prerequisites: BIOL 2401 (BIO 1714)*, BIOL 2420*, MATH 1332*, PSYC 2301, BIOL 2402 (BIO 1724)*, HPRS 2300, PSYC 2314, SPCH 1311* (* or equivalent). Corequisite: RNSG 1140, RNSG 1170, RNSG 1263.

RNSG 1542 CONCEPTS OF NURSING PRACTICE II FOR ARTICULATING STUDENTS (5-5-1).

Provides the articulating student the opportunity to examine the roles of the associate degree nurse and apply systematic problem solving processes and critical thinking skills; focuses on the utilization of leadership and management skills in the provision of care to small groups of adult clients and their families in selected settings and competency in knowledge, judgment, skills, and professional values within a legal/ethical framework. Insurance: \$3.10 Prerequisites: RNSG 1517, RNSG 1263, RNSG 1140, and RNSG 1170. Corequisite: RNSG 1463.

RNSG 2160 MENTAL HEALTH CLINICAL (1-0-4).

Application of the theories, concepts and knowledge base presented in RNSG 2213 Mental Health Nursing at a specified clinical site or sites. Fee: \$10 Insurance: \$13.10 Prerequisites: RNSG 1443 and RNSG 1362. Corequisite: RNSG 2213.

RNSG 2161 MANAGEMENT CLINICAL (1-0-4).

Application of the theories, concepts and knowledge base presented in RNSG 2221 Management of Client Care at a specific clinical site or sites. Insurance: \$13.10 Prerequisites: RNSG 1412, RNSG 1262, RNSG 2213 and RNSG 2160. Corequisite: RNSG 2221.

RNSG 2162 CRITICAL CARE NURSING CLINICAL (1-0-4). Application of the theories, concepts and knowledge base presented in RNSG 2190 Special Topics: Care of the Client with Complex Health Care Needs at specific clinical site or sites. Fee: \$10 Insurance: \$13.10 Prerequisites: Instructor approval. (AHS 2313)

RNSG 2213 MENTAL HEALTH NURSING (2-2-0).

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. Uses therapeutic communication; utilizes critical thinking skills and a systematic problem-solving process as a framework for providing care to clients and families experiencing mental health problems; and explains the roles of the associate degree nurse in caring for clients and families experiencing mental health problems. Prerequisites: RNSG 1443, RNSG 1362 and SPCH 1311 (or equivalent). Corequisite: RNSG 2160.

RNSG 2221 MANAGEMENT OF CLIENT CARE (2-2-0).

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. Prerequisites: RNSG 1412, RNSG 2213, RNSG 2160, RNSG 1262, and ENGL 1301. Corequisite: RNSG 2161.

RNSG 2260 CLINICAL PRECEPTORSHIP (2-0-8).

Provides the nursing student with the opportunity to enhance clinical skills in a selected practice area under the supervision of an instructor and a preceptor. Additionally, course seminars will enable the student to explore a wide variety of contemporary health care issues. Insurance: \$13.10 Skills: P Prerequisites: Instructor approval. (AHS 2604)

RNSG 2261 CLIENT CARE MANAGEMENT (2-0-8).

Provides the nursing student with the opportunity to enhance client care management skills in the medical-surgical setting under direct supervision of an instructor. Focuses on prioritization of nursing care, task organization, time management and leadership/management styles. Insurance: \$13.10 Skills: P Prerequisites: Instructor approval. (AHS 2313)

RNSG 2263 NURSING PRACTICE III CLINICAL FOR ARTICULATING STUDENTS (2-0-8).

Application of the theories, concepts and knowledge base presented in RNSG 2402 Concepts of Nursing Practice III for Articulating Students at a specific clinical site or sites. Insurance: \$13.10 Prerequisites: RNSG 1542 and RNSG 1463. Corequisite: RNSG 2402.

RNSG 2331 ADVANCED CONCEPTS OF ADULT HEALTH (3-3-0).

Application of advanced concepts and skills for the development of the professional nurse's roles in complex nursing situations with adult clients/families with complex health needs involving multiple body systems in

intermediate and critical care settings. Emphasis on knowledge, judgment, skills, and professional values within a legal/ethical framework. Insurance: \$3.10 Prerequisites: RNSG 1412, RNSG 1262, RNSG 2213, and RNSG 2160. Corequisite: RNSG 2361.

- RNSG 2361 CLINICAL III - NURSING (3-0-12).** Application of the theories, concepts and knowledge base presented in RNSG 2441 Advanced Concepts of Clinical Decision Making at a specific clinical site or sites. Insurance: \$13.10 Prerequisites: RNSG 1412, RNSG 1262, RNSG 2213, RNSG 2160, ENGL 1301. Corequisite: RNSG 2331.
- RNSG 2402 CONCEPTS OF NURSING PRACTICE III FOR ARTICULATING STUDENTS (4-4-1).** Provides the articulating student the opportunity to synthesize the roles of the associate degree nurse; application of a systematic problem solving process and critical thinking skills; focuses on the care of patients throughout the life span with continued emphasis on leadership and management skills in the provision of care to small groups of adult clients and their families in multiple settings; and competency in knowledge, judgment, skills, and professional values within a legal/ethical framework. Fee: \$10 Insurance: \$3.10 Prerequisites: RNSG 1542, RNSG 1463, and ENGL 1301. Corequisite: RNSG 2263.

OCCUPATIONAL THERAPY ASSISTANT

- OTHA 1161 CLINICAL - OCCUPATIONAL THERAPY ASSISTANT (1-0-6).** 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. 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. Insurance: \$13.10 Prerequisites: OTHA 1305.
- OTHA 1162 PEDIATRIC LEVEL 1 CLINICAL (1-0-6).** 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. 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. Insurance: \$13.10 Prerequisites: OTHA 1305.
- OTHA 1253 LIFE SPAN FOR GERIATRICS (2-2-1).** Study of the fundamentals of wellness and function in the aging population. Topics include biological, psychosocial, and cognitive issues of the aging process: strategies to promote maintenance and adjustment to issues of aging. Fee: \$12 Insurance: \$3.10
- OTHA 1305 PRINCIPLES OF OCCUPATIONAL THERAPY (3-2-4).** Introduction to occupational therapy including the historical development and philosophy. Emphasis on the roles of the occupational therapy assistant. Topics include occupation in daily life; education and functions; occupational therapy personnel; current health care environment; and moral, legal, and ethical issues. Offered in Fall Semester. Fee: \$15 Insurance: \$3.10 Prerequisites: Admission to program. (OTA 1304)
- OTHA 1315 THERAPEUTIC MEDIA I IN OCCUPATIONAL THERAPY (3-2-3).** Introduction to basic skills in various activities and tasks used as therapeutic intervention in occupational therapy. Emphasis on activity analysis; how to adapt and teach therapeutically; and how to supply, equip, and maintain a safe work environment. Offered in Spring Semester. Fee: \$12 Insurance: \$13.10 Prerequisites: OTHA 1305. (OTA 1405)
- OTHA 1319 THERAPEUTIC MODALITIES I IN OCCUPATIONAL THERAPY (3-2-3).** Instruction in concepts and techniques leading to proficiency in skills and activities used as treatment modalities in occupational therapy. Emphasis on the occupational therapy process within the context of the occupational performance model. Offered in Spring Semester. Fee: \$12 Insurance: \$13.10 Prerequisites: OTHA 1305. (OTA 1405)
- OTHA 1341 LIFE SKILLS PERFORMANCE OF CHILDHOOD IN OCCUPATIONAL THERAPY (3-2-4).** Study of the physical, psychosocial, and cognitive occupational performance of children (newborns to adolescents) with emphasis on characteristics of purposeful activities. Includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population. Fee: \$12 Insurance: \$3.10
- OTHA 1409 HUMAN STRUCTURE AND FUNCTION IN OCCUPATIONAL THERAPY (4-2-6).** Study of the biomechanics of human motion. Emphasis on the musculoskeletal system including skeletal structure, muscles and nerves, and biomechanical assessment procedures. Fee: \$12 Insurance: \$3.10
- OTHA 2204 NEUROLOGY IN OCCUPATIONAL THERAPY (2-2-0).** Study of neuroanatomy and neurophysiology as it relates to neurological conditions commonly treated in occupational therapy. Emphasis on neuro-based occupational therapy intervention techniques.

OTHA 2235 HEALTH CARE MANAGEMENT IN OCCUPATIONAL DESIGN (2-2-0). Explores the roles of the occupational therapy assistant in health care delivery. Emphasis on documentation, occupational therapy standards and ethics, health care team role delineation, and management. Insurance: \$3.10 Prerequisites: OTHA 2305.

OTHA 2266 LEVEL 2 PRACTICUM (2-0-20). Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. 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. Insurance: \$13.10 Prerequisites: OTHA 2305. (OTHA 2460)

OTHA 2267 LEVEL 2 PRACTICUM (2-0-20). Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. 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. Insurance: \$13.10 Prerequisites: OTHA 2266.

OTHA 2301 PATHOPHYSIOLOGY IN OCCUPATIONAL THERAPY (3-3-0). Study of the pathology and general health management of diseases and injuries across the lifespan encountered in occupational therapy treatment settings. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. Offered in Spring Semester. Prerequisites: OTHA 1509. (OTA 1403)

OTHA 2302 THERAPEUTIC MEDIA II IN OCCUPATIONAL THERAPY (3-2-3). Continuation of Therapeutic Media I. Emphasis on advanced techniques and applications to specific occupational therapy practice areas. Offered in Summer Semester. Fee: \$12 Insurance: \$13.10 Prerequisites: OTHA 1315. (OTA 1505)

OTHA 2305 THERAPEUTIC MODALITIES II IN OCCUPATIONAL THERAPY (3-2-4). Continuation of Therapeutic Modalities I. Emphasis on current rehabilitative modalities. Offered in Fall Semester. Fee: \$12 Insurance: \$13.10 Prerequisites: OTHA 1319. (OTA 2106)

OTHA 2309 MENTAL HEALTH IN OCCUPATIONAL THERAPY (3-2-4). Study of the promotion of mental health through occupational therapy. Emphasis on theory and intervention strategies to enhance psychosocial function. Offered in Spring Semester. Fee: \$12 Insurance: \$3.10 Prerequisites: OTHA 2311. (OTA 2205)

OTHA 2311 ABNORMAL PSYCHOLOGY IN OCCUPATIONAL THERAPY (3-3-0). Fundamental principles and techniques of psychological diagnosis with emphasis on mental health issues including theories, etiology, and treatment intervention. Offered in Fall Semester. Prerequisites: OTHA 2302. (OTA 2103)

OTHA 2330 WORKPLACE SKILLS FOR THE OCCUPATIONAL THERAPY ASSISTANT (3-3-0). Seminar-based course designed to complement Level II fieldwork by creating a discussion forum addressing events, skills, knowledge, and/or behaviors related to the practice environment. Application of didactic coursework to the clinic and test-taking strategies for certification exams. Prerequisites: OTHA 2235.

OTHA 2331 PHYSICAL FUNCTION IN OCCUPATIONAL THERAPY (3-2-3). Study of the promotion of physical function through occupational therapy assessment/evaluation, intervention, and patient/client education. Emphasis on developmental continuum using the occupational performance approach and theory and application of rehabilitation techniques. Offered in Fall Semester. Fee: \$12 Insurance: \$13.10 Prerequisites: OTHA 2302. (OTA 2106)

OTHA 2360 CLINICAL TRAINING I IN OCCUPATIONAL THERAPY ASSISTANT (3-0-18). 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 experiences. Course may be repeated if topics and learning outcomes vary. Offered in Spring Semester. Insurance: \$13.10 Prerequisites: OTHA 1166. (OTA 2204)

OTHA 2460 CLINICAL TRAINING II IN OCCUPATIONAL THERAPY ASSISTANT (4-0-20). 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 experiences. Course may be repeated if topics and learning outcomes vary. Offered in Summer Semester. Insurance: \$13.10 Prerequisites: OTHA 1166. (OTA 2305)

OFFICE ADMINISTRATION

- ITSC 2331 INTEGRATED SOFTWARE APPLICATIONS III (3-2-2).** Designed for advanced users with emphasis on a wide range of productivity tasks including complex assignments that require advanced formatting and functionality. The course will require advanced proficiency with word processing, spreadsheets, database, and presentation media software to plan, create and design solutions using integrated software. Fee: \$12 Prerequisites: Competency in Word, Excel, Access, and PowerPoint. Ability to key 50 wpm. (OST 2013)
- ITSW 1310 PRESENTATION MEDIA SOFTWARE–POWERPOINTT (3-2-2).** Instruction in the utilization of presentation software to produce multimedia presentations for course work, professional purposes, and personal use. Graphics, text, sound, animation and/or video may be used in presentation development. This course covers the required skill sets on the Microsoft Office User Specialist (MOUS) core and expert exams. Fee: \$12 Prerequisites: Introduction to a computer application course or equivalent and 30 wpm. (OST 2072)
- POFI 1371 ACCESS (3-2-2).** A course which provides instruction and business applications for designing, updating, and managing a database using Microsoft Access™. Instruction on creating reports and forms and integrating applications is also included. This course covers the required skill sets on the Microsoft Office User Specialist (MOUS) core and expert exams. Fee: \$12 Prerequisites: Introduction to computer application course or equivalent and 30 wpm. (POFI 1271)
- POFI 1449 SPREADSHEETS–EXCEL (4-3-2).** Skill development in the use of Excel™. Topics include worksheet creation and manipulation functions, templates, macro programming database functions, data-table features, and graphics. This course covers the required skill sets on the Microsoft Office User Specialist (MOUS) core and expert exams. Fee: \$12 Prerequisites: Introduction to a computer application course or equivalent and ability to key 30 wpm. (OST 1023)
- POFL 1359 LEGAL TRANSCRIPTION (3-2-2).** Skill development in comprehensive vocabulary, listening, organizing, and transcribing client-quality documents used in a legal office. Prerequisites: Ability to key minimum 50 wpm, word processing skills, and grammar skills. (OST 2043)
- POFM 1302 COMPUTERS IN HEALTH CARE (3-2-2).** Introduction to a computerized method for the management and operation of health care information systems for various types of medical facilities. Offered in Fall Semester only. Fee: \$12 Prerequisites: Basic keyboarding and computer skills. (OST 1012)
- POFM 1309 MEDICAL OFFICE PROCEDURES (3-2-2).** Introduction to basic medical office skills including telephone techniques, filing and indexing,

mail handling, appointment scheduling, travel arrangements, correspondence, and business transactions. Emphasis on human relations and customer service skills. Offered in Fall Semester only. Fee: \$12 Prerequisites: Basic keyboarding skills and a computer applications course or equivalent. (OST 1014)

- POFM 1364 PRACTICUM (OR FIELD EXPERIENCE)–MEDICAL ADMINISTRATIVE ASSISTANT (3-0-21).** Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. Prerequisites: Successful completion of at least 15 credit hours in this discipline with a B average. (OST 2074)
- POFT 1127 INTRODUCTION TO KEYBOARDING (1-0-3).** Skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. Skills can be applied to computers, typewriters, and other equipment with keyboards. Emphasis on acceptable speed and accuracy. May be repeated with instructor approval. (OST 1001)
- POFT 1231 BUSINESS MACHINE APPLICATIONS–DATA ENTRY (2-1-2).** Skill development in the operation of machines used in a business environment. Emphasis on the development of skills in using computer keypad, electronic calculators and other office machines such as fax, telephone equipment, and reprographics. Coursework consists of skill development in ten-keypad on the computer and data entry applications. Internet project will be assigned to explore multi-task business equipment. Prerequisites: Ability to key 30 wpm.
- POFT 1302 BUSINESS COMMUNICATIONS I (3-3-0).** Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Access to business communications web site and on-line study guide helps student develop their English skills with additional emphasis on spelling and vocabulary words. Prerequisites: Reading from ACC Assessment with a score of 81 or TASP with a score of 230. (OST 1033)
- POFT 1309 ADMINISTRATIVE OFFICE PROCEDURES I (3-2-2).** Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment. Prerequisites: Reading from ACC Assessment with a score of 81 or TASP with a score of 230 and basic keyboarding skills. (OST 1083)

POFT 1321 BUSINESS MATH (3-3-0). Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. Prerequisites: Students must have successfully completed MATD 0330 or score 33 on ACC Compass math.

POFT 1329 KEYBOARDING AND DOCUMENT FORMATTING—MSWORD I (3-2-3). Skill development in the operation of the computer keyboard by touch by applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic business documents. Fee: \$12 Prerequisites: Reading from ACC Assessment with a score of 81 or TASP with a score of 230 and 30 w.p.m. on a 3-minute timed writing. (OST 1013)

POFT 1449 ADMINISTRATIVE OFFICE PROCEDURES II (4-3-2). Advanced office application with special emphasis on decision making, goal setting, management theories, and critical thinking. Use of corporate intranet and office simulation is included to develop your knowledge of internet, corporations, and integrated software applications. Prerequisites: POFT 1309. Competency in Internet, Word™, PowerPoint™, Excel™, and Access™ required. 50 wpm. Students must have successfully completed MATD 0330 or score 33 on ACC Compass math. (OST 1103)

POFT 2203 SPEED AND ACCURACY BUILDING (2-1-3). Review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy. Prerequisites: The ability to key 50 wpm. (OST 2001)

POFT 2301 DOCUMENT FORMATTING AND SKILLBUILDING: MS WORD II (3-2-2). A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis on proofreading, editing, and following instructions, and keying documents from various copy. This course covers the required skill sets on the Microsoft Office User Specialist (MOUS) core and expert exams. Fee: \$12 Prerequisites: Reading on ACC Assessment or TASP, 35 wpm and familiarity of Word™ XP. (OST 1113)

POFT 2312 BUSINESS COMMUNICATIONS II (3-2-2). Skill development in practical applications which emphasize the improvement of writing skills necessary for effective business communications. Fee: \$12 Prerequisites: POFT 1302 or equivalent. (OST 1043)

POFT 2321 MACHINE TRANSCRIPTION I (3-2-2). Skill development in mailable business document production using computers and dictation equipment. Skill refinement in grammar and punctuation with emphasis on proofreading and formatting. Fee: \$12 Prerequisites: Minimum 50 wpm, word processing skills, and grammar skills. (OST 2043)

POFT 2331 ADMINISTRATIVE SYSTEMS: OFFICE MANAGEMENT (3-2-2). Experience in project management and office procedures utilizing integration of previously learned skills. Emphasis is placed on management functions, decision making by analyzing cases, and business communication by using PowerPoint in individual and team presentations. Fee: \$12 Prerequisites: Computer application software proficiency and basic office procedures competency. (OST 2053)

POFT 2386 INTERNSHIP—ADMINISTRATIVE ASSISTANT/SECRETARIAL SCIENCE, GENERAL (3-0-15). An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. Prerequisites: Successful completion of at least 15 credit hours in this discipline with a B average. (OST 2074)

PERSONAL FITNESS TRAINER

FITT 1313 EXERCISE SCIENCE (3-3-0). A survey of scientific principles, methodologies, and research as applied to exercise and physical fitness. Emphasis on physiological responses and adaptations to exercise. Topics include basic elements of kinesiology, biomechanics, motor learning, and the physical fitness industry. Offered in Fall Semester. Prerequisites: BIOL 2402 or BIOL 2304 AND BIOL 2101. (FIT 1113)

FITT 1343 PERFORMANCE ENHANCEMENT FOR ATHLETICS (3-2-2). A study of the scientific principles and methodologies to enhance athletic performance. Emphasis on the concepts of periodization of training as it relates to preseason, competitive season, and off-season goals. Topics include evaluation and assessment protocols, exercise techniques, and safety. Offered in Spring Semester. Insurance: \$13.10 Prerequisites or corequisite: FITT 2409. Corequisite: FITT 2231. (FIT 2312)

FITT 1401 FITNESS AND EXERCISE TESTING (4-3-3). A study of the techniques for conducting physical fitness assessments including tests of cardiorespiratory fitness, muscular strength and endurance, joint flexibility, body composition, and pulmonary capacity. Topics include an introduction to electrocardiography and equipment use and maintenance. Emphasis on safety guidelines and precautions. Insurance: \$3.10 (FIT 1104)

FITT 2231 GROUP EXERCISE INSTRUCTION (2-1-3). A study of guided and sequential experiences for developing aerobic based group exercise leadership skills. Opportunities provided for students to practice these skills under a professional mentor in a group setting. Offered in Spring Semester. Insurance: \$3.10 Prerequisite: or corequisite: FITT 2409. Corequisite: FITT 1343. (FIT 2302)

- FITT 2280 PERSONAL FITNESS TRAINER COOPERATIVE (2-1-7).** An intermediate course with lecture and work-based instruction that helps students gain practical experience in the fitness industry, enhance skills and integrate knowledge. Indirect supervision is provided by the work supervisor and lecture is provided by the college faculty. This is a paid learning experience. Insurance: \$13.10 Prerequisites: FITT 1401 and FITT 1313.
- FITT 2301 LIFESTYLE CHANGE FOR WELLNESS (3-3-0).** A study of the components of weight control, smoking cessation, stress management, and other current trends. Topics include techniques in behavior modification, motivation, teaching, and counseling. Offered in Fall Semester. (FIT 2203)
- FITT 2333 FITNESS INDUSTRY OPERATIONS AND TECHNOLOGY (3-3-0).** A survey of the practical aspects of the physical fitness industry. Emphasis on equipment cost analysis, program marketing, legal issues, policy formation, budgetary planning, computer software applications, and current industry trends. Offered in Spring Semester.
- FITT 2364 FITNESS TECHNOLOGY PRACTICUM (3-0-21).** Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. This is a capstone course. Insurance: \$13.10 Prerequisites: FITT 1343 and FITT 2231. (FIT 2404)
- FITT 2409 THEORY OF EXERCISE PROGRAM DESIGN AND INSTRUCTION (4-3-3).** The study of health related components of physical fitness including cardiorespiratory endurance, muscular strength, muscular endurance, flexibility, and body composition. Topics include the theoretical basis underlying physical fitness; instructional techniques for fitness development; and methods for leading an exercise session, including design, instruction, and evaluation. Offered in Spring Semester. Site Fee: \$20. Insurance: \$3.10 Prerequisites: FITT 1313. Prerequisite or corequisite: BIOL 2402 or BIOL 2305 and BIOL 2102. (FIT 2204)

PHARMACY TECHNICIAN

- PHRA 1209 PHARMACEUTICAL MATHEMATICS I (2-1-2).** Pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. 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, milliequivalent, units, intravenous flow rates, and solving dosage problems. Prerequisites: Program approval. (PHR 1212)
- PHRA 1301 INTRODUCTION TO PHARMACY (3-3-0).** Examination 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, safety techniques, and supply and inventory techniques. (PHR 1203)
- PHRA 1345 INTRAVENOUS ADMIXTURE AND STERILE COMPOUNDING (3-2-2).** Mastery of skills in compounding sterile products. Introduction to sterile products, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment (autoinjectors, pumps), preparation of sterile products (intravenous, irrigation, ophthalmic, total parenteral nutrition, and chemotherapy drugs), and safe handling of antineoplastic drugs. Offered in Spring and Summer Semesters. Fee: \$24 Insurance: \$13.10 Prerequisites: Program approval. (PHR 2102)
- PHRA 1413 COMMUNITY PHARMACY PRACTICE (4-3-3).** Mastery of skills necessary to interpret, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. Designed to train individuals in the administration of supply, inventory, and data entry. Topics include customer service and advisement, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input and editing, and legal parameters. Offered in Fall and Spring Semesters. Fee: \$24 Insurance: \$3.10 Prerequisites: Program approval. (PHR 1214)
- PHRA 1441 PHARMACY DRUG THERAPY AND TREATMENT (4-4-1).** Study of therapeutic agents, their classification, properties, actions, and effects on the human body and their role in the management of disease. provides detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities. Offered in Spring and Summer Semesters. Fee: \$8 Prerequisites: Program approval. (PHR 1215)
- PHRA 1449 INSTITUTIONAL PHARMACY PRACTICE (4-3-3).** 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. Offered in Fall and Spring Semesters. Fee: \$24 Insurance: \$3.10 Prerequisites: Program approval. (PHR 2004)
- PHRA 2167 PRACTICUM (OR FIELD EXPERIENCE)–PHARMACY TECHNICIAN/ASSISTANT II (1-0-8).** Practical general training and experiences in the workplace. the college and the employer develop

and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Students are assigned to a hospital or other health systems pharmacy for eight hours each week for 16 weeks and to meet established objectives by performing pharmacy technician duties under the supervision of the on site pharmacist. Offered in Fall Semester. Insurance: \$13.10 Prerequisites: PHRA 1449 (or corequisite). (PHR 2202)

PHRA 2266 PRACTICUM-PHARMACYTECHNICIAN/ASSISTANT (2-0-16). Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience. Students are assigned to a hospital or other health-system pharmacy for 16 hour each week for eight weeks and a community pharmacy setting for 16 hours each week for eight weeks to meet established objectives by performing pharmacy technician duties under the supervision of the on-site pharmacist. Offered in Spring and Summer semesters. Insurance: \$13.10 Skills: P Prerequisites: PHRA 1413, PHRA 1449.

PHILOSOPHY

PHIL 1301 INTRODUCTION TO PHILOSOPHY (3-3-0). Students will be introduced to various significant philosophical issues and thinkers and to the practice of philosophical analysis. Skills: E (PHL 1613)

PHIL 2303 LOGIC (3-3-0). Students will be introduced to the rules of argument, inductive and deductive reasoning, the recognition of informal and formal fallacies, and the application of logical thinking in work and social situations. Skills: G (PHL 1633)

PHIL 2306 ETHICS (3-3-0). Students will be introduced to the principles of morality through a critical examination of various ethical theories and their application to contemporary moral problems. Skills: E (PHL 1623)

PHIL 2307 INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY (3-3-0). Students will be introduced to a critical examination of fundamental social and political concepts, e.g., justice, rights, and political obligation. Skills: E

PHIL 2316 HISTORY OF PHILOSOPHY I (3-3-0). Students will be introduced to the history of Western Philosophy from the pre-Socratics through the early medieval era with emphasis on Plato and Aristotle. Skills: E Prerequisites: PHIL 1301.

PHIL 2317 HISTORY OF PHILOSOPHY II (3-3-0). Students will be introduced to the history of early modern Western Philosophy focusing on the attempt to understand the source, nature, and limits of human knowledge as pursued by the rationalists, the empiricists, and Kant. Skills: E Prerequisites: PHIL 1301.

PHIL 2321 PHILOSOPHY OF RELIGION (3-3-0). Students will be introduced to the philosophical analysis of the nature of religion and religious experience with an emphasis on such themes as rationality and religious belief, the existence and attributes of God, and the problem of evil. Skills: E (PHL 1643)

PHOTOGRAPHY

PHTC 1302 DARKROOM TECHNIQUES (3-1-6). Instruction in photographic processing and printing using a variety of specialized techniques. Emphasis on health, safety, and environmental issues. Student will work on both color and black and white process and printing techniques. May be repeated for credit. Fee: \$24 Insurance: \$3.10 Prerequisites: Must be taken concurrently with a camera class. Department approval required if taken as a stand alone class.

PHTC 1306 FASHION PHOTOGRAPHY (3-1-6). An exploration of fashion in terms of trends and techniques included in studio and location work. Emphasis on model direction and lighting control. May be repeated for credit. Offered in the Summer semester. Fee: \$24 Insurance: \$3.10 Prerequisites: PHTC 1445 or PHTC 1453 or Department approval.

PHTC 1311 FUNDAMENTALS OF PHOTOGRAPHY (3-2-4). An introduction to film exposure and development, basic enlarging, composition, darkroom technique, flash usage, and use of exposure meters and filters for black and white. Study and practice of lighting forms, posing, ratios, and exposure determination in the studio. Student may be required to use some outside commercial lab services. Students must furnish acceptable adjustable 35mm camera unless course is a requirement of another major. Course usually transfers to other colleges. Fee: \$24 Insurance: \$3.10 (PHO 1073)

PHTC 1313 HISTORY OF PHOTOGRAPHY (3-2-4). A historical survey of the technical and aesthetic development of photography. Topics include the beginnings of the medium, inventors, development of photographic equipment, styles of the creative masters, aesthetic themes, and the social impact of photography. Offered in the spring semester.

- PHTC 1321 PHOTOGRAPHIC RETOUCHING I (3-1-6).** Instruction in the use of a variety of retouching tools and equipment techniques to enhance prints and negatives. Topics include restoration and coloration utilizing the computer. May be repeated at a higher level for credit. Students should have corrected visual acuity of 20-15 converging, accurate color perception, good eye/hand coordination, and manual dexterity. Repeatable. Fee: \$24 Insurance: \$3.10 Prerequisites: PHTC 1449. PHTC 2449 recommended.
- PHTC 1325 PHOTOGRAPHIC SCIENCE I (3-1-8).** An examination of the principles and theories governing photography. Emphasis on analysis of problems involving optics, light, chemistry, and math as they pertain to field practices. May be repeated for credit. Fee: \$24 Insurance: \$3.10 Prerequisites: PHTC 1441 and department approval.
- PHTC 1328 PHOTOGRAPHIC STUDIO MANAGEMENT (3-2-4).** Examination of photographic management, pricing, market analysis, promotion, networking, job acquisition, photographic equipment analysis, and photo lab selection. Offered in the Fall semester. Fee: \$24 Prerequisites: PHTC 1445 or PHTC 1453 or department approval.
- PHTC 1343 EXPRESSIVE PHOTOGRAPHY (3-1-6).** A study of formal, professional, and individual uses of photography by applying photographic technology to personalized needs. Emphasis on creative visual thinking and problem solving and the exploration of personal vision. May be repeated for credit. Must be taken concurrently with PHTC 1302 or PHTC 2341 or PHTC 1441. Fee: \$24 Insurance: \$3.10 Prerequisites: PHTC 2401 or Department approval.
- PHTC 1347 LANDSCAPE PHOTOGRAPHY (3-1-8).** Skill development in the inspection of the landscape visually and photographically utilizing various camera formats. Topics include exploration of historic, geographical, and cultural locations, and review of landscape photographers. May be repeated for credit. Must be taken concurrently with PHTC 1302 or PHTC 2341 or PHTC 1441. Offered in the Spring semester. Fee: \$24 Insurance: \$3.10 Prerequisites: PHTC 2401 or Department approval.
- PHTC 1351 PHOTOJOURNALISM I (3-2-4).** Presentation of photographic techniques used by photojournalist in newspapers, magazines, and trade publications including news, feature, sports, editorial portraits, and photo essays. Includes a study of layout design and the freelance market. Must be taken concurrently with PHTC 1302 or PHTC 1441 or PHTC 2341. Fee: \$24 Insurance: \$3.10 Prerequisites: PHTC 2401 or Department approval.
- PHTC 1441 COLOR PHOTOGRAPHY I—DARKROOM (4-2-6).** Examination of color theory as it applies to photography. Emphasis on color concepts and the intricacies of seeing and photographing in color. Continuing the study of black and white process and printing started in Fundamentals PHTC 1311. Supports PHTC 2401 and MUST be taken concurrently. Requires visual acuity adequate for focusing enlargers and print retouching using magnifiers, accurate color perception, and good eye/hand coordination. May be repeated for credit. Fee: \$24 Insurance: \$3.10 Prerequisites: PHTC 1311 or Department approval. Department approval is also required if taken as a stand along class. (PHO 1034)
- PHTC 1445 ILLUSTRATIVE PHOTOGRAPHY I (4-2-6).** Instruction in the technical aspects involved in commercial photography. Topics include lighting equipment, techniques of production photography, reproduction principles, illustrative techniques, and advertising. Student will use 35mm, medium and large formats at advanced levels. Must be taken with PHTC 1302 or PHTC 1441 or PHTC 2341 concurrently. Fee: \$24 Insurance: \$3.10 Prerequisites: PHTC 1449 and PHTC 2401 or Department approval.
- PHTC 1449 PHOTO DIGITAL IMAGING I (4-2-6).** Instruction in the computer as an electronic darkroom. Topics include color and gray scale images and image conversion and presentation. Introduction to both Adobe Photoshop tools and techniques. Students must have basic computer knowledge and an understanding of file management. Fee: \$24 Insurance: \$3.10 Prerequisites: PHTC 1311 or Department approval. (PHTC 1349)
- PHTC 1453 PORTRAITURE I (4-2-6).** A study of the photographic principles applied to portrait lighting, posing, printing, and subject rapport. Students will use medium format and digital cameras along with electronic flash and tungsten lights to photograph individuals in both studio and on location. Work will be done both in and outside of class. Must be taken concurrently with PHTC 1302, PHTC 2341, or PHTC 1441. Fee: \$24 Insurance: \$3.10 Prerequisites: PHTC 1449 and PHTC 2401 or Department approval.
- PHTC 2331 ARCHITECTURAL PHOTOGRAPHY (3-1-8).** Study of the equipment, processes, and procedures necessary for the photography of building exteriors and interiors, dusk/night and night architectural landscapes, and construction progress. Students will use all formats with emphasis on large format cameras. Must be taken concurrently with PHTC 1302, PHTC 2341, or PHTC 1441. May be repeated for credit. Offered in the summer semester. Fee: \$24 Insurance: \$3.10 Prerequisites: PHTC 2445 or Department approval. (PHO 2053)
- PHTC 2341 COLOR PHOTOGRAPHY II—DARKROOM (3-1-8).** Skill development in advanced color printing or slide production. Emphasis on use of specialized color techniques and applications. Introduction to special materials and procedures. Must be taken concurrently with advanced level camera courses or with Department approval. May be repeated for credit. Fee: \$24 Insurance: \$3.10 Prerequisites: PHTC 1341 or Department approval. Department approval is also required if taken as a stand alone class. (PHO 1044)

PHTC 2343 COMMERCIAL PHOTOGRAPHY (3-2-4). A culmination experience for the evaluation of the student's photographic competencies. Includes association with a professional photographic organization, skills in resume creation, review of portfolio, professional self-presentation, comprehensive testing, and seminars in areas of photographic interest. May be used for laboratory support for other advanced courses. Offered in the summer semester. May be repeated for credit. Fee: \$24 Insurance: \$3.10 Prerequisites: 21 hrs. in Advanced Photo courses or Department approval. (PHO 2073)

PHTC 2351 PHOTOJOURNALISM II (3-1-8). A continuation of Photojournalism I with emphasis on corporate and annual report photography. Students will use both 35mm and medium format cameras along with location electronic flash to supplement existing light. Must be taken concurrently with PHTC 1441, PHTC 2341, or PHTC 2343. Student may use an outside lab in place of PHTC 1441. May be repeated for credit. Offered in the Summer semester. Fee: \$24 Insurance: \$3.10 Prerequisites: PHTC 1453 or Department approval.

PHTC 2378 CLOSE UP AND MACRO PHOTOGRAPHY (3-1-8). This course provides necessary skills required in industrial, scientific, commercial, and other areas of professional photography. It encompasses the study of the equipment, science, technology, and techniques for the many procedures required in accomplishing the various kinds of close up and macro photography. May be repeated for credit. Offered in the Fall Semester. Fee: \$24 Insurance: \$3.10 Prerequisites: PHTC 2401 and department approval. (PHO 2084)

PHTC 2401 INTERMEDIATE PHOTOGRAPHY (4-2-6). Study of advanced exposure and printing techniques, archival printing, toning, and printing for maximum print quality. Introduction to a variety of camera formats including 35mm, medium and large format. Introduction to professional, product, portrait, landscape, photojournalism and copy work. Student will work both in the studio and on location. PHTC 1302 or PHTC 1441 or PHTC 2341 MUST be taken concurrently. Fee: \$24 Insurance: \$3.10 Prerequisites: PHTC 1311 or Department approval. (PHO 1014)

PHTC 2433 PHOTOGRAPHIC SCIENCE II (4-2-6). Skill development in highly technical photographic areas. Topics include photomicrography and gross specimen photography, macrophotography, transillumination, infrared imaging, sensitometry, densitometry, quality control, reproduction techniques, duping and optics. May be repeated for credit. Fee: \$24 Insurance: \$3.10 Prerequisites: PHTC 1325 or Department approval.

PHTC 2445 ILLUSTRATIVE PHOTOGRAPHY II (4-2-6). A continuation of the study of commercial photographic principles with an emphasis on enhancing technical and creative quality. Student will use 35mm, medium and large format cameras

to produce images for use in periodical and catalog advertising. Must be taken with PHTC 1302 or PHTC 1441 or PHTC 2341 concurrently. May be repeated for credit. Fee: \$24 Insurance: \$3.10 Prerequisites: PHTC 1445 and PHTC 1449 or Department approval.

PHTC 2449 PHOTO DIGITAL IMAGING II (4-2-6). Continued skill development in the use of the computer for retouching, copying, photographic restoration, color correction, data importation, composite imaging, and background dropout and replacement. May be repeated at a higher level for credit. Fee: \$24 Prerequisites: PHTC 1449 or Department approval. (PHTC 2349)

PHTC 2453 PORTRAITURE II (4-2-6). A continuation of the study of principles of effective portraiture with specific emphasis on unique presentation and environmental and location studies. The addition of small group photography and discussions on wedding and portrait studio operations. May be repeated for credit. Student may use an outside photo lab for prints and processing or must take PHTC 1441 or PHTC 2341. Fee: \$24 Insurance: \$3.10 Prerequisites: PHTC 1453 and PHTC 1449 or Department approval.

PHTC 2473 PHOTOGRAPHIC RETOUCHING II (4-2-6). Instruction in the use of a variety of retouching tools and equipment techniques to enhance prints and negatives. Topics include restoration and coloration. Use of dye, pencil, knife, and other materials. May be repeated at a higher level for credit. Students should have corrected visual acuity of 20-15 converging, accurate color perception, good eye/hand coordination, and manual dexterity. May be repeated for credit. Course is a continuation of PHTC 1321. Fee: \$24 Prerequisites: PHTC 1311, PHTC 1321 or demonstrated good darkroom skills. (PHTC 2373)

PHYSICAL FITNESS TECHNOLOGY

(See Personal Fitness Trainer)

PHYSICAL SCIENCE (See Environmental Science and Technology)

PHYSICAL THERAPIST ASSISTANT

PTHA 1266 PRACTICUM-PTA (2-0-16). Practical general training and experiences in the workplace. The college and the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences

may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Offered in Fall Semester. Fee: \$18 Insurance: \$13.10 Prerequisites: BIOL 2401, PTHA 2205, and PTHA 1431. (PTA 2113)

- PTHA 1267 PRACTICUM-PTA (2-0-16).** Practical general training and experiences in the workplace. The college and the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Offered in Spring Semester. Fee: \$18 Insurance: \$13.10 Prerequisites: BIOL 2401 and PTHA 1266. (PTA 2214)
- PTHA 1321 CLINICAL PATHOPHYSIOLOGY (3-3-0).** Study of the pathogenesis, prognosis, and therapeutic management of diseases/conditions commonly encountered in physical therapy. Offered in Spring Semester. Prerequisites: Admission to PTA Program. (PTA 1403)
- PTHA 1409 INTRODUCTION TO PHYSICAL THERAPY (4-3-4).** Introduction to the profession of physical therapy including the exploration of the historical and current scope of physical therapy and lab procedures basic to patient handling and functional skills. Offered in Fall Semester. Fee: \$15 Insurance: \$13.10 Prerequisites: Admission to Program. (PTA 1304)
- PTHA 1431 PHYSICAL AGENTS (4-3-4).** Study of the biophysical principles, assessment, and application of therapeutic physical agents with specific emphasis on indications, contraindications, medical efficacy, and physiological effects. Offered in Summer Semester. Fee: \$24 Insurance: \$13.10 Prerequisites: PTHA 1409. (PTA 1405)
- PTHA 1513 FUNCTIONAL ANATOMY (4-3-6).** Study of human anatomy and its application to the motion of the musculoskeletal system as it relates to normal activities and dysfunctions. Integration of skills related to the kinesiological assessment of the human body. Offered in Fall Semester. Fee: \$24 Insurance: \$13.10 Prerequisites: BIOL 2401 and admission to program. (PTA 1315)
- PTHA 2205 CLINICAL NEUROLOGY (2-2-0).** Study of neuroanatomy and neurophysiology as it relates to commonly encountered neurological conditions. Offered in Summer Semester. Prerequisites: PTHA 1321. (PTA 1502)
- PTHA 2230 CURRENT CONCEPTS IN PHYSICAL THERAPY (2-2-0).** Current concepts, skills, and knowledge in the provision of physical therapy services. Enhancement of professional development. Insurance: \$3.10 Skills: P (PTA 1291)
- PTHA 2239 PROFESSIONAL ISSUES (2-2-0).** A capstone course which engages the student in the discussion of professional issues and behaviors

related to clinical practice and which prepares the student for transition into the workforce. Prerequisites: PTHA 1267.

- PTHA 2267 PRACTICUM PTA (2-0-16).** Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topic and learning outcomes vary. Fee: \$18 Insurance: \$3.10 PTHA 1267 and BIOL 2402 (BIO 1724).
- PTHA 2301 ASSESSMENT SKILLS (3-1-4).** Study of assessment techniques used in physical therapy to prepare the physical therapy assistant to assist physical therapy management. Offered in Spring Semester. Fee: \$18 Insurance: \$3.10 Prerequisites: BIOL 2401, PTHA 1409, and PTHA 1513.
- PTHA 2409 THERAPEUTIC EXERCISE (4-3-4).** Critical examination of concepts and application of techniques related to therapeutic exercise and functional training. Offered in Spring Semester. Fee: \$18 Insurance: \$13.10 Prerequisites: BIOL 2401, PTHA 1409, and PTHA 1513. (PTA 1504)
- PTHA 2431 MANAGEMENT OF NEUROLOGICAL DISORDERS (4-3-4).** Advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected neurological disorders. Offered in Spring Semester. Fee: \$18 Insurance: \$13.10 Prerequisites: PTHA 2205. (PTA 2204)
- PTHA 2435 REHABILITATION TECHNIQUES (4-3-4).** Advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected long-term pathologies. Offered in Fall Semester. Fee: \$18 Insurance: \$13.10 Prerequisites: BIOL 2401, PTHA 2205, and PTHA 1431. (PTA 2104)

PHYSICS

- PHY 0141 MATHEMATICS FOR PHYSICS (1-0-2).** Content to parallel the mathematics needed in General College Physics, PHYS 1401: scientific notation, methods of solving physics problems, simple trigonometric functions (sin, cos, tan), simultaneous equations, etc. This course is not for college-level credit. Repeatable up to two credit hours.
- PHY 1653 ELEMENTARY PHYSICS METHODS (3-3-0).** Intended for engineering, computer science, chemistry, and physics majors with strong mathematics background. Coverage includes mechanics, thermodynamics, vibrations and waves, electricity and magnetism, and optics. This course serves as a prerequisite for the calculus-based PHYS 2425/2426 sequence. Prerequisites: Grade of "C" or better in MATH 1316 or equivalent.

PHYS 1401 GENERAL COLLEGE PHYSICS I (4-3-3).

Study of principles and applications of concepts in mechanics, energy, heat, wave motion, and sound. PHYS 1401/1402 is the standard algebra-based physics sequence and may, in addition, serve as a prerequisite for the calculus-based PHYS 2425/2426 sequence for students who have not taken high school physics. Fee: \$20 Insurance: \$3.10 Prerequisites: Grade of "C" or better in MATH 1314 or equivalent.

PHYS 1402 GENERAL COLLEGE PHYSICS II (4-3-3).

Study of principles and applications of concepts in electricity and magnetism, geometric and physical optics, and modern physics. This is the second half of the algebra-based PHYS 1401/1402 sequence. Fee: \$20 Insurance: \$3.10 Prerequisites: Grade of "C" or better in PHYS 1401.

PHYS 1405 CONCEPTUAL PHYSICS I (4-3-3).

Conceptual survey of topics in physics, including the fundamentals of motion, forces, energy and momentum. Intended for liberal arts and other non-science majors, but science majors with weak physics background may wish to use this as an introduction to physics principles. Fee: \$20 Insurance: \$3.10 Skills: B

PHYS 1407 CONCEPTUAL PHYSICS II (4-3-3).

Conceptual survey of topics in physics, including the fundamentals of optics, electricity, magnetism and modern physics. Intended for liberal arts and other non-science majors, but science majors with weak physics background may wish to use this as an introduction to physics principles. Fee: \$20 Insurance: \$3.10 Skills: B

PHYS 2425 ENGINEERING PHYSICS I (4-3-3).

Calculus-based study of motion, forces, work, energy, momentum and angular momentum, vibrations and waves, and heat. Intended for majors in engineering, physics, chemistry, and mathematics. Fee: \$20 Insurance: \$3.10 Prerequisites: 1) Grade of "C" or better in MATH 2413 or equivalent, 2) concurrent enrollment or credit in MATH 2414 or its equivalent, 3) one year of high school physics or grade of "C" or better in PHY 1653 or grade of "C" or better in both PHYS 1401 and 1402.

PHYS 2426 ENGINEERING PHYSICS II (4-3-3).

Calculus-based study of electricity and magnetism, and geometric and physical optics, and modern physics. This is the second half of the calculus-based PHYS 2425/2426 sequence. Fee: \$20 Insurance: \$3.10 Prerequisites: 1) PHYS 2425 or equivalent AND 2) credit in MATH 2414.

SCIT 1418 APPLIED PHYSICS I (4-3-3).

An introduction to physics for students who have limited backgrounds in science and mathematics. Topics include motion, solid mechanics and fluid mechanics, properties of matter, heat, and thermodynamics. Fee: \$20 Insurance: \$3.10 Skills: M Prerequisites: Grade of "C" or better in MATH 0370 or equivalent. (PHY 1634)

PSYCHOLOGY**PSY 2663 RESEARCH METHODS IN**

PSYCHOLOGY (3-3-0). This course provides an overview of the case study, survey, observational, correlational, quasi-experimental, and experimental research methods and designs. Emphasis is given to the experimental, quasi-experimental, and correlational designs as well as to methods of collecting, analyzing, and interpreting psychological and sociological data. Other topics include validity, reliability, sampling, evaluation of research, writing research proposals and reports, ethics, etc. Students read research articles from professional journals and are introduced to more advanced statistical procedures such as MANOVA-F test, post-hoc measures, planned comparisons, multiple correlations, and multiple regression. Credit may **not** be earned for both this course and SOC 2653. Prerequisites: PSYC 2317 **or** SOC 2743 **or** equivalent. Prerequisite courses should have been completed with a grade of C or better.

PSY 2673 SELECTED TOPICS IN PSYCHOLOGY (3-3-0).

An elective course designed to deal with specific topics in psychology. These topics may include (1) Applied psychology: Field Study (2) Abnormal Psychology, and (3) Cognitive Psychology. Skills: E

PSY 2673 APPLIED PSYCHOLOGY: FIELD STUDY (3-3-0).

This is an introductory course in Applied Psychology involving field experience. It is designed to acquaint students with the various types of careers in Psychology and Mental Health. Students will be required to attend seminar sessions and complete 50 clock hours of field work. Transportation, insurance, and other expenses are provided by the student. Skills: E Prerequisites: PSYC 2301.

PSY 2673 ABNORMAL PSYCHOLOGY (3-3-0).

This is an introductory course in Abnormal Psychology. It is designed to acquaint the students with the various theoretical perspectives which explain maladjustment and abnormality. Skills: E Prerequisites: PSYC 2301.

PSY 2673 COGNITIVE PSYCHOLOGY (3-3-0).

This course is designed to introduce the field of cognitive psychology, its theoretical contributions, and practical applications. Various theoretical perspectives in cognitive psychology are compared to other approaches in psychology. Includes topics such as perception and pattern recognition, representation and organization of knowledge, problem-solving and decision-making, learning strategies, and cognitive development. Skills: E Prerequisites: PSYC 2301.

PSYC 2301 INTRODUCTION TO PSYCHOLOGY (3-3-0).

Survey of introductory topics such as learning, memory, sensation and perception, personality, life-span development, physiological basis of behavior, stress and health, psychological disorders, social psychology, and research methods.

Additional topics such as language development, states of consciousness, and psychotherapy may also be included as determined by the instructor. The Honors course provides a more in-depth introduction to the science and profession of psychology with emphasis on developing oral and written communication skills as they relate to the analysis and discussion of research and controversial issues in psychology. Skills: E (PSY 1613)

PSYC 2306 HUMAN SEXUALITY (3-3-0). This course explores various aspects of human sexual behavior, including the biology of sex, female and male sexuality, sex roles, the psychology of sex differences, and sexually transmitted diseases. Skills: E (PSY 1633)

PSYC 2309 CHILD GROWTH AND DEVELOPMENT THROUGH ADOLESCENCE (3-3-0). An intensive study of child growth, development, and learning processes from conception through adolescence. Theories and research methods related to biological, cognitive, emotional, and social development will be studied. The focus will be on the application of these theories and research findings into real-life settings and broader social contexts. Skills: E Prerequisites: PSYC 2301. (PSY 1643)

PSYC 2314 HUMAN GROWTH AND DEVELOPMENT (3-3-0). A survey of the physical, cognitive, emotional, and social factors in human development from conception to death. This course is similar to PSYC 2309 but is more comprehensive and less intensive. Skills: E Prerequisites: PSYC 2301 (waived for Health Science students). (PSYC 2308)

PSYC 2315 PSYCHOLOGY OF ADJUSTMENT (3-3-0). An intensive study of the humanistic, behavioral, cognitive, and psychodynamic principles involved in psychological coping with human conflict or problems. Includes personal improvement topics such as stress management, intimacy, and communication skills. Skills: E (PSY 1623)

PSYC 2316 PERSONALITY (3-3-0). A survey of psychodynamic, humanistic, cognitive, trait, and behavioral personality theories, and research methods. This course includes special topics such as personality testing, anxiety, self-control, and defense mechanisms. Prerequisites: PSYC 2301. (PSY 2633)

PSYC 2317 STATISTICAL METHODS FOR THE BEHAVIORAL SCIENCES (3-3-0). Designed for social and behavioral science students, this course covers measurement scales, graphing, measures of central tendency and variability, transformed scores, correlation and regression, normal distribution, sampling distributions, hypothesis testing, t- and z-tests, introduction to ANOVA-F test, and certain nonparametric statistics. Emphasis is on the conceptual understanding of statistics within the context of research and the interpretation of statistical results. Relevant research topics are included. Calculations are required. Credit may not be earned for both this course and SOC 2743. Skills: X Prerequisites: PSYC 2301 or SOCI 1301 or equivalent, and MATH 1332 or MATH 1314 or equivalent. (PSY 2643)

PSYC 2319 SOCIAL PSYCHOLOGY (3-3-0). A survey of the theories, research, and methods of social psychology including the topics of self, conflict, aggression, power, group dynamics, and decision making. Credit may not be earned for both this course and SOCI 2326. Prerequisites: PSYC 2301 or SOCI 1301. (PSY 2613)

PSYC 2389 RESEARCH INTERNSHIP IN THE BEHAVIORAL SCIENCES (3-1-5). The purpose of this course is to provide an opportunity for qualified students to obtain firsthand, supervised research experience in the behavioral sciences. Students will be placed in different settings at ACC or organizations in the community to assist professionals in the behavioral sciences with various research activities. Students may assist researchers by providing the necessary literature review for the design of the study, collecting, organizing, and analyzing data, as well as contributing to the research report. Students will spend an average of five hours per week at the internship site. Transportation, insurance, and other expenses will be provided by the student. Prerequisites: PSYC 2317 and PSY 2663 (or concurrent enrollment in PSY 2663).

QUALITY ASSURANCE

QCTC 1303 QUALITY CONTROL (3-3-0). Information on quality control principles and applications. Designed to introduce the student to the quality control profession. Prerequisites: QCTC 1343. (QUA 2024)

QCTC 1305 TEAMING (3-3-0). A study in group dynamics, synergy, team building, consensus decision making, active listening skills, win/win resolution, confrontation skills, creativity, and brainstorming. Examination of team presentation skills, overall team communication, and resolving personality conflicts. (QUA 1053)

QCTC 1341 STATISTICAL PROCESS CONTROL (3-3-0). Components of statistics including techniques of collection, presentation, analysis and interpretation of numerical data as applied to statistical control. Stresses application of correlation methods, analysis of variance, dispersion, sampling quality control, reliability, mathematical models, and programming. Prerequisites: QCTC 1343 or instructor approval. (QUA 1033)

QCTC 1343 QUALITY ASSURANCE (3-3-0). Information on quality assurance principles and applications; designed to introduce the student to the quality assurance profession. Skills: G (QUA 1023)

QCTC 1401 TOTAL QUALITY MANAGEMENT (4-3-3). The study of integrating work processes using team participation through employee empowerment and teamwork emphasizing the philosophy of customer services and satisfaction. Prerequisites: QCTC 1343 or instructor approval. (QUA 1093)

QCTC 1446 TESTING AND INSPECTION SYSTEMS (4-4-3). A study of testing and inspection systems including pertinent specifications, inspection tools, gauges, instruments, and mechanisms used in illustration the need for maintaining quality to established standards. Prerequisites: QCTC 1341 or instructor approval. (QUA 1014)

QCTC 1448 METROLOGY (4-4-3). A study of the terminology, methodology, and practice of measurement systems and equipment in the calibration and use of basic measuring tools. Prerequisites: QCTC 1303. (QUA 2083)

QCTC 1491 SPECIAL TOPICS IN QUALITY CONTROL TECHNOLOGY/TECHNICIAN (4-4-0). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Learning outcomes/objectives are determined by local occupational need and business and industry trends. (QUA 2154)

QCTC 2331 STANDARDS (3-3-0). A study of the philosophy and theory of standards, appropriate standards organizations, and systems integration relating to the application of standards criteria in society. Prerequisites: QCTC 1343. (QUA 2073)

RADIO-TELEVISION-FILM

COMM 1335 INTRODUCTION TO RADIO AND TELEVISION (3-3-0). A survey of the principles and trends involved in radio and television broadcasting, cable, and the other electronic media, including programming, regulation, business practices, and international telecommunications. Activities in analyzing various types of radio and television programs. Skills: E (RTF 1633)

COMM 1336 TELEVISION PRODUCTION I (3-1-4). A study of basic television production as it applies to live studio programming. Beginning instruction is offered in areas of studio camera operation, audio for television, and television directing, with an emphasis on underlying principles of video technology. Fee: \$24 Prerequisites: COMM 1335. (RTF 1713)

COMM 1337 TELEVISION PRODUCTION II (3-1-4). An advanced study of television production from the studio and field production perspective, with emphasis on producing and directing a variety of programs. Student will be required to provide scripts for programs to be produced in class. Experience in video editing will be gained. Fee: \$24 Prerequisites: COMM 1335 and COMM 1336. (RTF 1723)

COMM 2325 AUDIO PRODUCTION (3-2-2). A basic course dealing with the fundamentals of audio recording production for radio, television, and film. Includes production of public service announcements, commercials, radio news, and dramatic spots. Fee: \$12 Prerequisites: COMM 1335. (RTF 2723)

COMM 2331 TV AND RADIO ANNOUNCING (3-3-0). A study of the principles of developing effective voice presentation for television and radio. The course includes analysis of announcing and newscasting practices. Current methods in the television and radio industry are covered. Skills are developed through extensive use of audio and video-tape. Skills: E (RTF 1643)

COMM 2339 WRITING FOR RADIO, TELEVISION, FILM (3-3-0). This course will instruct the student in basic script formats, terminology, and writing techniques for radio, television, cable, and video. Writing for news broadcast, promotional announcements, and spot announcements and documentary, dramatic, and experimental television will be covered. Students will learn to communicate using the verbal elements of radio and both the verbal and visual elements of television. Prerequisites: ENGL 1301. (RTF 2713)

DRAM 2367 FILM HISTORY (3-3-2). A chronological and world-wide survey of the history of the film, plus study of progress in film technology, changing audiences, and the socio-cultural impact of film. (RTF 1623)

RTF 1733 WORKSHOP (3-0-6). Fundamentals of television special projects, location productions, and pre- and post-production work. Students may work on special projects or intern at area media facilities. Repeatable up to six credit hours. Prerequisites: COMM 1335.

RTF 2113 NARRATIVE STRATEGIES (3-2-1). An introduction to narrative structures and strategies of film and television. This course specifically examines patterns and distinctions in storytelling methods and styles represented in both media. Class screenings of films and videos. Skills: E Prerequisites: ENGL 1301.

RTF 2213 TELEVISION NEWS (3-2-4). Analysis of news reporting styles and program content; preparation of news programs for the electronic media with an emphasis on the special requirements of writing news stories for television. History, theory, and practices of television/radio news presented on local and national network levels. Prerequisites: ENGL 1301, COMM 1335, and COMM 1336.

RTVB 1364 PRACTICUM (OR FIELD EXPERIENCE)-RADIO AND TELEVISION BROADCASTING (3-0-21). Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. Prerequisites: COMM 1335.

RTVB 2347 MANAGEMENT AND OPERATION OF ELECTRONIC MEDIA (3-3-0). Examination of the operation of production companies, broadcast stations, and cable companies from the management and business perspectives. Topics include departments in the organizations as they relate to work tasks and contributions made to the economic success of the business operation, programming and promotion strategies which enhance audience response, budgets, and marketing. Prerequisites: COMM 1335.

RADIOLOGY

CTMT 2232 PRINCIPLES OF COMPUTERIZED TOMOGRAPHY (2-2-0). An introduction to the concepts and physical principles employed in computed tomography imaging techniques. Interaction between x-rays and matter and concepts of radiation detectors and digital imaging are emphasized. Current knowledge and theory of the biologic effects of x-rays are explored with an emphasis on how they relate to data acquisition, control issues, and factors involved in purchasing decisions. Prerequisites: American Registry of Radiologic Technologists certification and Department Chair approval. (CTMT 2272)

CTMT 2273 COMPUTERIZED TOMOGRAPHY PROCEDURES AND SPECIAL STUDIES (2-2-0). This course is designed to study the scanning protocols for the routine examinations performed in all major body parts. Special studies such as biopsies, aspirations, radiation therapy planning and 3-D examinations are discussed and demonstrated. Offered in Spring Semester. Prerequisites: RADR 2272 or Department Chair approval.

CTMT 2460 CLINICAL-COMPUTED TOMOGRAPHY TECHNOLOGY/TECHNICIAN: TECHNICAL-MEDICAL RAD TECH-CT 1 (4-0-21). A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. Students are assigned to various medical imaging departments in affiliated clinical agencies where they participate in observation and performance of computerized tomography procedures under direct supervision. Insurance: \$13.10 Prerequisites: Admission to program or Department Chair approval. (RADR 2465)

CTMT 2461 CLINICAL-COMPUTED TOMOGRAPHY TECHNOLOGY/TECHNICIAN: TECHNICAL-MEDICAL RAD TECH CT 2 (4-0-24). A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical

experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. Students continue to perform CT examinations under indirect supervision and assist with and perform special studies such as biopsies, aspirations, radiation therapy planning and 3-D reconstruction. Insurance: \$13.10 Prerequisites: CTMT 2460 or Department Chair approval. (RADR 2467)

CVIR 2250 PRINCIPLES OF INTERVENTIONAL RADIOGRAPHY I (2-2-0). Instruction in the principles of instrumentation in vascular and visceral interventional radiology. Visceral and vascular anatomy and pathology will be examined. Skill development in the selection, operation and function of imaging equipment. Licensing/Certification Agency: American Registry of Radiologic Technologists, TX Dept. of Health Medical Radiologic Technologists. Insurance: \$3.10 Skills: P Prerequisites: Admission to program, A.R.R.T. Registry Certification, or department approval. (CVIR 1271)

CVIR 2252 CARDIAC INTERVENTIONAL PROCEDURES (2-2-0). Instruction in the principles of cardiac catheterization and interventional procedures. Topics addressed include cineangiography, panning and positioning criteria, hemodynamic data, angioplasty, pressure measurement and various vasodilator techniques. Identification of cardiac specific instrumentation. Licensing/Certification Agency: A.R.R.T., TX Dept. of Health Medical Radiological Technologists. Insurance: \$3.10 Prerequisites: CVIR 2250, CVIR 2351, CVIR 2364. (CVIR 1270)

CVIR 2253 PRINCIPLES OF INTERVENTIONAL RADIOGRAPHY II (2-2-0). In depth coverage of the anatomy and physiology pertinent to the head, neck, central nervous system and viscera. Instrumentation and pharmacoangiography is discussed. Topics addressed include thrombolysis, vasodilatation, vasoconstriction and nonvascular interventional procedures. Licensing/Certification Agency: ARRT, TX Dept. of Health Medical Radiological Technologists. Insurance: \$3.10 (CVIR 1272)

CVIR 2351 PATIENT CARE IN CARDIOVASCULAR INTERVENTIONAL RADIOGRAPHY (3-3-0). An introduction to medical legal aspects of cardiovascular interventional radiology. Pre- and post-procedural assessment and protocol, including laboratory and medication guidelines will be discussed. In depth coverage of contrast media reaction, conscious sedation, surgical asepsis and radiation protection. Basic principles of advanced cardiac life support, ECG monitoring and basic electrophysiology will also be discussed. Licensing/Certification Agency: A.R.R.T., TX Dept. of Health Medical Radiological Technologists. Insurance: \$3.10 Prerequisites: Admission to program, A.R.R.T. Registry Certification. (CVIR 1370)

CVIR 2364 PRACTICUM - CARDIOVASCULAR INTERVENTIONAL RADIOLOGY I (3-0-24). 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. Insurance: \$13.10 Prerequisites: Admission to program, A.R.R.T. Registry Certification. (CVIR 1364)

CVIR 2365 PRACTICUM - CARDIOVASCULAR INTERVENTIONAL RADIOLOGY II (3-0-24). 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. Insurance: \$13.10 Prerequisites: CVIR 2250, CVIR 2252, CVIR 2351, CVIR 2364. (CVIR 1365)

MRIT 2230 PRINCIPLES OF MAGNETIC RESONANCE IMAGING (2-2-0). General principles for learning to operate a magnetic resonance imager. Focuses on building a sound understanding of the underlying scientific theory and practice leading to magnetic resonance imaging. Designed to introduce the concepts and scientific principles employed in magnetic resonance imaging techniques. Principles of magnetism and interactions of living matter within magnetic fields are emphasized. Prerequisites: American Registry of Radiologic Technologists certification and Department Chair approval. (MRIT 2275)

MRIT 2276 MAGNETIC RESONANCE PHYSICS AND PROCEDURES (2-2-0). This course is designed to study the data acquisition process and expound upon specific pulse sequences. Imaging protocols of the major body regions will be described and special studies such as Magnetic Resonance Angiography will be discussed and demonstrated. Offered in Spring Semester. Prerequisites: American Registry of Radiologic Technologists certification and Department Chair approval.

MRIT 2460 CLINICAL-MAGNETIC RESONANCE IMAGING TECHNOLOGY/TECHNICIAN: MEDICAL RAD MRI I (4-0-21). A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. Students are assigned to affiliated medical imaging departments where they observe and participate in the performance of basic MRI imaging procedures under direct supervision. Insurance: \$13.10 Prerequisites: CTMT 2460 or Department Chair approval. (RADR 2463)

MRIT 2461 CLINICAL-MAGNETIC RESONANCE IMAGING TECHNOLOGY/TECHNICIAN (4-0-24). A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the

workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. Students continue to perform MRI standard and special studies such as MRI angiography under indirect supervision. Offered in Spring semester. Insurance: \$13.10 Prerequisites: CTMT 2460 or Department Chair approval. (MRIT 1460)

RADR 1213 PRINCIPLES OF RADIOGRAPHIC IMAGING I (2-2-0). This course will analyze radiographic image qualities and the effects of exposure variables upon these qualities. Offered in Fall Semester. Insurance: \$13.10 Prerequisites: Admission to Program or Department Chair approval. (DMR 1022)

RADR 1309 INTRODUCTION TO RADIOGRAPHY AND PATIENT CARE (3-3-0). This course includes the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and to the health care system. Patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology are also included. Offered in Fall Semester. Insurance: \$13.10 Prerequisites: Admission to program or Department Chair approval. (DMR 1013)

RADR 1317 RADIOGRAPHIC ANATOMY & PHYSIOLOGY I (3-3-0). This course develops the students ability to relate basic human anatomy and physiology to the image. The localization and identification of human anatomy on the radiographic image is emphasized. Skills: P Prerequisites: Admission to program or Department Chair approval.

RADR 1360 CLINICAL/MEDICAL RADIOLOGIC TECHNOLOGY I (3-0-16). 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 experiences. Course may be repeated if topics and learning outcomes vary. Offered in Spring Semester. Insurance: \$13.10 Prerequisites: Department Chair approval. (DMR 1303)

RADR 1361 CLINICAL/MEDICAL RADIOLOGIC TECHNOLOGY II (3-0-14). 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

experiences. Course may be repeated if topics and learning outcomes vary. Offered in Summer Semester. Insurance: \$13.10 Prerequisites: RADR 1360 or Department Chair approval. (DMR 1403)

- RADR 1411 BASIC RADIOGRAPHIC PROCEDURES (4-3-3).** This course includes an introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy and related pathology. Offered in Fall Semester. Fee: \$24 Insurance: \$13.10 Prerequisites: Admission to Program or Department Chair approval. (DMR 1014)
- RADR 2205 PRINCIPLES OF RADIOGRAPHIC IMAGING II (2-2-0).** A continuation of the study of radiographic imaging technique formulation, image quality assurance, and the synthesis of all variables in image production. Offered in Spring Semester. Prerequisites: RADR 1213 or Department Chair approval. (DMR 1322)
- RADR 2209 RADIOGRAPHIC IMAGING EQUIPMENT (2-2-0).** A study of the equipment and physics of x-ray production, basic x-ray circuits, and the relationship of equipment components to the imaging process. Offered in Spring Semester. Insurance: \$13.10 Prerequisites: RADR 1213 or Department Chair approval. (DMR 1222)
- RADR 2213 RADIATION BIOLOGY AND PROTECTION (2-2-0).** A study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure. Offered in Summer Semester. Prerequisites: Department Chair Approval. (DMR 2014)
- RADR 2217 RADIOGRAPHIC PATHOLOGY (2-2-0).** An overview of the disease process and common diseases and their appearance on medical images. The student will classify types of diseases, explain the pathogenesis of common diseases and identify the appearance of common diseases on medical images. Offered in Fall Semester. Prerequisites: Department Chair approval.
- RADR 2233 ADVANCED MEDICAL IMAGING (2-2-0).** An introduction to the use of computers in medical imaging and a survey of specialized imaging modalities. Offered in Spring Semester. Prerequisites: RADR 2431 or Department Chair approval. (DMR 2113)
- RADR 2240 SECTIONAL ANATOMY FOR MEDICAL IMAGING (2-2-0).** In-depth coverage of anatomic relationships that are present under various sectional orientations as depicted by computed tomography or magnetic resonance imaging. Prerequisites: RADR 2431 or Department Chair approval. (RADR 1273)

- RADR 2271 SECTIONAL ANATOMY AND PATIENT CARE (2-2-0).** This course is designed to introduce the student to the anatomy of the human body in cross section as required for Computerized Tomography and Magnetic Resonance Imaging. Demonstration and evaluation of sectional anatomy images as provided by Computerized Tomography and Magnetic Resonance Imaging will be provided. Offered in Fall Semester. Prerequisites: American Registry of Radiologic Technologists Certification and Department Chair approval.
- RADR 2274 ADVANCED TECHNICAL PRINCIPLES (2-2-0).** This course will introduce advanced methods of radiographic quality assurance techniques and radiographic exposure systems. Quality assurance will include evaluation of contrast, density, distortion, recorded details, and equipment function. Offered in Fall Semester. Insurance: \$13.10 Prerequisites: RADR 2209 or Department Chair approval. (DMR 2014)
- RADR 2335 RADIOLOGIC TECHNOLOGY SEMINAR (3-3-0).** This is a capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning. Offered in Summer Semester. Prerequisites: RADR 2233 or Department Chair approval. (DMR 2203)
- RADR 2362 CLINICAL-MEDICAL RADIOLOGIC TECHNOLOGY V (3-1-15).** 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 experiences. Course may be repeated if topics and learning outcomes vary. Offered in Summer Semester. Insurance: \$13.10 Prerequisites: RADR 2461 or Department Chair approval. (DMR 2204)
- RADR 2431 ADVANCED RADIOGRAPHIC PROCEDURES (4-3-3).** An advanced course including the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of advanced anatomy and related pathology. Offered in Spring Semester. Fee: \$24 Insurance: \$13.10 Prerequisites: RADR 1411 or Department Chair approval. (DMR 1224)
- RADR 2460 CLINICAL-MEDICAL RADIOLOGIC TECHNOLOGY III (4-0-24).** 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 experiences. Course may be repeated if topics and learning outcomes vary. Offered in Fall Semester. Insurance: \$13.10 Prerequisites: RADR 1361 or Department Chair approval. (DMR 2015)

RADR 2461 CLINICAL–MEDICAL RADIOLOGIC TECHNOLOGY IV (4-0-24). 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 experiences. Course may be repeated if topics and learning outcomes vary. Offered in Spring Semester. Insurance: \$13.10 Prerequisites: RADR 2460 or Department Chair approval. (DMR 2105)

READING - DEVELOPMENTAL

DEVR 0031 FUNDAMENTALS OF READING LAB (1-0-2). Designed for students currently registered in DEVR 0303, Fundamentals of Reading, to promote greater reading improvement. Individualized and group setting providing additional practice and explanation to supplement DEVR 0303. Repeatable up to three credit hours. (DVR 0031)

DEVR 0131 READING SKILLS I LAB (1-0-2). Designed for students currently registered in DEVR 1303, Reading Skills I, to promote greater reading improvement. Individualized and group setting providing additional practice and explanation to supplement DEVR 1303. Repeatable up to three credit hours. (DVR 0131)

DEVR 0231 READING SKILLS II LAB (1-0-2). Designed for students currently registered in DEVR 1313, Reading Skills II, to promote greater reading improvement. Individualized and group setting providing additional practice and explanation. Repeatable up to three-credit hours. (DVR 0231)

DEVR 0301 FUNDAMENTALS OF READING (1-1-0). Designed to improve vocabulary and ability to understand written material. Course work will be individualized to meet student needs.

DEVR 0302 FUNDAMENTALS OF READING (2-2-0). Designed to improve vocabulary and ability to understand written material. Course work will be individualized to meet student needs.

DEVR 0303 FUNDAMENTALS OF READING (3-3-2). Designed to improve vocabulary and ability to understand written material. Course work will be individualized to meet student needs. Required lab work will supplement class instruction. To exit the course, students must achieve at least seventh-grade reading level. Preparatory for Reading Skills, DEVR 1303. Repeatable up to nine credit hours. A modified course is offered in a one hour (0301) and two hour (0302) format. (DVR 0303)

DEVR 0333 FUNDAMENTALS OF VOCABULARY (3-0-0). Designed to build the level of basic written and spoken vocabulary. Emphasis on strategies that

help students determine the meaning of unfamiliar words by using phonic analysis, contextual analysis and structural analysis. The course is designed for students who score below 50 on Compass Reading Test; below 38 on CPT Reading Test; or below 32 on Asset Reading Test. A modified course is offered in a one hour (0331) and two hour (0332) format. (DVR 0333)

DEVR 1301 READING SKILLS I (1-1-0). Basic reading skills necessary for success in vocational, two-year, and transfer programs. Improvement of comprehension skills, vocabulary development, and rate of reading. Prerequisites: Grade of C or better in DEVR 0303 or one of the following scores: Compass Reading Test of 50-67; CPT Reading Test of 39-57; or Asset Reading Test 33-36. (DVR 1301)

DEVR 1302 READING SKILLS I (2-2-0). Basic reading skills necessary for success in vocational, two-year, and transfer programs. Improvement of comprehension skills, vocabulary development, and rate of reading. Prerequisites: Grade of C or better in DEVR 0303 or one of the following scores: Compass Reading Test of 50-67; CPT Reading Test of 39-57; or Asset Reading Test 33-36. (DVR 1302)

DEVR 1303 READING SKILLS I (3-3-1). Basic reading skills necessary for success in vocational, two-year, and transfer programs. Improvement of comprehension skills, vocabulary development, and rate of reading. Required lab work will supplement class instruction. Repeatable up to nine-credit hours. A modified course is offered in a one hour (DEVR 1301) and two hour (DEVR 1302) format. Prerequisites: Grade of C or better in DEVR 0303 or one of the following scores: Compass Reading Test of 50-67; CPT Reading Test of 39-57; or Asset Reading Test 33-36. (DVR 1303)

DEVR 1303 READING SKILLS I PAIRED WITH WRITING SKILLS I (3-3-1). Designed to take advantage of the interrelationships between reading and writing. Paired courses must be taken concurrently. Improvement of comprehension skills, vocabulary development and rate of reading combined with a review of grammar, sentence structure, punctuation, spelling, and words often confused. Introduction to writing paragraphs and essays. Required lab work will supplement class instruction. Prerequisites: Prerequisite: Grade of C or better in DEVR 0303 and DEVR 0403 or one of the following scores in reading and writing: COMPASS Reading Test 50-67 and Writing Test 38-58; CPT Reading Test of 39-57 and Writing Test 63-72; ASSET Reading Test 33-36 and Writing Test 35-38. (DVR 1303)

DEVR 1311 READING SKILLS II (1-1-0). Emphasis on increased proficiency of comprehension skills, vocabulary development, and rate of reading. Ninth grade reading level required. DEVR 1311 repeatable up to two credit hours. Prerequisites: Grade of C or better in DEVR 1303 or one of the following scores: Compass Reading Test of 68-80; CPT Reading Test 58-77; or Asset Reading Test 37-40. (DVR 1311)

- DEVR 1312 READING SKILLS II (2-2-0).** Emphasis on increased proficiency of comprehension skills, vocabulary development, and rate of reading. Ninth grade reading level required. DEVR 1312 repeatable up to four credit hours. Prerequisites: Grade of C or better in DEVR 1303 or one of the following scores: Compass Reading Test of 68-80; CPT Reading Test 58-77; or Asset Reading Test 37-40. (DVR 1312)
- DEVR 1313 READING SKILLS II (3-3-0).** Emphasis on increased proficiency of comprehension skills, vocabulary development, and rate of reading. Ninth grade reading level required. DEVR 1311 repeatable up to two credit hours; DEVR 1312 repeatable up to four credit hours; DEVR 1313 repeatable up to six credit hours. Required lab work will supplement class instruction. A modified course is offered in a one hour (1311) and two hour (1312) format. Prerequisites: Grade of C or better in DEVR 1303 or one of the following scores: Compass Reading Test of 68-80; CPT Reading Test 58-77; or Asset Reading Test 37-40. (DVR 1313)
- DEVR 1313 READING SKILLS II PAIRED WITH PSYCHOLOGY–PSYC 2301 (3-3-0).** Reading Skills II supports Introduction to Psychology. Paired courses must be taken concurrently. Student earns college credit and satisfies TASP requirement. Emphasizes increased proficiency of comprehension skills, vocabulary development, and rate of reading. Prerequisites: Grade of C or better in DEVR 1303 or one of the following scores: COMPASS Reading Test of 72-80; CPT Reading Test of 64-77; ASSET Reading Test of 38-40. (DVR 1313)
- DEVR 1313 READING SKILLS II PAIRED WITH U.S. HISTORY I–HIST 1301 (3-3-0).** Reading Skills II supports Introduction to U.S. History. Paired courses must be taken concurrently. Student earns college credit and satisfies TASP requirement. Emphasizes increased proficiency of comprehension skills, vocabulary development, and rate of reading. Prerequisites: Grade of C or better in DEVR 1303 or one of the following scores: COMPASS Reading Test of 72-80; CPT Reading Test of 64-77; ASSET Reading Test of 38-40. (DVR 1313)
- DEVR 1313 READING SKILLS II PAIRED WITH GOVERNMENT–GOVT 2305 (3-3-0).** Reading Skills II supports U.S. Government. Paired courses must be taken concurrently. Student earns college credit and satisfies TASP requirement. Emphasizes increased proficiency of comprehension skills, vocabulary development, and rate of reading. Prerequisites: Grade of C or better in DEVR 1303 or one of the following scores: COMPASS Reading Test of 72-80; CPT Reading Test of 64-77; ASSET Reading Test of 38-40. (DVR 1313)
- DEVR 1323 ADVANCED COLLEGE READING (3-3-0).** Emphasis on becoming an efficient reader. Improvement of reading techniques involving vocabulary, comprehension, critical analysis, speed, and flexibility. Repeatable up to six-credit hours. College-credit course, may be transferable. A modified course is offered in one-hour (DEVR 1321) and two-hour (DEVR 1322) format. Prerequisites: Grade of C or better in DEVR 1313 or one of the following scores: Compass Reading Test 81 or above; CPT Reading Test 78 or above; or Asset Reading Test 41 or above. (DVR 1323)
- DEVR 1333 VOCABULARY I (3-3-0).** Designed to improve the level of general vocabulary knowledge. Emphasis on words and word elements frequently occurring in academic settings and various approaches to word study. Seventh or eighth grade reading level required. Repeatable up to six credit hours. A modified course is offered in a one hour (1331) and two hour (1332) format. Prerequisites: Grade of C or better in DEVR 0333 or DEVR 0303 or one of the following scores: Compass Reading Test of 50-67; Reading CPT of 39-57; Asset Reading of 33-36; Nelson-Denny Reading Total of 46-57. (DVR 1333)
- DEVR 1343 VOCABULARY II (3-3-0).** Designed to increase proficiency in understanding and correctly using words and word elements generally encountered in academic settings with various approaches to word study. Repeatable up to six credit hours. A modified course is offered in a one hour (1341) and two hour (1342) format. Prerequisites: Grade of C or better in DEVR 1333 or DEVR 1303 or one of the following scores: Compass Reading Test of 68-80; Reading CPT of 58-77; Asset Reading of 37-40; Nelson-Denny Reading Test Total of 58-79. (DVR 1343)
- DEVR 1353 ADVANCED COLLEGE VOCABULARY (3-3-0).** Designed to increase proficiency in understanding and correctly using words and word elements generally encountered in post-secondary academic settings. Emphasis on words derived from Greek and Latin. Also suitable for students preparing to take graduate school admissions examinations. A modified course is offered in a one-hour (1351) and a two-hour (1352) format. Prerequisites: Grade of C or better in DEVR 1343 or DEVR 1313 or one of the following scores: Compass Reading Test 81 or above; CPT Reading Test 78 or above; or Asset Reading 41 or above; Nelson-Denny Reading total of 80 or above. (DVR 1353)
- DEVR 1503 SPELLING SKILLS (3-3-0).** A review of sound/letter relationships as they relate to spelling. Review of spelling generalizations. A modified course is offered in a one hour (1501) and two hour (1502) format.

REAL ESTATE

- RELE 1201 PRINCIPLES OF REAL ESTATE (2-2-0).** An overview of licensing as a real estate broker and salesperson, ethics of practice, titles to and conveyancing of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics. Also

includes federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. Skills: R

- RELE 1203 REAL ESTATE APPRAISAL (2-2-0).** A study of the central purposes and functions of an appraisal, social and economic determinant of value, appraisal case studies, cost, market data, and income approaches to value estimates, final correlations, and reporting. Skills: R
- RELE 1211 REAL ESTATE CONTRACTS (2-2-0).** A review of real estate contracts required by Section 6A (3) of the Real Estate License Act with emphasis on general contract law requirements. Also covers the purpose, history, and working process of the Broker-Lawyer Committee. Includes preparation of real estate contract forms with emphasis on the most commonly used forms. Skills: R
- RELE 1215 PROPERTY MANAGEMENT (2-2-0).** A study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act. Skills: R
- RELE 1225 REAL ESTATE MATHEMATICS (2-2-0).** Mathematical logic and basic arithmetic skills including percentages, interest, time-valued money, depreciation, amortization, proration, and estimation of closing statement. Skills: R
- RELE 1303 REAL ESTATE APPRAISAL (3-3-0).** A study of the central purposes and functions of an appraisal, social and economic determinant of value, appraisal case studies, cost, market data, and income approaches to value estimates, final correlations, and reporting. Offered in Fall. Skills: R Prerequisites: RELE 1301 or equivalent. (REA 2013)
- RELE 1307 REAL ESTATE INVESTMENT (3-3-0).** Financing, evaluation, and management of real estate investment. Emphasis on real estate investment characteristics, techniques of investment analysis, time-valued money, discounted investment criteria, leverage, and applications to property tax implications of owning real estate. Offered in Fall. Skills: R Prerequisites: RELE 1301 or equivalent. (REA 2043)
- RELE 1309 REAL ESTATE LAW (3-3-0).** Provides a study of legal concepts of real estate, land description, real property rights, estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of title. Skills: R (REA 1043)
- RELE 1311 REAL ESTATE CONTRACTS (3-3-0).** A review of real estate contracts required by Section 6A (3) of the Real Estate License Act with emphasis on general contract law requirements. Also covers the purpose, history, and working process of the Broker-Lawyer Committee. Includes preparation of real estate contract forms with emphasis on the most commonly used forms. Skills: R (REA 2143)
- RELE 1315 PROPERTY MANAGEMENT (3-3-0).** A study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act. Offered in Summer. Skills: R Prerequisites: RELE 1301 or 1201. (REA 2033)
- RELE 1319 REAL ESTATE FINANCE (3-3-0).** An overview of the U.S. monetary system, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative instruments, laws affecting mortgage lending, and the State Housing Agency. Offered in Fall. Skills: R (REA 1033)
- RELE 1321 REAL ESTATE MARKETING (3-3-0).** A study of real estate professionalism and ethics; characteristics of successful salespersons; time management; psychology of marketing; listing procedures; advertising; negotiating and closing financing; and the deceptive trade practice act, consumer protection act, and commercial code. Offered in Fall. Skills: R (REA 1023)
- RELE 1325 REAL ESTATE MATHEMATICS (3-3-0).** Mathematical logic and basic arithmetic skills including percentages, interest, time-valued money, depreciation, amortization, proration, and estimation of closing statement. Offered in Spring. Skills: R (REA 1053)
- RELE 1327 REAL ESTATE COMMERCIAL APPRAISAL (3-3-0).** Principles and techniques used in the valuation of commercial property. Topics include purposes and function of an appraisal, social and economic forces affecting value, appraisal case studies, cost, and income approaches to value. Offered in Spring. Skills: R Prerequisites: RELE 1301 or equivalent. (REA 2023)
- RELE 1331 FARM AND RANCH REAL ESTATE (3-3-0).** This course focuses on land value, land use, federal subsidies, environmental compliance issues, soil conservation, and highest and best use of land. Offered in Spring. Skills: R (REA 2113)
- RELE 1333 REAL ESTATE DEVELOPMENT (3-3-0).** A “how to” approach to determine the market and economic feasibility of real estate development. Offered in Fall. Skills: R Prerequisites: RELE 1301 or equivalent. (REA 2073)
- RELE 1391 SPECIAL TOPICS IN REAL ESTATE—ADVANCED INSPECTION (3-3-0).** Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Learning outcomes/objectives are determined by local occupational need and business and industry trends. Skills: R Prerequisites: RELE 1301 or equivalent. (REA 2093)

- RELE 1406 REAL ESTATE PRINCIPLES (4-4-0).** Overview of real estate broker and salesman license; ethical practice; titles and conveyance of real estate; legal descriptions; law of agency, deeds; encumbrances and liens, personal and real property; contracts; appraisal; finance and regulations; closing procedures; real estate mathematics; and federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment.
- RELE 2201 LAW OF AGENCY (2-2-0).** A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures, the disclosure of agency, and related subjects. Skills: R
- RELE 2205 REAL ESTATE INSPECTIONS (2-2-0).** A study of the different types of building systems and materials used in the design and construction of real property. Covers residential construction and commercial building systems and materials. Includes different structural building systems with emphasis on wood-related products, concrete and concrete masonry, brick, stone, and steel units. The Texas Real Estate Commission Promulgated Property Condition Addendum will be addressed along with inspector and client agreements, tools, and procedures, and electro-mechanical systems. Skills: R
- RELE 2209 PRINCIPLES OF REAL ESTATE II (2-2-0).** An overview of licensing as a real estate broker and salesman; ethics of practice; titles to and conveyancing of real estate; legal descriptions; law of agency; deeds; encumbrances and liens; distinctions between personal and real property; contracts; appraisal; finance and regulations; closing procedures; real estate mathematics; and federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. Skills: R
- RELE 2301 LAW OF AGENCY (3-3-0).** A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures, the disclosure of agency, and related subjects. Skills: R (REA 2153)
- RELE 2305 REAL ESTATE INSPECTIONS I (3-3-0).** A study of the different types of building systems and materials used in the design and construction of real property. Covers residential construction and commercial building systems and materials. Includes different structural building systems with emphasis on wood-related products, concrete and concrete masonry, brick, stone, and steel units. The Texas Real Estate Commission Promulgated Property Condition Addendum will be addressed along with inspector and client agreements, tools and procedures, and electro-mechanical system. Offered in Spring.

- RELE 2331 REAL ESTATE BROKERAGE (3-3-0).** A study of law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control, and real estate firm analysis and expansion criteria. Offered in Summer. Skills: R Prerequisites: RELE 1301 or equivalent. (REA 2053)
- RELE 2367 REAL ESTATE PRACTICUM (FIELD EXPERIENCE) (3-0-20).** Practical general training and experiences in the workplace. The college with the employer develops and documents an individualize plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Skills: R Prerequisites: RELE 1301 and 6 additional hours of Real Estate courses. (REA 2133)

RELIGION

- PHIL 1304 WORLD RELIGIONS (3-3-0).** A study of religious consciousness and the major religions of the world including Hinduism, Buddhism, Taoism, Confucianism, Zoroastrianism, Judaism, Christianity, and Islam. Skills: R (RLG 1623)

RUSSIAN

- RUSS 1200 RUSSIAN CONVERSATION (2-3-0).** The primary objective of the course is to develop the student's competency in communicating through the spoken medium. Class time will be spent in simple conversation and discussion of material read outside of class. Emphasis on idiomatic expressions used in daily speech, pronunciation, and vocabulary building. Prerequisites: RUSS 1511 or equivalent, or instructor approval. (RUS 1642)
- RUSS 1511 RUSSIAN I (5-5-0).** Study of fundamentals of Russian: conversation, basic writing, listening and reading comprehension, vocabulary building, grammar, and culture. No prerequisite. Skills: E (RUS 1615)
- RUSS 1512 RUSSIAN II (5-5-0).** Continuation of RUSS 1511 with more advanced conversation, basic writing, listening and reading comprehension, vocabulary building, grammar, and culture. Prerequisites: Students must have completed a first semester college Russian course of at least four semester hours with a grade of C or better, or have equivalent credit by examination to enroll in RUSS 1512. (RUS 1625)
- RUSS 2311 RUSSIAN III (3-3-0).** Advanced Russian grammar, directed composition, conversation, and discussion of culture based on readings. Class conducted largely in Russian. Prerequisites: Students must have completed a second semester college Russian course of at least four semester hours with a grade of C or better, or have equivalent credit by examination to enroll in RUSS 2311. (RUS 2613)

RUSS 2312 RUSSIAN IV (3-3-0). Continuation of RUSS 2311. Prerequisites: RUSS 2311 with a grade of C or better, or equivalent. (RUS 2623)

SOCIOLOGY

SOC 2653 RESEARCH METHODS IN SOCIOLOGY (3-3-0). This course provides an overview of the case study, survey, observational, correlation, quasi-experimental, and experimental research methods and designs. Emphasis is given to the experimental, quasi-experimental, and correlational designs as well as to methods of collecting, analyzing, and interpreting sociological and psychological data. Other topics include validity, reliability, sampling, evaluation of research, writing research proposals and reports, ethics, etc. Students read research articles from professional journals and are introduced to more advanced statistical procedures such as MANOVA-F test, post-hoc measures, planned comparisons, multiple correlations, and multiple regression. Credit may not be earned for both this course and PSY 2663. Skills: X Prerequisites: SOC 2743 or PSYC 2317 or equivalent. Prerequisite courses should have been completed with a grade of C or better.

SOC 2683 CURRENT ISSUES IN SOCIOLOGY (3-3-0). An in-depth study of specific contemporary topics in sociology such as sex roles, wealth and poverty, political sociology, sociology of sports, and sociology of religion. Skills: E

SOC 2683 CURRENT ISSUES–SEX ROLES (3-3-0). This course examines the biological, psychological, and sociological meanings of being male or female in the U.S. Its purpose is to help students develop a better understanding of the complexity and diversity of gendered experiences in terms of race, social class, sexual orientation, age and cultural differences. Skills: E

SOC 2683 CURRENT ISSUES–WEALTH AND POVERTY (3-3-0). This course looks at the way in which wealth, power and prestige are allocated in the U.S. The topics of social inequality, life chances and life-styles are discussed across class lines from upper-income levels to poverty. Skills: E

SOC 2683 CURRENT ISSUES–POLITICAL SOCIOLOGY (3-3-0). This course surveys a variety of theoretical approaches to the analysis of the state as a social institution, in both historical and contemporary context. The topics of political elites, ideology, power, political parties, and political systems, among others will be included. Skills: E

SOC 2683 CURRENT ISSUES–SOCIOLOGY OF SPORTS (3-3-0). This course looks at the theories and research associated with the broad areas of recreational and leisure activities. The topics of aggression, competition, childhood participation, sports organizations, the participation of women and minorities, popular perceptions of sports, professional and amateur sports, among others will be included. Historical development as well as contemporary events will be emphasized. Skills: E

SOC 2683 CURRENT ISSUES–SOCIOLOGY OF RELIGION (3-3-0). This course looks at the relationship between religion and social structure, including various theoretical approaches to the study of religion. Also discussed will be the topics of comparative religion, civil religion, religious organization and structure, religious expression, among others. Historical and contemporary analysis will be emphasized. Skills: E

SOC 2743 SOCIAL STATISTICS (3-3-0). Designed for social and behavioral science students, this course covers measurement scales, graphing, measures of central tendency and variability, transformed scores, correlation and regression, normal distribution, sampling distributions, hypothesis testing, t and z tests, introduction to ANOVA-F test, and certain nonparametric statistics. Emphasis is on the conceptual understanding of statistics within the context of research and the interpretation of statistical results. Relevant research topics are included. Calculations are required. Credit may not be earned for both this course and PSY 2643. Skills: X Prerequisites: SOCI 1301 or PSYC 2301 or equivalent, and MATH 1332 or MATH 1314 or equivalent.

SOC 2753 SOCIAL SERVICES–FIELD EXPERIENCE (3-3-0). Supervised practical experiences designed to help students explore their interest and capabilities for careers in the various helping professions. Minimum of fifty (50) clock hours in the semester in a social service placement with journal entries submitted every two weeks. Prerequisites: SOCW 2361.

SOCI 1301 INTRODUCTION TO SOCIOLOGY (3-3-0). Introduction to theoretical perspectives and research pertaining to society and to the relationship between society and the individual. Covers the basic elements of society, such as culture, social structure, social groups, social class, race, gender, social institutions, social processes, and social change. For the Honors course, there will be an in-depth examination of these topics and the underlying theories, with emphasis on developing oral and written communication skills. Skills: E (SOC 1613)

SOCI 1306 CONTEMPORARY SOCIAL PROBLEMS (3-3-0). An inquiry into select groups of current social problems with specific reference to their origin, development, and their suggested solutions. Skills: E (SOC 1623)

SOCI 2301 MARRIAGE AND THE FAMILY (3-3-0). A study of the problems pertaining to and affecting the family unit. Skills: E (SOC 2613)

SOCI 2319 AMERICAN MINORITIES (3-3-0). A survey course that covers the cultural heritage of the major American minorities within a sociological framework. In addition, the problems of adaptation to the majority cultural framework are considered in relation to the specific sociological needs of each minority. Skills: E (SOC 2633)

SOCI 2326 SOCIAL PSYCHOLOGY (3-3-0). A survey of the basic theories and research methods in social psychology; the interaction between the individual and society; the process of acquiring a self concept; socialization processes; personal and social adjustment; interaction within the group. Credit may not be earned for this course and PSY 2613. Prerequisites: SOCI 1301 or PSYC 2301. (SOC 2713)

SOCI 2336 CRIMINOLOGY (3-3-0). Current theories and empirical research pertaining to crime and criminal behavior. Its causes, methods of prevention, systems of punishment and rehabilitation. Skills: E (SOC 2673)

SOCI 2389 RESEARCH INTERNSHIP IN THE SOCIAL SCIENCES (3-1-5). The purpose of this course is to provide an opportunity for qualified students to obtain firsthand, supervised research experience in the social sciences. Students will be placed in different settings at ACC or organizations in the community to assist professionals in the social sciences with various research activities. Students may assist researchers by providing the necessary literature review for the design of the study, collecting, organizing, and analyzing data, as well as contributing to the research report. Students will spend an average of five hours per week at the internship site. Transportation, insurance, and other expenses will be provided by the student. Prerequisites: SOC 2743 and SOC 2653 (or concurrent enrollment in SOC 2653).

SOCW 2361 INTRODUCTION TO SOCIAL WORK (3-3-0). Development of the philosophy and practice of social work in the United States. A survey of the fields and techniques of social work with attention given to requirements for graduate training in the field of social work. Skills: E (SOC 2643)

SOCW 2362 SOCIAL WELFARE AS A SOCIAL INSTITUTION (3-3-0). An introduction to the study of social work and the underlying philosophy and ethics of social work. Also looks at special populations and how the social welfare institution has responded to their needs. Prerequisites: SOCW 2361. (SOC 2663)

SONOGRAPHY

DMSO 1172 TECHNIQUES OF MEDICAL SONOGRAPHY (1-0-3). An introduction to scanning techniques, scan protocols and procedures within the laboratory setting utilizing live scanning and/or simulator experience. Emphasis is placed on recognition of normal sonographic patterns in the upper abdomen, gravid and non-gravid uterus, and superficial structures. Fee: \$24 Insurance: \$13.10 Prerequisites: Admission to the program.

DMSO 1302 BASIC ULTRASOUND PHYSICS (3-3-0). Basic acoustical physics and acoustical waves in human tissue. Emphasis on ultrasound transmission

in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams. Skills: P Prerequisites: Admission to Program.

DMSO 1342 INTERMEDIATE ULTRASOUND PHYSICS (3-3-0). This course is a continuation of the study of acoustical physics. Topics include interaction of ultrasound with tissues, the mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bio effects, image artifacts and methods of Doppler flow analysis. Skills: P Prerequisites: DMSO 1302.

DMSO 1441 INTRODUCTION TO ABDOMINOPELVIC SONOGRAPHY (4-3-2). Study of normal cross-sectional anatomy and physiology of the abdominal/pelvic cavities as related to scanning techniques, transducer selection, and scanning protocols. Fee: \$24 Insurance: \$13.10 Skills: P Prerequisites: Admission to program.

DMSO 1561 MEDICAL SONOGRAPHY CLINICAL I (5-0-20). 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. Fee: \$24 Insurance: \$13.10 Skills: P Prerequisites: DMSO 1441, DMSO 1172. (DMS 2135)

DMSO 2243 ADVANCED ULTRASOUND PHYSICS (2-2-0). Advanced course emphasizing the theory and practice of ultrasound principles including advances in ultrasound technology. Skills: P Prerequisites: DMSO 1342.

DMSO 2342 SONOGRAPHY OF HIGH RISK OBSTETRICS (3-3-1). This course emphasizes maternal disease and fetal abnormalities as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Fee: \$24 Insurance: \$13.10 Skills: P Prerequisites: DMSO 2441.

DMSO 2345 ADVANCED SONOGRAPHY PRACTICES (3-3-0). Advanced sonographic procedures and special topics. Review of previously covered material is included. Vascular methodology, case studies, and film critique are discussed. Skills: P Prerequisites: DMSO 2342, DSAE 2337. (DMS 2303)

DMSO 2351 DOPPLER PHYSICS (3-3-0). This course emphasizes Doppler principles, color and Doppler vascular principles relating to arterial and venous imaging and testing. Prerequisites: DMSO 1342. (DMS 2313)

DMSO 2441 SONOGRAPHY OF ABDOMINOPELVIC PATHOLOGY (4-3-4). This course emphasizes pathologies and disease states of the abdomen and pelvis as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Endocavitary sonographic anatomy and procedures including pregnancy may be discussed. Fee: \$24 Insurance: \$13.10 Skills: P Prerequisites: DMSO 1441.

DMSO 2462 MEDICAL SONOGRAPHY CLINICAL II (4-0-16). 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. Fee: \$24 Insurance: \$13.10 Skills: P Prerequisites: DMSO 1561. (DMS 2224)

DMSO 2663 CLINICAL MEDICAL SONOGRAPHY III (6-0-32). 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. Fee: \$24 Insurance: \$13.10 Skills: P Prerequisites: DMSO 2462.

DSAE 1100 INTRODUCTION TO DIAGNOSTIC IMAGING (1-1-0). An introduction to medical imaging modalities including, but not limited to: radiography, sonography, nuclear medicine technology, computed axial tomography, and mammography. Instruction in the indications for diagnostic imaging studies, the methods of performing and interpreting the studies, the correlation of multiple studies, and the appropriate patient preparations. Additional topics include body mechanics, safe environment of care, medical ethics, imaging department functions, and professional qualities. Prerequisites: Admission to Program.

DSAE 1203 INTRODUCTION TO ECHOCARDIOGRAPHY TECHNIQUES (2-0-4). An introduction to scanning techniques and procedures with hands-on experience in a lab setting. Emphasis is placed on the sonographic explanation of the normal adult heart. Fee: \$24 Insurance: \$13.10 Prerequisites: Admission to the program.

DSAE 1315 PRINCIPLES OF ADULT ECHOCARDIOGRAPHY (4-3-2). An introduction to cardiovascular anatomy and physiology, including hemodynamics and spatial relationships of the normal adult heart. Topics include anatomical correlation of 2-D, M-Mode, and Doppler sonographic imaging. Scanning techniques are correlated and taught in the laboratory sessions. Fee: \$24 Insurance: \$13.10 Prerequisites: Admission to the program. (DCSO 1471)

DSAE 1561 CLINICAL ECHOCARDIOGRAPHY I (5-0-20). 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. Fee: \$24 Insurance: \$13.10 Prerequisites: DSAE 1315, DSAE 1203.

DSAE 2337 ECHOCARDIOGRAPHIC EVALUATION OF PATHOLOGY II (3-3-1). A continuation of Echocardiographic Evaluation of Pathology I with emphasis on cardiac disease. A discussion of quantitative measurements and application of 2-D, M-Mode, Doppler and recognition of the sonographic appearance of cardiac disease is stressed. Fee: \$24 Prerequisites: DSAE 2404. (DCSO 2374)

DSAE 2404 ECHOCARDIOGRAPHIC EVALUATION OF PATHOLOGY I (4-3-4). An emphasis on adult acquired cardiac pathologies. Topic include cardiovascular pathophysiology, quantitative measurements, and the application of 2-D, M-Mode, and Doppler. Recognition of the sonographic appearances of cardiovascular disease is stressed. Fee: \$24 Insurance: \$3.10 Prerequisites: DSAE 1315. (DCSO 1473)

DSAE 2462 CLINICAL ECHOCARDIOGRAPHY II (4-0-16). 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. Fee: \$24 Insurance: \$13.10 Prerequisites: DSAE 1561.

DSAE 2663 CLINICAL ECHOCARDIOGRAPHY III (6-0-32). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skill, and concepts. Direct supervision is provided by the clinical professional. Insurance: \$13.10 Skills: P Prerequisites: DSAE 2462.

DSVT 1103 INTRODUCTION TO VASCULAR TECHNOLOGY (1-0-3). An introduction to basic noninvasive vascular theories, with emphasis on basic skills and knowledge, such as image orientation, transducer handling, and identification of anatomic structures.

SPANISH

SPAN 0041 SPANISH I LAB (1-0-2). An elective lab course for students desiring improvement of listening, writing, reading, or speaking skills in Spanish I, a course in which they are enrolled. Content to come from text, workbook, and tapes required in the Spanish course and any additional materials provided by lab instructor. Skills: E (SPN 0041)

SPAN 0041 SPANISH II AND III LAB (1-0-2). An elective lab course for students desiring improvement of listening, writing, reading, or speaking skills in Spanish II or III, a course in which they are enrolled. Content to come from text, workbook, and tapes required in the Spanish course and any additional materials provided by lab instructor. Skills: E (SPN 0041)

SPAN 1200 SPANISH CONVERSATION (2-3-0). The primary objective of the course is to develop the student's competency in communicating through the spoken medium. Class time will be spent in simple conversation and discussion of material read outside of class. Emphasis on idiomatic expressions used in daily speech, pronunciation, and vocabulary building. Prerequisites: SPAN 1511 or equivalent, or instructor approval. (SPN 1642)

- SPAN 1300 SPANISH CONVERSATION FOR LAW ENFORCEMENT PERSONNEL (3-3-0).** The primary objective of the course is to develop the student's competency in communicating through the spoken medium. Class time will be spent in conversation and discussion of material related to law enforcement situations. Emphasis on idiomatic expressions used in daily speech, pronunciation, and basic grammar concepts as well as vocabulary specific to law enforcement personnel.
- SPAN 1511 SPANISH I (5-5-0).** Study of fundamentals of Spanish: conversation, basic writing, listening and reading comprehension, vocabulary building, grammar, and culture. It is highly recommended that students with no previous experience with a foreign language also enroll in a Spanish I lab course. No prerequisites. Skills: E (SPN 1615)
- SPAN 1511 SPANISH I FOR NATIVE SPEAKERS (5-5-0).** Introductory course for students who possess a spoken knowledge of Southwestern U.S. Spanish and who wish to develop competency in reading and writing standard Spanish. Through readings and compositions, the student will be introduced to the conventions of standard Spanish grammar and spelling. Skills: E (SPN 1615)
- SPAN 1511 SPANISH I FOR LAW ENFORCEMENT PERSONNEL (5-5-0).** Study of fundamentals of Spanish: conversation, basic writing, listening and reading comprehension, vocabulary building, grammar and culture. It is highly recommended that students with no previous experience with a foreign language also enroll in a Spanish I lab course.
- SPAN 1512 SPANISH II (5-5-0).** Continuation of SPAN 1511 with more advanced conversation, basic writing, listening and reading comprehension, vocabulary building, grammar, and culture. Prerequisites: Students must have completed a first semester college Spanish course of at least four semester hours with a grade of C or better, or have equivalent credit by examination to enroll in SPAN 1512. (SPN 1625)
- SPAN 1512 SPANISH II FOR NATIVE SPEAKERS (5-5-0).** Continuation of SPAN 1511 for Native Speakers. Through readings and compositions, the students will continue to develop competency in reading and writing standard Spanish. Prerequisites: SPAN 1511 or equivalent. (SPN 1625)
- SPAN 2311 SPANISH III (3-3-0).** Advanced Spanish grammar, directed composition, conversation, and discussion of culture based on readings. Class conducted largely in Spanish. Prerequisites: Students must have completed a second semester college Spanish course of at least four semester hours with a grade of C or better, or have equivalent credit by examination to enroll in SPAN 2311. (SPN 2613)
- SPAN 2312 SPANISH IV (3-3-0).** Continuation of SPAN 2311. Prerequisites: SPAN 2311 with a grade of C or better, or equivalent. (SPN 2623)

- SPAN 2389 SPANISH IV WITH CREATIVE WRITING-POETRY (3-3-0).** Students will learn translation techniques for their own work, translate their poems, and translate the work of others. Performance opportunity available. Corequisite with ENGL 2307. Prerequisites: ENGL 2307 (or the equivalent) and instructor approval and SPAN 2311 with a grade of C or better or equivalent. (SPN 2633)

SPEECH

- SPCH 1311 INTRODUCTION TO SPEECH COMMUNICATION (3-3-0).** Theories and practice of speech communication behavior in interpersonal, small group, and public communication situations. The course introduces skills that students can use to communicate more effectively in their everyday lives. Skills: E (SPE 1603)
- SPCH 1315 FUNDAMENTALS OF PUBLIC SPEAKING (3-3-0).** A study of the basic principles and techniques for the research, composition, organization and delivery of speeches for various purposes. The course concentrates on practical experience in developing speaking and listening abilities. Skills: E (SPE 1613)
- SPCH 1318 INTERPERSONAL COMMUNICATION (3-3-0).** Theories and practice in verbal and nonverbal communication with a focus on interpersonal relationships. Emphasis on improving interpersonal skills and helping students increase their communication competence in everyday social exchanges. Skills: E (SPE 1623)
- SPCH 1321 BUSINESS AND PROFESSIONAL SPEAKING (3-3-0).** Theories and practice of speech communication as applied to business and professional situations. The course concentrates on building speaking and delivery skills, as well as critical thinking and analytical skills that focus on how to organize a presentation. Skills: E
- SPCH 1342 VOICE AND DICTION (3-3-0).** Physiology and mechanics of effective voice production with practice in articulation, pronunciation, and enunciation. Emphasis on vocal production in speech making situations while helping students speak more comfortably, efficiently, and effectively. Study of the International Phonetic Alphabet to identify and eliminate individual articulation problems. Skills: E
- SPCH 2333 SMALL GROUP COMMUNICATION (3-3-0).** Analysis of small group communication. Experience participating in small group situations. Interaction, leadership, conformity, feedback, and other concepts viewed in theoretical and practical contexts. The goal is to improve communication competence in small group settings. Skills: E (SPE 1633)

SPCH 2335 ARGUMENTATION AND DEBATE (3-3-0). Principles of argumentation and skills of debate, including reasoning, evidence, refutation, and briefing. Skills: E (SPE 2623)

SPCH 2341 ORAL INTERPRETATION OF LITERATURE (3-3-0). A study of the techniques of effective oral reading. Includes oral presentation of a variety of literary forms. Skills: E (SPE 1643)

STUDY SKILLS - DEVELOPMENTAL

DSSK 0013 BASIC STUDY SKILLS (3-3-0). Designed to help students develop skills and habits needed for success in college. Covers goal setting; time management; note-taking; following directions; reading, organizing, and summarizing information for study purposes; interpreting graphs; test taking; and using the library. A modified course is offered in a one hour (DSSK 0011) and two hour (DSSK 0012) format. (SSK 0013)

DSSK 1013 COLLEGE STUDY SKILLS (3-3-0). An advanced course in learning strategies. Covers academic tasks such as problem-solving; note-taking; following directions; reading, organizing, and summarizing information for study purposes; interpreting graphs; test taking; and using the library. The same course is offered in a one hour (DSSK 0011) and two hour (DSSK 0012) format. Prerequisites: Grade of C or better in DEVR 1313 or one of the following scores: Compass Reading Test 81 or above; CPT Reading Test 78 or above; or Asset Reading Test 41 or above. (SSK 1013)

SURGICAL TECHNOLOGY

SRGT 1160 BEGINNING CLINICAL (1-0-4). A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Insurance: \$13.10 Prerequisites: BIOL 2401; HPRS 1206; BIOL 2420; Admission into the Surgical Technology program. Corequisite: SRGT 1409.

SRGT 1391 SPECIAL TOPICS IN SURGICAL TECHNOLOGY—ORTHOPEDIC SPECIALTY (3-3-0). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (SRG 2533)

SRGT 1391 SPECIAL TOPICS IN SURGICAL TECHNOLOGY—VASCULAR SURGERY SPECIALTY (3-3-0). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (SRG 2543)

SRGT 1405 INTRODUCTION TO SURGICAL TECHNOLOGY (4-4-1). Orientation to surgical technology theory, surgical pharmacology and anesthesia, and patient care concepts. Fee: \$24 Insurance: \$3.10 Prerequisites: BIOL 2401, BIOL 2420, and HPRS 1206 and admission into the Surgical Technology program. Corequisite: SRGT 1409.

SRGT 1409 FUNDAMENTALS OF ASEPTIC TECHNIQUE (4-3-4). In-depth coverage of aseptic technique principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field. Fee: \$20 Insurance: \$3.10 Prerequisites: HPRS 1206, BIOL 2420, and BIOL 2401 and admission into the Surgical Technology program. Corequisite: SRGT 1405.

SRGT 1441 SURGICAL PROCEDURES I (4-4-0). Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. Prerequisites: SRGT 1405 and SRGT 1409. Corequisite: SRGT 1660. (SRG 2406)

SRGT 1442 SURGICAL PROCEDURES II (4-4-0). Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the thoracic, peripheral vascular, plastic/reconstructive, EENT, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. Prerequisites: SRGT 1441 and SRGT 1660. Corequisite: SRGT 2660. (SRG 2506)

SRGT 1660 INTERMEDIATE CLINICAL (6-0-21). A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Insurance: \$13.10 Prerequisites: SRGT 1405 and SRGT 1409. Corequisite: SRGT 1441. (SRG 2405)

SRGT 2660 ADVANCED CLINICAL (6-0-29). A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Insurance: \$13.10 Prerequisites: SRGT 1441 and SRGT 1660. Corequisite: SRGT 1442. (SRG 2505)

TECHNICAL COMMUNICATIONS

BUSI 1304 BUSINESS REPORT WRITING AND CORRESPONDENCE (3-3-0). Theory and applications for technical reports and correspondence in business. Investigation into contemporary methods of creating and delivering business reports, proposals, and technical correspondence. Emphasis on computer-aided document creation and dissemination using tools such as Microsoft PowerPoint and Word, Adobe

Acrobat, and Macromedia Dreamweaver.
Prerequisites: ENGL 2311 or program approval, basic computer familiarity (such as use of a browser and word-processing program), typing skills, and strong writing skills are expected. (TCM 1623)

ENGL 2311 TECHNICAL & BUSINESS WRITING (3-3-0). Principles, techniques, and skills needed to conduct scientific, technical, or business writing. Instruction in the writing of reports, letters, and other exercises applicable to a wide range of disciplines and careers. Emphasis on clarity, conciseness, and accuracy of expression. Research techniques, information design, effective use of graphics, and preparation and presentation of oral reports will be covered. Skills: E Prerequisites: ENGL 1301. (ENGL 1311)

ETWR 1372 GRAMMAR/STYLE (3-3-0). A study of the principles of an effective professional or technical style, stressing clarity, exactness, and readability. Topics include a review of grammar and punctuation, an introduction to copy editing, and editing and revision skills. Prerequisites: ENGL 1301. (TCM 1613)

ETWR 1391 SPECIAL TOPICS IN ENGLISH TECHNICAL AND BUSINESS WRITING (3-3-0). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student, including portfolio development. Prerequisites: Must have completed core courses in Technical Communication program and have program approval. May be taken a second time for credit when topics vary. (TCM 2713)

ETWR 2364 PRACTICUM (OR FIELD EXPERIENCE)–ENGLISH TECHNICAL & BUSINESS WRITING (3-1-20). Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. Prerequisites: Must have completed core courses in Technical Communication and have program approval. (TCM 2733)

ETWR 2371 EDITING AND LAYOUT–TECHNICAL EDITING (3-3-0). Editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design. Designed to give students a working understanding of the role of the technical editor as collaborator and decision maker in the entire publication process. Topics include online editing, revising, hypertext, graphics, visual design, and project estimating. Prerequisites: Working knowledge of at least one word processing system, ENGL 1301, and ENGL 2311, or program approval. (TCM 2633)

ETWR 2372 PRINT DOCUMENTATION (3-3-0). Workshop-style course in which students create book-length documents using modern electronic publishing software such as Adobe FrameMaker, Photoshop, Acrobat, and Quadralay WebWorks. Emphasis on teamwork, collaboration, and the project cycle in addition to organization, format, and style of printed technical documents. Prerequisites: ENGL 2311 or program approval, basic computer familiarity (such as use of a word-processing program), typing skills, and strong writing skills are expected. (TCM 2623)

ETWR 2373 ONLINE DOCUMENTATION (3-3-0). Workshop-style course in which students create online helps using RoboHELP and web pages using Dreamweaver as well as other current online information development tools. Presents documentation trends such as structured authoring, single-sourcing, and XML as well as authoring tools such as FrontPage and XMetal and provides resources for further study. Prerequisites: ENGL 2311 or program approval, basic computer familiarity (such as use of a browser and word-processing program), typing skills, and strong writing skills are expected. (TCM 2613)

THERAPEUTIC RECREATION (See Human Services)

TRAVEL AND TOURISM

TRVM 1300 INTRODUCTION TO TRAVEL AND TOURISM (3-3-0). An overview of the travel industry. Emphasis on travel careers and the impact on society. Student will gain an understanding of qualifications needed for a successful career in the travel and tourism industry. (TRV 1003)

TRVM 1306 TRAVEL AUTOMATION I (3-2-1). An introduction to computer training using one of the major computer reservation systems for the travel industry.

TRVM 1345 TRAVEL AND TOURISM SALES AND MARKETING TECHNIQUES (3-3-0). A study of marketing, sales techniques, promotions and advertising theories as applied to the travel and tourism industry. Coverage of the marketing mix in travel, market segmentation, market planning, and the use of advertising and other communication techniques. Emphasis on buyer motivation, telephone sales techniques, profitable travel counseling, and the use of promotional material in selling travel. (TRV 1033)

TRVM 1391 SPECIAL TOPICS IN TRAVEL & TOURISM–INTERNET TRAVEL SPECIALIST (3-2-2). This is a web-based training course designed to build familiarity and skills to quickly gather internet travel information and be able to

disseminate it to clients. The course covers the World Wide Web, electronic communication functions and business/marketing strategies. All material is Travel Industry relevant.

- TRVM 1391 SPECIAL TOPICS IN TRAVEL & TOURISM—DESTINATION SPECIALIZATION - CARIBBEAN (3-3-0).** An in-depth study of a select group of new and emerging travel destinations in the Caribbean. Skill development in customized and specialized travel applications for personal travel destinations, cruises, foreign tour groups, and/or convention and meeting planning groups including itinerary planning and sales strategies.
- TRVM 2305 TRAVEL INDUSTRY MANAGEMENT (3-3-0).** The preparation for mid-management positions in the travel and tourism industry. Topics include business organization, Airline Reporting Corporation requirements and regulations, bookkeeping requirements, equipment decisions and airline computer system affiliation, as well as staff development and employee relations, experiential team building applications, and the interviewing process.
- TRVM 2335 TRAVEL AUTOMATION II (3-2-1).** A continuation of the study of airline computer reservation systems. Emphasis on reserving cars and hotels, using queues, creating passenger profiles, interpreting air fares, rules, and routing, and explaining these to passengers. Prerequisites: TRVM 1306.
- TRVM 2345 ADVANCED TOPICS IN TOURISM (3-3-2).** Provides the student with an in-depth look into the aspects of concierge, destination management companies, incentives meeting and travel planning, attractions management, special event, festival planning, and eco-tourism. Included are field trips, guest speakers, and case studies. Prerequisites: TRVM 1300 AND TRVM 1306.

VISUAL COMMUNICATION DESIGN

- ARTC 1305 BASIC GRAPHIC DESIGN (3-2-4).** A study of two-dimensional (2-D) design with emphasis on the visual communication design process. Topics include basic terminology and graphic design principles. Introduction to the fundamentals of design that lead to the discovery and comprehension of the visual language. Form, balance, structure, rhythm, and harmony are studied in black and white and in color. Various media are used. Foundation laid for advanced courses in design. Fee: \$24 (CAT 1023)
- ARTC 1391 SPECIAL TOPICS IN GRAPHIC DESIGN, COMMERCIAL ART AND ILLUSTRATION: COLOR THEORY FOR DESIGN (3-2-4).** Study of the additive and subtractive principles of color theory as they apply to the visual communication design process. Emphasis placed on color mixing, color relationships, visual impact as well as

psychological and symbolic uses of color. Fee: \$24 Skills: G Prerequisites: ARTC 2441.

- ARTC 1401 BASIC ANIMATION (4-3-3).** Examination of concepts, characters, and storyboards for basic animation production. Emphasis on creating movement and expression utilizing traditional or electronically generated image sequences. An introduction to traditional animation; course includes design, storyboarding, stop-motion and character animation. Gives students a working knowledge of animation techniques necessary to design animated sequences. Fee: \$18 Skills: G Prerequisites: ARTC 1309, CAT 2033, ARTC 1409 or Department Chair approval. (ARTC 1301)
- ARTC 1402 DIGITAL IMAGING I (4-3-3).** Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. Fee: \$24
- ARTC 1409 BASIC ILLUSTRATION (4-3-3).** Introduction to drawing techniques, skills, and concepts using various black and white media. Emphasis on perspective construction of the human figure and principles of shading as they pertain to the illustration industry. Introduction to drawing skills using various media. Includes study of one and two point perspective, fundamental construction of the human head figure, and the principles of shading. Emphasizes natural and technical drawing, and working in both the studio and the outdoor environment. Foundation laid for advanced courses in illustration. Fee: \$12 Skills: G (CAT 1013)
- ARTC 1413 DIGITAL PUBLISHING I (4-3-3).** An introduction to the fundamentals of using the computer as a primary production tool. Topics include an overview of industry standard software for page layout and design, drawing and image manipulation, and various methods of reproduction for print and electronic delivery. An introduction to QuarkXPress™, Illustrator™, PhotoShop™ and other tools and skills used to prepare electronic pre-press art for print reproduction with a goal of economy, neatness and faithfulness to the designer's layout or written instructions. Material covered will include graphic terminology, type specification, and evolution of the printed piece from concept to final printed project. Fee: \$24 Skills: G (ARTC 1313)
- ARTC 1417 DESIGN COMMUNICATION I (4-3-3).** Study of design development relating to graphic design terminology, tools and media, and layout and design concepts. Topics include integration of type, images and other design elements, and developing computer skills in industry standard computer programs. Study of design development pertaining to color theories, publications, and advertising. Projects will emphasize relating form to content through selection, creation and integration of typographic, photographic, illustrative and design elements. Building on computer skills by executing all concepts using QuarkXPress™, Illustrator™ and PhotoShop™. Fee: \$24 Skills: G Prerequisites: ARTC 2317 or ARTC 2417. (CAT 1153)

- ARTC 1421 ILLUSTRATION TECHNIQUES (4-3-3).** A study of illustration techniques in various media. Emphasis on creative interpretation and disciplined draftsmanship for visual communication of ideas. Study of drawing in various contemporary media, from still life, nature, photographs, and the imagination. Emphasizes creative interpretation, memory of observation, and disciplined draftsmanship. Continuation of the study of perspective through the development of perception of appearance and form. Lays groundwork for Advanced Illustration Classes. Fee: \$24 Skills: G Prerequisites: ARTC 1309 or ARTC 1409, or Department Chair approval. (ARTC 1321)
- ARTC 1427 TYPOGRAPHY (4-3-3).** A study of letterforms and typographic concepts as elements of graphic communication. Emphasis on developing a current, practical typographic knowledge based on industry standards. Basic study of hand lettering (calligraphy). The primary letterforms are studied, utilizing various sizes and styles of pens. Emphasis is placed on composing with letters and their applications in cards, posters, books, and other visual presentations. Foundation laid for future study in Typographic Design. Fee: \$12 Skills: G (ARTC 1327)
- ARTC 1441 3-D ANIMATION I (4-3-3).** Instruction in three-dimensional (3-D) modeling and rendering techniques including lighting, staging, camera, and special effects. Emphasis on 3-D modeling building blocks using primitives to create simple or complex objects. This course introduces and explores three-dimensional animation techniques as used by the multimedia industry today. Story boarding, appropriate stage setting, motion, and production of final renders will be taught. Animated effects such as metamorphosis, explosions, metaballs, and Boolean operations will be demonstrated. Discussions on virtual reality, landscape generators, and necessary hardware for industry compatibility are addressed. Fee: \$24 Skills: G Prerequisites: ARTC 1345 or ARTC 1445 and ARTC 1401. (ARTC 1341)
- ARTC 1445 3-D MODELING AND RENDERING (4-3-3).** A studio course in the theory and technique of three-dimensional (3-D) modeling utilizing appropriate software. Topics include the creation and modification of 3-D geometric shapes; and variety of rendering techniques; and use of camera light sources, texture, and surface mapping. This course will concentrate on three-dimensional software for modeling objects and the use of appropriate rendering techniques. Students will learn about the building blocks of three-dimensional modeling using primitive shapes, vertices, edges, surfaces, and polygonal editors to create more complex objects. A variety of rendering techniques using cameras, lighting sources, textures, surface-mapping and algorithmic rendering esoteric will be explored to produce photo-realistic images. Fee: \$24 Skills: G (ARTC 1345)
- ARTC 1449 ART DIRECTION I (4-3-3).** Creation of projects in art direction for advertising graphic campaigns encompassing products, services, or ideas. Topics include all campaign procedures from initial research and creative strategy to final execution of a comprehensive project. Fee: \$24 Skills: G Prerequisites: ARTC 1305 or ARTC 1405.
- ARTC 1471 DESIGN FOR 3D (4-3-3).** A studio course focused on pre-production skills needed to design strong 3D models, surfaces, lighting, and animation using industry standard software. Topics include: application of the elements and principles of design in 3D; acquiring reference materials; the importance of creating design drawings and technical diagrams to aid in model construction; emotional & psychological values of light, color, and the camera's perspective. Students will create a complete project design for the 3D Project course. Fee: \$24 Skills: G Prerequisites: ARTC 1309 or ARTC 1409, ARTC 1305, ARTC 1402 or ARTC 2305, ARTC 1345 or ARTC 1445.
- ARTC 1472 3D LIGHTING AND SURFACING (4-3-3).** A studio course focused on 3D lighting and surfacing techniques using industry standard software. Topics covered include the relationship between surface and light; the effects of lighting and surfacing on a 3D scene; types of lights and shadows; surface qualities, textures, and mapping; and industry lighting techniques, including recreating real-world lighting. Students will also learn lighting & surface design and workflow management. Fee: \$24 Skills: G Prerequisites: ARTC 1345 or ARTC 1445, ARTC 1305, ARTC 2305 or ARTC 1402.
- ARTC 1473 3D PROJECT (4-3-3).** A studio course focused on creating 3D work for the student's demo reel using industry standard software. The work must be either a series of 3D modeled narrative illustrations; or a 3D animated short [depending on the student's chosen area of focus]. This is an advanced course that relies heavily on the skills learned in previous classes. Project concept must be approved during the term of the prerequisite class. Fee: \$24 Skills: G Prerequisites: ARTC 2441 or ARTC 2341.
- ARTC 1474 DESIGNING FOR ANIMATION (4-3-3).** Focus is on design aspects for 2D animation which will include character design, background design, use of sound, use of music, and script writing. Specific focus will be on character design and background design with additional study on aesthetic contrast. Fee: \$24 Skills: G
- ARTC 1491 SPECIAL TOPICS IN GRAPHIC DESIGN, COMMERCIAL ART AND ILLUSTRATION: ADVANCED ANIMATION (4-3-3).** A comprehensive focus on technical aspects of traditional animation. Specific focus on story and character development, aesthetic design and completion of an animated short feature accomplished in pencil test. Students will apply skills and knowledge acquired from Basic Animation to complete this course. Fee: \$24 Skills: G Prerequisites: ARTC 1301.

ARTC 2311 HISTORY OF COMMUNICATION GRAPHICS (3-3-0). Survey of the evolution of graphic arts as it relates to the history of art. Topics include formal, stylistic, social, political, economic, and historical aspects. Emphasis on the art movement, schools of thought, individuals, and technology as they interrelate with graphic arts. Survey course of the history of commercial art, starting with the visual communication found in the cave paintings through the creation of the letter form and its expansion due to the Gutenberg Press to the present state of commercial art and its impact on world history as it reaches the masses through various media. This course allows students to better understand the context within which graphic artists work. Fee: \$24 (CAT 1043)

ARTC 2333 PUBLICATION DESIGN (3-2-2). A continuation in the development of skills and advanced knowledge of desktop publishing software, with emphasis on the maintenance of visual continuity in documents for publication. Fee: \$12 Skills: G Prerequisites: ARTC 2347.

ARTC 2405 DIGITAL IMAGING II (4-3-3). General principles of digital image processing and electronic painting. Emphasis on bitmapped- or raster-based image marking and the creative aspects of electronic illustration for commercial and fine art applications. A solid introduction to Adobe Photoshop™ with specific attention to practical and artistic techniques including photo-realistic collage, lighting and shadow effects, predictable and controlled use of filters, a proficiency with layers, channels, and palettes, utilizing actions, selection and masking, types effects, and exchange and export of file formats. Fee: \$24 Skills: G Prerequisites: ARTC 1402, ARTC 2305. (ARTC 2305)

ARTC 2413 DIGITAL PUBLISHING II (4-3-3). Studio art utilizing layout procedures from thumbnails and roughs to final comprehensive and printing. Emphasis on the effective use of a variety of stylistic approaches to visual communication and the development of effective work habits and studio skills. Advanced projects using computer programs QuarkXPress™, Illustrator™ and PhotoShop™ with an emphasis on preparing electronic pre-press art for print reproduction, 4-color separation, special effects, stages of the production process, printing economy, and comprehensive application of printing papers. Fee: \$24 Skills: G Prerequisites: ARTC 1313 or ARTC 1413 or GRPH 1422.

ARTC 2417 TYPOGRAPHIC DESIGN (4-3-3). Exploration of problems in typographic design including computer generated letterforms as elements of design. Topics include theory and techniques of traditional, contemporary, and experimental typography for advertising and editorial usage. Basic study of the visual form, recognition of type styles and type anatomy that relate to graphic design and communication. Projects will involve the manipulation of type, use of type accessories and choice of type styles most suited to the page layout. Concept production using QuarkXPress™,

Illustrator™ and PhotoShop™. Fee: \$24 Skills: G Prerequisites: ARTC 1313 or ARTC 1413. (ARTC 2317)

ARTC 2431 ILLUSTRATION CONCEPTS (4-3-3). Advanced study of different painting media such as digital and traditional tools. Emphasis on conceptualization and composition as they relate to “real world” assignments. Advance study for exploring the different illustration media and their application in general composition or related visual communication media such as magazines, books, jacket covers, etc. Emphasis on experimentation and development of solution to visual problems. Fee: \$24 Skills: G Prerequisites: ARTC 1321 or ARTC 1421. (ARTC 2331)

ARTC 2435 PORTFOLIO DEVELOPMENT FOR GRAPHIC DESIGN (3-2-4). Preparation of a portfolio comprised of completed graphic design class projects. Evaluation and demonstration of portfolio presentation methods based on the student’s specific area of study. Capstone. Fee: \$24 Skills: O Prerequisites: ARTC 2347 or ARTC 2447 and Department Chair approval. (ARTC 2335)

ARTC 2441 3-D ANIMATION II (4-3-3). Skill development in three-dimensional modeling and rendering techniques using lighting, staging, and special effects for digital output. Emphasis on the production of three-dimensional (3-D) animation as final digital outputting using modeling, rendering and animation software. Fee: \$24 Skills: G Prerequisites: ARTC 1341 or ARTC 1441.

ARTC 2445 ADVANCED 3D MODELING AND RENDERING (4-3-3). A studio course focused on advanced 3-D modeling and rendering techniques using industry standard software: spline modeling, patch modeling, and other organic modeling techniques; learn advanced use of camera settings, lighting, and surfacing to create detailed environments; cover advanced topics such as particle and volumetric effects, and setting up a model with weight maps, hierarchies, bones, and constraints. Fee: \$24 Skills: G Prerequisites: ARTC 1345 or ARTC 1445 and ARTC 1402 and ARTC 1305.

ARTC 2447 DESIGN COMMUNICATION II (4-3-3). An advanced study of design, development, and art direction. Emphasis on form and content through the selection, creation, and integration of typographic, photographic, illustrative, and design elements. Advanced study of design, development, and art direction pertaining to color theories, publications, outdoor advertising, and package design. Projects will emphasize relating form to content through selection, creation and integration of typographic, photographic, illustrative, and design elements. Concept production using QuarkXPress™, Illustrator™ and PhotoShop™. Fee: \$24 Skills: G Prerequisites: ARTC 2317 or ARTC 2417. (ARTC 2347)

- ARTC 2449 ART DIRECTION II (4-3-3).** Mastery of advanced art direction problems with emphasis on selected topics in advertising campaigns. Topics include written, oral, and visual skills. Fee: \$24 Skills: G Prerequisites: ARTC 1449.
- ARTV 1401 ANIMATION 2-D (4-3-3).** Skill development in the use of software to develop storyboards and two-dimensional animation including creating, importing, and sequencing media elements to create multimedia presentation. Emphasis on conceptualization, creativity, and visual aesthetics. A course which takes the student through various aspects of animation using a variety of two-dimensional software. Developing concepts, story boarding, and production of several two-dimensional animations will be accomplished. Students will be introduced to and utilize software for creating special effects and use of plug-in filters. Fee: \$24 Skills: G Prerequisites: ARTC 1301 or ARTC 1401. (ARTV 1301)
- ARTV 1471 ADVANCED ANIMATION 2-D (4-3-3).** This course will focus on the production of a short animated feature produced in a group situation. Students will write, design, and execute a short feature while experiencing various aspects of a Studio environment. Fee: \$24 Skills: G Prerequisites: ARTV 1301 or ARTV 1401.
- ARTV 1491 SPECIAL TOPICS IN VISUAL AND PERFORMING ARTS: PORTFOLIO DEVELOPMENT FOR ANIMATION (4-3-3).** This capstone course focuses on the design and execution of a professional video or DVD reel that will represent the student's skills in animation. The course will also cover self promotion, resumes and reel distribution as well as interview techniques. Fee: \$24 Skills: G Prerequisites: Department approval.
- IMED 1211 STORYBOARD (2-1-3).** Introduction to the technique of storyboarding including organizing a project's content and arranging it in a visual format. Fee: \$24 Prerequisites: ARTC 1309.
- IMED 1401 INTRODUCTION TO MULTIMEDIA (4-3-3).** A survey of the theories, elements, and hardware/software components of multimedia. Topics include digital image editing, digital sound and video editing, animation, web page development, and interactive presentations. Emphasis on conceptualizing and producing effective multimedia presentations. Content emphasis will be on introducing the student to the various facets of conceptualizing an effective multimedia presentation, as well as introducing the different software packages available for use. A survey course which teaches the student the theories, elements, and software components used in the production of multimedia. Topics will include story boarding, scripting, computer hardware and peripherals, text, sound, images, animation and video. Contact emphasis will be on introducing the student to the various facet of conceptualizing an effective multimedia presentation, as well as introducing the different software packages available for use. Fee: \$24 Skills: G (IMED 1301)
- IMED 1405 MULTIMEDIA COURSEWARE DEVELOPMENT I (4-3-3).** Instruction in courseware development. Topics include interactivity, branching, navigation, evaluation techniques and interface/information design using industry standard authoring software. This course teaches the student how to author multimedia work. Authoring entails the process of defining what media is to be included in the presentation, how the work will be presented, assembling the pieces, and then scripting the presentation. Scripting includes the use of interactivity, navigable controls, combining sound and animation with precise control, and adding text and other digital media from a variety of software that enhances the overall presentations. This course continues after the 2-D Graphics and Imaging class and provides an in-depth overview of Macromedia Director® and the use of Lingo-the intelligent authoring language used in many animation studios today. Fee: \$24 Skills: G Prerequisites: IMED 1341 or IMED 1441, IMED 1345 or IMED 1445. (ARTC 1305)
- IMED 1416 WEB PAGE DESIGN I (4-3-3).** Instruction in Internet web page design and related graphic design issues including mark-up languages, web sites, Internet access software, and interactive topics. This course introduces the student to the creation of the Internet's Web pages and related design issues. Mark-up languages, Web sites, Internet access software and long-term Web design issues will be addressed. An overview of Interactivity and related topics will be discussed. Fee: \$24 Skills: G Prerequisites: ARTC 2305, ARTC 1402. (IMED 1316)
- IMED 1441 2-D INTERFACE DESIGN (4-3-3).** Skill development in the interface design process including selecting interfaces that are meaningful to users and relative to a project's content and delivery system. Emphasis on aesthetic issues such as iconography, screen composition, colors, and typography. This course introduces students to concepts and techniques for creating graphics for interactive multimedia user interfaces. Students will learn the technical implications on graphics for multimedia including file formats, resolution and color models. Aesthetic issues such as iconography, screen composition and the principals of user interface design will be emphasized. Students will practice using the interface design process from flowcharting, to writing design specifications, to creating a body of interface graphics, to authoring a functional interactive interface. Fee: \$24 Skills: G Prerequisites: ARTC 2305, ARTC 1402. (IMED 1341)
- IMED 1445 INTERACTIVE MULTIMEDIA I (4-3-3).** Exploration of the use of graphics and sound to create time-based interactive multimedia animations using industry standard authoring software. A solid introduction to techniques of the vector-based motion graphics authoring software. Emphasis on practical skills and knowledge in the creation of interactive new-media projects. Students will also gain an understanding of low bandwidth techniques, streaming media, and audio technologies as they

study topics in interactive graphics, animation, training applications, presentations, web based applications, and web site design. Fee: \$24 Skills: G (IMED 1345)

IMED 1451 DIGITAL VIDEO (4-3-3). Skill development in producing and editing video and sound for multimedia productions. Emphasis on the capture, editing, and outputting of video using a desktop digital video workstation. This course will take students through the collecting or raw video and audio footage, image and text compositing it into a final production using basic digital video editing, audio editing, video compositing and special effects. The student will learn the basics of editing as well as processing and compression for various outputs, such as: NTSC, Multimedia and World Wide Web, with attention to the aesthetics and principles of design and composition. The software used will be primarily Adobe Premiere™ and Adobe After Effects™ plus QuickTime™. Fee: \$24 Skills: G Prerequisites: IMED 1301 or IMED 141, ARTC 2305, ARTC 1402. (IMED 1351)

IMED 1491 SPECIAL TOPICS IN EDUCATIONAL/ INSTRUCTIONAL MEDIA TECHNOLOGY: TYPOGRAPHIC DESIGN FOR MULTIMEDIA (4-3-3). A course that focuses on the design aspects of the use of text in multimedia projects. Focus is on text as design elements, communication and credits used for television, motion pictures, animation and web page design. Additional focus will be on text as a contrast with other design aspects of multimedia production. Fee: \$24 Skills: G Prerequisites: ARTC 1305 and ARTC 1402 or ARTC 2305.

IMED 2388 INTERNSHIP-EDUCATIONAL/ INSTRUCTIONAL MEDIA TECHNOLOGY/ TECHNICIAN (3-1-12). An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisites: Department Chair approval. (CAT 2093)

IMED 2405 MULTIMEDIA COURSEWARE DEVELOPMENT II (4-3-3). In-depth coverage of programming/scripting using an icon-based authoring system with emphasis on advanced development of interactive multimedia products. This course covers the uses and applications of basic programming techniques in interactive multimedia; specific to interface design and functionality. Subjects will include basic programming and data structures, proper syntax, interface control and branching, and file input/output. Further discussions will include more advanced techniques concerning hybrid CD ROM authoring, data management, and object-oriented programming. Fee: \$24 Skills: G Prerequisites: IMED 1305 or IMED 1405. (IMED 2305)

IMED 2411 PORTFOLIO DEVELOPMENT (4-3-3). Emphasis on preparation and enhancement of portfolio to meet professional standards, professional organizations, presentation skills, and job-seeking techniques. This is a short course that enables the student to design a portfolio comprised of completed class projects. The student will gain an understanding of portfolio presentation choices based on their specific area of study. Students will be closely supervised throughout this course and learn to evaluate and prepare course work to be included in their portfolio. Capstone. Fee: \$24 Skills: G Prerequisites: Department Chair approval. (IMED 2311)

IMED 2413 PROJECT ANALYSIS AND DESIGN (4-3-3). Introduction to the multimedia planning process including costing, preparation, production legal issues, and guidelines for pre-production preparation and creation of a comprehensive design document including target audience analysis, purpose and goals, objectives, content outline, flow chart, and storyboard. Emphasis on content design and production management. Fee: \$24 Skills: G Prerequisites: IMED 1445, IMED 2415, IMED 1441.

IMED 2415 WEB PAGE DESIGN II (4-3-3). A study of hypertext mark-up language (HTML) and interesting layout techniques for creating and engaging well designed web pages. Emphasis on identifying the target audience and producing a web site according to physical and technical limitations, cultural appearance, and legal issues. A course applying design principles and techniques to concept, theme, development, and Dynamic HTML (DHTML) enhancement of Web sites. Specific attention will be given to color theory, copy writing, animation, JAVA script, cascading style sheets, and the development of a practical and functional graphic interface. A comprehensive use of HTML tags will be used in conjunction with up-to-date authoring software to publish a complete Web site for a corporate identity. Concepts of designing for electronic advertising and promotion will be discussed. Fee: \$24 Skills: G Prerequisites: IMED 1316 or IMED 1416. (IMED 2315)

IMED 2441 ADVANCED DIGITAL VIDEO (4-3-3). Instruction in the use of advanced digital video techniques for post-production. Emphasis on generation and integration of special effects, 2-D animation, and 3-D animation for film, video, CD-ROM, and the Internet. Exploration of new and emerging compression and video streaming technologies. Fee: \$24 Skills: G Prerequisites: IMED 1351 or IMED 1451. (IMED 2341)

IMED 2445 INTERACTIVE MULTIMEDIA II (4-3-3). Instruction in the use of scripting language to create interactive multimedia projects. Topics include building a user interface, writing script, testing, and debugging. Fee: \$24 Skills: G Prerequisites: IMED 1345 or IMED 1445.

VOCATIONAL NURSING

VNSG 1115 DISEASE CONTROL AND PREVENTION

(1-1-0). Study of the general principles of prevention of illness and disease, basic microbiology, and the maintenance of aseptic conditions. Topics will include characteristics of microorganisms; types of microorganisms; the “chain of infection”; the actions of pathogens in the body; body’s defenses against infection; immune process; resistance and susceptibility to infection; infection and the nursing process; handwashing and standard precautions for blood and body fluid; and, purposes and types of isolation. Prerequisites: BIOL 2401 or 2402, HPRS 1206 or HPRS 2300 and department approval required.

VNSG 1160 INTRODUCTORY CLINICAL FOR VOCATIONAL NURSING (1-0-4).

Provides the beginning vocational nursing student clinical opportunities to practice therapeutic communication skills and basic nursing skills within the framework of the nursing process. The basic concepts of critical thinking and beginning caring behaviors are emphasized as the student explores the roles of the vocational nurse. Clinical emphasis is directed toward providing basic care of the elderly client. Insurance: \$13.10 Prerequisites: BIOL 2401 or 2402, HPRS 1206 or HPRS 2300 and department approval required. Corequisites: VNSG 1400 and VNSG 1423.

VNSG 1219 PROFESSIONAL DEVELOPMENT

(2-2-0). 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. The course will also include content related to beginning leadership and management skills and legal and ethical concerns affecting the practice of vocational nursing. Prerequisites: VNSG 1510 and VNSG 2462 and department approval required. Corequisites: VNSG 1230, VNSG 1234, VNSG 2463.

VNSG 1230 MATERNAL-NEONATAL NURSING

(2-2-0). Utilization of the nursing process in the assessment and management of the childbearing 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. Prerequisites: VNSG 1510 and 2462 and department approval required. Corequisites: VNSG 1219, RNSG 1234, VNSG 2463.

VNSG 1234 PEDIATRICS (2-2-0).

Study of childhood diseases and childcare from infancy through adolescence. Focuses on the care of well and ill child utilizing the nursing process. Disease processes are considered within the framework of the growth and development of the well and ill child. Emphasis is placed on learning the critical thinking skills required to provide nursing care to children and families experiencing acute, long-term and/or terminal illnesses. Prerequisites: VNSG 1510 and

2462 and department approval required.

Corequisites: VNSG 1219, VNSG 1230, VNSG 2463.

VNSG 1304 FOUNDATIONS OF NURSING (3-3-0).

Introduction to the nursing profession including history, standards of practice, legal and ethical issues and the role of the vocational nurse. Topics include the vocational nurse as provider of care, coordinator of care and member of a profession; mental health; therapeutic communication; cultural and spiritual diversity; introduction to the nursing process; elements of critical thinking; elements of caring behaviors; holistic awareness-human needs and stress and adaptation; elements of professional behavior to include accountability, responsibility, and honesty. Also included is an introduction to the client (patient) care team and the health care system: agencies, financing, and trends. Prerequisites: BIOL 2401 or BIOL 2402, HPRS 1206 or HPRS 2300 and department approval required.

VNSG 1400 NURSING IN HEALTH AND ILLNESS I

(4-4-1). Introduction to general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing interventions. Other topics will include concepts of health and illness, adjusting to loss, care of persons with chronic illnesses and rehabilitative needs, and an introduction to principles of health teaching. Prerequisites: BIOL 2401 or BIOL 2402, HPRS 1206 or HPRS 2300 and department approval required. Corequisites: VNSG 1423 and VNSG 1160.

VNSG 1423 BASIC NURSING SKILLS (4-3-3).

Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process for all nursing interventions. Fee: \$24 Insurance: \$3.10 Prerequisites: BIOL 2401 or BIOL 2402, HPRS 1206 or HPRS 2300 and department approval required. Corequisites: VNSG 1400 and VNSG 1160.

VNSG 1461 INTERMEDIATE CLINICAL FOR VOCATIONAL NURSING (4-0-16).

Provides the vocational nursing student clinical opportunities to utilize the nursing process to implement therapeutic nursing interventions in the care of middle aged and elderly persons having common health care problems. The roles of the vocational nurse and the concepts of critical thinking and caring are emphasized. Insurance: \$13.10 Prerequisites: HPRS 1206, HPRS 2300, VNSG 1304, VNSG 1400, VNSG 1115, VNSG 1423, VNSG 1160 and department approval. Corequisites: VNSG 1509 and VNSG 2331.

VNSG 1509 NURSING IN HEALTH AND ILLNESS II

(5-5-0). Introduction to common health problems requiring medical and surgical interventions. The course focuses on health promotion and health maintenance of middle-aged and elderly persons. Application of the nursing process and critical thinking skills to provide nursing care to diverse

clients while offering opportunities for collaboration with members of the multidisciplinary health care team. Content includes common, but specific medical/surgical problems, sociological needs, the adaptation to internal and external influences. Prerequisites: HPRS 1206, HPRS 2300, VNSG 1304, VNSG 1400, VNSG 1115, VNSG 1423, VNSG 1160 and department approval. Corequisites: VNSG 1461 and VNSG 2331.

VNSG 1510 NURSING IN HEALTH AND ILLNESS III (5-5-0). Continuation of Nursing in Health and Illness II. Further study of common medical-surgical problems of the client including concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse. Emphasis will be placed on commonly occurring young adult medical-surgical problems. Prerequisites: VNSG 1509, VNSG 2331, VNSG 1461 and department approval required. Corequisite: VNSG 2462.

VNSG 2331 ADVANCED NURSING SKILLS (3-2-2). Mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool. Fee: \$24 Insurance: \$3.10 Prerequisites: HPRS 1206, HPRS 2300, VNSG 1304, VNSG 1400, VNSG 1115, VNSG 1423, VNSG 1160 and department approval required. Corequisites: VNSG 1509 and VNSG 1461.

VNSG 2462 ADVANCED CLINICAL FOR VOCATIONAL NURSING (4-0-16). Provides the vocational nursing student clinical opportunities to apply therapeutic communication skills and administer therapeutic nursing interventions to young adult and groups of medical-surgical clients and clients experiencing mental illnesses. The roles of the vocational nurse and the concepts of critical thinking and caring are emphasized. Insurance: \$13.10 Prerequisites: VNSG 1509, VNSG 2331, VNSG 1461 and department approval required. Corequisite: VNSG 1510.

VNSG 2463 MATERNAL-CHILD AND LEADERSHIP CLINICAL VOCATIONAL NURSING (4-0-16). Provides the vocational nursing student clinical opportunities to care for children and the childbearing family in acute care and community settings while utilizing therapeutic communication skills and therapeutic nursing interventions. The vocational nursing role of coordinator of care is expanded as the student develops beginning leadership and management skills in selected clinical environments. The concepts of critical thinking and caring are emphasized. Insurance: \$13.10 Prerequisites: VNSG 1510, VNSG 2462, Department approval required. Corequisites: VNSG 1219, VNSG 1230, and VNSG 1234.

WELDING TECHNOLOGY

NDTE 1405 INTRODUCTION TO ULTRASONIC TESTING (4-3-3). A theoretical study and practical application of ultrasonic testing methods, including the study of ultrasonic capabilities and limitations, equipment, proper application, and written practices and procedures. Concentration will be given to acoustic waveforms, soundbeam divergence, and the relationships between time, distance, and amplitude. Teaches oscilloscope operation using delay, sweep, gain, and other functions. Through laboratory practice with purposely-flawed weld samples, an understanding will be imparted of longitudinal mode geometry in both contact and immersion testing. Insurance: \$3.10 (WLDG 1473)

NDTE 1454 INTERMEDIATE ULTRASONICS (4-3-3). Basic theory and applications of the ultrasonic techniques of materials testing covering the theoretical material from the certification test for Ultrasonic Level I American Society of Non-Destructive Testing. Prerequisites: NDTE 1405 or instructor approval. (WLDG 1474)

NDTE 2401 ADVANCED ULTRASONIC TESTING (4-3-3). Designed to strengthen the students' knowledge and skills in ultrasonic testing. Emphasis is on welded plate, pipe, and TKY connections, immersion testing, written practices, and procedures. Insurance: \$3.10 Prerequisites: NDTE 1454. (WLDG 1474)

NDTE 2411 PREPARATION FOR WELDING INSPECTION (4-3-3). General principles of welding inspection including welding processes, terms and definitions, welding discontinuities, duties and responsibilities of inspectors, destructive and nondestructive testing, quality assurance/quality control, welding codes and blueprints, procedures, and case studies. An overview of welding tools and equipment, metallurgy, chemistry, and joint design. This is the Capstone Experience course for the Inspection Certificate. Fee: \$24 Insurance: \$3.10 Prerequisites: Department approval. (WLDG 2411)

PFPB 2401 PIPE FABRICATION AND INSTALLATION I (4-3-3). Skill development in pipe fabrication and pipe supports. Fee: \$24 Insurance: \$3.10 Prerequisites: WLDG 2406 OR WLDG 1435.

WLDG 1191 SPECIAL TOPICS IN WELDER/WELDING TECHNOLOGIST (1-1-1). Course designed for the student who wants to pursue special topics and directed studies in welding, joining, or materials technology. Topics vary. May be substituted for required courses in some degree and certificate plans with approval from Department Chair. Fee: \$24 Prerequisites: Instructor approval. (WLD 2401)

WLDG 1291 SPECIAL TOPICS IN WELDER/WELDING TECHNOLOGIST (2-2-1). Course designed for the student who wants to pursue special topics and directed studies in welding, joining, and materials technology. Topics vary. May be substituted for

required courses in some degree and certificate plans with approval from Department Chair. Fee: \$24 Prerequisites: Instructor approval. (WLD 2422)

- WLDG 1391 SPECIAL TOPICS IN WELDER/WELDING TECHNOLOGIST (3-2-4).** Course designed for the student who wants to pursue special topics and directed studies in welding, joining, and materials technology. Topics vary. May be substituted for required courses in some degree and certificate plans with approval from Department Chair. Fee: \$24 Insurance: \$3.10 Prerequisites: Instructor approval. (WLD 2433)
- WLDG 1405 ART METALS (4-3-3).** Fundamentals of conceptualizing and producing utilitarian items on ferrous and non-ferrous metals. Skill development through the techniques of sinking, raising, repousse', and piercing to create objects from flat sheet. Topics include brazing, soldering, tinning, polishing, and tool making. Fee: \$24 Insurance: \$3.10 (WLDG 1471)
- WLDG 1407 INTRODUCTION TO WELDING USING MULTIPLE PROCESSES (4-3-3).** An overview of the basic welding processes, including oxy-fuel welding and cutting, shielded metal arc (SMAW), gas metal arc (GMAW), and gas tungsten arc welding (GTAW). Fee: \$24 Insurance: \$3.10 (WLDG 2413)
- WLDG 1413 INTRODUCTION TO BLUEPRINT READING FOR WELDERS (4-3-3).** A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes, including systems of measurement and industry standards. Interpretation of plans and drawings used by industry. Prerequisites: WLDG 1428 and WLDG 1457 or Instructor approval. (WLD 2064)
- WLDG 1417 INTRODUCTION TO LAYOUT AND FABRICATION (4-3-3).** A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes used in construction. Fee: \$24 Insurance: \$3.10 (WLD 2104)
- WLDG 1425 INTRODUCTION TO OXY-FUEL WELDING AND CUTTING (4-3-3).** An introduction to oxy-fuel welding and cutting, including history and future in welding, safety, setup and maintenance of oxy-fuel welding and cutting equipment and supplies. Fee: \$24 Insurance: \$3.10 (WLD 1224)
- WLDG 1427 WELDING CODES—CERTIFICATION (4-3-3).** Prepares the student for certification tests required by industry. Includes the study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods. This is the Capstone Experience course for the Code Welding degree and for the Art Metals degree. Fee: \$24 Insurance: \$3.10 Prerequisites: Instructor approval. (WLDG 2409)

- WLDG 1428 INTRODUCTION TO SHIELDED METAL ARC WELDING (SMAW) (4-3-3).** An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting and various joint designs. Instruction provided in SMAW fillet welds in various positions. Fee: \$24 Insurance: \$3.10 (WLD 1214)
- WLDG 1434 INTRODUCTION TO GASTUNGSTEN ARC (GTAW) WELDING (4-3-3).** An introduction to the principles of Gas Tungsten Arc Welding, Gas Metal Arc Welding, and Flux-Cored Arc Welding; setup and use of equipment, and safe use of tools and equipment. Welding instruction in various positions and joint designs. Fee: \$24 Insurance: \$3.10 (WLD 1244)
- WLDG 1435 INTRODUCTION TO PIPE WELDING—API 1104 (4-3-3).** An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G, 2G, and 5G using various electrodes in accordance with American Petroleum Institute API-1104: Standard for Welding Pipelines and Facilities. Fee: \$24 Insurance: \$3.10 Prerequisites: WLDG 1457. (WLD 2214)
- WLDG 1437 INTRODUCTION TO METALLURGY (4-3-3).** A study of ferrous and nonferrous metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal, including hardness, machinability, and ductility. Insurance: \$3.10 (WLD 2054)
- WLDG 1442 METAL SCULPTURE (4-3-3).** Instruction in the techniques and methods of art metals and metalsmithing. Skill development in welding, brazing, and finishing techniques. Topics address work ethics, artistic styles, and professionalism. Students will be urged to develop individualized work ethics and artistic styles. All welding, brazing, and finishing techniques will be open to the student's discretion. This is the Capstone Experience course for the Art Metals Certificate. Fee: \$24 Insurance: \$3.10 (WLDG 1472)
- WLDG 1453 INTERMEDIATE LAYOUT AND FABRICATION (4-3-3).** A continuation of WLDG 1417. Covers design and production of shop layout, fabrication, and field erection of critical building and bridge moment connections. Emphasis placed on symbols, blueprints, and written specifications. This is the Capstone Experience course for the Plate Welding Certificate. Fee: \$24 Insurance: \$3.10 Prerequisites: WLDG 1457. (WLD 2144)
- WLDG 1457 INTERMEDIATE SHIELDED METAL ARC WELDING (SMAW) (4-3-3).** A study of the production of various groove welds. Preparation of specimens for testing in test positions. Fee: \$24 Insurance: \$3.10 Prerequisites: WLDG 1428. (WLD 1234)

WLDG 1491 SPECIAL TOPICS IN WELDER/WELDING TECHNOLOGIST (4-3-3). Course designed for the student who wants to pursue special topics and directed studies in welding, joining, and materials technology. Topics vary. May be substituted for required courses in some degree and certificate plans with approval from Department Chair. Fee: \$24 Insurance: \$3.10 Prerequisites: Instructor approval. (WLD 2394)

WLDG 1491 SPECIAL TOPICS IN WELDER/WELDING TECHNOLOGIST–COPPER SMITHING (4-3-3). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Course designed for developing skills in the use of copper for sinking, raising, and repousse to create objects from flat sheets. Topics will include soldering, polishing, and surface treatment to produce utilitarian items in copper. Fee: \$24 Insurance: \$3.10

WLDG 1491 SPECIAL TOPICS IN WELDER/WELDING TECHNOLOGIST–METAL DESIGN & FUNCTION (4-3-3). Course designed for developing skills in designing and fabricating functional metal objects using and aesthetic skills in the spirit of quality craftsmanship. Students will utilize various metal-working and welding techniques as they apply to fabricating realistic projects, with a special emphasis on concept, design, and safety. Fee: \$24 Insurance: \$3.10

WLDG 1491 SPECIAL TOPICS IN WELDER/WELDING TECHNOLOGIST–INDUSTRY PRACTICES (4-3-3). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Topics initiated by students on current industry practices with instructor approval. Designed to acquaint the student with current needs of industry. Where applicable, field trips to area installations to observe the manufacturing applications. Information theory on market analysis for students defining career choices. Business planning for those desiring to become entrepreneurs. Fee: \$24 Insurance: \$3.10

WLDG 1491 SPECIAL TOPICS IN WELDER/WELDING TECHNOLOGIST–ARCHITECTURAL HARDWARE (4-3-3). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Emphasis on the manufacture of architectural hardware and ornament encountered in the black-smithing and metalsmithing industries. Fee: \$24 Insurance: \$3.10

WLDG 1491 SPECIAL TOPICS IN WELDER/WELDING TECHNOLOGIST–TOOL MAKING (4-3-3). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation in tool making and relevant to the professional development of the student. Fee: \$24 Insurance: \$3.10

WLDG 2406 INTERMEDIATE PIPE WELDING–ASME SECTION IX (4-3-3). A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes in accordance with the American Society of Mechanical Engineers' Boiler and Pressure Vessel Code, Section IX. Topics covered include electrode selection, equipment setup, and safe shop practices. Fee: \$24 Insurance: \$3.10 Prerequisites: WLDG 1457. (WLD 2234)

WLDG 2433 METAL SMITHING (4-3-3). A study of welding techniques for ferrous and non-ferrous metals. Skill development in brazing, forging, and welding in all processes to include coal and gas forges. Emphasis on combining metals and processes to demonstrate technique versatility. Students will be urged to produce individualized items or objects of junction. Combining metals and processes will be encouraged in order to give a strong understanding of the versatility of these techniques and materials and the vast number of objects that can be created. Fee: \$24 Insurance: \$3.10 (WLDG 2472)

WLDG 2435 ADVANCED LAYOUT AND FABRICATION (4-3-3). A continuation of the Intermediate Layout and Fabrication course which covers production and fabrication of layout tools and processes. Emphasis on application of fabrication and layout skills. Fee: \$24 Insurance: \$3.10 Prerequisites: WLDG 1453.

WLDG 2440 ADVANCED ART METAL (STUDIO PROBLEMS) (4-3-3). Project development in an open-studio atmosphere. Individualized instruction to encourage skill combinations and experimentation. Topics include portfolio preparation and presentation. Students will be encouraged to combine skills, materials and techniques and to experiment freely. Instruction will be offered in an individualized format according to project demands. Portfolio presentation will be the final project. This is the Capstone Experience course for the Metal Sculpture certificate. Fee: \$24 Insurance: \$3.10 Prerequisites: Department approval. (WLDG 2470)

WLDG 2441 POWER HAMMER (4-3-3). Skill development in pneumatic, treadle, and trip hammer techniques. Topics include forging various steel alloys and larger stock configurations, tool making, machine care, and hardware. Projects to create functional esthetic objects using power hammers. Fee: \$24 Insurance: \$3.10 Prerequisites: Department approval. (WLDG 2475)

- WLDG 2450 ORBITAL TUBE WELDING (4-3-3).** An overview of welding in the semi-conductor and related industries. Special emphasis on the disciplines of orbital tube welding, including cutting, facing, and development of weld procedures. This is the Capstone Experience course for the Ultrahigh Purity Piping Certificate. Prerequisites: WLDG 1434. (WLDG 2474)
- WLDG 2451 ADVANCED GASTUNGSTEN ARC WELDING (4-3-3).** Advanced topics in GTAW welding, including welding in various positions and directions on sheet metal, pipe, tube and exotic materials. Fee: \$24 Insurance: \$3.10 Prerequisites: WLDG 1434.
- WLDG 2488 INTERNSHIP-WELDER/WELDING TECHNOLOGIST (4-1-13).** An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Insurance: \$3.10 Prerequisites: Department approval.

WOMEN'S STUDIES

- WMS 1613 IMAGES OF WOMEN (3-3-0).** A multidisciplinary study of the evolution of women's roles and images in society.

WRITING - DEVELOPMENTAL

- DEVW 0041 FUNDAMENTALS OF WRITING LAB (1-0-2).** Designed for students currently registered in DEVW 0403 to promote greater writing improvement. Individualized and group setting providing additional practice and explanation to supplement DEVW 0403. This lab is mandatory for all DEVW 0403 sections. This lab is combined with DEVW 0403. (DVW 0041)
- DEVW 0141 WRITING SKILLS I LAB (1-0-2).** Designed for students currently registered in DEVW 1403, Writing Skills I course, to promote greater writing improvement. Individualized and group setting providing additional practice and explanation to supplement DEVW 1403. This lab is mandatory for all DEVW 1403 sections. (DVW 0141)
- DEVW 0241 WRITING SKILLS II LAB (1-0-2).** Designed for students currently registered in DEVW 1413, Writing Skills II Lab, to promote greater writing improvement. Individualized and group setting providing additional practice and explanation to supplement DEVW 1413. (DVW 0241)
- DEVW 0401 FUNDAMENTALS OF WRITING (1-1-0).** Focuses on the basic errors of grammar, but includes composition of complete sentences, paragraphs, and simple essays as well. Attention paid to correct punctuation and spelling. Individualized and group instruction in a classroom or workshop setting. Repeatable for credit. Prerequisites: Placement by the following scores: COMPASS Writing Test 0-37 and Reading Test 36-59; CPT Writing Test 0-62; ASSET Writing Test 23-34. (DVW 0401)
- DEVW 0402 FUNDAMENTALS OF WRITING (2-2-0).** Focuses on the basic errors of grammar, but includes composition of complete sentences, paragraphs, and simple essays as well. Attention paid to correct punctuation and spelling. Individualized and group instruction in a classroom or workshop setting. Repeatable for credit. Prerequisites: Placement by the following scores: COMPASS Writing Test 0-37 and Reading Test 36-59; CPT Writing Test 0-62; ASSET Writing Test 23-34. (DVW 0402)
- DEVW 0403 FUNDAMENTALS OF WRITING (3-3-1).** Focuses on the basic errors of grammar, but includes composition of complete sentences, paragraphs, and simple essays as well. Attention paid to correct punctuation and spelling. Individualized and group instruction in a classroom or workshop setting. A modified course is offered in a one hour (DEVW 0401) and two hour (DEVW 0402) format. A one-hour mandatory lab is required. Prerequisites: Placement by the following scores: COMPASS Writing Test 0-37 and Reading Test 36-59; CPT Writing Test 0-62; ASSET Writing Test 23-34. (DVW 0403)
- DEVW 1401 WRITING SKILLS I (1-1-0).** A review of grammar, sentence structure punctuation, spelling, and words often confused. Introduction to writing paragraphs and essays. Emphasis on planning, writing, and revising of assignments. Individualized and group instruction in a classroom or workshop setting. Prerequisites: Grade of C or better in DEVW 0403 Fundamentals of Writing or placement by one of the following scores: COMPASS Writing Test 38-58; CPT Writing Test 63-72; ASSET Writing Test 35-38. (DVW 1401)
- DEVW 1402 WRITING SKILLS I (2-2-0).** A review of grammar, sentence structure, punctuation, spelling, and words often confused. Introduction to writing paragraphs and essays. Emphasis on planning, writing, and revising of assignments. Individualized and group instruction in a classroom or workshop setting. Prerequisites: Grade of C or better in DEVW 0403 Fundamentals of Writing or placement by one of the following scores: COMPASS Writing Test 38-58; CPT Writing Test 63-72; ASSET Writing Test 35-38. (DVW 1402)
- DEVW 1403 WRITING SKILLS I (3-3-1).** A review of grammar, sentence structure, punctuation, spelling, and words often confused. Introduction to writing paragraphs and essays. Emphasis on planning, writing, and revising of assignments. Individualized

and group instruction in a classroom or workshop setting. A modified course is offered in a one hour (DEVW 1401) and two hour (DEVW 1402) format. Prerequisites: Grade of C or better in DEVW 0403 Fundamentals of Writing or placement by one of the following scores: COMPASS Writing Test 38-58; CPT Writing Test 63-72; ASSET Writing Test 35-38. (DVW 1403)

DEVW 1403 WRITING SKILLS I PAIRED WITH DEVR 1303 READING SKILLS I (3-3-1). Designed to take advantage of the interrelationships between reading and writing. Paired courses must be taken concurrently. Improvement of comprehension skills, vocabulary development and rate of reading combined with a review of grammar, sentence structure, punctuation, spelling, and words often confused. Introduction to writing paragraphs and essays. Prerequisites: Grade of C or better in DEVR 0303 and DEWR 0403 or one of the following scores in reading and writing: COMPASS Reading Test 50-67 and Writing Test 38-58; CPT Reading Test of 39-57 and Writing Test 63-72; ASSET Reading Test 33-36 and Writing Test 35-38. (DVR 1303)

DEVW 1411 WRITING SKILLS II (1-1-0). Writing with an emphasis on different methods of developing compositions. Advanced review of grammar, sentence structure, punctuation, spelling, and words often confused. Emphasis on planning, writing, and revising of assignments. Individualized and group instruction in a classroom or workshop setting. Prerequisites: Grade of C or better in DEVW 1403 or one of the following scores in writing: COMPASS Writing Test 59-81; CPT Writing Test 73-85; ASSET Writing Test 39-45. (DVW 1411)

DEVW 1412 WRITING SKILLS II (2-2-0). Writing with an emphasis on different methods of developing compositions. Advanced review of grammar, sentence structure, punctuation, spelling, and words often confused. Emphasis on planning, writing, and revising of assignments. Individualized and group instruction in a classroom or workshop setting. Prerequisites: Grade of C or better in DEVW 1403 or one of the following scores in writing: COMPASS Writing Test 59-81; CPT Writing Test 73-85; ASSET Writing Test 39-45. (DVW 1412)

DEVW 1413 WRITING SKILLS II (3-3-0). Writing with an emphasis on different methods of developing compositions. Advanced review of grammar, sentence structure, punctuation, spelling, and words often confused. Emphasis on planning, writing, and revising of assignments. Individualized and group instruction in a classroom or workshop setting. A modified course is offered in a one hour (DEVW 1411) and two hour (DEVW 1412) format. Prerequisites: Grade of C or better in DEVW 1403 or one of the following scores in writing: COMPASS Writing Test 59-81; CPT Writing Test 73-85; ASSET Writing Test 39-45. (DVW 1413)

DEVW 1413 WRITING SKILLS II (3-3-0). This course is also offered as a learning community where Writing Skills II students can fulfill their TASP requirements and have an opportunity to earn college credit in ENGL 1301. Prerequisites: Must pass reading portion of the TASP/TASP alternative or a Grade of C or better in DEVR 1313; Grade of B or better in DEVW 1403; and one of the following scores in writing–TCOM 51-58, T-CPT/Accuplacer 76-79, T-ASSET 38-39.

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Services for Students



Student Services

Austin Community College is an institution committed to helping all students achieve their educational and career goals. This section of the Catalog provides basic information about programs and services offered by the College to increase the chances that students will succeed.

Advising

Academic advisors assist new college credit students to complete the application process, review state-mandated TASP requirements, understand ACC's placement policies, and evaluate assessment results. Once a student is admitted to ACC, advisors collaborate with counselors and faculty to provide accurate, up-to-date advising information to students. Advisors also assist Early College Start high school students, visiting students, and transfer students from other institutions trying to take classes at ACC, and One-Stop Center students hoping to continue their education at Austin Community College.

Assessment

ACC offers assessment services at all campuses. In addition to the entry-level testing described in the *Assessment and Testing Section* of the Catalog, the College provides assessment tools to help students develop an accurate picture of their abilities, interests, personality traits, skills and values in order to select courses, majors and careers. When appropriate, counselors work with faculty members in providing diagnostic testing to assess student learning problems and to offer workshops on preparing for a test, dealing with test anxiety, and improving test taking skills.

Testing Centers

Academic Testing Centers are located at the Cypress Creek, Eastview, Northridge, Pinnacle, Rio Grande, and Riverside Campuses and at the Fredericksburg, Round Rock, and San Marcos ACC Centers. Hours of operation vary by location and are available at www.austincc.edu/testctr. Students should check with their instructors on the availability of tests at the various locations. Students must be registered in classes at Austin Community College in order to take tests in the Testing Centers. Procedures for using this service are available from the Academic Testing Centers. In addition to an ACC Student ID, Testing Centers require a valid picture ID.

Learning Labs

The Learning Labs offer free tutoring to all ACC students by qualified instructors and tutors. Located at all ACC campuses, the Learning Labs are open weekday and weekend hours. Hours vary by campus and are available at www.austincc.edu/rvslab/ll.html. Labs offer:

- Individual tutoring on a walk-in basis for most subjects.
- A variety of tapes, computer programs, and books for self-paced improvement.

Child Development Center

The Children's Laboratory School on the Eastview Campus is a full-day and evening, year-round preschool program that also serves as a demonstration school for ACC's Child Development Department. Child Development students observe, practice and receive feedback from degreed and experienced classroom teachers. The Children's Lab School offers a quality program for children ages 6 months through 5 years during the day and ages 2 through 9 years in the evening. It enrolls children of ACC students, staff, and faculty, as well as children from the Greater Austin community.

The Children's Lab School is accredited by the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children. The program strives to provide children with a culturally enriched environment reflecting the diversity of the Austin area. For more information, call 223-5200.

Child Care and Textbook Payment Assistance

Students in applied science degree or certificate programs may receive textbook and/or child care payment assistance through the Support Centers, which are located at most ACC campuses. Please note: The Support Center is a grant-funded program. Services and assistance are limited to available funds. Students must meet specific eligibility requirements to receive services. For more information call 223-5200.

Counseling and Educational Planning

www3.austincc.edu/evpcss/rss/counsel/counseling.htm

Counselors are available at every campus to assist students in defining educational and career goals, learning to benefit from instruction, and dealing with life challenges that may reduce their chances of succeeding at ACC. Counselors provide three types of services: pre-enrollment, after enrollment, and transition. Pre-enrollment Services include establishing liaison relationships with area middle and high school counselors, leading orientation groups, and working with academically at-risk students during their initial ACC registration. After-enrollment Services include direct services to students as well as partnerships with

faculty members to increase the chances that students will succeed. Direct services to students include advising and educational planning, career and crisis counseling, a tracking system for academically at-risk students, and targeted support services for underprepared students. Faculty-counselor partnerships include the Advising Program and the Retention Program. Transition Services include programs to assist students to transfer successfully to a college or university or to locate employment related to their field of study at ACC.

Career Centers

Students interested in exploring career issues and options will find many helpful resources in the Career Centers located at each campus.

Career Center Locations

Cypress Creek	Rm 1003	223-8111
Eastview	Rm 2113	223-5188
Northridge	Rm 1140	223-4719
Pinnacle	Rm 216	223-8111
Rio Grande	Rm A156*	223-3138
Riverside	Rm 8115-B	223-6095

*Rm 156 in the Student Services Building

Counselors assist students to:

- Identify career goals
- Assess their interests, values, experiences, and abilities
- Research occupations and the job market
- Learn job search strategies
- Write a résumé
- Learn how to interview effectively
- Use the Internet to search for jobs

Although career resource materials vary at each location, students can expect to find a variety of reference materials, videos, college catalogs, and computer software programs available free of charge. Current ACC and local job listings are posted, and career assessment is available through a counselor. Students also have access to career assessment and self-assessment instruments, such as Discover, the Strong Interest Inventory, and the Myers-Briggs Personality Inventory.

Limited services for career counseling and job referral are available to students and alumni. Employers may submit job postings and requests for recruiting visits, which must be approved and scheduled in advance. Please contact the Campus Career Centers for further information.

Cultural Centers

The *African-American Cultural Center* at the Eastview Campus strives to increase understanding in the ACC and Central Texas communities of the culture, history and contributions of African-Americans. The African-American Cultural Center offers many opportunities to students:

- A comfortable academic environment as they pursue their educational goals
- A respect for, knowledge of and appreciation for their heritage
- Opportunities for faculty members to increase their awareness of and sensitivity to cultural dynamics
- Mentoring
- Retention activities

For more information, contact the director at 223-5166 or the associate director at 223-5165.

In an effort to provide a link between ACC and the local Latino community, the College established the *Latino/Latin American Studies Center*. Known as *El Centro*, the center is involved in the recruitment and retention of Latino students and in championing the educational goals of Latino students in nearby school districts. Housed at the Eastview Campus, *El Centro* will launch an exciting mentoring program for public school students in 2003-2004. For more information about *El Centro* or the community mentoring program, contact *El Centro* at 223-5224 or visit *El Centro*'s web site at www3.austincc.edu/evpcss/rss/centro

New Student Orientation

The faculty and staff of Austin Community College believe that participation in orientation increases the chances that students will succeed at ACC. Therefore, the College requires new college-credit and transfer students who have completed less than 12 hours to participate in orientation. ACC offers two orientation options at convenient times and places: small group sessions and a web-based tutorial.

Services for Students with Disabilities

www.austincc.edu/osd

Each ACC campus offers support services for students with documented disabilities. Students with disabilities should register with OSD at the primary campus they expect to attend. Each semester, in addition to meeting with the OSD supervisor at the primary campus, students need to meet with the OSD supervisor at all campuses they are attending in order to discuss accommodation needs. These accommodations may include, but are not limited to, interpreters, note takers, targeted orientation sessions, registration assistance, and testing with accommodations. Because ACC prefers to have all accommodations in place the first day a student enters a class, students with

disabilities are urged to apply for accommodations at least three weeks before the start of a term. ACC also works with the Texas Rehabilitation Commission (TRC), The Texas Commission for the Blind (TCB), and other community service organizations to provide support services to students. For additional information about support services for eligible students with disabilities, contact the following offices:

Cypress Campus	(Room 1030)	223-2026
Eastview Campus	(Room 2133)	223-5159
Northridge Campus	(Room 1120)	223-4726
Pinnacle Campus	(Room 221)	223-8300
Rio Grande Campus	(Room 155A)	223-3142
Riverside Campus	(Room 8138)	223-6244

NOTE: Relay users may access any ACC number through Relay Texas at 711.

Workforce Connection

ACC advisors are housed at two Workforce Centers, one in North Austin and one in South Austin. These advisors work with advisors and counselors on ACC campuses in assuring that Capitol Area Workforce Development Board clients enter and benefit from the services available at the College.

Student Life

The Student Life Office complements the academic program and enhances the overall educational experience of students by offering quality social, cultural, intellectual, recreational, and leadership programs. Through participation in student government, student organizations, special events, recognition programs, leadership training, student publications, and cultural connections programs, students gain leadership and teamwork skills that give them an edge in the professional world. Visit the student life website at www3.austincc.edu/evpcss/rss/sl for detailed information about programs and services.

Clubs and Organizations

ACC encourages all students to participate in at least one student organization. There are over twenty student organizations registered each year, created by students for students. Each organization is dedicated to some aspect of student life: professional development, cultural enrichment, political action, or community service. Current ACC students in good academic standing are invited to form new organizations if none of the registered organizations meet their needs. A complete listing of student clubs and organizations is on the web at www3.austincc.edu/evpcss/rss/sl.

Cultural Connections Series

This series of events celebrates the rich and vast contributions made by individuals of diverse ethnicities and cultures. The Student Life Office conducts special events to coincide with national celebrations and features regional and nationally recognized leaders, artists and writers throughout the year.

Make A Difference

The Make A Difference Project is a national day of helping others that takes place every year. Coordinated through the Student Life Office, the Make A Difference Project recruits ACC students interested in leadership through service, to join with college students across the country to participate in the National Make A Difference Day. Interested students should contact the Student Life Office at 223-3114 or www3.austincc.edu/evpcss/rss/sl.

Leadership Awards and Recognition

Student Life coordinates the Who's Who Among Students in American Community Colleges, the PTK/USA Today/AACC Scholarship competition, and the Presidential Student Achievement Award.

Leadership Training

The Student Life Office sponsors leadership training for all students interested in acquiring skills to become student leaders. Leadership retreats, luncheon seminars, and outdoor adventures are some of the ways students can develop or acquire leadership skills.

Student Government Association

The Student Government Association (SGA) is the official voice of the student body, functioning as an essential link between students and the ACC administration. By acting as an advocate for student concerns, the SGA works to improve the quality and value of the educational experience for students at ACC. The SGA appoints students to College committees and provides monthly updates to the Board of Trustees.

Student Newspaper

The student newspaper, *ACCent*, provides information for students, staff, and faculty at all ACC campuses and sites. The publication serves as a lab for journalism students to publish their work from classes. Copies of the *ACCent* are available on all campuses. Detailed information on *ACCent* is available in the ACC Student Handbook, the Student Life Procedures Manual, and on the web at www3.austincc.edu/evpcss/rss/accent.htm.

Student Rights and Responsibilities

Austin Community College is an educational institution committed to challenging individuals to explore new ideas and see new opportunities. The college's mission is to provide a wide range of high quality educational services to its students in an environment that supports the ideals of quality, flexibility, accessibility, and diversity. Student involvement in College activities and organizations is strongly encouraged. Student input regarding the improvement of the college's educational and support services is valued. Students at the College have the rights accorded by the Constitution to freedom of speech, peaceful assembly, petition, and association. These rights carry with them the responsibility to accord the same rights to others in the College community and not to interfere with or disrupt the educational process. Opportunity for students to examine and question the pertinent data and assumptions of a given discipline, guided by the evidence of scholarly research, is appropriate in a learning environment. This concept is accompanied by an equally demanding concept of responsibility on the part of the student. As willing partners in learning, students must comply with College rules and procedures. ACC's disciplinary procedures are outlined in the ACC Student Handbook, which new students receive during orientation. They also are outlined in program-specific handouts, which students in selected programs receive during their first semester at ACC, and are on the web at www3.austincc.edu/evpcss/handbk/

Student Complaint Procedures

The College provides students the opportunity to discuss any non grade-related complaints they may have with College employees who are in a position to resolve their complaints. Complaints may include but are not limited to discrimination based on race, color, gender, religion, age, national origin, disability, or sexual orientation. The procedure to follow is outlined in the ACC Student Handbook and is on the web at www3.austincc.edu/evpcss/handbk/

The student's instructor and appropriate instructional administrators resolve complaints about grades. The procedure to resolve grade disputes is in the ACC Student Handbook.

Students' Role in College Decision-Making

The participation of students in ACC's decision-making process is an important institutional value. Participation in decision-making occurs in several ways: program and instructor evaluations, monthly presentations to the Board, participation in the Student Government Association, focus groups and the Student Activity Fee Committee. During orientation, new students receive information about the Student Government Association and are invited to participate in the SGA. The Student Government Association appoints students as voting members to many

college-wide and campus-specific committees where they influence decisions on a variety of issues from the budget to the registration process to the remodeling of college facilities.

Bookstore

ACC Bookstores are located at Cypress Creek, Eastview, Northridge, Pinnacle and Riverside Campuses, and at 817 West 12th Street to serve the Rio Grande Campus. Hours of operation vary by location and are available at <http://austincc.bkstore.com>. Instructional course materials and supplies are available. ACC Centers and distance learning students may also order course materials through MBS Direct Textbook Exchange, Inc. on line at www.mbsdirect.net, by fax at 1-800-325-4147 or telephone at 1-800-325-3252.

Health Services

Austin Community College is not equipped to provide health services to students. However, first aid kits are available at the Campus Police Offices and in various vocational instructional areas.

ID Cards

A student needs two ID cards to use ACC services. An ACC ID card and a photo ID such as a valid driver's license, DPS ID or passport must be shown with the ACC ID as proof of identity. All rights and privileges of the ID card are governed by ACC policy and procedures. IDs for on campus classes are available through the Admissions Offices after the semester begins. For Distance Learning students they are mailed. A \$4 replacement fee may be charged. The charge for lost ID's is also \$4.

Field Studies

In order to provide students the unique advantages of academic, cultural, and physical resources not available in the classroom, Austin Community College offers some select courses that are taught out-of-state or out-of-country. Such courses offer students the opportunity to "experience" the subject they are studying and enhance their understanding of other peoples and places. Generally, study programs take place during the summer.

Center for International Programs

The Center for International Programs promotes international education, perspectives, and cultural experiences as essential components for the development of individuals ready to assume leadership roles in our society. The Center supports the ACC community in developing, maintaining, evaluating, and disseminating international activities that will strengthen the curricula and increase global awareness.

Students, faculty, staff, and members of the community can use the Center as a resource for studies abroad programs,

international service projects, international study tours, independent learning, and student projects for credit. Help is also available for recruiting international students and faculty and assisting with special international projects in consultation with appropriate departments. Call 223-7114, visit www.austincc.edu/intprogr/main, or come to the Highland Business Center, 504.5 for more information.

Reserve Officers Training Corps (AROTC – Army)

The Army Reserve Officers Training Corps (AROTC) offers many unique opportunities for both male and female students. ROTC normally is a four-year program: the basic course is conducted during the first two years of college, the advanced course during the last two years. In order to qualify for the advanced course, credit must be received for the basic course. Through a cooperative agreement between ACC and The University of Texas at Austin, ACC students may earn ROTC credits applicable to the four-year program.

Credit for the first two years does not obligate the student for further military service, but it does prepare him or her for entry into the advanced phase of ROTC with eventual commissioning as a 2nd Lieutenant in the Active Army or Reserve Force. In addition, entrance into the basic ROTC program gives students the opportunity to be eligible for ROTC scholarships.

Students may register at ACC for two semester credit hours of Military Science (MLS) each semester (see Course Descriptions). All instruction, however, will be conducted at The University of Texas at Austin.

Reserve Officer Training Corps (AFROTC – Air Force)

Students transferring to senior colleges and universities for upper-level work leading to a bachelor's degree, have the opportunity to earn a commission in the Air Force by participating in the AFROTC four-year program. AFROTC units are hosted by The University of Texas at Austin, The University of Texas at San Antonio, The University of Texas at El Paso, Baylor University, Texas Christian University, Angelo State University, Southwest Texas State University, North Texas State University, Texas A&M University, East Texas State University, and Texas Technological University. Both scholarship and non-scholarship options are offered. In addition, AFROTC offers a two-year program for juniors and seniors, and several special one-year programs for nurses and lawyers.

Students interested in the two-year program should contact the AFROTC unit, The University of Texas, Austin, TX 78712 (471-1776), during the first semester of their sophomore year. All AFROTC students attend AFROTC courses on the senior university campus. Graduates are commissioned as Air Force Second Lieutenants and go on to become pilots, navigators, missile officers, engineers, and staff officers in a multitude of career fields.

Safety and Security

ACC Campus Police Department

The Campus Police Department is a public service-oriented law enforcement agency charged with the responsibility of providing police protection for the college's students, faculty, staff and property. It is staffed by state licensed police officers responsible for enforcing federal, state and local laws in addition to college rules and regulations.

All accidents, thefts or other criminal matters that occur on ACC property are to be reported to the Campus Police Office at the site where the incident occurs. Students may also contact the Campus Police for assistance with dead batteries, keys locked in vehicles or to get an escort to a vehicle. Lost and found is also located in each Campus Police Office. The Central Dispatch emergency number is 223-7999.

Alcohol

Possession, sale or use of alcoholic beverages on ACC premises is prohibited by policy. State law and ACC policy prohibit possession or use of alcoholic beverages on ACC premises by a person under the age of 21.

Drug Free Campuses

ACC policy and state law prohibits the possession of illicit drugs and drug paraphernalia on any of its premises.

Registered Sex Offenders

Information concerning registered sex offenders who are students or employees at the Austin Community College may be obtained online from the Texas Department of Public Safety at <http://records.txdps.state.tx.us/sosearch/default.cfm>

Weapons

State law and ACC policy prohibit the possession of weapons as defined in Article 46.03 of the Texas Penal Code and prohibitive weapons as defined in Article 46.05(a) of the code on ACC premises. A legal weapon may be used as a teaching aid if prior approval has been obtained from the Campus Provost's Office and the campus police are notified.

Campus Facilities

Austin Community College has six full-service campuses located in the district:

Cypress Creek Campus: 1555 Cypress Creek Rd., Cedar Park, TX 78613; (512) 223-2000

Eastview Campus: 3401 Webberville Rd., Austin, TX 78702; (512) 223-5100

Northridge Campus: 11928 Stonehollow Dr., Austin, TX 78758; (512) 223-4000

Pinnacle Campus: 7748 Highway 290 W., Austin, TX 78736; (512) 223-8001

Rio Grande Campus: 1212 Rio Grande, Austin, TX 78701; (512) 223-3000

Riverside Campus: 1020 Grove Blvd., Austin, TX 78741; (512) 223-6000

While not all programs are offered at all locations, campuses have a wide variety of day and evening classes (and some weekends) and a large array of student and educational services.

Centers

The College, in partnership with area independent school districts, offers evening courses at some high schools which are referred to as Centers. Courses and support services vary and, in some cases, may be provided through a designated ACC campus.

Parking

Parking at many Austin Community College locations is limited. Students enrolled for classes at the Rio Grande Campus are encouraged to utilize the Downtown Dillo Service. Park and ride free near Austin High School to catch the Red Dillo and near Zachary Scott Theatre to catch the Gold Dillo. Both lines run every 12-15 minutes. Route maps are available at www.capmetro.org.

Parking is by permit only. Parking permits for faculty, staff and students are \$10.00 per academic year. Students may obtain their parking permits at any Campus Police Office. Copies of the ACC Parking Policy can be obtained at any Campus Police Office.

Adult Education, Business Services, and Continuing Education students may call 512-223-7723 for applicable policies.

Housing

Austin Community College neither operates residence halls nor maintains lists of available or approved housing. Housing is available in the City of Austin. Students are responsible for their own housing arrangements.

WorkKeys Service Center and Highland Assessment Center

The WorkKeys Service Center provides job and occupational profiling to determine the skills needed for successful employment, and assessment of individuals' skill levels to help in determining the education and training they need to meet these standards. The Highland Assessment Center provides additional career and placement assessment services to individuals and organizations.

Veteran's Certification

All documentation must be submitted and the criteria met before certification for benefits will be processed. Check with the ACC Veterans Affairs Office for details.

Educational Objectives. The U.S. Department of Veterans Affairs (DVA) requires that each veteran receiving educational benefits be following an approved course of study which leads to an approved degree or vocational objective. A veteran may not receive payment for courses previously completed, for courses that are in excess of degree or certificate requirements, or for courses that do not apply to an approved degree or certificate.

Period of Certification. Veterans may be certified for both the fall and spring semesters during the fall registration, but must be certified for the summer semester separately. Certification processing begins on the first day of the term.

First-time Applicants will need to contact the VA Office at the Northridge or the Riverside campuses.

All students receiving DVA Educational Benefits must submit official transcripts of all previous college education and/or vocational training. Veterans must also have their military training evaluated, if it is applicable to the educational objective (see Credit for Military Courses).

Maintaining Eligibility

Reducing Course Load. It is the responsibility of the student receiving benefits to report any withdrawals to the ACC VA Office. Reduction in course load may cause a delay in monthly payments and a possible reimbursement of benefits as determined by the DVA Regional Office.

Satisfactory Progress. Satisfactory academic progress must be maintained. Enrollment does not guarantee eligibility for benefits. Check with the ACC VA Office for details about maintaining satisfactory progress.

Activation. Students must activate their files every year by completing a VA institutional application to let ACC know that they want to claim benefits.

Summer Sessions or Short Semester. Payment of benefits for semesters that are shorter in length than a normal fall or spring semester is based on the number of credit hours. Check with the ACC VA Office for details.

Developmental Education Courses for Veterans

Not all Developmental Education courses are authorized for payment for DVA benefits. Approved Developmental Education courses may be used as prerequisites if required by the degree plan (English/Math) and if a need has been established based on assessment test results. For further information, please call the VA Office at Northridge.

NOTE: Veterans under Chapter 1606 (Reserve/Guard) are not authorized payment for Developmental Education courses, unless eligibility was established after October 1, 1990.

Office Locations. Students should check in the course schedule for campus office locations.

Veterans Benefits Checks

When First VA Check Arrives. Veterans should not depend on the first DVA check arriving in time to pay for tuition, fees, and books. Veterans must have money for tuition and fees at the time of registration. After the ACC VA Office has submitted the enrollment certification to the DVA Regional Office in Muskogee, Oklahoma, allow 6-8 weeks for processing.

Advance Payment. Advance payment is intended to help eligible students meet school-related expenses that are concentrated at the beginning of a term. Students wanting advance payment should apply with the ACC VA Office at least 40 working days prior to the first registration payment deadline.

Although this procedure allows the benefit to be paid in advance, the check cannot be released to the student until the tuition and fees have been paid in full. Please contact the ACC VA Office regarding eligibility requirements and regulations.

Other Resources for Veterans

College Work-Study. Veterans may receive work-study under Ch. 30, 31, VEAP (32), 35 and 1606 if they are enrolled as full-time or three-quarter-time students, show financial need, and work-study positions are available. The student is entitled to minimum wage. The maximum number of hours a student may work will be based upon 25 times the number of weeks in the student's enrollment period (See more under VA Office).

Veterans and Veterans' Dependents – Hazlewood Act. Texas veterans who served in any war from the Spanish-American War up to and including the Cold War, which began after the Korean Conflict fall under this Act. The children of persons killed while in the armed forces during the previously mentioned period and orphans of members of the Texas National Guard and Texas Air National Guard killed since January 1, 1946, while on active duty either in the service of their state or the United States may be eligible. Students must meet all Texas residency requirements. Refer to the current course schedule for application procedures and deadlines.

Adult & Continuing Education



Continuing Education

As part of its mission, Austin Community College offers non-credit continuing education programs open to all individuals who wish to improve their job, career or personal skills. These include career, business, and professional development courses; and apprenticeship and journeyworker training. Many courses have prerequisites or special requirements, as listed in the ACC Continuing Education course schedule.

Programs

Apprenticeships. A range of apprenticeship programs are registered with the U.S. Department of Labor.

Business Development. From business planning to financial management to marketing, Continuing Education offers programs designed to help businesses survive, grow, and prosper.

Professional Continuing Education. ACC offers a wide array of courses designed to help individuals enter and advance in their chosen career fields. Courses include accounting, insurance, child care, real estate, and professional development, among many.

The **High Technology Institute** includes technology training courses that provide practical, hands-on instruction for both new and experienced users. Courses range from computer fundamentals to web authoring, from software programming to AutoCAD training. The premier Technical Certification Programs include Cisco, Oracle, Linux, CompTIA, Sun and Microsoft.

Job Entry Preparation courses prepare individuals for entry into occupations and to create interest in pursuing new careers. Included are automotive technology, welding, HVAC, horticulture and landscaping, professional truck driver training, and others.

The **Health Professions Institute** is designed to meet the continuing education requirements for the professional who is already employed in the health care system. Opportunities are also available for entry level training for those individuals who are seeking entry into the healthcare workforce.

Community Programs offer the community many recreational and personal enrichment courses in Arts and Crafts, Assessment Test Preparation, Financial Programs, Home and Garden, and Quality Review Programs. Other components of Community Programs include: the Senior Academy, Writing and Fine Arts Academy, the State Theatre School of Acting, and the ACT Center.

Customized Training Programs

Customized Training provides contract training, educational and related services to meet the needs of business, industry, government, and professional associations. These programs address areas such as technical skills, management and supervision, employability skills, workplace literacy, English-as-a-second language, and other skills to improve job performance and productivity. Offered days, evenings, and weekends, these programs can be offered either on-site or at Austin Community College, for college credit or CEU credit. Contracted programs are open and available to the client's employees in accordance with the terms of the training agreement. On-site college credit courses may be open to the public or reserved for a client's employees.

Registration

Registration for Continuing Education courses is on-going, continuing until a course is filled or until it begins.

- To register by mail, complete the Continuing Education registration coupon that is provided in the ACC Continuing Education Course Schedule. Mail the coupon to the Highland Business Center, along with a check, money order or credit card information for the full amount of the tuition and fees.
- To register in person, go to the Continuing Education Registration Office in ACC's Highland Business Center. Hours are Monday through Thursday, 8 a.m. to 9 p.m. and Friday from 8 a.m. to 5 p.m. The Highland Business Center is also open on Saturdays, 7:30 a.m. to noon. MasterCard, VISA, and Discover Card are accepted.
- To register by phone with a credit card, see the automated registration instructions in the CE course schedule or call 223-7542.
- Out of district tuition applies to students who do not live in the ACC taxing district.

Refund of Tuition and Fees, Continuing Education Courses

The ACC Continuing Education refund policy is: 100% prior to the weekday before the first class day. 100% if class is canceled by ACC. Classes that are one day long must be dropped before the class starts for any type of refund to occur. After classes begin see the table below.

Class Length in Weeks	Last day for 70% Refund	Last Day for 25% Refund
2 or fewer	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or more	15	20

- ACC mails refund checks to the address on file at the college. Check with continuing education registration staff to verify current and accurate information. Please allow 4-6 weeks for processing.
- Credit card refunds will appear on your monthly statement as soon as possible after the official reporting date. You are responsible for interest charged to the credit card account while the refund is processed.
- ACC charges a \$25 processing fee for any refunds that are reissued.

Drops and Transfers/Continuing Education

In order to drop a course and receive a refund, students must adhere to the guidelines identified in the refund policy. To transfer from one course to another, the student must apply in person or by telephone, meeting the same deadlines listed under "Refunds." The transfer option is limited and additional transfers are at the sole option of the college. Students may not transfer from a Continuing Education course to a college credit course or vice versa.

Textbooks and Supplies/Continuing Education

Some courses require textbooks, which can be purchased at the ACC Bookstores. Other courses may require special supplies. Generally, such requirements are announced at the first class meeting or are included in the course description in the current course schedule.

Highland Business Center

Austin Community College's Highland Business Center is designed to serve business, industry, government, associations, other educational organizations, and the general public. It provides multipurpose training and meeting rooms, computer labs, electronic labs, and two-way interactive classrooms, all with teleconferencing capabilities. Health care labs are also available. Room rental rates are available on the ACC web site at www.austincc.edu/ce.

Teleconferences

Distance Learning manages the College's teleconference program. Teleconferences are offered at College sites on a wide variety of subjects throughout the year. Call 223-8070 for either a list of upcoming teleconferencing events or information about how local groups can use the College's teleconference facilities.

Adult Education

As part of its mission, admission to Adult Education Programs is open to adult learners 17 and over wishing to improve their basic skills, learn English as a second language, prepare for the General Educational Development (GED), improve their job readiness skills, or develop skills to continue their education at Austin Community College.

Austin Community College serves as the primary sponsor for the Adult Education Program of the Travis County Consortium. This consortium, is composed of participating independent school districts and other service providers, based on state and federal guidelines. A major focus of Adult Education is to help individuals prepare for the GED National Examination.

Adult Education offers year-round programs open to all eligible persons who are at least 17 years old and not in public school. Students who are only 17 must show proof (transcript or official letter of withdrawal) that they are no longer attending public school. Adult Education classes are offered free of charge throughout Travis County. For information on orientation and registration for classes, call the Adult Education office at 512/223-5123, 512/223-7528, or 512-223-7532.

The Adult Education Program includes the following components:

1. **Adult Education** assists individuals who do not have High School diplomas or GED credentials and need to improve their basic reading, writing, and math skills for personal improvement, for employment purposes, or to prepare for the next level of education. These classes, which consist of both self-paced and group instruction, are also part of the entry component for adult secondary or GED preparation.

2. **Adult Secondary Education (ASE)** classes are designed to help students prepare for the GED test. These classes, which also help students develop life and job-readiness skills, can provide a successful transition into the world of work or into other educational and job training programs.

General Educational Development (GED) is a national examination developed by the GED Testing Service of the American Council of Education. The GED test consists of five examinations: Language Arts, Writing, Social Studies, Science, Reading, and Mathematics. There is a fee to take the test. (See GED Testing.) Upon successful completion of all five tests, students receive a credential that is widely recognized by colleges, training schools, and employers as equivalent to a high school diploma.

3. **English as a Second Language (ESL)** classes are for adults who want to read, speak and write practical, everyday English. (Students who are not U.S. citizens must be permanent residents.)

4. **Programs for Special Populations.**

English Literacy Civics Education: The English Literacy-Civics Education Program is offered free of charge through the Adult Education Department to students who do not hold college degrees from any educational institution in the U.S. or other country. The English Literacy-Civics Education Program provides English literacy instruction in the context of responsible American citizenship and culture. It addresses the rights and responsibilities of good American citizenry and includes preparation for the American Citizenship Examination.

Classes in Correctional Institutions: Adult Education, English as a Second Language, and GED preparation classes are offered to the incarcerated through special project funding from the Texas Education Agency at the Del Valle/Travis County Correctional Center, and the Travis County Community Justice Center.

Family Literacy: ACC's Adult Education Program in partnership with local school districts and Communities in Schools provides instruction in basic skills, ESL, and GED preparation within an environment that promotes and nurtures parenting and child development issues. ACC's Adult Education Program continues to provide instructional support and training, as well as specific curriculum for these projects.

Marketable Skills Achievement Award

A marketable Skills Achievement Award may be given to students upon completion of a continuing education course or sequence of continuing education courses of 144-359 contact hours. The following courses may qualify for this award.

Medical Laboratory Technology

- **Phlebotomy Technician**—This one semester sequence of courses prepares the student to sit for a national certification exam and to work as a phlebotomist in hospital or clinical settings. These courses may be taken

for college credit or in a non-credit format.

<i>Course</i>	<i>Contact Hours</i>
PLAB 1023 Phlebotomy	80
PLAB 1066 Phlebotomy Practicum	112

- **Medical Laboratory Assistant**—In combination with successful completion of the Phlebotomy Technician courses (above), this one semester sequence of courses prepares the student to work as a laboratory assistant in hospital or clinical settings. These courses may be taken for college credit or in a non-credit format.

<i>Course</i>	<i>Contact Hours</i>
MLAB 1001 Introduction to Clinical Laboratory Science	80
MLAB 1067 MLA Practicum	112

Emergency Medical Services Technology

- **EMT-Basic**—This one semester sequence of courses prepares the student to sit for a national certification exam and to work as an EMT-B in prehospital, clinical, or EMS communications settings. These courses may be taken for college credit or in a non-credit format.

<i>Course</i>	<i>Contact Hours</i>
EMSP 1001 EMT-Basic	155
EMSP 1060 EMT-Basic Clinical	64

GED Testing

A student must attend a registration session before he or she can be scheduled for testing. Student must be on time for registration or testing or they will not be admitted to the session. Students must have all their paperwork with them at registration, i.e. Government issued Photo ID, Social Security Card, Parent/Guardian Consent/Administration, Withdrawal Form, and court order (if applicable.)

Test Appointments

Call 223-7714 Monday through Thursday

Registration

Thursday	3:30 p.m.
2nd Thursday of each month	8:30 a.m. (Spanish only)
Designated Saturdays	8:30 a.m.

Testing Fees

\$85.00	for all five (5) exams
\$15.00	per retest exam
\$15.00	transfer fee
\$10.00	no show fee

For more information call 224-7715 or visit our web site at www.austincc.edu/wobacged.

Other GED Testing Centers

GED tests are also offered through The University of Texas at Austin Testing Center located at Lake Austin Center, 3001 Lake Austin Blvd., Room 1.202, 512-471-2911.

Personnel Listings



- Acosta, Wyanza Reneé. Associate Professor
Pharmacy Technician Program
BS University of Texas
MS University of Texas
- Aguilar, Hector. Associate Professor
Electronics – Semiconductor Manufacturing Technology
BSEE New Mexico State University Las Cruces
MBA University of Texas
- Airoldi, Melissa. Professor
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MLS University of Texas
- Alba, Domingo. Professor
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AAS Austin Community College
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- Allen-Mierl, D’Maris. Professor
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PhD University of Texas
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- Angell, Catherine. Professor
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PhD University of Texas
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MED University of Houston
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BSEE University of Texas
MSEE University of Texas
- Navarro, Leslie. Assistant Professor
Library Services
BA University of Texas
MLIS University of Texas
- Newburger, Caryn. Associate Professor
Developmental Writing
BA University of Texas
MED University of Texas
- Noack, Sibyl. Associate Professor
Developmental Reading
BA University of Texas
MED University of Texas
- Nwachie, Judy. Professor
Government
AA Austin Community College
BA University of Texas
MA University of Texas
PhD University of Texas
- Oliver, John. Professor
Student Development
MA University of Northern Colorado
BBA University of Texas
- Onabajo, Femi. Professor
Computer Information Systems
BS Texas Southern University
MS University of Houston

Ore, Laura. Professor
Developmental Writing
BA Baylor University
MA University of Tennessee – Knoxville

Ourada, Donald. Associate Professor
Photography
BA Southwest Texas State University

Palacios, Lisa. Professor
Foreign Language
MA Arizona State University West
PhD University of Texas

Palmer, Ann. Associate Professor
Developmental Reading
BA Shimer College
MEd University of Florida
MA University of Illinois

Park, Connie. Professor
Student Development
BA University of Texas
MEd Southwest Texas State University
PhD University of Texas

Parker, Christine. Assistant Professor
Emergency Medical Services
AAS Austin Community College
BS University of Texas

Parker, Mary. Professor
Mathematics
BA University of Texas
MA University of Oregon
PhD University of Texas

Pauler, Donna. Professor
Printing
BS Emporia State University
MA University of Mississippi

Payne, Robert. Associate Professor
Photography
AAS Austin Community College
BA University of Arkansas

Payne, Vicki. Associate Professor
Mathematics
BSEd Texas Tech University
MA University of Texas
PhD University of Texas

Pearce, Mary. Professor
Mathematics
BS Austin Peay State University
MA Florida State University
PhD Florida State University

Peloquin, Margaret. Professor
Library Services
BA McNeese State University
MLIS University of Texas

Pena, Paz. Professor
Government
BA University of Texas
MPA Southwest Texas State University

Peoples, Reed. Professor
Accounting
BSE Chicago State University
MS Roosevelt University

Peppard, Marita. Professor
Associate Degree Nursing
BA Case Western Reserve University
MS University of Michigan – Ann Arbor
PhD Case Western Reserve University

Perez-Nichols, Lisa. Assistant Professor
Government
BA Southwest Texas State University
MA Southwest Texas State University

Perrin, Terry. Professor
History
AA Miami-Dade Community College
BA Florida International University
MA University of Texas
PhD University of Texas

Pettus, Donna. Associate Professor
Occupational Therapy Assistant
BS Texas Woman's University
MS Trinity University

Phelps, Patricia. Associate Professor
Biology
BA University of Iowa
PhD University of Colorado

Phillips, Marcella. Associate Professor
English
AA Tyler Junior College
BA University of Texas
MA University of Texas

Phillips, Todd. Associate Professor
Foreign Language
BA University of Missouri
MA University of Missouri

Pierce, Carole. Professor
Psychology
BA University of Texas
MA University of Texas
PhD University of Texas

Pierce, Kyle. Associate Professor
Emergency Medical Services
BA University of Texas

Pintar, Elizabeth. Associate Professor
Anthropology
LIC University of Buenos Aires, Argentina
MA University of Tulsa
PhD Southern Methodist University

Pirnia, Mostafa. Associate Professor
Physics
BS Tehran University
MS Tehran University

Poe, E. Professor
Government
AA Lee College
BS University of Houston
MEd University of Houston

- Polnac, Lennis. Professor
English
BA Hardin-Simmons University
MA Hardin-Simmons University
PhD University of Texas
- Poole, Donna. Professor
Associate Degree Nursing
BS University of Oklahoma
MSN University of Texas
- Prado, Cecilia. Professor
Associate Degree Nursing
BSN University of The Incarnate Word
MSN University of Texas
- Prevost, Marc. Professor
Foreign Language
BA University of Texas
MA University of Texas
- Purcell, Allan. Professor
History
AA Austin Community College
AAS Austin Community College
AAS Austin Community College
AAS Austin Community College
BA Lehigh University
MA Lehigh University
MPA Southwest Texas State University
MA Southwest Texas State University
PhD University of Texas
- Quereau, Tobin. Professor
Human Development
BA Texas Christian University
MA California Institute of Integral Studies
- Quick, Margaret. Professor
Associate Degree Of Nursing
BSN Pennsylvania State University
MSN University of Texas
- Quigley, Robert. Associate Professor
Mathematics
BS McNeese State University
MS McNeese State University
- Quinn, Charles. Associate Professor
Business Management
BA Austin College
MBA University of Texas
- Quinonez, Alberto. Assistant Professor
Electronics – Semiconductor Manufacturing Technology
AAS Devry Institute Of Technology
BSEE Devry Institute Of Technology
- Ragland, Carolyn. Professor
Medical Lab Technology
BS University of Illinois
MSHP Southwest Texas State University
- Rahman, Matiur. Professor
Chemistry
MA Boston University
PhD Boston University
- Ramirez, Antonio. Professor
Engineering Design Graphics
AAS Austin Community College
BS Southwest Texas State University
- Ramos-Cancel, Maria. Professor
Psychology
BA University of Puerto Rico System
MA University of Puerto Rico System
MA University of Texas
PhD University of Texas
- Rebhorn, Marlette. Professor
History
BA University of Pennsylvania
MA University of Texas
PhD University of Texas
- Recek, Patricia. Associate Professor
Vocational Nursing
BSN University of Texas
MS University of Phoenix
- Reyes, George. Professor
Student Development
BS Southwest Texas State University
MEd Texas A&M University – Corpus Christi
- Richards, Michele. Associate Professor
Surgical Technology
- Richter, Robyn. Associate Professor
Emergency Medical Services
BA University of Texas
MA University of Texas
- Rickel, Martha. Associate Professor
Vocational Nursing
ASN University of Arkansas
BSN University of Arkansas for Medical Sciences
MSN University of Texas
- Rison, Stephen. Professor
Student Development
BS Central Michigan University
MA Central Michigan University
- Roberts, Guy. Assistant Professor
Drama
BA Boston University
- Roberts, William. Professor
Foreign Language
BA University of Texas
MA University of Texas
MAT Southwest Texas State University
- Robertson-Rose, Paula. Professor
English
BA University of Texas
MA University of Texas
PhD University of Texas
- Rodi, Stephen. Professor
Mathematics
MS Marquette University
BS Spring Hill College
PhD University of Texas

- Rodriguez, Fidel. Assistant Professor
Mathematics
BS University of Texas – Pan American
MS University of Texas – Pan American
- Rosenthal, Lori. Associate Professor
Mathematics
MA Washington University
- Russell, Paul. Professor
Computer Information Systems
BSME Stanford University
MS Stanford University
PhD Stanford University
- Sackett, Debra. Professor
Chemistry
BS University of Florida Research Foundation
PhD University of Texas
- Saldana, Andrew. Professor
Visual Communication Design
AA Texas State Technical College – Waco/Marshall
- Samford, Sally. Professor
Vocational Nursing
BSN University of Texas
MSN University of Phoenix
- Sanders, Judy. Professor
English
BA University of Texas
MA Angelo State University
EdD Nova Southeastern University
- Sarantakes, Nicholas. Professor
Marketing
BA University of Texas
MS George Washington University
- Scanlon, Russell. Professor
Commercial Music
BA University of North Texas
MA Southwest Texas State University
- Schlender, Anne-Marie. Associate Professor
English as a Second Language
BA California State University – Bakersfield
MA San Jose State University
- Scholl, Judith. Professor
Computer Science
BA University of Texas
MS University of Texas
PhD University of Texas
- Schulman, Geoffrey. Associate Professor
Commercial Music
BS University of Texas
- Scott, Gaye. Professor
Government
BA Oklahoma State University
MA Oklahoma State University
- Segura, Dolores. Professor
Developmental Reading
BA University of The Incarnate Word
MEd University of Texas
- Self, Steven. Associate Professor
Library Services
BA Southwestern University
MLIS Louisiana State University
- Sessions, Alice. Professor
Biology
BA Bard College
MAT Boston University
PhD Johns Hopkins University
- Sharp, Sallie. Professor
Journalism
BA Louisiana State University
MA University of Texas
PhD University of Texas
JD Georgetown University
- Shaw, Terry. Professor
Nutrition
AA Santa Monica College
BS University of Colorado
MA University of Texas
- Shepperd, Jerry. Professor
Sociology
BA Wayland Baptist University
MA University of Texas
PhD University of Texas
- Shirejian, Patricia. Associate Professor
Associate Degree Of Nursing
MSN University of Texas
- Shoebroek, Michael. Associate Professor
Automotive Technology
AAS San Jacinto College
- Sims, Arthur. Professor
Student Development
BA Huston-Tillotson College
MEd Prairie View A&M University
- Singleton, Patti. Professor
Student Development
BA University of Texas
MEd University of Texas
- Sirmons, Michael. Associate Professor
English
BS Texas Tech University
MA Texas Tech University
- Slivinske, Alec. Professor
Economics
BA Pennsylvania State University
PhD University of Texas
- Smarzik, Linda. Associate Professor
Visual Communication Design
BS Southwest Texas State University
- Smith, Cathy. Assistant Professor
Developmental Reading
BFA University of Houston
MEd Southwest Texas State University
- Smith, Douglas. Professor
Engineering Design Graphics
AAS Texas State Technical Institute
BS Southwest Texas State University
MA University of Texas

- Smith, Janet. Associate Professor
International Business
BA University of Texas
MBA University of Texas
- Smith, Janice. Professor
Physical Science
BS Illinois State University
MEd University of Texas
- Smith, Reuel. Associate Professor
Culinary Arts
AAS Johnson & Wales University
- Smith, Richard. Associate Professor
Computer Information Systems
BA Winona State University
MS Winona State University
MBA St Edwards University
- Smith, Stephen. Assistant Professor
Surgical Technology
AAS McLennan Community College
- Smith, Stuart. Professor
Foreign Language
BA University of Texas
MA University of Texas
- Smith, Thomas. Professor
Computer Information Systems
BS Columbia University in the City of New York
MS Florida State University
PhD Florida State University
- Sondgeroth, James. Professor
Economics
BA University of Texas
MA University of Texas
- Soto, Pamela. Associate Professor
Kinesiology
BS University of Kansas
MEd University of Texas
- Sowell, Cary. Professor
Library Services
BA University of Texas
MLS University of Texas
- Spear, Gale. Professor
Child Care Development
BA Rutgers The State University of New Jersey
New Brunswick Campus
MS Bank Street College of Education
- Speer, Bernice. Associate Professor
Biology
BS Tarleton State University
MS Brigham Young University
- Staff, George. Professor
Environmental Technology
BS Texas A&M University
MS Texas A&M University
PhD Texas A&M University
- Staples, Katherine. Professor
English
BA Boston University
MA University of Texas
PhD University of Texas
- Stevens, Michael. Assistant Professor
Visual Communication Design
AAS Central Texas College
- Stewart, Jamee. Professor
Kinesiology
BS University of Texas
MS University of Houston
- Stout, Morgan. Professor
Engineering Design Graphics
BS Texas A&M University
- Stringer, Jeffrey. Associate Professor
Speech
BA University of North Texas
MA University of Florida
PhD University of Texas
- Strong, Sarah. Professor
Biology
BA Pennsylvania State University
MS Pennsylvania State University
- Strouse, Timothy. Professor
Welding
AA Austin Community College
AAS Austin Community College
BS Park College
- Summers, Suzanne. Professor
History
BA West Virginia University
MA University of Houston
PhD University of Texas
- Sutton, Allison. Associate Professor
Mathematics
BA University of The Pacific
MA University of Texas
- Sutton, Gloria. Professor
Student Development
BS Towson University
MEd Western Maryland College
EdD Baylor University
- Swearingin, Regina. Associate Professor
Diagnostic Medical Sonography
AAS Saint Louis Community College at Forest Park
BPA St. Joseph's College of Maine
- Tacheny, Laura. Associate Professor
Physics
BS Gonzaga University
MS University of Oregon
- Tallent, Patricia. Professor
Office Systems Technology
BA Arizona State University
- Tavormina, Salvatore. Professor
Biology
BS Cornell University
MS University of Wisconsin
PhD University of Wisconsin
- Thomas, Anne-Marie. Associate Professor
English
BA Texas A&M University
MA University of Arkansas
PhD Louisiana State University

- Thomason, John. Professor
Mathematics
AA Schreiner College
BA University of Texas
MA University of Texas
- Thompson, Mae. Professor
Student Development
BA Huston-Tillotson College
MEd Prairie View A&M University
- Thompson, Richard. Professor
Human Services
BA St. Edwards University
MEd Southwest Texas State University
MS Southwest Texas State University
PhD University of Texas
- Thompson, Stacey. Assistant Professor
Developmental Writing
BS Kansas State University
MA Southwest Texas State University
- Tijerina, Andres. Professor
History
BA Texas A&M University
MA Texas Tech University
PhD University of Texas
- Tinnin, Nathan. Associate Professor
Library Services
AA Mohave Community College
BA University of Arizona
MLS University of Arizona
- Tobey, David. Associate Professor
Printing
BFA Sam Houston State University
- Tobin, Linda. Assistant Professor
Sociology
BA University of Texas
MS University of Southwestern Louisiana
PHD Louisiana State University
- Townsel, E. Associate Professor
Library Services
AA Austin Community College
BS University of North Texas
MSLS University of North Texas
- Traverso, Daniel. Professor
Art
BFA University of Texas
MFA University of Illinois
- Tucker, William. Associate Professor
Computer Information Systems
B.IND Auburn University
MBA University of Texas Austin
- Underwood, John. Professor
Physics
BS University of Texas
PhD University of Texas
- Uzomba, Cyriacus. Associate Professor
Chemistry
BA Temple University
MS Texas Tech University
PhD Ohio University
- Valera, Luis. Associate Professor
Kinesiology
AAS Austin Community College
AAS Austin Community College
MS National University La Libertad Trujillo
- Vance, Anthony. Professor
Mathematics
BA Vanderbilt University
MA University of Texas
- Van Meurs, Pauline. Associate Professor
Emergency Medical Services
AAS Austin Community College
BA University of Texas
MS Nova Southeastern University
- Vansandt, Zoe. Associate Professor
History
BA University of Dallas
MAT Mississippi State University
MEd Southwest Texas State University
- Vargas, Nancy. Assistant Professor
Student Development
MA Santa Clara University
- Viek, Katherine. Associate Professor
Associate Degree Of Nursing
BA Lake Forest College
MS Pace University Pleasantville – Briarcliff Campus
- Voss, William. Associate Professor
Accounting
BBA University of Texas
MBA University of Texas – Pan American
- Wagner, Dorothy. Professor
English
BA University of North Carolina at Chapel Hill
MA University of North Carolina at Chapel Hill
PhD University of Texas
- Wagner, Mary. Professor
Diagnostic Medical Imaging – Radiology
AAS Austin Community College
- Wahlgren, David. Professor
Art
BFA University of Illinois
MFA School of the Art Institute of Chicago
- Walton, Christine. Associate Professor
Associate Degree Nursing
BSN Georgia State University
MS University of Arkansas for Medical Sciences
- Ward, Hazel. Professor
English
BA Southern University and Agricultural/
Mechanical College
MA Clark Atlanta University
PhD University of Texas
- Ward, Jean. Professor
Associate Degree Nursing
BS Texas Woman's University
MSN University of Texas

- Wassenich, James. Professor
Library Services
BS University of Texas
MLS University of Texas
- Wauchope, Julie. Assistant Professor
Developmental Reading
MEd Southwest Texas State University
- Webb, James. Associate Professor
Computer Information Systems
BS Oregon State University
MBA Oklahoma State University
- Webernick, Gary. Professor
Art
AA Broward Community College
BFA University of Texas
MFA University of Oklahoma
- Welsh, Linda. Associate Professor
Child Care Development
BS University of Illinois
MA University of Texas
- Whaley, Amanda. Associate Professor
Computer Information Systems
BS University of Texas
MSE University of Texas
- Whitley-Bogard, Diane. Associate Professor
English
BA Texas A&I University
MA Texas A&I University
- Wicker, Nancy. Associate Professor
Visual Communication Design
BA University of Texas
- Williams, Arlin. Associate Professor
Automotive Technology
- Williams, Hope. Assistant Professor
Government
BA Grambling State University
MAPA Louisiana State University
- Willoughby, Joe. Associate Professor
History
BA University of Texas
MA West Texas A&M University
- Wilson, Mary. Professor
Mathematics
BS Oklahoma Baptist University
MA State University of New York at New Paltz
- Wilson, Michael. Associate Professor
Electronics
BS University of Texas
- Wittrup, Russell. Associate Professor
Speech
BA Northern Illinois University
MA Northern Illinois University
- Woodhull, William. Professor
Photography
BFA Stephen F. Austin State University
- Woods, David. Professor
Mathematics
BS Clarkson University
MS Clarkson University
PhD Clarkson University
- Wright, Paul. Professor
Mathematics
BS University of Houston
MS University of Houston
- Wright, Tiffany. Associate Professor
Vocational Nursing
BSN University Of Texas
- Yansky, Brian. Assistant Professor
Developmental Writing
BA University of Texas
MFA Vermont College of Norwich University
- Young, John. Professor
Chemistry
BA Rice University
PhD University of Texas
- Ziegler, Deborah. Professor
Sociology
BA Central College
MA New Mexico State University
PhD University of Texas
- Ziser, Steven. Professor
Biology
BA Thomas More College
MS Louisiana State University
PhD University of New Mexico
- Zucca, Shannon. Assistant Professor
Pharmacy Technician Program
BS University of Texas

Questions regarding the content of these listings should be directed to Human Resources.

Aintablian, John. Interpreter Services Supervisor
Special Populations
AA Onondaga Community College
BA University of Arizona
MA University of Texas

Albright, James. Director
Video Services
AA Austin Community College
BS University of Texas

Allen, William. Telecommunications Specialist
Telecommunications

Almanza, Vidal. Student Services Specialist
Student Development
AAS Austin Community College
BS Southwest Texas State University

Alverson, Warren. Student Services Specialist
Advising
BS United States Military Academy
BIM American Graduate School For International Mgt
MBA Harvard University

Anderson, Karen. Center Supervisor
Distance Learning
AA Black Hawk College
BA University of Iowa
MA University of Texas

Applegate, Thomas. Executive Dean
Provost
BSEd Ohio State University
MA Ohio State University

Arnold, Annalisa. Staff Sign Language Interpreter Level 3
Special Populations

Arroyo, Luz. Records Specialist
Human Resource Services

Arzola, Frank. Instructional Design Specialist
Faculty Development
MEd University of Texas
BA Yale University

Atkins, Stephanie. Advising Specialist
Student Services
BAAS Midwestern State University

Avery, Bethann. Testing Supervisor
Testing Center
AA Austin Community College

Aylor, Stephen. Programmer Analyst II
Information Technology
AAS El Paso Community College
BS Park College

Babin, Marcia. Project Manager
General Services
BA Prairie View A&M University

Backo-Wukasch, Beata. Instructional Associate
Learning Lab
MA University of Silesia

Bagheri, Mehdi. LAN Manager
Advanced Technologies
AAS Austin Community College
CT1 Austin Community College
BS Park University

Baldwin, Elizabeth. College Associate
EVP, Academic, Student and Campus Affairs
BS University of Texas
MEd University of Texas

Banninger, Rita. Evening Supervisor
Campus Manager
AA Cloud County Community College
BS Kansas State University

Barclay, Kay. Institutional Records Manager
Records Center

Barker, Rafael. Programmer Analyst II
Information Technology

Bazan, Teresita. Director
Student Assistance
BS Texas A&I University

Beggs, Barbara. Staff Sign Language Interpreter Level 4/5
Special Populations
BS University of Texas
MA Gallaudet University

Belk, Lorinda. Instructional Associate
Learning Lab
BA University of Texas
MA University of Texas

Bermea, Robert. Instructional Technology Manager
Faculty Development
BS University of Texas
MEd University of Texas

Billen, Judith. Instructional Associate
Learning Lab
BS Texas A&M University
MEd Southwest Texas State University

Blum, John. Instructional Associate
Learning Lab
BA Hampshire College

Bowman, Lori. OSD Services Supervisor
Student Development
BA Southwest Texas State University

Box, Kenneth. Master Control Engineer
Video Services

Boyd, Virginia. Executive Assistant
EVP, Academic, Student and Campus Affairs

Bradley, Don. Testing/Assessment Specialist
Testing Center
AA North Harris Montgomery Community College
BA University of Texas

Bradley, Myra. Instructional Lab Manager
Learning Lab
BS University of Texas

Breed, John. Television Studio Coordinator

Breedlove, Erica. Staff Employment Supervisor
Human Resource Services

Brey, Ronald. Associate Vice President
Instructional Resources and Technology
BA Franklin and Marshall College
MA University of Rochester

Bryant, William. Productions Specialist
Drama
AA Austin Community College
BFA Southwest Texas State University
MA Southwest Texas State University

Buck, Tina. Instructional Design Specialist
Faculty Development
BA University of Texas
MA Stanford University
MEd University of Texas

Buentello, Imelda. Student Assistance Specialist I
Student Assistance
AAS Austin Community College

Burgess, James. Benefits Supervisor
Human Resource Services
BS United States Air Force Academy

Burton, Homer. Interactive Video Classes Services Specialist
Distance Learning

Bush, Walton. Faculty Evaluation Director
Faculty Evaluation
BSEd West Texas A&M University
MSEd West Texas A&M University
EEd Texas Tech University

Buzard, Esther. Executive Assistant
AVP Instructional Support Services
AA Austin Community College

Canada, Shaunyale. Student Recruitment Specialist
School and Community Outreach
BS Texas A&M University

Cano Amaya, Laura. Student Services Specialist
Advising
BA Southwest Texas State University
MA St. Mary's University

Cantu, Valeriano. Dean
Business Studies
BBA Angelo State University
MBA Angelo State University
EdD Texas Tech University

Caporusso, P. Faculty Development Specialist
Faculty Development
AA Nassau Community College
BA California State University – Long Beach
MA Loyola University: New Orleans

Carr, David. Instructional Associate
Accounting
BBA University of Texas
MBA Southwest Texas State University

Carroll, Naomi. New Healthcare Coordinator
Business Technology Continuing Education
BSN California State University – Bakersfield
MS University of California
PhD University of Texas

Carter, William. Associate Vice President
Information Technology
BBA University of Houston
MBA University of Houston

Cassady, Terry. Instructional Associate
Learning Lab
BS Stanford University
MS Stanford University
MSCE Stanford University

Cavalli, Christina. Instructional Associate
Learning Lab
BS Dickinson College
PhD Dartmouth College

Chable, Juanita. Student Assistance Specialist I
Student Assistance
BA Texas A&M University

Chaltain, Jeanne. Instructional Associate
Learning Lab
BA University of Dallas
MA University of Wisconsin

Chapa, Yolanda. Campus Dean of Student Services
Student Development
BA University of Texas
MPA Southwest Texas State University

Chauvette, Scott. Compensation Analyst
Human Resource Services
BBA St. Edwards University

Cheek, William. Instructional Associate
Learning Lab
BS University of Michigan – Ann Arbor
MA University of Texas

Christensen, Kathleen
BA University of Northern Colorado
MA University of New Orleans
PhD University of Michigan

Christie, Donald. Programming Manager
Information Technology
BA California State University – Fresno
MA California State University – Los Angeles

Christopher, Steven. Special Populations Coordinator
Student Development
BA Antioch University
MA University of Texas

Clevinger, Sandra. Assessment Specialist
Student Development
AA Austin Community College
BA University of Texas

Coccia, Elizabeth. Associate Vice President
Retention & Student Services
EdD University Of Texas

Cochren, Stephanie. OSD Services Supervisor
Student Development
BS Emporia State University
MS Emporia State University

Coe, Cheryl. Accounting Manager
Controller's Office
BA Wayland Baptist University

Colbert, Buffie. Instructional Nursing Lab Manager
Dean Health Sciences

Cole, Angela. Student Assistance Specialist I
Student Assistance
BA Angelo State University

Cole, Rebecca. Environmental Health and Safety Manager
Risk & Insurance
BLS St. Edward's University

Coleman, Herbert. Instructional Technology Manager
Faculty Development
BS Texas A&M University
MEd Southwest Texas State University

Coleman, Jeanne. Payroll Manager
Human Resource Services
BA University of Texas

Coll, Fintan. Network Manager
ACCNet

Collins, Patrick. College Associate
EVP, Academic, Student and Campus Affairs
BA University of the Incarnate Word
MFA University of Arizona

Collins, Sharon. Programmer Analyst II
Information Technology

Colunga, Patricia. Advising/Assessment Specialist
Advising
BJ University of Texas
MA Southwestern Baptist Theological Seminary

Cone, Cynthia. Dean
Arts and Humanities
BSE Southwest Texas State University
MA Southwest Texas State University
PhD University of Texas

Conkright, Robert. College Associate
EVP, Academic, Student and Campus Affairs
BS Stephen F. Austin State University
MS Stephen F. Austin State University
PhD University of Oklahoma

Cordell, Diane. Publications Specialist
Marketing and College Relations

Craycraft, Sally. Account Executive
Career Programs
BS Bowling Green State University
MA Bowling Green State University
EdD Sam Houston State University

Dal Sasso, Rodney. Project Manager
General Services

Davidson, Link. Center Supervisor
Extension Centers
AA Del Mar College
BA Texas A&M University
MA Texas A&M University

Davies, Mary. Instructional Associate
Learning Lab
BS University of Kentucky

Davis, Maria. Interpreter
International Business
AA Universidad Autonoma De Queretaro

Davis, Michiel. Assessment Manager
Testing Center – GED
BS Coker College

De La Teja, Magdalena. Campus Dean of Student Services
Student Services
BS University of Texas
MA University of Texas
PhD University of Texas
JD University of Texas

Delagarza, Maria. Senior Programmer Analyst
Information Technology
AS The University of Texas

Derrick, Ann. Advising/Assessment Specialist
Student Services

Dickerman, Andrew. Systems Administration Manager
Adult Vocational Education

Dickerman, Melanie. Systems Administration Manager
Faculty Development
AAS Austin Community College
AS Austin Community College

Diina, Stephanie. Executive Director of Foundation Resources
Resource Development
BS University of Texas

Dillon, Ann. Instructional Associate
Learning Lab
BS Duquesne University
MEd Slippery Rock University of Pennsylvania
JD Saint Mary's University of Minnesota

Dinse, Kathleen. Accounting Manager
Controller's Office
BS Kansas State University

Domatti-Thomas, Erika. Staff Sign Language Interpreter
Level 3
Special Populations
BS University of Texas
MA Gallaudet University

Dorsey, Bronson. Associate Vice President
General Services
BA University of Texas

Duncan, Sharon. Workforce Continuing Education and
Teacher Certification Coordinator
Career Program
BARC Baylor University

Duncan-Hall, Tyra. Provost
BA University of Michigan – Ann Arbor
MA University of Michigan – Ann Arbor
PhD University of California

Durban, Martha. Instructional Associate
Visual Communication Design
BA Texas Tech University

Duss, Carol. International Student Admissions Coordinator
Admissions and Records
BED Arizona State University
BA Northern Arizona University

Edelen, Loretta. Community Outreach Director
BA Clark College
MPP University of Michigan – Ann Arbor

Emmons, Eric. Database Administrator
Information Technology

Erwin, Elizabeth. Budget and Contract Coordinator
General Services

Evans, Amy. Project Coordinator
General Services
BSID University of Texas

Farrar, Elizabeth. Instructional Design Specialist
Faculty Development
BA Albion College
MA The Ohio State University

Feldman, Deborah. Information Technology Trainer
Information Technology
BS Louisiana State University
MA Louisiana State University
MA University of Texas

Ferrell, Ben. Vice President
Business Services
BBA University Of Texas

Fiertek, Christopher. Accountant
Controller's Office
BS Central Connecticut State University

Flood, Stacy. Student Assistance Specialist I
Student Assistance
BA Southwestern University

Fluker, Laurie. Dean
Communications
BS Wiley College
MFA Southern Methodist University
PhD University of Texas

Foley, Mary. Student Services Specialist
Advising
BST University of Houston

Fonken, David. Dean
Math & Science
BS University of Texas
PhD University of Texas

Fonté, Richard. President
BS Georgetown University
MA Indiana University
PhD University of Michigan – Ann Arbor

Fredrickson, Deborah. School District Distance Learning
Manager
BS Southwest Texas State University

Frustaglia, Janice. Healthcare Programs Coordinator
Business Technology Continuing Education

Fulton, John. Instructional Associate
Learning Lab
BS Park College

Gaertner, Earl. Instructional Associate
Learning Lab
BS University of Texas
MSME University of Texas

Galaviz, Kathy. Programming Manager
Information Technology
BA University of Texas

Gallegos, Reina. Student Recruitment Specialist
School and Community Outreach

Galvan, Diane. Assessment Specialist
Assessment Office
CTI Austin Community College
AAS Austin Community College

Gamez, Patina. Child Care Teacher II
Child Lab School
CTI Austin Community College
AAS Austin Community College

Garcia, Vernon. Student Assistance Specialist I
Veteran Affairs
BBA Campbell University

Gardner, Toni. Press Relations & Speaker's Bureau Director
Marketing and Publication
BA University of Houston

Gardner, Vonnys. Instructional Associate
Learning Lab
MED Southwest Texas State University

Garrett, Douglas. Advising Supervisor
Advising
BS Park College
BA Texas Tech University

Gaskin, Sandra. Dean
Workforce Continuing Education
BS Texas Woman's University
MSN University of Texas

Gatewood, Milton. Computer Support Supervisor
Computer Information Systems
BS Kentucky State University
MPA Angelo State University

Gautier De Castro, Anjanette. International Programs
Coordinator
International Relations
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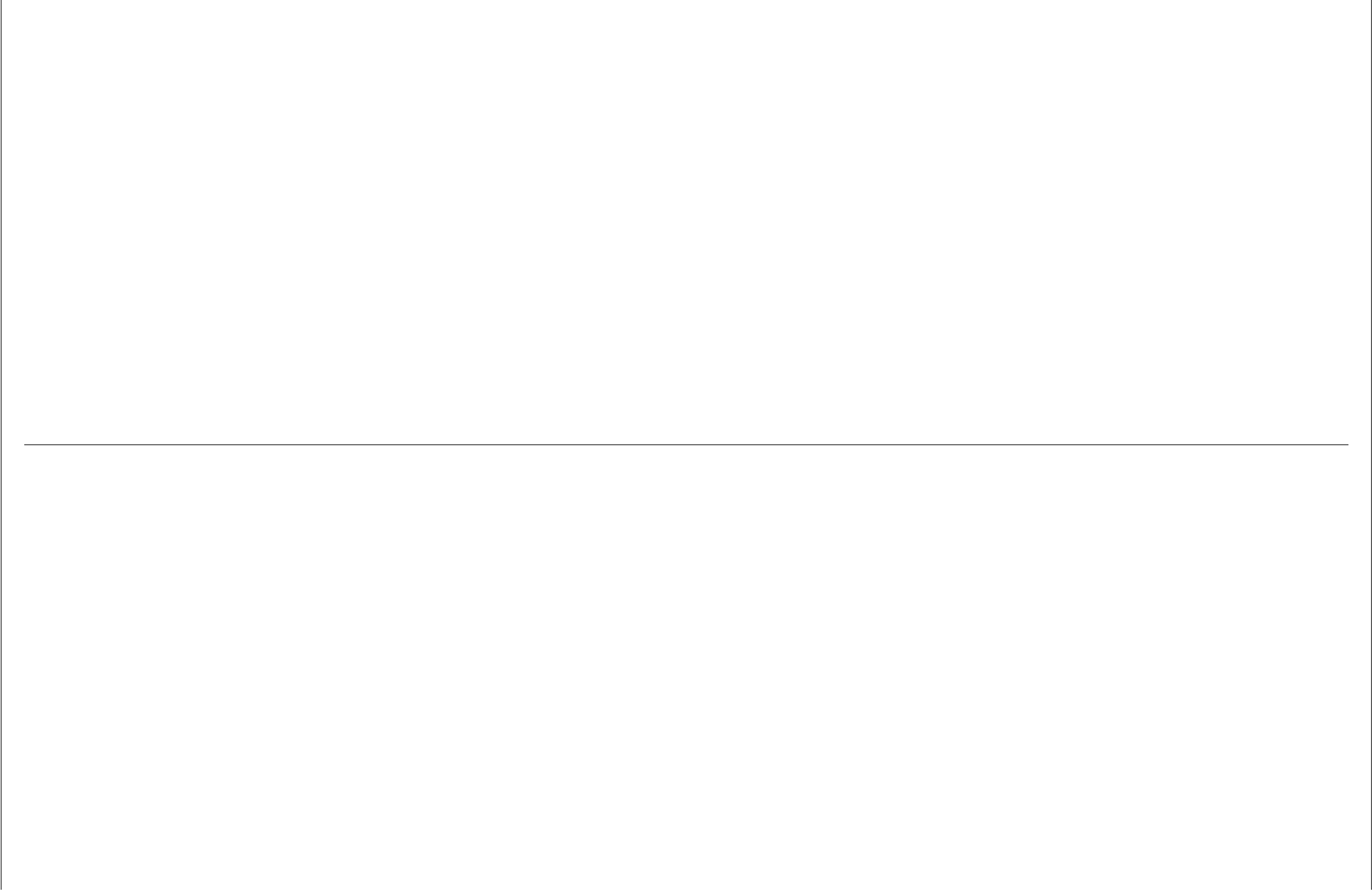
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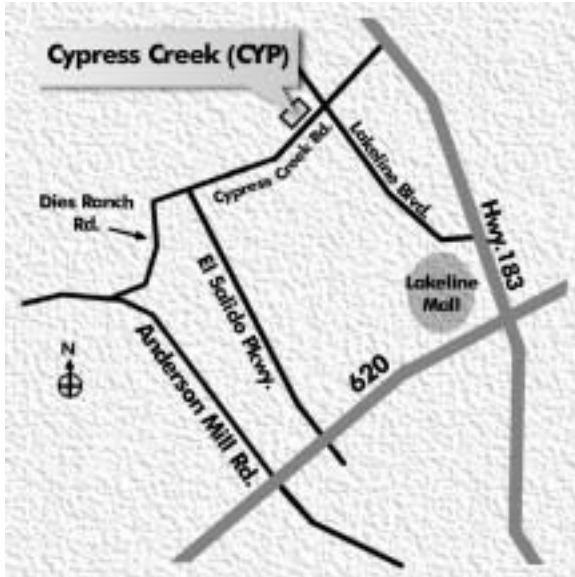
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Campus Locator Maps



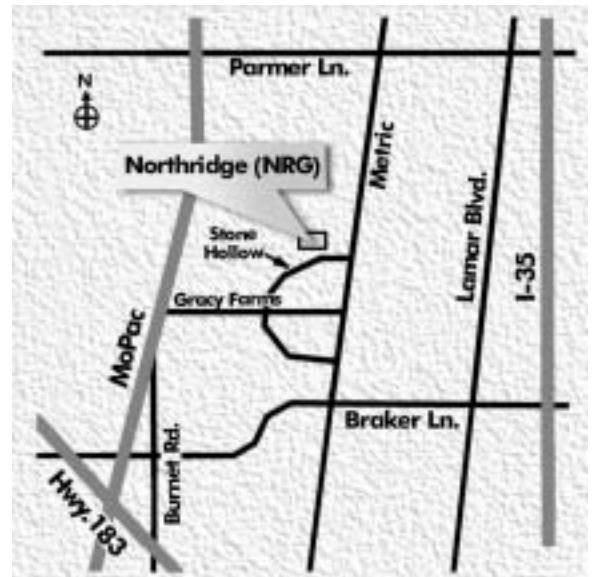
1555 Cypress Creek Rd.
Cedar Park, TX 78613
(512) 223-2000



3401 Webberville Rd.
Austin, TX 78702
223-5100

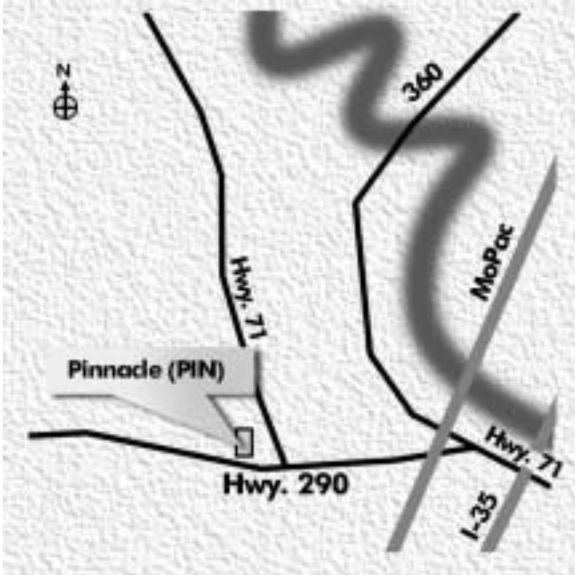


5930 Middle Fiskville Rd.
Austin, TX 78752
223-7000



11928 Stonehollow Dr.
Austin, TX 78758
223-4000

Campus Locator Maps



7748 Highway 290 W.
Austin, TX 78736
223-8001



1212 Rio Grande
Austin, TX 78701
223-3000



1020 Grove Blvd.
Austin, TX 78741
223-6000

Helpful Web Links

ACC maintains a comprehensive web site that outlines programs, services, curriculum information, news, events, phone numbers, and e-mail links. To access the site, visit www.austincc.edu.

The Cypress Creek, Eastview, Northridge, Pinnacle, Rio Grande, and Riverside campuses offer Internet access for browsing the web at Learning Lab sites. Check your campus site on the Tutoring Lab page at www.austincc.edu/rvslab/ll.html.

The following is a list of direct web addresses for your convenience. Some specific addresses are given, but all addresses can be accessed through the home page at www.austincc.edu

Directory: www.austincc.edu/phones

- Administrative/academic departments
- Staff phone numbers
- Organizational charts
- E-mail lists

About ACC: www.austincc.edu

Academic Directory: www.austincc.edu/dept

- Academic department listings, phone numbers
- Deans and phone numbers

Admissions and Registration: www.austincc.edu/admiss

- College-credit calendar
- Online application
- FAQs
- Steps required to register
- Course schedule
- Registration schedule
- Telephone registration worksheet
- Forms
- Student assessment

Adult Education: www.austincc.edu/abe

Agency Accrediting ACC: www.sacs.org

Articulation and Transfer Services: www.austincc.edu/transfer

Bookstore: <http://austincc.bkstore.com>

Business Services/Customized Training:
www.austincc.edu/ce/customized_training.html

Calendars: www.austincc.edu/evpcss/calendar

Continuing Education: www.austincc.edu/ce

Costs of Attendance: www.austincc.edu/finaid/cost.htm

- Tuition/fees, refund policy, return of Title IV grants or loans, etc.

Course Schedule: www.austincc.edu/schedule

- Courses, instructors, registration schedule

Current Academic Programs: www3.austincc.edu/evpcss/prgscamp.htm

Degrees and Certificates: www.austincc.edu/catalog/deptindx.htm

- Degrees and Certificates available at ACC

Distance Learning by Open Campus: <http://dl.austincc.edu>

- Television, web and remote site courses

Dual Credit/Early College Start: www3.austincc.edu/highschl

Financial Aid: www.austincc.edu/finaid

Frequently Asked Questions: www.austincc.edu/admiss/faqs.htm

Learning Labs: www.austincc.edu/rvslab/ll.html

Library Services: <http://library.austincc.edu>

- Computer access/media viewing
- Periodical indexes and full-text databases
- Newspapers and current events
- Encyclopedias, dictionaries, atlases
- Catalogs at other libraries
- Study help and other guides
- Ask a reference question
- Locations and hours
- Lending policies

Online Application: https://www3.austincc.edu/IT/student_app

Safety Tips from ACC Campus Police: www.austincc.edu/faoadmin/facilities_administration/campus_police/safety_tips.html

Services for Students with Disabilities: www.austincc.edu/resources_students/special.php

Special Populations Office: www3.austincc.edu/evpcss/rss/specialpops/specialpops.htm

- The Special Populations program
- The Interpreter Services program
- The Child Care Task Force page

Student Life: www.austincc.edu/life4u

- Student Government Association
- Student organizations
- Student newspaper
- Events

Student Government Association: www.austincc.edu/life4u/sga.htm

Student Right to Know and Campus Security Act:
www3.austincc.edu/evpcss/rightknow.htm

Student Services: www.austincc.edu/resources_students/services.php

Support Services: www3.austincc.edu/evpcss/orgref/stsupp.htm#support

Testing Centers: www.austincc.edu/testct

Title IV Refund Policy: www.austincc.edu/finaid/faqs2.htm

Transcripts: www.austincc.edu/admiss/transcript.htm

- How to obtain transcripts in person, by mail, and by telephone

Tutoring – Learning Labs: www.austincc.edu/rvslab/ll.html

- Learning labs for tutoring, computer learning services

Veterans Affairs: www3.austincc.edu/evpcss/rss/veteran